



LAW SOCIETY OF KENYA SACCO SOCIETY
(NON-WDT) LTD

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**TENDER DOCUMENT PROVISION OF AUCTIONEERING
SERVICES**

AUCTIONEERING SERVICES

LSKSACCO/TNDR/AUCT/2024

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LAW SOCIETY OF KENYA SACCO SOCIETY (NON-WDT) LTD

CONDITIONS OF TENDERING

Serial No.

Miscellaneous Receipt No.

Date of Receipt

Amount in Kshs..

1. DEFINITIONS

The Tenderer is the person who undertakes to supply the goods/services described in the tender documents.

The signatory must be a recognized official of the company and be authorized to sign on its behalf.

2. DOCUMENTS

2.1 The tender will receive a miscellaneous receipt of payment for tender documents. These include the following forms in duplicate:

- (i) **Form of tender**
- (ii) **Conditions of tendering**
- (iii) **Confidential business questionnaire,**

The Tenderer should retain one set for his records and return the other set in accordance with these conditions.

2.2.1 The Tenderer is required to check the number of pages of the document accompanying the **form of Tender**. Should any be missing or any figure indistinct, or should there be doubt about the precise meaning of any item or figure for any reason whatsoever he/she must inform the tender issuing officer at once and have the matter rectified as required before the final date for submission of tenders.

2.2.2 The Tenderer's signature to all documents shall indicate that he/she fully understands their contents and that he/she accepts all the conditions stated or applied therein.

3. SUBMISSION OF TENDERS

- 3.1.1 Attention is invited to the tender notice. The complete tender documents must be submitted to the address shown on the form of tender in a sealed plain envelope endorsed on the out cover with **Tender for provision of auctioneering with the reference as above**. Indication of Tenderer's names/mark should not appear on the envelope.
- 3.1.2 The form of tender must be properly signed in ink, dated and must accompany any other documents concerned with the tender.
- 3.1.3 The tender will not be accepted unless correctly submitted on the approved forms. Tenders for which the appropriate fee has not been paid will not be considered valid. Tender shall be deposited in the Tender box at **LSK Sacco Office** not later than the appointed time and date.

4. COMMUNICATION

- 4.1.1 There shall be no verbal variations in regard to a tender once submitted. Should an error be made it may be corrected in writing **before the closing date**.
- 4.1.2 All correspondence with the Tenderers will be sent to the address shown on the form of tender by post.

5. LIABILITY

No liability will be admitted nor claim allowed for error in the tender owing to mistakes in those documents, which should have been rectified in the manner, described above.

6. ACCEPTANCE

The society reserves the right to accept or reject any tender either wholly or in part and is not bound to accept the lowest or any tender or to give reason for rejection.

7. SUCCESSFUL TENDERERS

A letter of acceptance will be sent to the successful Tenderer in respect of the whole or that part of tender, which has been accepted within a validity period of 90 days.

COMPLIANCE WITH GIVEN CONDITIONS

CURRENT TRADE LICENCE NO. _____ EXP. DATE: _____

V.A.T. REG. NO. _____

PIN NUMBER: _____

NAME OF YOUR AUDITORS: _____

OTHER GOVERNMENT STATUS: _____

COMPANY STAMP

If a Tenderer does not comply in any way with these conditions where necessary, the tender shall be liable to rejection.

Tenderer's Name

Tenderer's Signature

Designation

Full address

Telephone Number (office)

Email

Fax

Date..... Official stamp/seal.

Name of the Building..... Plot No..... Door No.

Company Rubberstamp..... Date

Telephone number

Are you a Kenyan, if not, state your Nationality ----- -

Name and address of your bankers..... -

Bankers certificate on the Tenderer's Liquidity, suitability, and credit limitation ----- -

Bankers signatory – Manager/Accountant ----- Date ----- -

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give particulars indicated in Part I and part 2 as is applicable in your type of business. You are advised that false information/particulars will result in automatic disqualification and render the tender void.

Part 1 – General

Business Name

Location of business premises

Plots number.....Street/Road.....

Postal Address

Telephone number

Nature of business

Registration number

Trade license Number.....Date of Expiry

Maximum value of Business you can handle Kshs

Name of your bankers

Branch/address.....

Part 2 Registered company

Private or Public

State the normal and issued capital of the company:

Normal Kshs.....
Issued Kshs.....

Details of the Directors: -

| Name | Nationality/citizenship | Shares |
|---------|-------------------------|--------|
| 1. | | |
| 2. | | |

Date:.....Signature of Tenderer

Official stamp

If Kenyan citizen, indicate under "citizenship Details" whether by birth, nationalization or registration.

In the event of this tender being accepted in part or in full within the stipulated 90 days, I/We agree to supply against an order signed by an authorized officer of the Society and failure to do so will constitute breach of contract.

Tenderer's Name

Tenderer's Signature

Designation

Full address

Telephone Number (office)

Email

Fax

Date

Official stamp/seal.

Tenderer's name in full Signature

Address

Telephone number

GENERAL SCOPE OF SERVICES

The AUCTIONEERING services shall include -

- (i) Repossession/ recovery of assets and custodial services
- (ii) Advertising of assets in the newspaper
- (iii) Realization/auctioning of securities and assets.
- (iv) Remittance of proceeds to LSK Sacco (N-WTD) Society Ltd

Commission/ Charges shall be a percentage realized from the auction.

| No | Item | Commission/ charges (Kshs) |
|-----------|---------------------|-----------------------------------|
| 1. | Motor vehicle | |
| 2. | Motor cycle | |
| 3. | Land and buildings | |
| 4. | Chattels and Others | |

SPECIFIC SCOPE OF SERVICES

- (i) For administrative purposes, the auctioneering is managed from the LSK Sacco Office –Legal & Credit Department.
- (ii) Bidders shall be paid **in accordance to the amounts collected and commission quoted.**

TERMS AND CONDITIONS OF PAYMENT

1. Contract will be for one year from date of signing the agreement.
2. No payments will be made for amounts collected after the expiry of the contract.
3. LSK Sacco(N-WDT) society Limited has a right to reject and discontinue the contract if the AUCTIONEERING firm does not abide by the terms and conditions specified in this form.
4. The charges should include all statutory obligations i.e. V.A.T.

PRICE SCHEDULE

Applicants should indicate their charges as per unit of measure and attach profile showing clear specifications where applicable.

REFEREE:

NAME OF COMPANY:.....

ADDRESS:.....

CONTACT PERSON:.....

SIGNATURE:..... DATE:.....

COMPANY STAMP

DECLARATION

I/We have completed this form to the best of our knowledge and it is agreed that all responses can be substantiated if requested to do so. I/We understand that any inaccuracy in the information filled herein will be used as a ground for removal or termination of the tender.

Signed and Sealed:

For and on behalf of:-

Positions in the Company

Date:

THE FOLLOWING IS A LIST OF ITEMS/ INFORMATION THAT THE TENDERER MUST PROVIDE AS ATTACHMENTS TO THE TENDER DOCUMENTS. THIS INFORMATION WILL FORM PART OF THE TENDER EVALUATION FOR THE TENDERERS.

1. Company profile (company history, contacts, services, affiliations, certified copies of original documents defining constitutional or legal status, principal place of doing business of the company/ firm including valid business licenses)
2. Certificate of incorporation.
3. A valid tax compliance certificate or equivalent.
4. Provide details of three similar projects/ works with contact persons, undertaken under the area of the tender's interest in the last five (5) years.
5. In each of the projects in 4 above, provide reference letters from the firms/ organizations confirming the items/ goods/ services supplied and the performance.
6. Demonstration of financial capability in carrying out the project by submitting audited account for the last three years.
7. Demonstration of a proposed methodology, plan and schedule of implementation of the activity of interest.

Tender documents may be obtained from www.lksacco.co.ke and at the society offices at Crawford Business Park, State House Road, opposite State House Girls High School, during working hours (8.30a.m. – 5.00p.m. Monday – Friday).

Completed documents in plain sealed envelopes clearly marked "**PROVISION OF AUCTIONEERING SERVICES**" be addressed as below and deposited in the tender box at the Society office **26th April 2024 11.00 am** and thereafter, the same shall be opened after closure in the presence of those who may wish to witness.

**The Chief Executive Officer,
LSK SACCO Society(N-WDT)
Limited, P.O. Box 6470 – 00100,
NAIROBI.
www.lksacco.co.ke**