OUR LADY QUEEN OF PEACE, SOUTH B(OLQP), NAIROBI

TENDER DOCUMENT FOR DISPOSAL OF A MOTOR VEHICLE.

TENDER NO……..OLQP/…….2026

ALL TENDERERS ARE ADVISED TO READ CAREFULLY THIS TENDER DOCUMENT IN ITS ENTIRETY BEFORE MAKING THEIR BID

Information contained in this document is provided strictly to assist prospective bidders in their bid preparation. Any other use or disclosure to a third party is restricted and requires prior permission from OLQP, South B, Kenya

OLQP, South B, Kenya
P.O.BOX 60311-00100
NAIROBI-KENYA.

TELEPHONE:0737328325, 0712328325

OPEN TO ALL BIDDERS

CLOSING DATE: 30 SEPTEMBER 2026

TIME: 5.00 PM

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INVITATION TO TENDER: DISPOSAL OF PARISH MOTOR VEHICLE.

1. Our Lady Queen of Peace Parish, South B, Nairobi (hereinafter referred to as the Parish) invites sealed tenders from eligible candidates for the purchase of one motor vehicle, registration number KBT 228S, a Ford Ranger Double Cab Pickup 4x4, 2500cc Diesel, Manual Transmission, Year of Manufacture 2005.
2. The motor vehicle is sold on an "as is, where is" basis, without any encumbrances.
3. Interested tenderers may inspect the vehicle at the Parish from Monday, **17 August 2026 to Tuesday, 29 September 2026**, on weekdays between 9.**00 am and 4.00 pm.**
4. A complete set of tender documents may be downloaded free of charge from the Parish website, www.olqpsouthb.org, or collected from the Parish Office during office hours.
5. Tenderers are required to pay in advance a refundable deposit of a minimum of 10% of their bid price.

   Prices quoted shall be net, in Kenya Shillings, and shall remain valid for 120 days from the date of tender opening.
6. Completed tenders in sealed envelopes must be delivered to the Parish Office on or before Wednesday, 30 September 2026 at 5.00 p.m. Electronic tenders will not be permitted, and late tenders will be rejected.
7. Tenders will be opened at 5.30 p.m. on Wednesday, 30 September 2026 at the Parish, in the presence of the tenderers or their representatives who choose to attend.
8. The address for inspection, submission and opening of tenders is: Our Lady Queen of Peace, South B, Off Mukenia Road, P.O. Box 60311-00100, Nairobi. Website: www.olqpsouthb.org.
   The parish office hours are as below:
   - **Tuesdays, Thursdays and Fridays from 9.00 am - 12.30 pm and 3.00 – 5.00 pm**
   - **Wednesdays and Saturdays from 9.00 am to 12.30 pm.**

   The address referred to above, as well as the address for submission and opening the tenders, is:
   Our Lady Queen of Peace South B Parish
   Off Mukenia Road,
   P.O Box 60311-00100, NAIROBI

   The bank account details for making the deposit:
   Bank: Diamond Trust Bank
   Branch: Capital Center Branch
   Account Number: 0039761001

   Email: olqpsecretary@gmail.com
   Telephone:0737328325,,0712328325
   Website: www.olqpsouthb.org.

   The Father in Charge

   Signature……..…….. **Date: ……2026**

SECTION I - INSTRUCTIONS TO TENDERERS

1 Eligible Tenderers

1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.

1.2 Tenderers shall be under a declaration of ineligibility for corrupt or fraudulent practices.

1.3 The members of the tendering committee, their spouses, children, parents, brothers or sisters are not eligible to participate in the tender.

1.4 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

2. Cost of Tendering

2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the parish will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.2 The parish shall allow the tenderer to review the tender document and the vehicle to be sold free of charge before tendering.

3. The Tender Document

3.1 The tender document comprises the following documents:

i) Invitation to tender,
ii) Instructions to tenderers,
iii) Schedule of items and prices,
iv) Conditions of Tender,
v) Form of tender,
vi) Confidential Business Questionnaire Form,
vii) Tender Commitment Declaration Form.

3.2 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to meet all the requirements of the tender may result in the rejection of its tender.

4 Clarification of Documents

4.1 A prospective tenderer requiring any clarification of the tender document may notify the parish, in writing or by post at the address indicated in the Invitation for tenders. The parish will respond in writing to any request for clarification of the tender documents, which it receives not later than thirty (30) days prior to the deadline for the submission of tenders(30 September 2026).

4.2 Clarification of tenders shall be requested by the tenderer to be received by the parish, not later than 7 days prior to the deadline for submission of tenders.

4.3 The parish shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

5 Amendment of Documents

5.1 At any time prior to the deadline for submission of tenders, the parish may for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the tender documents by amendment.

5.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing, via email or by post and will be binding on them.

5.3 In order to allow prospective tenderers reasonable time in which to take the amendment in to account in preparing their tenders, the parish, at its discretion, may extend the deadline for the submission of tenders.

6 Tender Prices and Currencies

6.1 The tenderer shall indicate on the appropriate Price Schedule the unit price and total tender price of the item it proposes to purchase under the contract.

6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non- responsive and will be rejected.

6.3 The Price quoted shall be in Kenya Shillings.

7 Tender deposit

7.1 The tenderer shall put a deposit of 10% of the bid price for the vehicle tendered for ,to the Bank account indicated in Section III - Schedule of Items and Prices.

7.2 Failure to put the required deposit will lead to disqualification of the tender for the item.

7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the parish.

7.4 The successful Tenderer's tender deposit will be credited to his tender price so that it forms part of the amount of the tender and the tenderer will be required to pay the tender priceless the deposit.

7.5 The tender deposit shall be forfeited:

a) If a tenderer withdraws its tender during the period of tender validity specified by the parish.

b) In the case of a successful tenderer, if the tenderer fails to pay the balance of the tender price.

8 Validity of Tenders

8.1 Tenders shall remain valid for three months after date of tender opening prescribed by the parish, pursuant to paragraph 2.10. Tender valid for a shorter period shall be rejected by the parish as non-responsive.

8.2 In exceptional circumstances, the parish may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses there to shall be made in writing. The tender deposit shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender deposit. A tenderer granting the request will not be required nor permitted to modify its tender.

8. Viewing of Tender Items

8.1 Prospective tenders are advised to view the vehicle before tendering. This will enable them to arrive at the most reasonable and competitive tenders. Tenders are based on "**AS WHERE IT IS AND THE CONDITION IT IS IN"** and the conditions of the items are not guaranteed or warranted by the parish.

9. Sealing and Marking of Tenders

9.1 The Tenderer shall deliver the Tender in a single, sealed envelope bearing the name and Reference number of the Tender, addressed to the parish, and a warning not to open before the time and date for Tender opening date. Within the single outer envelope, the Tenderer shall place another sealed envelope containing the details of and price of the vehicle tendered for and addressed as follows.

a) Bear the name and address (including telephone number and email) of the Tenderer;

b) Bear the name and Reference number of the Tender;

c) Bear the name and address of the parish; and

d) Attach a payment slip or certified banking details from a bank, warranting the deposit payment made for the items tender for.

9.2 If all envelopes are not sealed and marked as required, the *parish*, will assume no responsibility for the misplacement or premature opening of the Tender, or failure to contact the tenderer in case of advice on the status of the tender or refund of deposit. Tenders that are misplaced or opened prematurely will not be accepted.

10. Deadline for Submission of Tenders

10.1 Tenders must be received by the parish, at the address specified not later than 30 September 2026,5.00 pm .

10.2 The parish, may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents.

11. Modification of tenders

11.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the parish, prior to the deadline prescribed for submission of tenders.

11.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.9.1.

11.3 A withdrawal notice may also be sent by email but followed by a signed confirmation copy, post marked not later than the deadline for submission of tenders.

11.4 No tender may be modified after the deadline for submission of tenders.

12 Withdrawals and tenders

12.1 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer. Withdrawal of a tender during this interval may result in the tenderer's forfeiture of its tender deposit, pursuant to paragraph 2.7.5

13 Opening of Tenders

13.1 The parish will open all tenders in the presence of tenderers' representatives who choose to attend at 5.30 p.m. on Wednesday, 30 September 2026, at the Parish, Our Lady Queen of Peace, South B, Off Mukenia Road, Nairobi
The tenderers or representatives who are present shall sign a register evidencing their attendance.

13.2 The tenderers' names, tender modifications or withdrawals, tender prices, and the presence or absence of requisite tender deposit and such other details as the parish, at its discretion, may consider appropriate, will be announced at the opening.

13.3 The parish will prepare minutes of the tender opening.

14 Clarification of tenders

14.1 To assist in the examination, evaluation and comparison of tenders the parish, at its discretion, ask the tenderer for a clarification of its tender. the request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

14.2 Any effort by the tenderer to influence the parish in the its tender evaluation, tender comparison or contract award decisions shall result in the rejection of the tenderers' tender.

15 Evaluation and Comparison of Tenders

15.1 The parish will examine the tenders to determine whether they are complete, whether the tenderer has fulfilled the eligibility criteria, whether any computation errors have been made, whether required deposits have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non- responsive, will be rejected by the parish.

15.2 Provided that the Tender is substantially responsive, the parish shall handle errors on the following basis:

a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.

b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and

c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

15.3 The parish evaluate and compare the tenders, which have been determined to be substantially responsive.

15.4 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

16 Award Criteria

16.1 The parish will award the contract to the successful tenderer(s) whose tender has been determined to be **substantially responsive** and has been determined **to <u>be the highest tendered price</u>**, subject to the reserve price.

17 Notification of Intention to enter into a Contract/Notification of Award

17.1 Prior to the expiration of the period of tender validity, the parish will notify the successful tenderer in writing that its tender has been accepted.

17.2 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

18 Canvassing/Contacting the Parish

18.1 No tenderer shall contact the parish on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

18.2 Any effort by a tenderer to influence the parish in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

APPENDIX TO INSTRUCTIONS TO TENDERERS.

The following information shall complement, supplement or amend, the provisions of the instructions to tenderers. Whenever there is a conflict between the provisions of the instructions to tenderers and the provisions of the Appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

<table>
<tr><td>Instructions to Tenderers Reference</td><td>Particulars of appendix to Instructions to tenderers</td></tr>
<tr><td>10.1</td><td>Bidders should submit only One (1) original and drop in the tender box located at the parish, before closing date</td></tr>
<tr><td>1.3</td><td>Open to Kenyan citizens except employees of the parish who are directly involved in the disposal proceeding.</td></tr>
<tr><td>6.1</td><td>Tenderers will be required to pay in advance a refundable deposit of 10% of the bid price .</td></tr>
<tr><td>7.1</td><td>Tenders should remain valid for 120 days after date of tender opening</td></tr>
<tr><td>1.11</td><td>Evaluation and Comparison of Tenders
<table>
<tr><td>No.</td><td>Mandatory Requirements</td><td>Responsive or Not Responsive</td></tr>
<tr><td>MR1</td><td>Must Submit a copy of Certificate of Registration /Incorporation and a copy of CR12 not older than 12 months for a Company or National ID for an Individual</td><td></td></tr>
<tr><td>MR2</td><td>Bidders must submit a valid Tax Compliance Certificate from Kenya Revenue Authority</td><td></td></tr>
<tr><td>MR3</td><td>Must fill the Schedule of items, bid and bid prices in the format provided.</td><td></td></tr>
<tr><td>MR4</td><td>Must Fill the Form of Tender in the Format provided</td><td></td></tr>
<tr><td>MR5</td><td>Must submit a duly filled Confidential Business Questionnaire Form in the format provided</td><td></td></tr>
<tr><td>MR6</td><td>Must submit a receipt from parish, as proof of having paid the 10% deposit of the bid price required for the vehicle quoted for</td><td></td></tr>
<tr><td>MR7</td><td>Must fill the Tender Deposit Commitment Declaration Form in the format provided.</td><td></td></tr>
<tr><td>MR8</td><td>Must fill the SELF-DECLARATION FORMS SD1 and SD2 in the formats provided.</td><td></td></tr>
<tr><td>MR9</td><td>Must fill and sign the form of Declaration and Commitment to The Code of Ethics in the format provided</td><td></td></tr>
</table></td></tr>
<tr><td>16.1</td><td>Award Criteria
The parish will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the highest evaluated tender, which must be higher than reserve price of the vehicle</td></tr>
</table>

SECTION II - SCHEDULE OF ITEMS

	VEHICLE DESCRIPTION	LOCATION OF VEHICLE	QTY	TOTAL PRICE (KES)	REQUIRED DEPOSIT (10% OF BID PRICE (KES)
1	Motor vehicle, Reg. No. KBT 228S, Ford Ranger double cab pickup 4x4, 2500cc diesel, manual, year of manufacture 2005, 127,953 km, blue and grey. Sold as is, where is.	OLQP Parish, South B, Off Mukenia Road, Nairobi	1		

NB:

a. The viewing site is as per the Location of vehicle above, Nairobi, Kenya
b. The viewing time is as indicated in the invitation to tender
c. A refundable deposit of the bid price shall be paid through the account indicated in the invitation to tender Tenderers will obtain from the parish then present the original deposit slip to the parish finance officer to obtain an official receipt. Thereafter, attach the receipt to the bid document as proof of payment.

SECTION III - CONDITIONS OF TENDER

1.1 A tenderer will pay the deposit before the closing date of the tender for the vehicle tendered for as indicated in the schedule of items and prices.

1.2 Tenderer who will be awarded contract will be required to pay for the vehicle after 14 days and not later than 21 days. Failure to which the contract award will be cancelled and the deposit forfeited.

1.3 Tenderers who will not be awarded contracts will be refunded the deposits within fourteen (14) days after notification of the communication of the contract awards.

1.4 Tenderers will be required to collect the vehicle within fourteen (14) days after making the payment, failure to which storage charges will be charged as indicated in the appendix to Conditions of Tender.

1.5 The parish will retain confidential bid prices for the vehicle. The parish will retain the vehicle if the price is below the bid price.

APPENDIX TO CONDITIONS OF TENDER

The following information shall complement, supplement, or amend, the provisions of the conditions of the tender. Whenever there is a conflict between the provisions of the conditions of tender and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the conditions of tender.

Conditions of tender reference	*Particulars of the appendix to Conditions of tender*
1.5	***The storage charge will be Kes 1,000.00 per day after 21 days from the notification of award date.***

SECTION IV - STANDARD FORMS

Note on Standard Forms

The form of tender, the confidential business questionnaire form and the tender deposit commitment declaration form must be completed by the tenderers and returned with the tender. Failure to complete any of these forms will lead to the disqualification of the tenderer.

1. Form of Tender

Date:.....

Tender No.....

To:

…….....……

…….....

…… [*Name and address of the parish*]

To the Tender Committee,

1. Having examined the tender documents including addenda and having examined the items on sale, we the undersigned, offer to purchase and collect the vehicle offered to us in conformity with the said tender documents for the sum of…….....……..... [*total tender amount in words and figures*] or such other sums as may be ascertained in accordance with the Schedule of Items and Prices attached here with and made part of this Tender.

2. We undertake, if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.

3. We agree to adhere by the tender price for a period of 120 days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. We understand that you are not bound to accept the highest or any tender that you may receive.

SCHEDULE OF ITEMS AND PRICES

NO	ITEM DESCRIPTION	QTY	TOTAL BID PRICE (KES)	REQUIRED DEPOSIT (10% OF BID PRICE (KES)	LOCATION	TOTAL TENDER AMOUNT
1						

Dated this_____day of_____20_____

_____ _____

[*Signature*] [*In the capacity of*]

Duly authorized to sign tender for and on behalf of _____

2. Confidential Business Questionnaire Form

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) whichever applies to your type of business.
You are advised that it is a serious offence to give false information on this form.
You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) whichever applies to your type of business.
You are advised that it is a serious offence to give false information on this form

Part 1 – General

Business Name…….....……

LocationofbusinessPremises…….....……

Plot No…… Street/Road……Postal Address…..……..

Tel No……

Nature of business…….....

Current Trade License No.....Expiring date…….....

Name of your Bankers ……..

Branch …….....……

Part 2 (a) – Sole Proprietor or Individual

Your Name in full …….....……..……

Nationality …….....*ID and or Passport Number*…….....

Name…….....

Signature.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares

1. …….....
   ...
2. …….....
   ...
3. …….....
   ...

[Name, Designation and Signature of Tenders Representative in the Company]

Name

……….....

Designation.....

....

Signature and Company stamp or Seal.....

Part 2 (c) - Registered Company (Private or Public)

State the nominal and issued capital of company - Nominal Kshs.....

- Issued Kshs.....

Given details of all directors as follows:

	Name	Nationality	Citizenship Details	Shares
1.	……			
2.	……			
3.	……			
4.	……			
5.	……			

[Name, Designation and Signature of Tenders Representative in the Company]

Name
…….....

Designation
.....…….....

Signature and Company stamp or Seal.....

Date ……

3. Tender deposit commitment Declaration Form

Tender No. (*As per tender documents)*

As indicated in the schedule of items and prices, we do confirm that we have put the deposit for the vehicle tendered for as supported by the attached copy of the receipt as follows:-

Item Description	**Deposit (Kshs.)**	**Deposit Receipt No**	**Date of Deposit Receipt**

Authorizing Official _____
(Name)

Designation _____

_____

(Signature)

_____

(Date)

1. SELF-DECLARATION FORMS

1.1 FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,……., of Post Office Box being a resident of

…….. in the Republic of do hereby make a statement as follows:-

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of

   … (Insert name of the business if applicable) who is a Bidder in respect of **Tender No. ……** for the disposal of a motor vehicle for Our Lady Queen of Peace South B Parish and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

……	…….....	…….....……
…	..	…
(Title)	(Signature)	(Date)

Bidder's Official Stamp

1.2 FORM SD2

SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, …….of P. O. Box ……. being a resident of.....
…… in the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of…….....…..
   …… *(Insert name of the Company)* who is a Bidder in respect of **Tender No.** for …….. *(Insert tender title/description)* for *(Insert name of the Procuring entity)* and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents/subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of……..*(insert name of the Procuring entity)* which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of *(name of the procuring entity)*.

4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender

5. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

……	**…….....**	**…….....……**
(Title)	**(Signature)**	**(Date)**

Bidder's Official Stamp

5.0 DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (person) on behalf of ***(Name of the Business/ Company/Firm***) declare that I have read and fully understood the contents of the Code of Ethics for persons participating in Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Procurement and Asset Disposal.

Name of Authorized signatory…….....……

Sign…….....…….....……
...

Position…….....……
…

Office address…….....…….

Telephone……..... E-mail……

Name of the Firm/Company…….....

Date…….....……

(Company Seal/ Rubber Stamp where applicable)

Witness

Name…….....……
….

Sign…….....…

Date……...

LETTER OF NOTIFICATION OF AWARD

To be printed on parish letterhead

To: *[name and address of the successful tenderer]*

This is to notify you that your Tender dated ..…….for the purchase of the vehicle and at price listed on the table below is here by accepted by the parish.

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said vehicle.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the vehicle.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

OFFERED ITEMS AND PRICES

1	2	4	5	6
Item No.	**Description of Item**	**Total Quantity**	**Unit price**	**Offered Price**
1	Motor vehicle, Reg. No. KBT 228S, Ford Ranger double cab pickup 4x4, 2500cc diesel, manual, year of manufacture 2005, 127,953 km, blue and grey. Sold as is, where is.			

Authorized
Signature:.....

Name and Title of
Signatory:.....

Authorized
Signature:.....

Name and Title of
Signatory:.....

COPY OF THE LETTER OF NOTIFICATION OF AWARD

(*To be signed by the Purchaser)*

To be printed on parish letterhead

Date:

To: *[name and address of the successful tenderer]*

This is to notify you that your tender dated [date] for the purchase of the items and at prices listed on the table below is herebyacceptedby (name of Procuring Entity).

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

OFFERED ITEMS AND PRICES

1	2	4	5	6
Item No.	**Description of Item**	**Total Quantity**	**Unit price**	**Offered Price**
1				
2				
3				
4				
TOTAL PRICE OF ALL ITEMS				xxxxx

Authorized Signature:.....

Name and Title of Signatory:.....

Name of Procuring Entity:.....

Officer(s) to be contacted

Name of Officer

Postal Address

Telephone Number

email Address

Physical Address (City, Street, Building, Floor number and room number)

SIGNED BY THE PURCHASER

I/we, the undersigned accept the award and will execute the sale of the vehicle as per conditions of the award. We understand that the award will remain cancelled and no deposits will be refunded if we do not:

a) Return this letter signed within 14 days; or

b) Pay the balance of the tender amount within fourteen (14) days after notification of the award.

We further understand that if we do not collect the vehicle we have paid for within fourteen (14) days after making the payment, you charge storage charges at rates to be determined by yourselves.

Name of Purchaser:…….

Authorized Signature:_____Date_____

Name and Title of Signatory

RANGER

RANGER

KBT 228S

KBT