



MUMIAS SUGAR COMPANY LIMITED

MSC – 10 - 2018

**TENDER FOR THE DISPOSAL OF
VARIOUS SCRAP METAL &
MATERIALS (Cast iron, Aluminium, Mild
Steel, Stainless steel, carbon steel, Rubber
Belts)**

**Mumias Sugar Company Ltd
Private Bag
MUMIAS.
Website: www.mumias-sugar.com**

SEPTEMBER 2018

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SECTION I

INVITATION TO TENDER

Mumias Sugar Company Ltd invites tenders **for the Disposal of the following Assorted Scrap Metal & Materials**; High Carbon Steel-112tonnes, cast iron 68tonnes, Mild steel-72tonnes, stainless steel-0.5tonnes, Aluminum sheet-100kg, Conveyor Rubber Belt-460kg.

Interested firms may obtain further information on the tender from the office of the **Manager, Supply Chain**, located at Mumias Factory or through telephone nos. 0722499798, 0735600201 and 0733554118.

The tender document may be viewed and downloaded from the website www.mumias-sugar.com upon payment of **Kshs.20,000 (Twenty Thousand Shillings Only) non-refundable** for the tender document only payable to Mumias Sugar Company Ltd, Account No. 1147868166 KCB, Mumias Branch.

Tenders accompanied by tender document payment slip and a security bond to be addressed to the

Ag. Chief Executive Officer,
Mumias Sugar Company Ltd
Private Bag,
Mumias.

and deposited in a plain sealed envelope marked tender number at the tender box on 1st floor of the main Administration Block at Mumias Sugar Factory in Mumias.

The tender closes on **12th October 2018 at 11.00am** and bids to be opened shortly thereafter.

MANAGER, SUPPLY CHAIN

SECTION II

INSTRUCTION TO TENDERERS

2.1 **Eligible Tenderers**

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices
- 2.1.3 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate.

2.2 **Cost of Tendering**

- 2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the Mumias Sugar, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 Mumias Sugar shall allow the tenderer to review the tender document free of charge before purchase.
- 2.2.3 Mumias Sugar Team shall supervise all operations in regard to handling of Scrap material.
- 2.2.4 Tenderer shall provide his own labor, equipment and gases to chop the material.
- 2.2.5 **Note that the scrap material is scattered within the Mumias Factory premises. Collection and heaping shall be at the cost of the tenderer.**
- 2.2.6 **Excavation as and when need will arise shall be at the cost of the tenderer.**

2.3 **The Tender Document**

- 2.3.1 The tender document comprises the documents listed below and any addenda issued in accordance with clause 2.5 of these instructions to tenderers.
 - (i) Invitation to tender
 - (ii) Instructions to tenderers
 - (iii) Schedule of items and price
 - (iv) Conditions of Tender
 - (v) Form of tender
 - (vi) Confidential Business questionnaire Form
 - (vii) Tender Commitment Declaration Form

2.3.2 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 will be at the tenderer's risk and may result in the rejection of its tender.

2.4. Clarification of Documents

2.4.1 A prospective tenderer requiring any clarification of the tender document may notify Mumias Sugar in writing or by post at the entity's address indicated in the Invitation for tenders. Mumias Sugar will respond in writing to any request for clarification of the tender documents, which it receives not later than **two (2) days** prior to the deadline for the submission of tenders, prescribed by Mumias Sugar. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

2.4.2 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 2 days prior to the deadline for submission of tenders.

2.4.3 The procuring entity shall reply to any clarifications sought by the tenderer within 1 day of receiving the request to enable the tenderer to make timely submission of its tender

2.5 Amendment of Documents

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

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

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

2.6 Tender Prices and Currencies

2.6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the items it proposes to purchase under the contract

2.6.2 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

2.6.3 The Price quoted shall be in Kenya Shillings.

2.7 Validity of Tenders

2.7.1 Tenders shall remain valid for 90 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by Mumias Sugar, pursuant to paragraph 2.10 Tender valid for a shorter period shall be rejected by Mumias Sugar as non-responsive.

2.7.2 In exceptional circumstances, the Mumias Sugar may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A tenderer granting the request will not be required nor permitted to modify its tender.

2.8 Viewing of Tender Items

Prospective bidders are advised to visit the Factory with Mumias Sugar before they bid for each lot. This will enable them to arrive at the most reasonable and competitive bids. Bids are based on AS WHERE IS CONDITION and the conditions of the items are not warranted by the seller.

2.9 Sealing and Marking of Tenders

2.9.1 The tenderer shall seal the tender and mark it with the number and name of the tender and **DO NOT OPEN BEFORE 12th October, 2018 at 11.00am**

2.10 Deadline for Submission of Tenders

2.10.1 Tenders must be received by Mumias Sugar at the address specified not later than **12th October, 2018 at 11.00am**

2.10.2 Mumias Sugar may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5. In which case all rights and obligations of Mumias Sugar and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

2.11 Modifications And Withdrawals Of Tenders

2.11.1 Modification of tenders

2.11.1.1 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 Mumias Sugar prior to the deadline prescribed for submission of tenders.

2.11.1.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.9.1. A withdrawal notice may also be sent by email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.11.2 Withdrawals of Tenders

2.11.2.1 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 fee.

2.12 Opening of Tenders

2.12.1 Mumias Sugar will open all tenders in the presence of tenderers' representatives who choose to attend on **12th October, 2018 at 11.00am** and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

2.12.2 The tenderers' names, tender modifications or withdrawals, tender prices, and such other details as Mumias Sugar, at its discretion, may consider appropriate, will be announced at the opening.

2.12.3 Mumias Sugar will prepare minutes of the tender opening.

2.13 Clarification of tenders

2.13.1 To assist in the examination, evaluation and comparison of tenders Mumias Sugar may, 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.

2.13.2 Any effort by the tenderer to influence Mumias Sugar in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.14 Evaluation and Comparison of Tenders

2.14.1 Mumias Sugar will examine the tenders to determine whether they are complete, whether any computation errors have been made, , 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 Mumias Sugar.

2.14.2 Mumias Sugar will evaluate and compare the tenders, which have been determined to be substantially responsive.

2.14.3 The tender evaluation committee shall evaluate the tender within 15 days of the validity period from the date of opening the tender.

2.15 Award Criteria

2.15.1 Mumias Sugar 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.

2.16 Notification of Award

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

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

2.17 Contacting Mumias Sugar

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

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

SECTION III

CONDITIONS OF CONTRACT

3.1 Definitions

(a) "Goods" Sale of Assorted Scrap Metal and Materials

3.2 The buyer shall pay for the Goods by either cash or bankers cheque

3.3 The buyer shall conduct its activities on Mumias Sugar premises in such a way as to minimize interference with the operations of others on the premises.

3.4 Product shall be collected after full Payment of the bid price & after presentation of an official receipt at the collection point.

3.5 The award shall be made to the compliant bidder who;

I Submits the most competitive OVERALL bid based on the price.

SECTION IV

4.1 SCHEDULE OF ITEMS AND LOTS

LOCATION	LOT NUMBER
FIRST LINE AREA/FACTORY	LOT NO.1: HIGH CARBON STEEL SCRAP
	LOT NO.2: HIGH CARBON STEEL SCRAP
	LOT NO.3: HIGH CARBON STEEL SCRAP
	LOT NO.4: CAST IRON SCRAP
	LOT NO.5: MILD STEEL SCRAP
	LOT NO.6: MILD STEEL SCRAP
	LOT NO.7: MILD STEEL SCRAP
	LOT NO.8: MILD STEEL SCRAP
	LOT NO.9: CONVEYOR RUBBER BELT SCRAP
RATIONALISATION AREA	LOT NO. 10: ALLUMIUM SCRAP
	LOT NO.11: MILD STEEL SCRAP
	LOT NO.12: CAST IRON SCRAP
	LOT NO.13: STAINLESS STEEL SCRAP
	LOT NO.14: CONVEYOR RUBBER BELT SCRAP

4.2 Tender Commitment Declaration Form

As indicated in the schedule of items and prices, we do confirm that we have tendered for as supported by the attached copies of receipts as follows:-

Tender for Sale of Assorted Scrap Metal & Materials

LOCATION	LOT NUMBER	UNIT PRICE PER KG	Receipt No. and Date
FIRST LINE AREA/FACTORY	LOT NO.1: HIGH CARBON STEEL SCRAP		
	LOT NO.2: HIGH CARBON STEEL SCRAP		
	LOT NO.3: HIGH CARBON STEEL SCRAP		
	LOT NO.4: CAST IRON SCRAP		
	LOT NO.5: MILD STEEL SCRAP		
	LOT NO.6: MILD STEEL SCRAP		
	LOT NO.7: MILD STEEL SCRAP		
	LOT NO.8: MILD STEEL SCRAP		
	LOT NO.9: CONVEYOR RUBBER BELT SCRAP		
RATIONALISATION AREA	LOT NO. 10: ALLUMIUM SCRAP		
	LOT NO.11: MILD STEEL SCRAP		
	LOT NO.12: CAST IRON SCRAP		
	LOT NO.13: STAINLESS STEEL SCRAP		
	LOT NO.14: CONVEYOR RUBBER BELT SCRAP		

The Successful bidder shall collect the scrap items within a period of 30 days from the date of letter of award, Failure to which a storage penalty will be charged at a rate of Kes 5,000.00 per LOT per week.

TENDERER'S NAME: _____

TENDERER'S SIGNATURE--_____

DATE : _____

COMPANY'S RUBBER STAMP_____

SECTION V

GENERAL CONDITIONS OF TENDER

5.1 A tenderer may view the lots at Mumias Sugar Company at Mumias on the dates indicated

Date: 8th October 2018 or 9th October 2018 between 9.00am to 1.00pm.

5.2 A tenderer shall tender for an entire lot and may tender for as many lots as he/she wishes.

5.3 Tenderers who will be awarded contracts will be required to pay for the items after 14 days and not later than 21 days failure to which the contract award will be cancelled. If there is an administrative review, the review procedures shall be followed.

5.4 Tenderers will be required to collect the items they have paid for 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. (see appendix below)

Appendix to conditions of tender

The following information for sale of scrap material 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	<i>Particulars of the appendix to Conditions of tender</i>
5.5	<i>Storage Charges: Will be at a rate of Kshs.5,000.00 per lot per Week for uncollected lot after 14 days of payment for goods</i>

SECTION VI

STANDARD FORMS

6.1 Form of Tender

Date: _____

Tender No. _____

To: Mumias Sugar Company Ltd
Private Bag
MUMIAS, Kenya.

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda. Nos.[insert numbers]. The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase and collect all the items 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 Prices attached herewith 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 abide by the tender for a period of ...[number] 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.

Dated this _____ day of _____ 2018

[signature]

Duly authorized to sign tender for and on behalf of _____

[in the capacity of]

6.2 MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE

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					
Location of business Premises					
Plot No.		Street/Road			
Postal Address				Tel No.	
Nature of business					
Current Trade Licence No.			Expiring date		
Maximum value of business which you can handle at any one time Kshs					
Name of your bankers				Branch	
Part 2 (a) – Sole Proprietor					
Your Name in full			Age		
Nationality		Country of origin			
* Citizenship details					
Part 2 (b) Partnership					
Given details of partners as follows:					
	Name	Nationality	Citizenship	Details	Shares
1				
2				
3				
4				
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				
Date					
Seal/Signature of Candidate					
Issued					