...towards a prosperous future together

TENDER NO. ST/OT/SAB/21/26

TENDER FOR DISPOSAL OF MWIKI LAND

Tender Commencement Date: *Wednesday 11th November 2026*

Tender Opening/Closing Time: *Thursday 26th November 2026 at 12:00 Noon EAT.*

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

STIMA DT SACCO SOCIETY LTD
STIMA SACCO PLAZA, MUSHEMBI ROAD, PARKLANDS
P.O. BOX 75629-00200, NAIROBI,
E-Mail: tenders@stima-sacco.com
Website: www.Stima-sacco.com

INVITATION TO TENDER

1.1 Stima DT Sacco Society Ltd invites sealed bids from interested candidates for the **DISPOSAL OF MWIKI LAND.** The property is Title Number NAIROBI/BLOCK 223/4089 (FORMALLY L.R. No. 11494/6) in MWIKI, NAIROBI

1.2 All interested bidders are advised to visit the indicated location to carry out their own assessment before submitting their final bids.

1.3 Interested eligible candidates may obtain further information from at the address provided below. The property will be sold as is, without any encumbrances.

1.4 A complete set of tender documents may be downloaded by interested candidates free of charge from *www.stima-sacco.com*. All bidders taking part in this tender must forward their particulars (Company Name and Contact Details) immediately for recording and any further clarifications and addenda to tenders@stima-sacco.com

1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at 1st floor, Stima Investment Plaza II, Mushembi Road, Nairobi and be addressed to:

Chief Executive Officer,
Stima DT Sacco Society Limited,
P O Box 75629 – 00200, NAIROBI,
KENYA
so as to be received on or before **Thursday 26th November 2026 at 12.00 noon EAT**

1.6 Late tenders will be rejected

1.7 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at the supply chain meeting room on 1st Floor, Stima Investment Plaza II, Mushembi Road, Nairobi.

1.8 The sale is subject to the set reserved price.

CHIEF EXECUTIVE OFFICER

STIMA DT SACCO SOCIETY LTD

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 tenders are open to all eligible persons.

2. Cost of Tendering

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

2.2 The Procuring Entity shall allow the tenderer to review the tender document and the goods to be sold free of charge before tendering.

3. The Tender Document

3.1 The tender document comprises the documents listed below and any addenda issued in accordance with clause 5.1 of these instructions to tenderers.

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 will beat the tenderer's risk and 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 Procuring Entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring Entity will respond in writing to any request for clarification of the tender documents, which it receives not later than **three (3)** days prior to the deadline for the submission of tenders, prescribed by the Procuring Entity. 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.

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

4.3 The Procuring Entity 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 Procuring Entity, 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 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 into account in preparing their tenders, the Procuring Entity, 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 prices 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 for every item tendered for in the amount indicated in the schedule of items and prices, to the Bank account indicated in Section II - Schedule of Items and Prices

7.2 Failure to put the required deposit for any item tendered for 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 fourteen (14) days after the expiration of the period of tender validity prescribed by the Procuring Entity.

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 tender will be required to pay the tender price less the deposit security.

7.5 The tender deposit shall be forfeited:

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

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

c) In case a successful bidder refuses to enter into a written contract upon award of the tender by the Sacco

8 Validity of Tenders

8.1 Tenders shall remain valid for **90 days** or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the Procuring Entity. Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

8.2 In exceptional circumstances, the Procuring Entity 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 provided under paragraph 7.1 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.

9. Viewing of Tender Items

9.1 Prospective tenders are advised to view the items to be sold 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 seller.

10. Sealing and Marking of Tenders

10.1 The Tenderer shall deliver the Tender in a **single, sealed envelope bearing the name and Reference number of the Tender,** addressed to the Procuring Entity 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 list of and prices of the items 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 Procuring Entity; and

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

10.2 If all envelopes are not sealed and marked as required, the *Procuring Entity* 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.

11. Deadline for Submission of Tenders

Tenders must be received by the Procuring Entity at the address specified not later than **26th November 2026** at 12.00 **Noon EAT.**

The Procuring Entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 5.1 in which case all rights and obligations of the Procuring Entity and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

12. Modification of tenders

12.1 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 Procuring Entity prior to the deadline prescribed for submission of tenders.

12.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 10.1. A withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, post marked not later than the deadline for submission of tenders.

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

13 Withdrawal of tenders

13.1 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.

13.2 Withdrawal of a tender during this interval may result in the tenderer's forfeiture of its tender deposit, pursuant to paragraph 7.5

14 Opening of Tenders

14.1 The Procuring Entity will open all tenders in the presence of tenderers' representatives who choose to attend. The tenderers or representatives who are present shall sign a register evidencing their attendance.

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

14.3 The Procuring Entity will prepare minutes of the tender opening.

15 Clarification of tenders

15.1 To assist in the examination, evaluation and comparison of tenders the Procuring Entity 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.

15.2 Any effort by the tenderer to influence the Procuring Entity in the Procuring Entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

16 Evaluation and Comparison of Tenders

16.1 The Procuring Entity 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 Procuring Entity.

16.2 Provided that the Tender is substantially responsive, the Procuring Entity 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.

16.3 The Procuring Entity will evaluate and compare the tenders, which have been determined to be substantially responsive.

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

17 Award Criteria

17.1 The Procuring Entity 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 tendered price, subject to the reserve price.

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

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

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

19 Canvassing/Contacting the Procuring Entity

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

19.2 Any effort by a tenderer to influence the Procuring Entity 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><th>Instructions to Tenderers Reference</th><th>Particulars of appendix to Instructions to tenderers</th></tr>
<tr><td>7.1</td><td>Tenderers will be required to pay in advance a refundable deposit of a minimum Ksh. As follows:
<table>
<tr><th>ITEMS</th><th>AREA SIZE</th><th>RESERVE PRICE KES.</th><th>DEPOSIT OF MINIMUM OF KES.</th></tr>
<tr><td>Property title number NAIROBI/BLOCK 223/4089 (FORMALLY L.R. No. 11494/6) located in MWIKI, off Eastern by-pass, approx. 2kms from infinity Industrial Park gate</td><td>100Acres</td><td>25,000,000 per acre</td><td>500,000 per acre</td></tr>
</table></td></tr>
<tr><td>8.1</td><td>Tenders shall remain valid for 90 days after the date of tender opening</td></tr>
<tr><td>9.1</td><td>The viewing date for the Land NAIROBI/BLOCK 223/4089 (FORMALLY L.R. No. 11494/6) located in MWIKI, off Eastern by-pass, approx. 2kms from infinity Industrial Park gate for Stima DT Sacco Society shall be Thursday 19th November and Friday 20th November 2026 between 11.00am -2.00pm on both days.</td></tr>
<tr><td>11.1</td><td>Tenders must be received by the Procuring Entity at the address specified not later than 26th November 2026 at 12:00 noon EAT</td></tr>
</table>

EVALUATION CRITERIA

Evaluation of duly submitted tenders will be conducted along the following two main stages:

1. PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

The bidder MUST provide the listed documents and fill in forms as provided.

No	Evaluation parameter	Requirement
1.	Submit One original Tender document properly bound and sequentially paginated in the form of i.e 1, 2, 3, 4….on each page including all the attachments	Mandatory
2.	Submit a Copy of Certificate of Registration/Incorporation for a company and or National ID for Individual applicant	Mandatory
3.	Bidders must submit Valid tax compliance certificate from Kenya Revenue Authority	Mandatory
4.	Submit a Copy of CR12 for limited companies **(This should be the one issued within six months to the tender closing date)** or CR.13 for partnerships or **National Identity (ID) Cards** for individual bidders	Mandatory
5.	Must duly fill, and Sign the Form of Tender in the Format provided	Mandatory
6.	Must duly fill and sign Confidential Business Questionnaire Form in the format provided	Mandatory
7.	Must duly fill the schedule of items & prices in the format provided in the tender document	Mandatory
8.	Bidders must have paid the required deposit and attached the original deposit slip	Mandatory
9.	Bidders must fill Tender Deposit Commitment Declaration form	Mandatory
Note: Bidders must meet all the mandatory requirements to qualify for financial evaluation		

2. FINANCIAL EVALUATION

- Bidder who qualify for financial evaluation will be ranked according to their offer price per item
- Contract will be awarded to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the **highest evaluated tender**, subject to the reserve price.
- The Highest evaluated Tender will be recommended for award

Note: Bidders are required to indicate the offer price per acre for the acres they are interested to buy and transfer the totals for all the quoted items to the form of tender.

SECTION II - SCHEDULE OF ITEMS AND PRICES

SCHEDULE OF ITEMS AND PRICES

S/NO.	ITEM DESCRIPTION	QUANTITY AVAILABLE	RESERVE VALUE IN KES	Deposit (KES)	ACREAGE REQUIRED BY THE BIDDER	UNIT PRICE (KES PER ACRE)	TOTAL BID PRICE (KES)
1	Property title number NAIROBI/BLOCK 223/4089 FORMALLY L.R. No. 11494/6 located in MWIKI, off Eastern by-pass, approx. 2kms from infinity Industrial Park gate	100 Acres	25,000,000 Per acre	500,000 per acre			

N/B

1. The viewing date for the Land NAIROBI/BLOCK 223/4089 (FORMALLY L.R. No. 11494/6) located in MWIKI, off Eastern by-pass, approx. 2kms from infinity Industrial Park gate for Stima DT Sacco Society shall be **Thursday 19th November 2026** and **Friday 20th November 2026 between 11.00am -2.00pm.** for both days

2. The Deposit to be banked as follows:
   Beneficiary Name: **Stima DT Sacco Society Limited**
   Bank Name: **Co-operative Bank of Kenya**
   Branch Name**: Stima Plaza**
   Branch Location: **Nairobi, Kenya**
   Account Number: **01120069062600**
   Swift/BIC Code: **KC00KENA**
   Bank Code: **1100**

Dated this _____day of _____20

_____ _____

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

Duly authorized to sign tender for and on behalf of _____

SECTION III - CONDITIONS OF TENDER

1.1 The Property measures approximately **100 acres**. The property is yet to be subdivided. The bids received will inform the subdivision of the land. The subdivision process will therefore be completed only after the bids are received and their outcomes are determined.

1.2 Bidders may submit offers for the entire Property or for specified portions thereof. All offers shall be quoted on a **per-acre basis**, clearly indicating the acreage sought and the corresponding total offer value.

1.3 Where two or more bidders submit offers for the same or overlapping portions of the Property, the Society reserves the right to evaluate the competing offers and determine the most favourable disposal arrangement. The Society may, at its discretion, invite competing bidders to submit revised offers or undertake further negotiations before making an award.

1.4 The Society further reserves the right to determine the portions to be disposed of and the combination of successful offers that delivers the best overall value to the Society.

1.5 In evaluating offers, the Society shall be guided by the objective of maximising the value realised from the disposal, taking into account the price offered per acre, payment terms, certainty of completion and the overall commercial benefit to the Society.

1.6 A tenderer will pay a deposit in advance before the closing date of the tender as indicated in the schedule of items and prices.

1.7 Tenderers who will be awarded contracts will be required to pay for the awarded acreage as per the contract. Failure to which the contract award will be cancelled and the deposit forfeited. If there is an administrative review, the review procedures shall be followed.

1.8 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.

1.9 The procuring entity has provided bidders with reserve prices. Tenders below the reserve price will be rejected.

1.10 The bidder shall indicate their preferred payment arrangement by selecting either full payment or payment by instalments.

Where payment by instalments is proposed, the bidder shall specify:

1. The number of instalments.
2. The amount payable under each instalment.
3. The period or interval between instalments.
4. The proposed duration for completing the full payment.

SECTION IV - STANDARD FORMS

Note on Standard Forms

The form of tender, and the confidential business questionnaire 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.

FORM OF TENDER

To: …….....……

…….....…… [*Name and address of Procuring Entity*]

Gentlemen and/or Ladies:

Date: .....

Tender No.....

1. Having examined the tender documents including addenda and having examined the items on sale, 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 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 **90 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

1	2	3	4	5
Description of Item	**Unit of Issue**	**Total Quantity to purchase (No. of acres)**	**Unit price (Kes per acre)**	**Total Tender Price (Kes)**
NAIROBI/BLOCK 223/4089 (FORMALLY L.R. No. 11494/6)	**Acres**			

PAYMENT TERMS

The bidder to indicate their preferred payment arrangement by selecting either full payment or payment by instalments.

Payment Arrangement (Tick as appropriate):

☐ Full payment (Lump Sum)

☐ Payment by instalments (Specify details below):

Description	**Bidder's Proposal**
Number of instalments	
Amount per instalment (KES)	
Payment interval (e.g. monthly/quarterly)	
Total payment period	

Dated this_____ day of_____20 _____

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

Duly authorized to sign tender for and on behalf of_____

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

Instruction to Tenderer

Tenderer is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV.* Tenderer is further reminded that it is an offence to give false information on this Form.

a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer. 1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.	
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (*postal and physical addresses, email, and telephone number*) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address (*postal and physical addresses, email, and telephone number*) of state which stock exchange	

General and Specific Details

b) **Sole Proprietor,** provide the following details.

Name in full_____Age____

Nationality _____Country of Origin _____

Citizenship

c) **Partnership,** provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) **Registered Company,** provide the following details.

i) Private or public Company __

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent) …….....…....

Issued Kenya Shillings (Equivalent) …….....…

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.

i Are there any person/persons in Stima DT Sacco Society who has/have an interest or relationship in this firm? Yes/No…….....……

If yes, provide details as follows.

	Names of Person	Designation in Procuring Entity	Interest or Relationship with Tenderer
1.			
2.			
3.			

ii) Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1.	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2.	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3.	Tenderer has the same legal representative as another tenderer		
4.	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer or influence the decisions of the Procuring Entity regarding this tendering process.		
5.	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6.	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7.	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8.	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9.	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____

Title or Designation _____

_____

(Signature) *(Date)*

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 deposits for the items tendered for as supported by the attached copies of receipts as follows: -

ITEM No. or LOT No.	Item Description	Deposit (Kes)	Receipt/slip No. & Date
1.			
2.			
3.			

Authorizing Official _____
(Name)

Designation _____

_____
(Signature)

_____
(Date)

LETTER OF NOTIFICATION OF AWARD

[Letter head paper of the Procuring Entity] [Date]

To: *[name and address of the Contractor]* 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 here by accepted by ..... *(Name of Procuring Entity)*.
Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 7 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.....

COPY OF THE LETTER OF NOTIFICATION OF AWARD

(*To be signed by the Purchaser)*
[Letterhead paper of the Procuring Entity] [Date]

To: *[name and address of the Purchaser]*

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 here by accepted by ..... *(name of Procuring Entity)*.

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 7 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 items 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 7 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 items 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