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**Limuru Country Club**

P.O. Box 10,00217

Limuru, Kenya

## **OPEN BID**

**BID NO. LCC/ITB/080/2021/2022**

**BID NAME: DISPOSAL OF MARKED TREES**

**WEDNESDAY 14TH JULY, 2021**

**ALL BIDDERS ARE ADVISED TO READ THIS BID DOCUMENT**

**CAREFULLY**

**AND IN ITS ENTIRETY BEFORE MAKING ANY BID.**

LIMURU COUNTY CLUB,

P.O. BOX 10 – 00217

LIMURU, KENYA

Tel +254 722645941

Website: [www.limurucountryclub.co.ke](http://www.limurucountryclub.co.ke)

Email: [manager@limurucountryclub.co.ke](mailto:manager@limurucountryclub.co.ke),  
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## SECTION I: INVITATION TO BID

**Date: 14 July 2021**

- a) **Bid Ref No.** **LCC/ITB/080/2021/2022**
- b) **Bid Name:** **DISPOSAL OF MARKED TREES**

- 1.1 Limuru Country Club now invites sealed bids from eligible candidates to purchase trees.
- 1.2 Interested eligible candidates may obtain further information, inspect the bid documents from the office during working hours.
- 1.3 Completed bid documents are to be enclosed in plain sealed envelopes marked **BID FOR MARKED TREES LCC/ITB/080/2021/2022** and deposited in the **Bid Box at the Main Reception, Limuru Country Club**

or addressed to

**Limuru Country Club, P.O. BOX 10 – 00217, Limuru.**

so as to be received on or before **Friday 6<sup>th</sup> August 2021 at 2:30 pm**

- 1.4 Prices quoted must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the Bid.
- 1.5 Bids will be opened immediately thereafter in the presence of the bidders or their representatives who choose to attend at the Limuru Country Club.

## **SECTION II: INSTRUCTIONS TO BIDDERS**

### **2.1 Eligible Bidders**

2.1.1 This Invitation for Bidders is open to all bidders eligible as described in the Appendix to instructions to bidders.

2.1.2 The Club's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the bid.

### **2.2 Cost of Bidding**

2.2.1 The bidder shall bear all costs associated with the preparation and submission of its bid, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.2.2 The procuring entity shall allow the bidder to review the bid document free of charge.

### **2.3 The Bidder Document**

2.3.1 The bidder document comprises the documents listed below and any addenda issued in accordance with clause 2.5 of these instructions to bidders.

- (i) Invitation to bid
- (ii) Instructions to bidders
- (iii) Schedule of items
- (iv) Conditions of bid
- (v) Form of bid
- (vi) Confidential Business Questionnaire Form
- (vii) Bidder Commitment Declaration Form

2.3.2 The bidder is expected to examine all instructions, forms, terms and specifications in the bid documents. Failure to meet all the requirements of the bid will be at the bidder's risk and may result in the rejection of its bid.

## **2.4. Clarification of Documents**

2.4.1 A prospective bidder requiring any clarification of the bid document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation for bids.

2.4.2 Clarification of bids shall be requested by the bidder to be received by the procuring entity not later than 7 days prior to the deadline for submission of bids.

2.4.3 The procuring entity shall reply to any clarifications sought by the bidder within 3 days of receiving the request to enable the bidder to make timely submission of its bid.

## **2.5 Amendment of Documents**

2.5.1 At any time prior to the deadline for submission of bids, the Procuring entity, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bid documents by amendment.

2.5.2 All prospective candidates that have received the bid 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 bidders reasonable time in which to take the amendment into account in preparing their bid, the Procuring entity, at its discretion, may extend the deadline for the submission of bids.

## **2.6 Bid Prices and Currencies**

- 2.6.1 The bidder shall indicate on the appropriate Price Schedule the unit prices and total bid price of the trees it proposes to purchase under the contract.
- 2.6.2 Prices quoted by the bidder shall be fixed during the bid validity period and not subject to variation on any account. A bid 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 Bids**

- 2.7.1 Bids shall remain valid for 90 days or as specified in the appendix to instruction to bidders after date of bid opening prescribed by the Procuring entity, pursuant to paragraph 2.10 Bid valid for a shorter period shall be rejected by the Procuring entity as non responsive.
- 2.7.2 In exceptional circumstances, the Procuring entity may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A bidder granting the request will not be required nor permitted to modify its bid.

## **2.9. Viewing of Bid Items**

- 2.9.1 Prospective bidders are advised to view the trees, in liaison with the procuring entity before they bid for each. 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.

## **2.10 Sealing and Marking of Bid**

- 2.10.1 The tenderer shall seal the tender and mark it with the number and name of the bid and **“DO NOT OPEN BEFORE Friday 6 AUGUST 2021 at 2:30 pm**

## **2.11 Deadline for Submission of Bid**

- 2.11.1. Bids must be received by the Procuring entity at the address specified not later than **Friday 6 AUGUST 2021 at 2:30 pm.**
- 2.11.2 The procuring entity may, at its discretion, extend this deadline for the submission of bids by amending the bid documents in accordance with paragraph 2.5. in which case all rights and obligations of the procuring entity and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

## **2.12 Modifications and Withdrawals of Bids**

### **2.12.1 Modification of bids**

- 2.12.1.1 The bidder may modify or withdraw its bid after the bidder's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring entity prior to the deadline prescribed for submission of bids.
- 2.12.1.2 The Club'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 bids.
- 2.12.1.3 No bid may be modified after the deadline for submission of bids.

### **2.12.2 Withdrawals and bids**

- 2.12.2.1 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Club.

## **2.13 Opening of Bids**

- 2.13.2 The Procuring entity will open all bids in the presence of bidders' representatives who choose to attend **On Friday 6 AUGUST 2021 2:30 pm** and in the location specified in the invitation to bid. The bidders or representatives who are present shall sign a register evidencing their

attendance.

2.13.3 The bidders' names, bid modifications or withdrawals, bid prices, and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

2.13.4 The Procuring entity will prepare minutes of the bid opening.

## **2.14 Clarification of bids**

2.14.2 To assist in the examination, evaluation and comparison of bids the Procuring entity may, at its discretion, ask the Club for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

2.14.3 Any effort by the bidder to influence the Procuring entity in the Procuring entity's bid evaluation, tender comparison or contract award decisions may result in the rejection of the bidders' bid.

## **2.15 Evaluation and Comparison of Bids**

2.15.1 The Procuring entity will examine the bids to determine whether they are complete, whether any computation errors have been made, whether documents have been properly signed and whether the bids are generally in order. After examination a bid that will be determined to be substantially non responsive, will be rejected by the procuring entity.

2.15.2 The Procuring entity will evaluate and compare the bids, which have been determined to be substantially responsive.

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

2.15.4 Preference will be given to the bidder who offers the best competitive price for the whole lot of marked trees.

## **2.16 Award Criteria**

2.16.1 The Procuring entity will award the contract to the successful bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the highest evaluated bid. Preference will be given to the bidder who offers the best competitive price for the whole lot of marked trees.



**2.17 Notification of Award**

- 2.17.2 Prior to the expiration of the period of bid validity, the Procuring entity will notify the successful bidder in writing that its bid has been accepted.
- 2.17.3 Simultaneously the other bidders shall be notified that their bids have been unsuccessful.

**2.18 Contacting the Procuring entity**

- 2.18.1 No bidder shall contact the Procuring entity on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded.
- 2.18.2 Any effort by a bidder to influence the Procuring entity in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the bidder’s bid.

**Appendix to Instructions to Bidders**

The following information for sale of marked trees on the golf course shall complement, supplement or amend, the provisions of the instructions to bidders. Whenever there is a conflict between the provisions of the instructions to bidders and the provisions of the Appendix, the provisions of the appendix herein shall prevail over those of the instructions to bidders.

Instructions to Bidders Reference	<i>Particulars of appendix to Instructions to bidders</i>
2.1.1	<b>Open Bid (National citizens and companies)</b>
2.8.1	<b>Bid Validity is 90 days</b>

**Section III: Schedule of Items**

<b>Tree Number</b>	<b>Location</b>	<b>Type</b>	<b>Amount Quoted in Kshs</b>
1	HOLE NO 10 ON THE RIGHT	CYPRESS	
2	HOLE NO 10 ON THE RIGHT	CYPRESS	
3	HOLE NO 10 ON THE RIGHT	CYPRESS	
4	HOLE NO 10 ON THE RIGHT	CYPRESS	
5	HOLE NO 10 ON THE RIGHT	CYPRESS	
6	HOLE NO 10 ON THE RIGHT	CYPRESS	
7	HOLE NO 10 ON THE RIGHT	CYPRESS	
8	HOLE NO 10 ON THE RIGHT	CYPRESS	
9	HOLE NO 10 ON THE RIGHT	CYPRESS	
10	HOLE NO 10 ON THE RIGHT	CYPRESS	
11	HOLE NO 10 ON THE RIGHT	CYPRESS	
12	HOLE NO 10 ON THE RIGHT	CYPRESS	
13	HOLE NO 10 ON THE RIGHT	CYPRESS	
14	HOLE NO 10 ON THE LEFT	PINE	
15	HOLE NO 10 ON THE LEFT	PINE	
16	HOLE NO 10 ON THE LEFT	PINE	
17	HOLE NO 10 ON THE LEFT	PINE	
18	HOLE NO 10 ON THE LEFT	PINE	
19	HOLE NO 10 ON THE LEFT	PINE	
20	HOLE NO 10 ON THE LEFT	PINE	
21	HOLE NO 10 ON THE LEFT	PINE	
22	HOLE NO 10 ON THE LEFT	PINE	
23	HOLE NO 10 ON THE LEFT	PINE	
24	HOLE NO 10 ON THE LEFT	PINE	
25	HOLE NO 10 ON THE LEFT	PINE	
26	HOLE NO 10 ON THE LEFT	PINE	
27	HOLE NO 10 ON THE LEFT	PINE	

<b>Tree Number</b>	<b>Location</b>	<b>Type</b>	<b>Amount Quoted in Kshs</b>
28	HOLE NO 10 ON THE LEFT	PINE	
29	HOLE NO 10 ON THE LEFT	PINE	
30	HOLE NO 18 ON THE LEFT	PINE	
31	HOLE NO 18 ON THE LEFT	PINE	
32	HOLE NO 18 ON THE LEFT	PINE	
33	HOLE NO 18 ON THE LEFT	PINE	
34	HOLE NO 17 ON THE LEFT	PINE	
35	HOLE NO 17 ON THE LEFT	PINE	
36	HOLE NO 17 ON THE LEFT	PINE	
37	HOLE NO 17 ON THE LEFT	PINE	
38	HOLE NO 17 ON THE LEFT	PINE	
39	HOLE NO 17 ON THE LEFT	PINE	
40	HOLE NO 17 ON THE LEFT	PINE	
41	HOLE NO 17 ON THE LEFT	PINE	
42	HOLE NO 17 ON THE LEFT	PINE	
43	HOLE NO 17 ON THE LEFT	PINE	
44	HOLE NO 17 ON THE LEFT	PINE	
45	HOLE NO 17 ON THE LEFT	PINE	
46	HOLE NO 17 ON THE LEFT	PINE	
47	HOLE NO 12 ON THE LEFT	PINE	
48	HOLE NO 12 ON THE LEFT	PINE	
49	HOLE NO 12 ON THE LEFT	PINE	
50	HOLE NO 12 ON THE LEFT	PINE	
51	HOLE NO 12 ON THE LEFT	PINE	
52	HOLE NO 12 ON THE LEFT	PINE	
53	HOLE NO 12 ON THE LEFT	PINE	
54	HOLE NO 12 ON THE LEFT	PINE	
55	HOLE NO 12 ON THE LEFT	PINE	
56	HOLE NO 12 ON THE LEFT	PINE	
57	HOLE NO 12 ON THE LEFT	PINE	

<b>Tree Number</b>	<b>Location</b>	<b>Type</b>	<b>Amount Quoted in Kshs</b>
58	HOLE NO 12 ON THE LEFT	PINE	
59	HOLE NO 12 ON THE LEFT	PINE	
60	HOLE NO 12 ON THE LEFT	PINE	
61	HOLE NO 12 ON THE RIGHT	CYPRESS	
62	HOLE NO 12 ON THE RIGHT	CYPRESS	
63	HOLE NO 12 ON THE RIGHT	CYPRESS	
64	HOLE NO 12 ON THE RIGHT	CYPRESS	
65	HOLE NO. 13 BEHIND THE GREEN	CYPRESS	
66	HOLE NO. 13 BEHIND THE GREEN	CYPRESS	
67	HOLE NO. 13 BEHIND THE GREEN	CYPRESS	
68	HOLE NO 3 FAIRWAYON THE RIGHT	PINE	
70	HOLE NO 3 FAIRWAYON THE RIGHT	PINE	
71	HOLE NO 3 FAIRWAYON THE RIGHT	PINE	
72	HOLE NO 3 FAIRWAYON THE RIGHT	PINE	
73	HOLE NO 3 FAIRWAYON THE RIGHT	PINE	
74	HOLE NO 5 ON THE RIGHT	CYPRESS	
75	HOLE NO 2 TEE BOX	BLUEGUM	
76	HOLE NO 2 TEE BOX	BLUEGUM	
	<b>Total</b>		

## **SECTION IV: CONDITIONS OF BID**

- 4.1 Preference will be given to the bidder who offers the best competitive price for the whole lot of marked trees.
- 4.2 A bidder may bid for each tree or each lot and may bid for as many trees he/she wishes.
- 4.3 Bidders who will be awarded contracts will be required to pay for the trees 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.
- 4.4 Bidder will be required to collect the trees they have paid for within twenty-one (21) days after making the payment failure to which storage charges will be included.
- 4.5 Limuru Country Club reserves the right to accept the bid in several lots or in one lot.

## **Appendix to conditions of Bid**

The following information for sale of marked trees on the golf course complement, supplement, or amend, the provisions of the conditions of the bid. Whenever there is a conflict between the provisions of the conditions of bid and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the conditions of bid.

<b>Conditions of bid reference</b>	<i>Particulars of the appendix to Conditions of bid</i>
4.2	<b>Full payment will be made before cutting and collection of the trees.</b>

## **SECTION V: STANDARD FORMS**

### **Notes on Standard Forms**

- 5.1 The form of bid, the confidential business questionnaire form and the bid commitment declaration form must be completed by the bidders and returned with the bid. Failure to complete any of these forms will lead to the disqualification of the bidder.

**5.1 Form of Bidder**

Date: \_\_\_\_\_

To: .....

Bid No. \_\_\_\_\_

.....  
[name and address of procuring entity]

Ladies /Gentlemen:

1. Having examined the bid 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 bid documents for the sum of..... [total bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of trees attached herewith and made part of this Bid.
2. We undertake, if our Bid is accepted, to pay for and collect the items in accordance with the requirements of the bid.
3. We agree to abide by the bid for a period of .....[number] days from the date fixed for bid opening of the Instructions to bidders, 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 bid that you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign bid for and on behalf of \_\_\_\_\_



## 5.2 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

<p><b>Part 1 – General</b></p> <p>Business Name .....</p> <p>Location of business Premises .....</p> <p>Plot No. .... Street/Road .....</p> <p>Postal Address ..... Tel No. ....</p> <p>Nature of business .....</p> <p>Current Trade Licence No. .... Expiring date .....</p> <p>Maximum value of business which you can handle at any one time Kshs .....</p> <p>Name of your bankers ..... Branch .....</p>
--

	<p align="center"><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your Name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <p>* Citizenship details .....</p>																								
	<p align="center"><b>Part 2 (b) Partnership</b></p> <p>Given details of partners as follows:</p> <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. ....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. ....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4. ....</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1. ....				2. ....				3. ....				4. ....							
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1. ....																									
2. ....																									
3. ....																									
4. ....																									
	<p><b>Part 2 (c) – Registered Company</b></p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company – Nominal Kshs. Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. ....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. ....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4. ....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5. ....</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1. ....				2. ....				3. ....				4. ....				5. ....			
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4. ....																									
5. ....																									
<p>Date ..... Seal/Signature of Candidate .....</p> <p>.....</p>																									

**5.4. LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Bid No. \_\_\_\_\_

Bidder Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned bid have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICE



ROBERT ONYANGO  
GENERAL MANAGER