



TENDER DOCUMENT

DISPOSAL OF ASSORTED FURNITURE

TENDER NO./AMIU/31/07/2026/001

AMREF INTERNATIONAL UNIVERSITY

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PART A: TECHNICAL REQUIREMENTS

SECTION 1: Invitation to Tender

1. Amref International University invites bids from eligible candidates to purchase the Assorted Furniture for disposal as listed below and as shown in the image appendix.

ITEM CATEGORY	DESCRIPTION	UOM	QTY	Location
Furniture	Cabinet Display Wooden	PCS	20	Amref International University, Northlands Campus
	Chair - Low back Metal Framed	PCS	30	
	Desk Wooden	PCS	200	
	Cabinets wooden 2 Doors	PCS	4	
	Cabinet display wooden 2 glass doors	PCS	20	
	Cabinet wooden sliding 2 Doors	PCS	6	
	Drawers 4 doors	PCS	10	
	Round Tables	PCS	3	
	Chair highback orthopedic swivel	PCS	28	
	Cabinet Metal 4 drawers	PCS	6	
	Cabinet closed Door	PCS	3	
	Display shelves wooden	PCS	30	
	Desk Wooden Executive	PCS	2	
	Desk Wooden Partitioned	PCS	14	
	Desk Wooden Single Pedestal	PCS	8	
	Shelving Unit Wooden (Book Display)	PCS	6	
	Table Computer Wooden	PCS	10	

2. Bidders are requested to quote for all listed items in the specified quantities above
3. Complete sets of tender documents can be downloaded from the Amref Health Africa website; <https://amref.org/tenders/> or the Amref International University website <https://amref.ac.ke/tenders/> by interested bidders upon payment of a non-refundable fee of **Ksh.1,000**. The payment should be made through the following Bank account(s): **National Bank of Kenya Account No: 01020058330100, Wilson Branch**, or through **MPESA Paybill No.: 000557 Account No.: FURNITURE**

Note: Amref International University will not issue an eTIMS receipt for payment made

4. Bidders will then attach a mobile money deposit receipt or the banking deposit slip to the tender document as proof of purchase.
5. Completed Tender Documents are to be submitted electronically via disposal@amref.org so as to be received on/before **Friday 07th August 2026 at 12:00 noon**. Physical submissions will not be permitted. **No bids will be accepted after 12:00pm on the closing day.**
6. Interested eligible bidders are also invited to a virtual pre-bid conference on **Monday 03rd August 2026 from 9:00am - 10.00 a.m.** To access the link for registration for the pre-bid conference, use the link below;

When: Aug 3, 2026 9:00AM Nairobi

Register in advance for this meeting:

https://amref.zoom.us/join/8ZqB4jzzSwCKbk_7TMN2gw

After registering, you will receive a confirmation email containing information about joining the meeting.

7. Tenders will be opened immediately after closing on **Friday 07th August 2026 at 12:00 noon** in the presence of the Tenderers' representatives who choose to attend the tender opening ceremony virtually via the link below;

When: Aug 7, 2026 12:00 PM Nairobi

Register in advance for this meeting:

<https://amref.zoom.us/join/chl3bB1WQH28axBfgwr2zw>

After registering, you will receive a confirmation email containing information about joining the meeting.

8. Interested bidders **will need to view the items** to be disposed of during the designated days and times as indicated below. Tenders are based on "AS WHERE IT IS AND THE CONDITION IT IS IN".

Day	Date	Time	Location
1	Monday 03 rd August 2026	Between 10 AM – 1 PM (EAT)	Amref International University, Northlands Campus along Thika Road opposite Clay Works
2	Tuesday 04 th August 2026		
3	Wednesday 05 th August 2026		
4	Thursday 06 th August 2026		

Contact Person: Rose Sidho – Administration Department

9. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.
10. All items MUST be quoted for. Any partial selection/quotation is not allowed and will lead to automatic disqualification.

Amref International University reserves the right to accept or reject any or all bids and is not bound to give reasons for its decision

SECTION 2: Instructions to Tenderers

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tender is open to all eligible tenderers.
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

2.2 Cost of Tendering

- 2.2.1 The tenderer shall bear all costs associated with the preparation, submission of its bid and collection of the goods. Amref International University or its agents will under no circumstances be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.3 Specific Instructions

- 2.3.1 Bidders must quote for all items and quantities as indicated in order to qualify for evaluation.
- 2.3.2 The successful bidder must pick all the goods as per the advert schedule
- 2.3.3 Submitted documents, including brochures and any other attachments, shall be written in English.

2.4 Amendment of Documents

- 2.4.1 At any time prior to the deadline for submission of tenders, Amref International University, for any reason, whether at its initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendments.
- 2.4.2 All prospective candidates who have received the tender documents will be notified of the amendment in writing or by post and the amendment will be binding on them.
- 2.4.3 In order to allow prospective tenderers a reasonable time in which to take the amendment into account in preparing their tenders, Amref International University, at its discretion, may extend the deadline for the submission of tenders.

2.5 Tender Prices and Currencies

- 2.5.1 The tenderer shall indicate on the appropriate Price Schedule, the unit prices inclusive of all taxes and the total tender price of the items proposed to be purchased under the contract.
- 2.5.2 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.
- 2.5.3 The price quoted shall be in **Kenya Shillings**.
- 2.5.4 The highest evaluated Tender will be recommended for award **upon meeting all the mandatory requirements**.
- 2.5.5 Items tendered for below the reserve price will not be awarded and will be retained by the procuring entity.

2.6 Validity of Tenders

- 2.6.1 Tenders shall remain valid for 90 days after the date of tender opening prescribed by Amref International University, pursuant to paragraph 2.10. Tenders valid for a shorter period shall be rejected by Amref International University as non-responsive.
- 2.6.2 In exceptional circumstances, Amref International University 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. The tenderer may refuse the request. A tenderer granting the request will not be required nor permitted to modify its tender.

2.7 Deadline for Submission of Tenders

2.8.1 Tenders must be received by Amref International University via email not later than **12 noon** on **Friday 07th August 2026**

2.8 Modification of Tenders

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

2.9.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.10:1. A withdrawal notice may be sent by email but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tender.

2.9.3 No tenderer may be contacted after the deadline for submission of tenders.

2.9 Withdrawals of Tender

2.10.1 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.

2.10.2 A bidder who withdraws its tender after the deadline for submission will forfeit its bid security deposit if applicable.

2.10 Opening of Tenders

2.11.1 Amref International University will open all tenders in the presence of tenderers' representatives who choose to attend the tender opening ceremony at **12 noon, on Friday 07th August 2026** in the location specified in the tender.

2.11.2 The tenderers' names, tender modifications or withdrawals, and the presence or absence of requisite tender security and such other details as Amref International University, at its discretion, may consider appropriate, will be announced at the opening.

2.11.3 Amref International University will prepare a tender opening report.

2.11 Clarification of Tenders

2.12.1 To assist in the examination, evaluation and comparison of tenders, Amref International University, at its discretion, may 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.

2.12.2 Any effort by the tenderer to influence Amref International University in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderer's tender.

2.12 Evaluation and Comparison of Tenders

2.13.1 Amref International University will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required

- securities/tender purchase 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 Amref International University.
- 2.13.2 Amref International University will evaluate and compare the tenders, which have been determined to be substantially responsive.
- 2.13.3 Amref International University will notify bidders who will be required to provide samples in good time with specific sample submission details following **finalization of the preliminary evaluation** where applicable.
- 2.13.4 Amref International University will ensure that the submitted samples are catalogued accordingly and correspond to the assigned bid number(s). The tenderers should ensure that all their samples have been captured correctly.

2.13 Notification of Award

- 2.14.1 Prior to the expiration of the period of tender validity, Amref International University will notify the successful tenderer in writing with the intention to award the tender
- 2.14.2 Simultaneously, the other tenderers shall be notified that their tenders have been unsuccessful.
- 2.14.3 Upon expiry of the appeal period, Amref International University will notify the successful tenderer in writing that the tender has been accepted.
- 2.14.4 The successful tenderer will be required to make payment and pick the items within 7 working days of notification of award.

2.14 Appeal Period

- 2.15.1 Any vendor/service provider who wishes to appeal against the outcome of the tender shall do so in writing within 3 working days of the date of the notification/regret letter. Any letter received after the third day shall not be responded to and shall be treated as null and void. Amref International University shall have dispensed with this procurement.

2.15 Contacting Amref International University

- 2.16.1 No tenderer shall contact Amref International University on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.
- 2.16.2 Any effort by a tenderer to influence Amref International University in its decisions on tender evaluation, tender evaluation committee, or contract award will result in the rejection of the tenderer's tender.

SECTION 3: Eligibility Requirements

Evaluation and Comparison of Tenders

a) Preliminary Evaluation Criteria

Bids will be evaluated based on the following criteria.

Bids **lacking any of the documents** below will be considered non-responsive and therefore will be eliminated at this stage.

PRELIMINARY EVALUATION OF MANDATORY REQUIREMENTS

No.	Particulars	Marks	Responsive	Non-responsive
1.	Must provide a copy of the Certificate of Incorporation / Certificate of Registration and a copy of the current CR12 (<i>generated within the last 12 months, as from July 2025 to date</i>) and copies of IDs for all the directors and shareholders for the Company, or; National ID for an Individual applicant, or for Sacco's certificate of registration and bylaws.	1 or 0		
2.	Must attach a mobile money deposit receipt/ banking deposit slip amounting to KES 1,000 as proof of purchase of the tender document.	1 or 0		
3.	Must duly fill and sign the Confidential Business Questionnaire Form in the format provided in the tender document.	1 or 0		
4.	Must duly fill and sign the Form of Tender in the format provided in the tender document.	1 or 0		
5.	Must duly fill the Schedule of Items and Prices in the format provided in the tender document ensuring it is stamped during the site visit	1 or 0		
NOTE: ▪ <i>Bids missing any of the five (5) above mandatory and eligibility requirements will be considered non-responsive and therefore will be eliminated at this stage.</i> ▪ <i>All items MUST be quoted for. Any partial selection/quotation is not allowed and will lead to automatic disqualification.</i>				

PART B: SCHEDULE OF ITEMS AND PRICES

Bidders are requested to quote for all listed items in the specified quantities below.

ITEM CATEGORY	DESCRIPTION	UOM	QTY	Location
Furniture	Cabinet Display Wooden	PCS	20	Amref International University, Northlands Campus
	Chair - Low back Metal Framed	PCS	30	
	Desk Wooden	PCS	200	
	Cabinets wooden 2 Doors	PCS	4	
	Cabinet display wooden 2 glass doors	PCS	20	
	Cabinet wooden sliding 2 Doors	PCS	6	
	Drawers 4 doors	PCS	10	
	Round Tables	PCS	3	
	Chair highback orthopedic swivel	PCS	28	
	Cabinet Metal 4 drawers	PCS	6	
	Cabinet closed Door	PCS	3	
	Display shelves wooden	PCS	30	
	Desk Wooden Executive	PCS	2	
	Desk Wooden Partitioned	PCS	14	
	Desk Wooden Single Pedestal	PCS	8	
	Shelving Unit Wooden (Book Display)	PCS	6	
	Table Computer Wooden	PCS	10	

Dated this day of20.....

.....
[Signature] [In the capacity of]

Duly authorized to sign tenders on behalf of

Stamped on behalf of Amref International University

NOTE:

- The highest evaluated Tender will be recommended for award **upon meeting all the mandatory requirements and having the highest bid price.**
- This document is to be stamped during the site visit

PART C: STANDARD FORMS

Note on Standard Forms

The confidential business questionnaire, the form of tender and the schedule of items and prices 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.

i. 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.

Part 1 - General

Business Name: Location of Business premises: Country/Town..... Postal Address: Code: Town: Tel No.: E-mail: Fax: Nature of Business:
.....

Part 2 (a) – Individuals

Your Name in full: Nationality: Country of Origin: Citizenship details

Part 2 (b) – Partnership

	Name:	Nationality:	Citizenship Details:	Shares
1.				
2.				
3.				

Part 2 (c) – Registered Company

Private or Public:

State the nominal and issue capital of the company:
.....
.....

Nominal KES:

Issued KES:

Give details of all directors as follows:

	Name:	Nationality:	Citizenship Details:	Shares
1.				
2.				
3.				

ii. **Form of Tender**

To: Amref International University [Name of Client]

..... [Date]

Dear Sir/Madam,

Having examined the tender documents and having examined the items on sale, we the undersigned, offer to purchase and collect the items offered to us in conformity with the said tender documents for the sum of Kshs

[Amount in Figures]

.....

[Amount in Words]

Or such other sums as may be ascertained in accordance with the Schedule of Items and Prices attached herewith and made part of this Tender.

We undertake that we are bidding for all the items listed in the schedule of items and prices, and if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.

We agree to adhere to 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.

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

SCHEDULE OF ITEMS AND PRICES

ITEM DESCRIPTION	UoM	QTY	BID PRICE (KES)
• Assorted Furniture as per schedule of Items	LOT	ALL LISTED ITEMS	

Amount in Words (Ksh)

.....

Dated this day of20.....

.....

[Signature]

[In the capacity of]

Duly authorized to sign tenders on behalf of

Witness Name:

Signature:

Date:

iii. **References**

BANK REFERENCES	
BANK HOLDING MAIN ACCOUNT	
Bank name and address:	
Name of account:	
Account number:	How long open?

COMMERCIAL REFERENCES	
Provide names and contract details of two customers who may be approached to verify your capacity to perform against similar contracts.	
LOCAL/INTERNATIONAL TRADE REFERENCE – CUSTOMER 1	
Name and address:	
Activity:	Period of relationship:
Contact name:	Fax no.:
Telephone No.:	
LOCAL/INTERNATIONAL TRADE REFERENCE – CUSTOMER 2	
Name and address	
Activity:	Period of relationship:
Contact name:	Fax no.:
Telephone No.:	

DECLARATION

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, and that any inaccuracy in the information filled herein will lead to disqualification of the tenderer.

For and behalf of:

.....

Name:

Date:

Signature:

.....

ANNEX 1: STAGES OF TENDER

PART A

a) Preliminary Evaluation

Tenderers are required to comply with mandatory requirements

- ✓ Bidders who shall not provide any of the documents shall be considered non-responsive and shall not proceed to the next stage(s) of evaluation

PART B

a) Financial Evaluation

- ✓ Tenderers who are successful at the preceding stage shall have their prices compared and the award recommended to the highest evaluated bidder whose bid price must be higher than the reserve price per item.

b) Contracting

- ✓ If accepting the offer, the successful bidder shall be contracted per the sample standard agreement accessible on the Amref website.

ANNEX 2: FURNITURE PHOTOS











