



# EXPRESSION OF INTEREST

**TENDER NO: SAS/SASK/01/05/25**

# TENDER NAME

## DISPOSAL OF 4 TONNE COMPLETE COFFEE PATCHMENT MILLING PLANT AND GENERATOR SET

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### 1. INTRODUCTION

Sasini (K) Limited (hereinafter referred to as “the Organization”) is undertaking the disposal of identified assets through a competitive bidding process. This exercise is in compliance with the organizations Company policy to ensure transparency and accountability.

### 2. INVITATION TO TENDER

The Organization invites sealed bids from eligible and interested bidders for the purchase and removal of the following assets, on an “as is, where is” basis:

#### Lot 1: Complete Coffee parchment Milling Plant

- **Description:** 4 tonne per hour processor and its components including its Pre cleaner, destoner, huller, modern grader and gravity separator, clean coffee storage tank and Bulking Unit (e.g., dry or wet processing). Currently not operational due to its decommissioning in line with the newly passed Coffee regulations on Licensing.
- **Location for Viewing:** SASINI (K) Limited Premises at Sasini Coffee Mill in Kiambu County, along Kiambu – Githiga road

#### Lot 2: Generator Set

- **Description:** Cummins 6CTAA, Model C250D5, Capacity 250Kva, Diesel Engine in good condition but requires service.
- **Location for Viewing:** SASINI (K) Limited Premises at Sasini Coffee Mill in Kiambu County along Kiambu – Githiga road

Bidders may submit bids for one or both lots. Each lot will be evaluated and awarded independently.

### 3. INSTRUCTIONS TO TENDERERS

#### 3.1. Eligible Tenderers

To be eligible, tenderers must:

- i. Have the legal capacity to enter into a contract.
- ii. Not be insolvent, in receivership, bankrupt, or being wound up.
- iii. Not have their business activities suspended.
- iv. Not be subject to legal proceedings for the above.
- v. Have fulfilled all tax obligations, evidenced by a valid Tax Compliance Certificate (for Kenyan bidders).
- vi. Be registered with the relevant authorities (e.g., Certificate of Incorporation/Registration).

#### 3.2. Cost of Tendering

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

### 3.3. The Tender Document

This tender document comprises the following sections: Invitation to Tender, Instructions to Tenderers, Schedule of Items & Prices, Conditions of Tender, and Forms.

The complete tender document can be obtained by:

Collecting physically from:

Sasini PLC, Group Procurement Office - located at Rivaan Centre, Westlands during normal working hours (8:00 a.m - 5:00 p.m EAT, Monday to Friday) upon payment of a non-refundable fee of **KES.3,000** payable to **Sasini PLC, Account No.0948245469 held at ABSA BANK Kenya PLC, Market Branch**

### 3.4. Clarification of Documents

A prospective tenderer requiring any clarification of the tender document may notify the Organization in writing to [Dmurunga@sasini.co.ke](mailto:Dmurunga@sasini.co.ke) or [fnjonjo@sasini.co.ke](mailto:fnjonjo@sasini.co.ke) or physically visiting Sasini (K) Limited Premises.

The Organization will respond in writing to any request for clarification, which it receives no later than **23<sup>rd</sup> June 2025** before the deadline for the submission of tenders.

Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have obtained the tender document.

### 3.5. Amendment of Documents

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

All prospective tenderers who have obtained the tender documents will be notified of the amendment in writing through email and such amendment will be binding on them.

### 3.6. Language of Tender

All tenders and all correspondence and documents relating to the tender exchanged by the tenderer and the Organization, shall be written in English language.

### 3.7. Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

- i. Duly filled and signed Tender Submission Form (Section 6.1).
- ii. Duly filled and signed Confidential Business Questionnaire (Section 6.2).
- iii. Duly filled Schedule of Items and Prices (Section 4).
- iv. Copies of statutory documents: Certificate of Incorporation/Registration, KRA PIN Certificate, and valid Tax Compliance Certificate.
- v. Proof of Tender Deposit (if required, see Section 3.9).
- vi. Duly filled Self-Declaration Forms (Section 6.4).
- vii. Duly filled Declaration and Commitment to the Code of Ethics (Section 6.5).
- viii. Any other required supporting documents as specified in this document.

### 3.8. Tender Prices and Currencies

The prices quoted shall be in Kenya Shillings (KES) and must be firm for the entire tender validity period. Prices quoted shall be for the items in their "as is, where is" condition and shall be inclusive of all applicable taxes, duties, and costs for dismantling, loading, and transportation

### 3.9. Validity of Tenders

Tenders shall remain valid for a period of 120 days from the date of tender opening.

### 3.10. Viewing Tender Items

Prospective tenderers are **\*\*strongly advised\*\*** to view the assets to ascertain their condition before submitting their bids. The assets can be viewed at their respective locations (as specified in Section 2)

To arrange viewing, please contact:

**The Deputy General Manager – Sasini Coffee Trading Division, at 0722 200 711/0734 200 711 or [info@sasini.co.ke](mailto:info@sasini.co.ke).**

No appointment is required during the specified viewing window, but it is recommended to inform the contact person in advance for smoother access.

### 3.11. Sealing and Marking of Tenders

The tender shall seal the original and all copies of the tender in a single envelope, duly marking the envelopes as “ORIGINAL” and “COPY” where applicable. The envelopes shall then be enclosed in an outer envelope marked with:

**TENDER NO.: SAS/SASK/01/05/25**

**TENDER NAME: DISPOSAL OF 4 TONNE COMPLETE COFFEE PATCHMENT MILLING PLANT AND GENERATOR SET.**

**SASINI PLC**

**RIVAAN CENTRE BUILDING, 3<sup>RD</sup> FLOOR**

**P.O.BOX 30151-00100**

**NAIROBI, KENYA**

The envelope should **\*\*not\*\*** bear any mark, name, or address of the tenderer to ensure the impartiality of the tendering process.

### 3.12. Deadline for Submission of Tenders

Tenders must be received by the Organization at the address specified in Section 3.11 no later than **Monday, June 30, 2025, at 1700 HRS EAT.**

### 3.13. Modification and Withdrawal of Tenders

A tenderer may modify or withdraw their tender after submission, provided that written notice of the modification or withdrawal is received by the Organization prior to the deadline for submission of tenders.

### 3.14. Clarification of Tenders

To assist in the examination, evaluation, and comparison of tenders, the Organization may, at its discretion, ask any tenderer for a clarification of their 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.

### 3.15. Evaluation and Comparison of Tenders

The Organization will evaluate and compare the tenders that have been determined to be substantially responsive. The award will be made to the tenderer(s) offering the highest acceptable bid price for each lot, provided they meet all other tender requirements. No corrections or amendments to the bid prices will be allowed during evaluation.

### 3.16. Award of Tender

The Organization reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer(s).

The award will be made to the tenderer(s) offering the highest responsive bid price(s) for the respective lot(s).

### 3.17. Notification of Award

The successful tenderer(s) will be notified in writing by registered mail or email. The notification will constitute the formation of the contract for the sale of the assets.

### 3.18. Payment and Collection

Upon notification of award, the successful tenderer(s) must make full payment for the awarded lot(s) within 14 working days from the date of the notification of the award. Proof of payment must be presented to the Organization's designated contact person.

Collection of the purchased assets must be completed within 7 working days from the date of full payment.

The successful bidder will be solely responsible for the dismantling, loading, and transportation of the purchased assets at their own cost and risk, ensuring compliance with all safety and environmental regulations.

Failure to make full payment or collect the items within the stipulated timelines will result in the forfeiture of the tender and the right to purchase the assets, which may then be re-tendered or disposed of otherwise.

**3.19. Corrupt or Fraudulent Practices**

The Organization requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts.

The Organization will reject a tender if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

**4. SCHEDULE OF ITEMS AND PRICES**

Tenderers are required to fill in their proposed bid price for each lot they are interested in.

**Lot No. 1 | Item Description: Complete Coffee Parchment Milling plant**

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**Lot No. 2 | Item Description : Generator Set**

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**Important Note : \*\* Prices quoted must be firm and final. The sale is on an “as is, where is” basis.**

## 5. CONDITIONS OF TENDER

### 5.1. General Conditions

- i. The sale of the assets is strictly on an “as is, where is” basis. No warranties, expressed or implied, are given by the Organization regarding the condition, merchantability, or fitness for a particular purpose of the items.
- ii. The successful bidder assumes all risks and liabilities associated with the dismantling, loading, transportation, and subsequent use or disposal of the purchased items from the moment of payment.
- iii. All items must be paid for in full and collected within the stipulated timeframes. Failure to do so will result in the forfeiture of the tender deposit and the right to the items.
- iv. The Organization reserves the right to vary the quantities of items or cancel the tender process at any stage without prior notice or liability.

### 5.2. Specific Conditions (If Applicable)

- i. The dismantling of the Coffee Milling Plant must adhere to all relevant occupational safety and health regulations of Kenya. The successful bidder must provide proof of adequate insurance coverage for dismantling and removal operations.
- ii. Any damage caused to the Organization’s property during the dismantling or removal of assets by the successful bidder shall be rectified at the bidder’s cost.
- iii. Environmental regulations regarding waste disposal and fluid handling (e.g., engine oil from generator) must be strictly adhered to by the successful bidder.

## 6. FORM

### 6.1. Form of Tender Submission

**Date:**

**Tender No.:**

**To: SASINI PLC**

**P.O BOX 30151-00101**

**NAIROBI, KENYA**

Dear Sir/Madam,

Having examined the Tender Document for the Disposal of the complete 4 tonne coffee parchment Milling Plant and Generator, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to purchase and remove the items for the prices quoted in the attached Schedule of Items and Prices.

We undertake, if our Tender is accepted, to pay for and remove the items within the time frame stipulated in the tender document.

We agree to abide by this Tender for a period of ..... days from the date fixed for tender opening, 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 you may receive.

We hereby confirm that we have read and understood the entire Tender Document, including the “as is, where is” condition of sale.

**Dated this ..... day of .....**

**20 .....**

.....

**[Signature of Tenderer]**

.....

**[Name and Title of Signatory]**

**[Company Seal/Stamp]**

## 6.2. 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 offense to give false information on this form.

### Part 1 – General

Business Name: \_\_\_\_\_

Location of Business: \_\_\_\_\_

Plot No./Street/Road: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Code: \_\_\_\_\_

Tel No(s): \_\_\_\_\_ Fax No(s): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Registration Certificate No.: \_\_\_\_\_

Value of Business in Kenya Shillings: \_\_\_\_\_

[Year of establishment if applicable]: \_\_\_\_\_

[Name of Partners/Director]: \_\_\_\_\_

[Nationality of Partners/Director]: \_\_\_\_\_

### Part 2(a) – Sole Proprietor

Your Name in full: \_\_\_\_\_

Nationality: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

Citizenship details: \_\_\_\_\_

### Part 2(b) – Partnership

Names of Partners:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Nationality of Partners:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Citizenship details of Partners:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Part 2(c) – Company

Private or Public Company: \_\_\_\_\_

**State the nominal and issued capital of the Company:**

Nominal KES: \_\_\_\_\_

Issued KES: \_\_\_\_\_

#### List of Directors:

Name: \_\_\_\_\_ Nationality \_\_\_\_\_

Citizenship Details: \_\_\_\_\_

Name: \_\_\_\_\_ Nationality \_\_\_\_\_

Citizenship Details: \_\_\_\_\_

Name: \_\_\_\_\_ Nationality \_\_\_\_\_

Citizenship Details: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Tenderer: \_\_\_\_\_

[Company Seal/Stamp]



### 6.3. Self-Declaration Forms

#### **Form SD1: SELF-DECLARATION FORMS (Declaration not to be debarred for unethical practices)**

I, the undersigned, \_\_\_\_\_ (Name of Bidder)  
of Post Office Box \_\_\_\_\_ being a resident of \_\_\_\_\_  
\_\_\_\_\_ in the Republic of \_\_\_\_\_ declare that I am not debarred from participating in any  
procurement proceedings in Kenya.

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

In the capacity of \_\_\_\_\_

Duly authorized to sign the tender for and on behalf of \_\_\_\_\_

[Company Seal/Stamp]

#### **Form SD2: SELF-DECLARATION FORMS (Declaration on relations with Staff)\***

I, the undersigned, \_\_\_\_\_ (Name of Bidder)  
of Post Office Box \_\_\_\_\_ being a resident of \_\_\_\_\_  
\_\_\_\_\_ in the Republic of \_\_\_\_\_ declare that I have no relation with any staff member of Sasini  
PLC or its Board Members who are involved in the procurement process.

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

In the capacity of \_\_\_\_\_

Duly authorized to sign the tender for and on behalf of \_\_\_\_\_

[Company Seal/Stamp]

#### 6.4. Declaration and Commitment to the Code of Ethics

I, the undersigned, \_\_\_\_\_ (Name of Bidder)  
of Post Office Box \_\_\_\_\_ being a resident of \_\_\_\_\_  
\_\_\_\_\_ in the Republic of \_\_\_\_\_ hereby declare that I have read and understood the contents  
of the Tender document.

I declare that I/we will not engage in any corrupt or fraudulent practices during the procurement process and  
execution of the contract.

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

In the capacity of \_\_\_\_\_

Duly authorized to sign the tender for and on behalf of \_\_\_\_\_

[Company Seal/Stamp]





## SASINI PLC

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Muguga Green, Westlands

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