

TENDER DOCUMENT

TENDER FOR DISPOSAL OF A MOTOR VEHICLE

Tender No.: HFHK/PR/ADM/01/2026
Closing Date: September 28, 2026, at 4:00 p.m.

SECTION I: INVITATION TO TENDER

Habitat for Humanity Kenya (HFHK) invites sealed bids from interested and eligible members of the public for the purchase and removal of the motor vehicle listed below on an “as is, where is” basis.

Lot	Vehicle Model	Year	Registration No.	Condition	Reserve Price
1	Toyota Avanza	2012	KBS 324Y	Good	KES 750,000

Interested bidders are encouraged to inspect the vehicle before submitting their bids. The vehicle may be inspected at the designated HFHK location during working hours and upon prior arrangement with the Procurement Department. HFHK does not guarantee the condition, roadworthiness, fitness for purpose, or suitability of the vehicle. Bidders shall satisfy themselves as to its condition before submitting a bid.

Completed tender documents must be submitted in a sealed envelope clearly marked:

“TENDER FOR DISPOSAL OF MOTOR VEHICLE – TENDER NO. HFHK/PR/ADM/01/2026”

and delivered to the designated tender box or procurement office at Habitat for Humanity Kenya on or before **September 28, 2026, at 4:00 p.m.**

Late submissions will not be accepted.

SECTION II: INSTRUCTIONS TO BIDDERS

1. Eligibility

The tender is open to eligible individuals, companies, and other interested parties legally capable of entering into a binding agreement.

2. Inspection of the Vehicle

Bidders are strongly encouraged to inspect the vehicle before submitting their offers. Failure to inspect the vehicle shall not be accepted as grounds for withdrawal or amendment of a successful bid. Vehicle can be viewed from September 14, 2026, to September 21, 2026 (between 10:00 a.m. and 3:00 p.m.) at CVC Plaza, Lenana Road, Kilimani, Nairobi.

3. Submission of Bids

Each bidder shall submit:

- A completed and signed Tender Submission Form.
- A copy of a valid National ID or Passport for individual bidders.
- A copy of Certificate of Registration and KRA PIN Certificate for companies, where applicable.
- The proposed purchase price in Kenya Shillings, clearly stated in figures and words.

The bid price shall be inclusive of all costs associated with the purchase and collection of the vehicle.

4. Tender Evaluation and Award

Bids will be evaluated based primarily on compliance with the tender requirements and the highest responsive offer received.

HFHK reserves the right to:

- Accept or reject any tender.
- Reject all bids without assigning reasons.
- Seek clarification from any bidder.
- Cancel or vary the tender process at any stage where necessary.

The highest bid shall not automatically guarantee award.

5. Notification and Collection

The successful bidder will be notified in writing. Following completion of the necessary disposal and transfer formalities, the successful bidder shall arrange for collection of the vehicle within the period communicated by HFHK.

All costs relating to transfer of ownership, transportation, insurance, repairs, and any other expenses after handover shall be borne by the successful bidder.

6. Condition of Sale

The vehicle is offered strictly on an “as is, where is” basis. HFHK shall have no liability for defects, faults, missing parts, or any condition discovered before or after handover.

The successful bidder shall be responsible for complying with all applicable legal and regulatory requirements relating to ownership, transfer, registration, insurance, and use of the vehicle.

SECTION III: TENDER SUBMISSION FORM

I/We, the undersigned, having inspected or been given the opportunity to inspect the vehicle and having understood the terms and conditions of this tender, hereby submit the following offer:

Name of Bidder: _____

ID/Passport/Registration No.: _____

KRA PIN No.: _____

Postal Address: _____

Telephone: _____

Email Address: _____

Vehicle Registration No.: _____

OFFER PRICE

I/We offer to purchase the above vehicle for:

Kenya Shillings (Figures): KES _____

Kenya Shillings (Words): _____

I/We confirm that:

1. The information provided in this tender is true and correct.
2. I/We have read and understood the tender requirements.
3. I/We accept that the vehicle is being sold on an "as is, where is" basis.
4. I/We understand that HFHK is not obliged to accept the highest or any bid.
5. I/We shall comply with all requirements relating to the transfer and collection of the vehicle if successful.

Name: _____

Signature: _____

Date: _____

Official Stamp (where applicable): _____

For enquiries, please contact:

Procurement Department (procurement@hfhkenya.org)
Habitat for Humanity Kenya

Date: September 8, 2026

Tender No: HFHK/PR/ADM/01/2026

INVITATION FOR SEALED BIDS: SALE OF USED MOTOR VEHICLE

Habitat for Humanity Kenya (HFHK) invites sealed bids from eligible individuals and companies for the purchase of used motor vehicle on an **"AS IS, WHERE IS"** basis.

1. Vehicle Details:

Lot	Vehicle Model	Year	Registration No.	Condition	Reserve Price
1	Toyota Avanza	2012	KBS 324Y	Good	KES 750,000

2. Inspection

Vehicle can be viewed from **September 14, 2026**, to **September 21, 2026** (between 10:00 a.m. and 3:00 p.m.) at CVC Plaza, Lenana Road, Kilimani, Nairobi.

3. Bid Submission Guidelines

- Bid documents containing detailed terms and conditions can be obtained from <https://hfhkenya.org/tender-advertisements/>
- Bids must be submitted in a plain, sealed envelope clearly marked: **"BID FOR SALE OF MOTOR VEHICLE - LOT NO. HFHK/PR/ADM/01/2026"**
- Bids must be delivered to:

The National Director

Habitat for Humanity Kenya
CVS Plaza, 3rd Floor, Lenana Road
Nairobi, Kenya

Tender Box Location: CVS Plaza, 3rd Floor Reception

Deadline for Submission: 4 p.m. on September 28, 2026

4. Terms and Conditions

- **"As Is, Where Is":** Vehicles are sold in their current condition, with no warranties expressed or implied.
- **Payment:** Successful bidders must pay the full amount and collect the vehicle within 14 days of notification.
- **Rights Reserved:** Habitat for Humanity Kenya reserves the right to accept or reject any bid, or to cancel the entire bidding process.

For more information, please contact:
Procurement Office at procurement@hfhkenya.org

Habitat for Humanity Kenya reserves the right to accept or reject any tender in part or in whole and does not bind itself to accept the lowest bidder. Only successful bidders will receive communication from HFHK office. **Any form of canvassing either directly or indirectly shall lead to disqualification of the tender.**