

**NGOs CO-ORDINATION BOARD
P. O. BOX 44617 - 00100
NAIROBI**



**TENDER NO. NGOB/02/DISPOSAL OF IDLE ASSETS/2019-
2020**

SALE OF UNSERVICEABLE ICT EQUIPMENT

**CLOSING DATE: FRIDAY 5TH JUNE, 2020
AT 11.00 A.M.**

TEL: 2214044/2213938

Email: _____

info@ngobureau.go.ke

www.ngobureau.go.ke

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SECTION I: INVITATION TO TENDER

Date: 21ST MAY, 2020

Reference: NGOB/02/ DISPOSAL OF IDLE ASSETS /2019-2020

Tender name: SALE OF UNSERVICEABLE ICT EQUIPMENT

1.1 The NGOs Co-ordination Board hereinafter referred as “NGOs Board” invites sealed tenders from eligible candidates to a tender for sale of ICT equipment

1.2 Eligible candidates may obtain tender documents from NGOs Board’s Cash Office; 15th Floor of Co-operative Bank House, Haile Selassie Avenue, during normal office hours upon payment of a non-refundable fee of Kshs.1,000.00 in a Banker’s Cheque in favour of The NGOs Co- ordination Board or direct deposit to Board’s account no.01136030582102 Co-operative Bank House branch. The document may also be downloaded from the NGOs Co-ordination Board website www.ngobureau.go.ke or PPIP portal www.tenders.go.ke free of charge. Bidders who download the tender document must arrange to register with NGOs Board the company name, postal and physical, and email and telephone address for the purposes of receiving any further tender clarifications and/or addendums if need be on email procurement@ngobureau.go.ke

1.3 Tender documents duly completed should be submitted in plain sealed envelopes bearing appropriate reference number and description of tender on the envelope and deposited at the Tender Box located on Co-operative Bank House 14th floor, on or before 5th June 2020 by 11.00 a.m. or addressed to:

**The Executive Director
NGOs Co-ordination Board
P.O Box 44617 – 00100
NAIROBI**

1.4 Prices quoted should be net, and must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.

1.5 The tenders will be opened immediately thereafter in the Boardroom in the presence of bidders representative.

SIGNED:

**MUTUMA KANATA
EXECUTIVE DIRECTOR
NGOs CO-ORDINATION BOARD**

SECTION II - INSTRUCTIONS TO TENDERERS

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SECTION II - INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices
- 2.1.3 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.

2.2 Cost of Tendering

- 2.2.1 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.
- 2.2.2 The price to be charged for the tender document shall be **Kshs.1,000/=**
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 The Tender Document

- 2.3.1 The tender document comprises the documents listed below and any addenda issued in accordance with clause 2.5 of these instructions to tenderers.
 - (i) Invitation to tender
 - (ii) Instructions to tenderers
 - (iii) Schedule of items and price
 - (iv) Conditions of Tender
 - (v) Form of tender
 - (vi) Confidential Business questionnaire Form
 - (vii) Tender Commitment Declaration Form
- 2.3.2 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 be at the tenderer's risk and may result in the rejection of its tender.

2.4. Clarification of Documents

- 2.4.1 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 seven (7) 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.

2.4.2 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.

2.4.3 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.

2.5 Amendment of Documents

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

2.5.2 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.

2.5.3 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.

2.6 Tender Prices and Currencies

2.6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the items it proposes to purchase under the contract

2.6.2 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

2.6.3 The Price quoted shall be in **Kenya Shillings**.

2.7 Tender deposit

2.7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices.

2.7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the bid for the item.

2.7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible as but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the procuring entity.

2.7.4 The successful Tenderer's tender deposit will be credited to his bid price so that it forms part of the amount of the bid and the tender will be required to pay the bid price less the deposit security.

2.7.5 The tender deposit may 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 bid price.

2.8 Validity of Tenders

2.8.1 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, pursuant to paragraph 2.10 Tender valid for a shorter period shall be rejected by the Procuring entity as non responsive.

2.8.2 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 thereto shall be made in writing. The tender deposit provided under paragraph 2.7 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.

2.9. Viewing of Tender Items

2.9.1 Prospective bidders are advised to view the vehicles in liaison with the procuring entity before they bid for the lot. 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 Tenders

2.10.1 The tenderer shall seal the tender and mark it with the Tender number and name of the tender and "**DO NOT OPEN BEFORE FRIDAY 5th JUNE, 2020 AT 11.00 A.M.**"

2.11 Deadline for Submission of Tenders

2.11.1. Tenders must be received by the Procuring entity at the address specified not later **FRIDAY 5TH JUNE, 2020 AT 11.00 A.M.**

2.11.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5. 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.

2.12 Modifications And Withdrawals Of Tenders

2.12.1 Modification of tenders

2.12.1.1 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.

2.12.1.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.5.1. A withdrawal notice may also be sent by fax but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.12.2 Withdrawals of tenders

2.12.1.1 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. Withdrawal of a tender during this interval may result in the tenderer's forfeiture of its tender deposit, pursuant to paragraph 2.7.5

2.13 Opening of Tenders

2.13.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend on **FRIDAY 5TH JUNE, 2020."AT 11.00 A.M.** and in the location specified in the invitation to tender.

The tenderers or representatives who are present shall sign a register evidencing their attendance.

2.13.2 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.

2.13.3 The Procuring entity will prepare minutes of the tender opening.

2.14 Clarification of tenders

2.14.1 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.

2.14.2 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.

2.15 Evaluation and Comparison of Tenders

2.15.1 The Procuring entity will examine the tenders to determine whether they are complete, 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.

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

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

2.16 Award Criteria

2.16.1 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 evaluated tender**, subject to the reserve price.

2.17 Notification of Award

2.17.2 The Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

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

2.18 Contacting the Procuring entity

2.18.1 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.

2.18.2 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 for sale of assorted ICT equipment 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.

Instructions to Tenderers Reference	<i>Particulars of appendix to Instructions to tenderers</i>
2.1.1	<i>Indicate eligible tenderers: Kenya Citizens</i>
2.8.1	<i>Indicate tender validity: 90 Days</i>

SECTION III - SCHEDULE OF ICT EQUIPMENT AND PRICES

No	Asset	Model	Brand	Serial No.	NBK in Kshs	Bidders offer price in Kshs.	Description
1.	Printer	HP Laserjet P2015	HP	CNC1409517	200		Desktop Printer
2.	Firewall	Cisco Px	Cisco	FOX104101YP	200		
3.	CPU	OPTIPLEX GX520	DELL	5ROXP2J	600		RAM 4GB, INTEL CORE 2 DUO CPU E7500
4.	CPU	OPTIPLEX GX520	DELL	7RQXP2J	600		RAM 4GB, INTEL CORE 2 DUO CPU E7500
5.	CPU	OPTIPLEX 760	DELL	1J8VH4J	600		RAM 4GB, INTEL CORE 2 DUO CPU E7500, 500GB HDD
6.	CPU	OPTIPLEX GX520	DELL	1RQXP2J	600		RAM 4GB, INTEL CORE 2 DUO CPU E7500
7.	CPU	DELL OPTIPLEX 3020	DELL	CL8ZVQ1	600		INTEL CORE I3 4150, 4GB
8.	CPU	HP PRO 3500 SERIES	HP	TRF4150WNH	600		INTEL CORE I3 3240, 4GB
9.	Server	POWER EDGE 840	DELL	GQ0ZT2J	600		WORKSTATION
10.	Server	POWER EDGE 840	DELL	JQ0ZT2J	600		WORKSTATION
11.	Monitor	Dell	Dell	CN-OR735N-64180-9CJ-12KU	300		17 Inch
12.	Monitor	Dell	Dell	CN-OR735N-64180-9CJ-165U	300		17 Inch
13.	Monitor	Dell	Dell	CN-0GU625-72872-6C7-0K4I	300		17 Inch
14.	Monitor	Dell	Dell	CN-0GU625-72872-6CC-352I	300		17 Inch
15.	Monitor	Dell	Dell	CN-OR735N-64180-9CJ-004U	300		17 Inch

16.	Monitor	Dell	Dell	CN-0RY980-46633-780-88EL	300		17 Inch
17.	Monitor	Dell	Dell	CN-ONJVXM-72872-4A5-DUUB	300		17 Inch
18.	Monitor	Dell	Dell	CN-ONJVXM-72872-4A5-C7TB	300		17 Inch
19.	Monitor	Dell	Dell	CN-ONJVXM-72872-4A5-DYFB	300		17 Inch
20.	Monitor	Dell	Dell	CN-ONJVXM-72872-4BB-DR4B	300		17 Inch
21.	Printer	Brother DCP-8110DN	Brother	E71080K4N879186	600		Desktop Printer
22.	Type-Writer	IBM Wheel writer 50 Series	IBM		300		
23.	Mixed Accessories				50		Broken Switches, Faulty Cables, Keyboards and Mouse, ETC
Total cost value					9,550.00		

NB: Kindly note the residue price is the minimum acceptable price for the goods listed here in. However, the award shall be based on the highest bidder for the whole lot. The condition of all the above assorted items is unserviceable assets.

Authorized Official

Signature

Dated on _____

SECTION IV - CONDITIONS OF TENDER

- 4.1 A tenderer will tender for all the lot as he/she wishes.
- 4.2 A tenderer will pay a deposit in advance before the closing date of the tender for all lot tendered for as indicated in the schedule of items and prices.
- 4.3 Tenderers who will be awarded contracts will be required to pay for the items **within 7 days of the letter of offer**, 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.
- 4.4 Tenderers who will not be awarded contracts will be refunded the deposits **fourteen (14) days** after notification of the communication of the contract awards.
- 4.5 Tenderers will be required to collect the items they have paid for within **seven (7) days** after making the payment failure to which **storage charges will be charged** as indicated in the appendix to Conditions of tender.
- 4.6 The procuring entity will retain confidential reserve prices for all the items. Items tendered for below the reserve price will be retained by the procuring entity.

Appendix to Conditions of Tender

The following information for sale of assorted ICT equipment shall complement, supplement, or amend, the provisions of the conditions of the tender. Whenever there is a conflict between the provisions of the conditions of tender and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the conditions of tender.

Conditions of tender reference	<i>Particulars of the appendix to Conditions of tender</i>
4.5	<i>Indicate storage charge:</i>
	KSH. 500 PER DAY FOR ALL ITEMS AS PER LOT

SECTION V: STANDARD FORMS

Notes on Standard Forms

5.1 The form of tender, and the tender deposit commitment declaration 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.

5.1 Form of Tender

Date: _____

**To: NGOs Board
P.O. BOX 44617
NAIROBI**

Tender No. NGOB/02/DISPOSAL
OF IDLE ASSETS/2019-2020

Gentlemen and/or Ladies:

1. Having examined the tender 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 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 Prices attached herewith 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 abide by the tender for a period of[number] 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.

Dated this _____ day of _____ 20 _____

[Signature]

[In the capacity of]

5.2 Confidential business questionnaire form

REPUBLIC OF KENYA CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I 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

<i>Part I- General :</i>	
Business Name	
Location of business premises	
Plot No.	Street/Road
Postal Address	Tel. No.
Nature of business	
Current Trade License No.	Expiring date
Maximum value of business which you can handle at any one time : K£	
Name of your bankers	
Branch	

<input type="checkbox"/>	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																								
<input type="checkbox"/>	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>				
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<input type="checkbox"/>	<p>Part 2 (c) – Registered Company:</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal K£.....</p> <p style="padding-left: 20px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></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>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	2.	3.	4.	5.
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1.																						
2.																						
3.																						
4.																						
5.																						
<p>DateSignature of Candidate.....</p>																									

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

5.3Tender deposit commitment Declaration Form

NGOB/02/DISPOSAL OF IDLE ASSETS/2019-2020

No.	Asset	Model	Brand	Serial No.	NBK in Kshs	Description
1.	Printer	HP Laserjet P2015	HP	CNC1409517	200	Desktop Printer
2.	Firewall	Cisco Px	Cisco	FOX104101YP	200	
3.	CPU	OPTIPLEX GX520	DELL	5ROXP2J	600	RAM 4GB, INTEL CORE 2 DUO CPU E7500
4.	CPU	OPTIPLEX GX520	DELL	7RQXP2J	600	RAM 4GB, INTEL CORE 2 DUO CPU E7500
5.	CPU	OPTIPLEX 760	DELL	1J8VH4J	600	RAM 4GB, INTEL CORE 2 DUO CPU E7500, 500GB HDD
6.	CPU	OPTIPLEX GX520	DELL	1RQXP2J	600	RAM 4GB, INTEL CORE 2 DUO CPU E7500
7.	CPU	DELL OPTIPLEX 3020	DELL	CL8ZVQ1	600	INTEL CORE I3 4150, 4GB
8.	CPU	HP PRO 3500 SERIES	HP	TRF4150WNH	600	INTEL CORE I3 3240, 4GB
9.	Server	POWER EDGE 840	DELL	GQ0ZT2J	600	WORKSTATION
10.	Server	POWER EDGE 840	DELL	JQ0ZT2J	600	WORKSTATION
11.	Monitor	Dell	Dell	CN-OR735N-64180-9CJ-12KU	300	17 Inch
12.	Monitor	Dell	Dell	CN-OR735N-64180-9CJ-165U	300	17 Inch
13.	Monitor	Dell	Dell	CN-0GU625-72872-6C7-0K4I	300	17 Inch
14.	Monitor	Dell	Dell	CN-0GU625-72872-6CC-352I	300	17 Inch
15.	Monitor	Dell	Dell	CN-OR735N-	300	17 Inch

				64180-9CJ-004U		
16.	Monitor	Dell	Dell	CN-0RY980-46633-780-88EL	300	17 Inch
17.	Monitor	Dell	Dell	CN-ONJVXM-72872-4A5-DUUB	300	17 Inch
18.	Monitor	Dell	Dell	CN-ONJVXM-72872-4A5-C7TB	300	17 Inch
19.	Monitor	Dell	Dell	CN-ONJVXM-72872-4A5-DYFB	300	17 Inch
20.	Monitor	Dell	Dell	CN-ONJVXM-72872-4BB-DR4B	300	17 Inch
21.	Printer	Brother DCP-8110DN	Brother	E71080K4N879186	600	Desktop Printer
22.	Type-Writer	IBM Wheel writer 50 Series	IBM		300	
23.	Mixed Accessories				50	Broken Switches, Faulty Cables, Keyboards and Mouse, ETC

*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:-

Tenderer _____
(Name) _____
(Signature)

Date _____