



Closing Date: 7<sup>th</sup> June 2023 at 10:00am

Viewing Date: From 24<sup>th</sup> May 2023 to 6<sup>th</sup> June 2023 between  
9am-4pm

Occidental Insurance Company Ltd,

Mobile: 0709 896 000

P.O. Box 39459-0623, Nairobi ,

Crescent Business Centre, 7<sup>th</sup> Floor, Parklands, Nairobi

**BID DOCUMENT FOR THE DISPOSAL OF  
MOTOR VEHICLES 2023**

Occidental Insurance Company (OIC), a leading general insurer in Kenya, wishes to invite sealed bids from eligible individuals/ firms for the company-maintained motor vehicles listed below:

Vehicle Make/ Model	Year of Manufacture	Reg Number	Reserve Price (Ksh.)	Condition
1. Toyota Premio	2009	KCG 798 T	1,050,000	Clean well maintained
2. Toyota Probox	2005	KBR 483 V	450,000	Clean well maintained
3. Toyota Allion	2002	KBH 915 L	600,000	Clean well maintained
4. Mercedes C200	2009	KCH 890Z	1,300,000	Clean well maintained

#### Terms and conditions

1. Motor vehicles will be sold as they are, without any encumbrances.
2. Bid forms can be obtained upon payment of non-refundable fee of Ksh. **5,000 via OIC pay bill 933091, account : Disposal of MV**
3. Completed bids must be sealed and delivered to the address below.

The Procurement Committee,  
 Occidental Insurance Company Ltd,  
 Crescent Business Centre, 7th Floor, Parklands, Nairobi  
 Mobile: 0709 896 000  
 P.O. Box 39459-0623, Nairobi ,

on or before 7<sup>th</sup> June 2023 at 10:00am. Electronic bids can be submitted through the link available in our website;

[Occidental Insurance Company Limited | Live Life Confident \(occidental-ins.com\)](https://occidental-ins.com)

4. Prices quoted are net, and in Kenya Shillings and shall remain valid for 30 days from the closing date of the bid.
5. Bids will be opened immediately after the deadline date and time on 7<sup>th</sup> June 2023 10:00am. Tenders will be publicly opened in the presence of the Tenderers' or designated representatives who choose to attend.
6. Late tenders will be rejected.
7. Any clarification or query regarding the bid should be in writing through email to [procurement.committee@occidental-ins.com](mailto:procurement.committee@occidental-ins.com) with the subject as "Clarifications - Bid for

Disposal of Motor Vehicles". All clarifications/questions should have been sent to this email.

8. The intended sale of the listed vehicles is by sealed bids on "as is, where is basis" located at Crescent Business Centre 7<sup>th</sup> Floor.
9. Occidental Insurance Company reserves the right to accept or reject any or all bids in whole or in part without the obligation to assign any reason for that decision.

**Terms and Conditions (Cont.'d)**

10. This invitation for bids is open to all bidders both internal and external.
11. All bids will be awarded based on competitiveness and subject to reserve price.
12. The bidder shall bear all costs associated with the preparation and submission of its bid. Occidental shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the disposal process.
13. The bidder is expected to examine the vehicles and review all instructions, forms and terms in the bid documents and complete the forms as required i.e., bid form. Failure to meet all the requirements of the bid will be at the bidder's risk and may result in bid rejection.
14. The bidder shall indicate on the attached price schedule the unit prices for each of the interested motor vehicle.
15. 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 a new bid.
16. The price quoted shall be in Kenya Shillings (KSH)
17. Bids shall remain valid for 5 days after closure of the bid period.
18. Prospective bidders are encouraged to view the items at **Crescent Business Centre 7<sup>th</sup> Floor Parklands** before they bid for each item. Viewing of the bid items will be ongoing until 6th June 2023 between 10.00AM to 4.00PM. This will enable bidders to arrive at the most competitive bids
19. Despite the vehicles being in good condition, the sale is on "AS IS WHERE IS CONDITION" and the conditions of the items are not warranted by the seller.
20. Any effort by the Bidder to influence the process will lead to automatic disqualification.
21. Occidental Insurance Company Ltd will award the bid to the successful bidder(s) whose bid has been determined to be substantially responsive subject to the reserve prices for each Motor vehicle and the award is at the discretion of Occidental Insurance.
22. Occidental Insurance Company will notify the successful bidder in writing and the successful bidder will be required to make payment within seven days (7 days) of notification of award.
23. In the event the successful bidder fails to pay for the Vehicle(s) awarded, OIC shall;
  - a. Notify the person who had submitted the second highest bid who will be expected to make payment within seven days (7 days).
  - b. Or invite for afresh bids.
24. Prospective bidders are encouraged to independently do a motor vehicle search.
25. Once the payment is received by Occidental Insurance Company Ltd, the bidder will be expected to sign a sale agreement, pay for the vehicles transfer fee as required by NTSA and undertake to collect the vehicles immediately.