



NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY

REQUEST FOR EXPRESSIONS OF INTEREST NEMA/EOI/001/2021/2022: PROVISION OF AUCTIONEERING SERVICES

Introduction

The National Environment Management Authority (NEMA) is parastatal under the environmental Management and coordination Act (EMCA 387) to supervise and coordinate all environmental matters in Kenya and to implement environmental policy on behalf of the Government of Kenya.

The Authority is hereby inviting eligible firms to undertake disposal of the following idle assets through a public Auction;

1. Motor vehicle KAV 949E Daihatsu terios S/wagon
2. Motor vehicle KBQ 067D Izuzu Dmax double cab pick up
3. Motor vehicle KBN 231E Isuzu Dmax double cab pick up
4. Motor vehicle KAR 099Ll Suzuki grand Vitara
5. Motor vehicle KBJ 657U Volkswagen saloon
6. Motor vehicle KAN 550U Land rover S/wagon
7. Assorted electronic equipment and computer consumables
8. Assorted Old furniture and spare part and scrap.

TERMS OF REFERENCE (TOR) :

1. Receiving of instructions
2. Preparation and Lotting
3. Advertisement on the local dailies jointly with NEMA
4. Printing and distribution of Han bills and posters
5. Preparation of catalogue
6. Issuing of bid numbers in consultation with NEMA
7. Undertaking Auction on the Material day jointly with NEMA
8. Preparation of detailed report on the proceed jointly with NEMA

Eligibility of Firms.

- Company registration evidenced by a certificate of incorporation
- Licenced Auctioneers (Attach Current licence)
- Compliance to tax evidenced by a copy of Current and Valid Tax Compliance Certificate
- List of directors evidenced by BN2 or a current CR12 of 2020 or 2021

- Recommendation from three of your customer for the last two years
 - Proposed Methodology for executing the Assignment including the commissions to be charged.
1. A Consultant will be selected in accordance with Consultant Qualification Selection (CQS) method.
 2. The duration of the Assignment is one month.
 3. Further information can be obtained at the address below during office hours i.e. 0800 to 1700 hrs.
 4. Complete EOI documents to be submitted in two copies “**ORIGINAL**” and “**COPY**” and placed in plain sealed envelopes clearly marked the tender reference and name and should be addressed to: -

**THE DIRECTOR GENERAL,
NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY,
ELAND HOUSE, POPO ROAD, OFF MOMBASA ROAD,
P.O. BOX 67839 – 00200 NAIROBI.**

5. and be deposited in the tender box provided at the **NEMA Head Offices, Ground Floor, Main Reception at Block A**(so as to be received on or before **Tuesday 4th October 2021 at 11:00 a.m.**
6. EOIs will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend.

NB: Any document which shall not fit in the tender box slot shall be dropped at the procurement section Rm G16 and be entered in the receipt register for safe custody.

Any canvassing or giving of false information will lead to automatic disqualification

Email: dgnema@nema.go.ke

Tel: (020) 2183718, 2101370, 0723 363010, 0735 013046, 0724 253398



www.nema.go.ke



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Our Environment, Our Life, Our Responsibility.