

MITUNGUU TECHNICAL TRAINING INSTITUTE



COMPETENCY IN SKILLS TRAINING
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REGISTRATION OF SUPPLIERS FOR GOODS, WORKS & SERVICES MTTI/2017-2018 / 2018-2019

TENDERERS NAME:

CATEGORY NO:

CATEGORY DESCRIPTION

IF SPECIAL GROUP PLEASE INDICATE BELOW: (✓)

WOMEN

YOUTH

PERSONS WITH DISABILITIES

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REGISTRATIONS OF SUPPLIERS FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE 2017-2018 & 2018-2019.

SECTION A: INVITATION FOR REGISTRATION 1.1

Introduction

- i. Mitunguu TTI invites sealed bids from interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods, services and works.
- ii. Completed bid documents must be received by MTTI at the address below not later than **21ST SEPTEMBER 2017 AT 12:00 NOON** in plain sealed envelopes clearly marked ". Do not open before **21ST SEPTEMBER 2017** should be addressed to:
- iii. Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the institute .Suppliers who are not registered or failed to meet the registration criteria will not be allowed to participate in the Tenders /RFQS/RFPS
- iv. The application should be in a sealed envelope to maintain confidentiality and addressed to:

**THE PRINCIPAL
MITUNGUU TECHNICAL TRAINING INSTITUTE
P.O BOX 64, MITUNGUU.**

The envelope should indicate the registration Number applied for and category description upon submission, and must be dropped in the tender box on or before **21ST SEPTEMBER 2017** at 12:00 noon.

Documents containing detailed instructions and requirements may be obtained from Mitunguu Technical Training Institute website www.mitunguutechnical.ac.ke or Kenya Government tenders portal: <http://www.supplier.treasury.go.ke>. Free of charge. Applicants who download the tender documents shall email their names, contact details and item reference number to mitunguutechnical@gmail.com

NB/ Those who wish to be registered in more than one category will be required to download additional registration documents for each category.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items /services to other Institutions. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Registration Documents

The document includes questionnaire forms and instructions for the prospective suppliers' .In order to be considered for registration the prospective supplier must provide requested proof and all other information requested.

1.6 Invitation to Tenders/Quotations/Proposals

Bidding documents will be made available to those bidders whose qualifications score 70% and above soon after the evaluation process, please note that late submissions will not be accepted.

SECTION B: PRE-QUALIFICATION NOTICE

MITUNGUU TECHNICAL TRAINING INSTITUTE (MTTI) INVITATION FOR REGISTRATION OF SUPPLIERS FOR YEAR 2017-2018 / 2018 - 2019

Mitunguu Technical Training Institute invites applications from interested and competent firms for registration of suppliers for the under listed goods, services and works for the period 2017-2019.

CATEGORY A: SUPPLY OF GOODS				
SN	ITEM REFERENCE	ITEM CATEGORY DESCRIPTION	SPECIAL CONDITIONS (where applicable)	REMARKS
1	MTTI/001/2017-2019	Registration for supply and delivery of Cereals		Open
2	MTTI/002/2017-2019	Registration for supply and delivery of farm produce (fresh vegetables, fresh milk and eggs)		Reserved
3	MTTI/003/2017-2019	Registration for supply and delivery of meat i.e with bones and steak		Open
4	MTTI/004/2017-2019	Registration for supply and delivery of groceries (sugar, rice, bread, maize flour, cooking oil and beverages).		Open
5	MTTI/005/2017-2019	Registration for supply and delivery of firewood.		Open
6	MTTI/006/2017-2019	Registration for supply and delivery of stationary		Open
7	MTTI/007/2017-2019	Registration for supply and delivery of computer software, hardware and accessories, photocopiers, MIS ,printers, tonners, cartridges and printing ink, Website Management, internet services		Open
8	MTTI/008/2017-2019	Registration for supply and delivery of furniture		Open
9	MTTI/009/2017-2019	Registration for supply and delivery of Medical drugs	Licenses from relevant bodies	Open
10	MTTI/010/2017-2019	Registration for supply and delivery of lab chemicals and equipment	Licenses from relevant bodies	Open
11	MTTI/011/2017-2019	Registration for supply and delivery of uniforms, window curtains and other textiles		Open
12	MTTI/012/2017-2019	Registration for supply and delivery of electrical / electronic materials and equipment, including CCTV cameras		Open
13	MTTI/013/2017-2019	Registration for supply and delivery of farm inputs, seeds, fertilizer, pesticides, animal feeds and dry hay.		Open
14	MTTI/014/2017-2019	Registration for supply and delivery of Sporting and games Equipment		Open
15	MTTI/015/2017-2019	Registration for supply and delivery of cleaning materials and detergents		Reserved
16	MTTI/016/2017-2019	Registration for supply and delivery of Timber		Open
17	MTTI/017/2017-2019	Registration for supply and delivery of Hardware materials, plumbing materials and fittings		Open
18	MTTI/018/2017-2019	Registration for supply and delivery of mattresses, cushions and sheeting		Open
19	MTTI/019/2017-2019	Registration for supply and delivery of Building and construction materials i.e. sand, ballast, building stones, murrum and dust		Open
20	MTTI/020/2017-2019	Registration for supply and delivery of cutlery, utensils and kitchen appliances		Open

21	MTTI/021/2017-2019	Registration for supply and delivery of drinking water		Reserved
22	MTTI/022/2017-2019	Registration for supply, delivery and installation of energy saving jikos.		Open
23	MTTI/023/2017-2019	Registration for supply and delivery of library books, periodicals and journals.		Open
CATEGORY B: SUPPLY OF SERVICES				
SN	ITEM REFERENCE	ITEM CATEGORY DESCRIPTION	SPECIAL CONDITIONS (where applicable)	REMARKS
24	MTTI/024/2017-2019	Registration for provision of fumigation and pest control services	Licenses from relevant certifying /regulatory bodies	Open
25	MTTI/025/2017-2019	Registration for provision of machines and equipment calibration services		Open
26	MTTI/026/2017-2019	Registration for provision and servicing of fire extinguishers		Open
27	MTTI/027/2017-2019	Registration for provision of sanitary services		Open
28	MTTI/028/2017-2019	Registration for provision of security services		Open
29	MTTI/029/2017-2019	Registration for provision of signwriting and painting services		Reserved
30	MTTI/030/2017-2019	Registration for provision of advertisement services		Open
31	MTTI/031/2017-2019	Registration for provision of insurance covers		Open
32	MTTI/032/2017-2019	Registration for provision of printing services and brochures		Open

NB: RESERVED these are Youth, Women and Persons with Disability registered under the National treasury.

The AGPO Groups are to apply and attach:

A copy of Certificate from National Treasury indicating the category you are in, valid tax compliance certificate and Company profile

Complete documents in plain, sealed envelope marked category number and category description should be addressed to

**THE PRINCIPAL
MITUNGUU TECHNICAL TRAINING INSTITUTE
P.O BOX 64
MITUNGUU.**

And deposited in the TENDER BOX at the institute's reception so as to be received on or before **21ST SEPTEMBER 2017 by 10:00AM**. The documents will be opened on the same day at **12:00 NOON** in the main boardroom and bidders or their representatives are welcome to witness the opening. **Late applications shall not be accepted. Prequalification documents may be downloaded from www.mitunguutechnical.ac.ke for free or picked from the procurement office upon payment of a non-refundable fee of KES. 1000.**

SECTION C: PRELIMINARY EVALUATION

The lists of documents below are mandatory to all vendors and must be submitted:

1. Certificate of Incorporation , Partnership or Business registration
2. A copy of valid tax compliance, pin certificate and Vat certificate. And also be registered under i-tax in KRA portal
3. A copy of Business Permit.
4. Letter of recommendation from two major clients.

NB. Please note that any firm which does not have all mandatory requirements will not be evaluated any further and the application will be rendered non-responsive.

	Required information	Allocated scores
1	Financial capability	
	Audited reports for the last 2years	2
	Mode of payment and willingness to give credit	1
2	Past experience and performance	
	Number of years in business	2
	Three referees (preferably clients)attach proof (Proof Copies of LPO, Letter of award, Completion certificate of contracts)	2
3	Confidential business questionnaire Duly filled Fixed premises with telephone facilities (will be inspected /verified by a team from MNP)	1
4	Litigation history	1
5	Certified copies with relevant regulatory authorities. i.e. KEBS,IATA,NCA Poisons board, etc.	1
	TOTAL	10

SECTION D: APPLICATION FORM

Official Receipt No. (Of purchase if purchased)..... (Attach copy)

REGISTRATION OF SUPPLIERS

APPLICATION FORM I/we (**firm name**)

.....hereby apply for registration as a supplier for (Category, code no)

Postal address

Telephone Number

(Fixed line)..... mobile.....

E-mail

Address Fax

Town street.....

Building..... Floor Room/office.....

Other

Branches / location

Full name of authorized signatory.....

Designation

Official Rubber stamp and signature

Kindly fill the table below with Company directors

S/NO	Name	Gender	Age	Youth	Women	PWD	AGPO cert.no

SECTION E: CONFIDENTIAL BUSINESS

QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 (a) and either part 2(a), (2b) or 2(c) whichever applies to your type of business

YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

Part 1a: General information

Business Name	
Physical location of business	Town
	Street
Premises	
(Note that a visit to your office may be conducted, Information provided as part of the evaluation)	Building Name
Business	Year established Duration of business operations
Principal	Name Position
Postal	P.O BOX Code
Nature of business	
Maximum value of business which you can handle at any one time	
Name of your bankers	Branch

Part 2(a)-sole proprietor

Your name in full	
Age	
Nationality	
Country of origin	
Citizenship details	

Part 2 (b) - Partnership.

Give details of partners as follows

NO	NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARE
1				
2				
3				
4				
5				

Part2 (c)-Registered Company

Private or Public				
State the nominal and issued capital of the company	Nominal ksh.....			
Give details of all directors	Name	Nationality	Citizenship	Share

Date..... Name of tenderer Signature

SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS / CAPACITY TO DELIVER GOODS, WORKS OR SERVICES

1. Certificate of registration / incorporation..... (Attach copy)

2. Valid Trade License..... (Attach copy)

3. State VAT Registration NO (Attach copy)

4. PIN NO (Attach copy)

5. Attach Proof of being up to date in VAT and Income Tax Returns (Attach copy of current Tax compliance Certificate)

6. State if the company is a subject of bankruptcy proceedings, in receivership, administrative Receivership or any other form of liquidation as defined by the applicable

law.....
.....
.....
.....
.....

7. State whether you are a manufacturer, dealer or appointed distributor (Agent), Wholesaler, Compliance etc.....
.....
.....
.....

8. If a manufacturer or service organization or retailer/others, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body? Yes/No..... (Attach documentary evidence of certification)

9. Other important certifications e.g. KEBS, registration with MOPW, Certificate with Professional bodies (IATA a must for Air Travel Agent.)Please attach proof

10. What is average response to delivery of goods/services after issuance of LPO?

.....
.....
.....

11. What is the maximum of business which you can handle at any one time?

Kshs.

12. What is your average response time to request for quotation/proposal?

.....
.....
.....

**SECTION G: FINANCIAL POSITION & TERMS OF
TRADE PART 1**

PART 1

AUDITED FINANCIAL REPORTS

Attach copies of Audited Financial reports for the last 2 years

**PART II
TERMS OF TRADE (PAYMENT TERMS)**

Mitunguu TTI would wish to work on deliveries after issuance of a local purchase /service order and payment after deliveries are made. Our payment terms are 30 days from date of invoice.

Confirm acceptance of this: **Acceptable/Not Acceptable**

Name..... Signature

SECTION H: LITIGATION /ARBITRATION INCIDENCES
Litigation and Arbitration incidences

- (a) Enumerate any past litigation and arbitration incidences encountered by the firm.

- (b) State if the company is/was a subject of bankruptcy proceedings, in receivership Administration receivership or any other form of liquidation as defined by the applicable law.

ANTI CORRUPTION AFFIDAVIT FORM

REPUBLIC OF KENYA

**IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT
CHAPTER 15 OF THE LAWS OF KENYA**

AND

**IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL
ACT, NO. 33 2015.**

I,of P.O. Box being a Resident of in the Republic of Kenya do hereby make oath and state as follows: -

- 1) That I am the.....;(Chief Executive/Managing or Director/Principal Officer/Director) of (Name of theBusiness) which is a Candidate in respect of Tender Number..... to Supply goods, render services and/or carry out works for Mitunguu TTI and duly authorized and competent to make this Affidavit.
- 2) THAT the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Mitunguu Technical Training Institute , which is the procuring entity.
- 3) THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been offered and will not offer any inducement to any member of the Board, Management, Staff and/or employee(s) and/or agent(s) of MITUNGUU TTI.
- 4) THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been debarred from any procurement process.
- 5) THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

SWORN at by the said

.....

on this..... day of.....20

DEPONENT

Before me }
Commissioner for Oaths

SECTION I: CLIENTS DETAILS

Give details of at least 3 Reputable Organizations where you are supplying the Category of goods /services applied for. (Attach proof)

1. Organization Name.....

Address.....

Tel. No

Contact Person

Position in the Organization

E-mail Address

2. Organization Name.....

Address.....

Tel. No

Contact Person

Position in the Organization

E-mail Address

3. Organization Name.....

Address.....

Tel. No

Contact Person

Position in the Organization

E-mail Address

4. Organization Name.....

Address.....

Tel. No

Contact Person

Position in the Organization

E-mail Address

5. Organization Name.....

Address.....

Tel. No

Contact Person

Position in the Organization

E-mail Address

6. Organization Name.....

Address.....

Tel. No

Contact Person

Position in the Organization

E-mail Address

7. Organization Name.....

Address.....

Tel. No

Contact Person

Position in the Organization

E-mail Address

SECTION J: MANPOWER AND EXPERTISE OF STAFF

Qualifications and experience of at least three key personnel proposed for administration and execution of contract .Attach (Curriculum Vitae CV's).The CVs should be duly signed by the proposed personnel.

Position	Name	Qualifications	Experience in proposed position

SECTION K: PAST PERFORMANCE

Have you previously been supplying goods /services to Mitunguu Technical Training Institute?

If yes, give details

.....

.....

.....

..... Indicate three of the latest orders with MTTI.....

.....

.....

.....

.....

Do you have any pending orders with MTTI? If so give details

.....

.....

.....

.....

.....

.....Has your contract ever been terminated by MTTI?

YES.....NO.....

If yes, attach details.

SECTION L: DECLARATION

I/We declare that I/we have completed these forms accurately at the time application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped

Name.....

Position in the Company.....

Date