



TSEIKURU TECHNICAL TRAINING INSTITUTE

TENDER DOCUMENT

FOR

PRE – QUALIFICATIONS

**FOR SUPPLY AND DELIVERY OF GOODS AND
PROVISION OF SERVICES FOR FINANCIAL YEAR 2021-2023**

TENDER NO.

TENDER NAME:.....

CLOSING DATE TUESDAY 10TH JUNE 2021 AT 11:00 AM

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TENDER NOTICE

PRE - QUALIFICATIONS FOR SUPPLY AND DELIVERY OF GOODS AND PROVISION OF SERVICES FOR FINANCIAL YEAR 2021-2023

PREQUALIFICATION		
TENDER NUMBER	TENDER NAME	ELIGIBILITY
TSKTTI/01/2020-2021	Supply and Delivery of cleaning Agents and Materials (Kero, Dettol, liquid soap, mops, brooms etc)	Youth women & Pwd
TSKTTI/02/2020-2021	Supply and Delivery of Rice and Maize flour	open
TSKTTI/03/2020-2021	Supply and Delivery of Sugar, Cooking oil and other Foodstuffs	open
TSKTTI/04/2020-2021	Supply and Delivery of Fresh Meat	open
TSKTTI/05/2020-2021	Supply and Delivery of Bread	open
TSKTTI/06/2020-2021	Supply and Delivery of Cabbage	Special group(Youth)
TSKTTI/07/2020-2021	Supply and Delivery of Tomatoes, Onions and fruits	Special Group (Women)
TSKTTI/08/2020-2021	Supply and Delivery of Firewood	open
TSKTTI/19/2020-2021	Supply and Delivery of Dry Cereals	Youth and women
TSKTTI/10/2020-2021	Provision of repair and maintenance services and small works Bidder may select either(a), (b),(c) or all the following:- a)Welding Services b)Building and construction services c)Electrical services	Open

	d)Plumbing services	
TSKTTI/11/2020-2021	Supply and Delivery of Hardware Materials	Open
TSKTTI/12/2020-2021	Supply and Delivery of Furniture	Open
TSKTTI/13/2020-2021	Supply and Delivery of Security services	open
TSKTTI/14/2020-2021	Supply and Delivery of Automotive Materials and Equipment	Open
TSKTTI/15/2020-2021	Supply and Delivery of Fresh Water	Open
TSKTTI/16/2020-2021	Supply and Delivery of Hospitality Materials and Equipment	open
TSKTTI/17/2020-2021	Supply and Delivery of Stationery	Youth, Women & PWD
TSKTTI/18/2020-2021	Supply and Delivery of Electrical Materials and equipment	open
TSKTTI/19/2020-2021	Provision Insurance Services	Open
TSKTTI/20/2020-2021	Supply and Delivery of Text books	Open
TSKTTI/21/2020-2021	Provision of Printing Services, Branded Promotional Materials, Brochures and Students' ID Cards	Open
TSKTTI/22/2020-2021	Supply and Delivery of ICT Accessories, Computers, Printers, Toners and cartridges	Open

Tender documents may be obtained from the finance/procurement office during working hours upon payment of a **non-refundable fee of Ksh 1000** in bankers cheque payable to Tseikuru Technical Training Institute. **KCB Bank Account No. 1177500035**

Duly completed tender documents should be submitted in plain sealed envelopes properly marked the –Pre-qualification No. and addressed to

**THE PRINCIPAL,
TSEIKURU TECHNICAL TRAINING INSTITUTE,
P.O BOX 753-90400,**

MWINGI.

The Tender document should be deposited in the **Tender Box** Located at the **Reception Office** so as to be received on or before **10th JUNE, 2021 at 11:00 a.m.** Tender documents will be opened immediately after closing in presence of bidders or their representatives who choose to attend the opening session. **Any canvassing will lead to automatic disqualification of the bidder.**

NB:

1. 1.Youth Women and Persons with Disability are encouraged to apply in all categories
2. 2.Bidders are asked to ensure that the tender documents are paginated in the format of 1,

1.1 introduction

The TSKTTI would like to invite interested bidders to supply and deliver various goods, services and works on need basis. Interested bidders must qualify by meeting the set criteria provided in this tender document.

1.2 Tender/Registration objective

The main objective is to supply and deliver assorted items and also provide services or works under the relevant tenders/quotations to TSKTTI as and when required during the stated period.

1.3 Invitation of Tender/Registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Tender / registration documents to The **Principal, Tseikuru Technical Training Institute, P.O. Box 753-90400, Mwingi.** The prospective suppliers are required to provide mandatory information for registration.

1.4 Experience

Prospective suppliers must have carried out successful supply and delivery of similar items/services to Government/Corporation/institutions of similar size and complexity **except for Youth, Women and Persons with Disabilities companies.** All potential suppliers must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Tender/Registration Document

- a) This Tender document includes the advert, the questionnaire and price schedules.
- b) The Registration document includes the advert and the questionnaire.
- c) In order to qualify, prospective suppliers must submit all the information here in as requested.

1.6 TSKTTI Obligation

TSKTTI reserves the right to accept or reject any tender either in whole or part and is not bound to give reasons for its decision.

1.7 Submission of Tender/Registration Documents

A copy of the tender/registration documents shall be submitted to reach:

**PRINCIPAL
TSEIKURU TECHNICAL TRAINING INSTITUTE
P.O BOX 753-90400
MWINGI**

On or before **Tuesday 30th June, 2020 at 10.30 a.m.**

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the **Principal, Tseikuru Technical Training Institute** on the email; tseikurutitsk@gmail.com

1.9 Additional Information

Tseikuru Technical Training Institute may request submission of additional information from prospective bidders when need arises, during the evaluation process for the registration.

1.10 Category B Suppliers

Request for quotations will be made available only to those bidders whose qualifications are accepted by Tseikuru Technical Training Institute after scoring at least **70% of total rating for bidders in the Open categories.**

1.11 Reserved categories

Youth, Women and Persons with Disabilities Companies shall be required to submit all the relevant and applicable documents for the respective categories as listed under **FormT-1.**

2. BRIEF TENDER REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty, V.A.T and all other applicable taxes as required by the law.

2.2 Customs Clearance

The Supplier shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required and **the contract price shall not be varied during the contract period**. Quantities may increase or decrease as determined by demand on the authority of the Principal. Prices quoted should be inclusive of all delivery charges and taxes applicable.

2.4 Payments

All purchases shall be on credit of a minimum of **sixty (60) days** or as may be stipulated in the Contract Agreement.

3. TENDER DATA INSTRUCTIONS

3.1 Tender data forms

The attached questionnaire forms T-1, T-2, T-3, T-4, T-5, T-6, T-7, T-8, and T-9 are to be completed by prospective suppliers/contractors who wish to tender for the specific tender.

3.1.1 Tender forms which are not duly filled and submitted in the prescribed manner will not be considered. All the documents that form part of the tender must be legible and written in ink.

3.2 Qualification

3.2.1 The tender data on prospective bidders is to be used by TSKTTI in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender as described.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of TSKTTI they possess capability, experience, qualified personnel available, suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Tendering

3.3.1 Experience

Prospective bidders shall have at least 2 years experience in the supply of goods, services and allied items. Potential supplier/contractor should show competence, Willingness and capacity to service the tender.

(Not applicable for Tenders to youth, women and persons with disabilities).

3.3.2 Past Performance

Past performance of the bidders will be given due consideration. Letter of reference from at least three (3) past customers should be included in Form T- 6. **(Not applicable for Tenders to youth, women and persons with disabilities).**

3.3.3 Personnel

The names, pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form T-3.

3.3.4 Financial Condition

3.3.4.1 The Supplier's financial condition will be determined by the last **two (2)** years financial statements submitted with the tender documents as well as letters of reference from their bankers regarding the bidders' credit position. **(Not applicable for Tenders to youth, women and persons with disabilities).**

3.3.4.2 Potential bidders should provide evidence of financial capability to execute the tender. Information to be filled in Form T-4 **(Not applicable for Tenders to youth, women and persons with disabilities).**

3.4 Anti Corruption Declaration Pledge form

Potential bidders should affirm not to engage in corrupt or fraudulent practices and a declaration that the bidder or his sub-contractors or personnel are not debarred from participating from procurement proceeding. Information to be filled in Form R-8.

3.5 Statement

Application must include a sworn statement Form T-9 by the bidder.

3.6 Withdrawal of Tender.

Should a condition arise between the time the firm is registered to bid and the bid opening date or during the contract period which could substantially change the performance and qualification of the bidder or the ability to perform, then TSKTTI will disqualify the tender from such a bidder.

3.7 Bidders documentations

3.7.1 The firm must have a fixed Business Premise, valid post office address, valid telephone, valid email address and must have valid registration documents as required (copies of which must be attached).

3.7.2 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate (copies of which must be attached).

3.7 Tender Criteria for suppliers

S/NO	REQUIRED INFORMATION	SCORE	FORM TYPE	POINTS
1.	Registration Documentation		T-1	30
2.	Registration Data		T-2	5
3.	Supervisory Personnel		T-3	10
4.	Financial Position		T-4	20
5.	Confidential Questionnaire Report		T-5	10
6.	Past Experience		T-6	10

7.	Litigation History	T-7	5
8.	Anti Corruption Declaration Pledge	T-8	5
9.	Sworn Statement	T-9	5
	TOTAL		100

Note: Bidders must score at least 70 points to be registered

3.8 Tender criteria for Youth, Women and Persons With Disability (Under reserved and preference category)

Interested bidders under this category **MUST** submit all the relevant and applicable documents listed T-1 to be registered.

FORMT-1 TENDER DOCUMENTATION

All firms must provide:-

1. Copies of Certificate of Registration for Business /Company.
2. Copies of VAT and PIN Registration Certificates.
3. Reliable email address and a telephone number for official communication.
4. Valid Tax Compliance Certificate from Kenya Revenue Authority
5. Copy of current Trade License.
6. Letter of recommendation from 3 previous organizations served
7. **(Not applicable for Youth, Women and Persons with Disability).**
8. Practicing Certificate for all professionals for consultancy services where applicable.
9. Where mandatory for service provision, each firm must attach evidence of registration with Professional bodies/Authorities e.g. NCA for construction, Municipal / City Council Certificates of health for food stuffs handling etc.
10. Applicants under **Youth, Women and Persons with Disability must attach registration certificate from the National Treasury.**

(30points)

Firms that do not submit the specified mandatory documents will be deemed to be unresponsive

FORMT-2-REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We
(Name of Company/Firm)

Here by apply for registration as supplier(s)

of.....
(Item Description)

.....
(Tender No.)

Post Office Address

Email address

Telephone contacts

Town

Street

Name of building

Room /Office No.

Floor No.

Full Name of applicant

Other branches location

ORGANIZATION & BUSINESS INFORMATION MANAGEMENT PERSONNEL

Chief Executive

Secretary.....

General Manager.....

Treasurer.....

Other.....

Partnership (if applicable)

Names of Partners:

1.

2.

3.

1. **Business founded or incorporated**

2. **Under present management since**

3. **Net worth equivalent Kshs**.....

4. **Bank reference and address**

5. **Indicate terms of trade/sale:**

Name of firm:.....

Name of designated Official:.....

Signature, date and stamp:.....

(5Points)

T-3 SUPERVISORY PERSONNEL

State the Number of Supervisory Personnel.....
Indicate the name and academic qualifications of at least two

1. Name

Age
Academic Qualification (**Tick as appropriate**)

- Under graduate
- Post graduate
- Diploma
- High School

Professional Qualification

(Attach Certificates if any)

Length of service with Contractor or Supplier and position held
.....

2. Name

Age Academic Qualification (**Tick as appropriate**)

Under graduate

Post graduate

Diploma

High School

Professional Qualification

(Attach Certificates if any)

Length of service with Contractor or Supplier and position held
.....

**(Attach copies of certificates of at least 2 key personnel in the organization)
5 points each**

(10 Points)

Name of firm:.....

Name of designated Official:.....

Signature ,date and stamp:.....

T-4 FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach copies of the last two years Audited accounts or two year's certified bank statements for sole proprietors (7) marks
- (2) Attach letters of recommendation from the firm's bankers- (7) marks.
- (3) State Credit period (minimum proposed is 60 days) – (6) marks

(Not applicable for Youth, Women and Persons with Disability)

(20Points)

T-5 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

Part I- General :

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:



**Part2(a) Your
-Sole Proprietor**



Name in full.....Age.....

Nationality.....

Country of origin.....

*Citizenship

Part2(b)Partnership

Given details of partners as follows:

	Name	Nationality	*Citizenship details	Shares
1.....				
.....				
2.....				
.....				
3.....				
.....				



Part2(c)–Registered Company:

Private or
Public.....

...
State the nominal and issued capital of company- Nominal

Kshs.....

Issued

Kshs.....

Given details of all directors as follows:-

Name	Nationality*Citizenship details	Shares
------	---------------------------------	--------

1.
.....
.....
2.
.....
.....
3.
.....
.....
4.
.....
.....

Date.....Signature of Candidate.....

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

(10Points)

FORMT-6 PASTEXPERIENCE

Names of The Bidder's Clients in the Last Two Years and Values of tenders

1. Name of 1stClient(organization)

- i) Name of Client (organization)
.....
- ii) Address of Client (organization)
.....
- iii) Name of Contact Person at the client (organization)
-
- iv) Telephone No. of Contact Person
.....
- v) Value of Contract
.....
- vi) Duration of Contract (date)
.....
- vii) (Attach documental evidence of existence of contract)

2. Name of 2ndClient(organization)

- i) Name of Client (organization)
.....
- ii) Address of Client (organization)
.....
- iii)Name of
Contact Person at the client (organization)
-
- iv) Telephone No. of Contact Person
.....
- v) Value of Contract
.....
- vi) Duration of Contract (date)
.....
- (Attach documental evidence of existence of contract)

3. Name of 3rd Client(organization)

i) Name of Client (organization)

.....

ii) Address of Client (organization)

.....

iii) Name of Contact Person at the client (organization)

.....

iv) Telephone No. of Contact Person

.....

v) Value of Contract

.....

vi) Duration of Contract (date)

.....

vii) (Attach documental evidence of existence of contract)

4. Others.....

(10 Points)

**(03) Marks each and an additional point for one other
(Not applicable for Youth, Women and Persons with Disability)**

FORMT-7-LITIGATION HISTORY

Name of Bidder:.....

Bidders should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed amount (current value, Ksh. Equivalent)

(5Points)

Name of firm:.....

Name of designated Official:.....

Signature, date and stamp:.....

FORM T-8 –ANTI CORRUPTION DECLARATION PLEDGE

I/WE..... declare that I/WE recognize that Public

Procurement is based on a free and fair competitive Tendering process which should not be opened to abuse

I/WE..... Declare that

I/WE.....will not offer or facilitate

directly or indirectly any inducement or reward to any public officer, their relations or business associates, in

accordance with the tender No..... for or in the subsequent performance of the contract if I/WE/am/are successful.

Signed by..... Chief Executive Officer or Authorized representative.

Date.....

(5 marks)

FORMT-9- SWORN STATEMENT

Having studied the tender information above I/We hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. **FOR CATEGORY A**
I/We acknowledge that if successful, this grants the right to fulfill the tender on the basis of provisions in the tender contract document.

FOR CATEGORY B

I/We acknowledge that if successful, this grants the right to participate in due time in the submission of quotation on the basis of provisions in the quotation documents.

- c. We enclose all the required documents and information required for the tender evaluation.

Date.....

Applicant's Name.....

Represented by

Signature

(Full name and designation of the person signing and stamp or seal)

(5 marks)

