



**MURAGA TECHNICAL TRAINING INSTITUTE**  
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## REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES

Tender's name: .....

Category No: .....

Category Description: .....

Special Groups please indicate below:

Women

Youth

Persons with disability

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# **REGISTRATION OF SUPPLIERS FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2022/2023 & 2023/2024.**

## **SECTION A: INVITATION FOR REGISTRATION**

### **1.1 Introduction**

Muraga Technical Training Institute 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 provision of services

Completed bid documents must be received by Muraga Technical Training Institute at the address below not later than **15th June 2022 at 12:00 noon** in plain sealed envelopes clearly marked, "Do not open before **15th June 2022**".

Candidate must qualify by meeting the set criteria to perform the contract of provision services to the Institute. Service providers who are not registered or fail to meet the registration criteria will not be allowed to participate in Tenders /RFQs/RFPs.

The applications should be in a sealed envelope to maintain confidentiality and addressed to the;

**THE BOG SECRETARY**

**MURAGA TECHNICAL TRAINING INSTITUTE**

**P.O BOX 614-60400**

**CHUKA**

The envelope should indicate the Registration Number applied for and Category description and must be dropped in the Tender box at the entrance to the Administration block on or **15th June 2022 at 12:00 noon** Document containing detailed instructions and requirements may be obtained from Kenya Government Tenders portal: <http://www.suppliers.treasury.go.ke> free of charge. Service providers who download the tender document shall email their company/business names, contract details and item reference number to [muragatechinst@gmail.com](mailto:muragatechinst@gmail.com) or [info@muragatechinst.ac.ke](mailto:info@muragatechinst.ac.ke)

**Note:** those who wish to be registered in more than one category will be required to download the registration document for each category.

## **1.1 Experience**

Prospective Suppliers and Contractors must have carried out successful supply and delivery of small works/items/service to other Institutions. Potential Candidates must demonstrate willingness and commitment to meet the registration criteria.

## **1.2 Registration Document**

The document includes questionnaire form 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.

Enquiries that may arise from the registration documents should be channeled to the procurement office through the given address.

## **1.5 Invitations to Tender /Quotations/Proposals**

Bidding documents will be made available to those bidders whose qualifications scores 70% and above soon after evaluation process. Please note that late submission of the documents will not be accepted.

**SECTION B: TENDER NOTICE**

**MURAGA TTI INVITATION FOR REGISTRATION OF SUPPLIERS FOR FINANCIAL YEARS 2022/2023 AND 20223/2024**

<b>CATEGORY A: SUPPLY OF GOODS</b>				
<b>No</b>	<b>ITEM REFERENCE</b>	<b>ITEM DESCRIPTION/CATEGORY</b>	<b>SPECIAL CONDITION S (where applicable)</b>	<b>REMARKS</b>
1.	MTTI/PRQ/001/2022/2024	supply and delivery of general food staff dry and perishables, e.g. milk, sugar, vegetable etc.		Open
2.	MTTI/PRQ/002/2022/2024	supply and delivery of general stationery materials	AGPO certificate	Reserved
3.	MTTI/PRQ/003/2022/2024	supply and delivery of library textbooks		Open
4.	MTTI/PRQ/004/2022/2024	Supply and delivery of computers, printers, and accessories. e.g. tonners, cartridges, printing ink, etc. computer software, hardware and accessories, printers, tonners, cartridges, ipad, cameras, mobile phones, calculators	AGPO certificate	Reserved
5.	MTTI/PRQ/005/2022/2024	supply and delivery of electrical and electronic equipment and materials		Open
6.	MTTI/PRQ/006/2022/2024	Supply and delivery of natural building materials e.g. Timber, bricks, sand, ballast and hardcore etc.		Open
7.	MTTI/PRQ/007/2022/2024	supply and delivery of cleaning materials and equipment; mops detergents etc.	AGPO certificate	Reserved
8.	MTTI/PRQ/008/2022/2024	supply and delivery of clothing materials and textiles		Reserved
9.	MTTI/PRQ/009/2022/2024	supply and delivery of office furniture and steel fabricated goods, e.g. lecture chairs, tables and windows carpets ,fittings, tents, chairs and furnishing materials .etc		Open
10.	MTTI/PRQ/010/2022/2024	Supply and delivery of sports equipment and uniforms.		Reserved
11.	MTTI/PRQ/011/2022/2024	Registration of suppliers for supply and delivery of gas, petrol and diesel and lubricants	Licenses from relevant certifying /regulatory bodies	Open
12.	MTTI/PRQ/012/2022/2024	Supply and delivery cosmetology goods and equipment.		Reserved
13.	MTTI/PRQ/013/2022/2024	Supply and delivery of hardware materials, plumbing materials and fittings.		open
14.	MTTI/PRQ/014/2022/2024	supply and delivery of cutlery, crockery and		Open

		kitchen appliances		
15.	MTTI/PRQ/015/2022/2024	supply and delivery of farm inputs, seeds, fertilizers, pesticides , equipment etc.		Open
16.	MTTI/PRQ/016/2022/2024	supply and delivery of Lab chemicals and equipment	Licenses from relevant certifying /regulatory bodies	open
17.	MTTI/PRQ/17/2022/2024	Supply and delivery of meats, fish, poultry, pork etc.	Licenses from relevant certifying /regulatory bodies	open
<b>CATEGORY B: PROVISION OF SERVICES</b>				
18.	MTTI/PRQ/018/2022/2024	provision of electrical works/services		Open
19.	MTTI/PRQ/019/2022/2024	provision of Security services such as alarms and CCTV cameras		Open
20.	MTTI/PRQ/020/2022/2024	provision fumigation and pests control services		Open
21.	MTTI/PRQ/021/2022/2024	Provision insurance services.	Licenses from relevant certifying /regulatory bodies	Open
22.	MTTI/PRQ/022/2022/2024	provision of internet and website development and maintenance services		Open
23.	MTTI/PRQ/023/2022/2024	provision of sign writing, labeling, promotional materials printing and binding services i.e. Banners, brochures, branded T-shirts, i.d cards, invoices;	AGPO certificate	Reserved
24.	MTTI/PRQ/024/2022/2024	provision of small construction works	NCA certificate	Open
25.	MTTI/PRQ/025/2022/2024	Provision of repair and maintenance of computers and printers.		Open
26.	MTTI/PRQ/026/2022/2024	Registration of suppliers for provision of repair and maintenance for firefighting equipment		Open
27.	MTTI/PRQ/027/2022/2024	provision of sanitary services		Open
28.	MTTI/PRQ/028/2022/2024	Provision of carpentry, plumbing and related works/service		open
29.	MTTI/PRQ/029/2022/2024	provision of Consultancy services such as Counseling, budgeting ,academics e.t.c		open
30.	MTTI/PRQ/030/2022/2024	Provision of information management systems.		open
31.	MTTI/PRQ/031/2022/2024	provision of consultancy services on quality management system <b>QMS</b>		open
32.	MTTI/PRQ/032/2022/2024	Provision of media advertisement services and media recording etc		open
33.	MTTI/PRQ/032/2022/2024	Provision of Hotel (meals &		Open

		Accommodation) and conference facilities, outside catering, event planning services etc		
34.	MTTI/PRQ/033/2022/2024	Provision of office cleaning services, ground maintenance, landscaping and beautification purposes.		open

**NB: RESERVED:** these are Youth, Women and Persons with Disability (PWDs) registered under the National Treasury.

The AGPO Groups applying should attach the following;

1. A copy of the AGPO certificate from the national treasury indicating the category you are in.
2. KRA pin certificate
3. Valid tax compliance
4. Company profile
5. A valid business permit

Complete document in a plain, sealed envelopes marked category number and category description should be addressed to;

THE BOG SECRETARY

MURAGA TECHNICAL TRAINING INSTITUTE

P.O BOX 614-60400

CHUKA

And deposited in the **TENDER BOX** at the Institute Reception so as to be received on or before **15<sup>th</sup> June 2022** at 12:00 noon. The documents will be opened immediately thereafter in the Institute's boardroom.

**SECTION: PRELIMINARY EVALUATION**

The list of documents below is **mandatory** to all vendors and must be submitted;

1. Certificate of incorporation, partnership or registration.
2. A copy of valid tax Compliance certificate, Pin certificate and VAT certificate and also be registered under i-tax KRA portal.
3. A copy of business permit.
4. License from relevant certifying/regulatory bodies for the categories indicated
5. Letter of recommendation from three 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.

<b>MANDATORY REQUIREMENTS POINTS</b>	<b>Y E S / N O</b>	
Certified copy of Certificate of Incorporation/Registration		
Certified copy of Valid Tax Compliance Certificate from KRA		
Certified copy of CR 12		
Certified Copy of Current Business License from county council where business is located		
Completed Confidential Business Questionnaire Form		
Duly completed, signed and stamped form of tender		
Properly bound, good presented document. Loose documents will Not be accepted.		
All pages must be sequentially serialized as per the tender notice		

**SECTION C: EVALUATION CRITERIA**

<b>REQUIRED INFORMATION</b>		<b>ALLOCATION</b>
a)	<p><b>Financial Capability</b></p> <p>1. Certified audited accounts for the last three (3) years. Proof of Financial stability.</p> <p>2. Proof of ability to pay salaries in advance without depending on procuring entity's payment</p> <ul style="list-style-type: none"> <li>• (working capital)</li> </ul>	15
b)	<p>I. Professional qualifications and experience of key personnel</p> <p>II. Certified List of at least three (3) key professional staff and their CVs, copies of certificates and responsibilities</p>	20



	III.	
c)	<b>Confidential business questionnaire</b> <ul style="list-style-type: none"> <li>• Dully filled (fixed premises with telephone facilities (will be inspected/verified by a team from Muraga TTI)</li> <li>• Certificate copies with relevant regulatory authorities i.e. KEBS, IATA, NCA poisons board. etc.</li> </ul>	15
d)	<b>Firms Experience;</b> <ol style="list-style-type: none"> <li>i. Certified List of at least 5 major Corporate Clients and their Recommendation letters.</li> <li>ii. Certified Copies of most recent award letters/contract for provision of security services for at least three (3) major Corporate Clients.</li> <li>iii. 3. Proof of compliance with prevailing labour laws in respect to minimum wage, statutory remittance etc. (Attach a duly certified letter from the local labour office)Litigation history</li> </ol>	30
e)	<b>Technical capability</b> <ol style="list-style-type: none"> <li>1. Evidence of availability of equipment for relevant work/service</li> </ol>	15
f)	<b>Insurance policy</b> Insurance policy for employees: valid work injury benefit policy or group(attach certified copies of the policies)	5
<b>TOTAL</b>		<b>100</b>

#### SECTION D: APPLICATION FORM

Official receipt No: (if purchased)..... (Attach copy)

#### REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (firm name).....I hereby apply for registration as a supplier for .....(Category, S/No)

Postal address.....

Telephone number..... (Fixed line mobile).....

Town..... Street.....

Building..... floor..... Room/office.....

Other branch/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) 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 1(a)

Business name	
Physical location of the business premises (Note that a visit to your office maybe conducted)	Town..... Street..... Building.....
Part of The Evaluation	
Business operations	Year of establishment Duration of business operations
Principal contact persons	Name ..... Position ..... Telephone no..... Email address .....
Postal address	P.O Box.....code .....
Nature of business	
Maximum value of business which you can handle at any one time	Kshs.
Name of your banker	Branch

**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 VAT and income Tax Return (Attach a 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 application law.  
.....  
.....  
.....
7. State whether you are a manufacturer, dealer or appointed distributor (agent), wholesaler compliance, etc. ....
8. If a manufacturer or service organization or retail / others, are your products certified by Kenya Bureau of Standards or affiliated to a recognized accrediting body? (Attach documentary evidence or certificate)
9. Other important certificates e.g. KEBS, registration with MOPW, registration with professional body (LATA a Must for Air Trade Agent). Please provide a proof.
10. What is average response to delivery of goods /services after issuance of LPO?  
.....  
.....
11. What is the maximum of the business which you can handle at a time, in terms of Kenya shillings? .....
12. What is your average response time to request for quotation/proposal .....

**SECTION G: FINANCIAL AND TERMS OF TRADE**

**PART 1**

**AUDITED FINANCIAL REPORTS**

Attach copies of audited financial report for the last 2 years.

**SECTION H: LITIGATION/ARBITRATION INCIDENTS.**

Litigation and arbitration incidences.

- (a) Enumerate any past litigation and arbitration incidence encountered by the firm.
  
- (b) State if the company is/was a subject of bankruptcy proceedings, in receivership administration receivership or other form or any other form of liquidation as defined by the applicable law.

**PART (II)**

**TERMS OF TRADE (PAYMENT TERMS)**

Muraga Technical Training Institute would wish to work on deliveries after issuance of a Local Purchase Order/Local Service Order and payment after deliveries are made. Our payment terms are 30 days from the date of invoicing.

Confirmation of acceptance:

Accepted

Not accepted

Name.....Signature.....Date .....

**SECTION I: CLIENT DETAILS.**

Give details of at least 3 reputable organizations where you are supplying and the category of goods/service applied for. (Attach proof)

- 1. Organization's name.....  
Address.....  
Tel No.....  
Contact person.....  
Position in organization.....  
Email.....
- 2. Organization's name.....  
Address.....  
Tel No.....  
Contact person.....  
Position in organization.....  
Email.....
- 3. Organization's name.....  
Address.....  
Tel No.....  
Contact person.....  
Position in organization.....  
Email.....
- 4. Organization's name.....  
Address.....  
Tel No.....  
Contact person.....  
Position in organization.....  
Email.....

**Corruption affidavit form**

**REPUBLIC OF KENYA**

**IN THE MATTERS OF OATHS AND STATUTORY DECLARATION ACT**

**CHAPTER 15 OF THE LAWS OF KENYA**

**AND**

**ON THE MATTERS OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL**

**ACT, NO. 33 2015**

I.....of P.O.BOX.....being a resident .....in the republic of Kenya do hereby make an oath declare as follows.

(1) THAT I am the .....(Chief Executive/Managing Director/Principal Officer/Director) of (Name of the business) which is a responder in respect of tender number .....to supply goods and services and/ or carry out work at Muraga Technical Training Institute and dully fill and dully qualified and competence to make this affidavit.

(2) THAT aforesaid candidate has not been requested to pay any inducement to any member of the tender management staff and /or employee's/agent of Muraga Technical Training Institute that is the procuring entity.

(3) THAT the aforesaid candidate its servant(s) and/or agent (s) has not been offered and will not offer any due payment to any member of Board of Governors, staff and/or employees and/or any agent of Muraga Technical Training Institute.

(4) THAT the aforesaid candidate, its servant(s) and or agent(s) have not been debarred from any procurement process.

(5) What is deponed to here in above is true to the best of my knowledge, information and belief.

SWORN at .....by the said }  
..... }

On this.....day of.....20..... }

DEPONENT

Before me .....

Commission for oaths .....

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). The CVs should be dully signed by the proposed personnel.

Position	Name	Qualifications	Experiences In Proposed Position

SECTION K: PAST PERFORMANCE.

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

If yes, give details.

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

Indicate three of the latest orders with Muraga TTI

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

Do you have any pending orders with Muraga TTI? If so, give details;

.....  
.....

Has your contract ever been terminated by Muraga Technical Training Institute?

Yes.....No.....

If yes, attach details

**SECTION K: DECLARATION**

I/we declare that I/We have completed these forms accurately at the time of application and it is agreed that changes can be substantiated if requested to do so. Any inaccuracy in the information on these may be used as grounds of disqualification from further proceedings. The procuring entity's employees/members, Board of Governors members and their relatives (spouse and Board of Governors' members' children) and employees are not eligible to participate in the prequalification/tender unless where specially allowed under section 13 of the procurement and asset disposal act (2015).

Signed and stamped.....

Name.....

Position in the company.....

Date.....