



**MURAGA TECHNICAL TRAINING INSTITUTE**  
**P.O BOX 614 - 60400 CHUKA - KENYA TEL: 0113175113**  
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**Website: [www.muragatechnical.ac.ke](http://www.muragatechnical.ac.ke)**



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## TENDER DOCUMENT

Tenderer's name: .....

Category No: .....

Category Description: .....

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# TENDER NOTICE FOR SECURITY SERVICES FOR THE FINANCIAL YEARS 2021/2022

## SECTION A: INVITATION FOR REGISTRATION

### 1.1 Introduction

- i. 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
- ii. Completed bid documents must be received by Muraga Technical Training Institute at the address below not later than **15<sup>th</sup> June 2022** at 12:00 noon in plain sealed envelopes clearly marked, “Do not open before **15<sup>th</sup> June 2022**”.
- iii. 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.
- iv. 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@muragatechical.ac.ke](mailto:info@muragatechical.ac.ke)

## **1.2 Experience**

Prospective service providers must have carried out successful provision of service to other Institutions. Potential Candidates must demonstrate willingness and commitment to meet the registration criteria.

## **1.3 Registration Document**

The document includes questionnaire form and instructions for the prospective service providers. In order to be considered for prospective service provider, 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 FOR SECURITY SERVICES FOR THE YEAR  
2022/2023**

MTTI/PRQ/SECURITY/2022/2023	TENDER FOR PROVISION OF SECURITY SERVICES
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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.

Late application will not be accepted.

**SECTION: PRELIMINARY EVALUATION**

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

1. Evidence of adequate equipment and key personnel for the specific type of work.
2. Copy of workman's compensation and group personal accident insurance, third party or public liability insurance
3. Letter of compliance issued by Ministry of Labour showing compliance to Labour requirements and in particular compliance to payment of minimum wage.
4. Membership association certificate to a professional body,
5. Must attach audited accounts for the last two years.

**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.

SECTION C: EVALUATION CRITERIA

<b>MANDATORY REQUIREMENTS POINTS</b>	<b>Y E S / N O</b>	
Certified Certificate of registration as a member of private security providers association i.e. KSIA or PSIA		
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		

REQUIRED INFORMATION		ALLOCATION
a)	<b>Financial Capability</b> 1. Certified audited accounts for the last three (3) years. Proof of Financial stability. 2. Proof of ability to pay salaries in advance without depending on procuring entity's payment <ul style="list-style-type: none"> <li>• (working capital)</li> </ul>	15
b)	I. Professional qualifications and experience of key personnel II. Certified List of at least three (3) key professional staff and their CVs, copies of certificates and responsibilities III. Qualifications in security management	20
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> </ul>	15
d)	<b>Firms Experience;</b> i. Certified List of at least 5 major Corporate Clients and their Recommendation letters. ii. Certified Copies of most recent award letters/contract for provision of security services for at least three (3) major Corporate Clients. 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	30
e)	Technical capability <ul style="list-style-type: none"> <li>i. No of operational vehicles/motor cycles</li> <li>ii. No of vehicles mounted with mobile communication equipment</li> <li>iii.</li> </ul>	15
f)	<b>Insurance policy</b> Insurance policy for employees: valid work injury benefit policy or group(attach certified copies of the policies)	5
TOTAL		100

**SECTION D: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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

**TENDER APPLICATION FORM APPLICATION FORM**

I/We (firm name)..... I hereby apply  
for tender for provision of services for .....(Category,  
S/No).....

Postal address.....

Email 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	Nationality	Citizenship Details	Shares



**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 .....
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 PROVIDE THE 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 deliver services after issuance of LSO?  
.....  
.....
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 INCIDENCES.**

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)**

Payment shall be made promptly by Muraga technical training institute, but in no case later than sixty (60) days after submission of an invoice or claim by the Contractor.

Confirmation of acceptance:

Accepted

Not accepted

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

**SCHEDULE OF SECURITY REQUIRED FOR FY 2022/2023**

Description	Quantity	Unit price	Total price	Remarks
Security guards	3			

**SECTION I: CLIENT DETAILS.**

Give details of at least 3 reputable organizations where you are supplying and the category of 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.....

**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 (company ) which is a responder in respect of tender number .....to provide services at Muraga Technical Training Institute and dully fill & 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 providing services to Muraga Technical Training Institute?

If yes, give details.

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

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 a ground 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 tendering unless where specially allowed under section 13 of the procurement and asset disposal act (2015).

Signed and stamped.....

Name.....

Position in the company.....

Date.....