



**MURAGA TECHNICAL TRAINING INSTITUTE**  
**P.O BOX 614 - 60400 CHUKA - KENYA TEL: 0113175113**  
**E-Mail: [info@muragatechnical.ac.ke](mailto:info@muragatechnical.ac.ke) / [muragatechinst@gmail.com](mailto:muragatechinst@gmail.com)**  
**Website: [www.muragatechnical.ac.ke](http://www.muragatechnical.ac.ke)**



## 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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1.

# **REGISTRATION OF SUPPLIERS FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2025/2026 AND 2026/2027**

## **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 goods, works and services.

Completed bid documents must be received by Muraga Technical Training Institute by the address below not later than **12<sup>th</sup> June 2025 at 10:00 A.M** in plain sealed envelopes clearly marked, “Do not open before **12<sup>h</sup> June 2025**”.

Candidate must qualify by meeting the set criteria to perform the contract of provision of goods, works and 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 before **12<sup>th</sup> June 2025 at 10 A.M**. Documents containing detailed instructions and requirements may be obtained from Kenya Government Tenders portal: <http://www.suppliers.treasury.go.ke> free of charge or get a copy at the institute reception at **a non-refundable fee of Ksh 1000**(one thousand shillings only). Payable to KCB account no 1212819675, KCB Bank, Chuka Branch. And the proof of payment submitted to procurement office.

Service providers who download the tender document shall email their company/business names, contract details and item reference number to [info@muragatechnical.ac.ke](mailto:info@muragatechnical.ac.ke) or [procurement@muragatechnical.ac.ke](mailto:procurement@muragatechnical.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.

## 1.3 Invitations to Tender /Quotations/Proposals

Bidding documents will be made available to those bidders whose qualifications scores 70% and above soon after evaluation process. **N.B** Late submission of the documents will not be accepted.

Details			
1.	Company name		
2.	Directors	Name	Cell phone
3.	AGPO	Category, Youth, Women Or PWD	
		AGPO Certificate No.	
		Recent date of renewal	
4	Email		
	KRA pin		
	NCA (category for works )		

1.



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## **TENDER NOTICE**

### **MURAGA TTI INVITATION FOR REGISTRATION OF SUPPLIERS FOR FINANCIAL YEARS 2025-2026/2026-2027**

#### **CATEGORY A SUPPLY AND DELIVERY OF GOODS**

<b>No</b>	<b>ITEM REFERENCE</b>	<b>ITEM DESCRIPTION/CATEGORY</b>	<b>ELIGIBILITY</b>
1.	MTTI/PRQ/001/2025/2027	SUPPLY AND DELIVERY OF BUILDING, PLUMBING AND HARDWARE MATERIALS	OPEN
2.	MTTI/PRQ/002/2025/2027	SUPPLY AND DELIVERY OF STONES, BLOCKS, BRICKS, SAND, TIMBER, BALLAST, HARDCORE AND OTHER CONSTRUCTION MATERIALS	OPEN
3.	MTTI/PRQ/003/2025/2027	SUPPLY AND DELIVERY OF ELECTRICAL, ELECTRONICS, SOLAR MATERIALS, ACCESSORIES, APPLIANCES AND EQUIPMENTS	OPEN
4.	MTTI/PRQ/004/2025/2027	SUPPLY AND DELIVERY OF MECHANICAL AND AUTOMOTIVE ENGINEERING MATERIALS	OPEN
5.	MTTI/PRQ/005/2025/2027	SUPPLY AND DELIVERY OF PRINTERS, COMPUTERS AND OTHER COMPUTER ACCESSORIES AND NETWORKING	RESERVED (WOMEN)
6.	MTTI/PRQ/006/2025/2027	SUPPLY AND DELIVERY OF STATIONERY AND GENERAL OFFICE SUPPLIES	RESERVED (YOUTH)
7.	MTTI/PRQ/007/2025/2027	SUPPLY AND DELIVERY OF TEXT BOOKS, PERIODICALS AND E-BOOKS	OPEN
8.	MTTI/PRQ/008/2025/2027	SUPPLY AND DELIVERY OF STUDENTS IDENTITY CARDS, BRONCHURES, FLIERS, SIGNBOARDS	RESERVED (PWD)
9.	MTTI/PRQ/009/2025/2027	SUPPLY AND DELIVERY OF LECTURE CHAIRS, TABLES AND OFFICE FURNITURE	RESERVED (WOMEN)
10.	MTTI/PRQ/010/2025/2027	SUPPLY AND DELIVERY OF SPORTS EQUIPMENTS, SPORTS UNIFORMS, GAMES EQUIPMENT, FOOTWEAR, STAFF UNIFORM AND PROTECTIVE CLOTHING	RESERVED (YOUTH)
11.	MTTI/PRQ/011/2025/2027	SUPPLY AND DELIVERY OF COOKING AND WELDING GAS	OPEN
12.	MTTI/PRQ/012/2025/2027	SUPPLY AND DELIVERY OF BEAUTY THERAPY, HAIR DRESSING EQUIPMENTS AND ACCESSORIES	RESERVED (WOMEN)

13.	MTTI/PRQ/013/2025/2027	SUPPLY AND DELIVERY OF FASHION AND DESIGN EQUIPMENTS AND ACCESSORIES	Reserved(YOUTH)
14.	MTTI/PRQ/014/2025/2027	SUPPLY AND DELIVERY OF FOOD AND BEVERAGE MATERIALS,EQUIPMENTS AND ACCESSORIES e.g. Dry grocery, greens, milk, meat, eggs	RESERVED (WOMEN)
15.	MTTI/PRQ/015/2025/2027	SUPPLY AND DELIVERY OF CULTLERY EQUIPMENTS AND ACCESSORIES	OPEN
16.	MTTI/PRQ/016/2025/2027	SUPPLY AND DELIVERY OF AGRICULTURE MATERIALS AND EQUIPMENTS	OPEN
17.	MTTI/PRQ/017/2025/2027	SUPPLY AND DELIVERY OF APPLIED SCIENCE EQUIPMENTS AND MATERIALS	OPEN
18.	MTTI/PRQ/018/2025/2027	SUPPLY AND DELIVERY OF CLEANING MATERIALS,DETERGENTS AND DISINFECTANTS	OPEN
19.	MTTI/PRQ/019/2025/2027	SUPPLY AND DELIVERY OF VEHICLE TYRES	OPEN
20.	MTTI/PRQ/020/2025/2027	SUPPLY AND DELIVERY OF FIRE TOOLS AND EQUIPMENTS	OPEN
<b>SECTION B PROVISION OF SERVICES</b>			
21.	MTTI/PRQ/021/2025/2027	PROVISION OF MAINTENANCE SERVICES FOR COMPUTERS,PRINTERS AND OTHER ELECTRONIC GADGETS	OPEN
22.	MTTI/PRQ/022/2025/2027	PROVISION AAND MAINTENANCE OF FIRE EXTINGUISHERS AND HOSE REELS	OPEN
23.	MTTI/PRQ/023/2025/2027	PROVISION AND MAINTENANCE OF CCTV CAMERAS	OPEN
24.	MTTI/PRQ/024/2025/2027	PROVISION OF RADIO AND TV ADVERTISEMENT SERVICES, PUBLIC ADDRESS, LIVE STREAMING AND RELATED SERVICES.	OPEN
25.	MTTI/PRQ/025/2025/2027	REGISTRATION OF SUPPLIERS FOR PROVISION OF EVENT PLANNING SERVICES,PHOTOGRAPHY, DJs, TENTS, CHAIRS AND VIDEOGRAPHY	OPEN
26.	MTTI/PRQ/026/2025/2027	REGISTRATION OF SUPPLIERS FOR PROVISION OF DRAMA AND MUSIC TRAINING	OPEN
27.	MTTI/PRQ/027/2025/2027	REGISTRATION OF SUPPLIERS FOR PROVISION OF REPAIR AND SERVICING OF SMALL MACHINES E.G LAWNMOWER ,DRILLING MACHINE AND OTHER WORKSHOP MACHINES	OPEN
28.	MTTI/PRQ/028/2025/2027	REGISTRATION OF SUPPLIERS FOR PROVISION OF ASSET VALUATION	OPEN
29.	MTTI/PRQ/029/2025/2027	REGISTRATION OF SUPPLIERS FOR PROVISION OF ARTWORK, PAINTING,TAGGING AND RELATED SERVICES	OPEN

30.	MTTI/PRQ/030/2025/ 2027	PROVISION OF SANITARY BIN SERVICING	OPEN
31.	MTTI/PRQ/031/2025/ 2027	PROVISION OF CONSULTANCY SERVICES	OPEN
32.	MTTI/PRQ/032/2025/ 2027	REGISTRATION OF SUPPLIERS FOR PROVISION OF HOSPITALITY SERVICES	RESERVED (WOMEN )
33.	MTTI/PRQ/033/2025/ 2027	REGISTRATION OF SUPPLIERS FOR PROVISION OF INSURANCE (COVERS FOR STUDENTS, PREMISES AND VEHICLES)	OPEN
34.	MTTI/PRQ/034/2025/ 2027	PROVISION OF LANDSCAPING AND AESTHETIC SERVICES	OPEN
35.	MTTI/PRQ/035/2025/ 2027	PROVISION OF FUMIGATION AND CLEANING SERVICES	OPEN
<b>CATEGORY C PROVISION OF WORKS</b>			
36.	MTTI/PRQ/036/2025/ 2027	PROVISION OF REPAIR, RENOVATION AND GENERAL MAINTENANCE WORKS	OPEN
<b>CATEGORY D TENDER</b>			
37.	MTTI/PRQ/037/2025/ 2027	PROVISION OF SECURITY SERVICES	OPEN

## **REQUIREMENTS**

Interested eligible candidates may obtain further information and inspect the tender documents at MURAGA TECHNICAL TRAINING INSTITUTE, NAIROBI – MERU HIGHWAY OFF MARIMA IRIGA ROAD, THARAKA NITHI COUNTY, at the Procurement Department as from 9.00A.M to 4.00P.M Monday to Friday. A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of **Ksh.1, 000** at the accounts office for hard copies. Bidders may also download the tender document from the website [www.tenders.go.ke](http://www.tenders.go.ke) free of charge. Bidders who download the tender document shall register by submitting their details. Completed tender documents must be delivered to the address below on or before **12<sup>th</sup> June, 2025 at 10.00am.**

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Tenders will be opened immediately after the deadline date and time specified above. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend.

**NOTE: WOMEN, YOUTH AND PERSONS WITH DISABILITY ARE ENCOURAGED TO APPLY ESPECIALLY THE RESERVED CATEGORIES.**

**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 **12<sup>th</sup> June 2025** at 10:00 a.m. The documents will be opened immediately thereafter in the Institute's boardroom.

Note: All suppliers who wish to participate **MUST** register with the **Electronic Government Procurement (e-GP) System**

3.



## SECTION: PRELIMINARY EVALUATION

<b>MANDATORY REQUIREMENTS POINTS</b>	<b>YES/NO</b>	
Certified copy of Certificate of Incorporation/Registration		
Certified copy of Valid Tax Compliance Certificate from KRA		
Certified copy of CR 12 (attach ID copy for shareholders}		
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 and binded. Loose documents will not be accepted.		
AGPO certificate for the reserved category-up to date certificates.		
Must be registered to <b>ELECTRONIC GOVERNMENT PROCUREMENT (EGP)</b>		

**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.

7.

## SECTION C: EVALUATION CRITERIA

REQUIRED INFORMATION		ALLOCATION
a)	<b>Financial Capability</b> 1. Certified audited accounts for the last three (2) 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.	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> <li>Certificate copies with relevant regulatory authorities i.e. KEBS, IATA, NCA poisons board. etc.</li> </ul>	15
d)	<b>Firms Experience;</b> i. Certified List of at least 3 major Corporate Clients and their Recommendation letters. ii. Certified Copies of most recent award letters/contract	30
e)	<b>Technical capability</b> 1. Evidence of availability of equipment for relevant work/service	20
TOTAL		100

**NB:** please note that any firm which will not have achieved 70 marks on the above will not be evaluated and the application will be rendered non-responsive.

## 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.

9.

## SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE

**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

11.

## 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 .....

12.

## **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 .....

13.

## 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.....

16.

## 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

17.



**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 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.....