



MURAGA TECHNICAL TRAINING INSTITUTE
P.O BOX 614 - 60400 CHUKA - KENYA TEL: 0113175113
E-Mail: info@muragatechnical.ac.ke
Website: <https://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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TABLE OF CONTENT

SECTION A:

INSTRUCTIONS FOR REGISTRATION.....1

SECTION B:

TENDER NOTICE 3

SECTION C:

EVALUATION CRITERIA.....7

SECTION D:

APPLICATION FORM.....8

SECTION E:

CONFIDENTIAL BUSINESS QUESTIONNAIRE11

SECTION F:

STATUS OF COMPLIANCE WITH STATUTORY OBLIGATIONS12

SECTION G:

FINANCIAL POSITION AND TERMS OF TRADE..... 13

SECTION H:

LITIGATION /ARBITRATION INCIDENCE.....14

SECTION I:

CLIENT DETAILS16

SECTION J:

MANPOWER AND EXPERTISE OF STAFF.....17

SECTION L:

DECLARATION.....19

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



SECTION A: INVITATION FOR REGISTRATION

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 not later than **15th June 2026 at 10:30 A.M** in plain sealed envelopes clearly marked.

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.

1.1 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		



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	KRA pin	
	NCA (category for works)	

TENDER NOTICE

MURAGA TTI INVITATION FOR REGISTRATION OF SUPPLIERS FOR FINANCIAL YEARS 2026-2027/2027-2028

CATEGORY A SUPPLY AND DELIVERY OF GOODS

TENDER NO.	DESCRIPTION	ELIGIBILITY
MTTI/REG/2026-28/01	Supply and delivery of cosmetology, hairdressing and beauty products and related allied products.	Women
MTTI/REG/2026-28/02	Supply and delivery of cleaning materials i.e. buckets, slashers, lawn mower, detergent, disinfectant and moppers	PLWD
MTTI/REG/2026-28/03	Supply and delivery of office equipment, furniture furnishings and fittings	Women
MTTI/REG/2026-28/04	Supply and delivery of electronic equipment and accessories	Open to all
MTTI/REG/2026-28/05	Supply and delivery of games facilities and co-curricular training equipment	Open to all
MTTI/REG/2026-28/06	Supply and delivery of assorted timber, round poles and allied products	Open to all
MTTI/REG/2026-28/07	Supply and delivery of metal related fixtures, grills, windows, frames, doors and lecture chairs	Open to all
MTTI/REG/2026-28/08	Supply and delivery of manual and electric sewing machine and other accessories.	Open to all
MTTI/REG/2026-28/09	Supply and delivery of pharmaceutical products and health-related items	Open to all
MTTI/REG/2026-28/10	Supply and delivery of fuel, gas, petroleum products, oils etc.	PLWD
MTTI/REG/2026-28/11	Supply and delivery of Automotive materials, Mechanical and welding materials and equipment	Open to all



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MTTI/REG/2026-28/12	Supply and delivery of textiles, fabrics, and general tailoring materials.	Open to all
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MTTI/REG/2026-28/13	Supply and delivery of natural construction materials sand, ballast, glasses and allied materials.	Open to all
MTTI/REG/2026-28/14	Supply and delivery of text/ reference books, manuals, teaching aid, etc.	Open to all
MTTI/REG/2026-28/15	Supply and delivery of engineering workshop equipment, apparatus and other related items	Open to all
MTTI/REG/2026-28/16	Supply and delivery of general cleaning items (detergents, mops, sanitizers etc.	Open to all
MTTI/REG/2026-28/17	Supply and delivery of vehicle parts, mechanical, automotive equipment	Open to all
MTTI/REG/2026-28/18	Supply and delivery of farm inputs, livestock and Agro-vet materials	Open to all
MTTI/REG/2026-28/19	Supply and delivery of utensils and general kitchen items	Open to all
MTTI/REG/2026-28/20	Supply and delivery of hospitality equipment i.e. cookery, oven and cutlery	Open to all
MTTI/REG/2026-28/21	Supply and delivery of Textbooks, E-books and reference materials	Open to all
MTTI/REG/2026-28/22	Supply and servicing of firefighting equipment	Open to all
MTTI/REG/2026-28/23	Supply and delivery of Motor vehicle spares	Open to all
MTTI/REG/2026-28/24	Supply and delivery of white boards	Open to all



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MTTI/REG/2026-28/25	Supply and delivery of delivery of Tree seedlings & flower seedlings	Youths, women &PWDs
MTTI/REG/2026-28/26	Supply and delivery of window curtains/ Textiles	Women

TENDER NO.	DESCRIPTION	ELIGIBILITY
MTTI/REG/2026-28/27	Provision of cleaning services	Open to all
MTTI/REG/2026-28/28	Provision of consultancy services	Open to all
MTTI/REG/2026-28/29	Provision for repair of electric and manual sewing machines	Open to all
MTTI/REG/2026-28/30	Provision of building and construction services (plumbing, welding, & building)	Open to all
MTTI/REG/2026-28/31	Provision of security services	Open to all
MTTI/REG/2026-28/32	Provision of hotel accommodation & conference facilities	Open to all
MTTI/REG/2026-28/33	Provision of waste disposal services	Open to all
MTTI/REG/2025-27/34	Provision of minor repairs renovations & paintings.	Open to al
MTTI/REG/2026-28/35	Provision of grilling of windows & workshop.	Open to all
MTTI/REG/2026-28/36	Provision of Asset valuation services	Open to all
MTTI/REG/2026-28/37	Provision of landscaping services	Open to all
MTTI/REG/2026-28/38	Provision of local TV advert services	Open to all



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MTTI/REG/2026-28/39	Provision of plumbing works	Open to all
MTTI/REG/2026-28/40	Provision of local radio adverts	Open to all
MTTI/REG/2026-28/41	Repair of cookers, freezer, fridge and related catering equipment	Open to all
MTTI/REG/2026-28/42	Provision of music system, event decoration and planning	Open to all
MTTI/REG/2026-28/43	Provision of sanitary services	Open to all

Interested and eligible candidates may obtain tender document from Muraga Technical Training Institute (Secretary's office) during normal working hours after paying Ksh **1000/-** through the pay bill no. **522533**. Account number **7686587**. For further enquiries, call **0742882064**

(No cash payment)

Interested applicants can also download the document from the college website www.muragatechnical.ac.ke or from PPIP portal at www.tenders.go.ke

NOTE: Interested bidders MUST attach the following key documents

- ✓ Certificate of registration /incorporation
- ✓ Copy of KRA pin certificate
- ✓ Valid business permit or trading license
- ✓ KRA Tax compliance certificate
- ✓ Copy of business profile
- ✓ Copy of AGPO certificate for special groups
- ✓ Those applying for construction should have the NCA certificate.

Registration documents should be submitted in plain sealed envelope clearly marked with tender reference number and addressed to:

The Chief Principal/BOG Secretary
Muraga Technical Training Institute



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P.O Box 614-60400,
Chuka.

Bids opening will be done immediately after closing in presence of suppliers or their representatives.

CLOSING DATE: 15TH JUNE, 2026 AT 11.30 A.M.

SECTION: PRELIMINARY EVALUATION

MANDATORY REQUIREMENTS POINTS	YES/NO	
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.		

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

REQUIRED INFORMATION		ALLOCATION
a)	Financial Capability 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">(working capital)	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)	Confidential business questionnaire <ul style="list-style-type: none">Dully filled (fixed premises with telephone facilities (will be inspected/verified by a team from Muraga TTI)Certificate copies with relevant regulatory authorities i.e. KEBS, IATA, NCA poisons board. etc.	15
d)	Firms Experience; 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)	Technical capability 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.



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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.



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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.



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Name of your banker	Branch
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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?



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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)

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



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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.....



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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 residentin 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 numberto 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 atby the said}

.....}

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



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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



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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.....