



**MURAGA TECHNICAL TRAINING INSTITUTE**

**P.O BOX 614 - 60400 CHUKA - KENYA TEL: 0113175113**

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**REGISTRATION OF SUPPLIERS FOR PROVISION OF SECURITY SERVICES FOR FINANCIAL YEAR 2026/2027**

**COMPANY NAME:** .....

**CATEGORY NO:** .....

**CATEGORY DESCRIPTION:** .....

**IF IN RESERVED GROUPS PLEASE INDICATE BELOW: (tick)**

**WOMEN**

**YOUTH**

**PERSONS WITH DISABILITY**

**TO:**

THE CHIEF PRINCIPAL

MURAGA TECHNICAL TRAINING INSTITUTE

P O BOX 614 – 60400

CHUKA

TEL NO: 0113175113

EMAIL: [info@muragatechnical.ac.ke](mailto:info@muragatechnical.ac.ke)

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## **SECTION 2**

### **SPECIFICATION FOR REQUIRED SECURITY SERVICES**

To ensure that all college property, staff, students and visitors are safe and secure. This includes property (hired or owned) and persons in Muraga Technical Training Institute

#### **Methods**

-This shall be achieved through effective guarding and supervision

-Patrol vehicles are key for this assignment

#### **EXPECTATIONS**

The contractor shall be responsible for the provision of appropriate equipment in order to ensure Quality Security services. All guards must be fully equipped as follows:

- a) Peak caps/berets
- b) Whistles and lanyards
- c) Torches and batteries
- d) Serviceable. military boots, bows and arrows (where applicable)
- e) Other security equipment like electronic metal detectors among other will be added advantage to the provider
- f) Rain Coats
- g) Sweaters
- h) Clean presentable uniforms (Shirts, ties and trousers for men and blouses, ties and Skirts or trousers for Ladies.
- i) Clubs
- j) Identification badges
- k) Communication equipment
- l) Umbrellas and other protective gears

**REQUIREMENTS FOR GUARDS, SUPERVISORS AND PROJECT MANAGER**

1. At least O’ level education
  2. Well trained and intelligent
  3. Disciplined
  4. A project manager should have at least a diploma and above in any Security related course and with experience of at least two years
1. This tender is for one financial year, namely 2026/2027,

SNO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	DISCOUNT	TOTAL MONTHLY COST	TOTAL ANNUAL COST
01.	Day guard	1	Guard per month				
02.	Night guard	2	Guard per month				

**SECTION 3 APPLICATION FORMS.**

**Form I LETTER OF REGISTRATION**

REGISTRATION CATEGORY REF NO: .....

CATEGORY DESCRIPTION.....

To: **The Principal**

**Muraga Technical Training Institute**

**P.O Box 614-60400**

**Chuka**

**Dear Sir:**

1. **Having examined the application documents including Addenda No/s** ..... of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver goods, works or services to Muraga Technical Training Institute , and as may otherwise be directed **(Category Number and name.....)** and in conformity with the said application documents all or part of the items/supply/services/works in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services in accordance with the delivery schedule of requirement or official order signed by authorized officer/s of the College.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with acceptance thereof shall constitute a binding agreement between us.
4. We understand
  - a. That this is a tender or quotation to provide security services at Muraga TTI, for the period between **1<sup>st</sup> July 2026** and **30<sup>th</sup> June 2027**,
  - b. That you are not bound to accept this application or any other that you may receive.
5. We have attached to this application copies of original documents of:
  - a. Registration/ incorporation certificate
  - b. PIN Certificate
  - c. VAT Certificate
  - d. Valid tax compliance certificate
  - e. Clearance from relevant authorities especially in construction works.
  - f. Bank statement of the last six (6) months (special groups)
6. We make this application with full understanding that:
  - i. Bids by registered applications will be subject to verification of all information submitted.
  - ii. Muraga TTI reserves the right to accept or reject any application, cancel the registration process and reject all applications.

The undersigned declare that the statements made and information provided in the duly completed application are complete made, true and correct in every detail.

Sign and stamp .....

Witnessed by .....

Designation .....

Date .....

**Form II CONFIDENTIAL BUSINESS QUESTIONNAIRE**

<b>S/no</b>	<b>Name of The Firm:</b>
1.	Postal Address
2.	Office Telephone No: Mobile No:
3.	Email Address:   Website :
4.	Physical Address. Location Street/Plot Number and Building
5.	Legal Status ( Partnership/Sole/Company)
6.	Company Registration No/Registration of Business/Legal Notice ( Fill and attach Copy) Year of Registration/Incorporation:
7.	VAT Registration No: (Fill and Attach Copy)
8.	PIN Certificate No: (Fill and Attach Copy)
9.	Current Tax Compliance Certificate/VAT Exemption Certificate (Attach Copy)
10.	Current Trade License (Fill and attach Copy)
11.	Nature of Business
12.	AGPO Certificate No:
13.	Maximum Value of Business You Can Handle at a Time Kshs.

**Company profile** (attach copies)

**A. Nature of the company** (sole proprietorship, partnership or registered company)

.....

**Name of Directors/Partners/Owners**

1. **Name** .....**Nationality** .....

**ID/Passport No**.....

2. **Name** .....**Nationality** .....

**ID/Passport No**.....

3. **Name** .....**Nationality** .....

**ID/Passport No.....**

4. **Name .....Nationality .....**

**ID/Passport No.....**

**B. Contact persons:**

**Name .....Nationality .....ID/Passport No.....**

**Name .....Nationality .....ID/Passport No.....**

**Name .....Nationality .....ID/Passport No.....**

**Form III**

**CAPABILITY AND COMPETENCE TO PROVIDE SECURITY SERVICES**

1. Products/services you want to be considered to supply.....
2. Number of staff .....
3. What is your average response time to request for quotation/proposal?  
.....
4. Have you at any time been requested for the supply of goods and services and failed to return the quotation without assigning reason for your action?  
.....  
.....  
.....  
.....

**Form IV: EXPERIENCE**

- I. Number of years the company has been in **operation**.....

**Referees:**

**Applicant’s three reputable clients in the last 3 years (filled, signed and rubber stamped by the clients)**

1. **Name of company**.....  
**Postal address**.....  
**Contact person**.....  
**Signature** .....
- Company rubber stamp** .....
2. **Name of company**.....  
**Postal address**.....  
**Contact person**.....

**Signature .....**

**Company rubber stamp .....**

**3. Name of company.....**

**Postal address.....**

**Contact person.....**

**Signature .....**

**Company rubber stamp**

.....

Applicants must attach proof of experience relevant to the category they choose to apply.

They may attach any of the following document

- i. Letter of award
- ii. Signed contract

**Form V FINANCIAL CAPABILITY**

**Name of applicant.....**

You are required to demonstrate that the company’s financial positions are healthy enough to enable you transact business with Muraga Technical Training Institute by showing it has the access to or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide audited accounts or banks statements for the last six months)

1) Credit period: please indicate the credit period you are willing to offer Muraga Technical Training Institute

.....

2) Annual turnover: what is your annual turnover? .....

3) Banker .....

Name of the bank .....

Address of the Banker.....

Telephone No.....

Contact Name and Title.....

Email Address.....

**PROCLAMATION /SWORN STATEMENT/ DECLARATION (To Be Certified by Commissioner of Oaths)**

I/We the undersigned, state that ALL the information we have given provided in this document is correct/ accurate to the best of our knowledge and that I/We give Muraga TTI authority to seek any reference it may deem vital carrying out their evaluation. I/We also hereby declare that the company is not debarred from participating in ay procurement proceeding.

Name of applicant.....Designation.....Signature.....

Witnessed by .....

Designation.....Signature.....

Official rubber stamp

State if you have any relationship with Muraga TTI employee (which relationship)

.....  
.....

Information submitted by.....

**Title** .....

**Signature** .....

**Stamp** .....

**SECTION IV – EVALUATION CRITERIA (PRELIMINARY STAGE)**

**Preliminary Evaluation**

<b>S/No</b>	<b>REQUIREMENTS</b>	<b>POINTS</b>	<b>SCORE</b>
1	<b>Copies of bank accounts for the last 6 months</b> Copies attached .....10 Copies not attached .....0	<b>10</b>	
2	<b>Reference letters from 1 main Client</b> Attached .....10 Copies not attached .....0	<b>10</b>	
4	<b>Proclamation /sworn statement.</b> Fully filled, signed and rubber stamped.....10 Not filled.....0	<b>10</b>	
5	<b>Supply capacity:</b> Maximum volume of business one can handle on one order 2 Million and above.....20 1-2 Million.....15 0.5-1 Million.....10 0.1-0.5Million.....5 Less than 0.5 Million.....1	<b>20</b>	
6	<b>Name, address and telephone of Tenders banks.</b> Provide .....10 Not provided .....0	<b>10</b>	
7	<b>Attached documents arranged in the prescribed format</b> Documents in prescribed format .....20 Documents not in the prescribed format .....0	<b>20</b>	
8	<b>Company registration certificate.....20</b> <b>Company not registered.....0</b>	<b>20</b>	
	<b>TOTAL POINTS</b>	<b>100</b>	

**NOTE: Applicants must attain 70% points to qualify for any subsequent evaluation for special groups applicants must attain 30+ points to proceed to the next stage of evaluation.**

**The evaluation team may verify the information given by the tenderer and may visit the premises of the applicants for more proof as part of evaluation process.**

**OFFICIAL STAMP AND SIGNATURE OF THE TENDERER**

### **Mandatory requirements**

1. Availability of physical office (evaluation team may visit to Confirm)
2. Valid Certificate of GOOD Conduct from CID for management and supervisory staff.

### **Technical evaluation**

The evaluation team will consider the following

1. Certified copies of audited accounts for the last 2 years
2. Evidence of profit making in the last 2 years
3. Copies of NIHF compliance Certificate
1. Copies of NSSF compliance certificate
2. Membership to a professional Security governing body in Kenya
3. Ownership of Motor vehicle (at least 2 vehicles) attach logbooks
4. Provide CVS of at least 2 personnel in the Organization (Director and Supervisors)
5. Reference from two main clients (evidence by letters)
6. Litigation history
7. Credit period
8. Equipment
9. Detailed project plan on SCOPE OF WORK
10. 10. Current Bank statements.

### **Financial Evaluation**

This will include

1. Checking validity of Tender prices
2. Accuracy in arithmetic
3. Capability
4. Financial access (attaching bank statements or Letter of Credit from the bank)