



MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING
MUKIRIA TECHNICAL TRAINING INSTITUTE

P O. BOX 1093-60200, MERU

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Approved for
Circulation
Centre.



TENDER NOTICE

RE: REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2026/2027-2027/2028

Mukiria Technical Training Institute invites sealed applications from eligible candidates for purposes of prequalifying suppliers for goods, works and services for the period 2026-2028 under the following categories:

A. SUPPLY AND DELIVERY OF GOODS		
CATEGORY NO.	CATEGORY NAME	TARGET GROUP
MTTI/PRQ/001/2026-2028	Supply and delivery of general food items (eggs, vegetables, cereals, milk, bread, drinking water, juice, soda, sugar, rice, charcoal, etc.)	Special Group
MTTI/PRQ/002/2026-2028	Supply and delivery of motor vehicle parts; i.e. engineering equipment's, routine maintenance service items, tires, Tubes, Batteries and other Accessories (Automotive & mechanical parts/materials)	Open
MTTI/PRQ/003/2026-2028	Supply and delivery of fresh meat, meat products. I.e. beef, pork, fish, chicken, bones etc.	Special group
MTTI/PRQ/004/2026-2028	Supply and delivery of firewood	Special group
MTTI/PRQ/005/2026-2028	Supply and delivery of general office stationary materials and office equipment's	Special group
MTTI/PRQ/006/2026-2028	Supply and delivery of library books,	Open

	periodicals and journals	
MTTI/PRQ/007/2026-2028	Supply and delivery of computer software, hardware and accessories, printers, photocopiers, toners, cartridges and printing ink.	Open
MTTI/PRQ/008/2026-2028	Supply and delivery of electronics and electrical accessories	Open
MTTI/PRQ/009/2026-2028	Supply and delivery of Quarry construction materials such as sand, jungle stones, timber, cedar poles, ballast, Murram, dust etc.	Open
MTTI/PRQ/010/2026-2028	Supply and delivery of hardware materials, plumbing materials and fittings.	Open
MTTI/PRQ/011/2026-2028	Supply and delivery of cleaning materials and equipment's e.g. Mops, detergents, scrubbing brush	PWD
MTTI/PRQ/012/2026-2028	Supply and delivery of clothing materials and textiles, sewing machines and related accessories	Open
MTTI/PRQ/013/2026-2028	Supply and delivery of sports materials, sport uniforms equipment's, staff uniforms and badges.	Open
MTTI/PRQ/014/2026-2028	Supply and delivery of office furniture, wooden products and steel fabricated goods e.g. lecture chairs, decker beds, windows, tents etc.	Special Group
MTTI/PRQ/015/2026-2028	Supply and delivery of survey equipment's and materials	Open
MTTI/PRQ/016/2026-2028	Supply and delivery of cosmetology materials and equipment's	Special Group
MTTI/PRQ/017/2026-2028	Supply and delivery of automation software	Open
MTTI/PRQ/018/2026-2028	Supply and delivery of medical and pharmaceutical products	Open

MTTI/PRQ/019/2026-2028	Supply, Installation and maintenance of servers, access control system, alarm system, CCTV's Network Equipment & Structured Cabling (LAN, WAN etc.)	Open
MTTI/PRQ/020/2026-2028	Supply, installation, commissioning and maintenance of fire extinguishers, fire suppression system, smoke detectors, first aid kits and accessories.(KEBS & DOSH) Registered	Open
MTTI/PRQ/021/2026-2028	Supply and delivery of fuel; including petroleum products, Lpg etc.	Open
MTTI/PRQ/022/2026-2028	Supply and installation of speed governors and vehicle tracking devices.	Open
MTTI/PRQ/023/2026-2028	Supply and delivery of Agricultural input and equipment's (seeds, disinfectants, pesticides, seedlings, Agro-vet supplies, pangas, jembes etc.)	Special Group
MTTI/PRQ/024/2026-2028	Supply and delivery of newspapers	Open
MTTI/PRQ/025/2026-2028	Supply and delivery of airtime	Open
B. PROVISION OF SERVICES/WORKS		
MTTI/PRQ/026/2026-2028	Provision of property and Land Valuation Services	Open
MTTI/PRQ/027/2026-2028	Provision of solar installation and electric wiring services	Open
MTTI/PRQ/028/2026-2028	Provision of advertisement services i.e. print media, radio & TV	Open
MTTI/PRQ/029/2026-2028	Provision of insurance services, for students on attachments, assets and staff	Open
MTTI/PRQ/030/2026-2028	Provision of catering services. (outside catering)	Open
MTTI/PRQ/031/2026-2028	Provision of High speed internet services.	Open
MTTI/PRQ/032/2026-2028	Provision of printing, sign writing, labeling,	PWD

	students ID and branding services.	
MTTI/PRQ/033/2026-2028	Provision of repair and maintenance of computer and printers.	Special Group
MTTI/PRQ/034/2026-2028	Provision of Repair and maintenance of furniture and fittings.	Special Group
MTTI/PRQ/035/2026-2028	Provision of repair and maintenance of surveying equipment	Open
MTTI/PRQ/036/2026-2028	Drilling and reticulation of water in the institute	Open
MTTI/PRQ/037/2026-2028	Provision of repair and maintenance of catering and accommodation equipment's e.g. blenders, freezer, ovens	Open
MTTI/PRQ/038/2026-2028	Provision of calibration services	Open
MTTI/PRQ/039/2026-2028	Provision of legal services	Open
MTTI/PRQ/040/2026-2028	Provision of landscaping, beautification and interior design of the institute.	Open
MTTI/PRQ/041/2026-2028	Provision of counseling services	Open
MTTI/PRQ/042/2026-2028	Provision of events management services (tents, conference chairs, plastic chairs, sound system, decorative services, interior design music and entertainment services etc.)	Special group
MTTI/PRQ/043/2026-2028	Provision of repairs and maintenance services for the institute vehicles.	Open
MTTI/PRQ/044/2026-2028	Provision of repair and maintenance of generator	Open
MTTI/PRQ/045/2026-2028	Provision of security services	Open
MTTI/PRQ/046/2026-2028	Provision emptying /treatment of septic tanks , soak pit ,sanitary bins and pit latrine Services	Open
MTTI/PRQ/047/2026-2028	Provision of asset tagging and labelling of institute assets	Special Group
MTTI/PRQ/048/2026-2028	Provision of Hotel, Conference and Accommodation Services.	Open

MTTI/PRQ/049/2026-2028	Provision of electronic voting system	Open
MTTI/PRQ/050/2026-2028	Provision of repair, servicing and maintenance of equipment's i.e. clippers, electronics such as dryers, ovens, grinders, sewing machines etc.	Open
MTTI/PRQ/051/2026-2028	Provision of small works & services repair and maintenance, carpentry services, plumbing, tiling, welding and fabrication, painting, office partitioning with aluminum and glass works	Open
MTTI/PRQ/052/2026-2028	Provision and supply of music and drama materials, e.g. play/script writing, choreography, props, costumes etc.	Open
MTTI/PRQ/053/2026-2028	Provision of redesigning/development, upgrading, hosting and maintenance of the institute website.	Open
MTTI/PRQ/054/2026-2028	Provision of cleaning services and sanitary bins	
MTTI/PRQ/055/2026-2028	Provision of survey services	Open
MTTI/PRQ/56/2026-2028	Provision of small works and services; building, contractor's works, construction Repairs (including general civil works, electrical works etc. (NCA REGISTERED)	Special Group

C. PROFESSIONAL CONSULTANTS DATABASE

MTTI/PRQ/057/2026-2028	Provision of Management Consultancy Services and training Validation - Policy Management ISO Environmental Impact Assessment Special training, repairs, servicing etc.	Open
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KEY NOTE:

Detailed registration documents can be obtained from Procurement office during normal working hours **Monday to Friday, 8.00 Am to 5:00 Pm** upon payment of non-refundable fee of **(Kshs.1000) One Thousand Kenya shillings only** per document payable in the institute Finance Office or may be downloaded from Mukiria TTI website www.mukiriatechnical.ac.ke. Or the government tender portal (PPIP) Free of Charge.

Bank details;

Bank Name; **Cooperative Bank of Kenya**

Account Name; **Mukiria Technical Training Institute**

Account No; **01129021590500**

People living with Disability, youth and women are encouraged to apply.

Special groups represent Youths, Women and People Living with Disabilities as described in the Public Procurement and Disposal (Amendment) Regulations 2020.

Open; Open to all bidders.

Dully completed tender forms in plain and sealed envelopes bearing specific category number and item should be addressed to the undersigned or be deposited in the tender box at the Customer Care office on or before **Thursday, 04th June 2026 at 11:00 AM.**

Tenders will be opened soon after closing in the presence of bidders or their representatives for those who choose to attend. Late bids will be returned unopened.

Those wishing to register for more than one category will be required to acquire document for each category.

procurement@mukiriatechnical.ac.ke to facilitate any further clarification or addendum.

MANDATORY REQUIREMENTS

Business registration/Certificate of Incorporation

Pin certificate and Tax compliance certificate

Duly filed confidential Business questionnaire with Disclosure of Directors/partners/sole proprietor

Signed form of tender

Valid AGPO certificate (for special group, Youth Women, PWDs)

Current trade business permit, copy of valid trade license from relevant authorities

Detailed Business Profile

Valid CR12 certificate or equivalent for limited companies

Reference list of organizations/business served

Bidders applying for insurance services should have a certificate from insurance regulatory authority

Provision for small works; contractor works must be registered with NCA

Provision of security, the bidders MUST be licensed by Private Security Regulatory Authority,

All firms MUST be registered in the E-GP and provide the valid e-GP registration number for verification.

Firms that are in the current list of suppliers and those that have submitted their company profiles/letters of introduction MUST apply afresh in order to determine their eligibility.

Dully completed tender forms in plain and sealed envelopes bearing specific category number and category name should be addressed to the undersigned and be deposited in the tender box at the Customer Care office on or before **Thursday, 04th June 2026 at 11:00 AM**. Addressed to;

The Principai/BOG Secretary,

Mukiria Technical Training Institute,

P.O.Box 1093-60200

Meru.

Approved by;

Cecilia Mwongera

Principal/BOG Secretary

Sign: *Cecilia Mwongera*

Date: 18/05/2026

PRINCIPAL
MUKIRIA TECHNICAL TRAINING INSTITUTE
P.O. Box 1093 - 60200
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SECTION C: INFORMATION TO BIDDERS

Introduction

APPROVED FOR
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MUKIRJA TECHNICAL TRAINING INSTITUTE
P.O. Box 1093 - 60200
MERU

18/05/2025

The Institute will pre-qualify and enlist bidders for the supply of goods, works and services from among those who will have submitted their documents in accordance with the prequalification requirements to undertake the assignments described herein. All suppliers currently pre-qualified with the Institute should note that they too have to reapply afresh as all other previous pre-qualifications shall stand cancelled apart from those who are under a bidding contract whose period has not expired.

Bidders are invited to submit a prequalification tender for the supply of goods, works and services in the categories.

The Pre-qualification Tender document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.

The Institute does not bind itself to assign supply of goods, works and services but shall endeavor to ensure tenders for specific goods, works and services will be treated equitably.

Applicants will be informed via the official institute communication channels of the results of the application without assigning any reason for the Institute's decision thereof.

Tenderers will meet all costs associated with preparation and submission of their applications.

It is the Institute's policy to require that tenderers observe the highest standard of professional and moral ethics during the selection and execution of such contracts. In pursuance of this policy, the Institute:

Defines for the purpose of this provision, the terms set forth below as follows:

"Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the prequalification process; and

“Fraudulent practice” means a misrepresentation of facts in order to influence the prequalification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser (the Institute) of the benefits of free and open competition.

Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities for the contract in question;

Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing a similar contract;

Will have the right to examine financial records relating to the performance of such services to determine Capability;

Will have the right to inspect the business premises of the tenderer;

Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has no legal capacity to enter into a contract for the procurement;

Will declare a Tender ineligible for prequalification if at any time the Institute determines that the tenderer is insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings related to the foregoing;

Will declare a Tender ineligible for pre-qualification if at any time the Institute determines that the tenderer is related to an employee of the Institute or a Member of Board or Tender/Procurement committees of the Institute unless otherwise pre-declared to avoid conflict of interest.

Will declare a Tender ineligible for pre-qualification if at any time it determines that the tenderer has committed an offence relating to procurement, has breached a contract for procurement before by another public company, has in procurement proceedings given false information about its actions and has been blacklisted before by another public entity.

Tenderers shall furnish information as described in the pre-qualification tender document.

Tenderers shall be aware of the provisions of corrupt and fraudulent practices as spelt out in the Public Procurement and Disposal Act, 2015 and the Public Procurement and Disposal Regulations, 2020.

Clarification of Documents

A prospective tenderer making inquiries of the tender document may notify the Institute by post or by email at the Institute's address indicated in the Invitation to Tender. The Institute will respond in writing to any request for clarification of the tender document which it receives not later than five (5) days prior to the deadline for the submission of the tenders prescribed by the Institute. Written copies of the Institute's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender document.

The Institute shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

4.0 Amendment of the Tender Document

At any time prior to the deadline for submission of the tenders, the Institute, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tendering documents by amendment.

All prospective tenderers that have received the tendering documents will be notified of the amendment in writing and it will be binding on them. It is therefore important that tenderers give the correct details when collecting the tender document.

In order to allow prospective tenderers reasonable time to take any amendments into account in preparation of their tenders, the Institute may at its sole discretion extend the deadline for the submission of tenders based on the nature of the amendments.

5.0 Language of Tender

The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Institute shall be in Written English language.

6.0 Documents Comprising the Tender

This document includes questionnaire forms and documents required from the prospective bidders. In order to be considered for pre-qualification prospective bidders must submit all the information herein requested.

6.1 Submission of Application

The Pre-qualification document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer. Any such corrections must be initialed by the person(s) who signs the prequalification document.

The Pre-qualification document should be prepared and submitted as specified in the Invitation for Pre-qualification of Suppliers on or before **Thursday, 04th June 2026**

Any tender received after the deadline in clause 6.1 shall be rejected as a late tender and shall not be considered.

Eligible Candidates

This prequalification document is open to all candidates who are eligible including youth, women and persons with disability as defined in Kenya's Public Procurement Law and regulations. All bidders who pass the set criteria shall be prequalified. Due diligence will be undertaken and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

Tender Evaluation

The Institute will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness. Tenderers shall not contact the institute on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the tenderer to influence the Institute in the evaluation shall result in the cancellation of their tender.

Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

The applicants must have registered offices and the Institute reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.

Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods, works or services as and when required.

The Institute reserves the right to accept or reject any or all tenders.

SECTION D. PREQUALIFICATION CRITERIA

There shall be two phases of carrying out the evaluation of pre-qualification applications:

Preliminary Evaluation (All Bidders)

Technical Evaluation (Open Group only)

Preliminary Evaluation

All the applications shall be sorted out according to the various categories and levels contained in the application for pre-qualification form.

Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

Certificate of Incorporation / Registration

Valid CR12 certificate or equivalent for limited companies

Valid P I N /VAT Certificate

Valid Tax Compliance Certificate

Completed Confidential Business Questionnaire

Company profile

Valid AGPO certificate from National Treasury (For Youth, Women and PWDs)

All firms **MUST** be registered in the E-GP and provide the valid e-GP registration number for verification.

Applicants in the special group category who meet the above criteria shall be considered responsive.

Applications that do not meet the above requirements shall be considered substantially non-responsive and shall be excluded from those considered for technical evaluation (Open Group only).

A list shall be compiled for those tenderers who pass the preliminary evaluation to be evaluated in detail (Open Group only).

Technical Evaluation (Open Group Only)

The evaluation committee shall undertake a thorough and objective analysis of the Suppliers contained in the list;

A detailed assessment of each applicant will be made in the course of evaluating the application.

Details of the applicant's financial capability, past experience, physical facilities and performance in the relevant field will be assessed as follows:

No.	Required Information	Allocated Scores
1.	Financial capacity	15
	Audited reports for the last 3 years (5 marks for each audited report) Demonstrate capacity to access credit facilities (bank statements, letter of credit from the bank etc)	10
2.	Past experience & performance	15
	- No. of years in business (Maximum score for 3 years and above) - Letters of recommendation (2 marks for each letter)	10
3.	Physical Facilities - Evidence of availability of office premise (Copy of valid business permit)	10
4.	Certification & licenses by regulatory bodies for categories that must be certified e.g. KEBS, registration with MOPW, IRA, PSRA, NCA, NEMA, DOSH etc)	20
5.	Qualifications and experience of 3 key personnel (Attach CVs)- 5 marks for each CV	5
6.	Dully filled and stamped declaration form	15
	Total Marks	100

NB: To qualify, the prospective supplier (open group), consultant or contractor must score 70 points and above.

Information relating to preliminary evaluations of all the applications and also those who qualify for pre-qualification shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of pre-qualification results is made to all applicants.

Once the list of those who succeeded to be prequalified has been approved and ratified by the Accounting Officer, the Institute shall notify through the institute's official communication channel all those applicants who have been pre-qualified.

Confidentiality - Information relating to evaluation of tenders and recommendations concerning pre-qualification shall not be disclosed to the tenderers until the pre-qualified firms have been advised accordingly.

SECTION E: APPLICATION FORM REGISTRATION OF SUPPLIERS

APPLICATION FORM

I/We (Firm Name) hereby apply for registration as

a supplier for.....

(Category No.)

Postal Address.....

Telephone Number (Fixed Line).....

Mobile.....

Email Address.....

Town.....

Building.....Floor.....Room/Office.....

Location.....

Full name of authorized signatory.....

Designation.....

Official Rubber Stamp and Signature.....

SECTION F: STANDARD FORMS – CONFIDENTIAL BUSINESS

QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) whichever applies to your type of business.

NB; you are advised that it is a serious offence to give false information on this form.

Part 1 – General:

Business Name.....

Location of business premises.....

Plot No..... Street/Road.....

Postal Address E mail

Nature of Business

Registration Certificate No.

Maximum value of business which you can handle at any one time – Kshs.....

Name of your bankersBranch

Part 2 (a) – Sole Proprietor

Your name in fullAge

Nationality Country of origin

Citizenship details.....

Part 2 (b) - Partnership Given details of partners as follows:

Name	Nationality	Details	Shares
.....
.....
.....

Part 2 (c) - Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows

Name	Nationality	Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

YOU ARE ADVISED THAT IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

SECTION G: TENDER SUBMISSION FORM

Having studied the pre-qualification information for the above tender category We/I hereby state:

That the information furnished in our/my application is accurate to the best of our/my knowledge.

That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.

Those pre-qualified bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.

We/I enclose all the required documents and information required for the pre- qualification evaluation.

Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

We understand you are not bound to accept either in part or whole any tender you receive.

Date:

Applicant's Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal).

PART 1(A): PRE-QUALIFICATION DATA/GENERAL INFORMATION

Business Name	
Nature of Business	
Directors Name	
Category(Youth, Women, PWDs if applicable)	
AGPO certificate No.(if applicable)	
Postal Address	
Telephone Number	
Contact Person	

Physical Location of the business	Town..... Street..... Building..... Floor.....
Maximum value of business which you can handle at any one time	Kshs.....

PART 1(B) SOLE PROPRIETOR

Your name in full
Age

Nationality
Country of origin

PART 1(C) – PARTNERSHIP

Give details of partners as follows:

No	Name	Nationality	Citizenship details	Share
1.				
2.				
3.				
4.				
5.				

PART 1(D) – REGISTERED COMPANY

Private or Public				
State the nominal and issued capital of the company	Nominal ksh.....			
Give details of all directors	Name	Nationality	Citizenship (Attach Copies of IDs)	Share

Name of tenderer.....

Date.....Signature of tenderer.....

If Kenyan, indicate “citizenship details”, whether by Birth, Naturalization or Registration. (You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

PART 1(E): STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

Certificate of Registration/ Incorporation (Attach copy)

Valid Trade License (Attach copy)

State VAT Registration No. (Attach copy)

PIN NO (Attach copy)

Attach proof of being up to date in VAT and Income Tax Returns (Attach copy of current Tax Compliance Certificate)

Attach copy of Certification & licenses by regulatory bodies where applicable e.g. KEBS, registration with MOPW, IRA, PSRA, NCA, DOSH, NEMA etc.)

PART 2. DECLARATION

I/ We have completed these forms accurately at the time application and it is agreed that all responses can be sustained if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped

Name.....

Position in the Company.....

Date.....

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