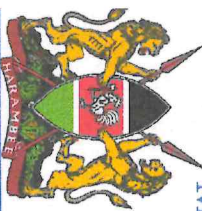


Approved for circulation



MUKIRIA TECHNICAL TRAINING INSTITUTE

MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING

P. O. BOX 1093-60200, MERU

TEL NO: 0716674848

Email: info@mukiriatechnical.ac.ke

WEBSITE: www.mukiriatechnical.ac.ke



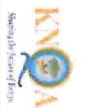
TENDER NOTICE

RE: REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2024-2026

Mukiria Technical Training Institute invites sealed applications from eligible candidates for purposes of prequalifying suppliers for goods, works and services for the financial year 2024/2025-2025/2026 under the following categories:

A. Supply and Delivery of Goods

CATEGORY NO.	CATEGORY NAME	TARGET GROUP
MTTV/PRQ/001/2024-2026	Supply and delivery of library books, periodicals and journals	Open
MTTV/PRQ/002/2024-2026	Supply and delivery of computer software, hardware and accessories, printers, photocopiers, toners, cartridges and printing ink.	Open
MTTV/PRQ/003/2024-2026	Supply and deliver of electronics and electrical accessories	Open
MTTV/PRQ/004/2024-2026	Supply and delivery of sports materials, equipment and uniforms	Open
MTTV/PRQ/005/2024-2026	Supply and delivery of office furniture, wooden products and steel fabricated goods e.g. lecture chairs, decker beds, windows, tents etc.	Open
MTTV/PRQ/006/2024-2026	Supply and delivery of motor vehicle parts engineering equipment and materials	Open
MTTV/PRQ/007/2024-2026	Supply and delivery of survey equipment's and materials	Open
MTTV/PRQ/008/2024-2026	Supply and delivery of cosmetology materials and equipment's	Special Group
MTTV/PRQ/009/2024-2026	Supply and delivery of automation software	Open
MTTV/PRQ/010/2024-2026	Supply, networking, installation, commissioning and maintenance of access control system, CCTVs and alarm systems.	Open



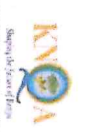
MTTV/PRQ/011/2024-2026	Supply, Installation and maintenance of servers, Network Equipment & Structured Cabling (LAN, WAN etc.)	Open
MTTV/PRQ/012/2024-2026	Supply and delivery of sewing machines and related accessories	Open
MTTV/PRQ/013/2024-2026	Supply, installation, commissioning and maintenance of fire extinguishers, fire suppression system, smoke detectors, first aid kits and accessories.	Open
MTTV/PRQ/014/2024-2026	Supply and installation of speed governors and vehicle tracking devices.	Open
MTTV/PRQ/015/2024-2026	Supply and delivery of Agricultural input and equipment's (seeds, disinfectants, pesticides, seedlings, Agro-vet supplies etc.)	Open
B. Provision of Services/Works		
MTTV/PRQ/016/2024-2026	Provision of property and Land Valuation Services	Open
MTTV/PRQ/017/2024-2026	Registration for provision of event management, catering services and conference facilities	Open
MTTV/PRQ/018/2024-2026	Provision of solar installation and electric wiring services	Open
MTTV/PRQ/019/2024-2026	Provision of advertisement services i.e., print media, radio & TV	Open
MTTV/PRQ/020/2024-2026	Provision of insurance services, for students on attachments, asset and staff.	Open
MTTV/PRQ/021/2024-2026	Provision of internet services.	Open
MTTV/PRQ/022/2024-2026	Provision of printing, sign writing, labeling, students ID and branding services.	Special Group
MTTV/PRQ/023/2024-2026	Provision of repair and maintenance of computer and printers.	Open
MTTV/PRQ/024/2024-2026	Registration for provision of veterinary services	
MTTV/PRQ/025/2024-2026	Provision of Repair and maintenance of furniture and fittings.	Special Group
MTTV/PRQ/026/2024-2026	Provision of repair and maintenance of sewing machines	Open
MTTV/PRQ/027/2024-2026	Provision of repair and maintenance of surveying equipment	Open
MTTV/PRQ/028/2024-2026	Drilling and reticulation of water in the institute	Open
MTTV/PRQ/029/2024-2026	Provision of repair and maintenance of catering and accommodation equipment's e.g. blenders, freezer, ovens	Open



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MTTI/PRQ/030/2024-2026	Provision of plumbing works/ services	Open
MTTI/PRQ/031/2024-2026	Provision of calibration services	Open
MTTI/PRQ/032/2024-2026	Provision of legal services	Open
MTTI/PRQ/033/2024-2026	Provision of land scaping services	Open
MTTI/PRQ/034/2024-2026	Provision of counseling services	Open
MTTI/PRQ/035/2024-2026	Provision of professional services in photography and Videography.	Special group
MTTI/PRQ/036/2024-2026	Provision of events management services (decorative services, interior design etc.)	Special group
MTTI/PRQ/037/2024-2026	Provision of survey services	Open
MTTI/PRQ/038/2024-2026	Provision of repairs and maintenance services for the institute vehicles.	Open
MTTI/PRQ/039/2024-2026	Provision of repair and maintenance of generator	Open
MTTI/PRQ/040/2024-2026	Provision of security services	Open
MTTI/PRQ/041/2024-2026	Provision emptying /treatment of septic tanks , soak pit ,sanitary bins and pit latrine Services	Special group
MTTI/PRQ/042/2024-2026	Provision of fumigation and pest control services	Special group
MTTI/PRQ/043/2024-2026	Provision of tagging of institute assets services	Special group
MTTI/PRQ/044/2024-2026	Repair and maintenance of cosmetology equipment /machines	Open
MTTI/PRQ/045/2024-2026	Provision of building, contractors works class F and above (minor works) construction services, Repairs (including general civil works, electrical works, carpentry services, plumbing, tiling, welding and fabrication, painting and glass works) (Ministry of public works registered)	Special group
MTTI/PRQ/046/2024-2026	Provision of cleaning services and Maintenance of the institute compound and facilities	
C. Professional Consultants Database		
MTTI/PRQ/047/2024-2026	Provision of Management Consultancy Services and training <ul style="list-style-type: none"> Validation - Policy Management ISO Environmental Impact Assessment Provision of Quantity survey services Training, repair, servicing and maintenance of Computerized Numeric Control (CNC) Machines 	Open



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Detailed tender documents can be obtained from the institute's website procurement office during normal working hours 8:00 Am to 5:00 Pm upon payment of non-refundable fee of Kshs.1000 or may be downloaded from Mukiria TTI website www.mukiriatechnical.ac.ke. And, or through PPP Portal www.tenders.go.ke.

Payment should be paid in cash to Mukiria Technical Training institute Accounts Office and be issued with a receipt.

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 **07th June 2024 at 10:00 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.

NB: Youths, Women and Persons Living with Disability (PWD) are encouraged to apply.

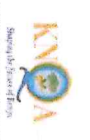
KEY:

- a.) **SPECIAL GROUP** include Women, Youths and People Living with Disability (PWD) who have been dully registered with National Treasury (Directorate of Public Procurement) and MUST show proof of registration.
- b.) **OPEN:** Open to all bidders.

Approved by: MICHAEL MAINA. Date... 23/05/2024 ... Sign...



The Senior Principal,
Mukiria Technical Training Institute,
P.o.Box 1093-60200 Meru.



SECTION A: GENERAL INFORMATION AND INSTRUCTIONS TO APPLICANTS

1.0 Introduction

1.1 Mukiria 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 supply and delivery or provision of goods, services and works.

1.2 Completed bid documents must be received by MTTI at the address below not later than **07th June 2024** at 10:00am in plain sealed envelopes clearly marked “Do not open before **07th June 2024.** “

1.3 Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the Institute. Suppliers who are not prequalified or fail to meet the prequalifying criteria will not be allowed to participate in the Tenders/RFQs/RFPs.

1.4 The application should be in a sealed envelope to maintain confidentiality and addressed to:

**The Principal,
Mukiria Technical Training
Institute, P.O. Box 1093-60200
MERU.**

The envelope should be clearly marked with the “*Pre-qualification Number applied for and the category description*” upon submission, and must be dropped in the Prequalification box at the institute customer care office on or before **Friday 7th June 2024**

Submission should be *serialized* i.e. with page numbers and must contain copies of mandatory statutory documents among others requirements

NB:

- *Those who wish to be registered in more than one category will be required to download additional registration documents for each category*
- *A registered business name/company is only allowed to register in two (2) categories only. In case one applies for more than two categories only the first two will be considered*

1.5 Experience Prospective suppliers and contractors must have carried out successful supply and delivery of similar items / services to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the pre-qualification criteria.

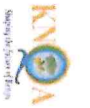
1.6 Prequalification Documents

The document includes questionnaires and instructions for prospective suppliers. In order to be considered for pre-qualification, prospective supplier must provide requested proof and all other information requested.

1.7 Enquiries that may arise from the pre-qualification document should be channeled to the Institute’s procurement office, through the given address.

1.8 Invitation to Tenders/Quotation/Proposals

Bidding documents will be made available to those bidders whose qualifications score 70% and above soon after the evaluation process, please note that late submissions will not be accepted



SECTION C: INFORMATION TO BIDDERS

2.0 Introduction

2.1 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.

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

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

2.4 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.

2.5 Applicants will be informed through the website of the results of the application without assigning any reason for the Institute's decision thereof.

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

2.7 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:

- i) "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
- ii) "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 pre-qualification 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.

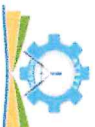
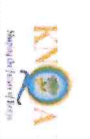
Will declare a Tender ineligible for pre-qualification if at any time it determines that the tenderer has committed an offence relating to procurement, has breached a contract for procurement before by another public company, has in procurement proceedings given false information about its actions and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

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

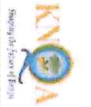
Tenderers shall be aware of the provisions of corrupt and fraudulent practices as spelt out in the Public Procurement and Disposal Act, 2015 and the Public Procurement and Disposal Regulations, 2022.

3.0 Clarification of Documents

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- 3.1 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.
- 3.2 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
- 4.1 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.
- 4.2 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.
- 4.3 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
- 5.1 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
- 6.1 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.
- 7.0 Submission of Application
- 7.1 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.
- 7.2 The Pre-qualification document should be prepared and submitted as specified in the Invitation for Pre-qualification of Suppliers on or before Thursday 8th September, 2022



7.3 Any tender received after the deadline in clause 6.2 shall be rejected as a late tender and shall not be considered.

8.0 Eligible Candidates

8.1 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.

9.0 Tender Evaluation

9.1 The Institute will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

9.2 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.

9.3 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.

9.4 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.

9.5 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.

9.6 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:

1. Preliminary Evaluation (All Bidders)
2. Technical Evaluation (Open Group only)



10.1 Preliminary Evaluation

- a) All the applications shall be sorted out according to the various categories and levels contained in the application for pre-qualification form.
- b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:
 - i. Certificate of Incorporation / Registration
 - ii. Valid P I N /VAT Certificate
 - iii. Valid Tax Compliance Certificate
 - iv. Completed Confidential Business Questionnaire
 - v. C o m p a n y profile
 - vi. Valid AGPO certificate from National Treasury (**For Youth, Women and PWDs**)
- c) Applicants in the special group category who meet the above criteria shall be considered responsive.
- d) Applications that do not meet the above requirements shall be considered substantially nonresponsive and shall be excluded from those considered for technical evaluation (Open Group only).
- e) A list shall be compiled for those tenderers who pass the preliminary evaluation to be evaluated in detail (Open Group only).

10.2 Technical Evaluation (Open Group Only)

- a) The evaluation committee shall undertake a thorough and objective analysis of the Suppliers contained in the list;
- b) A detailed assessment of each applicant will be made in the course of evaluating the application.
- c) 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 - 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)	15 10
2.	Past experience & performance - No. of years in business (Maximum score for 8 years and above)	15
3.	Physical Facilities - Five referees(mostly clients) within the last two years- attach proof (2 marks for each referee) - Evidence of availability of office premise (Copy of title deed, lease/tenancy agreement or a current utility bill)	10
4.	Certification by regulatory bodies e.g. KEBS, registration with MOPW, Professional bodies certification (LATA a must for Air Travel Agent) (General)	15
5.	Qualifications and experience of 3 key personnel (Attach CVs)- 5 marks for each CV	15
6.	Dully filled and stamped declaration form	10
	Total Marks	100

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

10.3 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.

10.4 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 website all those applicants who have been pre-qualified.

11. Confidentiality

11.1 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..... Fax.....
Town..... Street.....
Building..... Floor..... Room/Office.....
Other branches/Locations.....
Full name of authorized signatory.....
Designation.....
Official Rubber Stamp and Signature.....



SECTION F: STANDARD FORMS – CONFIDENTIAL BUSINESS

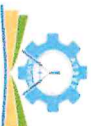
QUESTIONNAIRE FORM

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. 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	Tel No. Fax
Nature of Business	E mail
Registration Certificate No.
Maximum value of business which you can handle at any one time – Kshs
Name of your bankers	Branch

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Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of origin

Citizenship details.....

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

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

Part 2 (c) - Registered Company

Private or Public

State the nominal and issued capital of company- Nominal Kshs.

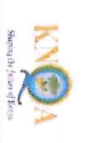
Issued Kshs.....

Given details of all directors as follows

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

* If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

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:

1. That the information furnished in our/my application is accurate to the best of our/my knowledge.
2. 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.
3. Those pre-qualified bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
4. We/I enclose all the required documents and information required for the pre- qualification evaluation.
5. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of prequalified firms.
6. We understand you are not bound to accept either in part or whole any tender you receive.

Date:

Applicant's

Name.....

Represented by.....

Signature.....

...

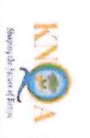
(Full name and designation of the person signing and stamp or seal).



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

Business Name	
Nature of Business	
Directors Name	
Category (Y, W, 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.....

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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				



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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

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 in VAT and Income Tax Returns.... (Attach copy of current Tax Compliance Certificate)



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.....

