



MINISTRY OF EDUCATION

STATE DEPARTMENT OF VOCATIONAL & TECHNICAL TRAINING

EKERUBO GIETAI TECHNICAL TRAINING INSTITUTE

P.O. BOX 382 – 40500 NYAMIRA. TEL: 0794519220

Web: www.ekerubogietai.ac.ke Email: ekerubogietaiti@gmail.com



INVITATION TO TENDER

Ekerubo Gietai T.T.I. invites sealed applications for Tenders and Registration of Suppliers from eligible and competent bidders for the supply and delivery of goods, works and services for the period 2022 – 2023 & 2023 – 2024 in the categories listed below.

TENDER REFERENCE	ITEM DESCRIPTION	CATEGORY
	Category A: SUPPLY AND DELIVERY OF GOODS	
EGTTI/1/2022-2024	Supply and delivery of stationery and office supplies	OPEN
EGTTI/2/2022-2024	Supply and delivery of general goods and stores	OPEN
EGTTI/3/2022-2024	Supply and delivery of fresh vegetables, eggs, fruits, onions and tomatoes	YOUTH/WOMEN/PWD
EGTTI/4/2022-2024	Supply and delivery of fresh meat: beef / goat and chicken	YOUTH/WOMEN/PWD
EGTTI/5/2022-2024	Supply and delivery of dry wood / charcoal	YOUTH/WOMEN/PWD
EGTTI/6/2022-2024	Supply and delivery of staff uniforms, garment making equipment & materials	OPEN
EGTTI/7/2022-2024	Supply and delivery of detergents, disinfectants and cleaning materials	YOUTH/WOMEN/PWD
EGTTI/8/2022-2024	Supply and delivery of hardware / plumbing equipment & materials	OPEN
EGTTI/9/2022-2024	Supply and delivery of building & construction materials (timber, blocks etc.)	OPEN
EGTTI/10/2022-2024	Supply and delivery of electrical and electronics items and accessories	OPEN
EGTTI/11/2022-2024	Supply and delivery of sports/games uniforms and equipment	OPEN
EGTTI/12/2022-2024	Supply and delivery of beauty, hairdressing products and equipment	OPEN
EGTTI/13/2022-2024	Supply and delivery of fuel, oils and lubricants	OPEN
EGTTI/14/2022-2024	Supply and delivery of journals & newspapers	YOUTH /WOMEN /PWD
EGTTI/15/2022-2024	Supply and delivery of kitchen/catering utensils, cutlery and appliances	YOUTH /WOMEN /PWD
EGTTI/16/2022-2024	Supply and delivery of workshop machines, tools and equipment	OPEN
EGTTI/17/2022-2024	Supply and delivery of vehicle tyres, batteries, tubes and other spare parts	OPEN
	Category B: SERVICES	
EGTTI/A.V./2022/01	Valuation of assets, assets tagging, and creation of master assets register	OPEN TENDER
EGTTI/18/2022-2024	Provision of fumigation and pest control services	YOUTH/WOMEN/PWD
EGTTI/19/2022-2024	Provision of printing and binding services	YOUTH/WOMEN/PWD
EGTTI/20/2022-2024	Provision of farm inputs, herbicides, pesticides, animal feeds and veterinary services	OPEN
EGTTI/21/2022-2024	Servicing of office equipment and machines	OPEN
EGTTI/22/2022-2024	Provision of generator and water pump repair and maintenance services	OPEN
EGTTI/23/2022-2024	Provision of consultancy services (studies, surveys & standards conformance)	OPEN
EGTTI/24/2022-2024	Provision of security services	OPEN
EGTTI/25/2022-2024	Repair, servicing and maintenance of motor vehicles	OPEN
EGTTI/26/2022-2024	Supply and delivery of event management services (tents, decorations, PA system etc.)	YOUTH/WOMEN/PWD
	Category C: REGISTRATION OF SUPPLIERS	
EGTTI/27/2022-2024	Supply and delivery of fire extinguishers, occupational safety equipment kits and services	OPEN
EGTTI/28/2022-2024	Supply and delivery of artwork, signage, posters, banners & branded materials	YOUTH/WOMEN/PWD
EGTTI/29/2022-2024	Provision of contract for small works - Electrical	OPEN
EGTTI/30/2022-2024	Provision of contract for small works – Building & Civil	OPEN
EGTTI/31/2022-2024	Supply and delivery of library textbooks & e-books	OPEN
EGTTI/32/2022-2024	Supply and delivery of computers, computer accessories, ICT software and photocopiers	OPEN
EGTTI/33/2022-2024	Supply and delivery of cereals – dry clean maize, beans and wimbi	YOUTH/WOMEN/PWD
EGTTI/34/2022-2024	Supply and delivery of furniture, furnishings & fittings	OPEN
EGTTI/35/2022-2024	Supply and delivery of insurance services	OPEN
EGTTI/36/2022-2024	Supply, delivery, installation and maintenance of CCTV surveillance system	OPEN
EGTTI/38/2022-2024	Servicing of workshop machines and equipment	OPEN
EGTTI/39/2022-2024	Supply and delivery of internet services	OPEN
EGTTI/40/2022-2024	Website development, maintenance and improvement	YOUTH/WOMEN/PWD
EGTTI/41/2022-2024	Supply and delivery of human medicine and medical supplies	OPEN

Interested bidders may obtain tender documents from the **Procurement Office** at Ekerubo Gietai T.T.I. during working hours (8:00am-5:00pm) Monday to Friday upon payment of a non-refundable fee of Kshs.1,000 (per category) to **Ekerubo Gietai T. T. I. A/C 1167884027 – KCB, Nyamira Branch** and present the banking slip to the Institute's Finance Office for receipting. Payment may also be made using Safaricom **Pay-bill No. 541978, Account Name "Annual Tenders"**. Tender documents may also be downloaded from the Institute website www.ekerubogietai.ac.ke free of charge.

Duly completed tender documents in plain sealed envelopes and clearly marked with the respective **Tender Number and Name** should be deposited in the Tender Box at the Institute's Administration Block or mailed to the address below so as to reach on or before **2nd September 2022 at 10:00 am**. Opening of tenders will be done immediately thereafter in the presence of bidders who choose to attend. **Youths, women and people with disabilities are urged to apply.**



The Principal / Secretary B.O.G.
Ekerubo Gietai Technical Training Institute
P.O. Box 382-40500
NYAMIRA

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Ekerubo Gietai TTI would like to invite interested candidates who must qualify by meeting the set criteria as provided to supply and deliver or provision of goods and services to Ekerubo Gietai TTI.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provides services under relevant quotations to Ekerubo Gietai TTI as and when required during the period ending 6th June 2024

1.3 Invitation of Pre-qualification

Suppliers registered with the Registrars of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to EKERUBO GIETAI TTI so that they may be pre-qualified/ registered for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification/registration.

1.4 Experience

Potential suppliers must demonstrate the capacity, willingness and commitment to meet the prequalification Criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 Consideration for pre-qualification/registration

In order to be considered for pre- qualification/registration, prospective suppliers must submit all the Information herein requested.

1.7 Submission of Pre-qualification Documents

Original copy of the Completed pre-qualification/registration data and other requested information shall be submitted to reach:

EKERUBO GIETAI TTI P.O BOX 382 – 40500, NYAMIRA

ekerubogietaitti@gmail.com

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to EKERUBO GIETAI TTI whose address is given above.

1.9 Additional Information

Ekerubo Gietai TTI reserves the right to request submission of additional information from prospective bidders.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay all taxes payable as applicable for all materials to be supplied.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required.

Prices quoted should be inclusive of all delivery charges and taxes.

2.4 Payments

All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5 and PQ-6 and are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of Tender for specific category.

3.1.1 The pre-qualified/registered application forms which are not filled out completely and Submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by Ekerubo Gietai TTI in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the Assembly they possess capability experience, qualified personnel available and suitability of equipment and net current asset or working capital sufficient to satisfactory execute the contract for goods/services.

3.3 Essential Criteria for Pre- Qualification/Registration

3.3.1 Experience: Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Financial Condition

The supplier's financial condition will be determined by the latest financial statement submitted with the pre-qualification documents. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.3 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form P Q-4.However; potential bidders should provide evidence of financial capability to execute the Contract.

3.3.4 Past performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or Copies of order/contracts from past customers should be included in form PQ-5

3.4 Statement

Application must include a sworn statement Form PQ-6 by the tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/ Ekerubo Gietai TTI could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, Ekerubo Gietai TTI reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 Business Registration Details

The firm must have a fixed business premise and must be registered in Kenya, with Certificate of Registration, Incorporation/Memorandum and Article of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

3.7 Pre-qualification Criteria

Required Information	Form Type	Points Score
1. Registration Documents	PQ- 1	20
2. Pre-qualification Data	PQ- 2	20
3. Financial Position	PQ- 3	20
4. Confidential Report	PQ- 4	10
5. Past Experience	PQ- 5	30
TOTAL		100

3.8 The qualification is 65 points and over.

FORM PQ-1 PRE-QUALIFICATION

Mandatory Requirements for Persons with Disabilities (PWD's), Youth and Women

- i. Attach copy of Business Registration Certificate
- ii. Attach copy of PIN certificate and VAT Certificate
- iii. Registration Certificate by National Treasury/County Government (AGPO)
- iv. Duly filled and completed Tender submission document.

N/B Previous Experience is not a requirement for special groups (Youth, Women& PWDs).

Audited Accounts for this special group is not a requirement. Also, under this special group, the Bidders should specify on the document whether the firm is owned by Youth, Women or PWDs (be specific).

Mandatory Requirements for prequalification of all other categories:

- i. A copy of Certificate of Registration/incorporation.
- ii. Copy of PIN/ VAT registration certificate.
- iii. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to Prove compliance, will lead to automatic disqualification).
- iv. Copies of PIN Certificate of firm/company/individual.
- v. Copy of current Trade License.
- vi. Audited Accounts for the last two years
- vii. Duly filled and completed Tender submission document.

You can provide e evidence of physical address and premises. The Institute evaluation team may visit suppliers' premises to ascertain physical address and stock of items

(20 points)

FORM PQ-2 PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/we hereby apply for registration as

Supplier of

(Name of Company/Firm)

.....
(Item Description)

.....
(Category Number)

Post Office Address

Town

Street.....

Name of building

Room/Office No

Floor No.....

Telephone No's.....

Fax.....

email.....

Full Name of applicant.....

Other branches location.....

2. Organization & Business Information

Management Personnel

Chief Executive/Managing Director.....

Secretary

General Manager

Accountant.....

Other.....

1. Partnership (if applicable).....
2. Name of Partners
- 3 Business founded or incorporated
4. Under present management since
5. Net worth equivalent KShs
6. Bank reference and address
7. Sister company reference and address
8. Enclose copy of organization chart of the firm indicating the main fields of
Activities.....
9. State any technological innovations or specific attributes which distinguish you from your
competitors
.....
.....
.....
.....
10. Indicate terms of trade/sale

(20 points)

PQ-3 FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's two certified financial statements giving summary of assets and current Liabilities/or any other financial support.
- (2) Attach letters of reference from the bankers regarding supplier's credit position

(20 Points)

PQ- 4 CONFIDENTIAL BUSINESS QUESTIONNAIRES

You are requested to give the particulars indicated in part 1 and either part 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 AddressTel. No.....

Nature of business

Current Trade License No.....Expiring date

Maximum value of business which you can handle at any one time: KShs.....

Name of your bankers.....Branch.....

Part 2 (a) – Sole Proprietors

Your name in fullAge.....

Nationality.....Country of origin.....

Citizenship details.....

Part 2(b) –Partnership

Give details of partners as follows:

Name Nationality Citizenship Details Shares

1.....

2.....

3.....

4.....

5.....

Part 2 (c) –Registered Company

Private or Public

.....
.....

State the nominal and issued capital of company:-

Nominal: Ksh

Issued:

Give details of all directors as follows:-Name, Nationality/Citizenship Details, Shares

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

Date

Signature of Candidate.....

If Kenya citizen, indicate under “Citizenship” or “Registration.”

(10 points)

FORM PQ -5 PAST EXPERIENCES

NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS

1. Names of other clients and values of contract/orders

- i. Name of Client (organization)
- ii. Address of Client (organization).....
- iii. Name of contact person at the client (organization)
- iv. Telephone No. of client
- v. Value of Contract (date).....
- vi. Duration of Contract (date)

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- i. Name of client (Organization).....
- ii. Address of client (Organization).....
- iii. Name of contact person at the client (organization).....
- iv. Telephone No. of client.....
- v. Value of contract
- vi. Duration of contract (date)

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i. Name of Client (organization).....
- ii. Address of client (organization).....
- iii. Name of contact person at the client (organization).....
- iv. Telephone No. of client.....
- v. Value contract.....
- vi. Duration of contract (date)

(Attach documental evidence of existence of contract) e.g. L.P.Os/L.S.Os or completion Certificates)

Others

(30 Points)

FORM PQ -6 LITIGATION HISTORIES

Name of contractor/supplier

Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution

Year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed Amount(current Value, Ksh(Equivalent))

FORM PQ -7 SWORN STATEMENT

Having studied the pre-qualification /registered information for the above project, we/I hereby state:

The information furnished in our application is accurate to the best of our knowledge.

That in case of being pre-qualified/registered, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by Ekerubo Gietai TTI.

When the call for quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify Ekerubo Gietai TTI and acknowledge your right to review the pre-qualification made.

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

We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Date.....

Applicant's Name

Represented by

Signature

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