



# MINISTRY OF EDUCATION

## STATE DEPARTMENT OF VOCATIONAL & TECHNICAL TRAINING

### EKERUBO GIETAI TECHNICAL TRAINING INSTITUTE

P.O BOX 382 – 40500 NYAMIRA TEL: 0794519220  
Website: [www.ekerubogietai.ac.ke](http://www.ekerubogietai.ac.ke) Email: [ekerubogietaitti@gmail.com](mailto:ekerubogietaitti@gmail.com)



## INVITATION TO TENDER

### READVERTISEMENT

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 2023/2024 in the categories listed below.

TENDER REFERENCE	ITEM DESCRIPTION	CATEGORY
	<b>Category A: SUPPLY AND DELIVERY OF GOODS</b>	
EGTTI/1/2023-2024	Supply and delivery of general goods and stores	OPEN
EGTTI/2/2023-2024	Supply and delivery of fresh vegetables, eggs, fruits, onions, and tomatoes	YOUTH/WOMEN/PWD
EGTTI/3/2023-2024	Supply and delivery of dry wood / charcoal	YOUTH/WOMEN/PWD
EGTTI/4/2023-2024	Supply and delivery of fuel, oil, and lubricants	OPEN
EGTTI/5/2023-2024	Supply and delivery of journals & newspapers	YOUTH /WOMEN /PWD
EGTTI/6/2023-2024	Supply and delivery of vehicle tyres, batteries, tubes, and other spare parts	OPEN
EGTTI/7/2023-2024	Supply and delivery of farm inputs, herbicides, pesticides, and animal feeds	OPEN
EGTTI/8/2023-2024	Supply and delivery of workshop machines, tools, and equipment	OPEN
	<b>Category B: SERVICES</b>	
EGTTI/9/2023-2024	Provision of veterinary services	OPEN
EGTTI/10/2023-2024	Servicing of office equipment and machines	YOUTH/WOMEN/PWD
EGTTI/11/2023-2024	Provision of consultancy services (studies, surveys & standards conformance)	OPEN
EGTTI/12/2023-2024	Repair, servicing, and maintenance of motor vehicles	OPEN
EGTTI/13/2023-2024	Provision of generator and water pump repair and maintenance services	OPEN
EGTTI/14/2023-2024	Supply and delivery of event management services (tents, decorations, PA system etc.)	YOUTH/WOMEN/PWD
	<b>Category C: REGISTRATION OF SUPPLIERS</b>	
EGTTI/15/2023-2024	Supply and delivery of artwork, signage, posters, banners & branded materials	YOUTH/WOMEN/PWD
EGTTI/16/2023-2024	Supply & delivery of internet services	OPEN
EGTTI/17/2023-2024	Supply and delivery of online, digital library services / resources	OPEN
EGTTI/18/2023-2024	Supply and delivery of cereals – dry clean maize & beans	YOUTH/WOMEN/PWD
EGTTI/19/2023-2024	Supply, delivery, installation, and maintenance of CCTV surveillance system	YOUTH/WOMEN/PWD
EGTTI/20/2023-2024	Servicing of workshop machines and equipment	OPEN
EGTTI/21/2023-2024	Website development, maintenance, and improvement	YOUTH/WOMEN/PWD

Interested bidders may obtain tender documents from the **Procurement Office** at Ekerubo Gietai T.T.I. during normal 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. Account Number 1167884027 – KCB, Nyamira Branch** and present the banking slip to the Institute's Finance Office for receipting. Tender documents may also be downloaded from the Institute website [www.ekerubogietai.ac.ke](http://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 situated at the Institute's Administration Block or mailed to the address below so as to reach on or before **25 September 2023 at 12:00 noon**. Opening of tenders will be done immediately thereafter in the presence of bidders or their representatives who choose to attend. Youths, women and people with disabilities are encouraged 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](mailto:ekerubogietaitti@gmail.com) not later than 12:00 noon on 25<sup>th</sup> September 2023

### **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
<b>TOTAL</b>		<b>100</b>

### 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
- iv. Prove compliance, will lead to automatic disqualification).
- v. Copies of PIN Certificate of firm/company/individual.
- vi. Copy of current Trade License.
- vii. Audited Accounts for the last two years
- viii. Duly filled and completed Tender submission document.

You can provide 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(s) 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 Address .....Tel. 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 full .....Age.....

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)**