



EMURUA DIKIRR TECHNICAL TRAINING INSTITUTE
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TENDER DOCUMENT FOR REGISTRATION OF SUPPLIERS

**REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR
SUPPLY OF GOODS AND PROVISION OF WORKS, SERVICES AND CONSULTANCY
FOR THE FINANCIAL YEARS 2025/2026&2026/2027**

TENDER NO.: EDTTI/TEN-NO/001/2025

TENDER DOCUMENT DATE: 27TH MAY, 2025

NAME OF THE FIRM :

.....

POSTAL ADDRESS :

.....

CATEGORY NO. :

.....

CATEGORY DESCRIPTION:

.....

.....

SPECIAL GROUP (Kindly Specify if Youth, Women or Person Living with Disabilities)

PWD

YOUTH

WOMEN

CLOSING DATE & TIME: MONDAY, 09TH JUNE, 2025 AT 11:00 AM (EAT)

REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR SUPPLY AND PROVISION OF GOODS, SERVICES, WORKS AND CONSULTANCY FOR THE FINANCIAL YEAR 2025/2026&2025/2027.

TENDER NO.: EDTTI/TEN-NO/001/2025

1. **Emurua Dikirr Technical Training Institute** invites sealed tenders' applications from interested and eligible firms as suppliers, contractors and consultants as per the under-listed categories for the **FY 2025/2026&2026/2027**

SECTION I: CATEGORIES & DESCRIPTIONS

CATEGORY A: SUPPLY OF GOODS AND EQUIPMENT

SN	CATEGORY NO	DESCRIPTION OF GOODS	CATEGORY
1	EDTTI/SGE/01/2025-2027	Supply and Delivery of General Office Stationery and Related Items e.g Toner Cartridges, USB Printer cables.	Reserved/Special Groups
2	EDTTI/SGE/02/2025-2027	Supply and Delivery of Cleaning Materials and Personal Protective Wear materials.	Reserved/Special Groups
3	EDTTI/SGE/03/2025-2027	Supply and Delivery of Electrical & Electronics Training materials and accessories.	Open
4	EDTTI/SGE/04/2025-2027	Supply and delivery of General Building Materials (Sand, Quarry stones, Ballast, Hard Core, Concrete Posts, Murram,timber and treated fencing posts, Timbers)	Open
5	EDTTI/SGE/05/2025-2027	Supply and delivery of General Hardware materials Plumbing Materials.	Open
6	EDTTI/SGE/06/2025-2027	Supply, delivery& fitting of Motor Vehicle spare parts e.g Tyres, Tubes/Batteries, Tyre repair, Wheel alignment.	Open
7	EDTTI/SGE/07/2025-2027	Supply and Delivery of sports equipment & accessories and sportswear including any other allied products.	Open
8	EDTTI/SGE/08/2025-2027	Supply and delivery of Computers, Photocopiers, Printers, ICT equipment (INTERCOM, etc), software's and related accessories, fireproof safes, cabinets and paper shredders, spare parts and Network Equipment.	Reserved/Special Groups
9	EDTTI/SGE/09/2025-2027	Supply and delivery of tools, equipment and Training materials for Mechanical, Agricultural, Civil and Automotive Engineering	Open
10	EDTTI/SGE/10/2025-2027	Supply and delivery of Branded Strategic Items e.g Official letterheads, Examinations Answer Booklets	Reserved/Special Groups
11	EDTTI/SGE/11/2025- 2027	Supply, delivery & repair of office furniture, lecture chairs and other furniture fittings	Open
12	EDTTI/SGE/12/2025-2027	Supply and delivery of staff uniform, protective wears, and related items	Open
13	EDTTI/SGE/13/2025- 2027	Supply and delivery of library text books & Provision of e~books	open
14	EDTTI/SGE/14/2025-2027	Supply and delivery of food and Beverage training equipment, materials, kitchen cutlery and Utensils.	Reserved/Special Groups

16	EDTTI/SGE/15/2025-2027	Supply and delivery of cereals (Kenyan grown rice, dry maize, dry green grams, dry beans, groundnuts)	Reserved/Special Groups
17	EDTTI/SGE/16/2025-2027	Supply and delivery of processed food stuff (sugar, milk, & refreshments i.e. soda, bottled mineral water)	Reserved/Special Groups
18	EDTTI/SGE/17/2025-2027	Supply and Delivery of Meat, Chicken, Fish and allied products	open
18	EDTTI/SGE/18/2025-2027	Supply and delivery of Textile materials & accessories (Uniforms, Table & decorative linens, flags, Dust coats and Office Curtains, Vertical blinds ,Window films and sheers)	open
19	EDTTI/SGE/19/2025-2027	Supply and delivery of Fresh groceries (fruits, eggs, vegetables etc)	Reserved/Special Groups
20	EDTTI/SGE/20/2025-2027	Supply and delivery of milk	Open
21	EDTTI/SGE/21/2025-2027	Supply and delivery of firewood and charcoal.	Reserved/Special Groups
22	EDTTI/SGE/22/2025-2027	Supply and Delivery of Laboratory Chemicals, Apparatus and Related Equipment.	Open
23	EDTTI/SGE/23/2025-2027	Supply and delivery of hair dressing & beauty therapy equipment &related materials	Reserved/Special Groups
24	EDTTI/SGE/24/2025-2027	Supply and Delivery of Designed Promotional & Advertising Items, Printing of T-Shirts, Umbrellas, Caps, T-Shirts, Bags, Pens, banners, flyers, Brochures & Related Materials, signages.	Reserved/Special Groups
25	EDTTI/SGE/25/2025- 2027	Supply and Delivery of Design & Printing of Accountable Documents	Reserved/Special Groups
26	EDTTI/SGE/26/2025-2027	Supply ,Delivery of Generator and Lawn Mower Maintenance Materials- Oils, Lubricants ,filters & Fuel (Diesel and Petrol)	Open
27	EDTTI/SGE/26/2025-2027	Supply and delivery of Fashion & Design equipment, machine oil, fabric, embroidery threads& other related materials.	Open

CATEGORY B. PROVISION OF SERVICES

CATEGORY NO	DESCRIPTION OF SERVICES	CATEOGRY
1	EDTTI/PS/01/2025-2027	Provision of Repair & Maintenance of ICT Equipment and Accessories e.g computers, printers
2	EDTTI/PS/02/2025-2027	Provision of Repair, Maintenance & Servicing of Technical Training, Equipment, Plants, Machines and Related Works e.g Generator, Lawn Mower
3	EDTTI/PS/03/2025-2027	Provision of Landscaping, Ground Maintenance, Sanitary and Disposal of Solid Wastes
4	EDTTI/PS/04/2025-2027	Provision of Installations, and Maintenance of Water Pump and Sanitation Systems
5	EDTTI/PS/05/2025-2027	Provision of Insurance services, Students and Staff, Motor Vehicle Insurance Cover
6	EDTTI/PS/06/2025-2027	Provision of Repair, Maintenance & Servicing of Gas Cooker Burners and Gas Refilling Services.

7	EDTTI/PS/07/2025-2027	Provision of consultancy services on HR Capacity building and competency needs	Open
8	EDTTI/PS/08/2025-2027	Provision of Fire Fighting Equipment, training, installation and Servicing	Open
9	EDTTI/PS/09/2025-2027	Provision of security surveillance equipment CCTV, Installation and maintenance services	Open
10	EDTTI/PS/10/2025-2027	Provision of Hotel Conference facilities- catering and accommodation Services	Open
11	EDTTI/PS/11/2025-2027	Provision of Website Design, hosting and Maintenance services	Open
12	EDTTI/PS/12/2025-2027	Provision of Networking and Internet installation and maintenance Services	Open
13	EDTTI/PS/13/2025-2027	Provision of Promotion and publicity, Media coverage and Media advertisement services.	Open
14	EDTTI/PS/14/2025-2027	Provision of services for Event Management- Public Address system, MC, chairs, Tents and related decorations.	Open
15	EDTTI/PS/15/2025-2027	Provision of Services for Valuation, tagging and labeling of Assets	Open

CATEGORY C: PROVISION OF SMALL AND SPECIALISED WORKS.

SN	CATEGORY NO	DESCRIPTION OF WORKS	CATEGORY
01	EDTTI/SSW/01/2025-2027	Provision of Small Works (Building Construction Works, Renovations and Related Works) NCA Registration is required	Open
02	EDTTI/SSW/02/2025-2027	Provision of Small Works (Mechanical, Plumbing and Related Works) NCA Registration is required	Open
03	EDTTI/SSW/03/2025-2027	Provision of Small Works (Electrical Installations and Related Works)NCA Registration is required	Open
04	EDTTI/SSW/04/2025-2027	Provision of Interior Office Designs Decorations, Painting & Partitioning Services	Open
05	EDTTI/SSW/05/2025-2027	Provision of Installation and Servicing of IP-PABX And IP Telephone Systems	Open
06	EDTTI/SSW/06/2025-2027	Provision of specialized works installation and maintenance of Custom tailor-made software, ERP system (MIS), LAN	Open

2. The document should be legible and presentable (printed in clear). All pages of the bid document submitted MUST be sequentially serialized or paginated from 1st page to the last page using the format 1, 2,3,4..... n (n being the last numerical page of the whole tender form including attached certificates and other documents required)
3. The tender and registration documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded **free of charge** from our website; www.edtti.ac.ke or from the Procurement Office during normal working hours (8.00am– 5.00 pm) Monday- Friday upon payment of the KES. 1,000/= (**NON REFUNDABLE**): EMURUA DIKIRR TTI, KCB BANK, SOTIK Branch, A/c no. **1284366227** and presentation of the payment slip to the Institute's Finance Office for receipting.

4. Mandatory Requirements (Copies to be attached)

a) Open Category

Prospective suppliers shall be required to submit the following MANDATORY documents as proof of their eligibility:

- i. Certificate of Registration/Incorporation
- ii. KRA PIN Certificate
- iii. Valid Tax Compliance Certificate
- iv. Must attach Valid Copy of Current Single Business permit from the County Government.
- v. Attach Copy of CR12 for Limited Companies or Identification Card (ID) for Sole Proprietors.
- vi. Valid AGPO Certificate where applicable
- vii. For Provision of small works, firms MUST Provide a proof of registration with the National Construction Authority (NCA) and Insurance Regulatory Authority for Insurance Services etc.
- viii. Must have valid Practicing License from relevant bodies
- ix. Duly filled, Signed and Stamped Confidential Business Questionnaire
- x. Self-Declaration form, Form SD 1: The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (duly filled, Signed and Stamped)
- xi. Self-Declaration form, Form SD 2: Dully filled, signed and Stamped Self Declaration form that the Tenderer will not engage in any Corrupt or Fraudulent Practice.
- xii. Attach copies of LPOs/LSOs and recommendation letters from previous clients
- xiii. Pharmacy and Poisons Board certificate/license where applicable
- xiv. Provide Food Handlers Certificate where applicable
- xv. Provide License from EPRA for Fuel and LPG Gas
- xvi. For Services of professional nature as specified (i.e Asset valuation among others, bidders MUST provide certification & registration with relevant authorities)

b) Special Group Category (Youth, Women and Persons Living with Disability PWDs)

- i. Duly filled tender document for registration.
- ii. A Valid Certificate of registration from Treasury (AGPO Certificate).
- iii. Certificate of Registration/Incorporation
- iv. Valid Tax Compliance Certificate

Note: Regulation 145 (3) directs that all small, micro and medium enterprise groups or disadvantaged groups that have been registered by the National Treasury shall automatically be included in the list of registered suppliers of a procuring entity upon submission of the National Treasury Registration Certificate. Also, in accordance with PPRA CIRCULAR No. 02/2023, Ref: PPRA/6/5 VOL. II (141).

5. Completed Tender and Registration documents are to be enclosed in plain sealed envelopes, clearly marked respective Category No. and Category Description and be submitted(**hand delivered**) at the main entrance first floor of the **Administration Block, Procurement Office** at Emurua Dikirr TTI addressed to:

**The Principal,
Emurua Dikirr Technical Training,
P.o Box 180-20204,
CHEBUNYO.**

So as to be received on or before **Tuesday, 09th June 2025 at 11.00am (EAT)**

6. Applications shall be opened immediately and notifications sent to the tenderers thereafter. The presence of candidates or their representatives during the opening of the tender forms is not required.
7. Registration of Suppliers, Contractors and Consultants exercise **shall be continuous** during the financial year (**on a bi-annual basis**) and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

1.0 REGISTRATION INFORMATION

1.1 Introduction

Emurua Dikirr Technical Training Institute, Invites all interested firms that fulfill the set criteria as provided in this Tender Document and are eligible to perform the contract of supply and delivery of goods or provision of works and services as and when required to register.

Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions over the prior periods **should apply afresh** in order to be subjected to this uniform/equal/transparent evaluation criterion alongside others and allow for verification of their eligibility with regard to payment of taxes and their legal status.

1.2 Registration of suppliers Objective

- a) The main objective of the registration of suppliers exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the PPADA, 2015 through an open and transparent process that shall constitute a list of registered suppliers for use by The Polytechnic
- b) The identified suppliers will be subjected to quote competitively (in the respective on a 'When required' basis during the Financial Year 2025/2026&2026/2027.
- c) By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
- d) The registered firms will be invited to submit their bid when the need arises based on the needs of the Institution.

1.3 Registration Document

This document includes questionnaire, forms and documents to be filled and attached by the interested suppliers/Contractors & Consultants. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.4 Submission of Registration Documents

One (1) Original of the completed document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to the address below;

**The Principal,
Emurua Dikirr Technical Training Institute
P.O Box 180-20401,
CHEBUNYO.**

So as to be received on or before **Monday, 09th June, 2025 at 11:00am.EAT**

(Note: There should be one (1) separate document for each category)-For firms with interest in different categories.

1.5 Questions Arising from Documents

Use this email address procuremen.emuruadikirrti@gmail.com to forward any questions in at least Five (5) days before the closing date for the purposes of receiving any further tender clarifications and/ or addendum if need be.

1.6 Additional Information/inspection visit

The Institution reserves the right to request for submission of additional information from prospective bidders. The Institution may also conduct due diligence to establish/verify information or contact references provided by the prospective bidders.

2.0 REGISTRATION DATA INSTRUCTIONS

2.1 Registration data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4 and PQ-5 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tenders/quotations for the specific tender.

2.1.1 The 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 this tender document for registration must be written in English language.

2.2 Qualification

2.2.1 The registration data on prospective bidders is to be used by The Institution in qualifications of prospective bidders to perform in respect to the Tender Category as described.

2.2.2 Prospective bidders will not be considered qualified unless they have met the set criteria.

2.3 Essential Criteria for Registration

2.3.1 The prospective bidder determining, according to its sole judgment and discretion, the Should fulfill all the mandatory requirements.

2.4 Category-specific information

Different Mandatory requirements are applicable to different categories.

2.5 Withdrawal of registration

Should a condition arise that 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, the TTI reserves the right to reject the tender from such a bidder even though they were initially registered.

2.6 After evaluation of the received applications, Emurua Dikirr Technical Training Institute will notify all applicants (both successful and unsuccessful) of the results of registration exercise through the email provided in the registration form(provide an active email address).

3.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Invitation to Bid

The registered firms shall be invited to submit competitive quotes/restrictive tenders through the email or any other acceptable medium. In this regard, the prospective bidders should ensure they are registered.

3.2 Contract Price

- The successful suppliers identified through the procurement process shall be issued with a Local Purchase/Local Service Order for them to deliver/provide the specified goods, services, or works.
- Prices quoted should be inclusive of all delivery charges and taxes including all applicable duties and levies.

3.3 Delivery Period

- The successful bidder should deliver/provide the goods, works or services within the stipulated timelines. Failure to deliver within the Institution's stipulated timelines may lead to the supplier being struck off from the registration list, debarment or denial of future engagements with the Institution.
- The delivery of goods, works or services should be accompanied by a duplicate copy of the order issued by the Institution, certified delivery notes or job cards/worksheets, invoice and any other supporting document.

3.4 Inspection of the goods, services or works

It is the supplier's duty to ensure the goods, services and works delivered meet the Institution's quality standards/specification requirements as outlined in the Request for Quotation/tender document. The Institution shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

3.5 Payments

- The Technical Training Institute shall only pay for the goods, works or services after their delivery. No advance payment is allowed.
- All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.
- Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.
- Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract.

3.6 Rights of the Technical Training Institute.

Emurua Dikirr Technical Training Institute reserves the right to: -

- a) Invite open Tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
- b) Update periodically the list of registered suppliers as per the provisions of the public Procurement and Asset Disposal Act, 2015 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to the TTI. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.
- c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

SECTION II - PREQUALIFICATION DATA SHEET (PDS) (REGISTRATION)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
A. General	
ITA 1.1	<p>The Procuring Entity is: Emurua Dikir Technical Training Institute.</p> <p>The identification of the Invitation for Registration: EDTTI/TEN-NO/001/2025</p> <p>The particular type of contract is on: Registration of Suppliers</p> <p>The application is for Registration of Suppliers, Contractors and Consultants for The Financial Years 2025/2026&2026/2026</p> <p>Registration will be based on _ Individual Tender document.</p>
ITA 2	The Source of funds shall be _____ N/A _____
ITA 5.2	Maximum number of members in the JV shall be: _____ N/A _____
B. Contents of the Prequalification Document	
ITA 8.1	<p>For clarification purposes, the Procuring Entity's address is:</p> <p style="text-align: center;">EMURUA DIKIRR TECHNICAL TRAINING INSTITUTE. P.O BOX 180-20401, CHEBUNYO.</p> <p>Attention: The Procurement Officer. Physical Address: Box 180-20401, CHEBUNYO.</p> <p>Electronic mail address: procuremen.emuruadikirrtti@gmail.com</p> <p>Website: www.edtti.ac.ke</p>
ITA 8.2	A pre-application meeting will NOT be held
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than 09th June, 2025 at 11.00 am.
ITT 9.2	Addendum issued shall be published at the institution's website www.edtti.ac.ke

C. Preparation of Applications	
ITA 12.1 (d)	The Applicant shall submit with its Application, the following additional documents; as stipulated above in the Mandatory documents list.
Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<i>SEE QUALIFICATION CRITERIA AND REQUIREMENTS IN SECTION III</i>	
ITA 15.2(b)	The source for determining exchange rates is N/A
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: ONE ORIGINAL HAND DELIVERED DOCUMENT.
D. Submission of Applications	
ITA 18.1	The Procuring Entity will reject late Applications.
E. Tender Opening will be done immediately after closing on 09th June 2025 at 11.00 am Evaluation of Applications shall be done within 14 days and notifications be issued.	

SECTION III : QUALIFICATION CRITERIA AND REQUIREMENTS

This section contains all the methods, criteria, and requirements that the Procuring Entity shall use to evaluate Applications, all in one Form “Eligibility and Qualification Criteria”. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the Form.

a) Mandatory Requirements for Open Categories (Copies to be attached);

No.	Mandatory Requirement	Responsive/ Non- Responsive
MR1	Copy of Certificate of Registration / Certificate of Incorporation.	
MR2	Must attach KRA PIN Certificate	
MR3	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	
MR4	Must attach Valid Copy of Current Single Business permit from the County Government	

MR5	Copy of CR12 for Limited Companies or Identification Card (ID) for Sole Proprietors.	
MR6	Valid AGPO Certificate where applicable	
MR7	Registration with relevant bodies e.g National Construction Authority (NCA) for Provision of Small works and Insurance Regulatory Authority for Insurance Services etc.	
MR8	Must have valid Practicing License from relevant bodies	
MR9	Duly filled, Signed and Stamped Confidential Business Questionnaire	
MR10	Self-Declaration form, Form SD 1: The person/firm MUST NOT be deb the Public Procurement Regulatory Authority (duly filled, Signed and S	
MR11	Self-Declaration form, Form SD 2: Dully filled, signed and Stamped Self - Declaration form that the Tenderer will not engage in any Corrupt or Fraudulent Practice.	
MR12	Attach copies of LPOs/LSOs,Contract Agreements and recommendation letters from previous	
MR13	Registration/Certification/Licensing with relevant bodies For Example; Pharmacy and Poisons Board certificate for Supply and delivery of pharmaceutical drugs and Equipment, Food Handlers Certificate for Provision of Catering Services etc and Services of professional nature.	
MR14	The registration document “Original” submitted MUST be sequentially serialized or paginated from 1st page to the last page using the format 1, 2,3,4..... n (n being the last numerical page of the tender document)	

**b) Mandatory Requirements for Reserved For PWD/Youth/Women Categories
(Copies to Be Attached);**

No.	Requirement	Responsive/ Non- Responsive
MR1	Must submit duly filled tender document for registration,well serialized/numbered and binded.	
MR2	A Valid Certificate of registration from Treasury (AGPO Certificate).	
MR3	Certificate of Registration/Incorporation	
MR4	Valid Tax Compliance Certificate	

NB. Please note that any firm which does not have ALL mandatory requirements shall NOT proceed to the next stage of evaluation and shall be rendered **NON-RESPONSIVE**.

c) Technical Evaluation for Open Categories (Copies to be Attached);

	TECHNICAL REQUIREMENTS	Provided/Not provided
TR 1	Attach Company/Business name Profile	
TR 2	Past Experiences attach proof of either: LPOs, copies of letters of award, recommendations letters, completion certificate, contract agreements)	
TR 3	Financial capability Attach a proof of financial capability	
TR 4	Attach CV and copies of certificates of key personnel in the organization)	
TR 5	Duly filled Registration Data	
TR 6	Dully filled and stamped Sworn Statement	

Note: -

- a) Firms that shall have provided all the required documents under technical evaluation requirements shall be added to the list of Registered as supplier, contractor or consultants under the mentioned category for the financial year 2025/2026&2026/2027.
- b) The list will be used to source quotations on competitive basis as and when need arises.
- c) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- d) Registering firms should submit a **separate document for each category** for those firms that intend to be registered in different categories.

FORM PQ-1 REGISTRATION DATA

1. REGISTRATION OF SUPPLIER APPLICATION FORM

I/We (*Firm's Name*) hereby apply for registration in the category

No.....as supplier of

.....

(*Item Description /per category*)

Post Office Address.....Town... Name of
Building.....Floor No.....Room/Office No.....
Telephone Number (working).....Email address
.....Full names of the person applying

2. BENEFICIAL OWNERSHIP DISCLOSURE FORM

Full Names of the Managing Director/CEO.....

.....
ID No.....Mobile No.....

Other key personnel staff/directors: Position/Designation

a)

b)

c)

Partnership (if applicable) Name of partners

.....
.....

Applicant's Official Stamp&signature.

FORM PQ-2 - SUPERVISORY PERSONNEL

Please indicate the firms' key personnel and their qualifications: -

Name of the personnel:

.....

Age

.....

Academic Qualifications

.....

.....

.....

Professional Qualifications

.....

.....

.....

Length of service with contractor or supplier and position held

.....

.....

(Attach CV and copies of certificates of key personnel in the organization)

FORM PQ-3-CONFIDENTIAL BUSINESS QUESTIONNAIRE

(Must be filled by all applicants who choose to participate in the Registration)

Name of Applicant(s)

.....

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Part 2 (d) to part 2(i) must be filled.

You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your consideration for registration.

Part 1 – General

Business Name

.....

Certificate of Incorporation/Registration No.....

Location of business premises:.....

Country

Physical address

Town

Building.....

Floor..... Plot No.....

Street / Road..... Postal Address

Postal / Country CodeTelephone No's.....

Fax No's.....E-mail address.....

Website.....

Contact Person (Full Names)Direct / Mobile

No's..... Title..... Power of Attorney (Yes / No)

If yes, attach written document.

Nature of Business (Indicate whether manufacturer, distributor, etc.)

.....

Part 2 (a) – Sole Proprietors

Full names

..... Nationality Country of Origin

Part 2 (b) – Partnerships

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.
2.
3.
4.
5.

Part 2 (c) – Registered Company

Private or Public..... Company Profile (Attach)

State the nominal and issued capital of the Company

Nominal Kshs..... Issued Kshs.

.....
List of the shareholders and distribution of shareholding in the company

Give details of all directors as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.
2.
3.
4.

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by The Institution and any other public or private institutions.

Full Names

Signature.....

Dated this day of 2025.

In the capacity of

Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Criminal Offence

I/We, (Name (s) of Director (s)): -

a)

b)

c)

I/we have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

In the capacity of.....

Dated this day of 2025

Suppliers'/Company's Official Rubber Stamp

Part 2 (f) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

a)

b)

c)

d)

For and on behalf of
M/s.....

In the capacity of

Dated this day of 2025

Suppliers' / Company's Official Rubber

Official Stamp

Part 2 (g) – Interest in the Firm:

Are there any person/persons in the Institution or any other public institution who has interest in the Firm? Yes/No(Indicate yes or no)

Institution

(Title)

(Date)

Part 2(h) – Past Experience

Please list here below similar projects accomplished or companies/organizations/clients you have provided to similar services in the last two (2) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract / Order No.</u>	<u>Value</u>
1.....
2
3.....

Part 2(i) – Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give Emurua Dikirr Technical Training Institute, the authority to seek any other references concerning my /our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names

.....

Signature..... For and on

behalf of M/s

..... In the

capacity of

..... Dated this

..... day of.....2025

Suppliers' / Company's Official Rubber Stamp

FORM PQ-4 PAST EXPERIENCE.

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1st Client (Organization)

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

2nd Client (Organization)

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

3rd Client (Organization)

- vii. Name of Client (organization)
- viii. Address of Client (organization)
- ix. Name of Contract Person at the client (organization)
- x. Telephone No. of client
- xi. Value of Contract
- xii. Duration of Contract (date)

Others

.....
.....

Note: This form will be considered duly filled for one or more clients (do not leave it blank)

FORM PQ-5 SWORN STATEMENT.

Having studied the registration document, we/ I hereby state: -

- a. The information furnished in this application is accurate to the best of my/our knowledge.
- b. That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by Emurua Dikirr Technical Training Institute.
- c. We shall notify The Institution when the legal, technical or financial status or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process (***In case of any litigation issues, please indicate the nature in a different sheet as an attachment.***)

Name of the firm/company Name:

.....

Firm's representative

Signature

Date

Stamp

SELF-DECLARATION FORMS (FORM SD1)

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,of Post Office

Box.....being a resident of.....in the

Republic of do hereby make a statement as follows: -

THAT I am the Company Secretary/ Senior Executive/Managing Director/Principal

Officer/Director of(Insert name of the

Company) who is an Applicant in respect of Tender No.....(Insert

Category no)for.....

.....(insert Category title/description)for.....(insert name
of the Procuring entity) and duly authorized and competent to make this statement.

THAT the aforesaid Firm/Company, its directors and subcontractors have not been debarred from participating in Procurement proceeding under Part IV of the Act.

THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

Title

Signature

Date

Applicant's Official Stamp

FORM SD2: SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I,of P. O. Box..... being

A resident of.....in the Republic of..... do hereby make a statement as follows: -

THAT I am the Senior Executive/Managing Director/Principal Officer/Director of.....(*insert name of the Company*) who is an Applicant in respect of Category No.....for.....

.....(*insert Category description*) or(*insert name of the Procuring entity*) and duly authorized and competent to make this statement.

THAT the aforesaid Applicant, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (*Insert name of the Procuring entity*) which is the procuring entity. THAT the aforesaid Firm/company, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (*Insert Name of the procuring entity*). THAT the aforesaid Applicant will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.

THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Applicant's Official Stamp

REGISTRATION FORM

Company/Business Name:

Category No:

Category Description:

NOTE: Bidders are required to provide their contact details as shown below.

Name of the firm:

Contact Person:

Telephone:

Email address:

Postal Address: P.O. Box Code:

City/Town.....

Location of Business:

FOR OFFICIAL USE

Tender Evaluation Committee Comment

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.....
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.....
.....

APPLICATION NOT APPROVED

APPLICATION APPROVED

.....End.....