

**KENYENYA TEACHERS TRAINING COLLEGE**  
**P. O.BOX 166-40211, KENYENYA**

**PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF  
GOODS AND SERVICES THE YEAR 2023/2024.**

**CLOSING DATE: 27<sup>TH</sup> SEPT 2023**  
**AT 10.00AM**

**TENDER NO: .....**

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**KENYENYA TEACHERS TRAINING COLLEGE** invites tenders from Interested, eligible, capable individuals and firms for supply and delivery of goods and services for the financial year 2023-2024.

Tender documents may be downloaded free of charge from **PPIP portal**. Tender closing date is Monday **27<sup>th</sup> Sept, 2023 at 10.00am**.

Completed tender documents are to be enclosed in a plain sealed envelope marked with tender name and reference number and deposited in the college tender box and be addressed to: -

**THE PRINCIPAL/SECRETARY BOM**  
**KENYENYA TEACHERS TRAINING COLLEGE**  
**P.O. BOX 166- 40211, KENYENYA.**

Tenders will be opened immediately thereafter at **KENYENYA TEACHERS TRAINING COLLEGE** in the presence of tenderers' or representatives who choose to attend the opening.

#### **NB: LATE TENDERS WILL NOT BE ACCEPTED**

**The college reserves the right to accept or reject any tender in part or whole and is not bound to give reasons for its decisions. Any form of canvassing shall lead to automatic disqualification without any notice.**

## **TENDERER INSTRUCTIONS**

### **1.1 Introduction**

Kenyan Teachers Training College 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 Kenyan Teachers Training College.

### **1.2 Qualification Objective**

The main objective is to supply goods and services to Kenyan Teachers Training College as and when required during the financial year 2023-2024.

### **1.3 Invitation of Tenderer**

Suppliers registered with the Registrars of Companies under the Laws of Kenya in respective merchandise

Or services are invited to submit their TENDER documents to Kenyan Teachers Training College.

Bids will be submitted in complete lots singly. The prospective

Suppliers are required to supply mandatory information for qualification.

### **1.4 Experience**

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

### **1.5 Tender Document**

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

**1.6** In order to be considered, prospective suppliers must submit all the Information herein requested.

### **1.7 Submission of Tender Documents**

Original copy of the Completed tender document/registration data and other requested information shall be submitted to reach: **THE PRINCIPAL/SECRETARY BOM KENYENYA TEACHERS TRAINING COLLEGE P.O BOX 166-40211, KENYENYA.**

### **1.8 Questions arising from documents**

Questions that may arise from the tender documents should be directed to KENYENYA TEACHERS TRAINING COLLEGE whose address is given above.

### **1.9 Additional Information**

KENYENYA TEACHERS TRAINING COLLEGE reserves the right to request submission of additional information from prospective bidders.

## **2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES**

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### **2.1 Quoted 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.

### **2.2 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.

## **TENDER/REGISTERED DATA INSTRUCTIONS 3.1 Tender data forms**

The attached questionnaires forms : ( T-1, T-2, T-3, T-4, T-5 , T-6, T-7 and T8) are to be Completed by prospective suppliers/contractors who wish to be contracted for submission of Tender for specific category.

**3.1.1** The tender documents 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 qualifications/registration data on prospective bidders is to be used by KENYENYA TEACHERS TRAINING COLLEGE 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**

**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 latest financial statement submitted with the tender documents, potential suppliers/contractors will qualify 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 T-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 qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in form T-5 3.4

#### **Statement**

Application must include a sworn statement Form T-8 by the tenderer ensuring the accuracy of the information given. **3.5 Withdrawal of contract**

Should a condition arise between the contracted time which in the opinion of the client/ KENYENYA TEACHERS TRAINING COLLEGE 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, KENYENYA TEACHER COLLEGE reserves the right to cancel the contract from such a bidder even though he/she was initially qualified.

**3.6** 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 Evaluation Criteria**

#### **Mandatory Requirements for prequalification of all categories:**

1. A copy of Certificate of Registration/incorporation
2. Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification).
3. Reference from the bankers regarding supplier's credit position
4. Copy of current Trade License.
5. Copy of PIN/ VAT Registration Certificate.
6. Duly filled and completed Tender submission document.

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

#### **FORM T-1 TENDERERS QUALIFICATION**

##### **Mandatory Requirements for prequalification of Persons with Disabilities (PWD's), Youth and Women**

1. Attach copy of Business Registration Certificate
  - a)Valid Tax Compliance Certificate from Kenya Revenue Authority
2. Registration Certificate by National Treasury/County Government (**AGPO**)
3. Copy of PIN/ VAT Registration Certificate.
4. Duly filled and completed Tender submission document.

**N/B The bidders should specify on the document whether the firm is owned by Youth, Women or PWDs (be specific)**

## FORM T-2 QUALIFICATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM

I/we ..... hereby apply  
for registration as supplier(s) of (Name of Company/Firm)

.....  
(Item Description)

.....  
(Category No.)

Post Office Address .....

**Town** .....

**Street**.....

**Name of building** .....

**Room/Office No** ..... **Floor No**.....

**Telephone No's**..... **Fax**..... **email**.....

**Full Name of applicant**.....

### 2. Organization & Business Information

Director Names.

1.....

2.....

3.....

4.....

#### Partnership (if applicable)

Name of Partners

1 .....

2 .....

3 .....

**State any technological innovations or specific attributes which distinguish you from your competitors**

.....  
.....

## **T-3 FINANCIAL POSITION AND TERMS OF TRADE**

### **PART I**

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

### **PART II**

#### **TERMS OF TRADE PAYMENTS**

- 1) Kenya Teachers Training College would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made.
  
- 2) All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

Confirm acceptance of this: **Acceptable/Not Acceptable**

## REPUBLIC OF KENYA T- 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 the director

Name Nationality Citizenship Details Shares

1.....

2.....

3.....

4.....

5.....

**Date** .....**Signature of**

**Candidate**.....

If Kenya citizen, indicate under “Citizenship Details” whether by birth, Naturalization or Registration. ....



## FORM T -5 PAST EXPERIENCES

Give details of at least 5 Reputable Organizations where you are supplying the category of goods/service applied for. (Attach Proof)

### CLIENTS DETAILS.

1) Organization Name.....

Address.....

Tel No. ....

Contact Person.....

Position in the organization.....

E-mail Address.....

Duration of Contract.....

2) Organization Name.....

Address.....

Tel No.  
.....

Contact Person.....

Position in the organization.....

E-mail Address.....

Duration of Contract.....

3) Organization Name.....

Address.....

Tel No. ....

Contact Person.....

Position in the organization.....

E-mail Address.....

Duration of Contract.....

4) Organization Name.....

Address.....

Tel No. ....

Contact Person.....

Position in the organization.....

E-mail Address.....

Duration of Contract.....

5) Organization Name.....

Address.....

Tel No. ....

Contact Person.....

Position in the organization.....

E-mail Address.....

Duration of Contract.....

## FORM T-6: PAST PERFORMANCE

Have you previously been supplying goods/services to KENYENYA TEACHER TRAINING COLLEGE? If yes, give details

.....

.....

Indicate three of the latest orders with KENYENYA TEACHERS TRAINING COLLEGE.

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.....

.....

Do you have any pending orders with KENYENYA TEACHERS TRAINING COLLEGE? If so give details

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.....

.....

Have you ever failed to honor KENYENYA TEACHERS TRAINING COLLEGE L.P.O? If so give details

.....

.....

**FORM T – 7 PRICE QUOTATION AND SPECIFICATIONS FOR THE TENDER.**

APPENDIX 1. KTTC/1/2023/2024

APPENDIX 2. KTTC/2/2023/2024

APPENDIX 3. KTTC/3/2023/2024

APPENDIX 4. KTTC/4/2023/2024

APPENDIX 5. KTTC/5/2023/2024

APPENDIX 6. KTTC/6/2023/2024

APPENDIX 7. KTTC/7/2023/2024

APPENDIX 8. KTTC/8/2023/2024

APPENDIX 9. KTTC/9/2023/2024

APPENDIX 10. KTTC/10/2023/2024

APPENDIX 11. KTTC/11/2023/2024

APPENDIX 12. KTTC/12/2023/2024

APPENDIX 13. KTTC/13/2023/2024

APPENDIX 14. KTTC/14/2023/2024

APPENDIX 15. KTTC/15/2023/2024

APPENDIX 16. KTTC/16/2023/2024

APPENDIX 17. KTTC/17/2023/2024

APPENDIX 18. KTTC/18/2023/2024

APPENDIX 19. KTTC/19/2023/2024

## APPENDIX 20. KTTC/20/2023/2024

### FORM T-8 SWORN STATEMENT.

Having studied the information for the above project, we/I hereby state:

- A. The information furnished in our application is accurate to the best of our knowledge.
- B. That in case of being contracted, we acknowledge that this grants us the right to participate in due time in the supply of goods/services when invited/requested to do so by KENYENYA TEACHERS TRAINING COLLEGE.
- C. When the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify KENYENYA TEACHERS TRAINING COLLEGE and acknowledge your right to review the contract made.
- D. We enclose all the required documents and information required for the evaluation.
- E. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

f. Date.....

Applicant's Name

.....

Represented by

.....

Signature

.....

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

### APPENDIX 3. KTTC/3/2023/2024

#### **SUPPLY AND DELIVERY OF BREAD**

S/N	ITEM DESCRIPTION	SPECIFICATION	UNIT	VALUE KSHS.
1	FRESH BREAD	400GM	1	
	TOTAL			

#### **NB**

□ QUOTATIONS *SHOULD BE STRICTLY AS PER SPECIFICATION.*