



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING
KAREN TECHNICAL TRAINING INSTITUTE FOR THE DEAF

P.O. BOX 24785-00502 Nairobi, Kenya. Tel. 0722677859

E-mail: kttid2007@yahoo.com

Website: www.kttideaf.ac.ke



VISION: A Centre of Excellence in Integrated Technical and Vocational Education and Training for the Hearing Challenged and the Hearing

REGISTRATION OF SUPPLIERS FOR PROVISION OF GOODS, SERVICES AND WORKS
FOR FINANCIAL YEARS 2025/2026 & 2026/2027

REFERENCE NUMBER: KTTID/REG/2025/2026 & 2026/2027

COMPANY/BUSINESS NAME:

CATEGORY NO:

CATEGORY NAME

IF IN RESERVED GROUP PLEASE INDICATE BELOW:

WOMEN

YOUTH

PERSONS WITH DISABILITY

Deadline for Submission - 19th June, 2025 at 10 a.m.

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INVITATION FOR REGISTRATION

Reference No: KTTID/REG/2025/2026 & 2026/2027

Reference name: **REGISTRATION OF SUPPLIERS FOR PROVISION OF GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2025/2026 & 2026/2027**

Karen Technical Training Institute for the Deaf is a Special TVET Institution under the State Department for TVET, Ministry of Education, Kenya. The Institute invites all eligible, competent and qualified firms to submit applications for purposes of registration for supply of Goods, Works and Services for the Financial Years **2025/2026 & 2026/2027**.

Instructions to Eligible Suppliers

1. Competent suppliers must complete the preferred Category as per the Table format provided below.
2. Competent suppliers **MUST** provide a substantive response in the format provided.
3. Competent suppliers are allowed to register up to a Maximum of two (2) categories in any of the categories.
4. Competent suppliers interested in registering for AGPO opportunities must indicate the preferred category either with or without previous experience.
5. Competent suppliers must only submit one registration document per category.
6. Competent suppliers to be considered for registration for the preferred category **MUST** meet the evaluation criteria provided below.
7. Interested Competent suppliers may obtain further information from the Store In-Charge Karen Technical Training Institute for the Deaf during official working hours between 8.00am and 5.00pm Monday to Friday.
8. The registration document shall be downloaded from Karen Technical Training Institute for the Deaf **www.kttideaf.ac.ke** or the Public Procurement Information Portal **www.tenders.go.ke** (PPIP) free of charge.
9. Completed registration documents enclosed in plain sealed envelopes, marked with the registration number and name to be deposited in the Tender Box on or before 19th June, 2025 (situated at the Institute Administration Block to be addressed to:)

Principal
Karen Technical Training Institute for the Deaf
P.O. Box 24785-00502
NAIROBI, KENYA

10. Candidates who send their registration documents via postal or courier services should ensure that the documents are received on or before **Thursday, 19th June, 2025 at 10 a.m.**
11. Registration documents will be opened immediately thereafter in the presence of those representatives who choose to attend at the Dining Hall, Karen Technical Training Institute for the Deaf .
12. **Experience:** Prospective suppliers and contractors must have carried out successful supply and delivery of similar items / services to other institutions.
13. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria.
14. **Registration Documents:** The document includes questionnaires and instructions for prospective suppliers. In order to be considered for registration, prospective Bidders must provide requested proof and all other information requested.
15. Enquiries that may arise from the registration document should be addressed to kttid2007@yahoo.com
16. **NOTE:** Candidates who wish to be registered in more than one category shall be required to download additional registration documents for each category. However, a candidate shall be registered for a **maximum of two categories.**
17. The registration document **MUST** be properly bound and serialized on every page.

Registered candidates will be asked to give quotations for items required during the financial years on “as and when need arises” basis.

SECTION II: REGISTRATION OF SUPPLIERS / SERVICE PROVIDERS FOR FY 2025/2026 & 2026/2027

3.0 REGISTRATION CATEGORIES

Karen Technical Training Institute for the Deaf intends to register suppliers for the supply of goods, services or works for the period **1st July 2025 to 30th June 2027**. Interested eligible candidates are invited to apply for registration, indicating the category description and number in which they wish to be registered.

CATEGORY A: RESERVED FOR YOUTH, WOMEN AND PERSONS WITH DISABILITIES

The Youth, Women and persons with disabilities **MUST** be registered with The National Treasury and other relevant bodies. They should submit copies of their registration certificates together with the document for registration.

TENDER NOTICE F/Y 2025/2026 & 2026/2027

INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF GOODS AND PROVISION OF SERVICES FOR F/Y 2025/2026 & 2026/2027

KAREN TECHNICAL TRAINING INSTITUTE FOR THE DEAF Invites Bidders for the Supply and Provision of Goods and Services during F/Y 2025/2026 & 2026/2027. Interested and Qualified Suppliers are invited to apply clearly indicating the Category they wish to Participate in.

CATEGORY A: PROVISION OF GOODS

S/NO.	TENDER NO: 2025-2027	ITEM DESCRIPTION	CATEGORY
1.	KTTID/01/2025/2026 & 2026/2027	Supply and Delivery of Sugar.	Special Group(Women)
2.	KTTID/02/2025/2026 & 2026/2027	Supply and Delivery of Bread	Open
3.	KTTID/03/2025/2026 & 2026/2027	Supply and Delivery of Dry Maize	Special Group(PWD)
4.	KTTID/04/2025/2026 & 2026/2027	Supply and Delivery of Maize Flour	Special Group(Women)
5.	KTTID/05/2025/2026 & 2026/2027	Supply and Delivery of Beans and Ndengu	Special Group (Youth)
6.	KTTID/06/2025/2026 & 2026/2027	Supply and Delivery of Food Stuff, Beverages,Herbs &other related items.	Open
7.	KTTID/07/2025/2026 & 2026/2027	Supply,Delivery,Servicing and Maintenance of Fire Fighting Equipments.	Open
8.	KTTID/08/2025/2026 & 2026/2027	Supply and Delivery of Fruits and Vegetables.	Open
9.	KTTID/09/2025/2026 & 2026/2027	Supply and Delivery of Poultry and Animal Feeds.	Open
10.	KTTID/10/2025/2026 & 2026/2027	Supply and Delivery Cleaning Materials and Other Related Items	Special Group(PWD)
11.	KTTID/11/2025/2026 & 2026/2027	Supply and Delivery of Detergents ,Kero, Savlon, Jik	Special Group(Women)
12.	KTTID/12/2025/2026 & 2026/2027	Supply and Delivery of Genuine Tonners & Cartridges.	Special Group (Youth)
13.	KTTID/13/2025/2026 & 2026/2027	Supply and Delivery of Rice	Special Group (PWD)
14.	KTTID/14/2025/2026 & 2026/2027	Supply and Delivery of General Office Stationery	Special Group(Youth)
15.	KTTID/15/2025/2026 & 2026/2027	Supply and Delivery of Staff Uniforms,Clothing,Fitting Curtains,Curtain rods,Blinds, Linen and other related items.	Special Group(Women)
16.	KTTID/16/2025/2026 & 2026/2027	Supply of Cooking Fat & Margarine	Open
17.	KTTID/17/2025/2026 & 2026/2027	Supply of Tea Leaves	Open
18.	KTTID/18/2025/2026 & 2026/2027	Supply and Delivery of Hair Dressing & Beauty Theraphy materials and related accessories/Equipments .	Special Group(Women)
19.	KTTID/19/2025/2026 & 2026/2027	Supply and Delivery of Training Materials for Automotive Engineering	Open
20.	KTTID/20/2025/2026 & 2026/2027	Supply and Delivery of Training Materials,equipment and related accessories for Electrical & Electronics Engineering Department	Special Group (Youth)
21.	KTTID/21/2025/2026 & 2026/2027	Supply and Delivery of Building Materials,Equipment for the Department Building and Construction.	Open
22.	KTTID/22/2025/2026 & 2026/2027	Supply of Firewood	Open
23.	KTTID/23/2025/2026 & 2026/2027	Supply and Delivery of General Agricultural Products.	Open
24.	KTTID/24/2025/2026 & 2026/2027	Supply of Library Materials-Text Books.	Open
25.	KTTID/25/2025/2026 & 2026/2027	Supply of Sports /Games Equipment & Uniform.	Open
26.	KTTID/26/2025/2026 & 2026/2027	Supply and Delivery of Computers, Laptops, Projectors and ICT Accessories.	Open
27.	KTTID/27/2025/2026 & 2026/2027	Supply of Sports /Games Equipment & Uniform.	Open
28.	KTTID/28/2025/2026 & 2026/2027	Supply of Training Materials Carpentry Department.	Open
29.	KTTID/29/2025/2026 & 2026/2027	Supply of Tissue Papers and Hand Drying Paper Towels.	Special Group (Youth)

CATEGORY B: PROVISION OF SERVICES

30.	KTTID/30/2025/2026&2026/2027	Provision of Automation Software (ERP-Enterprise Resource Planning System)	Open
31.	KTTID/31/2025/2026 & 2026/2027	Provision of General Repairs in Plumbing & Water Works for the Institute (Piping Works, Sewage System, Drainage System,Bore Hole etc.)	Open
32.	KTTID/32/2025/2026 & 2026/2027	Provision of Website, Re-Designing, Hosting, Upgrading and Maintenance Services.	Open
33.	KTTID/33/2025/2026 & 2026/2027	Provisin of Repairs & Servicing of Kitchen Equipment & Appliances.	Open
34.	KTTID/34/2025/2026 & 2026/2027	Provision for Repair,Maintenance and Servicing of Motor Vehicles(Public works approved garages.	Open
35.	KTTID/35/2025/2026 & 2026/2027	Provision of Branded Promotional Items for the Institute e.g T- Shirt/Blouses etc	Open
36.	KTTID/36/2025/2026 & 2026/2027	Supply,Delivery,Repairs and Maintenance of Assorted Electrical Fittings & Lighting Materials for the Institute.	Open

37.	KTTID/37/2025/2026 & 2026/2027	Provision of Branded Promotional items-Paper based e.g Notebooks,Bronchures,Banners,Flyers,Rubber Stamps.	Open
38.	KTTID/38/2025/2026 & 2026/2027	Provision of Installation of Computer Softwares and Anti-Virus	Open
39.	KTTID/39/2025/2026 & 2026/2027	Provision of Event management services,e.g Tents,Chairs,Mobile Toilets,décor services,advanced public address system,and related accessories.	Open
40.	KTTID/40/2025/2026 & 2026/2027	Provision of Repairs and Maintenance & Servicing of ICT Equipment Including LAN, Computer Hardware, Laptops , Photocopiers, UPS and Printers.	Open
41.	KTTID/41/2025/2026 & 2026/2027	Provision of Repairs and Servicing of Garment Making Machines.	Open
42.	KTTID/42/2025/2026 & 2026/2027	Provision of Branding Services i.e. Signs & Signage	Open
43.	KTTID/43/2025/2026 & 2026/2027	Provision of Vetinary Services	Open
44.	KTTID/44/2025/2026 & 2026/2027	Provision of Fixing New Cooking Boilers & Repairs of Cooking Boilers	Open
45.	KTTID/45/2025/2026 & 2026/2027	Provision of Masonry Works.	Open
46.	KTTID/46/2025/2026 & 2026/2027	Provision and Maintenance of Glass Works, (Repairs and Fixing New Louver Frames, Louver lasses)	Open
47.	KTTID/47/2025/2026 & 2026/2027	Provision of Servicing and Maintenance of Intercom in the Institute.	Open
48.	KTTID/48/2025/2026 & 2026/2027	Provision of Photographic,Videography,Staff and Students'IDs Services	Open
49.	KTTID/49/2025/2026 & 2026/2027	Provision of Painting works	Open
50.	KTTID/50/2025/2026 & 2026/2027	Provision of Tiling Works	Open
51.	KTTID/51/2025/2026 & 2026/2027	Provision for Repair of Office Furniture and Fittings.	Open
52.	KTTID/52/2025/2026 & 2026/2027	Provision of Fumigation Services.	Open
53.	KTTID/54/2025/2026 & 2026/2027	Provision of Asset Maintenance,Office Equipment, Tagging,Valuation & Labelling of Assets.	Open

1. A complete Set of Tender Documents may be viewed and Downloaded Free of Charge from the Institute Website Karen Technical Training Institute for the Deaf website-www.kttideaf.ac.ke. Duly completed Tender Documents are to be enclosed in Plain Sealed Envelopes, showing the Tender Number, Pre-qualification Number and Item description that the Applicants wish to Tender without identifying the Tenderer and addressed to (**see address below**).
2. ALL Tender Documents should be delivered in the Tender Box at the Institutes Finance Office on or before **Thursday 19th of June, 2025 at 10 a.m.** and thereafter Opening of the Tenders will be done on the same day. Suppliers or their Representatives are invited to Witness the Opening of Tenders.

This Tender is Subject to Review in the 3rd Year of 2027/2028.

Please Note that Late Bids will be Rejected and Returned Unopened.

**THE PRINCIPAL & SECRETARY TO THE BOARD
KAREN TECHNICAL TRAINING INSTITUTE FOR THE DEAF
P.O. BOX 24785 – 00502
NAIROBI.**

REQUIREMENTS

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

1. Certificate of Registration/Incorporation
2. KRA PIN
3. Valid Tax Compliance Certificate
4. Valid Business Permit
5. Attach CR 12/CR 13 Directorship of the company
6. Valid AGPO Certificate where applicable
7. For Small Works Repairs Firms MUST be registered by NCA (6,7 and 8)
8. Duly Completed Confidential Business Questionnaire
9. The Person/Firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)
10. Attach Copies of LPOs/LSOs and Recommendation Letters from previous clients

YOUTH, WOMEN AND PERSONS WITH DISABILITY CATEGORY

Mandatory Requirements

1. Certificate of Business Registration/Incorporation
2. A Valid Certificate of registration from Treasury (AGPO Certificate)
3. A Copy of PIN Certificate
4. Valid Tax Compliance Certificate.
5. Certificate of Confirmation of Directors and Shareholding (CR 12) for

Limited Companies (Evidence of identity to prove Youth and Women in the enterprise)/ID Card for Sole Proprietorship & Partnership Completed registration documents in a plain sealed envelope, clearly marked **“REGISTRATION OF SUPPLIERS FOR 2025/2026 & 2026/2027** bearing the respective **REFERENCE NUMBER & CATEGORY** but no indication of the applicant, should be deposited in the Tender Box at **KAREN TECHNICAL TRAINING INSTITUTE FOR THE DEAF PROCUREMENT OFFICE** or sent by registered post to:

The Principal,
Karen Technical Training Institute for the Deaf
P.O Box 24785-00502
NAIROBI

SECTION 2 : INSTRUCTIONS TO SUPPLIERS

2.1 Introduction

- 2.1 Karen Technical Training Institute for the Deaf would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Institute to perform the contract of Supply and Delivery of Goods, Services and Works to the Institute.

2.2. Format and Signing of Applications

- 2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**.
- 2.2.2 The original registration document shall be typed or written clearly and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

2.3 Submission of Applications

- 2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received **Date 19th June, 2025 at 10 a.m.** Applications received after the closing date and time shall not be evaluated. However, this exercise shall be continuous throughout the period and such applications submitted after the closing date and shall be put to consideration during subsequent evaluations.
- 2.3.2 The Candidate shall seal the original registration document duly marking the envelope **ORIGINAL**. The envelope shall:
- a) Be addressed and delivered to the location at the address provided in the invitation for registration Page and the registration advertisement.
 - b) Bear the registration category, title and reference number of the registration document.
- 2.3.3 If the envelope is not sealed and marked as instructed above, the Institute will assume no responsibility for the misplacement or premature opening of the registration document. If the envelope discloses the Candidates Identity Karen Technical Training Institute for the Deaf will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.
- 2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

- 2.3.5 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.4 Eligible Candidates

- 2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to the Institute so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.
- 2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to Karen Technical Training Institute for the Deaf, as the Institute shall reasonably request.

2.5 Qualification Criteria

- 2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

- 2.5.2 The registration 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.

2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least two (2) years experience in the supply of goods, services and allied items.

2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

2.5.5 Financial Condition

The Suppliers financial condition will not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ -2.

2.5.7 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3. Must attach copies of LPOs, LSOs, value of contract and duration of contract

2.5.8 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

2.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and Karen Technical Training Institute for the Deaf will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify Karen Technical Training Institute for the Deaf in writing or by email at the Institute email address indicated in the registration data.

2.7.2 The Institute will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the Institute response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants. The respective bidders who downloaded the registration document must notify the institute via kttid2007@yahoo.com.

2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, the Institute may, for any reason, whether at her own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub- Clause 2.7.2 and shall be communicated in writing or email to all prospective applicants. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the Institute.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, Karen Technical Training Institute for the Deaf may at her discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 Deadline for Submission of Registration Documents

2.9.1 Applications must be received by the Institute at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 The Institute may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the Institute and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Process to be Confidential

2.10.1 Information relating to the examination, evaluation of applications, and recommendations for the successful suppliers shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence the Institutes processing of applications or approval decisions may result to disqualification of the applications.

2.11 Clarification of Applications and Contacting of the Institute 2.11.1 To assist in the examination, evaluation, and comparison of applications, the Institute may, at its discretion, ask any applicant for clarification of his/her application.

2.11.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the Institute on any matter relating to its application from the time of the opening to the time the registration list is approved.

2.11.3 Any effort by any applicant to influence the Institute in its registration evaluation, or registration approval decisions may result to disqualification of the supplier's application.

2.12 Examination of Registration Documents and Determination of Responsiveness

2.12.1 Prior to the detailed evaluation of applications, The Institute will determine whether each application;

1. has been properly signed and delivered pursuant to clause 2.3;
2. is substantially responsive to the requirements of the registration documents; and
3. provides any clarification and/or substantiation that the Institute may require to determine responsiveness pursuant to Sub-Clause 2.15

2.12.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one

- a) Which limits in any substantial way, inconsistent with the registration documents, the Institute's rights or the applicant obligations under the contract; or
- b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.12.3 If an application is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.12.4 The Institute, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.13 Notification of Qualified Applicants

2.13.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by the Institute within Ten (10) days from the date of opening of registration documents.

2.13.2 At the same time, the Institute will notify qualified Applicants that their applications are responsive, and shall also notify other Applicants- whose applications are not responsive.

2.14 Evaluation and Comparison of Applications

2.14.1 The Institute will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.14.2 Registration will be based on meeting the Mandatory requirements to pass in the criteria set.

2.15 Institutes Right to accept any application and to reject any or all Applications

2.15.1 The Institute reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2.16 Notification of Approval

2.16.1 Prior to expiration of the period of registration validity prescribed by Institute, the successful applicants will be notified through a list to be uploaded on the Institute website.

APPENDIX TO INSTRUCTIONS TO SUPPLIERS

The following instructions for the registration of Suppliers shall supplement, complement or amend the Supply and delivery of the instructions to Suppliers.

Where there is a conflict between the Supply and delivery of the instructions to suppliers, and the Supply and delivery of the appendix 2:3:3, the Supply and delivery of the appendix 2:3:5 herein shall prevail over those of the instructions to the suppliers.

- i. Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document.
- ii. Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

S/No.	Requirements	Score
MR1	Certificate of Registration/Incorporation	Mandatory
MR2.	Copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
MR3	Copy of Valid and current Trade License	Mandatory
MR4	Copy of CR12/CR13 Directorship of the company	Mandatory
MR5	Copy of Valid AGPO Certificate where applicable	Mandatory
MR6.	For works Firms MUST be registered by NCA (6,7 and 8)	Mandatory
MR7	Copies of LPOs/LSOs from the previous/current client (s)	Mandatory
MR8	Duly completed Self-declaration forms as per the attached format SD1 and SD2	Mandatory
MR9	Copy of valid Business Permit	Mandatory

Any Applicant who fails to provide ALL the Mandatory requirements shall NOT proceed to the next stage of the Evaluation.

2.5 Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

TECHNICAL EVALUATION CRITERIA

S/No.	Requirements	Score
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	30
3	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
4	Litigation History (Provide current sworn affidavit)	10
5	Duly completed Self-declaration forms as per the attached format SD1 and SD2	10
	TOTAL	100

The minimum pass mark to qualify for registration shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

FORM RQ-1 - REGISTRATION DATA

SUPPLIERS APPLICATION FORM

I/We..... hereby apply for registration
(Name of Company/Firm)

as suppliers of
(Item Description)

Category No.....

Other branches and location

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners

.....

.....

.....

Indicate terms of trade/ sale /Payment.....
(20 points)

Enclose copy of profile of the firm indicating the main fields of activities

RQ-2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I 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.....

Plot No.....

Location of Business Premises.....

Street/Road.....

Email Address.....

Postal Address Tel No.....

Nature of Business..... Current Trade license.....

Expiring.....

Maximum Value of Business which you can Handle at Any Given Time:

Ksh.....

Name of Your Bankers.....Branch.....

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

.....

.....

.....

(30 Points)

FORM RQ-3 **PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS**

1. Name of 1st 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) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

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) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

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) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....(30 points)

Form RQ-4 CREDIT FACILITY DECLARATION FORM

Will you offer credit to the Institution if you are successfully prequalified for category applied?

YES

NO

If YES, indicate the number of days.....

Name.....

For and on behalf of.....

Position.....

Sign.....Date.....Stamp:

RQ-5 - LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

S/No.	Year	Award for or Against	Name of Client Cause of Litigation and Matter in Dispute	Disputed Amount Current Value, Kshs. Equivalent

(10 Points)

SD1

SELF DECLARATION FORMS (R.47)

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 ofin the Republic
ofdo hereby make a statement as follows: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of
..... (insert name of the Company) who is
a Bidder in respect of Tender No.
for (insert tender title/description) for (insert name of the Procuring entity) and
duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating
in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....

(Title)

.....

(Signature)

.....

(Date)

Bidder Official Stamp

SD2
SELF DECLARATION FORMS

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: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No.....for (insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, 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.
3. THAT the aforesaid Bidder, 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 (name of the Procuring entity).
4. THAT the aforesaid Bidder, will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.
.....

(Title) (Signature) (Date)

Bidder's Official Stamp

To insert declaration and commitment on the code of Ethics

FORM RQ-6 - SWORN STATEMENT

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

- a) That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b) That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of Supply and delivery s in the tender or quotation documents to follow.
- c) When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d) We/I enclose all the required documents and information required for the Registration evaluation.

Applicant’s Name/Company

Name.....

Represented By.....

Date.....

Signature & Stamp.....

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