



KATINE TECHNICAL TRAINING INSTITUTE

P.O BOX 251-90131 TALA

Email: info@katinetti.ac.ke

Website: www.katinetti.ac.ke Tel:0719508039



KATINE TECHNICAL TRAINING INSTITUTE

REGISTRATION OF SUPPLIERS DOCUMENT FOR FINANCIAL YEAR 2021-2023

TENDERERS NAME: _____

CATEGORY: _____

CATEGORY DESCRIPTION: _____

IF SPECIAL GROUP PLEASE INDICATE:

YOUTH ()

WOMEN ()

PERSONS WITH DISABILITY ()

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SECTION A: INVITATION FOR REGISTRATION	
1.1 Introduction	
i.	The KATINE TECHNICAL TRAINING INSTITUTE invites sealed bids from interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to Perform the contract of supply and delivery or provision of goods, services and works.
ii.	Completed bid documents must be received by KTTI at the address below not later than 22 ND JUNE 2021 at 11.00 A.M in plain sealed envelopes clearly marked with the Registration number and category name.
iii.	Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the Institute. Suppliers who are not registered or fail to meet the registration criteria will not be allowed to participate in the Tenders.
iv.	The application should be in a sealed envelope to maintain confidentiality and addressed to:
	THE PRINCIPAL

KATINE TECHNICAL TRAINING INSTITUTE
P.O BOX 251 – 90131 TALA

The envelope should indicate the Registration Number applied for and category description upon submission, and must be dropped in the tender box on or before 22nd JUNE 2021 at 11.00 am.

Documents containing detailed instructions and requirements may be obtained from The KATINE TECHNICAL TRAINING INSTITUTE website www.katinetti.ac.ke Free of charge.

NB: Those who wish to be registered in more than one category will be required to download additional registration documents for each category

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items /services to other Institutions. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria

1.5 Registration Documents

The document includes questionnaire forms and instructions for the prospective suppliers'. In order to be considered for registration the prospective supplier must provide requested proof and all other all other information requested.

1.6 Enquiries that may arise from the Registration Document should be channelled to the principal's Office through the given address.

1.7 Invitation to Tenders Bidding documents will be made available to those bidders whose qualifications score 70% and above soon after the evaluation process, please note that late submissions will not be accepted.

SECTION B:

TENDER NOTICE

KATINE TECHNICAL TRAINING INSTITUTE (KTTI) INVITATION FOR
REGISTRATION OF SUPPLIERS FOR YEAR 2021-2023.

NB: RESERVED these are Youth, Women and Persons with Disability registered under the National treasury.



KATINE TECHNICAL TRAINING INSTITUTE

P. O BOX 251-90131 TALA

Email: katinetti.ac.ke

Website: www.katinetti.ac.ke Tel: 0719508039



ANNUAL REGISTRATION OF SUPPLIERS FOR 2021 - 2023

Bidders are invited for the supply and delivery of the following goods and services to the institute.

S/NO	TENDER NO	CATEGORY	ELIGIBILITY
SUPPLY & DELIVERY OF GOODS			
1	KTTI/01/2021-2023	Supply & delivery of printers, computer and computer accessories.	Open
2	KTTI/02/2021-2023	Supply & delivery of office furniture & lecture chairs	Open
3	KTTI/03/2021-2023	Supply & delivery of mattresses	Youth, women and persons with disability
4	KTTI/04/2021-2023	Supply & delivery of hardware materials	Open
5	KTTI/05/2021-2023	Supply & delivery of first aid kit/firefighting equipment	Youth, women and persons with disability
6	KTTI/06/2021-2023	Supply & delivery of general shop items rice, sugar, tea leaves ,salt ,cooking oil and refreshments	Open
7	KTTI/07/2021-2023	Supply & delivery of construction materials ; hardcore, machine cut stones, ballast, quarry stone, sand and quarry dust	Open
8	KTTI/08/2021-2023	Supply & delivery of plumbing tools & equipment	Open
9	KTTI/09/2021-2023	Supply & delivery of games equipments/ uniforms/apparatus	Open
10	KTTI/10/2021-2023	Supply & delivery of general stationeries, toners and cartridges	Youth, women and persons with disability
11	KTTI/11/2021-2023	Supply & delivery of electrical and electronics tools, materials & equipments	Open
12	KTTI/12/2021-2023	Supply & delivery of hair and beauty materials	Youth ,women and persons with disability
13	KTTI/13/2021-2023	Supply & delivery of clothing and fashion design, tie & dye materials	Open
14	KTTI/14/2021-2023	Supply & delivery of cleaning materials/ detergent	Youth, women and persons with disability
15	KTTI/15/2021-2023	Supply & delivery of farm inputs	Youth, women and persons with disability
16	KTTI/16/2021-2023	Supply & delivery of textbooks	Open
17	KTTI/17/2021-2023	Supply & delivery of automotive / mechanical tools and related materials	Open
18	KTTI/18/2021-2023	Supply & delivery of branded t-shirts, printing and branding promotional materials	Youth, women and persons with disability
PROVISION OF SERVICES			
19	KTTI/19/2021-2023	Provision of repair & servicing of sewing machines	Youth, women and persons with disability
20	KTTI/20/2021-2023	Provision of advertising services	Open
21	KTTI/21/2021-2023	Provision of transport services	Open
22	KTTI/22/2021-2023	Provision of insurance services for students on attachment	Open
23	KTTI/23/2021-2023	Provision of internet services	Open
24	KTTI/24/2021-2023	Provision of security services	Open
25	KTTI/25/2021-2023	Provision of minor construction works, services & general repairs	Open
26	KTTI/26/2021-2023	Provision of sanitary disposal services	Open

All prices must include cost of delivery and taxes where applicable.

Registration documents can be obtained from the institute's Procurement office during office hours 8.00 A.M-5.00 P.M. Monday to Friday (except public holidays) or download from our website www.katinetti.ac.ke free of charge.

Interested applicants must:

- Attach a copy of Business Certificate of Registration.
- Attach a copy of Pin & VAT Certificate.
- Attach a copy of valid tax compliance Certificate.
- Women groups and youths must attach registration certificate
- Attach AGPO /NCA certificate where applicable

Completed registration documents should be enclosed in a plain sealed envelope clearly marked with the registration category number and name and deposited in the tender box provided at Katine Technical Training Institute, addressed to: **THE PRINCIPAL, KATINE TECHNICAL TRAINING INSTITUTE, P.O.BOX 251-90131, TALA.**

So as to be received on or before **22nd June 2021** at **11.00 A.M.**

Submitted applications will be opened at 11:30 A.M. in the Institute's boardroom in the presence of candidates/representatives who choose to attend.

People with disabilities are encouraged to apply.

Any canvassing or giving of false information will lead to automatic disqualification.

The AGPO Groups are to apply and attach:

1. A copy of the AGPO Certificate from National Treasury indicating the category you are in.
2. KRA Pin Certificate
3. Valid tax compliance
4. Company profile
5. Valid tax compliance
6. A valid business permit

Complete documents in a plain, sealed envelope marked category number and category description should be addressed to

THE PRINCIPAL
KATINE TECHNICAL TRAININGINSTITUTE
P.O BOX 251 – 90131, Tala

And deposited in the TENDER BOX at the Institute reception so as to be

Received on or before 22ND JUNE, 2021 at 11.00 am. The documents will be opened on the same day at 11.00 am in the board room and bidders or their representatives are welcome to witness the opening.

Late applications shall not be accepted.

SECTION C: PRELIMINARY EVALUATION

The lists of documents below are mandatory to all tenderers and must be submitted:

1. Certificate of Incorporation, Partnership or Business registration
2. A copy of valid tax compliance, pin certificate and Vat certificate. And also be registered under i-tax in KRA portal
3. A copy of Business Permit.
4. Licenses from relevant certifying /regulatory bodies for the relevant categories
5. Letter of recommendation from two major clients.

NB. Please note that any firm which does not have all mandatory requirements will not be evaluated any further and the application will be rendered non-responsive.

EVALUATION CRITERIA

	Required information	Allocated scores
1.	<ul style="list-style-type: none"> • Audited reports for the last 2years • Mode of payment and willingness to give credit 	2 1
2.	Past experience and performance	
	<ul style="list-style-type: none"> • Number of years in business • Three referees (preferably clients) attach proof (Proof Copies of LPO, LSO, Completion certificate of contract 	2 2
3.	<p>Confidential business questionnaire</p> <ul style="list-style-type: none"> • Duly filled • Fixed premises with telephone number 	1
4.	Litigation history	1
5.	Certified copies with relevant regulatory authorities. I.e. KEBS, NCA, Poisons board, etc.	1
	TOTAL	10

SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 (a) and either part 2(a), (2b) or 2(c) whichever applies to your type of business

YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

Part 1a): General information

Business Name	
Physical location of Business Premises (Note that a visit to your office may be conducted, Information provided as part of the	Town..... Street..... Building Name.....
evaluation)	
Business Operations	Year established..... Duration of business operations.....
Principal contact person	Name..... Position.....

Postal Address	P.O BOX..... Code..... Email address.....
Nature of business	
Maximum value of business which you can handle at any one time	Ksh.....
Name of your bankers	Branch.....

Part 2(a)-sole proprietor

Your name in full	
Age	
Nationality	

Country of origin	
Citizenship Details (Attach copies of IDs)	

Part 2 (b) - Partnership.

Give details of partners as follows

NO	NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARE
1				
2				
3				
4				
5				

Part2 (c) -Registered Company

Private or Public				
State the nominal and issued capital of the company	Nominal ksh			
Give details of all directors	Name	Nationality	Citizenship (Attach Copies of IDs)	Share

Date :.....

Name of tenderer

.....

Signature

SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS / CAPACITY TO DELIVER GOODS, WORKS OR SERVICES

1. Certificate of registration / incorporation..... (Attach copy)
2. Valid Trade License..... (Attach copy)
3. State VAT Registration NO..... (Attach copy)
4. PIN NO..... (Attach copy)
5. Attach Proof of being up to date in VAT and Income Tax Returns..... (Attach copy of current Tax Compliance Certificate)
6. State if the company is a subject of bankruptcy proceedings, in receivership, administrative Receivership or any other form of liquidation as defined by the applicable Law.....
.....
.....
.....
7. State whether you are a manufacturer, dealer or appointed distributor (Agent), Wholesaler, Compliance Etc.....
.....
8. If a manufacturer or service organization or retailer/others, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body? Yes/No..... (Attach documentary evidence of certification)
9. Other important certifications e.g. KEBS, registration with MOPW Please attach proof.
10. What is average response to delivery of goods/services after issuance of LPO?
.....
.....
11. What is the maximum of business which you can handle at any one time? Kshs.....
12. What is your average response time to request for quotation/proposal?
.....
.....

SECTION G: FINANCIAL POSITION & TERMS OF TRADE PART 1

PART 1

AUDITED FINANCIAL REPORTS

Attach copies of Audited Financial reports for the last 2 years

PART II

TERMS OF TRADE (PAYMENT TERMS)

The KATINE TECHNICAL TRAINING INSTITUTE would wish to work on deliveries after issuance of a local purchase /service order and payment after deliveries are made..

Confirm acceptance of this: Acceptable/Not Acceptable

Name..... Signature.....

SECTION H: LITIGATION /ARBITRATION INCIDENCES

Litigation and Arbitration incidences

- (a) Enumerate any past litigation and arbitration incidences encountered by the firm.

- (b) State if the company is/was a subject of bankruptcy proceedings, in receivership Administration receivership or any other form of liquidation as defined by the applicable law.

ANTI CORRUPTION AFFIDAVIT FORM

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT

CHAPTER 15 OF THE LAWS OF KENYA

AND

IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT, NO. 33 2015.

I, of P.O. Box being a Resident ofin the Republic of Kenya do hereby make oath and state as follows: -

1) That I am the ; (Chief Executive/Managing or Director/Principal Officer/Director) of (Name of the Business) which Is

a Candidate in respect of Tender Number..... To Supply goods, render services and/or carry out works for KATINE TECHNICAL TRAINING INSTITUTE and duly authorized and competent to make this Affidavit

- 2) THAT the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of KATINE TECHNICAL TRAINING INSTITUTE, which is the procuring entity.
3) THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been offered and will not offer any inducement to any member of the Board, Management, Staff and/or employee(s) and/or agent(s) of Katine Technical Training Institute
4) THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been debarred from any procurement process.
5) THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

SWORN at by the said }

..... }

On this

..... day of20

}

DEPONENT }

Before me }

SECTION I: CLIENTS DETAILS

Give details of at least 3 Reputable Organizations where you are supplying the Category of goods /services applied for. (Attach proof)

1. Organization Name.....

Address.....

Tel. No.....

Contact Person.....

Position in the Organization.....

E-mail Address.....

2. Organization Name.....

Address.....

Tel. No.....

Contact Person.....

Position in the Organization.....

3. Organization Name.....

Address.....

Tel. No.....

Contact Person.....

Position in the Organization.....

SECTION J: MANPOWER AND EXPERTISE OF STAFF

Qualifications and experience of at least three key personnel proposed for administration and execution of contract. Attach (Curriculum Vitae CV's). The CVs

Position	Name	Qualifications	Experience in proposed position

Should be duly signed by the proposed personnel. _____

SECTION K: PAST PERFORMANCE

Have you previously been supplying goods /services to Katine Technical Training Institute? If yes, give details

.....

Indicate three of the latest orders with

KTTI.....

Do you have any pending orders with KTTI? If so give details

.....

.....
.....

Has your contract ever been terminated by Katine Technical Training Institute?

YES..... NO.....

If yes, attach details.

SECTION L: DECLARATION

I/We declare that I/we have completed these forms accurately at the time application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings. The procuring entity's employees/ members, BOG members and their relative (spouse and, council members children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

A declaration form that the director of the firm has never been debarred from participating in Public Procurement Tender and is not involved in corruption.

Signed and Stamped.....

Name.....

Position in the Company.....

Date

.....
....