

MINISTRY OF EDUCATION
STATE DEPARTMENT OF TECHNICAL AND VOCATIONAL TRAINING
MATHENGE TECHNICAL TRAINING INSTITUTE

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**BI ANNUAL
PRE-QUALIFICATION OF SUPPLIERS**

FOR THE YEAR

1st July, 2022 - 30th June, 2024

Tenderer Name:

Category No:

Category Description

If special group please indicate below (√)

WOMEN

YOUTH

PERSONS WITH DISABILITY

(SUBMISSION DATE 8th JUNE 2022)

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PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Mathenge Technical Training Institute wishes to invite interested and competent bidders from reputable firms for pre-qualification for supply and delivery or provision of goods, service and work for the period 1st July 2022 to 30th June 2024.

The pre-qualification documents can be obtained from the institute website www.mathengetti.ac.ke . Completed pre-qualification documents in plain sealed envelopes clearly marked.

“PRE-QUALIFICATION REF. NO:

and addressed to: **THE PRINCIPAL / SECRETARY (BOARD OF GOVERNORS),
MATHENGETI TECHNICAL TRAINING INSTITUTE,
P.O. BOX 665-10106,**

OTHAYA

To be deposited in the tender box at our reception area on or **before 8th June, 2022 at 10:30 a.m.** late applications will be disqualified. Opening session will be immediately after closing time in the Institute’s Boardroom; applicants can send their representatives or attend in person. The Institute reserves the right to accept or reject any or all pre-qualification document either in whole or part. Pre-qualification documents are not transferable.

MICHAEL G. NJUNGU

PRINCIPAL/SECRETARY BOG

1.2 Project objective

The main objective of pre-qualification is to maintain a register of suppliers and service providers to Mathenge Technical Training Institute (MTTI) on as and when required basis through quotations for the period **1st July 2022 – 30th June 2024**.

1.3 Registration of Suppliers/Service Providers

MTTI will only register those candidates who meet the criteria as spelt out in this document. All candidates who are currently engaged by MTTI need to reapply in order to comply with conditions stipulated in this document.

1.4 Invitation of Prequalification

Qualified suppliers are invited to submit their pre-qualification documents to the **Principal, Mathenge Technical Training Institute**, so that they may be pre-qualified for submission of tenders. MTTI requires prospective suppliers to supply mandatory information for pre-qualification.

1.5 Experience

Potential suppliers and contractors must demonstrate that they are willing to meet the pre-qualification criteria set out in the document.

1.6 Pre-qualification Document

This document includes a confidential business questionnaire and documents required from prospective suppliers. In order to be considered for pre-qualification, a prospective supplier must submit the information required herein.

BI ANNUAL PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR 2022/2023 AND 2023/2024 FINANCIAL YEARS

Mathenge Technical Training Institute intends to Pre-qualify and register suppliers from interested eligible bidders for supply of Goods, Works and Services for the above financial years.

PREQUALIFICATION			
SUPPLY OF GOODS AND PROVISION OF WORKS & SERVICES			
S/No.	CATEGORY	DESCRIPTION	ELIGIBILITY
1.	MTTI/1/2022/2024	Supply and Delivery of Meat and Meat Products	Open
2.	MTTI/2/2022/2024	Supply and Delivery of Chicken and Eggs	Open
3.	MTTI/3/2022/2024	Supply and Delivery of Milk	Open
4.	MTTI/4/2022/2024	Supply and Delivery of Bread and Confectioneries	Open
5.	MTTI/5/2022/2024	Supply and Delivery of Hardware Materials	Open
6.	MTTI/6/2022/2024	Supply and Delivery of Building Materials	Reserved
7.	MTTI/7/2022/2024	Supply and Delivery of Fuel, Oil Products, welding Gas and Cooking Gas	Reserved
8.	MTTI/8/2022/2024	Supply and Delivery of Cereals	Reserved
9.	MTTI/9/2022/2024	Supply and Delivery of Green Groceries (Vegetable Spices and Fruits)	Open
10.	MTTI/10/2022/2024	Supply and Delivery of Green Groceries (potatoes, tomatoes, onions, cabbage and carrots)	Reserved
11.	MTTI/11/2022/2024	Supply and Delivery of Groceries	Open
12.	MTTI/12/2022/2024	Supply and Delivery of Cooking Oil & Fat ,Salt,Tea Leaves, Wheat & Maize flour and Sugar and Rice	Reserved
13.	MTTI/13/2022/2024	Supply and Delivery of General Stationery	Reserved
14.	MTTI/14/2022/2024	Supply and Delivery of Furniture	Open
15.	MTTI/15/2022/2024	Supply and Delivery of Firewood & Charcoal	Open
16.	MTTI/16/2022/2024	Supply and Delivery of Computer Stationery& Accessories	Open
17.	MTTI/17/2022/2024	Supply and Delivery of Printed Stationery/Materials	Open
18.	MTTI/18/2022/2024	Supply and Delivery of Clothing Materials and Staff Uniform	Reserved
19.	MTTI/19/2022/2024	Supply and Delivery of Sports Uniform & Games Equipment	Open
20.	MTTI/20/2022/2024	Supply and Delivery of Animal Feeds & Farm Inputs	Open
21.	MTTI/21/2022/2024	Supply and Delivery of Hair and Beauty products	Reserved
22.	MTTI/22/2022/2024	Supply and Delivery of dispensary Drugs and Medical Appliances	Open

23.	MTTI/23/2022/2024	Supply and Delivery of Plumbing Materials	Reserved
24.	MTTI/24/2022/2024	Supply and Delivery of Timber and Wood Products	Open
25.	MTTI/25/2022/2024	Supply and Delivery of Computers & ICT Equipment	Open
26.	MTTI/26/2022/2024	Supply and Delivery of Automotive training Materials	Open
27.	MTTI/27/2022/2024	Supply and Delivery of Library Books	Open
28.	MTTI/28/2022/2024	Supply and Delivery of Electrical & Electronic Materials	Open
29.	MTTI/29/2022/2024	Provision of Security Services	Open
30.	MTTI/30/2022/2024	Provision of Sanitary Services and cleaning materials	Reserved
31.	MTTI/31/2022/2024	Provision of minor Renovations, Plumbing and electrical Repairs, Painting of Buildings.	Open
32.	MTTI/32/2022/2024	Provision of Telephone Repairs and repair of ICT equipment	Reserved
33.	MTTI/33/2022/2024	Provision of Veterinary Services	Open
34.	MTTI/34/2022/2024	Repair and Servicing of Institute Vehicles	Open
35.	MTTI/35/2022/2024	Provision of General Insurance Services - Buildings, Equipment, Motor vehicles, GPA	Open
36.	MTTI/36/2022/2024	Provision of Consultancy Services (Surveys & Training)	Open
37.	MTTI/37/2022/2024	Provision of pest control services	Open
38.	MTTI/38/2022/2024	Repair and Servicing of Fire Fighting Equipment	Open

THE RESERVED CATEGORIES ARE ELIGIBLE TO SPECIAL GROUPS (YOUTH, WOMEN AND PWD).

Interested eligible firms may download the document from the institute website www.mathengetti.ac.ke beginning **Wednesday 25th May 2022**

NB: 1. Youth, Women and Persons living with disabilities are encouraged to apply in all the categories.

2. Bidders are asked to ensure that the Tender document have all pages.

1.7 Distribution of Pre-Qualification Document

The completed pre-qualification data and other required information shall be submitted to:

THE PRINCIPAL,

MATHENGE TECHNICAL TRAINING INSTITUTE,

P.O. BOX 665 - 10106,

OTHAYA

Completed pre-qualification documents, in plain sealed envelope clearly marked

“PRE-QUALIFICATION OF SUPPLIERS OF GOODS (G) or SERVICES (S) FOR THE YEAR

2022/2024” and bearing the respective reference number and category but no indication of the applicant, should be deposited in the tender box at Administration block reception area so as to reach not later than **8th June, 2022 at 10:30 am.**

1.8 Questions Arising from the Document.

Any questions that may arise from the pre-qualification documents should be addressed to the Principal at the address above.

1.9 Additional Information

- MTTI reserves the right to request submission of additional information from prospective suppliers.
- The Institute reserves the right to visit and inspect business premises of all applicants to verify information provided.
- This form is eligible for one category only.
- Your document should be well bound to avoid loss of documents.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes Materials

All prices must be inclusive of costs of delivery, VAT and other taxes where applicable.

2.2 Contract Price

The contract price shall be in unit price, type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the Principal.

2.3 Payments

Payments will be made upon the supplier satisfying the supply conditions.

3.0 PREQUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification Data Forms

- (i) The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, and PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tenders for the specified category.
- (ii) The pre-qualification application forms which are not filled out and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in indelible ink.

3.2 Qualification

- (i) It is understood and agreed that the pre-qualification data on prospective bidders is to be used by MTTI in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the items required in the respective category.
- (ii) Prospective bidders will not be considered qualified unless in the judgment of MTTI, they possess capability, experience, qualified personnel and suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods or services or works required.

3.3 Mandatory Criteria for Pre-qualification

- (i) Prospective suppliers are required to have capability to organize, supply and deliver items or services on short notice.
- (ii) Prospective suppliers must meet the Kenya Revenue Authority requirements for VAT compliance and be registered, must have premises, valid trading license and meet all other Government of Kenya requirements to engage in business (*where applicable*).

3.4 Personnel

The names and pertinent information and the CVs of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.5 Financial Condition

- (i) The supplier's financial condition will be determined by the latest financial statement submitted with the pre-qualification documents and/or the letters of reference from their bankers regarding supplier's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given (*where applicable*).
- (ii) 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 PQ-4 will be used for potential bidders, who should provide evidence of financial capability to execute the contract.

3.6 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers should be included in form PQ-5 where applicable.

3.7 Statement

Application must include a sworn statement form PQ-6 by the potential supplier/ contractor ensuring the accuracy of the information given.

3.8 Withdrawal of Pre-qualification

Should conditions arise between the time a firm is pre-qualified to bid and the bid opening date which, in the opinion of MTTI, could substantially change the performance and qualification of the bidder or his ability to perform such but not limited to bankruptcy, change in ownership or new commitments, MTTI reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.9 Outlined Supply and Delivery Procedures

The pre-qualified applicant may be required to also submit a brief statement of supply and service delivery methods and procedures s/he plans to use to execute the contract in Form PQ-3.

3.10 Pre-qualification Evaluation Criteria

<u>Required Information</u>	<u>Form Type</u>	<u>Points Scored</u>	
1. Registration Documentation	PQ-1		30
2. Pre-qualification Data	PQ-2		10
3. Supervisory Personnel	PQ-3		5
4. Past Experience	PQ-4		15
5. Financial Statement	PQ-5		20
6. Sworn Statement	PQ-6		5
7. Confidential Questionnaire	PQ-7		10
8. Litigation History	PQ-8		5
TOTAL			100

3.11 Qualification Mark

The qualification mark shall be 70 marks and above.

4.0 REGISTRATION OF SUPPLIERS APPLICATION FORM

Official document purchase Receipt No.....

Date.....

I/wehereby apply for registration
as supplier(s) of (Name of Company/Firm)

.....
(Item Description)

.....
(Category No.)

Postal Address.....Fax No.....

Tel.....**E-mail Address**.....

Town..... Street

Name of Building Room/Office No Floor No.....

Full Name of Applicant

FORM PQ-1: REGISTRATION DOCUMENTATION

Provide the following (*as applicable*):

(A) Mandatory Requirements for Persons with Disabilities (PWD's), Youth and Women

- i. Attach copy of Business Registration Certificate
- ii. Attach copy of PIN certificate or VAT Certificate
- iii. Registration Certificate by National Treasury/County Government
(AGPO)

N/B Previous Experience is not a requirement for special groups (Youth, Women & PWDs,) Audited Accounts for this special group is not a requirement. Also under this special group the bidders should specify on the document whether the firm is owned by Youth, Women or PWDs (be specific)

(B) Mandatory Requirements for prequalification of all other categories:

- i. A copy of Certificate of Registration/incorporation
- ii. Copy of PIN/ VAT Registration Certificate.
- iii. Tax Compliance Certificate from Kenya Revenue Authority.
- iv. Copies of PIN Certificate of firm/company/individual.
- v. Copy of valid Trade License.
- vi. Audited Accounts for the last two years
- vii. CR12 where applicable

(C) Where mandatory for service provision e.g. General insurance services, each firm must attach evidence of valid registration certificate with relevant professional bodies/authorities.

30 points

FORM PQ-2: PRE-QUALIFICATION DATA

1. Contractor Identification

Legal Name of Firm.....
Post Office Address.....
Street and Address.....
City/ Town.....
Country.....
Telephone.....
E-mail address

Contact Person.....
Title.....

2. Organization and Business Information

Managing Director.....
Secretary.....
General manager

Treasurer.....
Others.....
Partnership (if applicable)

Names of Partners.....
When Business founded or incorporated.....
Under present Management since

Net worth equivalent in Kshs.....
Bank Reference and Address

[Enclose copy of the Organization Chart of the firm indicating the main fields of activity]

10 Points

FORM PQ-3: SUPERVISORY PERSONNEL

Name.....
Age
Academic Qualification.....
Professional Qualification.....
Length of Service with Contractor or Supplier.....

Supply or Service Experience

- (a) Name of Client/Customer.....
- (b) Character and Nature of Contract
- (c) Contract Value.....
- (d) Location of Contract.....
- (e) Period of Contract.....
- (f) Title and Responsibility in Contract.....
- (g) Other.....

Proposed Technical Personnel

	NAME	PROPOSED POSITION (If contract is awarded)
a)		
b)		
c)		
d)		
e)		

Brief statement of supply and service delivery method the supplier plans to use to execute the contract
.....

5 Points

FORM PQ-4: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

st

1. Name of 1 Client (Organization)

- (i) Name of Client Organization.....
- (ii) Name of Contact Person at the Client Organization.....
- (iii) Address.....
- (iv) Telephone No.....
- (v) Value of Contract.....
- (vi) Duration of Contract (Dates).....

2. Name of 2nd Client (Organization)

- (i) Name of Client Organization.....
- (ii) Name of Contact Person at the Client Organization.....
- (iii) Address.....
- (iv) Telephone No.....
- (v) Value of Contract.....
- (vi) Duration of Contract (Dates)..... rd

3. Name of 3 Client (Organization)

- (i) Name of Client Organization.....
- (ii) Name of Contact Person at the Client Organization.....
- (iii) Address.....
- (iv) Telephone No.....
- (v) Value of Contract.....
- (vi) Duration of Contract (Dates).....

4. Others.....

15 Points

FORM PQ- 5: FINANCIAL STATEMENT
(FINANCIAL CAPABILITY)

PART I

Name of Applicant or partner (if a joint venture)

Banker	Name of banker
	Address of banker
	Telephone
	Fax
	E mail

PART II

AUDITED REPORTS

Attach copies of audited reports for the last 3 years.

PART III

TERMS OF TRADE PAYMENTS

MATHENGE TECHNICAL 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**

Attach a copy of firm's most recent certified statement giving a summary of assets and current liability/ or any other financial support (*where applicable*);

20 Points

FORM PQ-6: SWORN STATEMENT

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

- (i) That the information furnished in our application is accurate to the best of our knowledge.
- (ii) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of tenders or quotations on the basis of the provision in the tender or quotation documents.
- (iii) That when the call for tenders/quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes, I/We inform you and acknowledge your right to review the prequalification made.

Applicants (Bidders Firm) Name.....

Represented by.....

Signature..... Date.....

Official stamp

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

5 points

FORM PQ-7: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied 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.....

KRA PIN NO **VAT Reg No**

Electronic Tax Registration No (Attach copy registration certificate)

Location of business premises

Plot No.....

Street/Road.....

Postal Address **Tel. No.**

Fax **Email**

Nature of business

Registration Certificate No. (attach a copy)

Maximum value of business which you can handle at any one time Kshs.....

Name of your bankers Branch

Part 2(a) – Sole Proprietor:

Your name in full Age

Nationality Country of origin

Citizenship details.....

Party 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 the company –

Nominal Kshs... ..

Issued Kshs.....

Give details of all directors as follows

Name Nationality Citizenship Details Shares

1.....

2.....

3.....

4.....

5.....

Signature of Tenderer Date.....

If a Kenyan citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

MTTI ORIGINAL DOCUMENT

FORM PQ-8: LITIGATION HISTORY

Name of Applicant or partner of a joint venture

.....

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of a joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs. Or equivalent)