

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

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www.mathengetti.ac.ke



**BI ANNUAL
REGISTRATION OF SUPPLIERS
FOR THE YEAR
1st July, 2024 - 30th June, 2026**

Tenderer Name:

Category No:

Category Description

If special group please indicate below (√)

WOMEN

YOUTH

PERSONS WITH DISABILITY

(SUBMISSION DATE 29th MAY 2024)

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SUPPLIER REGISTRATION INSTRUCTIONS

1.1 Introduction

Mathenge Technical Training Institute wishes to invite interested and competent bidders from reputable firms for supplier Registration for supply and delivery or provision of goods, service and work for the period 1st July 2024 to 30th June 2026.

The supplier registration documents can be obtained from the institute website www.mathengetti.ac.ke & from PPIP Portal . Completed supplier registration documents in plain sealed envelopes clearly marked.

“SUPPLIER REGISTRATION REF. NO:

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

OTHAYA

To be deposited in the tender box at our reception area on or **before 29th MAY, 2024 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 supplier registration document either in whole or part. Supplier registration documents are not transferable.

MICHAEL G. NJUNGU

CHIEF PRINCIPAL/SECRETARY BOG

1.2 Project objective

The main objective of supplier registration is to maintain a register of suppliers and service providers to Mathenge Technical Training Institute (MTTI) on as and when required basis through preferred method of Tendering for the period **1st July 2024 – 30th June 2026**.

1.3 Registration of Suppliers/Service Providers

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

1.4 Invitation of Supplier Registration

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

1.5 Experience

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

1.6 Registration Document

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

BI ANNUAL REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR 2024 / 2025 AND 2025/2026 FINANCIAL YEARS

Mathenge Technical Training Institute intends to register eligible suppliers for supply of Goods, Works and Services for the above financial years.

SUPPLIER REGISTRATION			
SUPPLY OF GOODS AND PROVISION OF WORKS & SERVICES			
S/No.	CATEGORY	DESCRIPTION	ELIGIBILITY
1.	MTTI/1/2024/2026	Supply and Delivery of Bread and Confectioneries	Open
2.	MTTI/2/2024/2026	Supply and Delivery of Chicken and Eggs	Open
3.	MTTI/3/2024/2026	Supply and Delivery of Milk	Open
4.	MTTI/4/2024/2026	Supply and Delivery of Cereals	Reserved
5.	MTTI/5/2024/2026	Supply and Delivery of Green Groceries (Vegetable Spices and Fruits)	Open
6.	MTTI/6/2024/2026	Supply and Delivery of Green Groceries (potatoes, tomatoes, onions, cabbage and carrots)	Open
7.	MTTI/7/2024/2026	Supply and Delivery of Groceries	Open
8.	MTTI/8/2024/2026	Supply and Delivery of Cooking Oil & Fat ,Salt,Tea Leaves, Wheat, Maize, flour and Sugar and Rice	Reserved
9.	MTTI/9/2024/2026	Supply and Delivery of Meat and Meat Products	Open
10.	MTTI/10/2024/2026	Supply and Delivery of Fuel, Oil Products, welding Gas and Cooking Gas	Open
11.	MTTI/11/2024/2026	Supply and Delivery of Hardware Materials	Open
12.	MTTI/12/2024/2026	Supply and Delivery of Building Materials	Open
13.	MTTI/13/2024/2026	Supply and Delivery of General Stationery	Reserved
14.	MTTI/14/2024/2026	Supply and Delivery of Printed Stationery/Materials	Reserved
15.	MTTI/15/2024/2026	Supply and Delivery of Firewood & Charcoal	Open
16.	MTTI/16/2024/2026	Supply and Delivery of Computer Stationery& Accessories	Open
17.	MTTI/17/2024/2026	Supply and Delivery of Furniture	Open
18.	MTTI/18/2024/2026	Supply and Delivery of Clothing Materials and Staff Uniform	Reserved
19.	MTTI/19/2024/2026	Supply and Delivery of Sports Uniform & Games Equipment	Open
20.	MTTI/20/2024/2026	Supply and Delivery of Animal Feeds & Farm Inputs	Open

21.	MTTI/21/2024/2026	Supply and Delivery of Hair and Beauty products	Reserved
22.	MTTI/22/2024/2026	Supply and Delivery of dispensary Drugs and Medical Appliances	Open
23.	MTTI/23/2024/2026	Supply and Delivery of Plumbing Materials	Open
24.	MTTI/24/2024/2026	Supply and Delivery of Timber and Wood Products	Open
25.	MTTI/25/2024/2026	Supply and Delivery of Computers & ICT Equipment	Open
26.	MTTI/26/2024/2026	Supply and Delivery of Automotive training Materials	Open
27.	MTTI/27/2024/2026	Supply and Delivery of Library Books	Open
28.	MTTI/28/2024/2026	Supply and Delivery of Electrical & Electronic Materials	Open
29.	MTTI/29/2024/2026	Provision of Security Services	Open
30.	MTTI/30/2024/2026	Provision of Sanitary Services and cleaning materials	Reserved
31.	MTTI/31/2024/2026	Provision of minor Renovations, Plumbing and electrical Repairs, Painting of Buildings.	Open
32.	MTTI/32/2024/2026	Provision of Telephone Repairs and repair of ICT equipment	Reserved
33.	MTTI/33/2024/2026	Provision of General Insurance Services - Buildings, Equipment, Motor vehicles, GPA	Open
34.	MTTI/34/2024/2026	Repair and Servicing of Institute Vehicles	Open
35.	MTTI/35/2024/2026	Provision of Consultancy Services (Surveys & Training)	Open
36.	MTTI/36/2024/2026	Provision of Veterinary Services	Open
37.	MTTI/37/2024/2026	Provision of pest control services	Open
38.	MTTI/38/2024/2026	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 & from PPIP Portal beginning **TUESDAY 21ST May 2024**
Completed application documents, in plain sealed envelopes clearly marked with tender number **(Category & Item)** shall be addressed to:

**The Chief Principal,
Mathenge Technical Training Institute,
P. O. Box 665 - 10106, OTHAYA.**

And **must** be deposited in the Tender Box placed at the Administration Block reception area on or before **29th MAY 2024 at 10.30 A.M.** The applications will be opened immediately after the closing date and time in the Institute's Board Room in the presence of bidders or their representatives who choose to attend.

- 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 Registration Document

The completed Registration document and other required information shall be submitted to:

**THE CHIEF PRINCIPAL,
MATHENGE TECHNICAL TRAINING INSTITUTE,
P.O. BOX 665 - 10106,
OTHAYA**

Completed registration documents, in plain sealed envelope clearly marked **REGISTRATION OF SUPPLIERS OF GOODS (G) or SERVICES (S) FOR THE YEAR 2024/2026** 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 **29th MAY, 2024 at 10:30 am.**

1.8 Questions Arising from the Document.

Any questions that may arise from the supplier registration 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 will 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 /need of consumer department.

2.3 Payments

Payments will be made within 90 days upon the supplier satisfying the supply conditions.

3.0 REGISTRATION DATA INSTRUCTIONS

3.1 Registration 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 registered for submission of tenders for the specified category.
- (ii) The Registration 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 registration 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 Registration

- (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 registration documents and/or the letters of reference from their bankers regarding supplier's credit position. Potential suppliers/contractors will be registered 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 supplier registration. 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 Registration

Should conditions arise between the time a firm is registered to bid and the bid opening date which, in the opinion of MTTI, could substantially change the performance and registration 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 registered.

3.9 Outlined Supply and Delivery Procedures

The registered 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 Registration Evaluation Criteria

<u>Required Information</u>	<u>Form Type</u>	<u>Points Scored</u>	
1. Registration Documentation	PQ-1		30
2. Registration 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..... KRA PIN 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 Registration 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 / Business Permit.
- 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: REGISTRATION 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

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).....

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 will process payment only after delivery of goods / services, inspection and certification of invoice within the 90 days.

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 Supplier Registration 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 Registered 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 Registration 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.

