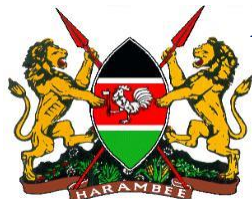


MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING
EMINING TECHNICAL TRAINING INSTITUTE



Email: eminingtti@gmail.com WEBSITE: www.eminingtti.ac.ke

Technology for Self advancement

P.O BOX 208-20105, MOGOTIO, Tel: 071519980



**REGISTRATION
OF
SUPPLIERS AND SERVICE PROVIDERS
FOR & DURING
THE PERIOD
1ST JULY 2019-30TH JUNE 2021**

**SUPPLY AND DELIVERY OF TEXTBOOKS
REG REF: ETTI/BOG/30/2019/2020**

DATE OF NOTICE: FRIDAY, 4TH JULY, 2019

2019

MINISTRY OF EDUCATION
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REGISTRATION OF SUPPLIERS&SERVICE PROVIDERS

Emining Technical Training Institute invites all eligible and qualified firms including those owned by Youth, Women and Persons with Disabilities(YWPD) to submit sealed applications for the purpose of registering suppliers of goods, works and services for and during the period 2019/2021 under the categories listed below.

| REGISTRATION OF SUPPLIERS ,CONTRACTORS AND SERVICE PROVIDERS 2019/2021 | | | |
|---|-----------------------|--|-------------------|
| 1. | ETTI/BOG/14/2019/2020 | SUPPLY & DELIVERY OF GENERAL BUILDING MATERIALS | OPEN |
| 2. | ETTI/BOG/15/2019/2020 | SUPPLY & DELIVERY OF MOTOR VEHICLE SPARES & RELATED ITEMS | OPEN |
| 3. | ETTI/BOG/16/2019/2020 | SUPPLY & DELIVERY OF BREAD & CONFECTIONERY | OPEN |
| 4. | ETTI/BOG/17/2019/2020 | SUPPLY & DELIVERY OF VEGETABLES,ONIONS TOMATOES, POTATOES, FRUITS & CARROTS | YOUTH,WOMEN & PWD |
| 5. | ETTI/BOG/18/2019/2020 | PROVISION OF GENERAL PRINTING SERVICES | OPEN |
| 6. | ETTI/BOG/19/2019/2020 | SUPPLY & DELIVERY OF PETROL, DIESEL & ALLIED PRODUCTS | OPEN |
| 7. | ETTI/BOG/20/2019/2020 | SUPPLY AND DELIVERY OF WHOLE MEAL MAIZE FLOUR,MAIZE,BEANS AND GREEN GRAMS/NDENGU | OPEN |
| 8. | ETTI/BOG/21/2019/2020 | PROVISION OF EXHAUSTER SERVICES | OPEN |
| 9. | ETTI/BOG/22/2019/2020 | SUPPLY & DELIVERY OF COMPUTERS & COMPUTER ACCESSORIES | OPEN |
| 10. | ETTI/BOG/23/2019/2020 | SUPPLY & DELIVERY OF OFFICE&LECTURE FURNITURE | OPEN |
| 11. | ETTI/BOG/24/2019/2020 | PROVISION OF PEST CONTROL & FUMIGATION SERVICES | YOUTH,WOMEN & PWD |
| 12. | ETTI/BOG/25/2019/2020 | MAINTENANCE OF CCTV AND MIS SYSTEM | OPEN |
| 13. | ETTI/BOG/26/2019/2020 | PROVISION OF STUDENTS HOSTEL ACCOMODATION SERVICES | OPEN |
| 14. | ETTI/BOG/27/2019/2020 | PROVISION OF PAINTING SERVICES | YOUTH,WOMEN & PWD |
| 15. | ETTI/BOG/28/2019/2020 | PROVISION OF SIGN WRITING AND LABELLING SERVICES | YOUTH,WOMEN & PWD |
| 16. | ETTI/BOG/29/2019/2020 | PROVISION OF HOTEL ACCOMODATION SERVICES | OPEN |
| 17. | ETTI/BOG/30/2019/2020 | SUPPLY AND DELIVERY OF TEXTBOOKS | OPEN |
| 18. | ETTI/BOG/31/2019/2020 | SUPPLY & DELIVERY OF STAFF UNIFORM,PROTECTIVE GEAR,CURTAINS AND BEDDINGS | YOUTH,WOMEN & PWD |
| 19. | ETTI/BOG/32/2019/2020 | SUPPLY OF BUILDING STONES, BLOCKS, BRICKS, SAND, BALLAST & HARDCORE | OPEN |
| 20. | ETTI/BOG/33/2019/2020 | PROVISION OF SMALL CONSTRUCTION WORKS | OPEN |
| 21. | ETTI/BOG/34/2019/2020 | SUPPLY, DELIVERY, INSTALLATION, SERVICING AND | OPEN |

| | | | |
|-----|-----------------------|--|-------------------|
| | | MAINTENANCE OF FIREFIGHTING EQUIPMENTS. | |
| 22. | ETTI/BOG/35/2019/2020 | SUPPLY & DELIVERY OF CROCKERY/CUTLERY/UTENSILS AND OTHER RELATED ITEMS/CUTLERY ITEMS | YOUTH,WOMEN & PWD |
| 23. | ETTI/BOG/36/2019/2020 | HIRE OF TENTS, CHAIRS & DECORATIONS | YOUTH,WOMEN & PWD |

Interested bidders must attach documentary evidence of the following;

1. Current single business permit
2. Certificate of registration
3. Copy of VAT and PIN certificate from KRA
4. KRA current tax compliance certificate
5. Detailed company profile
6. Copy of original Emining TTI payment receipt for bought documents
7. Dully filled form of tender
8. Reference list of organizations served
9. Bidders under reserved category should have relevant registration certificates
10. Bidders applying for registration on provision of insurance services must attach current certificate from the Insurance Regulation Authority (IRA).
11. Bidders applying for registration on Provision of food services must attach Public health certificate from the ministry of Public health.
12. Bidders applying for registration on supply and delivery of computers and computer accessories must be registered with Information and Communication Technology Authority of Kenya (ICTA).

Complete documents in plain sealed envelope indicating the **"REGISTRATION NUMBER AND NAME"** without identifying the sender should be addressed to:

**THE PRINCIPAL/SECRETARY BOARD OF GOVERNORS
EMINING TECHNICAL TRAINING INSTITUTE
P.O BOX 208-20105, MOGOTIO.**

and placed in the Tender Box situated at the Principal's Office during official normal working hours. Bidders **must** serialize/number all pages of their bid documents and indicate total number of pages submitted failure to which shall lead to disqualification.

PRINCIPAL

TABLE OF CONTENTS.

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1.0 REGISTRATION INSTRUCTIONS

1.1 Introduction

Emining Technical Training Institute herein referred to as the Procuring Entity, requests interested applicants/ candidates who meet the criteria set out by the procuring entity to apply for registration of suppliers.

1.2 Registration Objectives

The registration is for the supply and delivery of assorted items and provision of services to Emining Technical Training Institute.

1.3 Invitation for Registration

Registered firms/entities under the laws of Kenya are invited to submit their documents for Registration. Completed bids should be submitted for relevant registration category. The procuring entity requires firms/ entities to give mandatory information for registration.

1.4 Experience

Firms/ entities should prove that they have successfully supplied or delivered similar goods/services to Public Procuring Entities. However this requirement does not apply to Youth, Women and people with disability registered with the National treasury (AGPO).

1.5 Registration Documents.

Registration documents/forms include the following:

- i) Form PQ 1 Registration Documents (Mandatory)
- ii) Form PQ 2 Registration Data
- iii) Form PQ 3 Supervisory personnel
- iv) Form PQ 4 Financial position
- v) Form PQ 5 Past Experience
- vi) Form PQ 6 Sworn Statement
- vii) Form PQ 7 Confidential Business Questionnaire
- viii) Form PQ 8 Litigation History

In order to be considered for registration, firms/entities MUST attach copies of documents required in form PQ1 and complete all the information in the forms PQ 2–PQ 8

1.6 Submission of registration Documents.

One copy of the completed registration document should be submitted to the following physical address:

**PRINCIPAL/SECRETARY B.O.G
EMINING TECHNICAL TRAINING
INSTITUTE P.O. BOX 208-20105
MOGOTIO**

or deposited at the Tender Box located at the First Floor, ADMINISTRATION BLOCK, during normal working hours.

1.7 Questions Arising From Tender Documents.

Any questions arising from the registration document should be directed to the **PRINCIPAL'S Office** situated at Emining Technical Training Institute whose address is:-

**PRINCIPAL/SECRETARY B.O.G
EMINING TECHNICAL TRAINING INSTITUTE
P.O. BOX 208-20105
MOGOTIO
E-mail: eminingtti@gmail.com**

1.8 Invitation to Tender.

Bid documents (Tender /Quotations) will be made available only to those firms /entities whose applications have been accepted by the procuring entity upon scoring **70 points and above**.

1.9 Additional Information.

The procuring entity reserves the right to request submission of additional information from prospective bidder.

2.0 Brief Contract Regulations /Guidelines.

2.1 Taxes on imported materials.

The supplier will have to pay customs and excise duty and VAT as applicable for all imported materials to be supplied unless exempted.

2.2 Customs Clearance

The contractors or suppliers shall be responsible for custom clearance of imported goods and materials.

3.0 Registration Data Instructions

3.1 Registration Data Instructions

The attached forms PQ1, PQ2, PQ3, PQ4, PQ5, PQ6, PQ7 and PQ8 are to be completed by prospective Firms/entities wishing to be registered for submission of tenders "ations for the specified categories. Documents required to be submitted as required in form PQ1 must also be attached.

Registration application forms which are not duly completed and submitted in the prescribed manner shall not be considered. All the documents must be completed in **ink** and in **English language**.

3.2 Qualification Criteria.

Firms /entities must meet the following criteria to qualify:

- i) Must have the legal capacity to enter into the contact(**Attach copy of Registration/Incorporation Certificate**)
- ii) Must not be insolvent, in receivership, bankrupt or being wound up their business activities have not been suspended, and they are not subject of legal proceedings for any of the foregoing;
- iii) Must have fulfilled obligations to pay taxes and social security contributions, and for that purposes, documentary evidence to be provided by a foreign candidate to demonstrate that it meets the criterion in this paragraph may consist of a written declaration to that effect by the candidate(Attach copies of PIN, VAT and Valid TAX Compliance Certificates)
- iv) Must declare that you, your servants or agents have not offered any inducement to any procuring entity;
- v) Must possess the necessary professional and technical qualifications, competence financial resources, equipment and other physical facilities, managerial capability, experience in the particular procurement reputation and the personnel to perform the contract.

It should be understood that the registration information from prospective firms /entities is for the exclusive use by the procuring entity.

3.3 Essential Criteria for Registration.

3.3.1 a) Experience

Prospective bidders MUST have experience in the supply of goods and services, show competence, willingness and capacity to service the contract.

3.3.1 b) Capacity,

Bidders should have experience and capability to organize supply and delivery, of goods and services at short notice.

3.3.2 Personnel

The names, relevant information and the curriculum vitae of key personnel involved in the execution of the contract must be indicated in the form PQ 3.

3.3.3 Financial position

The prospective bidders /entity's financial position will be determined from the latest audited and certified accounts, quick assets, fixed assets and financial statements submitted with the registration documents.

3.3.4 Liquidity

Considerations will be given to the financial available as working capital, taking into account the amount of completed orders and ongoing projects. However, bidders should provide evidence of financial capacity to execute contract.

3.3.5 Past performance

Past performance will be given due consideration in the registration Process. Letters of reference from past customers/clients should inform PQ5 where applicable.

3.4 Sworn Statement

Application must include a sworn statement form confirming the accuracy of the Information given by the bidder.

3.5 Withdrawal of registration

Should conditions change between the time of submitting the bid and the opening date, which in the opinion of the procuring entity would substantially change the qualification and ability to execute the contract/quotation such as and not limited to bankruptcy, change in ownership, the procuring entity reserves the right to reject the tender from such a bidder even though initially registered.

3.6 REGISTRATION CRITERIA MARKING SCHEME.

| Required Information | Form type | Actual Points | Points scored |
|-------------------------------|-----------|-------------------|-----------------------------|
| 1. Registration Documentation | PQ 1 | 40 | |
| 2. Registration Data | PQ 2 | 10 | |
| 3. Supervisory personnel | PQ 3 | 05 | |
| 4. Financial position | PQ 4 | 10 | |
| 5. Past experience | PQ 5 | 10 | |
| 6. Sworn statement | PQ 6 | 10 | |
| 7. Confidential Questionnaire | PQ 7 | 10 | |
| 8. Litigation History | PQ 8 | 05 | |
| TOTAL POINTS | | <u>100</u> | <u> </u> |

3.7 Qualification mark/Pass mark

The Qualification mark is **70%** points and above.

Form PQ 1 – REGISTRATION DOCUMENTATION

All firms must provide:-

1. Current single business permit
2. Certificate of registration
3. Copy of VAT and PIN certificate from KRA
4. KRA current tax compliance certificate
5. Detailed company profile
6. Copy of original E-mining TTI payment receipt for bought documents
7. Fully filled form of tender
8. Bidders under reserved category should have relevant registration certificates
9. Bidders applying for registration on provision of insurance services must attach current certificate from the Insurance Regulation Authority (IRA).
10. Bidders applying for registration on Provision of food services must attach Public health certificate from the ministry of Public health.
11. Bidders applying for registration on supply and delivery of computers and computer accessories must be registered with Information and Communication Technology Authority of Kenya (ICTA).

Form PQ 2 – REGISTRATION DATA

1. Tender category applied for.....

Name of Category

Legal name of firm

Postal office address.....

City.....

Telephone number.....

Email.....

Person to contact.....

Position in the organization.....

2. Organization and Business Information

Management/Personnel.....

Director.....

Secretary.....

General Manager.....

Treasury.....

Others.....

Partnership (if any).....

Names of partners1).....

2).....

Date of incorporation/Registration.....

Under the present management since.....

Net worth equivalent of KShs.....

Bank reference and address.....

Enclose copy of organization chart of the firm indicating the main functions of each

Form PQ 3- SUPERVISORY PERSONNEL

Name

Age.....

Academic qualifications.....

Professional qualifications.....

Length of service with contractor and supplier position held.....

Construction/supplies of goods or services experience

a) Name of project

b) Character and nature of project.....

c) Contract value.....

d) Location of project.....

e) Period of project.....

f) Title and responsibility in the project.....

g) Other.....

Proposed technical personnel and position in the project:

a).....

b).....

c).....

d).....

e).....

f).....

Form PQ 4- FINANCIAL POSITION

Attach a copy of firm's two recent audited and certified accounts (2016 and 2017 or 2015) giving a summary of fixed assets and current liabilities or any other financial information.

Form PQ-5 PAST EXPERIENCE

List of clients in the last two years

Names of applicant's clients and values of contract/orders

1. (i) Name of client (organization).....
(ii) Address of client (organization).....
(iii) Name of contact person at client (organization)
(iv) Telephone no. of client.....
(v) Value of contract.....
(vi) Time (date).....
2. (i) Name of client (organization).....
(ii) Address of client (organization).....
(iii) Name of contact person at client (organization)
(iv) Telephone no. of client.....
(v) Value of contract.....
(vi) Time (date).....
3. (i) Name of client (organization).....
(ii) Address of client (organization).....
(iii) Name of contact person at client (organization)
(iv) Telephone no. of client.....
(vi) Value of contract.....
(vi) Time (date).....
4. Others.....

Form PQ-6 SWORN STATEMENT

I.....hereby state:

1. That if registered, I undertake to participate in submission of a tender or Quotation when called to do so.
2. That in the event of change of legal, technical or financial conditions or the contractual capacity, we are under legal obligation to inform the procuring entity of any change and we acknowledge it's right to review the registration made.
3. That the information provided in this application is accurate to the best of my knowledge and belief.

Applicant's Company Name.....

Represented by.....

Date.....

Signature.....

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

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 applies in 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.....

Current trading license No.....expiry date.....

Maximum value of business you can handle at any one given time KShs.....

Name of your bankers..... Branch.....

Part 2(a) Sole proprietor

Your name in full.....Age.....

Nationality.....Country of origin.....

Citizen detail.....

Part 2 (b) Partnership

| <u>Name</u> | <u>Nationality Citizenship details</u> | <u>Shares</u> |
|-------------|--|---------------|
| 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:

| <u>Name</u> | <u>Nationality Citizenship details</u> | <u>Shares</u> |
|-------------|--|---------------|
| 1 | | |
| 2..... | | |
| 3..... | | |
| 4..... | | |
| 5..... | | |

Date.....signature and stamp.....

- If Kenyan, indicate under "Citizen Details" whether by birth, naturalization or registration.

Form PQ-8 LITIGATION HISTORY

Name of applicant/supplier

Applicant should provide information on any Litigation history or Arbitration resulting from contracts executed in the last five years or currently under execution.

[illegible]