



**MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING
MASINGA TECHNICAL AND VOCATIONAL COLLEGE
P. O BOX 181 – 90141 MASINGA. Cell Phone 0746327094**



E-mail: masingatechnical@gmail.com Website: <http://masingatechnical.website.com/website>.

**TENDER DESCRIPTION: REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS
FOR THE FINANCIAL YEAR 2023/2024.**

COMPANY/BUSINESS NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

Tick where applicable

Open

Reserved (Youth/PWD/Women)

CLOSING DATE AND TIME: 13th July 2023 AT 11:00P.M

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INVITATION TO TENDER NOTICE/REGISTRATION

INVITATION TO TENDER NO.: MTVC/2023-2024

DESCRIPTION: TENDERS AND REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR THE FINANCIAL YEAR 2023/2024

MASINGA TECHNICAL AND VOCATIONAL COLLEGE invites sealed applications for the tenders and pre-qualification/registration from interested and eligible firms for supply of goods and provision of services and works under the following categories for the financial year **2023/2024**.

SECTION A: REGISTRATION CATEGORIES FOR THE FINANCIAL YEAR 2023/2024

A. SUPPLY AND DELIVERY OF GOODS		
CATEGORY NO.	CATEGORY DESCRIPTION	ELIGIBILITY
MTVC/01/23/24	Supply of and delivery of general stationery cartridges and tonners	Reserved (Youth/PWD/Women)
MTVC/02/23/24	Supply and delivery of tools, equipment and general accessories	Reserved (Youth/PWD/Women)
MTVC/03/23/24	Supply and delivery of library books	open
MTVC/04/23/24	Supply and delivery of sanitary and cleaning materials/detergents	Reserved (Youth/PWD/Women)

B. PROVISION OF SERVICES

CATEGORY NO.	CATEGORY DESCRIPTION	ELIGIBILITY
MTVC/05/23/24	Provision of design & printing services	Reserved (Youth/PWD /Women
MTVC/06/23/24	Provision of general insurance cover for students on industrial attachment	Open
MTVC/07/23/24	Provision of servicing, repair and maintenance of equipment, tools, machines appliances e.g. generator, printers, photocopiers, lawn mowers, sewing machines etc.	Open
MTVC/08/23/24	Provision of advertising services.	open
MTVC/09/23/24	Provision of consultancy services (including baseline surveys, team building, ISO trainings, Management Training, HR Training, IT Infrastructure, Capacity Building, OSHA Training, Audit, Fire & First Aid Equipment Training Services & Work Environment Survey (NEMA Certified Firms)	Open
MTVC/10/23/24	Provision of software installation	open
MTVC/11/23/24	Provision of internet/telephone LA connection services	open
MTVC/12/23/24	Provision of trainees school ids	Open
MTVC/13/23/24	Provision of research and innovation services	Open
MTVC/14/23/24	Provision of water from main pipe and piping/plumbing services	open

C. PROVISION OF SMALL WORKS

CATEGORY NO.	CATEGORY DESCRIPTION	ELIGIBILITY
MTVC/15/23/24	Provision of development projects/ small contractual works; general building & construction, general civil works, electricals, plumbing, tile works, repainting, landscaping, field leveling & grading and repairs and maintenance works (registered building & civil contractors with NCA 7 and above)	open

All

INTERESTED APPLICANTS MUST PROVIDE THE FOLLOWING:

S/NO	Requirements	Remark
1.	Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	Copy of valid Business Permit	Mandatory
4.	Company profile	Mandatory
5.	CR12 for limited company or ID Card for sole-proprietorship	Mandatory
6.	Valid AGPO Certificate for the Reserved groups	Mandatory
7.	Duly Completed Confidential Business Questionnaire	Mandatory
8.	Must have valid Practicing License from relevant bodies where applicable. (Registration with the Insurance Regulatory Authority for provision of insurance)	Mandatory
9.	The document should be legible and presentable. All pages of the bid document submitted MUST be sequentially serialized or paginated from 1 st page to the last page.	Mandatory

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

Masinga Technical and Vocational College, addressed to:

THE PRINCIPAL,

MASINGA TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX I81 – 90141,

MASINGA

So as to be received on or before **13TH JULY 2023 AT 11.00 A.M.**

Submitted applications will be opened at 11:30 A.M. in the college's boardroom in the presence of candidates/representatives who choose to attend. Prices must include cost of delivery and taxes where

Tender documents can be obtained from the institute's Procurement office during official working hours 8.00 A.M-5.00 P.M. Monday to Friday or downloaded from our website: <http://masingatechnical.website.com/website>.

Or picked from our procurement office upon payment of a non-refundable fee **of Kshs. 1000**.

The amount to be deposited in the college's accounts **a/c 0390275609102 EQUITY MATUU BRANCH**

WOMEN, YOUTH &PWDS are encouraged to apply

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

1. TENDER REGISTRATION GUIDELINES

1.1 Introduction

The MASINGA TVC would like to invite interested bidders to supply and deliver various goods, services and works on need basis. Interested bidders must qualify by meeting the set criteria provided in this tender document.

1.2 Tender/Registration objective

The main objective is to supply and deliver assorted items and also provide services or works under the relevant tenders/quotations to MASINGA TVC as and when required during the stated period.

1.3 Invitation of Tender/Registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Tender / registration documents to

The Principal, Masinga Technical and Vocational College,

P.O. Box 181-90141,

Masinga.

The prospective suppliers are required to provide mandatory information for registration.

1.4 Experience

Prospective suppliers must have carried out successful supply and delivery of similar items/services to Government/Corporation/institutions of similar size and complexity **except for Youth, Women and Persons with Disabilities companies**. All potential suppliers must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Tender/Registration Document

- a) This Tender document includes the advert, the questionnaire and price quotations.
- b) The Registration document includes the advert and the questionnaire.
- c) In order to qualify, prospective suppliers must submit all the information and documents as prescribed by the tender document.

1.6 MASINGA TVC Obligation

MASINGA TVC reserves the right to accept or reject any tender either in whole or part and is not bound to give reasons for its decision.

1.7 Submission of Tender/Registration Documents

A copy of the tender/registration documents shall be submitted to reach:

PRINCIPAL

MASINGA TECHNICAL AND VOCATIONAL

COLLEGE PO BOX 181-90141

MASINGA

On or before **13TH JULY 2023 AT 11:00 A.M**

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to
The **Principal, Masinga Technical and Vocational College** on the email;
masingatechnical@gmail.com

1.9 Additional Information

Masinga Technical and Vocational College may request submission of additional information from prospective bidders when need arises, during the evaluation process for the registration.

1.10 Category B Suppliers

Request for quotations will be made available only to those bidders whose qualifications are accepted by Masinga Technical and Vocational College after scoring at least **70% of total rating for bidders in the Open categories.**

1.11 Reserved categories

Youth, Women and Persons with Disabilities Companies shall be required to submit all the relevant and applicable documents for the respective categories as listed under **Form T-1.**

2. BRIEF TENDER REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty, V.A.T and all other applicable taxes as required by the law.

2.2 Customs Clearance

The Supplier shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required and **the contract price shall not be varied during the contract period**. Quantities may increase or decrease as determined by demand on the authority of the Principal MASINGA TVC. Prices quoted should be inclusive of all delivery charges and taxes applicable.

2.4 Payments

All purchases shall be on credit of a minimum of **sixty (60) days** or as may be stipulated in the Contract Agreement.

3. TENDER REGISTRATION DATA INSTRUCTIONS

3.1 Tender data forms

The attached questionnaire forms T-1, T-2, T-3, T-4, T-5, T-6, T-7, T-8, and T-9 are to be completed by prospective suppliers/contractors who wish to tender for the specific tender.

3.1.1 Tender forms which are not duly filled and submitted in the prescribed manner will not be considered. All the documents that form part of the tender must be legible and written in ink.

3.2 Qualification

3.2.1 The tender data on prospective bidders is to be used by MASINGA TVC in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender as described.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of MASINGA TVC they possess capability, experience, qualified personnel available, suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Tendering

3.3.1 Experience

Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items. Potential supplier/contractor should show competence, willingness and capacity to service the tender. **(Not applicable for Tenders to youth, women and persons with disabilities).**

3.3.2 Past Performance

Past performance of the bidders will be given due consideration. Letter of reference from at least three (3) past customers should be included in Form T- 6. **(Not applicable for Tenders to youth, women and persons with disabilities).**

3.3.3 Personnel

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

3.3.4 Financial Condition

3.3.4.1 The Supplier's financial condition will be determined by the last **two (2)** years financial statements submitted with the tender documents as well as letters of reference from their bankers regarding the bidders' credit position. **(Not applicable for Tenders to youth, women and persons with disabilities).**

3.3.4.2 Potential bidders should provide evidence of financial capability to execute the tender. Information to be filled in Form T-4 **(Not applicable for Tenders to youth, women and persons with disabilities).**

3.4 Anti-Corruption Declaration Pledge form

Potential bidders should affirm not to engage in corrupt or fraudulent practices and a declaration that the bidder or his sub-contractors or personnel are not debarred from participating from procurement proceeding. Information to be filled in Form R-8.

3.5 Statement

Application must include a sworn statement Form T-9 by the bidder.

3.6 Withdrawal of Tender.

Should a condition arise between the time the firm is registered to bid and the bid Opening date or during the contract period which could substantially change the performance and qualification of the bidder or the ability to perform, then MASINGA TVC will disqualify the tender from such a bidder.

3.7 Bidders documentations

3.7.1 The firm must have a fixed Business Premise, valid post office address, valid telephone, valid email address and must have valid registration documents as required (copies of which must be attached).

3.7.2 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate (copies of which must be attached).

3.7.3 TENDER EVALUATION CRITERIA FOR (OPEN)

	Requirements	Score (Marks)
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	40
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	Dully filled and stamped Sworn Statement	10
	TOTAL	100

TECHNICAL EVALUATION CRITERIA: RESERVED (YOUTH/PWD/WOMEN) CATEGORIES

	Requirements	Score (Marks)
1	Duly filled Registration Data	30
2	Duly filled Confidential Business Questionnaire	40
2	Dully filled and stamped Sworn Statement	15
3	Dully filled -Letter of Application -Declaration form	15
	TOTAL	100

NB

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 hence shall not be registered as supplier, contractor or consultants for the financial year 2023/2024

FORM T-1 TENDER DOCUMENTATION

Interested applicants must provide the following :

S/NO	Requirements	Remark
1.	Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	Copy of valid Business Permit	Mandatory
4.	Company profile	Mandatory
5.	CR12 for limited company or ID Card for sole-proprietorship	Mandatory
6.	Valid AGPO Certificate for the Reserved groups	Mandatory
7.	Duly Completed Confidential Business Questionnaire	Mandatory
8.	Must have valid Practicing License from relevant bodies where applicable. (Registration with the Insurance Regulatory Authority for provision of insurance)	Mandatory
9.	The document should be legible and presentable. All pages of the bid document submitted MUST be sequentially serialized or paginated from 1 st page to the last page.	Mandatory

(30points)

Firms that do not submit the specified mandatory documents will be deemed to be unresponsive

FORMT-2-REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We.....

(Name of

Company/Firm)Here by apply for registration as
supplier(s) of;

a. **Item description**.....

b. **Tender No.**

c. **Post office address**

d. **Email address**

e. **Telephone Number**

f. **Town**

g. **Street**

h. **Name of building**

i. **Room/Office Number**.....**Floor Number**

j. **Full name of the applicant**

k. **Other branches location**

ORGANIZATION & BUSINESS INFORMATION MANAGEMENT PERSONNEL

Chief Executive officer

Secretary.....

General Manager.....

Treasurer.....

Other12.....

Names of Partners (if available)

1.
2.
3.

Business founded or incorporated in year.....

Under present management since Year.....Month.....Day.....

Net worth equivalent Kshs.....

Bank reference and address

Indicate terms of trade/sale:

Name of firm:

Name of designated Officer:

Signature, date and official stamp.....

(5 Points)

FORM T-3 FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach copies of the last two years Audited accounts or two year's certified bank statements for sole proprietors (7) marks
- (2) Attach letters of recommendation from the firm's bankers- (7) marks.
- (3) State Credit period (minimum proposed is 60 days) – (6) marks

(Not applicable for Youth, Women and Persons with Disability)

(20 Points)

T-4 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.

NB: 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.....
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 PROPRIETORS

Your Name in Full.....Age.....
Nationality.....Country of Origin.....
Citizenship Details.....

PART 2 (B) PARTNERSHIPS

Given Details of partners as follows:

Name
Nationality
Citizenship Details.....
Shares.....

Name
Nationality
Citizenship Details.....
Shares.....

(10 Points)

FORM T-5 PAST EXPERIENCE

Names of The Bidder's Clients in the Last Two Years and Values of tenders

1. Name of 1st Client (organization)

- a) Name of Client (organization)
- b) Address of Client (organization)
- c) Name of Contact Person at the Client (organization)
- d) Telephone No. of Client
- e) Duration of Contract (date)
- f) Signature and Stamp of Organization.....

2. Name of 2nd Client (organization)

- a) Name of Client (organization)
- b) Address of Client (organization)
- c) Name of Contact Person at the Client (organization)
- d) Telephone No. of Client
- e) Duration of Contract (date)
- f) Signature and Stamp of Organization.....

3. Name of 3rd. Client (organization)

- a) Name of Client (organization)
- b) Address of Client (organization)
- c) Name of Contact Person at the Client (organization)
- d) Telephone No. of Client
- e) Duration of Contract (date)
- f) Signature and Stamp of Organization.....

4. ATTACH DOCUMENTAL EVIDENCES OF EXISTENCE OF CONTRACTS.(MANDATORY)

(10 Points)

3 Marks for each an additional document

(Not applicable for Youth, Women and Persons with Disability)

FORM T-6-LITIGATION HISTORY

Name of Bidder.....

Bidders should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed amount (current value, Ksh. Equivalent

(5 Points)

FORM T-7: ANTI -CORRUPTION DECLARATION PLEDGE

I/WE..... declare that I/WE recognize that Public Procurement is based on a free and fair competitive Tendering process which should not be opened to abuse.

I/WE..... Declare that I/WE.....will not offer or facilitate directly or indirectly any inducement or reward to any public officer, their relations or business associates, in accordance with the tender No..... for or in the subsequent performance of the contract if I/WE/am/are successful.

Signature.....
(By Chief Executive Officer or Authorized representative).

Date.....

(5 marks)

Having studied the tender information above I/We hereby state:

The information furnished in our application is accurate to the best of our knowledge.

FOR CATEGORY A

I/We acknowledge that if successful, this grants the right to fulfill the tender on the basis of provisions in the tender contract document.

FOR CATEGORY B

I/We acknowledge that if successful, this grants the right to participate in due time in the submission of quotation on the basis of provisions in the quotation documents.

We enclose all the required documents and information required for the tender evaluation.

Date;

Applicant's Name;

Represented by;

Signature;

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

(5 marks)

REGISTRATION FORM

Company/Business Name:19.....

Category No:

Category Description:

NOTE: Bidders are required to provide their contact details as shown below.

Name of the firm:

Contact Person:

Telephone:

Email address:

Postal Address: P.O. Box Code:

City/Town.....

Location of Business:

FOR OFFICIAL USE

Tender Evaluation Committee Comment

.....
.....

APPLICATION APPROVED

APPLICATION NOT

APPROVED