

GODOMA TECHNICAL TRAINING INSTITUTE



INVITATION FOR REGISTRATION OF SUPPLIERS/CONTRACTORS FOR
SUPPLY OF GOODS AND PROVISION OF SERVICES FOR THE PERIOD ENDING 30TH JUNE
2021.

TENDER NUMBER	
TENDER NAME	



**REPUBLIC OF KENYA
MINISTRY OF EDUCATION
GODOMA TECHNICAL TRAINING INSTITUTE
P.O BOX 1808-80100 KILIFI**



Email:godomatti.gtti@gmail.com Web:www.godomatti.ac.ke

INVITATION FOR REGISTRATION

INVITATION FOR REGISTRATION OF SUPPLIERS/CONTRACTORS FOR
SUPPLY OF GOODS AND PROVISION OF SERVICES FOR THE PERIOD ENDING 30TH JUNE 2021

Godoma TTI commissioned in 2015 under the TVET Act of 2013, is a leading Technical Institute in the vast Kilifi County. In pursuit of meeting its core mandate and offering quality services to its clients, the institute seeks to register supplier for provision of goods and services.

CATEGORY A: SUPPLY OF GOODS

TENDER NO.	DESCRIPTION	ELIGIBILITY
GTTI/01/2019-2020/21	Supply of stationery	Reserved
GTTI/02/2019-2020/21	Supply of hardware items	Open
GTTI/03/2019-2020/21	Supply of printed texts and textbooks	Open
GTTI/04/2019-2020/21	Supply Of Building Materials	Open
GTTI/05/2019-2020/21	Supply of computers, laptops and ICT related items	Open
GTTI/06/2019-2020/21	Supply and delivery of fire proof cabinets, paper shredder and safes	Open
GTTI/07/2019-2020/21	Supply and delivery of firewood and charcoal	Reserved
GTTI/08/2019-2020/21	Supply and delivery of electrical and electronics items	Open
GTTI/09/2019-2020/21	Supply and delivery of clean drinking bottled water	Reserved
GTTI/010/2019-2020/21	Supply, delivery, installation and servicing of air-condition, fridges and water dispensers and electronic appliances	Open
GTTI/011/2019-2020/21	Supply, delivery, installation of fire fighting equipment and servicing	Open
GTTI/01/2019-2020/21	Supply and delivery of cleaning and sanitary materials	Reserved
GTTI/012/2019-2020/21	Supply and delivery of medical supplies and first aid kits	Reserved
GTTI/013/2019-2020/21	Supply and delivery of dry cereals	Open

GTTI/014/2019-2020/21	Supply and delivery of branded & promotional materials and branding	Reserved
GTTI/015/2019-2020/21	Supply and delivery of foodstuffs and additives	Reserved
GTTI/016/2019-2020/21	Supply and delivery of staff uniform, curtains and sports items	Reserved
GTTI/017/2019-2020/21	Supply and delivery of meat and meat products	Open
GTTI/018/2019-2020/21	Supply and delivery of fertilizer and pesticides	Open
GTTI/019/2019-2020/21	Supply and delivery of household, sanitary and landscaping tools	Open
GTTI/020/2019-2020/21	Supply and delivery of school stamps and signage	Open
GTTI/021/2019-2020/21	Supply and delivery of office furniture and fittings	Open
GTTI/022/2019-2020/21	Supply and delivery of tree seedlings and landscaping services	Reserved
GTTI/023/2019-2020/21	Supply and delivery of tonners ,inks and cartridges	Reserved
GTTI/024/2019-2020/21	Supply and delivery of printers, photocopier machines and Servicing	Open
GTTI/025/2019-2020/21	Supply and delivery of fresh vegetables and fruits	Reserved
GTTI/026/2019-2020/21	Supply and delivery of fuel(diesel/ gas),lubricants and batteries	Open
GTTI/027/2019-2020/21	Supply and delivery of kitchenware and utensils	Open
GTTI/028/2019-2020/21	Supply and delivery of office furniture and fittings	Open
GTTI/029/2019-2020/21	Supply and delivery of tree seedlings and landscaping services	Reserved
GTTI/030/2019-2020/21	Supply and delivery of energy serving solutions and products	Reserved
GTTI/031/2019-2020/21	Supply and delivery of printers, photocopier machines and Servicing	Open

CATEGORY B: PROVISION OF SERVICES		
GTTI/032/2019-2020/21	Provision of hotel accommodation and seminar services	Open
GTTI/033/2019-2020/21	Hiring of tents chairs and PA system	Reserved
GTTI/034/2019-2020/21	Maintenance and servicing of power generator and electric motors	Open
GTTI/035/2019-2020/21	Provision of transport hire services	Open
GTTI/036/2019-2020/21	Provision of air-ticketing and travel services	Open
GTTI/037/2019-2020/21	Provision of printing, publishing and photocopying services	Open
GTTI/038/2019-2020/21	Provision of internet and web hosting services	Open
GTTI/039/2019-2020/21	Provision of cleaning, fumigation and pest control services	Open
GTTI/040/2019-2020/21	Provision of building and civil engineering works	Open
GTTI/041/2019-2020/21	Provision of Electrical works and maintenance	Open
GTTI/042/2019-2020/21	Provision of plumbing and sewer works and maintenance	Open
GTTI/043/2019-2020/21	Provision of Insurance services for property and persons.	Open
GTTI/044/2019-2020/21	Provision of Welding and fabrication services	Open
GTTI/045/2019-2020/21	Provision of small construction works and repair	Open
GTTI/046/2019-2020/21	Provision of consultancy services	Open
GTTI/047/2019-2020/21	Provision of security and guarding services	Open
Tender and Pre-qualification documents detailing the information may be obtained from the GODOMA TECHNICAL TRAINING INSTITUTE official website:- www.godomatti.ac.ke		
Completed Tender/Pre-qualification Documents in plain sealed envelopes, clearly marked with the “Tender No. and Tender Name” as particularly described in the Tender documents should be deposited in the Tender Box located at the GODOMA TECHNICAL TRAINING INSTITUTE in the Reception Area addressed to:		
The PRINCIPAL		

GODOMA TECHNICAL TRAINING INSTITUTE
P. O. Box 1808 - 80108
KILIFI

So as to be received by 18TH JULY, 2019 at 4.00 pm. The documents will be opened immediately thereafter in the presence of the candidates who choose to attend in the GTTI boardroom. Late bids will not be accepted.

Procurement officer
For: principal

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

GODOMA TECHNICAL TRAINING INSTITUTE (GTTI) would like to invite interested candidates who must qualify by meeting the set criteria as provided to perform the contract of provision of goods and services to the Institute.

1.2 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to The Head of Procurement, GODOMA TECHNICAL TRAINING INSTITUTE so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.

1.2.1 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

1.3 Experience

Prospective suppliers must have carried out successful supply and delivery of similar items/services to Government/Corporation/ institutions of similar size and complexity. Potential suppliers must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.4 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.5 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

1.6 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Head of Procurement, on the following address:

**HEAD OF PROCUREMENT
GODOMA TECHNICAL TRAINING INSTITUTE**

P.O. Box 1808-80108 KILIFI

1.7 Additional Information

GODOMA TTI reserves the right to request submission of additional information from prospective bidders.

- 1.8 Request for quotations will be made available only to those bidders whose qualifications are accepted by GODOMA TECHNICAL TRAINING INSTITUTE after scoring more than 70 points after the completion of the pre - qualification process.

2.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty and VAT 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. Quantities may increase or decrease as determined by demand on the authority of the PRINCIPAL. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3.PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers who wish to be pre-qualified for submission of tender for the specific tender.

3.1.1 The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by GODOMA TECHNICAL TRAINING INSTITUTE in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

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

3.3 Essential Criteria for Pre-qualification

3.3.1 (a) Experience: Prospective bidders shall have at least 1 year experience in the supply of goods, services and allied items in case of potential supplier should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

3.3.2 Personnel

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

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the Registration documents as well as letters of reference from their bankers regarding suppliers credit position. Potential suppliers will be pre-qualified on the satisfactory information given.

3.3.4 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 to be filled/ provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6

3.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration.

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then GODOMA TECHNICAL TRAINING INSTITUTE reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate.

3.7 Registration Criteria

Required Information Form Type Points Score

1. Registration Documentation PQ-1 30
2. Pre-qualification Data PQ-2 10

3. Supervisory Personnel PQ-3	10
4. Financial Position PQ-4	20
5. Confidential Report PQ-5	15
6. Past Experience PQ-6	10
7. Litigation History PQ-7	5
TOTAL	100

3.8 The minimum score to qualify for Registration shall be **70 points**.

Applicants who will not meet this minimum score shall be disqualified.

FORM PQ-1 REGISTRATION DOCUMENTATION

All firms must provide certified copies of the following:-

1. Certificate of Registration / Incorporation.
2. V.A.T Registration Certificate
3. Copies of Pin Certificate of firm/company
4. Valid Tax Compliance Certificate from Kenya Revenue Authority
5. Letters of recommendation from previous organization served (at least two).
6. Evidence of physical registered office in the Region applied for.

7. Registration with relevant Regulatory Authorities e.g WARMA, NCA, IRA, ERB, PSV, National Treasury (AGPO Certificate.)

(30 points)

FORM PQ-2 -PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS
APPLICATION FORM

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

.....
(Item Description)

.....
(sub-Category No.)

Post Office ,Address
Town Street

Name of building

Room /Office No. ,.....

Floor No. Telephone Nos.

Full Name of applicant

Other branches location

Organization & Business Information

.....
Chief Management Personnel Executive
Secretary
General Manager
Treasurer
Other.....

Partnership (if applicable) Names of Partners

3. Business founded or incorporated
4. Under present management since
5. Net worth equivalent kshs.....
.....
6. Bank reference and address
7. Bonding company reference address.....
8. Enclose copy of organization chart of the firm indicating the main fields of activities
.....
9. State any technological innovations or specific attributes which distinguish you
from your competitors
.....
10. Indicate terms of trade/sale

(10 Points)

FORM PQ-3 SUPERVISORY PERSONNEL

Name.....

Age

Academic Qualification.....

Under graduate

Post graduate

Diploma

High School

Professional Qualification

(Attach Certificates if any)

Length of service with Contractor or Supplier position held

.....
(Attach copies of certificates of key personnel in the organization and professional)

(10 Points)

FORM PQ-4 -FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach a copy of firm's audited accounts for previous two years.

(2) Attach letters of reference from the bankers regarding supplier's credit position.

(3) State Credit period (minimum proposed is 30 days)

(20 Points)

FORM PQ-5 GODOMA TECHNICAL TRAINING INSTITUTE

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.

You are advised that it is a serious offence to give false information on this form

Part I- General :

Business Name

Location of business premises.....

Plot No.

Street/Road..... Postal

Address.....Tel. No.....

Nature of business.....

Current Trade Licence. No.....

Expiring date.....

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

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares

Part 2 (c) - Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows:-

Name	Nationality	Citizenship Details	Shares

Date Signature of Candidate.....

*if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

(15 Points)

FORM PQ-6-PAST EXPERIENCE

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST
TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

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

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

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

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i) Name of Client (organization).....
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)

iv) Telephone No. of Client.....

v) Value of Contract.....

vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract)

4. Others.....

(10 Points)

FORM PQ-7 -LITIGATION HISTORY

Name of Contract Supplier Contractors/Suppliers 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	DISPUTED AMOUNT (CURRENT VALUE,

(5 Points)

**FORM PQ-8 -SWORN STATEMENT PRE-QUALIFICATION OF
SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES**

GODOMA TECHNICAL TRAINING INSTITUTE intends to update its register for suppliers for various goods, works and services for the year ending 30th June 2019. Interested eligible suppliers are invited to apply for Registration, indicating the category of goods, works or services they wish to supply.

Having studied the pre-qualification information for the above project we/I hereby state:

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

- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.

- c. We enclose all the required documents and information required for the pre-qualification evaluation.

Date.....

Applicant's Name.....

Represented by

.....
Signature

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