



# MURANG'A TECHNICAL TRAINING INSTITUTE-MARAGUA

P.O BOX 27-10205 MARAGUA

Tel: +254748108000

Email: [murangatti@gmail.com](mailto:murangatti@gmail.com)

Website: [www.murangatech.ac.ke](http://www.murangatech.ac.ke)

## PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS, WORKS & SERVICES FOR FY 2023-2025

TENDERER' S NAME: .....

CATEGORY NO: .....

CATEGORY DESCRIPTION: .....

.....

### IF SPECIAL GROUP PLEASE INDICATE BELOW:

- WOMEN
- YOUTH
- PERSONS WITH DISABILITY

## TABLE OF CONTENTS

S/N	DESCRIPTION	PAGE NO
1.	PREQUALIFICATION INSTRUCTIONS	5
2.	BRIEF CONTRACT REGULATIONS	6
3.	PRE-QUALIFICATION DATA INSTRUCTIONS	7
4.	PREQUALIFICATION CRITERIA	9
5.	PREQUALIFICATION DOCUMENTATION	11
a.	FORM PQ -1 PRE-QUALIFICATION DOCUMENTS	11
b.	FORM PQ- 2 PRE- QUALIFICATION DATA/SUPPLIER APPLICATION FORM	12
c.	FORM PQ-3 CONFIDENTIAL BUSINESS QUESTIONNAIRE	13
d.	FORM PQ -4 CAPABILITY AND COMPETENCE	16
e.	FORM PQ -5 FINANCIAL POSITION	17
f.	FORM PQ – 6 LITIGATION HISTORY	18
g.	FORM PQ – 7 MANPOWER AND EXPERTISE	19
h.	FORM PQ -8 PAST PERFORMANCE	20
i.	FORM PQ -9 SWORN STATEMENTS	21
6.	TECHNICAL SPECIFICATIONS FOR THE TENDER	22

## PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THEFY

**2023-2024/2024-2025**

MTTI invites applications from interested, eligible, capable individuals and firms for prequalification/Registration as suppliers and service providers for the years 2023-2024/2024-2025 in the following categories:

<b>TENDER NUMBER</b>	<b>CATEGORY A: PREQUALIFICATION FOR SUPPLY AND DELIVERY OF GOODS</b>	<b>SPECIAL CONDITIONS (WHERE APPLICABLE)</b>	<b>ELIGIBILITY</b>
MTTI/PQ/001/2023/2025	Supply and Delivery of General Stationery		Reserved
MTTI/PQ/002/2023/2025	Supply and delivery of Cleaning Materials, disinfectants and detergents		Reserved
MTTI/PQ/003/2023/2025	Supply and delivery of Electrical and Electronics Materials, related accessories and Equipment		Open
MTTI/PQ/004/2023/2025	Supply and Delivery of Plumbing Materials, Fittings and Accessories		Open
MTTI/PQ/005/2023/2025	Supply and Delivery of Mechanical and Automotive Engineering materials		Open
MTTI/PQ/006/2023/2025	Supply and delivery of Building and general hardware materials		Open
MTTI/PQ/007/2023/2025	Supply and delivery of computers, laptops, UPS units, Copiers, Printers, Scanners, network equipment, Computer Software Licenses and ICT related accessories		Reserved
MTTI/PQ/008/2023/2025	Supply and delivery of Toners, Ribbons, Cartridges, etc.		Reserved
MTTI/PQ/009/2023/2025	Supply and delivery of beverages (mineral water & soda)		Open
MTTI/PQ/010/2023/2025	Supply and delivery of Shop groceries, cereals & pulses		Open
MTTI/PQ/011/2023/2025	Supply and delivery of meat, meat products and fish		Open
MTTI/PQ/012/2023/2025	Supply and delivery of fresh vegetables & fruits		Open
MTTI/PQ/013/2023/2025	Supply and delivery of kitchen/ catering cutlery, kitchen utensils & specialized kitchen equipment/appliances		Open
MTTI/PQ/014/2023/2025	Supply and Delivery of cooking gas & related accessories	Authorized dealer	Open
MTTI/PQ/015/2023/2025	Supply, delivery, servicing and maintenance of firefighting equipment		Reserved
MTTI/PQ/016/2023/2025	Supply and delivery of printing and branding of materials		Reserved
MTTI/PQ/017/2023/2025	Supply and delivery of Library books, periodicals, journals & Digital Materials		Open
MTTI/PQ/018/2023/2025	Supply and delivery of Newspaper and airtime		Reserved
MTTI/PQ/019/2023/2025	Supply and delivery of sports/games uniforms and equipment		Open
MTTI/PQ/020/2023/2025	Supply and Delivery of Staff Uniforms, Clothing Materials, Curtains, Linens and Upholstery		Open
MTTI/PQ/021/2023/2025	Supply And Delivery of Beauty and Cosmetology Products and Equipment		Reserved
MTTI/PQ/022/2023/2025	Supply and delivery of Charcoal		Open
<b>CATEGORY B: PREQUALIFICATION FOR PROVISION OF SERVICES</b>			
MTTI/PQ/023/2023/2025	Provision of repair & maintenance of Mechanical machines and equipment services	Authorized dealer	Open
MTTI/PQ/024/2023/2025	Provision of Security/Guarding services		Open
MTTI/PQ/025/2023/2025	Provision of internet and networking services		Open
MTTI/PQ/026/2023/2025	Small Works, e.g., small building works, renovations, plumbing, welding, metal and Electrical works & installation, etc.		Open
MTTI/PQ/027/2023/2025	Provision of repairs & servicing of office equipment e.g., photocopiers, printers, LCD screens & projectors etc.		Open

MTTI/PQ/028/2023/2025	Provision of consultancy services and delivery (including baseline surveys, team building, ISO trainings, Management Training, HR Training, Website Updating, IT Infrastructure & Capacity Building etc.)		Open
MTTI/PQ/029/2023/2025	Provision of CCTV and Bio-metric Services		Reserved
MTTI/PQ/030/2023/2025	Provision of Leveling/Field grading services		Open
MTTI/PQ/031/2023/2025	Provision of Institute Asset Tagging Services		Reserved
MTTI/PQ/032/2023/2025	Provision of Asset Valuation Services		Open
MTTI/PQ/033/2023/2025	Provision of Legal Services		Open
MTTI/PQ/034/2023/2025	Provision of Insurance Services		Open

A complete set of Tender /Prequalification Document in English may be purchased or obtained by interested applicants from the **Procurement Office** during working hours upon payment of a non-refundable fees of **1000/= (One thousand KenyanShillings only)** Payment should be made to KCB Bank via **Mpesa paybill 522522 & Account Number 1282527274**.

A tender who wishes to be prequalified in more than one category shall submit different applications but can only be prequalified in a maximum of **three (3)** categories.

Documents obtained electronically will be free of charge. Documents sent electronically **WILL NOT** be accepted

Tender/Prequalification Document may be viewed and downloaded for free from the Institute website [www.murangatech.ac.ke](http://www.murangatech.ac.ke) Applicants who download the Prequalification Document **must** forward their particulars immediately or before the deadline to [procurement@murangatech.ac.ke](mailto:procurement@murangatech.ac.ke) or [murangatti@gmail.com](mailto:murangatti@gmail.com) to facilitate any further clarification or addendum.

Bidders who wish to apply for the Tenders (**Category B**) should fill the prequalification documents and then fill their quoted price along the tender quotations attached at the end of the documents. Any additional proof of capability of performing the works in the tender part can be attached with other documents showing proof of compliance with the statutory requirements.

Completed tender/Prequalification documents are to be enclosed in a plain sealed envelope marked with category name and reference number and deposited in the Tender Box situated at reception area **MURANG'A TECHNICAL TRAINING INSTITUTE**, located at 1km from **Maragua Town** on or before **19<sup>TH</sup> MAY 2023** at **10.00 a.m.** or be addressed to: -

**THE PRINCIPAL,  
MURANG'A TECHNICAL TRAINING INSTITUTE,  
P.O BOX 27-10205, MARAGUA**

Tender documents will be opened immediately thereafter in the presence of the Bidders &/or their representatives who choose to attend at **MURANG'A TECHNICAL TRAINING INSTITUTE HALL 1.**

**NB: LATE TENDERS WILL NOT BE ACCEPTED**

**Mr. Robin Wachira**  
**PRINCIPAL**

## **1.0 PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

MURANG'A TECHNICAL TRAINING INSTITUTE would like to invite interested candidates who must qualify by meeting the set criteria as provided to supply and deliver or provision of services to MURANG'A TECHNICAL TRAINING INSTITUTE – MARAGUA.

### **1.2 Pre-qualification Objective**

The main objective is to supply and deliver assorted items and also provide services under relevant Quotations to MURANG'A TECHNICAL TRAINING INSTITUTE as and when required during the period ending 30<sup>th</sup> June 2025.

### **1.3 Invitation of Pre-qualification**

Suppliers registered with the Registrars of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to **MURANG'A TECHNICAL TRAINING INSTITUTE**.

### **1.4 Experience**

Potential suppliers must demonstrate the capacity, willingness and commitment to meet the prequalification Criteria.

### **1.5 Pre-qualification Document**

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

In order to be considered for pre- qualification/registration, prospective suppliers must submit all theInformation herein requested.

### **1.7 Submission of Pre-Qualification Documents**

Original copy of the Completed, paginated & bound pre-qualification/registration data and other requested information shall be submitted to reach:

**MURANG'A TECHNICAL TRAINING INSTITUTE,  
P.O BOX 27-10205  
MARAGUA**

### **1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to [procurement@murangatech.ac.ke](mailto:procurement@murangatech.ac.ke) or [murangatti@gmail.com](mailto:murangatti@gmail.com)

### **1.9 Additional Information**

MURANG'A TECHNICAL TRAINING INSTITUTE reserves the right to request submission of additional information from prospective bidders.

## **2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The supplier will have to pay all taxes payable as applicable for all materials to be supplied.

### **2.2 Customs Clearance**

The contractors 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.

Prices quoted should be inclusive of all delivery charges and taxes.

### **2.4 Payments**

All local purchase orders shall be on credit of a maximum of ninety (90) days or as may be stipulated in the Contract Agreement.

2.5 All overseas purchase shall be by irrevocable letter of credit (ILC) or as it may be stipulated in the Contract Agreement.

## **3.0 PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS**

### **3.1 Pre-qualification data forms**

The attached questionnaires are to be completed in their own handwriting by prospective suppliers/contractors who wish to be pre-qualified for submission of Tender for a specific category.

3.1.2 The pre-qualified/registered 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 tender document must be written in English and in ink.

### **3.2 Qualification**

3.2.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by MURANG'A 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 the Institute they possess capability, experience, qualified personnel available and suitability of equipment and net current asset or working capital sufficient to satisfactory execute the contract for goods/services.

### **3.3 Essential Criteria for Pre- Qualification/Registration**

#### **3.3.1 Experience**

- a) Prospective bidder shall have at least 2 years' experience in the supply of goods, services and allied items except those who have satisfactorily been supplying at MTTI who shall be required to attach their fully serviced orders. Unless under reserved or preference category. Potential supplier/contractor should show competence, willingness and capacity to service the contract.
- b) Prospective bidders shall have experience in the supply of goods, services and Allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

#### **3.3.2 Financial Condition**

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as letters of reference regarding supplier's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and those in progress given. However, potential bidders should provide evidence of financial capability to execute the Contract.

### **3.3.3 Past performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included.

### **3.4 Statement**

Application must include a **sworn statement** by the tenderer ensuring the accuracy of the information provided.

### **3.5 Withdrawal of Pre-qualification**

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client (MURANG'A TECHNICAL TRAINING INSTITUTE) could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, MURANG'A TECHNICAL TRAINING INSTITUTE reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

### **3.6 Business Location**

The firm must have a fixed business premise and must be registered in Kenya, with Certificate of Registration, Incorporation/Memorandum and Article of Association, copies of which must be attached.

### **3.7 Payment of Statutory Obligations**

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory

## **TECHNICAL SPECIFICATIONS FOR THE TENDER**

- 1) Appendix 1. MTTI/BOG/22/2023 -2025
- 2) Appendix 2. MTTI/BOG/23/2023-2025

**NB:** Bidders who wish to apply for the Tenders under (**Category B**) should fill the prequalification documents and then fill their quoted price along the tender quotations attached at the end of the documents. Any additional proof of capability of performing the works in the tender part can be attached with other documents showing proof of compliance with the statutory requirements.



#### **4.0 PREQUALIFICATION CRITERIA FOR GENERAL/OPEN CATEGORIES**

	<b>Required information</b>	<b>Allocated scores</b>
	<b>Registration documentation</b> <ul style="list-style-type: none"> <li>• Certificate of incorporation/Registration certificate</li> <li>• PIN Certificate</li> </ul>	5 5
	<ul style="list-style-type: none"> <li>• Valid Tax Compliance Certificate</li> </ul>	5
	<ul style="list-style-type: none"> <li>• CR12 for Companies &amp; CR13 for Sole Proprietorships</li> </ul>	5
	<b>Financial capacity</b> <ul style="list-style-type: none"> <li>• Authenticated Bank Statements for the last 2 years (General)</li> <li>• Mode of payment &amp; willingness to give credit of upto 90 days - General</li> </ul>	10 5
	<b>Past experience &amp; performance</b> <ul style="list-style-type: none"> <li>• No. of years in business (General)</li> <li>• Referees (clients) attach proof (General)</li> </ul>	6 9
	<b>Confidential business questionnaire</b> <ul style="list-style-type: none"> <li>• Dully filled</li> <li>• Fixed premises with telephone facilities (will be inspected/verified by a team from MTTI officers)</li> </ul>	10
	Litigation History (General)	5
	Other certificates e.g. KEBS, registration with Professional Bodies certification (Attach Copies)  Insurance service providers to attach current certificate from the Insurance Regulation Authority (IRA)	10
	Manpower and expertise (General)	5
	Declarations and Company Stamp	5
	Attached a purchase receipt duly stamped by the Institute	15
	<b>TOTAL</b>	<b>100</b>

**To qualify the prospective supplier, consultant or contractor must score 80 points and above.**

**5.0 MANDATORY REQUIREMENTS FOR PERSONS WITH DISABILITIES (PWD’S), YOUTH AND WOMEN**

- a) Attach copy of Business Registration Certificate
- b) Attach Valid Tax Compliance
- c) Attach copy of PIN certificate and VAT Certificate
- d) CR12 for companies & CR13 for business names
- e) Valid Business Permit
- f) Registration with relevant Professional bodies
- g) Valid Registration Certificate by National Treasury/County Government (**AGPO**)
- h) Duly filled and completed Tender submission document.

N/B Previous Experience is not a requirement for special groups (Youth, Women& PWDs,) Bank Statements 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)

**5.1 PREQUALIFICATION CRITERIA FOR AGPO CATEGORIES**

	<b>Required information</b>	<b>Allocated scores</b>
	<b>Registration documentation</b>	
	<ul style="list-style-type: none"> <li>• Certificate of incorporation/Registration certificate</li> <li>• PIN Certificate</li> </ul>	10
	<ul style="list-style-type: none"> <li>• Valid Tax Compliance Certificate</li> </ul>	10
	<ul style="list-style-type: none"> <li>• CR12 for Companies &amp; CR13 for Sole Proprietorships</li> </ul>	10
	<b>Financial capacity</b>	
	<ul style="list-style-type: none"> <li>• Mode of payment &amp; willingness to give credit of upto 60 days</li> </ul>	10
	<b>Confidential business questionnaire</b>	
	<ul style="list-style-type: none"> <li>• Dully filled</li> </ul>	10
	Litigation History	10
	<b>Registration with relevant bodies</b>	
	Other certificates e.g. KEBS, registration with Professional Bodies certification e.g NCA, ICTA (Attach Copies)	20
	Insurance service providers to attach current certificate from the Insurance Regulation Authority (IRA)	
	Declarations and Company Stamp	10
	<b>TOTAL</b>	<b>100</b>

## **FORM PQ -1 PRE-QUALIFICATION DOCUMENTATION**

### **All firms must provide:**

1. Copies of Certificate of Registration/Incorporation
2. Copy of valid V.A.T. Registration Certificate/ PIN certificate of Firm/Company/Individual
3. Copy of Valid Certificates (AGPO) for special groups from the National Treasury.
4. Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority
5. Valid CR12 or CR13 where applicable
6. Copy of valid Business permit
7. Dully completed Confidential Business Questionnaire
8. For Provision of Small Works, Firms MUST have a Valid NCA certificates & licenses
9. Registration with the Insurance Regulatory Authority (IRA) for Current year and a Certified Copy of the current License be submitted (For Provision of Insurance Services)

**FORM PQ -2: PREQUALIFICATION DATA**

**SUPPLIERS APPLICATION FORM**

I/We (**Firm Name**) .....hereby apply for registration as a

Supplier for .....

(Category No.) .....

Postal Address.....

Telephone Number (Fixed Line) .....Mobile.....

Email Address.....Town.....

Street.....Building.....

Floor.....Room/Office.....

Other branches/Locations.....

Full name of authorized signatory.....

Designation.....

Official Rubber Stamp, Date and Signature.....

**FORM PQ -3 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 .....

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

Nature of Business.....

Current Trade License No. ....Expiry Date .....

Maximum value of business that you can handle at any one time: Ksh .....

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

Are you an agent of the Kenya National Trading Corporation? YES/NO .....

**Part 2 (a) – Sole Proprietor:**

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

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

Citizenship details .....

**Part 2 (b)- Partnership:**

Give 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 the company –

Nominal Kshs .....

Issued Kshs .....

Give details of all directors as follows:

	<b>NAME</b>	<b>NATIONALITY</b>	<b>CITIZENSHIP DETAILS</b>	<b>SHARES</b>

Complete the below information after duly filling all the information required above:

Name: ..... Designation: .....

Date ..... Signature & Stamp of Tenderer .....

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

**YOU ARE ADVISED THAT IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM**

**6.0**            **STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS**

1. Certificate of Registration/ Incorporation No.....(Attach copy)
2. Valid Trade License No.....(Attach copy)
3. CR12 or CR13 Registration No.....(Attach copy)
4. KRA Pin Certificate No ..... (Attach copy)
5. VAT Certificate No: ..... (Attach copy)
6. Tax Compliance Certificate No: ..... (Attach copy)

**FORM PQ -4 CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES**

1. State if the company is a subject of bankruptcy proceeding, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law  
.....  
.....  
.....
  
2. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent),  
Wholesaler, Retailer etc.....  
.....  
.....
  
3. State any technological innovations or specific attributes which distinguishes you from your competitors.....
  
4. Tax Compliance Certificate No .....(Attach copy)
  
5. Other important certificates e.g. KEBS, registration with MOPW, Professional bodies certification  
.....  
.....  
..... Please attach proof
  
6. To what extent is your firm /company e-enabled with your clients and suppliers and how do you intend to carry out business with Murang'a Technical Training Institute.....  
.....
  
7. What is the Maximum Value of Business, which you can handle at any one time? Kshs  
.....
  
8. What is the average response time to a request for quotation /proposal ..... ?
  
9. What is the average response time to delivery of goods /services after issuance of an LPO/LSO?.....
  
10. Your trade terms (include mode of payment, credit allowed and discounts)  
.....



**FORM PO- 5 FINANCIAL POSITION & TERMS OF TRADE**

**PART I: Bank Statement**

Attach copies of Bank Statement for the last 12 months.

**PART II: TERMS OF TRADE PAYMENTS**

**MURANG’A TECHNICAL TRAINING INSTITUTE** would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made within **NINETY (90)** days or **SIXTY (60)** days for AGPO Groups

Confirm acceptance of this by ticking appropriately:	<b>Acceptable</b>	<input type="checkbox"/>
	<b>Not Acceptable</b>	<input type="checkbox"/>

Name: ..... Designation: .....

Date ..... Signature & Stamp of Tenderer .....

**FORM PO- 6 LITIGATION/ARBITRATION INCIDENCES**

- a) Litigation and Arbitration incidences .....  
.....  
.....
- b) Enumerate any past litigation and arbitration incidences encountered by the firm .....  
.....  
.....
- c) State if the company is/ was a subject of bankruptcy proceedings, in receivership, administrationreceivership, or any other form of liquidation as defined by the applicable law .....  
.....  
.....

**CLIENTS DETAILS**

Give details of at least 3 Reputable Organizations where you are supplying the category of goods/service applied for. (Attach Proof)

- 1. Organization Name.....  
Address.....  
Name of Contact Person .....  
Position in the organization.....  
Tel no .....  
E-mail Address.....  
LPO/LSO Nos .....
- 2. Organization Name.....  
Address.....  
Name of Contact Person .....  
Position in the organization.....  
Tel no .....  
E-mail Address.....  
LPO/LSO Nos .....
- 3. Organization Name.....  
Address.....  
Name of Contact Person .....  
Position in the organization.....  
Tel no .....  
E-mail Address.....  
LPO/LSO Nos .....

**FORM PO -7 MANPOWER AND EXPERTISE OF STAFF**

Qualifications and experience of at least 5 key personnel proposed for administration and execution of the Contract. Attach Curriculum Vitae (CV's). The CVs should be duly signed by the proposed personnel.

<b>Position</b>	<b>Name</b>	<b>Qualifications</b>	<b>Experience in proposed position</b>

**FORM PQ -8 PAST PERFORMANCE**

Have you previously been supplying goods/services to MURANG’A TECHNICAL TRAINING INSTITUTE? If yes, give details

.....  
.....

Indicate three of the latest orders with MTTI

.....  
.....  
.....

Do you have any pending orders with MTTI? If so give details

.....  
.....  
.....

Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?

.....

If you are a current or previous supplier of goods and services to MURANG’A TECHNICAL TRAINING INSTITUTE, have you at any one time been issued with an LPO/LSO and failed to supply Goods/Services within the agreed time or supplied inferior goods not within the specifications?.....

.....  
.....  
.....  
.....

**FORM PQ -9 SWORN STATEMENTS**

I/ We have completed these forms accurately at the time application and it is agreed that all responses can be sustained if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped .....

Name.....

Position in the Company.....

Date.....

**WITNESS**

Signed and Stamped .....

Name.....

Position in the Company.....

Date.....

# **TECHNICAL SPECIFICATIONS FOR THE TENDER**

## **APPENDIX 1. MTTI/BOG/22/2023-2025**

### **REQUIREMENTS FOR SECURITY SERVICES**

The Tenderer is required to visit all parts of the Institute prior to quoting. The Quotation should be under the following Sub-headings:

#### **1. Services / Duties and Back – Up**

- a) To provide 24-hour security for the Institute property and people (including visitors). This should include back up services.
- b) It will be the duty of the Tenderer to ensure that any items left out overnight are returned into lockable places.
- c) Familiarize with the type of Clients which the Institute receives.

#### **2. Profile**

Provide a Curriculum Vitae and Comprehensive Business Profile of the Tendering Firm/Individuals. This should include three (3) reliable Referees who can vouch for the Tenderer.

#### **3. Insurance Cover**

Show evidence of contractual insurance and any other liability and the extent of coverage. Include the responsibility clause. Show evidence that the Tenderer's Company and Guards are insured by a reputable firm.

#### **4. Charges**

Include all the possible charges in your Quotation. The charges quoted remain in force up to 30th June 2024.

**5.** Have adequate trained staff that has the ability to carry-out screening of visitors using Screening Gadgets.

**6.** Should possess appropriate Screening and up-to date Gadgets to effectively manage Security on the compound.

#### **Note:**

The Main Contract will be drawn by the Board of Directors and Conditions laid down will be binding at the time of commencement.

<b>MURANG'A TECHNICAL TRAINING INSTITUTE</b>				
<b>QUOTATION FORM FOR PROVISION OF GUARDING/ SECURITY SERVICES</b>				
	<b>ITEM DESCRIPTION</b>	<b>SPECIFICATION</b>	<b>UOM</b>	<b>UNIT PRICE</b>
	Day Time Guard	Trained men and women	1 Person	
	Night Time Guard	Trained men	1 Person	
	Additional Security Guards	Trained Men and Women	1 week	
	Additional Security Guards	Trained Men and Women	2-3 weeks	

**APPENDIX 2. MTTI/BOG/25/2023-2025**

<b>MURANG'A TECHNICAL TRAINING INSTITUTE</b>						
<b>QUOTATION FORM FOR PROVISION OF ANNUAL INSURANCE COVER FOR STUDENTS &amp; SENDING COVERS FOR THOSE PROCEEDING ON ATTACHMENT</b>						
<b>S.N</b>	<b>ITEM DESCRIPTION</b>	<b>SPECIFICATION</b>	<b>UNIT OF MEASURE</b>	<b>NO. OF STUDENTS</b>	<b>ANNUAL PREMIUM</b>	<b>TOTAL PREMIUM</b>
1	Students Insurance Cover	Group Insurance	@			
		Insurance Training	@			
		Policy Holder's Compensation Plan/Fund				

You should include a complete proposal of the Insurance Covers to include the Risks to be Covered, Cover Summary, Limits & Special or Extensive Clauses of your Proposal.