



**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)



**REGISTRATION/ PREQUALIFICATION OF SUPPLIERS FOR GOODS, WORKS & SERVICES  
FOR FY 2025 – 2027**

**TENDERER' S NAME:** .....

**CATEGORY NO:** .....

**CATEGORY DESCRIPTION:** .....

.....

**IF SPECIAL GROUP PLEASE INDICATE BELOW:**

**WOMEN** ☐

**YOUTH** ☐

**PERSONS WITH DISABILITY** ☐

**PRINCIPAL**  
**MURANG'A TECHNICAL**  
**TRAINING INSTITUTE**  
P. O. Box 27 - 10205, MARAGUA  
Email: [murangatti@gmail.com](mailto:murangatti@gmail.com)



## **TENDER NOTICE**



### **INVITATION TO TENDER FOR THE REGISTRATION OF SUPPLIERS FOR GOODS, WORKS & SERVICES FOR THE FINANCIAL YEARS 2025/2026 - 2026/2027**

**TENDER NUMBER: MTTI/PRQ/2025-2027/001/2025**

Murang'a Technical Training Institute invites sealed tender/registration bids from competent eligible firms for the supply and delivery of goods, works and services for the financial years 2025/2026 and 2026/2027. Interested candidates may obtain/download detailed tender registration document free of charge from Murang'a Technical Training Institute (MTTI) website; [www.murangatech.ac.ke](http://www.murangatech.ac.ke) or Public Procurement Information Portal (PIIP) website; [www.tenders.go.ke](http://www.tenders.go.ke) or from the Procurement Office upon payment of non-refundable fee of Ksh. 1,000 (one thousands kenya shillings) payable to Murang'a Technical Training Institute Banking Details at the Accounts Office. Tenderers who download the tender/registration documents from the Institute or PIIP Websites **MUST** forward their particulars (name of the firm & contact, tender/registration name & reference number) immediately to [procurement@murangatech.ac.ke](mailto:procurement@murangatech.ac.ke). Completed tender/registration document enclosed in a plain sealed envelope clearly marked tender registration name and reference number deposited in a tender box located at the entrance of Institute's administration block, addressed to;

THE PRINCIPAL

MURANG'A TECHNICAL TRAINING INSTITUTE

P.O BOX 27 - 10205,

MARAGUA

So as to be received on or before, Tuesday 24<sup>th</sup> June 2025 at 10.00 am (EAT) and publicly opened at Old Staffroom immediately thereafter in the presence of the tenderer's and or designated representatives who may choose to attend.

**PRINCIPAL**  
**MURANG'A TECHNICAL**  
**TRAINING INSTITUTE**  
P. O. Box 27 - 10205, MARAGUA  
Email: [murangatti@gmail.com](mailto:murangatti@gmail.com)

**MURANG'A TECHNICAL TRAINING INSTITUTE (MTTI) INVITATION FOR REGISTRATION  
OF SUPPLIERS FOR THE YEARS 2025/2026 – 2026/2027.**

<b>CATEGORY A: SUPPLY OF GOODS</b>				
<b>No</b>	<b>ITEM REFERENCE</b>	<b>DESCRIPTION / CATEGORY</b>	<b>CONDITIONS</b>	<b>ELIGIBILITY</b>
1.	MTTI/PQ/001/2025 - 2027	Registration for supply and delivery of Cereals	AGPO Certificate	Reserved
2.	MTTI/PQ/002/2025 - 2027	Registration for supply and delivery of fresh Vegetables and Fruits	Letters of recommendation	Open
3.	MTTI/PQ/003/2025 - 2027	Registration for supply and delivery of fresh milk	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
4.	MTTI/PQ/004/2025 - 2027	Registration for supply and delivery of meat i.e. beef, pork, fish fillet, chicken, bones etc.	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
5.	MTTI/PQ/005/2025 - 2027	Registration for supply and delivery of Dry Groceries (sugar, rice, maize flour, cooking oil and beverages).	AGPO Certificate	Reserved
6.	MTTI/PQ/006/2025 - 2027	Registration for supply and delivery of General Stationery Materials	AGPO Certificate	Reserved
7.	MTTI/PQ/007/2025 - 2027	Registration for supply and delivery of computer software, audio visual equipment, hardware & accessories, printers, tonners, cartridges and printing ink	AGPO Certificate	Reserved
8.	MTTI/PQ/008/2025 - 2027	Registration for supply and delivery of Furniture	Letters of recommendation	Open
9.	MTTI/PQ/009/2025 - 2027	Registration for supply and delivery of uniforms, textiles and fashion & design materials, equipment and machines	AGPO Certificate	Reserved
10.	MTTI/PQ/010/2025 - 2027	Registration for supply and delivery of electrical / electronic materials and equipment including, security surveillance equipment i.e CCTV camera	Letters of recommendation	Open
11.	MTTI/PQ/011/2025 - 2027	Registration for supply and delivery of farm inputs, seeds, fertilizer, pesticides, animal feeds And dry hay.	Letters of recommendation	Open
12.	MTTI/PQ/012/2025 - 2027	Registration for supply and delivery of Sporting and games Equipment	Letters of recommendation	Open
13.	MTTI/PQ/013/2025 - 2027	Registration for supply and delivery of cleaning materials and detergents	AGPO Certificate	Reserved
14.	MTTI/PQ/014/2025 - 2027	Registration for supply and delivery of Timber	Letters of recommendation	Open
15.	MTTI/PQ/015/2025 - 2027	Registration for supply and delivery of Hardware materials, plumbing materials and Fittings	Letters of recommendation	Open



**PRINCIPAL**  
**MURANG'A TECHNICAL**  
**TRAINING INSTITUTE**  
P. O. Box 27 - 10205, MARAGUA  
Email: [murangatti@gmail.com](mailto:murangatti@gmail.com)

16.	MTTI/PQ/016/2025 - 2027	Registration for supply and delivery of mattresses, cushions and sheeting	Letters of recommendation	Reserved
17.	MTTI/PQ/017/2025 - 2027	Registration for supply and delivery of Building and construction materials i.e. sand, ballast, building stones, marram and quarry dust	Letters of recommendation	Open
18.	MTTI/PQ/018/2025 - 2027	Registration for supply and delivery of cutlery, utensils and kitchen appliances	Letters of recommendation	Open
19.	MTTI/PQ/019/2025 - 2027	Registration for supply and delivery of library books, periodicals and journals.	Letters of recommendation	Open
20.	MTTI/PQ/020/2025 - 2027	Registration for supply and delivery of beauty and hairdressing materials, tools and equipment/cosmetology.	AGPO Certificate	Reserved
21.	MTTI/PQ/021/2025 - 2027	Registration for supply and delivery of motor vehicle parts and spares, tires and mechanical parts.	Letters of recommendation	Open
22.	MTTI/PQ/022/2025 - 2027	Registration for supply of Newspapers, Magazines and airtime	Letters of recommendation	Reserved
23.	MTTI/PQ/023/2025 - 2027	Registration for supply of fuel, LPG Gas and lubricants	Licenses from Relevant certifying /regulatory bodies & Letters of recommendation	Open
24.	MTTI/PQ/024/2025 - 2027	Registration for supply and delivery of mechanical & automotive materials, tools, machines & equipment	Letters of recommendation	Open
25.	MTTI/PQ/025/2025 - 2027	Registration for supply and delivery of catering & accommodation materials	Licenses from relevant certifying /regulatory bodies	Reserved
26.	MTTI/PQ/026/2025 - 2027	Registration for supply and delivery of bread and assorted snacks	Licenses from relevant certifying /regulatory bodies	Open
27.	MTTI/PQ/027/2025 - 2027	Registration for supply and delivery of pharmaceuticals, non-pharmaceuticals and related equipment	Licenses from Relevant certifying /regulatory bodies & Letters of recommendation	Open

#### **CATEGORY B: PROVISION OF SERVICES**

28.	MTTI/PQ/028/2025 - 2027	Registration for supply, provision and servicing of fire extinguishers & firefighting equipment	Licenses from relevant certifying /regulatory bodies	Reserved
29.	MTTI/PQ/029/2025 - 2027	Registration for provision of fumigation and pest control services	Licenses from relevant certifying /regulatory bodies	Reserved
30.	MTTI/PQ/030/2025 - 2027	Registration for small works	NCA Certificates	Open
31.	MTTI/PQ/031/2025 - 2027	Registration for provision and servicing of training machines and equipment for mechanical and automotive engineering, Building & Civil Engineering, Hospitality, Electrical & Electronics Engineering, etc	Licenses from relevant certifying /regulatory bodies	Open
32.	MTTI/PQ/032/2025 - 2027	Registration for provision of sanitary bins servicing	Licenses from relevant certifying /regulatory bodies	Reserved
33.	MTTI/PQ/033/2025 - 2027	Registration for provision of insurance services including WIBA, motor vehicles, assets, Students GPA etc	Licenses from relevant certifying /regulatory bodies	Open
34.	MTTI/PQ/034/2025 - 2027	Registration for provision of delivery, installation Repairs and maintenance of sewing machines	Licenses from relevant certifying /regulatory bodies	Open
35.	MTTI/PQ/035/2025 - 2027	Registration for provision of motor vehicle servicing, parts and spares.	Licenses from relevant certifying /regulatory bodies	Open
36.	MTTI/PQ/036/2025 - 2027	Registration for provision of printing services and promotional/advertising materials i.e. Banners, brochures, branded T- shirts etc.	AGPO Certificate	Reserved

37.	MTTI/PQ/037/2025 - 2027	Registration for provision of security/guarding services	Licenses from relevant certifying /regulatory bodies	Open
38.	MTTI/PQ/038/2025 - 2027	Registration for provision of Advertisement services, public address, live streaming and related services	Licenses from relevant certifying /regulatory bodies	Open
39.	MTTI/PQ/039/2025 - 2027	Registration for provision of machines and equipment calibration services	Letters of recommendation	Open
40.	MTTI/PQ/040/2025 - 2027	Registration for provision of photography and videography Services	Letters of recommendation	Reserved
41.	MTTI/PQ/041/2025 - 2027	Registration for provision of drama and music scripting and directing	Letters of recommendation	Open
42.	MTTI/PQ/042/2025 - 2027	Registration for provision repairs, maintenance and servicing of high pressure washing machine, mowers, Borehole pumps and related appliances and machines	Letters of recommendation	Open
43.	MTTI/PQ/043/2025 - 2027	Registration for provision of servicing and maintenance of computers, copiers and printers and related machines	Letters of recommendation	Open
44.	MTTI/PQ/044/2025 - 2027	Registration for provision of internet and network maintenance services	Letters of recommendation	Reserved
45.	MTTI/PQ/045/2025 - 2027	Registration for provision of valuation, tagging and labeling of assets services	Licenses from relevant certifying /regulatory bodies	Open
46.	MTTI/PQ/046/2025 - 2027	Registration for provision of hotel/catering services (meals, accommodation and conference facilities)	Licenses from relevant certifying /Regulatory bodies	Open
47.	MTTI/PQ/047/2025 - 2027	Registration for provision of event management, décor, entertainment, sound & visual services	Licenses from relevant certifying /regulatory bodies	Open
48.	MTTI/PQ/048/2025 - 2027	Registration for provision of consultancy services (Human Resource Training, Development Services, Capacity Building, EIA, architectural designs, Review & Development of Institute Documents, Etc	Licenses from relevant certifying /regulatory bodies	Open
49.	MTTI/PQ/049/2025 - 2027	Supply, Installation & commissioning of structured cabling (IP) PABX & networking equipment.	Letters of recommendation	Reserved
50.	MTTI/PQ/050/2025 - 2027	Registration for provision of electrical and solar installation works and services for the Institute	Licenses from relevant certifying /regulatory bodies	Open
51.	MTTI/PQ/051/2025 - 2027	Registration for provision of upgrading, installation and maintenance of security surveillance equipment i.e CCTV cameras, etc	Letters of recommendation	Reserved

**NB:** - Late bids will not be accepted and shall be returned unopened.

-Youth, women and people with disability are encouraged to apply

-Tenderers must register to e-government procurement (eGP) portal and attach proof of successful registration




**Principal/Secretary BOG**

## **1.0 SECTION A: REGISTRATION DATA INSTRUCTIONS**

### **1.1 REGISTRATION DATA FORMS**

- a) The attached questionnaire forms provided to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific category.
- b) The registered application forms which are not dully filled and submitted in the prescribed format shall not be considered. All the documents that form part of the proposal must be written in English and indelible ink.
- c) Registration application documents must be properly bound and all pages sequentially serialized or paginated

### **1.2 QUALIFICATION**

- a) It is understood and agreed that the Registration data on prospective bidders is to be used by the Institute in determining, according to its sole judgment and discretion, the registration of prospective bidders to perform in respect to each tender item/category as described by the client.
- b) 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 assets or working capital sufficient to satisfactorily execute the contract for goods/services.

### **1.3 ESSENTIAL CRITERIA FOR REGISTRATION**

- a) Experience: Only for Open eligibility categories prospective suppliers shall have at least 2 years' experience in the supply of goods and services, while for Youth, Women and Persons with Disability no previous experience is required. For both eligibilities, potential supplier/contractor 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.
- c) Murang'a Technical Training Institute reserves the right to request for additional qualification information at the tender/quotation stage to suit particular procurement.
- d) The firms must be registered in Kenya, with certificate of Registration, Incorporation copies of which must be attached.
- e) The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- f) Firms must submit CR12 issued within the last six (6) months and which must be attached
- g) No firm shall be registered in more than four categories.
- h) Registration application documents must be properly bound and all pages sequentially serialized or paginated

### **1.4 PERSONNEL**

The Suppliers/Contractors shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs' of the key personnel for individual or group to execute the contract must be indicated.

### **1.5 FINANCIAL CONDITION**

The Supplier's financial condition will be determined by either latest two years (2) certified financial statements submitted with the Registration documents or letters of reference from their bankers regarding suppliers/ contractors' credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

### **1.6 PAST PERFORMANCE**

Past performance will be given due consideration in registering current suppliers for the Institute. Also, at least two (2) Letters of reference from past customers should be attached.

### 1.7 STATEMENT

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

### 1.8 WITHDRAWAL OF REGISTRATION.

- a) Should a condition arise between the time the firm is registered 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, the Institute reserves the right to reject the tender from such a bidder even though they have been initially registered.
- b) Any form of Corruption shall lead to deregistration from the list of registered suppliers.

### 1.9 INVITATION TO TENDER.

The successful firms that will be registered will be issued with Request for Quotation (RFQ) documents from time to time and as and when need arises and all firms invited are expected to quote.

All suppliers **MUST** have a valid contacts/mobile numbers and email address clearly indicated in the Business questionnaire (preferably in capital letters)

All suppliers **MUST** be registered with the Electronic Government Procurement System – Portal (e-GP Portal) and attach proof of the same

## **2.0 REGISTRATION EVALUATION**

### **2.1 CATEGORY A: YOUTH, WOMEN AND PERSONS WITH DISABILITIES**

#### S/No Requirements Score

- 1. All suppliers **MUST** register to the Electronic Government Procurement System – Portal (e-GP Portal) and attach proof of the same - Mandatory
- 2. Copy of certificate of registration/incorporation Mandatory
- 3. Copy of valid tax compliance certificate from KRA Mandatory
- 4. A copy of CR12 for companies issued within the last 6 months Mandatory
- 5. Valid registration certificate from The National Treasury for firms owned by Youth, Women and persons with Disability (AGPO) - Mandatory
- 6. Mandatory
- 7. Dully Completed Forms as provided in the tender document - Mandatory
- 8. All the pages of the tender document/attachments must be serialized - Mandatory

### **2.2 CATEGORY B: OPEN CATEGORY**

#### S/No Requirements Score

- 1. All suppliers **MUST** register to the Electronic Government Procurement System – Portal (e-GP Portal) and attach proof of the same – Mandatory
- 2. Copy of certificate of registration/incorporation Mandatory
- 3. Copy of valid tax compliance certificate from KRA Mandatory
- 4. A copy of CR12 for companies issued within the last 6 months Mandatory
- 5. Valid single Business permit from County Government Mandatory
- 6. Certificate from affiliated professional Bodies/ Associations, where the nature of supply or service is applicable/specific to your line of business e.g. CA, LSK, etc. Mandatory
- 7. Firm's audited accounts for previous two years or Bank reference letter - (attach proof) Mandatory
- 8. All the pages of the tender document/attachments must be serialized Mandatory
- 9. Dully Completed Forms as provided in the tender document

## **2.3 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>• Proof of registration with EGP</li> </ul>	5
	<ul style="list-style-type: none"> <li>• Certificate of incorporation/Registration certificate &amp; KRA PIN Certificate</li> </ul>	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> </ul>	10
	<ul style="list-style-type: none"> <li>• Mode of payment &amp; willingness to give credit of upto 60 days - General</li> </ul>	5
	<b>Past experience &amp; performance</b> <ul style="list-style-type: none"> <li>• No. of years in business (General)</li> </ul>	6
	<ul style="list-style-type: none"> <li>• Referees (clients) attach proof (General)</li> </ul>	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)  Security Firms to provide proof of Registration with relevant body	10
	Manpower and expertise (General)	5
	Declarations and Company Stamp	5
	Registration application documents must be properly bound and all pages sequentially serialized or paginated	15
	<b>TOTAL</b>	<b>100</b>

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



## **2.4 PREQUALIFICATION CRITERIA FOR AGPO CATEGORIES**

	<b>Required information</b>	<b>Allocated scores</b>
	<b>Registration documentation</b>	
	• Proof of Registration with EGP	10
	• Certificate of incorporation/Registration certificate & Valid AGPO Certificate	10
	• Valid Tax Compliance Certificate	10
	• CR12 for Companies & CR13 for Sole Proprietorships	10
	<b>Financial capacity</b>	
	• Mode of payment & willingness to give credit of upto 30 days	10
	<b>Confidential business questionnaire</b>	
	• Dully filled	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)  Insurance service providers to attach current certificate from the Insurance Regulation Authority (IRA)  Security Firms must attach proof of registration with relevant body	10
	Declarations and Company Stamp	10
	Registration application documents must be properly bound and all pages sequentially serialized or paginated	10
	<b>TOTAL</b>	<b>100</b>

## **2.5 REGISTRATION DOCUMENTATION**

Firms must provide copies of the following applicable to Open & Youth, Women and Person with Disability: -

- Copies of Certificate of Incorporation/Partnership deed/Business registration
- Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
- Valid Tax Compliance Certificate
- Copy of valid Single Business Permit from County Government for non AGPO firms
- Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, NCA, AAK, MISK, CA, LSK, ACPAK, ACPSK, ISPAK, PCB etc.
- Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2) for Non AGPO.
- Copies of current practicing Licenses/Certificates for all professionals where applicable from relevant/applicable bodies.
- Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.

### 3.0 SECTION B: INVITATION FOR REGISTRATION

#### 3.1 REGISTRATIONS OF SUPPLIERS FOR PROVISION OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2025/2026 – 2026/2027.

##### 3.2 Introduction

- i. Murang’a Technical Training Institute invites sealed bids from interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods, services and works.
- ii. Eligible suppliers **MUST** provide a substantive response in the format provided.
- iii. Eligible suppliers are allowed to register up to a Maximum of FOUR (4) entries in any of the categories.
- iv. Completed bid documents must be received by MTTI at the address below not later than 24<sup>th</sup> June 2025 AT 10.00 am in plain sealed envelopes clearly MARKED’. Do not open before 24<sup>th</sup> June 2025 and Category Number.
- v. Eligible suppliers registered under AGPO group must indicate the preferred category either with OR without previous experience, Youth, Women and persons with disabilities **MUST** be registered with The National Treasury and other relevant bodies. They should submit copies of their registration certificates in good standing together with the document for registration.
- vi. Eligible suppliers must only submit one registration document per category.
- vii. Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the Institute. Suppliers who are not registered or fail to meet the registration criteria will not be allowed to participate in the Tenders/RFPs/RFPs
- viii. Interested eligible suppliers may obtain further information from and inspect the registration documents from the procurement office, Murang’a Technical Training Institute, located off Maragua – Rural Road, 1.5km from Maragua town during official working hours between 8.00am and 5.00pm Monday to Friday.
- ix. The registration document shall be downloaded from Murang’a Technical Training Institute website; [www.murangatech.ac.ke](http://www.murangatech.ac.ke) or the Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke) (PPIP) free of charge.
- x. Application should be in a sealed envelope to maintain confidentiality, marked category number and category description and should be addressed to:

THE PRINCIPAL

MURANG’A TECHNICAL TRAINING INSTITUTE

P.O BOX 27 - 10205, MARAGUA

And deposited in the TENDER BOX at the Institute reception so as to be received on or before 24<sup>th</sup> June 2025 at 10.00 am. The documents will be opened on the same day at 10.00 am in the Old Staffroom and bidders or their representatives are welcome to witness the opening.

The envelope should indicate the **Registration Number applied for and category description** upon submission, and must be dropped in the tender box on or before 24<sup>th</sup> June 2025 at 10:00 am. (EAT)

3.3 Documents containing detailed instructions and requirements may be obtained from The Murang'a Technical Training Institute website [www.murangatech.ac.ke](http://www.murangatech.ac.ke) Applicants who download the tender documents shall email their Company/ Business names, contact details and item reference number to [procurement@murangatech.ac.ke](mailto:procurement@murangatech.ac.ke) or get a copy at the institute's Procurement Office at a fee of Ksh.1000 ( One thousands shillings only)

*NB: Those who wish to be registered in more than one category will be required to download additional registration documents for each category*

### **3.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other Institutions. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria.

It's not mandatory for the AGPO/special group category to provide details of their experience.

### **3.5 Registration Documents**

The document includes questionnaire forms and instructions for the prospective suppliers'. In order to be considered for registration the prospective supplier must provide requested proof and all other all other information requested.

**3.6** Enquiries that may arise from the Registration Document should be channeled to the Procurement Office through the given address:

**Procurement Officer,**

**PO BOX 27 – 10205**

**MARAGUA**

**EMAIL: [procurement@murangatech.ac.ke](mailto:procurement@murangatech.ac.ke)**



### 3.7 Invitation to Tenders/Quotation/Proposals

Bidding documents will be made available to those bidders whose qualifications score 70% and above soon after the evaluation process, please note that late submissions will not be accepted.

No	A MUST TO FILL TABLE		
1.	Company Name		
	Registration/Incorporation Number		
2.	Director(s) Details	Name	PHONE NUMBERS
3.	AGPO	Category,(youth, women or pwd)	
		Valid AGPO Certificate No.	
		Recent date of renewal	
		Valid Tax exemption certificate number	
4.	Email		
5.	KRA PIN		
6.	NCA Certificate: (For The Category of Small Works)		



**PRINCIPAL**  
**MURANG'A TECHNICAL**  
**TRAINING INSTITUTE**  
P. O. Box 27 - 10205, MARAGUA  
Email: murangatti@gmail.com

#### 4.0 SECTION C: REGISTRATION CATEGORIES

THE MURANG'A TECHNICAL TRAINING INSTITUTE (MTTI) INVITATION FOR REGISTRATION OF SUPPLIERS FOR THE YEARS 2025/2026 – 2026/2027.

CATEGORY A: SUPPLY OF GOODS				
No	ITEM REFERENCE	DESCRIPTION / CATEGORY	CONDITIONS	ELIGIBILITY
1.	MTTI/PQ/001/2025 - 2027	Registration for supply and delivery of Cereals	AGPO Certificate	Reserved
2.	MTTI/PQ/002/2025 - 2027	Registration for supply and delivery of fresh Vegetables and Fruits	Letters of recommendation	Open
3.	MTTI/PQ/003/2025 - 2027	Registration for supply and delivery of fresh milk	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
4.	MTTI/PQ/004/2025 - 2027	Registration for supply and delivery of meat i.e. beef, pork, fish fillet, chicken, bones etc.	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
5.	MTTI/PQ/005/2025 - 2027	Registration for supply and delivery of Dry Groceries (sugar, rice, maize flour, cooking oil and beverages).	AGPO Certificate	Reserved
6.	MTTI/PQ/006/2025 - 2027	Registration for supply and delivery of General Stationery Materials	AGPO Certificate	Reserved
7.	MTTI/PQ/007/2025 - 2027	Registration for supply and delivery of computer software, audio visual equipment, hardware & accessories, printers, tonners, cartridges and printing ink	AGPO Certificate	Reserved
8.	MTTI/PQ/008/2025 - 2027	Registration for supply and delivery of Furniture	Letters of recommendation	Open
9.	MTTI/PQ/009/2025 - 2027	Registration for supply and delivery of uniforms, textiles and fashion & design materials, equipment and machines	AGPO Certificate	Reserved
10.	MTTI/PQ/010/2025 - 2027	Registration for supply and delivery of electrical / electronic materials and equipment including, security surveillance equipment i.e CCTV camera	Letters of recommendation	Open
11.	MTTI/PQ/011/2025 - 2027	Registration for supply and delivery of farm inputs, seeds, fertilizer, pesticides, animal feeds And dry hay.	Letters of recommendation	Open
12.	MTTI/PQ/012/2025 - 2027	Registration for supply and delivery of Sporting and games Equipment	Letters of recommendation	Open
13.	MTTI/PQ/013/2025 - 2027	Registration for supply and delivery of cleaning materials and detergents	AGPO Certificate	Reserved
14.	MTTI/PQ/014/2025 - 2027	Registration for supply and delivery of Timber	Letters of recommendation	Open
15.	MTTI/PQ/015/2025 - 2027	Registration for supply and delivery of Hardware materials, plumbing materials and Fittings	Letters of recommendation	Open

16.	MTTI/PQ/016/2025 - 2027	Registration for supply and delivery of mattresses, cushions and sheeting	Letters of recommendation	Reserved
17.	MTTI/PQ/017/2025 - 2027	Registration for supply and delivery of Building and construction materials i.e. sand, ballast, building stones, marram and quarry dust	Letters of recommendation	Open
18.	MTTI/PQ/018/2025 - 2027	Registration for supply and delivery of cutlery, utensils and kitchen appliances	Letters of recommendation	Open
19.	MTTI/PQ/019/2025 - 2027	Registration for supply and delivery of library books, periodicals and journals.	Letters of recommendation	Open
20.	MTTI/PQ/020/2025 - 2027	Registration for supply and delivery of beauty and hairdressing materials, tools and equipment/cosmetology.	AGPO Certificate	Reserved
21.	MTTI/PQ/021/2025 - 2027	Registration for supply and delivery of motor vehicle parts and spares, tires and mechanical parts.	Letters of recommendation	Open
22.	MTTI/PQ/022/2025 - 2027	Registration for supply of Newspapers, Magazines and airtime	Letters of recommendation	Reserved
23.	MTTI/PQ/023/2025 - 2027	Registration for supply of fuel, LPG Gas and lubricants	Licenses from Relevant certifying /regulatory bodies & Letters of recommendation	Open
24.	MTTI/PQ/024/2025 - 2027	Registration for supply and delivery of mechanical & automotive materials, tools, machines & equipment	Letters of recommendation	Open
25.	MTTI/PQ/025/2025 - 2027	Registration for supply and delivery of catering & accommodation materials	Licenses from relevant certifying /regulatory bodies	Reserved
26.	MTTI/PQ/026/2025 - 2027	Registration for supply and delivery of bread and assorted snacks	Licenses from relevant certifying /regulatory bodies	Open
27.	MTTI/PQ/027/2025 - 2027	Registration for supply and delivery of pharmaceuticals, non-pharmaceuticals and related equipment	Licenses from Relevant certifying /regulatory bodies & Letters of recommendation	Open
<b>CATEGORY B: PROVISION OF SERVICES</b>				
28.	MTTI/PQ/028/2025 - 2027	Registration for supply, provision and servicing of fire extinguishers & firefighting equipment	Licenses from relevant certifying /regulatory bodies	Reserved
29.	MTTI/PQ/029/2025 - 2027	Registration for provision of fumigation and pest control services	Licenses from relevant certifying /regulatory bodies	Reserved
30.	MTTI/PQ/030/2025 - 2027	Registration for small works	NCA Certificates	Open
31.	MTTI/PQ/031/2025 - 2027	Registration for provision and servicing of training machines and equipment for mechanical and automotive engineering, Building & Civil Engineering, Hospitality, Electrical & Electronics Engineering, etc	Licenses from relevant certifying /regulatory bodies	Open
32.	MTTI/PQ/032/2025 - 2027	Registration for provision of sanitary bins servicing	Licenses from relevant certifying /regulatory bodies	Reserved
33.	MTTI/PQ/033/2025 - 2027	Registration for provision of insurance services including WIBA, motor vehicles, assets, Students GPA etc	Licenses from relevant certifying /regulatory bodies	Open
34.	MTTI/PQ/034/2025 - 2027	Registration for provision of delivery, installation Repairs and maintenance of sewing machines	Licenses from relevant certifying /regulatory bodies	Open
35.	MTTI/PQ/035/2025 - 2027	Registration for provision of motor vehicle servicing, parts and spares.	Licenses from relevant certifying /regulatory bodies	Open
36.	MTTI/PQ/036/2025 - 2027	Registration for provision of printing services and promotional/advertising materials i.e. Banners, brochures, branded T- shirts etc.	AGPO Certificate	Reserved

37.	MTTI/PQ/037/2025 - 2027	Registration for provision of security/guarding services	Licenses from relevant certifying /regulatory bodies	Open
38.	MTTI/PQ/038/2025 - 2027	Registration for provision of Advertisement services, public address, live streaming and related services	Licenses from relevant certifying /regulatory bodies	Open
39.	MTTI/PQ/039/2025 - 2027	Registration for provision of machines and equipment calibration services	Letters of recommendation	Open
40.	MTTI/PQ/040/2025 - 2027	Registration for provision of photography and videography Services	Letters of recommendation	Reserved
41.	MTTI/PQ/041/2025 - 2027	Registration for provision of drama and music scripting and directing	Letters of recommendation	Open
42.	MTTI/PQ/042/2025 - 2027	Registration for provision repairs, maintenance and servicing of high pressure washing machine, mowers, Borehole pumps and related appliances and machines	Letters of recommendation	Open
43.	MTTI/PQ/043/2025 - 2027	Registration for provision of servicing and maintenance of computers, copiers and printers and related machines	Letters of recommendation	Open
44.	MTTI/PQ/044/2025 - 2027	Registration for provision of internet and network maintenance services	Letters of recommendation	Reserved
45.	MTTI/PQ/045/2025 - 2027	Registration for provision of valuation, tagging and labeling of assets services	Licenses from relevant certifying /regulatory bodies	Open
46.	MTTI/PQ/046/2025 - 2027	Registration for provision of hotel/catering services (meals, accommodation and conference facilities)	Licenses from relevant certifying /Regulatory bodies	Open
47.	MTTI/PQ/047/2025 - 2027	Registration for provision of event management, décor, entertainment, sound & visual services	Licenses from relevant certifying /regulatory bodies	Open
48.	MTTI/PQ/048/2025 - 2027	Registration for provision of consultancy services (Human Resource Training, Development Services, Capacity Building, EIA, architectural designs, Review & Development of Institute Documents, Etc	Licenses from relevant certifying /regulatory bodies	Open
49.	MTTI/PQ/049/2025 - 2027	Supply, Installation & commissioning of structured cabling (IP) PABX & networking equipment.	Letters of recommendation	Reserved
50.	MTTI/PQ/050/2025 - 2027	Registration for provision of electrical and solar installation works and services for the Institute	Licenses from relevant certifying /regulatory bodies	Open
51.	MTTI/PQ/051/2025 - 2027	Registration for provision of upgrading, installation and maintenance of security surveillance equipment i.e CCTV cameras, etc	Letters of recommendation	Reserved

**NB:**

**MTTI:** Acronym for Murang'a Technical Training Institute

**RESERVED:** these are Youth, Women and Persons with Disability registered under the National treasury.



## **5.0 SECTION D: STATUTORY REQUIREMENTS**

The AGPO Groups are to apply and attach:

1. A copy of the AGPO Certificate from National Treasury indicating the category you are in.
2. KRA Pin Certificate
3. Valid tax compliance
4. Valid certificate of tax exemption
5. Company profile
6. Valid tax compliance
7. A valid business permit

**Late applications shall not be accepted.**

## **TENDER EVALUATION CRITERIA**

The lists of documents below are mandatory to all vendors and must be submitted:

1. Certificate of Incorporation, Partnership or Business registration
2. A copy of valid tax compliance, pin certificate and VAT certificate. And also be registered under i-tax in KRA portal
3. A copy of valid Business Permit.
4. Valid licenses from relevant certifying /regulatory bodies for the categories indicated.
5. Letter of recommendation from two major clients.
6. Insurance service providers must be registered with Insurance Regulatory Authority (IRA), member of Association of Insurance Brokers (AIB), provide certified copy of valid certificate and submit authorization form from the underwriter on whose behalf, the broker, services.
7. The person/firm must not be debarred from by Public Procurement Regulatory Authority (PPRA) from participating in public procurement processes (provide statement/declaration)

NB.

Please note that any firm which does not have all mandatory requirements will not be evaluated any further and the application will be rendered non-responsive





## SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 (a) and either part 2(a), (2b) or 2(c) whichever applies to your type of business

**NB: You are advised that it is serious offence to give false information on this form.**

### PART 1A): GENERAL INFORMATION

Business Name	
KRA PIN	
Registration Certificate number	
Physical location of Business	Town.....Plot No..... Street.....
Premises  (Note that a visit to your office may be conducted, Information provided as part of the evaluation)	Building Name.....
Business Operations	Year established..... Duration of business operations.....
Principal contact person	Name..... Position.....
Postal Address	P.O BOX..... Code..... Email address:.....
Nature of business	
Maximum value of business which you can handle at any one time	Ksh.....
Audited books of accounts	Audited financial statement for the latest 2 years or letter of preference for the AGPO group certified by the issuing bank as a proof of ability to execute the items applied for
State the terms of payments	1..... 2..... 3.....
Name of your bankers	Branch.....
Murang'a Technical Training Institute payments are done within thirty (30) days after delivery and invoicing of goods works or services	

Part 2(a)-sole proprietor

Your name in full	
Age	
Nationality	
Country of origin	
Citizenship Details (Attach copies of IDs)	

Part 2 (b) - Partnership.

Give details of partners as follows

NO	NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARE
1				
2				
3				
4				
5				

Part2 (c)-Registered Company

Private or Public				
State the nominal and issued capital of the company	Nominal Ksh.....			
Give details of all directors	Name	Nationality	Citizenship (Attach Copies of IDs)	Share

Date: .....

Name of tenderer.....

Signature....

## SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS / CAPACITY TO DELIVER GOODS, WORKS OR SERVICES

1. Certificate of registration/incorporation... (Attach copy)
2. Valid Trade License.....(Attach copy)
3. State VAT Registration NO ..... (Attach copy)
4. PIN NO ..... (Attach copy)
5. Attach Proof of being up to date in VAT and Income Tax Returns.....(Attach copy of current Tax compliance Certificate)
6. A recommendation letter from your bank to show credit worthiness
7. State if the company is a subject of bankruptcy proceedings, in receivership, administrative Receivership or any other form of liquidation as defined by the applicable Law.....  
 ...  
 .....  
 .....  
 .....  
 Wholesaler, Compliance Etc.....  
 .....  
 .....
8. If a manufacturer or service organization or retailer/others, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body? Yes/No.....  
 (Attach documentary evidence of Certification)
9. Other important certifications e.g. KEBS, registration with MOPW, Certificate with Professional bodies (IATA a must for Air Travel Agent.) Please attach proof.
10. What is average response to delivery of goods/services after issuance of LPO?  
 .....  
 .....
11. What is the maximum of business which you can handle at any one time?  
 Kshs.....
12. What is your average response time to request for quotation/proposal?  
 .....  
 .....

## SECTION G: FINANCIAL POSITION & TERMS OF TRADE

### PART 1 PART 1

#### AUDITED FINANCIAL REPORTS

Attach copies of Audited Financial reports for the last 2 years or Bank Reference Letters

### PART II

#### TERMS OF TRADE (PAYMENT TERMS)

Murang'a Technical Training Institute wish to work on deliveries after issuance of a local purchase /service order and payment after deliveries are made. Our payment terms are 30 days from date of invoice.

Confirm acceptance of this:

Acceptable ( )

Not Acceptable ( )

Name.....

Signature\_\_\_\_\_



## SECTION H: LITIGATION /ARBITRATION INCIDENCES

Name of Contractor/Supplier.....

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

- **Year Award for Against Name of Client cause of Litigation and matter in dispute**
- **Disputer amount (Current value in Kshs. or equivalent)**

### SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this Registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Murang'a Technical Training Institute. Having studied the Registration information for the above provision of goods, works or services applied for I hereby state:

The information and answers furnished in this Registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Murang'a Technical Training Institute.

That in case of being registered 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.

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

We will not engage in corrupt practices with the Service / Members of Staff.

We have not been debarred from participating in Public Procurement Proceedings.

### Litigation and Arbitration incidences

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

Name.....

Signature & Stamp \_\_\_\_\_

ANTI CORRUPTION AFFIDAVIT FORM

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY  
DECLARATION ACT CHAPTER 15 OF THE LAWS OF  
KENYA

AND

IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET  
DISPOSAL

ACT, NO. 33 2015.

I, ..... of P.O. Box ..... being a  
Resident of ..... in the Republic of Kenya do hereby make oath  
and state as follows: -

- 1) That I am the ..... ; (Chief  
Executive/Managing or Director/Principal Officer/Director) of (Name of the Business) which  
..... Is A Candidate in respect of Tender  
Number ..... To Supply goods, render services and/or carry out  
works for Murang'a Technical Training Institute and duly authorized and competent to make this  
Affidavit
- 2) THAT the aforesaid Candidate has not been requested to pay any inducement to  
any member of the Board, Management, Staff and/or employees and/or agents  
of Murang'a Technical Training Institute, which is the procuring entity.
- 3) THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been  
offered and will not offer any inducement to any member of the Institute  
Council, Staff and/or employee(s) and/or agent(s) of Murang'a Technical  
Training Institute
- 4) THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been  
debarred from any procurement process.
- 5) THAT what is deponent to hereinabove is true to the best of my knowledge  
information and belief.

SWORN at ..... by the said }

..... }

On this ..... day of ..... 20 ..... }

}

DEPONENT }

Before me  
Commissioner for Oaths }

## SECTION I: CLIENTS DETAILS

Give details of at least 3 Reputable Organizations where you are supplying the Category of goods /services applied for. (Attach the documental evidence to ascertain/prove the contracts)

1. Client's Name.....
  - a) Address.....
  - b) Tel. No.....
  - c) Contact Person.....
  - d) Position in the Organization.....
  - e) E-mail Address.....
  - f) Value of the contract (Ksh.).....
  - g) Duration of the contract.....
  - h) Signature, Dates and Stamp (as shown in the attached documental evidence)
  
2. Client's Name.....
  - a) Address.....
  - b) Tel. No.....
  - c) Contact Person.....
  - d) Position in the Organization.....
  - e) E-mail Address.....
  - f) Value of the contract (Ksh.).....
  - g) Duration of the contract.....
  - h) Signature, Dates and Stamp (as shown in the attached documental evidence)



3. Client's Name.....

a) Address.....

b) Tel. No.....

c) Contact Person.....

d) Position in the Organization.....

e) E-mail Address.....

f) Value of the contract (Ksh.).....

g) Duration of the contract.....

h) Signature, Dates and Stamp (as shown in the attached documental evidence)



## SECTION J: MANPOWER AND EXPERTISE OF STAFF

Name of Chief Executive Officer/Principal Officer.....

How many staff does your organization have?.....

Indicate the number in each category:

Technical:.....

(Permanent.....Temporary ..... )

Semi-Skilled.....

(Permanent.....Temporary ..... )

Please describe generally the experience and expertise your organization possesses that will generally enable you to effectively and efficiently undertake the services that you are applying for as required by Murang'a Technical Training Institute.

Attach CV's of key professional / technical personnel in the following format.

Name: .....

Academic Qualification .....

Undergraduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification .....

(Attach Certificates if any) Length of service with the firm Position held.....

Administration and execution of contract. Attach (Curriculum Vitae CV's). The CVs

Should be duly signed by the proposed personnel. \_\_\_\_\_

## SECTION K: 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

.....  
.....

Has your contract ever been terminated by MURANG'A Technical Training Institute?

YES..... NO.....

If yes, attach details.

**Trade References**

Attach at least two (2) current letters of recommendation / Reference from reputable organizations that you have supplied goods, works/service for the last three years.

Name and address of your Bankers.....

Have you ever had an order/contract issued and cancelled in whole or part by Murang’a Technical Training Institute?

Yes/No

If yes give reasons for cancellation

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

Have you ever been issued with a tender/quotation document by Murang’a Technical Training Institute and you failed

respond/submit? Yes/No .....

If yes give reasons for not submitting:

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

Do you have any objection in Murang’a Technical Training Institute obtaining a confidential financial report from

your bankers?

.....  
.....

Has your company ever been involved in litigation/arbitration with clients/consultants?

If yes, give details

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



**SECTION K: ELIGIBILITY**

Are you related to an Employee or Council Member of Murang’a Technical Training Institute? Yes/No If answer is YES give the relationship.

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

Does an Employee or Council Member of Murang’a Technical Training Institutes it in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes/No If answer in above is YES give details.

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

Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Murang’a Technical Training Instituteto provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation?

Yes/No

If answer in above is YES give details.

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

Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES/No If answer in above is YES give details:

.....  
.....

Have you offered or given anything of value to influence the procurement process? Yes/No If answer in above is YES give details

.....  
.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

**Date.....Signature of candidate .....**

## APPENDIX ONE: SECURITY SERVICES

MURANG'A TECHNICAL TRAINING INSTITUTE				
QUOTATION FORM FOR PROVISION OF GUARDING/ SECURITY SERVICES				
	ITEM DESCRIPTION	SPECIFICATION	UOM	UNIT PRICE
	Day Time Guard	Trained men andwomen	1 Person	
	Night Time Guard	Trained men	1 Person	
	Additional SecurityGuards	Trained Men andWomen	1week	
	Additional SecurityGuards	Trained Men andWomen	2-3 weeks	

## **APPENDIX 2. INSURANCES SERVICES FOR OUR TRAINEES**

<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 OR IN THE INDUSTRY</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	@	800		
		Personal Insurance Cover for those in the Industry	@	500		
		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.

**SECTION L: DECLARATION**

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

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

A declaration form that the director of the firm has never been debarred from participating in Public Procurement Tender and is not involved in corruption.

**FORM COMPLETED BY:**

Date:.....  
Name:.....  
Designation:.....  
Signature:.....  
Stamp or Seal:.....  
(Full name and designation of the person signing and affix Rubber stamp/seal)

**CERTIFICATION**

On behalf of the Supplier, I certify that the information given above is correct.

Full Name.....  
Title or Designation.....  
(Signature) (Date).....

