



P.O BOX 91-01000 THIKA, KENYA  
TELEPHONE NO: +254 020-2044965, +254 (0)700-777799  
E-mail: [thikatechnical@gmail.com](mailto:thikatechnical@gmail.com) or [info@thikatechnical.ac.ke](mailto:info@thikatechnical.ac.ke)  
Website: [www.thikatechnical.ac.ke](http://www.thikatechnical.ac.ke)

## TENDER NOTICE

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES

TENDER REF NO: TTI/BOG/...../2024-2026

(Submission Date: 29<sup>th</sup> MAY, 2024 BY 10.00AM)

## REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEAR ENDING 30<sup>TH</sup> JUNE 2026

Thika Technical Training Institute intends to prequalify and register suppliers from interested eligible bidders for the supply of the under listed goods, works and services for the year ending 30<sup>th</sup> June 2026.

Thika Technical Training Institute, invites sealed applications from interested/ eligible and competent candidates for the purpose of tendering and registering suppliers for goods, works and services for the financial year's 2024/2025 and 2025/2026.

Interested and eligible candidates may inspect tender documents and downloaded from the Institute's website [www.thikatechnical.ac.ke](http://www.thikatechnical.ac.ke) free of charge. Relevant licenses, PIN, VAT, trading licenses, certificate of registration/incorporation and physical addresses must be submitted with other documents.

Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at THE THIKA TECHNICAL TRAINING INSTITUTE, ADMINISTRATION BLOCK (NTB) and be addressed to THE PRINCIPAL, THE THIKA TECHNICAL TRAINING INSTITUTE P. O. BOX 91-01000, THIKA so as to be received on or before Wednesday, 29<sup>th</sup> May, 2024.

Tender documents will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at THIKA TECHNICAL TRAINING INSTITUTE, CONFERENCE ROOM.

The Chief Principal/B.O. G Secretary

## REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

CATEGORY	DESCRIPTION	TARGET GROUP
TTTI/BOG/01/2024-2026	Provision of Repair & Maintenance of Institute Vehicles Services	RESERVED
TTTI/BOG/02/2024-2026	Provision of Firefighting Services & Equipment	OPEN
TTTI/BOG/03/2024-2026	Provision of Small Works	OPEN
TTTI/BOG/04/2024-2026	Provision of Networking/Connectivity services	OPEN
TTTI/BOG/05/2024-2026	Provision of MIS Services	OPEN
TTTI/BOG/06/2024-2026	Provision for repair, maintenance & servicing of office equipment( photocopiers, computers& scanners)	RESERVED
TTTI/BOG/07/2024-2026	Provision for collection and disposal of waste services	RESERVED
TTTI/BOG/08/2024-2026	Provision of Tent Hiring, Chairs, Decorations & Accessories	OPEN
TTTI/BOG/09/2024-2026	Provision of Asset Tagging Services	RESERVED
TTTI/BOG/10/2024-2026	Supply and Delivery of Charcoal/Briquettes & Firewood	OPEN
TTTI/BOG/11/2024-2026	Supply and Delivery of Lab Chemicals, Equipment & Reagents	OPEN
TTTI/BOG/12/2024-2026	Supply and Delivery of Medical Drugs, Medical Lab Reagents & Dressing	OPEN
TTTI/BOG/13/2024-2026	Supply and Delivery of Sports Uniform & Games Equipment	OPEN
TTTI/BOG/14/2024-2026	Supply and Delivery of Furniture, fittings, curtains, office draping's	OPEN
TTTI/BOG/15/2024-2026	Supply and Delivery of Electrical, Electronic Materials & Robotic Parts	OPEN

TTTI/BOG/16/2024-2026	Supply and Delivery of Mechanical Materials & Equipment	OPEN
TTTI/BOG/17/2024-2026	Supply and delivery of Tonners, Cartridges & Color ribbons	RESERVED
TTTI/BOG/18/2024-2026	Supply and Delivery of Animal Feeds & Farm Inputs	OPEN
TTTI/BOG/19/2024-2026	Supply and Delivery of Meat, Meat Products & Poultry Products	RESERVED
TTTI/BOG/20/2024-2026	Supply and Delivery of Detergent & Cleaning Materials	RESERVED
TTTI/BOG/21/2024-2026	Supply and Delivery of Office Stationery	RESERVED
TTTI/BOG/22/2024-2026	Supply and Delivery of Hardware & Building Materials	OPEN
TTTI/BOG/23/2024-2026	Supply and Delivery of Clothing Materials and Staff Uniform	RESERVED
TTTI/BOG/24/2024-2026	Supply and Delivery of ICT Equipment i.e computers, printers & ICT accessories	RESERVED
TTTI/BOG/25/2024-2026	Supply and Delivery of Automotive Equipment	OPEN
TTTI/BOG/26/2024-2026	Supply and Delivery of Market Groceries & Fruits	RESERVED
TTTI/BOG/27/2024-2026	Supply and Delivery of Dry Foods & Shop Items	RESERVED
TTTI/BOG/28/2024-2026	Supply and delivery of Agriculture materials & equipment	OPEN
TTTI/BOG/29/2024-2026	Supply And Delivery of Sign Writing & Labelling Services	OPEN
TTTI/BOG/30/2024-2026	Supply and Delivery of Printed Stationery	RESERVED
TTTI/BOG/31/2024-2026	Supply, Delivery and Installation of CCTV Cameras	OPEN
TTTI/BOG/32/2024-2026	Supply and delivery of Kitchen Equipment	RESERVED
TTTI/BOG/33/2024-2026	Supply and delivery of ICT software, maintenance & support	OPEN

S/NO.	CONTENTS	PAGE
1.	Prequalification Instructions	6
2.	Brief Contract Regulations	7
3.	Registration Data Instructions	7
4.	Form TTTI – 1 Registration Documentations	11
5.	Form TTTI – 2 Registration Data	12
6.	Form TTTI – 3 Supervisory Personnel	14
7.	Form TTTI – 4 Financial Position	16
8.	Form TTTI – 5 Past Experience	17
9.	Form TTTI – 6 Sworn Statement	19
10.	Form TTTI – 7 Confidential Questionnaires	20
11.	Form TTTI – 8 Litigation History	22

## 1.0 PRE – QUALIFICATION INSTRUCTIONS

### 1.1 Introduction

Thika Technical Training Institute would like interested tenderers who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery of goods or provision of services and works to the Institute.

### 1.2. Pre-qualification Objective

The main objectives of this part is to supply and deliver assorted items and also provide services under relevant tenders in the Institute as and when required during the period ending 30<sup>th</sup> June, 2026.

### 1.3 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 REGISTRATION documents to the Chief Principal, Thika Technical Training Institute so that they may be prequalified/registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for pre-qualification.

### 1.4 Experience

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar items/ services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria. Exemption of Special Groups in RESERVED Categories.

### 1.5. Registration Documents

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

1.6 In order to be considered for registration, prospective supplier must submit all the information herein requested.

ORIGINAL TENDER

## 1.7. Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the Institute after scoring 70 points and above soon after the completion of the pre-qualification process.

## 2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

### 2.1. Taxes on Imported Materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

### 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. Quantities may increase or decrease as determined by demand and on the authority of the client's accounting officer.

### 2.4. Payments

All local purchase shall be on credit of a minimum of ninety (90) days or as it 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 DATA INSTRUCTIONS

### 3.1. Registration data Forms

3.1.1. The attached questionnaires TTTI/PQ-1, TTTI /PQ-2, TTTI /PQ-3, TTTI /PQ-4, TTTI /PQ-5, TTTI /PQ-6, TTTI /PQ-7 and TTTI /PQ-8 are to be

completed by prospective suppliers/contractors who wish to be prequalified for submission of tender for the specified category.

7

3.1.2. The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner shall not be considered. All the documents that form part of the proposal must be written in the English language 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 the Institute in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect of the tender lot 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 assets or working capital sufficient to satisfactorily execute the contract for goods/services.

### 3.3. Essential criteria for Registration

#### 3.3.1 Experience

- (a) Prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items. Unless under reserved or preference category. 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 deliver items, or services on short notice.

### 3.3.2. Personnel

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

### 3.3.3. 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 from their bankers regarding supplier's credit position. Potential suppliers/ contractors 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 number of uncompleted orders on contract and those in progress as filled in data form TTTI/PQ4.

However, potential bidders should provide evidence of financial capacity to executive contract. Unless under reserved or preference category

### 3.3.5. Past Performance

Past performance will be given due consideration in pre-qualification bidders. Letters of reference from past customers should be included in form TTTI/PQ-5 where applicable.

### 3.4. Statement

Application must include a sworn statement in form TTTI/PQ-6 by the Tenderer ensuring the accuracy of the information given.

### 3.5. Withdrawal of Pre-Qualification

Should a condition arise between the time of application for pre-qualification and the bid opening date which in the opinion of the client could substantially change the performance and qualification of the bidder or his ability to perform

| Page

ORIGINAL TENDER

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 he was initially pre-qualified.

### 3.6. Outlined Supply and Delivery Procedures

The pre-qualified applicant should also submit a brief statement of supply and services delivery methods and procedures he plans to use to execute the contract form TTTI/PQ-2

### 3.6. Reserved

Categories indicated RESERVED are for Special Groups i.e. Women Youth & PWD with valid AGPO Certificates

ORIGINAL TENDER

### 3.7. Registration Criteria

The registration of the suppliers/contractors is evaluated as follows:

S/No.	Required Information	Form Type	Max Score
1	Registration Documentation	TTTI /PQ-1	8
2	Registration Data	TTTI /PQ-2	5
3	Supervisory Personnel	TTTI /PQ-3	5
4	Financial position	TTTI /PQ-4	15
5	Past experience	TTTI /PQ-5	15
6	Sworn Statement	TTTI /PQ-6	10
7	Confidential Questionnaires	TTTI /PQ-7	18
8	Litigation History	TTTI /PQ-8	9
9	Up to date KRA Tax Compliance Certificate	TTTI /PQ-8	10
10	Business/ Company registration	TTTI /PQ-9	5
			100

### 3.8. Qualification Mark

The qualification mark is 70 points and above.

#### FORM TTTI /PQ-1: REGISTRATION DOCUMENTATION

All firms must provide:

- 1) Copies of Certificate of Registration/Incorporation
- 2) Certified copies of ID for the directors
- 3) Copy of valid V.A.T. Registration Certificate/ PIN certificate of Firm/Company/Individual

## FORM

- 4) Copy of Valid Certificates for special groups from the National Treasury i.e AGPO Certificate
- 5) Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority
- 6) CR12 where applicable
- 7) Copy of valid Business permit
- 8) Current letter of introduction from the business/company's banker.
- 9) A letter stating the litigation status of the company.
- 10) For TTTI/BOG/10/2024-2026 & TTTI/BOG/11/2024-2026 provide a valid license from Pharmacy & Poisons Board of Kenya
- 11) For open tender category attach two recent audited financial statements, 1-year certified original bank statement & 2 LSOs/LPOs or contracts as proof of service or goods delivered.
- 12) For TTTI/BOG/7/2024-2026 attach the license issued authorizing your company/business to transport waste .(NEMA)
- 13) The document MUST be serialized & paginated in the sequence 1,2,3..... including attachments

TTTI /PQ-2: DATA REGISTRATION OF SUPPLIERS APPLICATION FORM

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

Of..... (Category No.).....  
(Item Description)

Post Office address.....Town.....

Street .....Name of building.....

Floor No.....Room/Office No.....

Telephone No.....Email address.....

Full of Name of applicant.....

Other branches location.....

Organization & Business Information

Number of Management Personnel.....

Chief Executive/Director – (full name) .....

Secretary.....

General Manager.....

Treasurer.....

Others.....

Partnership (if applicable)

Names of Partners.....

Business founded or incorporated .....

**FORM**

Under present management since .....

Net worth Equivalent Kshs. ....

Bank reference and address.....

Bonding company reference and address .....

Enclose copy of the organization chart of the firm indicating the main fields of activities.

State any technological innovations or specific attributes which distinguish you from your competitors.....

.....

.....

Indicate terms of trade/sale

.....

.....

.....

.....

.....

**TTTI /PQ-3: SUPERVISORY PERSONNEL**

Name .....

Age.....

Academic qualification .....

Professional qualification .....

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

.....

.....

Construction supplying or services experience

a) Name of project .....

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

c) Contract value .....

d) Location of project .....

e) Period of project .....

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

g) Other .....

Proposed Technical Personnel

a) .....

b) .....

**FORM**

- c) .....
- d) .....
- e) .....
- f) .....

ORIGINAL TENDER

#### TTTI /PQ-4: FINANCIAL POSITION

- I. Attach a copy of firm's two recent certified financial statements giving summary of assets and current liabilities/ or any other financial support.
- II. Attach a current letter of reference from the bankers regarding supplier's credit position.
- III. Attach 1-year certified original bank statement.

ORIGINAL TENDER

# FORM

## FORM TTTI /PQ – 5: PAST EXPERIENCE

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

1. (i) Name of 1st client (organization)  
.....
- (ii) Address of Client (Organization) .....
- (iii) Name of contract person at the client  
(Organization) .....
- (iv) Telephone No. of Client .....
- (v) Value of contract .....
- (vi) Duration of contract (Date) .....
  
2. Name of 2nd client (Organization)
  - (i) Name of client (Organization) .....
  - (ii) Address of client (Organization) .....
  - (iii) Name of contract person at the client  
(Organization)  
.....
  - (iv) Telephone No. of Client .....

(v) Value of Contract .....

(vi) Duration of contract (Date).....

3. Name of 3rd client (Organization)

(i) Name of client (Organization) .....

(ii) Address of client (Organization) .....

ORIGINAL TENDER

(iii) Telephone No. of Client .....

(iv) Name of contract person at the client  
(Organization)  
.....

(v) Value of Contract .....

(vi) Duration of contract (Date).....

Others

.....

ORIGINAL TENDER

FORM TTTI /PQ-6: SWORN STATEMENT

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

- 1) The information furnished in our application is accurate to the best of our knowledge.
- 2) In case of being pre-qualified/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 provision in the tender or quotation documents when invited/requested to do so by the Institute.
- 3) When the call for tenders/quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- 4) We enclose all the required documents and information required for the Prequalification evaluation.

Date .....

Applicant's Name .....

Represented by .....

Signature .....

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

FORM TTTI /PQ-7 : CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 – General

Business Name .....

Location of Business premises .....

Plot No. .... Street/Road .....

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

Nature of Business .....

Current Trade License No. .... Expiring date .....

Maximum value of business which you handle at any one-time K£.....

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

Name	Nationality	Citizenship Details	Shares
1. ....			
2. ....			
3. ....			
4. ....			
5. ....			

Part 2(c) - Registered Company

Private or Public

State the nominal and issued capital of the company

Nominal K£ .....

Issued K£ .....

Give details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1. ....			
2. ....			
3. ....			
4. ....			
5. ....			

Date ..... Signature and Stamp of Tenderer  
.....

If Kenyan Citizen, indicate under Citizenship Details whether by Birth, Naturalization or registration.

ORIGINAL TENDER



--	--	--	--

ORIGINAL TENDER