



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL, EDUCATION AND
TRAINING

KIPSINENDE TECHNICAL TRAINING INSTITUTE

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**TENDER DOCUMENT FOR
REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES
FOR THE FINANCIAL YEAR
2025-2026**

CLOSING DATE: WEDNESDAY 9TH JULY 2025

TIME: 12.00 NOON

Receipt No.....

Serial

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Interested bidders should note that only those who meet the criteria indicated below as minimum supported by the relevant documents as at submission will be considered for evaluation.

1. Certificate of business registration/incorporation
2. A valid copy of Tax Compliance Certificate at the time of opening
3. A Copy of VAT Certificate
4. A Valid Copy of Current Business Permit
5. An Abstract of the candidates audited accounts for the last two years OR Bank statements of the company for the last (6) months.
6. Provide at least five (5) letters of recommendation from your corporate clients other than CAK.
7. For services of professional nature as specified (Air ticketing, Legal Services, Valuation among Others) bidders must provide certificate of registration with relevant authorities)

And be deposited in the tender box located at the main administration entrance on or before **WEDNESDAY 7TH JULY 2025 at 12.00 Noon**. Opening will be done immediately in the board room with Presence of tenderers or their representative who choose to attend. Late bids will be returned unopened.

Firms owned by Youth, Women and People living with disability (PWD'S) MUST show proof of registration by providing the registration certificates.

REGISTRATION INSTRUCTIONS

2.1 INTRODUCTION

Kipsinende Technical Training Institute would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Institution to perform the contract of Supply and Provision of Goods/Services to the institution.

2.2 Registration Objective

The main Objective is to supply and deliver assorted items, and also to provide services under relevant tenders/quotations to Kipsinende Technical Training Institute as and when required during the period **July 2025 to June 2026**.

2.3 Invitation for REGISTRATION

Suppliers registered with Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their REGISTRATION document to THE PRINCIPAL-KIPSINENDE TECHNICAL TRAINING INSTITUTE so that they are registered for submission or quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for registration.

2.4 Experience

Prospective suppliers/contractors **MUST** have carried out successful supply and delivery of similar items/services to Government institutions of similar size and Complexity.

Note: This may NOT apply for the Special Groups

Potential suppliers/contractors **MUST** demonstrate the willingness and commitment to meet the registration criteria.

2.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

All the documents from prospective suppliers must be properly bound, no loose papers/documents will be allowed.

2.6 Distribution of registration Document

Completed registration data and other requested information shall be submitted to reach.

**THE PRINCIPAL
KIPSINENDE TECHNICAL TRAINING INSTITUTE
P.O Box 28 FORT-TERNAN**

Not Later than **WEDNESDAY 9TH JULY 2025, at 12.00 NOON**

Questions Arising from Documents.

Questions that may arise from the registration documents should be directed to the Principal whose address is given in part 2.6.

2.8 Additional Information

Kipsinende Technical Training Institute reserves the right to request submission of additional information from prospective bidders.

2.9 Request for quotations (RFQ'S)-will be made available only to those bidders whose qualifications are accepted by the Technical after scoring more than 75% points on the completion of the registration process.

BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Taxes on Imported Materials

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

3.2 Customs Clearance

The contractor shall be responsible for customs clearance of their imported goods and materials.

3.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the approval of the client's Accounting Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges and taxes.

3.4 Payment

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

REGISTRATION DATA INSTRUCTIONS

4.1 Registration data forms

The attached questionnaire forms.01A,01B-01C,01D,01E-01F,01G,01, are to be completed by prospective supplier/contractors who wish to be registered for submission of tender for the specific tender.

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

4.2 Qualification

3.2.1 It so understood and agreed that the registration data on prospective bidders is to be used by Kipsinende 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 Kipsinende Technical Training 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.

4.3 Essential Criteria for registration

4.3.1(A) **Experience:** Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and Capacity to service the Contract.

(B) Prospective suppliers require special experience and capability to organize supply and deliver items, or services at short notice.

4.3.2 Personnel

The names and pertinent information and CV of the key personnel of individual of group to execute the contract must be indicated in form 01C.

4.3.3 Financial Condition

The supplier financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

4.3.4

Special consideration will be given to the financial resource s available as working capital, taking into account the amount of uncompleted orders on contract and which in progress. Data to be filled/provided on Form 01D.However, potential bidders should provide evidence of financial capability to execute the contract.

4.3.5 Past Performance

Past Performance will be given due consideration in registering bidders. Letter of reference from past customers should be included in Form 01F.

4.4 Statement

Application must include a sworn statement form 01H by the Tenderer ensuring the accuracy of the information given.

4.5 Withdrawal registration

Should a condition arise between the time the firm is registering to bid and the bid opening date which in the opinion of the technical 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, the institute reserves the right to reject the tender from such bidder even though he/she was initially, registered.

4.6

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

4.6.1

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

REGISTRATION DOCUMENTS

5.1 Registration Criteria

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)]

ELIGIBILITY IN YOUTH, WOMEN AND PERSONS WITH DISABILITY (YWPWD'S)

	Requirements	Score (30)
1	Certificate of Business Registration /Incorporation	Mandatory
2.	A Valid Certificate of registration from Treasury (AGPO Certificate)	Mandatory
3.	A copy of VAT or PIN Certificate	Mandatory

4.	A valid copy of current Business Permit	Mandatory
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ELIGIBILITY IN OPEN

	Requirements	Score (30)
1	Certificate of Business Registration /Incorporation	Mandatory
2.	A Valid Copy of Tax Compliance Certificate at the time of Opening	Mandatory
3.	A copy of VAT Certificate	Mandatory
4.	A valid copy of current Business Permit	Mandatory
5.	An abstract of the candidates audited accounts for the last two years OR Bank statement of the company for the last six(6)months	Mandatory
6.	Provide at least Five (5) letters of recommendation from your corporate clients other than CAK	Mandatory
7.	For services of professional nature as specified (Air ticketing, Legal services, Valuation among Others)Bidders must provide certification and registration with relevant authorities)	Mandatory

B :) OTHER REQUIREMENTS

	Requirements	Score
1	Duly filled registration Data	10
2	Supervisory Personnel	10
	i) Graduate-10	
	ii) Professional/Diploma -6	
	iii) Certificate -4	
	iv) High School -3	
3	Financial Position	
	Firms audited accounts/ Bank Statement for previous one year (attach proof)	10
	Letter of reference from the banker regarding suppliers credited position.	10
4	Dully filled confidential business Questionnaire	10
5	Relevant past Experience	10
	a) Provide names of three clients (organizations)-10	
	i) First client organization (Attach documents)-2	
	ii) Second client organization (Attach documents)-3	
	iii) Third client organization (Attach documents)-5	
6	Litigation History (Provide current sworn affidavit)	10

Required Information	Form	Points		
1. Registration	01A	30		
2. Registration Data	01B	10		
3. Supervisory Personnel	01C	10		
4. Financial Position	01D	20		
5. Business questionnaire	01E	10		
6. Past Experience	01F	10		
7. Litigation History	01G	10	TOTAL	100

3.8 The qualification is 75 points and above

Form 01A REGISTRATION

All firms must provide: -

ELIGIBILITY IN YOUTH, WOMEN AND PERSONS WITH DISABILITY

Certificate of Business Registration/Incorporation
A Valid Certificate of registration from Treasury(AGPO)
A Copy of VAT or PIN Certificate
A valid copy of the current Business permit
Valid Tax Compliance Certificate at the time of opening

ELIGIBILITY IN OPEN

Certificate of Business Registration/Incorporation
A Valid Certificate of registration from Treasury(AGPO)
A Copy of VAT & PIN Certificate
A valid copy of the current Business permit
An abstract of the candidates audited accounts for the last two years OR Bank statement of the company for the last six(6)months
your corporate clients other than CAK Provide at least Five (5) letters of recommendation from
For services of Professional nature as specified (Air ticketing, Legal Services, Valuation, among others) bidders must provide certification & registration with relevant authorities)
A Valid Certificate of registration from Treasury(AGPO)

(30 POINTS)