

**MINISTRY OF EDUCATION**  
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING  
**SOTIK TECHNICAL TRAINING INSTITUTE**



P.O BOX 895-20406, SOTIK. TEL: 0792 518 945

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**SOTIK TECHNICAL TRAINING INSTITUTE**

**REGISTRATION OF SUPPLIERS FOR  
SUPPLY/PROVISION OF GOODS, WORKS AND  
SERVICES FOR THE FINANCIAL YEARS 2024-2026**

**CLOSING DATE: 15<sup>TH</sup> AUGUST, 2024**

**CLOSING TIME: 3.00PM**

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SOTIK TECHNICAL TRAINING INSTITUTE invites applications from interested, eligible, capable individuals and firms for Registration of Suppliers and Services Providers for the Financial Years 2024/2025 & 2025/2026 Pursuant to Section 57 and 71 of PPAD Act, 2015 and Section 69 of the Regulations in the following categories:-

S/NO	TENDER NO	DESCRIPTION	ELIGIBILITY
1.	STTI/SR001/2024-2026	Supply and Delivery of General Stationeries, Printer Cartridges, Toners and Ink etc.	PWD/Youths and Women
2.	STTI/SR002/2024-2026	Supply and Delivery of Detergents and Cleaning Materials	PWD/Youths and Women
3.	STTI/SR003/2024-2026	Supply and Delivery of Printing and Branding Services e.g. Brochures, Examination Booklets, Accountable Documents, Calendars, Diaries, Banners and Posters, Staff/Students IDs.	PWD/Youths and Women
4.	STTI/SR004/2024-2026	Supply and Delivery of Daily Newspapers and Periodicals	PWD/Youths and Women
5.	STTI/SR005/2024-2026	Supply and Delivery of Branded Staff Uniforms, T-shirts and Caps etc.	PWD/Youths and Women
6.	STTI/SR006/2024-2026	Registration of Training Capacity Building on Human Resources, Surveys And Competency Needs	Open
7.	STTI/SR007/2024-2026	Supply and Delivery of Electrical Materials, Equipment and Accessories	Open
8.	STTI/SR008/2024-2026	Supply and Delivery of Fresh Milk, Dry and or Processed Foodstuffs, Green Groceries and Fruits, Meat & Meat Products, Poultry Products, Cooking Oil, Sugar, Tea Leaves and other food items	Open
9.	STTI/SR009/2024-2026	Supply and Delivery of Computer /Laptops/ Photocopiers/ Printers and Accessories/ Appliances, Mobile Phones, Projectors & other ICT Related Equipment & Materials	PWD/Youths and Women
10	STTI/SR010/2024-2026	Supply and Delivery of Textbooks and Learning Materials and E-book(Electronic Book)	Open
11	STTI/SR011/2024-2026	Supply and Delivery of Building Materials- Non-Hardware e.g Sand, Quarry Stones, Ballast, Hard-Core Stones, Quarry Dust	PWD/Youths and Women
12	STTI/SR012/2024-2026	Supply and Delivery of General Hardware Materials	Open
13	STTI/SR013/2024-2026	Supply and Delivery of Sports Uniforms and Equipment eg Balls, Nets etc	Open
14	STTI/SR014/2024-2026	Supply and Delivery of Office Furniture, Fittings and Office Equipment	Open
15	STTI/SR015/2024-2026	Supply and Delivery of Farm Inputs , Farm Tools and Equipment, Veterinary and Artificial Insemination Services	Open
16	STTI/SR016/2024-2026	Provision of Building Construction and Fabrication Services for Small Works e.g. welding, plumbing, small constructions etc.	Open
17	STTI/SR017/2024-2026	Supply and Delivery of Medical Equipment and Supplies	Open
18	STTI/SR018/2024-2026	Provision of Exhauster Services & Water Bowsers Services	Open
19	STTI/SR019/2024-2026	Supply, Delivery and Installation of fumigation Equipment, and Supplies	Open

20	STTI/SR020/2024-2026	Provision of Consultancy Services on Customer Satisfaction , Survey and Social Services etc	Open
21	STTI/SR021/2024-2026	Provision of Information Management Systems e.g Websites, MIS, IFMIS & ICT, E-learning Platforms.	Open
22	STTI/SR022/2024-2026	Provision of Servicing and Maintenance of School Machine Appliances/Photocopier/Printers	Open
23	STTI/SR023/2024-2026	Provision of Servicing and Maintenance of Generator and Electrical Equipment	Open
24	STTI/SR24/2024-2026	Provision of firefighting equipment, servicing, maintenance and training	Open
25	STTI/SR025/2024-2026	Provision of Repair and Painting of Buildings and Structures	PWD/Youths and Women
26	STTI/SR026/2024-2026	Provision of Valuation of Assets Services	Open
27	STTI/SR027/2024-2026	Supply & Delivery of Charcoal & Firewood	PWD/Youths and Women
28	STTI/SR028/2024-2026	Provision of Supply and Delivery of Public Address Systems, Decorations of Tents and Related Items etc.	Open
29	STTI/SR029/2024-2026	Supply and Delivery of Petrol, Diesel, Oils, Lubricants & Cooking Gas and other petroleum products	Open
30	STTI/SR030/2024-2026	Supply & Delivery of Food and Beverage Equipment, Training & Consumables, Mechanical, Building, Plumbing and Masonry Training Equipment, Tools & Examination Materials, Etc	PWD/Youths and Women
31	STTI/SR031/2024-2026	Provision of General Insurance Services	Open
32	STTI/SR032/2024-2026	Provision of Sanitary Disposal Services	Open
33	STTI/SR033/2024-2026	Supply and delivery of Spare Parts, Batteries, Car Tyres and Auto Parts, Generators and other Equipment.	Open
34	STTI/SR034/2024-2026	Supply ,Delivery, Repair and Maintenance of CCTV, Intercom, Biometrics, Equipment and Security Related Devices	Open

The Registration Documents containing the submission information, detailed terms and conditions may be **downloaded from Institute's Website at <https://www.sotiktti.ac.ke> free of charge or The Public Procurement Information Portal at <https://tenders.go.ke>.** or obtained from Sotik Technical Training Institute upon payment of a non-refundable fee of kshs 1,000 at Accounts Office during working hours. Suppliers registered by National Treasury under AGPO are required to fill AGPO REGISTRATION FORM and attach required documents **ONLY** which can be downloaded at <https://sotiktti.ac.ke/>.

Registration closing date is on **Thursday, 15<sup>th</sup> August 2024 at 3.00pm**. Tenders/Registration Documents will be opened immediately in presence of bidders or their representatives who choose to attend. Completed tender documents are to be enclosed in a plain sealed envelope marked with **Tender Name and Reference Number** and deposited in the Tender Box situated at administration block **SOTIK TECHNICAL TRAINING INSTITUTE or be addressed to:-**

**CHIEF PRINCIPAL /BOG SECRETARY  
SOTIK TECHNICAL TRAINING INSTITUTE  
P.O BOX 895-20406  
SOTIK**

**Existing Suppliers/Service providers are required to participate in order to be considered.**

**Sotik Technical Training Institute reserves the right to accept or reject any bid in whole or in part at its discretion.**

## **REGISTRATION INSTRUCTIONS**

### **1.1 Introduction**

Sotik Technical Training Institute would like to invite interested and eligible candidates who must qualify by meeting the set criteria as provided in this Registration Document to supply and deliver or provision of goods and services to Sotik Technical Training Institute.

### **1.2 Registration Objective**

The main objective is to supply and deliver assorted items and also provide services under relevant Quotations to Sotik Technical Training Institute as and when required during the period ending 30<sup>th</sup> June, 2026.

### **1.3 Invitation of Registration**

Suppliers registered with the Registrars of Companies under the laws of Kenya in respective merchandise or services are invited to submit their Registration Documents to **SOTIK TECHNICAL TRAINING INSTITUTE** so that they may be registered for submission of **Quotations** during the period. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for registration consideration.

### **1.4 Experience**

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

### **Registration Document**

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

**1.5** In order to be considered for registration, prospective suppliers **must submit all the information herein requested.**

### **1.6 Submission of Registration Documents**

Original copy of completed registration data and other requested information shall be submitted to reach:

**CHIEF PRINCIPAL /BOG SECRETARY  
SOTIK TECHNICAL TRAINING INSTITUTE  
P.O BOX 895-20406  
SOTIK.  
CELL PHONE NO: 0792518945**

### **1.7 Questions arising from documents**

Questions that may arise from the Registration Documents should be directed to **SOTIK TECHNICAL TRAINING INSTITUTE** whose address is given above.

### **1.8 Additional information**

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

## **2.0 BRIEF CONTRACT REGULATIONS/GUIDELINE**

### **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 minimum of **thirty 30 days** or as maybe stipulated in the Contract Agreement.

## **REGISTRATION INSTRUCTIONS PART B**

### **3.1 Registration data forms**

**3.1.1** The attached questionnaire forms **REG-1, REG-2, REG-3, REG-4, REG-5** are to be completed by prospective suppliers/contractors who wish to be registration for submission of tender for the specific category.

**3.1.2** The 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 proposal must be written in English.

**3.1.3 The tenderer shall chronologically serialize all pages of the tender documents submitted.**

### **3.2 Qualification**

**3.2.1** It is understood and agreed that the registered data on prospective bidders is to be used by Sotik 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.

### **3.3 Eligible Candidates/firms**

#### **3.3.1**

This invitation for registrations open to all candidates who are eligible as defined in Kenya's Public Procurement and Regulations and as indicated in the appendix to instructions to candidates

#### **3.3.2**

The procuring entity's employees, Board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 66 (5) of PPADA, 2015.

#### **3.3.2**

All candidates found capable of performing the contract satisfactorily in accordance to the set evaluation criteria shall be registered.

#### **3.3.3**

The Supplier's financial condition will be determined by provision of recommendation letters from the bankers with the registration documents as well as letters of reference from the bankers regarding suppliers/contractors credit position.

#### **3.3.5 Past Performance**

Past performance will be given due consideration in registering bidders. Certified Letters of reference and or certified copies of order/contracts from past customers should be included in Form REG-3.

### **3.4 Statement**

Applications must include a sworn statement Form REG-4 by the Tenderer ensuring the accuracy of the information given. Firms are advised to confirm whether they have been debarred by PPRA.

### **3.5 Withdrawal of registration**

Should a condition arise between the time the firm is registered to bid 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 such as but not limited to bankruptcy, change in ownership or new commitments, the Government reserves the right to reject the tender from such a bidder even though he was initially registered.

### **3.6 Business Registration**

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.

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

Compliance Certificate which is mandatory (where applicable)

### **3.7 Registration Criteria**

Required Information	Form Type	Points Score
Registration Documentation	REG-1	COMPLIANCE
Confidential Report	REG-2	COMPLIANCE
Past Experience	REG-3	COMPLIANCE
Sworn Statement	REG-4	COMPLIANCE



## **FORM REG-1: EVALUATION CRITERIA**

**Sotik Technical Training Institute** will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

### **Instructions to Bidders:**

- I. Bidders **MUST** complete the table below in the format provided
- II. Bidders are required to fill separate registration documents for each category they wish to apply up to a maximum of Five (5) categories.
- III. Bidders interested in registering for AGPO opportunities **MUST indicate** the preferred category on cover page
- IV. Bids **MUST** meet the entire requirement where applicable in the Table below in order to be considered for further evaluation

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

### EVALUATION CRITERIA

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
A1	Certificate of Incorporation/Business Registration (Attach copy)	
A2	Registration with National Construction Authority (NCA) category 8 and above in building/civil works for those in building industry (attach copy)	
A3	Valid Tax Compliance Certificate (Attach copy)	
A4	Business/Company Profile	
A5	Current CR12 showing the shareholding of the firm where applicable i.e Not applicable to Sole proprietor	
A6	A valid certificate of relevant regulatory bodies where applicable e.g EPRA, Valuers Registration Board, Drugs & Poisons Board	

B	GENERAL REQUIREMENTS	MARKS
B1	<b>Company Profile</b> Provide key details of the service rendered (6) - Postal Address (3) - Telephone Number (3) - Email Address (3)	15
B2	<b>Business Ownership:</b> Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor	15
B3	<b>Financial Capability</b> Recommendation letter from the bank/ Bank Statement (s)	20
B4	<b>Experience</b> Indicate having undertaken similar assignment with at least 3 firms (Attach copies of LPOs, Letters of Award Etc)	30
B5	<b>Credit Period</b> Indicate Credit Period willing to offer - 30 Days and more (15) - Less than 30 days (5)	15
B6	<b>Eligibility &amp; Disclosure of Litigation History</b>	5
	<b>TOTAL</b>	<b>100</b>

**NB:** Bidders must meet all the mandatory requirements to qualify.

**THE PASS MARK FOR REGISTRATION SHALL BE 70%,  
Suppliers under AGPO may be exempted from some of requirements on General Requirements**

(The Technical Evaluation Team will verify the information submitted by applicants and may visit the physical premises of the applicants. This will form part of the evaluation process).

**Declaration (For the Tenderer only)**

(The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria)

**Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (Tick appropriately below)**

No      Yes

**Official Stamp ..... Sign.....**

*For Official Use Only*

(The Team Leader of Evaluation Team will make comments below based on the findings about the tenderer)

.....

*Accept the Firm*

*Reject the Firm*

**Sign .....Date .....**

**Approved /Not Approved**

Properly bound containing a table of contents for the required criteria, and maintain the proper sequence as per the criteria provided in **FORM REG-1-REG-5 (well labeled). Loose documents will not be accepted.**

Bidders should not amend the standard tender documents provided by the procuring entity.

## FORM REG-2: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

### FORM I- CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE

1	Name of Firm:	
2	Postal Address	
3	Telephone Office: Mobile:	Name of Contact Person:
4	E-mail:	Website:
5.	Exact Physical Location street, building:	
6.	Legal Status (partnership/sole proprietor /Ltd. Company)	
7.	Company Reg. Certificate No:/Registration of Business Name (Attach Copy) Year of Incorporation/Registration:	
8.	PIN Certificate No: (Attach Copy)	
9.	Valid Tax Compliance Cert./Vat Exemption Cert. (Attach Copy)	
10.	Current trade license (Attach Copy)	
11.	Nature of business	
12.	Maximum Value of Business which you can handle at a time Kshs:	
13.	Name of your Bankers: Branch:	
14.	Your trade terms (mode or payment- cash..... or credit .....credit period allowed	

**FORM II - DETAILS OF DIRECTOR/PARTNERS**

	<b>Names</b>	<b>Nationality</b>	<b>%of Shares</b>
1			
2			
3			
4			

**REG-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS**

**1. Name of 1 st Client (organization)**

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

**2. Name of 2 nd Client (organization)**

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

**3. Name of 3 rd. Client (organization)**

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

**REG-4 SWORN STATEMENT**

Having studied the Registration information for the above project we/I hereby state:

That the information furnished in our/my application is accurate to the best of my/our knowledge.

That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.

When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.

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

Applicant's Name/Company Name.....

Represented By.....

Date .....

Signature &Stamp.....

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

**REG- 5 LITIGATION HISTORY**

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTE DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

**POST QUALIFICATION- (DUE DELIGENCE)**

**Documentation may be subjected to verification for confirmation of the authenticity from relevant institutions.**