

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



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SOTIK TECHNICAL TRAINING INSTITUTE

**PRE-QUALIFICATION/REGISTRATION OF
SUPPLIERS FOR**

**SUPPLY/PROVISION OF GOODS, WORKS AND
SERVICES FOR THE FINANCIAL YEAR 2021/2022**

TENDER NO.....

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SOTIK TECHNICAL TRAINING INSTITUTE invites applications from interested, eligible, capable individuals and firms for Prequalification/Registration of Suppliers and Services Providers for the Financial Year 2021/2022 in the following categories:-

S/NO	TENDER NO	DESCRIPTION	ELIGIBILITY
1.	STTI/PQ01/2021-2022	Supply and Delivery of General Stationeries	Open
2.	STTI/PQ02/2021-2022	Supply and Delivery of Detergents and Cleaning Materials	PWD/Youths and Women
3.	STTI/PQ03/2021-2022	Supply and Delivery of Printing and Branding Services e.g. Brochures, Calendars, Banners and Posters, Staff/Students IDs.	PWD/Youths and Women
4.	STTI/PQ04/2021-2022	Supply and Delivery of Daily Newspapers and Periodicals	PWD/Youths and Women
5.	STTI/PQ05/2021-2022	Supply and Delivery of Branded Staff Uniforms, T-shirts and Caps	PWD/Youths and Women
6.	STTI/PQ06/2021-2022	Prequalification Of Training Capacity Building On Human Resources And Competency Needs	Open
7.	STTI/PQ07/2021-2022	Supply and Delivery of Electrical Materials and Accessories	Open
8.	STTI/PQ08/2021-2022	Supply and Delivery of Fresh Milk	PWD/Youths & Women
9.	STTI/PQ09/2021-2022	Supply and Delivery of Computer/Photocopiers/Printers and Accessories/Appliances, Mobile Phones and Intercom	Open
10.	STTI/PQ10/2021-2022	Supply and Delivery of Textbooks and Learning Materials and E-book(Electronic Book)	Open
11.	STTI/PQ11/2021-2022	Supply and Delivery of Building Materials (sand , quarry stones, ballast ,hard-core ,Concrete posts 8ft -12ft ,timbers and fencing posts)	Open
12.	STTI/PQ12/2021-2022	Supply and Delivery of General Hardware Materials	Open
13.	STTI/PQ13/2021-2022	Supply and Delivery of Sports Uniforms and Equipments eg Balls, Nets etc	Open
14.	STTI/PQ14/2021-2022	Supply and Delivery of Office Furniture Fittings and Office Equipment	Open
15.	STTI/PQ15/2021-2022	Supply and Delivery of Farm Inputs , Farm Tools and Equipments	Open
16.	STTI/PQ16/2021-2022	Provision of Building Construction and Fabrication Services for Small Works e.g. welding, plumbing etc.	Open

17.	STTI/PQ17/2021-2022	Supply and Delivery of Medical Equipments and Medical Supplies	Open
18.	STTI/PQ18/2021-2022	Provision of Exhauster Services	Open
19.	STTI/PQ19/2021-2022	Supply, Delivery and Installation of fumigation Equipments, and Supplies	Open
20.	STTI/PQ20/2021-2022	Provision of Consultancy Services on Customer Satisfaction , Survey and Social Services etc	Open
21.	STTI/PQ21/2021-2022	Provision of Information Management Systems e.g Websites, MIS, IFMIS & ICT, E-learning Platforms.	Open
22.	STTI/PQ22/2021-2022	Provision of Servicing and Maintenance of School Machine Appliances/Photocopier/Printers	Open
23.	STTI/PQ23/2021-2022	Provision of Servicing and Maintenance of Generator and Electrical Equipment	Open
24.	STTI/PQ24/2021-2022	Provision of firefighting equipment, servicing ,maintenance and training	Open
25.	STTI/PQ25/2021-2022	Prequalification of Repair and Painting of Buildings and Structures	Open
26.	STTI/PQ26/2021-2022	Provision of Valuation of Assets Services	
27.	STTI/PQ27/2021-2022	Supply & Delivery of Charcoal & Firewood	PWD/Youths and Women
28.	STTI/PQ28/2021-2022	Provision of Supply and Delivery of Public Address Systems, Decorations of Tents and Related Items etc.	PWD/Youths and Women

The pre-qualification /registration documents containing the submission information, detailed terms and conditions may be obtained from **SOTIK TECHNICAL TRAINING INSTITUTE** upon payment of a non-refundable fee of **shs.1000** at Accounts Office and official receipt obtained as from **Monday, 16th June 2021** during normal working hours **or Download from Institute Website at sotiktti.ac.ke free of charge and register with Procurement Office** by sending email to **procurementofficer@sotiktti.ac.ke**. Tender and prequalification closing date is on **Friday, 2nd July 2021 at 1200noon**. Tenders 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:-

**THE 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.

NB: LATE TENDERS WILL NOT BE ACCEPTED.

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

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

1.2 Pre-qualification 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 30th June, 2022.

1.3 Invitation of Pre-qualification

Suppliers registered with the Registrars of Companies under the laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to **SOTIK TECHNICAL TRAINING INSTITUTE** so that they may be pre-qualified/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 pre-qualification/registration consideration.

1.4 Experience

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

1.5 Pre-qualification Document

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

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

1.7 Submission of pre-qualification Documents

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

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

1.8 Questions arising from documents

Questions that may arise from the pre-qualification documents should be directed to **SOTIK TECHNICAL TRAINING INSTITUTE** whose address is given above.

1.9 Addition 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.

PRE-QUALIFICATION/REGISTRATION INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaires forms PQ-1, PQ2, PQ3, PQ4, PQ5 and PQ6 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for specified category.

3.1.1 The pre-qualified/registered application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification/registration Prospective bidders is to be used by Sotik Technical Training Institute in determining , according to its sole judgment and discretion , the qualifications of prospective bidder to perform in respect to the tender category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the Institute they possess capacity , experience , qualified personnel available and suitability of equipment and net current asset or working capital sufficient to satisfactorily execute the contract for goods /works/ services.

3.3 Essential Criteria for pre-Qualification/ Registration

3.3.1 Experience: prospective bidders shall have experience in the supply of goods, Works and services. The potential supplier/ contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Financial conditions: The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents potential suppliers/ contractors will be pre-qualified on the satisfactory information given.

3.3.3 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on form PQ-4. However, potential bidders should provide evidence of financial capacity to execute the contract.

3.3.4 Past Performance Past performance will be given due consideration in pre-qualifying bidders. **Letter of reference and copies of order/ contracts** from past customers should be included in form PQ-5.

3.4 Statement: Application must include a sworn statement Form 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 the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/Sotik Technical Training Institute could substantially change the performance and qualification of the bidder or his ability to person such as but not limited to bankruptcy, change in ownership or new commitments, Sotik Technical Training Institute reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

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

3.6.1 The firm must show proof that it has paid at least statutory obligations and have current **Tax Compliance Certificate** which is mandatory.

PQ1

3.7 Pre-Qualification Criteria

Attach the following documents

- a) Tax compliance
- b) Registration certificate
- c) KRA pin
- d) Certificate of incorporation
- e) Certificate of Confirmation of Directors and Shareholding (CR 12) for Limited company (where applicable).

Mandatory Requirements for persons with Disabilities (PWD'S), Youth and Women

- i. Attach Copy of Business Registration Certificate
- ii. Attach Copy of PIN certificate and VAT certificate
- iii. Registration certificate by National Treasurer/ County Government (AGPO)
- iv. Certificate of incorporation
- v. Tax Compliance
- vi. Duly file and complete tender submission document

NB - Previous experience is not requirement for special groups (Youth /Women &PWDs)

FORM PQ-2

PRE-QUALIFICATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as Supplier(s) of Sotik Technical Training Institute for Supply and deliver of/ provision of (Item Description) (Tender No)
Post Office Address
Town
Street.....
Name of the Building.....
Room /Office Number..... Floor NO.....
Telephone NO'S..... Fax Email
Full Name of Applicant.....
Other Branches Location

2. ORGANIZATION AND BUSINESS INFORMATION

Management and Personnel

Chief Executive/Managing Director
Secretary
General-Manager
Accountant
Other
Partnership (if applicable)
Name of Partners.....
Business Founded or Incorporated (Date)
Under Presence management since
Net Worth Equivalent Kshs
Bank reference and address
Sister Company Reference and Address
State any technological innovation or specific attributes which distinguish you from your competitors
.....
.....
Indicate term of trade /sale

PQ-3

FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's TWO CERTIFIED FINANCIAL STATEMENT giving summary of assets and current liabilities or any other financial support.**
- (2) Attach letter of reference from the bankers regarding supplier's credit position.**

REPUBLIC OF KENYA

PQ-4

CONFIDENTIAL BUSINESS QUESTIONARIES

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

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

Part1- General:

Business Name.....

Location of the Business

Premises Street/Road.....

Plot NoTel. No.....

Postal Address

Nature of Business

Current Trade License Expiring Date

Maximum Value of Business which can handle at any one time Kshs.....

Name of your bankers Branch

Part 2(a)- Sole proprietor

Your Name in full Age

Nationality Country of Origin

*Citizenship Details

Part2 (b)-Partnership

Give Details of partners as follows:

Name Nationality Citizenship Details Shares

- 1.
- 2.
- 3.
- 4.

Part 2(c) Registered Company

Private or Public.....

State nominal and issued capital of company:

Nominal: Ksh.....

Issued

Give details of all directors: Name

Nationality Citizenship Details Shares

- 1.
- 2.
- 3.

Date..... Signature of the candidate

- If Kenya citizen, indicate under “citizenship Details “Whether by birth, Naturalization or registration.

FORM PQ-4 PAST EXPERIENCES

NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS

NAMES OF THE CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Names of 1st client

- i. Organization
- ii. Address of client (organization).....
- iii. Name of contact person at the client (organization).....
- iv. Telephone no. of client.....
- v. Value of contract (date).....
- vi. Duration of contract (date).....

(Attach documental evidence of existence of contract)

2. Name of 2nd client

- (i) Name of client (organization).....
- (ii) Address of client (organization).....
- (iii) Name of contact person at the client (organization).....
- (iv) Telephone no. client.....
- (v) Value of contract.....
- (vi) Duration of contract (date).....

(Attach documental evidence of existence of contract)

3. Name of 2nd client

(i) Name of client (organization).....

(ii) Address of client (organization).....

(iii) Name of contact person at the client (organization).....

(iv) Telephone no. client.....

(v) Value of contract.....

(vi) Duration of contract (date).....

(Attach documental evidence of existence of contract)

4. Name of 2nd client

(i) Name of client (organization).....

(ii) Address of client (organization).....

(iii) Name of contact person at the client (organization).....

(iv) Telephone no. client.....

(v) Value of contract.....

(vi) Duration of contract (date).....

(Attach documental evidence of existence of contract)

FORM PQ-6 LITIGATION HISTORY (IES)

Name of contractor/supplier

Supplier should provide information on any history litigation or arbitration resulting from contracts executed in the last years or currently under execution

YEAR	Award for or against	Name of client cause of litigation And matter in dispute	Disputed Amount(current value , Ksh (Equivalent))