



**KAGUMO TEACHERS' TRAINING COLLEGE**

**REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND  
SERVICES FOR THE FINANCIAL YEAR 2022/2024**

**INCORPORATED COMPANY/REGISTERED BUSINESS**

**NAME**.....

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

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

**IF A SPECIAL GROUP, PLEASE INDICATE (√) BELOW:**

**WOMEN**

**YOUTH**

**PERSONS WITH DISABILITY**

**P.O BOX 18-10100 NYERI**

**TEL: 0701972912 (Calls only), 0796632055**

**Email: [info@kagumocollege.ac.ke](mailto:info@kagumocollege.ac.ke)**

**Website: [www.kagumocollege.ac.ke](http://www.kagumocollege.ac.ke).**

**CLOSING DATE: 25<sup>th</sup> May, 2022**

**ISO 9001:2015 Certified**

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## **SECTION I: INVITATION FOR REGISTRATION**

### **REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2022/2024.**

#### **BIDDERS SHOULD READ THESE INSTRUCTIONS CAREFULLY.**

1. Kagumo Teachers' Training College invites applications for registration of suppliers interested and eligible bidders for the supply of the under listed GOODS, WORKS AND SERVICES for the financial year 2022/2024.
2. Eligible candidates are free to make enquiries about the prequalification documents from Kagumo Teachers' Training College, Procurement Office during normal office hours or via email through [procumentofficer@kagumocollege.ac.ke](mailto:procumentofficer@kagumocollege.ac.ke) cc [info@kagumocollege.ac.ke](mailto:info@kagumocollege.ac.ke)
3. Bidders should select **ONE CATEGORY ONLY PER SET OF TENDER DOCUMENTS**. Bidders who select more than one category in one set will be disqualified. Bidders should print and submit one set per category.
4. Companies registered under **AGPO** can also apply for prequalification for the open categories, **BUT** should ensure that they meet the mandatory criteria indicated.
5. Applications for prequalification must be submitted enclosed in plain sealed envelopes marked with the prequalification name and reference number and deposited in the tender box at Kagumo Teachers' Training College, addressed to:

**THE CHIEF PRINCIPAL  
KAGUMO TEACHERS TRAINING COLLEGE  
P.O.BOX 18-10100  
NYERI**

So as to be received on or before **Wednesday 25th May 2022 at 10.00 A.M.** Tender registration documents will be opened thereafter at **KAGUMO TEACHERS' TRAINING COLLEGE MULTI PURPOSE HALL**, in presence of bidders or their representatives who wish to be present.

6. All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Only candidates prequalified under this prequalification process will be invited to submit quotations/ proposals/ restricted tenders.
7. Candidates should clearly indicate the category in which they wish to be prequalified. This should also be clearly indicated in the sealed envelope.

**EACH APPLICATION FOR PREQUALIFICATION SHOULD INDICATE ONLY ONE CATEGORY FOR CONSIDERATION.**

8. **Candidates who wish to be considered in more than one category should APPLY IN A SEPARATE TENDER DOCUMENT.**

**BUSINESS QUESTIONNAIRE**

**FORM I- CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

1	Name of Firm:	
2	Postal Address	
3	Telephone Office: Mobile:	Name of Contact Person:
4	E-mail:	
5.	Exact Physical Location street, building:	
6.	Legal Status (partnership/sole proprietor /L td. Company)	
7.	Company Reg. Certificate No:/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 Kes:	
13.	Name of your Bankers: Branch:	
14.	Credit period allowed	

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

S/No.	Names	I.D No.	% of Shares
1			
2			
3			
4			
5			

(Attach Copy of CR12 or partnership deed)

**FORM III - CAPABILITY AND COMPETENCE TO DELIVER THE GOOD**

1. Which quality standards certification have you attained in the last two years? (Attach copies)
2. Are you a manufacturer/wholesaler/retailer/other?  
(Please Specify) .....
3. To what extent is your firm /company electronically-enabled with your clients and suppliers?  
.....
4. What is your average response time to a request for quotation/proposal?  
.....
5. What is your average response to delivery of goods/services after issuance of an LPO?  
.....
6. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?  
.....
7. If you are a current or previous supplier of goods and services to Kagumo Teachers' Training College have you at any one time been issued with an LPO and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?  
.....

8. 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  
.....  
.....

9. Must confirm that the firm, its servants or agents have not offered and shall not offer inducements to procuring entity .....

**FORM IV - EXPERIENCE**

**Applicant's in the last three (3) years**

Bidders can attach proof of past experience from at least three (3) reputable clients in the last 2 years by attaching any of the following documents:

- 1. Copies of LPOs
- 2. Letters of Award
- 3. Completion certificates
- 4. Contract documents etc.

Note: **New bidders will also be considered**

**FORM V - ELIGIBILITY & LITIGATION HISTORY**

1. Is the firm making this bid or any of its directors been debarred or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies?  
.....  
.....

2. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?.....(If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

3. Bidders, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

Year	Award FOR or AGAINST Applicant	Name of Client, cause of litigation, and matter in dispute	Disputed amount

### FORM VI - EVALUATION CRITERIA

Kagumo Teachers' Training College will examine the tender document to determine completeness, general orderliness and sufficiency in responsiveness. The points given to evaluation criteria are as per the following evaluation criteria matrixes below

The method of evaluation will be Merit Point System

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

	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
B1	Valid Certificate of Incorporation/Business Tender(Attach copy)	
B2	Personal Identification Number(PIN) certificate (Attach copy)	
B3	Valid Tax Compliance Certificate (Attach copy)	
B4	Valid Business Permit/License (Attach copy) Physical location of business premises (See business questionnaire	
B5	Fulfillment of Special condition relevant to the category applied for	
	GENERAL REQUIREMENTS	Marks Awarded
C1.	<b>Bidder Availability:</b> Telephone Number (5 marks) Email Address (5 marks) <b>Total marks= 10</b>	
C2.	<b>Business Ownership:</b> - Company/Business Profile/Sole Proprietor -Disclosure of Directors/Partners / <b>Total marks= 10</b>	
C3.	<b>Financial Capability:</b> A reference letter from your bank on your liquidity ratio and your credit position. <b>Total marks= 20</b>	
C4.	<b>Business Efficiency</b> – recommendation letters from at least 2 of your clients Each 3 marks <b>Total marks= 6</b>	
C5.	<b>Experience:</b> Indicate having undertaken similar assignment with at least 3 firms (Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts) <b>Total marks= 30</b>	

C6.	<b>Credit Period:</b> Indicate Credit Period willing to offer - 61 - 90 Days (12) - 31 - 60 Days (9) - 0 - 30 Days (6) - Less than 30 days (3) <b>(Maximum attainable marks - 12)</b>	
C7.	Eligibility & Disclosure of litigation history <b>(12 Marks)</b>	
	<b>TOTAL</b>	

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

**THE PASS MARK FOR TENDER SHALL BE 70 MARKS**

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

**Declaration (For the bidder only)**

(The bidder 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)*

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Accept the Firm  Reject the Firm

Sign .....Date: .....  
**Approved /Not Approved**



**FORM VII – DECLARATION  
DECLARATION ON CONFLICT OF INTEREST**

For the purpose of transparency and fair dealings, all vendors shall make full disclosure of any relative and/or any existing business relationship with any Kagumo Teachers’ Training College employee.

Do you have a relationship with any Kagumo Teachers’ Training College employee that would cause \_\_\_\_\_ conflict \_\_\_\_\_ of \_\_\_\_\_ interest?  
.....

I .....declare, for and on behalf of.....(company /firm ) that all the information furnished to Kagumo Teachers’ Training College in connection with this tender is true and accurate in all material aspect. Kagumo Teachers’ Training College is hereby authorized to make such inquiries to the said information including with the firms/company’s clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by: .....

Title: .....

Signature: .....

Stamp: .....

**FORM VIII: SWORN STATEMENT**

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

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. 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.
- c. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the tender contract made.
- d. We enclose all the required documents and information required for the tender evaluation.
- e. We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Unknowing relies on it to award our Firm/Company. We are aware that Kagumo Teachers’

Training College is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.

f. We understand that the information submitted for tender will be subjected to verification and this may include visit of our business premises by a team of officers from Kagumo Teachers' Training College.

**Date** .....

**Applicant's Name** .....

**Represented by** .....

**Signature** .....

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

Eligible suppliers are invited to apply for registration for pre-qualification under the following categories.

Supply of goods				
S/No	Registration No	Tender Description	Special Condition (Where applicable)	Eligibility
1.	KAG.TTC/PROC/R/2022/2024:1	Supply and delivery of Assorted food items beverages and toiletries.	Attach valid business permit.	Open
2.	KAG.TTC/PROC/R/2022/2024:2	Supply and delivery of dry cereals (Maize, Beans and Green grams -Ndengu.)	Attach Valid AGPO certificate	Reserved for special group
3.	KAG.TTC/PROC/R/2022/2024:3	Supply and delivery of fresh fruits and vegetables.	Attach Valid business permit	Open
4.	KAG.TTC/PROC/R/2022/2024:4	Supply and delivery of fresh meat.	Attach valid food handling certificate	Open
5.	KAG.TTC/PROC/R/2022/2024:5	Supply and delivery of detergents and soap raw materials.	Attach valid AGPO certificate.	Reserved for special groups.
6.	KAG.TTC/PROC/R/2022/2024:6	Supply and delivery of electrical fittings and accessories.	Attach valid ERC certificate.	Open
7.	KAG.TTC/PROC/R/2022/2024:7	Supply and delivery of animal feed raw materials and mineral licks.	Attach valid certificate to handle animal feed additives from relevant body.	Open
8.	KAG.TTC/PROC/R/2022/2024:8	Supply and delivery of computers, computer accessories and peripherals.	1.Attach Valid proof of dealership /manufacturer's authorization. 2.Attach valid AGPO certificate.	Reserved for special group.
9.	KAG.TTC/PROC/R/2022/2024:9	Supply and delivery of stationery, text books and journals.	Attach Valid business permit	Open
10.	KAG.TTC/PROC/R/2022/2024:10	Supply and delivery of medical drugs, medical laboratory reagents and related products.	Attach valid certificate from drugs and poisonous substance board.	Open
11.	KAG.TTC/PROC/R/2022/2024:11	Supply and delivery of hardware materials.	Attach valid business permit.	Open

12.	KAG.TTC/PROC/R/2022/2024:12	Supply and delivery of building materials (sand, ballast, hardcore and cut- stones).		Open
13.	KAG.TTC/PROC/R/2022/2024:13	Supply and delivery of Agrovet materials.	1.Attach Valid AGPO certificate. 2.Attach valid license to handle farm inputs and veterinary drugs from relevant body.	Reserved for special group.
14.	KAG.TTC/PROC/R/2022/2024:14	Supply and delivery of staff uniforms, protective gear and curtains.	Attach valid business permit.	Open
15.	KAG.TTC/PROC/R/2022/2024:15	Supply and delivery of sports uniform and equipment.	Attach valid business permit	Open
16.	KAG.TTC/PROC/R/2022/2024:16	Supply and delivery of science laboratory equipment and chemicals.	Attach valid business permit.	Open
17.	KAG.TTC/PROC/R/2022/2024:17	Supply and delivery of motor vehicle Tyers, batteries and spare parts.	Proof of dealership/ manufacturer's authorization.	Open
18.	KAG.TTC/PROC/R/2022/2024:18	Supply and delivery, repair and maintenance of farm equipment. (Lawn mower, brush cutter and gyro-mower)	Attach valid business permit.	Open
19.	KAG.TTC/PROC/R/2022/2024:19	Servicing and maintenance of computers and computer peripherals.	Attach Valid AGPO certificate	Reserved for special group
20.	KAG.TTC/PROC/R/2022/2024:20	Generator maintenance and servicing.	Attach valid business permit.	Open
21.	KAG.TTC/PROC/R/2022/2024:21	Repair and maintenance of motor vehicles.	Garage/dealers approved by Chief Mechanical and Transport Engineer. Department (CMTE)	Open.
22.	KAG.TTC/PROC/R/2022/2024:22	Provision of Fumigation and Pest control.	Attach Valid AGPO certificate	Reserved for special group
23.	KAG.TTC/PROC/R/2022/2024:23	Provision of Insurance Covers services.	Valid certification from the Insurance Regulatory Authority.	Open
24.	KAG.TTC/PROC/R/2022/2024:24	Provision of printing services.	Attach valid AGPO certificate.	Reserved for special

				group.
25.	KAG.TTC/PROC/R/2022/2024:25	Provision of Repairs and servicing of kitchen equipment.(Potato peeler, Vegetable cutter e.t.c)	Attach valid business permit.	Open
26.	KAG.TTC/PROC/R/2022/2024:26	Provision of firefighting equipment maintenance and fire alarms maintenance.	1.Valid license. 2. Attach valid business permit	Open
27	KAG.TTC/PROC/R/2022/2024:27	Prequalification of contractors for small works, petitioning, repairs, renovations and maintenance.	Attach valid NCA Certification NCA (1- 7)	Open
28.	KAG.TTC/PROC/R/2022/2024:28	Provision of outside catering services.	1. Attach valid AGPO certificate. 2. Attach valid food handling certificate.	Reserved for special group.
29.	KAG.TTC/PROC/R/2022/2024:29	Provision of Asset valuation and asset tagging services.	Attach valid business permit	Open

**Note: Reserved for special group means that only Women, Youth and Persons Living with Disability are allowed to apply for this category and should attach valid Access to Government Procurement Opportunity. (AGPO) certificates respectively.**

Interested and eligible suppliers should download the tender document from the college website [www.kagumocollege.ac.ke](http://www.kagumocollege.ac.ke) and forward their names and tender reference numbers to [procurementofficer@kagumocollege.ac.ke](mailto:procurementofficer@kagumocollege.ac.ke) for registration.

