

# KAGUMO TEACHERS' TRAINING COLLEGE

**P.O. BOX 18, 10100 NYERI**  
**When replying please quote;**  
**KAG.TTC/PROC/TENDER**  
**/FY 2021-2022:08**



**Mobile No: 0701972912 (calls only)**  
**Mobile No: 0796632055**  
Email: [info@kagumocollege.ac.ke](mailto:info@kagumocollege.ac.ke)  
Website: [www.kagumocollege.ac.ke](http://www.kagumocollege.ac.ke).

Vision: A Centre for Globally Competitive Teacher Education and Training

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## PROVISION OF SECURITY SERVICES

### TENDER NO:

### KAG.TTC/PROC/T/2021/2022-08

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Mission: To Provide Quality Teacher Education and Training that Produces Patriotic, Competent, Innovative and Self-Directing professionals.

**ISO 9001:2015 Certified**

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**SECTION I: INVITATION FOR TENDER  
TENDER FOR PROVISION OF SECURITY SERVICES**

Kagumo Teachers' Training College is a Public National Institution whose mandate is to train Secondary School Diploma Teachers. It is located along Gatitu -Muthinga Road off Nyeri -Karatina Highway.

Kagumo Teachers' Training College intends to update its list of suppliers and therefore invites applications from competent firms for provision of security services for the financial year 2021/2022 pursuant to Section 57 and 71 of the Public Procurement and Asset Disposal Act of 2015.

Firms are required to submit tender documents, for the specified category, downloadable free of charge from the College Website: **www.kagumocollege.ac.ke**.

Filled documents in a plain sealed envelope clearly marked with tender reference number should be addressed to;

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

and be deposited in the tender box at the Procurement Office on or before 1<sup>st</sup> April, 2021 at 10.00 a.m.

Documents will be opened immediately thereafter in the presence of the bidders or their representatives at KAGUMO TEACHERS' TRAINING COLLEGE MULTI PURPOSE HALL.

Documents submitted after the stipulated time will be returned unopened. Any form of canvassing will lead to automatic disqualification.

Kagumo Teachers' Training College reserves the right to accept the lowest or any other bid.

\_\_\_\_\_ DATE \_\_\_\_\_  
**CHIEF PRINCIPAL/SECRETARY BOM**

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Mission: To Provide Quality Teacher Education and Training that Produces Patriotic, Competent, Innovative and self –Directing professionals.

**ISO 9001:2015 CERTIFIED**

**PRICE SCHEDULE FOR GOODS**

**TENDER NO: KAG.TTC/PROC/T/FY2021/2022:08 – SECURITY SERVICES**

S/no	Description	Charge (Kes.)
1	Charge per guard	

Signature of tenderer .....

Note: in case of discrepancy between unit price and total the unit price shall prevail.

**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 /Ltd. 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	LD 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 time 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**

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 method of evaluation will be Merit Point System. The points given to evaluation criteria are as per the following evaluation criteria matrixes below;

A.	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
A1	Valid Certificate of Incorporation/Business Name(Attach copy)	
A2	Personal Identification Number(PIN) certificate (Attach copy)	
A3	Valid Tax Compliance Certificate (Attach copy)	
A4	Valid Business Permit/License (Attach copy) Physical location of business premises ( <b>See business questionnaire</b> )	
A5	Attach copy of compliance to statutory requirements	
B.	GENERAL REQUIREMENTS	Marks Awarded
B1.	<b>Bidder Accessibility:</b> Postal Address (3marks) Telephone Number (3marks) Email Address (4 marks) <b>Total marks= 10</b>	
B2.	<b>Business Ownership:</b> - Company/Business Profile/Sole Proprietor -Disclosure of Directors/Partners / <b>Total marks= 10</b>	
B3.	<b>Financial Capability:</b> A reference letter from your bank on your liquidity ratio and your credit position. <b>Total marks= 20</b>	
B4.	<b>Business efficiency:</b> Recommendation letter from at least 2 of your clients Each 2 marks <b>Total marks= 4</b>	



B5.	<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>(Each 5marks)</b> <b>Total marks= 20</b>	
B6	<b>Supply Capacity:</b> Maximum Volume of Business handled in the (last two years) - Kes 2 Million and above (12 marks) - Kes 1.5 – 2 Million (9 marks) - Kes 1 – 1.5 Million (6 marks) - Kes 0.5 – 1 Million (3 marks) <b>(Maximum attainable marks - 12)</b>	
B7.	<b>Credit Period:</b> Indicate Credit Period willing to offer - 61 - 90 Days (12 marks) - 31 - 60 Days (9 marks) - 0 - 30 Days (6 marks) - Less than 30 days (3 marks) <b>(Maximum attainable marks - 12)</b>	
B8	Eligibility & Disclosure of litigation history <b>(12Marks)</b>	
	<b>TOTAL</b>	<b>100</b>

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

**THE PASS MARK FOR TENDER AWARD CONSIDERATION 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 Evaluation team will make comments below based on the findings about the bidder)*

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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? .....

**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.

Company/Business Name: .....

Represented by .....

Title: .....

Signature: .....

Stamp or seal: .....