



**KAGUMO TEACHERS' TRAINING COLLEGE
P.O BOX 18-10100 NYERI**

TEL: 0701972912 (Calls only), 0796632055

Email: info@kagumocollege.ac.ke

Website: www.kagumocollege.ac.ke.

**REGISTRATION FOR SUPPLY OF GOODS AND PROVISION OF SERVICES
CATEGORY KAG.TTC/PROC/R/ FY 2021/2022/NO 1-24**

COMPANY/ BUSINESS NAME.....

CATEGORY NO.....

CATEGORY DESCRIPTION:

IF A SPECIAL GROUP, PLEASE INDICATE (✓) BELOW:

WOMEN

YOUTH

PERSONS WITH DISABILITY

CLOSING DATE:.....01/04/2021.....

ISO 9001:2015 Certified

TABLE OF CONTENTS

S/No.	Document content	Pages
1	Invitation for registration	3
2	Form 1: Confidential business questionnaire	4
3	Form II: Details of directors/partners	5
4	Form III: Capability and competences to deliver goods or services	5
5	Form IV: Experience	6
6	Form V:Eligibility and litigation history	6
7	Evaluation Criteria	7 & 8
8	Declaration on conflict of interest	9 &10
9	Sworn Statement	11
10	Appendix I – List of categories	12 -13

**SECTION I: INVITATION FOR REGISTRATION
REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE
FINANCIAL YEAR 2021/2022.**

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 supply and delivery of goods, works and services for 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 registration documents, for the specified category (ies), downloadable free of charge from the College Website: **www.kagumocollege.ac.ke**.

Filled documents in a plain sealed envelope clearly marked with registration 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 1st April 2021 at 10.00 a.m.

Documents will be opened immediately thereafter in the presence of the suppliers 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

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:/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 Kes:	
13.	Name of your Bankers: Branch:	
14.	Credit period allowed	

FORM II - DETAILS OF DIRECTOR/PARTNERS

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

(Attach Copy of CR12 or partnership deed)

FORM III - CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

1. What products/services do you want to be considered to supply.....
.....
.....
2. How many employees do you have.....How many are permanent?How many are temporary?
3. Which quality standards certification have you attained in the last two years? (Attach copies)
4. Are you a manufacturer/wholesaler/retailer/other?
(Please Specify)
.....
5. To what extent is your firm /company electronically-enabled with your clients and suppliers?
.....
.....
6. What is your average response time to a request for quotation/proposal?
.....
7. What is your average response to delivery of goods/services after issuance of an LPO?
.....
8. 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?
.....
.....

9. 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?

.....
.....

10. 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

.....
.....

11. 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 bid registration 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:

EVALUATION CRITERIA 1 –For AGPO Registered Special Groups (Youth, Women & PWD)

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
A1	Valid Certificate of Incorporation/Business Registration (Attach copy)	
A2	Personal Identification Number (PIN) certificate for the group/enterprise. (Attach copy)	
A3	Valid certificate of registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)	
A4	Current/Valid Tax Compliance Certificate for the group/enterprise. (Attach copy)	

EVALUATION CRITERIA II – Open Category

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:

B.	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
B1	Valid Certificate of Incorporation/Business Registration (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	
C.	GENERAL REQUIREMENTS	Marks Awarded
C1.	Bidder Availability: Postal Address (3marks) Telephone Number (3marks) Email Address (4 marks) Total marks= 10	
C2.	Business Ownership: - Company/Business Profile/Sole Proprietor -Disclosure of Directors/Partners / Total marks= 10	
C3.	Financial Capability: A reference letter from your bank on your liquidity ratio and your credit position. Total marks= 20	
C4.	Business efficiency: Recommendation letter from at least 2 of your clients Each 2 marks Total marks= 4	
C5.	Experience: Indicate having undertaken similar assignment with at least 3 firms (Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts) (Each 5marks) Total marks= 20	
C6	Supply Capacity: Maximum Volume of Business handled in the (last two years) - 2 Million and above (12) - 1.5 – 2 Million (9) - 1 – 1.5 Million (6) - 0.5 – 1 Million (3) (Maximum attainable marks - 12)	
C7.	Credit Period: Indicate Credit Period willing to offer - 90 Days (12) - 60 Days (9) - 30 Days (6) - Less than 30 days (3) (Maximum attainable marks - 12)	
C8	Eligibility & Disclosure of litigation history (6Marks)	6
	TOTAL	100

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

THE PASS MARK FOR REGISTRATION 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 StampSign.....

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

**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:

Appendix 1

KAGUMO TEACHERS' TRAINING COLLEGE

P.O. Box 18-10100 Nyeri, Mobile 0701972912(Calls Only) or
0796632055

E-mail: info@kagumocollege.ac.ke,
Website: www.kagumocollege.ac.ke

Vision: A Centre for Globally Competitive Teacher Education and Training

REGISTRATION FOR SUPPLY OF GOODS AND PROVISION OF SERVICES

A. REGISTRATION FOR SUPPLY OF GOODS

S/No	Category No	Category Description	Special Condition (Where applicable)	Eligibility
1.	KAG.TTC/PROC/R/FY2021/2022:01	Supply and delivery of assorted food items, beverages and toiletries.		Open
2.	KAG.TTC/PROC/R/FY2021/2022:02	Supply and delivery of dry cereals(Maize, Beans and Green grams(Ndengu)	Attach relevant AGPO certificate	Reserved for special group
3.	KAG.TTC/PROC/R/FY2021/2022:03	Supply and delivery of fresh fruits and vegetables.	Attach relevant AGPO certificate	Reserved for special group
4.	KAG.TTC/PROC/R/FY2021/2022:04	Supply and delivery of fresh meat.	Attach valid food handling certificate	Open
5.	KAG.TTC/PROC/R/FY2021/2022:05	Supply and delivery of detergents and soap raw materials.	Attach relevant AGPO certificate.	Reserved for special groups.
6.	KAG.TTC/PROC/R/FY2021/2022:06	Supply and delivery of electrical fittings and accessories.	Attach valid ERC certificate.	Open
7.	KAG.TTC/PROC/R/FY2021/2022:07	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/FY2021/2022:08	Supply and delivery of computers, computer accessories and peripherals.	1. Attach Valid proof of dealership. 2. Attach relevant AGPO certificate.	Reserved for special group.
9.	KAG.TTC/PROC/R/FY2021/2022:09	Supply and delivery of stationery.	Attach relevant AGPO certificate.	Reserved for special group.

10.	KAG.TTC/PROC/R/FY2021/2022:10	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/FY2021/2022:11	Supply and delivery of hardware materials.		Open
12.	KAG.TTC/PROC/R/FY2021/2022:12	Supply and delivery of motor vehicle tyres, batteries and spare parts.	Proof of dealership.	Open
13.	KAG.TTC/PROC/R/FY2021/2022:13	Supply and delivery of building materials (sand, ballast, hardcore and cut- stones).		Open
14.	KAG.TTC/PROC/R/FY2021/2022:14	Supply and delivery of Agro-vet materials.	1. Attach relevant AGPO certificate. 2. Attach valid license to handle farm inputs and veterinary drugs from relevant body.	Reserved for special group.
15.	KAG.TTC/PROC/R/FY2021/2022:15	Supply and delivery of staff uniforms and protective gear		Open
16.	KAG.TTC/PROC/R/FY2021/2022:16	Supply and delivery of sports uniform and equipment.		open
17.	KAG.TTC/PROC/R/FY2021/2022:17	Supply and delivery of science laboratory equipment and chemicals.		Open
B. REGISTRATION FOR PROVISION OF SERVICES				
18.	KAG.TTC/PROC/R/FY2021/2022:18	Servicing and maintenance of computers and computer peripherals.	Attach Relevant AGPO certificate	Reserved for special group
19.	KAG.TTC/PROC/R/FY2021/2022:19	Provision of insurance covers	Open to registered insurance firms credited by Insurance Regulatory Authority.	Open
20.	KAG.TTC/PROC/R/FY2021/2022:20	Generator maintenance and servicing.		Open
21.	KAG.TTC/PROC/R/FY2021/2022:21	Repair and maintenance of motor vehicles.	Garage/dealers approved by Chief Mechanical and Transport Engineer. Department (CMTE)	Open.
22.	KAG.TTC/PROC/R/FY2021/2022:22	Provision of printing services.	Attach relevant AGPO certificate.	Reserved for special group.
23.	KAG.TTC/PROC/R/FY2021/2022:23	Provision of outside catering services.	1. Attach relevant AGPO certificate. 2. Attach valid food handling certificate.	Reserved for special group.
24.	KAG.TTC/PROC/R/FY2021/2022:24	Pre-qualification of contractors.	Attach valid NCA 7 and above certificate.	Open

Special groups (Women, Youth and PWDs) are encouraged to apply for registration in categories open to general public. However, all applications for categories open to general public will be subject to the same evaluation criteria.

Bidders who download the registration documents should email their company /business name, contact details and category number to procurementofficer@kagumocollege.ac.ke

Those wishing to register in more than one category will be required to download registration documents for each category.

Bidders are limited to register a maximum of two (2) categories.