



MUSAKASA TECHNICAL TRAINING INSTITUTE

**P.O.BOX 1249-50200 BUNGOMA
MOBILE NOs. 0717624837
E-MAIL A/C musakasa.inst@gmail.com**



TENDER DOCUMENT

FINANCIAL YEAR: 2020/2021 AND 2021/2022

TENDER NAME:

TENDER NO:

CLOSING DATE: 13th July, 2020

10:00am



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OBJECTIVES OF THE INVITATION

The main objective is to identify capable and eligible suppliers for registration as Musakasa technical training institute supplies for goods and services during the period **1st July 2020- 30th June 2022.**

IMPORTANT PREQUALIFICATION REQUIREMENTS

1. Copy of certificate of registration/ incorporation
2. Copy of KRA valid certificate
3. Copy of VAT certificate
4. Copy of pin certificate
5. Copy of company profile
6. Copy of NCA valid registration certificate to tender no MUSTTI/T/23/2020-2022
7. Current trade license/ single business permit
8. Favorable credit conditions and lead times
9. Prove of payment of tender document (original receipt)
10. Complete the confidential business questionnaire form
11. Reference from at least 3 clients (evidence by letter)
12. Financial capacity (current bank statement)

FOR SPECIAL GROUPS

1. Copy of business registration/ incorporation certificate
2. Copy of valid VAT certificate
3. Copy of valid KRA certificate
4. YAGPO certificate
5. Copy of pin certificate

NOTE: reserved items are for the youth, women and people living with disabilities



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GENERAL INFORMATION

1. ELIGIBLE APPLICANT

- a). The invitation for supplier registration is open to all suppliers and manufacturers eligible as described. In the application documents .successful applicants shall later be contacted for tenders/quotations for supply of goods and services required for the financial year.
- b). Applicants shall bear all costs associated with submission of their documents to musakasa technical training institute.
- c). Applicants shall furnish the institute with applicant eligibility for a specific contract
- d). The documentary evidence of the applicant qualification to perform the contract if the application for registration is accepted shall be established to the institute satisfaction.
 - ❖ That the applicant has financial, technical and production capability necessary to perform the contract
 - ❖ That the applicant is read and shall offer after sale service for the goods to be supplied
 - ❖ That the applicant shall offer reasonable credit terms
 - ❖ That the applicant shall give clear physical and postal address

2. SUBMISSION DEADLINES

- ❖ Application must be received by the institute at the address specified on the advertisement.
- ❖ The institute may at its discretion, as per the regulation governing amendments of tender documents extent the deadline for submission, in which all rights and obligations of the institute and the applicant, subject to the deadline will thereafter be to the deadline as extended.



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APPLICANT QUESTIONNAIRE

Please fill in the block letters

1. Full names of the applicant.....Sign
2. Full Address of the applicant to which correspondence to be sent.....
.....
3. Physical location of the supplier (visit to be done for confirmation)
 - ✓ Building.....
 - ✓ Street.....
 - ✓ Town.....
4. Telephone Number(s) of applicant.....
5. Fax address of applicant.....
6. E- Mail address of applicant.....
7. Name of the applicant’s representatives to be contacted on matter of supply during the contract
 - a)Cell phone.....
 - b)Cell phone.....
 - c)Cell phone.....
8. Details of applicant’s nominated agent (if any) to receive tender/quotation notices. This is essential if the applicant does not sell direct to consumers.
 - Address.....
 - Cell phone.....
 - Email Address.....



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CONFIDENTIAL BUSINESS QUESTIONNAIRE FROM

You are requested to give the particulars indicated in part 1 and either part 2(a), 2(b) or 2(c) whichever applied to your business type.

It is a serious offence to give false information on this form.

Part 1 General

Business Name / Applicant's Name.....

Location of business premises.....

Plot No.....Town.....Street/Road.....Building.....

Postal Address.....Cell phone No.....fax.....

E-mail

Nature of business.....Trade license.....attach copy.

Registration certificate No.....

Maximum value of business which you can handle at any one time Kshs.....

Name of your bankers.....Branch.....

PIN Number.....Attach Copy VAT certificate No.....Attach copy

Trade Terms/ credit periods.....Lead Times.....



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Part 2 Sole Proprietor

Name in fullAge.....

Nationalitycountry of origin.....

Citizenship details.....

.....

Part (b) Partnership

Give details of partners/Representatives as follows

NO	Name	Nationality	Citizen details	Shares
1				
2				
3				
4				
5				



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Part 2(c) Registered Company

Private or public.....

State the nominal and issued capital of company:

Nominal Kshs.....

Issued Kshs.....

Give details of directors as follows

NO	Name	Nationality	Citizen details	Shares
1				
2				
3				
4				
5				

DateSignature.....

If Kenyan citizen under “citizenship details” whether by birth naturalization

Name of the contact person.....Cell phone.....



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FORM OF TENDER

FROM.....

DATE.....

TO: THE PRINCIPAL

MUSAKASA TECHNICAL TRAINING INSTITUTE

P.O BOX 1249-50200

BUNGOMA

RE: TENDER FOR.....

In accordance with Tender Number.....Dated.....

Received from.....I/we.....

Hereby tender to.....

In accordance with the attached tender forms/conditions of tender/ schedule of requirements at the price/fees/charges shown against each item and in conformity with the scheduled delivery arrangements stated. This applies to item numbers.....

.....

I /we agree understand that the institute reserves the right to accept or reject this tender in part or in whole for any reason it considers justifiable.

I /we agree that terms of this tender will remain valid for and will not be withdrawn for period ofdays; from the final date for submission of tender namely;.....

In the event of this tender being accepted in part or in full within the stipulated.....days; we agree to supply against an order signed by an officer of the institute authorized to do so, those goods accepted in this tender to the quoted delivery

Dates and that failure on my/our part to meet this requirement constitute a breach of contract.



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Witnessed byTenderer name.....
AddressTenderer signature.....
Signature of Witness.....Tenderer designation.....
DateFull address.....
Telephone No.....
Telegraphic address.....
Date



CONDITIONS OF TENDERING

SERIAL NO.....

DATE OF RECEIPT.....AMOUNT IN KSH.....

1. The tenderer is the person, company, agency or firm of contractors who/which undertakes to supply goods or perform the service described in the tender documents. The signatory must be a recognized official in the company and be authorized to sign on its behalf.

DOCUMENTS

2(A) The tenderer will receive a miscellaneous receipt in respect of tender documents. This involves the following forms in duplicate:

- i. Form of Tender
- ii. Confidential Business Questionnaire
- iii. Conditions of Tendering

The tenderer should retain one set for his/her records and return the other set in accordance with these conditions.

(B) The tenderer is required to check the number of pages of the documents accompanying the form of tender. Should he/she find any missing or any figure indistinct, or should he/she be in doubt about the precise meaning of any item or figure, for any reason whatsoever, he must inform the tender issuing office at once and have the matter rectified, before the final date for the submission of tenders.

(C) The Tenderer signature to this documents and to all documents, as require, which accompany the form of Tender shall indicate that he fully understands their contents and that he accepts all the conditions stated or implied therein.



SUBMISSION OF TENDERS

3(1) Attention is invited to the Tender Notice. The completed tender documents must be submitted to the address shown on the Form of Tender in a wax sealed envelope endorsed on the outer cover with:

“Tender for.....

Tender No.

No indication of Tenderer’s name must appear on the envelope”.

3(2) The form of Tender must be properly signed in ink, dated and witnessed and must accompany any other documents concerned with the tender.

3(3) The tenders will not be accepted unless correctly submitted on the approved forms.

Tenders for which the appropriate fee has not been paid will not be considered valid. They must be posted to the address given or deposited in the locked tender box at the issuing authority’s premises to reach that address not later than the appointed time and date.

3(4) Any tender received later than this appointed time and date, irrespective of the cause of the delay, will be rejected.

COMMUNICATION

4(1) There shall be no verbal variations in regard to a tender once submitted. Should an error be made it may be corrected in writing before the closing date and should be submitted in plain sealed envelope as in paragraph 3. No amendment will be entertained after the closing date.

4(2) All correspondence with tenders will be send to the address shown on the forms of tender by post if overseas by telex or cable as appropriate.



LIABILITY

5. No liability will be admitted nor claim allowed for error on the tender owing to mistakes in those documents which should have been rectified in the manner described above.

VALIDITY

6. Tender shall remain valid for at least 30/60/90 days from the final date for acceptance, but this date may be extended by mutual consent. No tender may be withdrawn during this period without giving reasons failing which the tenders may be penalized in future tenders.

SAMPLES

7. Tenderer may be required to deposit samples in sealed containers labeled with tender's name, full details of the item, number on the schedule of requirements and complete description of the goods concerned to be made. Samples must be deposited before the final date for acceptance and signature of receipt obtained. When samples have been deposited, this must be shown on the tender form as stated on the form. Returnable samples from unsuccessful tenderer should be collected from the tender issuing office.

PACKAGING

8. Unless otherwise stated, the goods are required to be properly packed and packaged for long term storage in containers suitable to withstand rough handling and for over-storage in stocks.

ACCEPTANCE

9. The institute reserves the right to accept or reject any tender either wholly or in part and does not bind itself to accept a lowest or any tender or to give reasons for rejection.

10. PRICES

- a. Price charged by the Tenderer for Goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special conditions of Contract, vary from the prices by the Tenderer in its Tender.
- b. Prices quoted by the Tenderer shall be fixed during the Tenderer's performance of the Contract and not subject to variation on any account. A Tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected



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11. STANDARDS

The Goods supplied under this Contact shall conform to the standards mentioned in the Technical Specifications.

SUCCESSFUL TENDERERS

12. A letter of acceptance will be sent to the successful tender in respect of the whole or part of his/her tender which has been accepted, within the validity period.

The letter is **NOT** an authority for him/her to arrange supply or to undertake the services stated. Unsuccessful Tenderer will also be notified at the same time.

COMPLIANCE WITH GIVEN CONDITIONS

13. If the tenderer does not comply in every way with those conditions, his tender shall be liable to rejection.

TENDERER'S NAME.....

ADDRESS.....

SIGNATURE.....**DATE**.....

WITNESS'S NAME.....

ADDRESS.....

SIGNATURE.....**DATE**.....

NOTE

Attach current price list.