



# MUSAKASA TECHNICAL TRAINING INSTITUTE

P.O.BOX 1249-50200 BUNGOMA

CELL: 0717624837

-MAIL: [musakasa.inst@gmail.com](mailto:musakasa.inst@gmail.com)

WEB SITE: [www.musakasatti.ac.ke](http://www.musakasatti.ac.ke)



## TENDER DOCUMENT

### 2023/2025 FINANCIAL YEAR

**TENDER NAME:** .....

**TENDER NO.**.....

**CLOSING DATE: 31<sup>st</sup> JAN, 2024**

**11:00AM**

**1.**



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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 supplier for goods and services during the period of **1st Nov. 2023-30<sup>th</sup> June, 2025**

## **IMPORTANT TENDER /PREQUALIFICATION REQUIREMENTS**

1. Copy of certificate of registration /incorporation
2. Copy of KRA valid certificate
3. Copy of VAT certificate
4. CR12
5. Copy of company profile
6. Copy of NCA valid registration certificate for tender no. MUSTTI/T/29/2023-2025
7. Current trade license/single business permit
8. Favorable credit conditions and lead times
9. Prove of payment of tender document( original receipts)
10. Complete the confidential business questionnaire form
11. Reference from at least 3 clients (evidence by letters )
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. AGPO certificate
5. Copy of pin certificate

**NOTE:** reserved items are for youth, women and persons 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 contracted for tender/quotation for supply of goods and services for 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 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, production and technical capability necessary to perform the contract.
  - That the applicant is ready and shall offer after sale service for goods to be supplied
  - That the applicant shall offer reasonable credit terms.
  - That the applicant shall give clear physical, postal address and email address.

### 2. SUBMISSION DATELINES

- 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 dateline for submission , in which all rights and obligation of the institute and the applicant, subject to dateline will thereafter be to the deadline as extended



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## APPLICANT QUESTIONNAIRE

TO BE FILLED 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 numbers of applicants.....
5. Fax address of applicant.....
6. Email address of the applicant (key).....
7. Name of applicant representatives to be contacted on matter of supply during the contract
  - a) .....cell phone.....
  - b) .....cell phone.....
  - c) .....cell phone.....

8 .Details of the applicants 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 required to give the particular indicated in part 1 and either part 2(a), 2(b) or 2(c) whichever applied to your business type.

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

### Part 1 General

Business Name/Applicants name.....

Location of business premises.....

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

Postal address.....cell phone no.....fax.....

Email (key).....

Nature of business.....trade license.....attach copy

Registration certificate no.....

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

Name of your bankers.....branch.....

PIN number.....Attach copy VAT certificate No.....attach copy

Trade terms/credit periods.....Lead times.....

CR 12 attached (key)



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## Part 2 Sole Proprietor

Name in full.....Age.....

Nationality.....Country of origin.....

Citizenship details.....

## Part (b) partnership

Give details of partners as per the CR 12

| NO | NAME | NATIONALITY | CITIZEN DETAILS | SHARES |
|----|------|-------------|-----------------|--------|
| 1  |      |             |                 |        |
| 2  |      |             |                 |        |
| 3  |      |             |                 |        |
| 4  |      |             |                 |        |
| 5  |      |             |                 |        |



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## Part 2(c) Registered Company

Private of public.....

State the nominal and issued capital of the company:

Nominal Ksh.....

Issued cash.....

Give details of directors as follows

| NO | NAME | NATIONALITY | CITIZEN DETAILS | SHARES |
|----|------|-------------|-----------------|--------|
| 1  |      |             |                 |        |
| 2  |      |             |                 |        |
| 3  |      |             |                 |        |
| 4  |      |             |                 |        |
| 5  |      |             |                 |        |

Date.....signature.....

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 TRAINING INSTITUTE

PO BOX 1249-50200

BUNGOMA

RE: TENDER FOR.....

In accordance with TENDER NUMBER.....

Receive from.....I/We.....

Hereby tender to.....

In accordance with the attached tender forms/conditions of tender/schedule of requirement at the price/ fess/charges shown against each item and in conformity with the scheduled delivery arrangements stated. This applies 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 consider justifiable.

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





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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 breach of contract.

Witnessed by.....tenderer name.....

Address.....tenderer signature.....

Signature of the witness.....tenderer designation.....

Date.....full address.....

Telephone.....

Email address.....

Date.....



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## CONDITION OF TENDERING

SERIAL NO.....

DATE OF RECEIPT.....AMOUNT IN CASH.....

1. The tender is the person, company, agency or firm of contractors who/which undertakes to supply goods or perform the services 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 document. This involves the following forms in duplicates:

- i. Form of tender
- ii. Confidential business questionnaire
- iii. Condition of tendering

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

(B) The tender is required to check the number of pages of the documents accompanying the form of tender. Should he/she find any missing or any 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 document and to all documents and to all documents, as required, 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.



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

## COMMUNICATION

4 (1) There shall be no verbal variation in regards 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.



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## LIABILITY

5 (1) 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 (1) Tender shall remain for at least 90/120 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 tender may be penalized in future tenders.

## SAMPLES

7 (1) Tenderer may be required to deposit samples in sealed containers labeled with tenders name, full details of the item. Number on the schedule of requirements and complete description of the goods concerned to be made. Sample must be deposited before 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 container 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 reason 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 adjustment authorized in special condition of contract, vary from the prices by the tenderer in its Tender.



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B. prices quoted by the tenderer shall be fixed during the tender 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.

## 11. STANDARDS

The goods supplied under this contact shall conform to the standards mentioned in the Technical specification.

## SUCCESSFUL TENDERS

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.

TENDER'S NAME.....

ADDRESS.....

SIGNATURE.....DATE.....

WITNESS'S NAME.....

ADDRESS.....

SIGNATURE.....DATE.....

NOTE: ATTACH YOUR CURRENT PRICE LIST. 13.



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When replying please quote

Date:17/01/2024

Ref No: MUSTTI/T/22/2022-2025

## PART B QUOTATION

### PREQUALIFICATION OF PROVISION AND INSTALLATION OF MANAGEMENT INFORMATION SYSTEM

Please provide quotation in the table provided below

| S/NO | ITEM DESCRIPTION   | UNIT OF ISSUE | UNIT PRICE |
|------|--------------------|---------------|------------|
| 1.   | STUDENT ADMISSION  | 1             |            |
| 2.   | EXAMINATION        | 1             |            |
| 3.   | FINANCE            | 1             |            |
| 4.   | PROCUREMENT        | 1             |            |
| 5    | HUMAN RESOURCE     | 1             |            |
| 6.   | TRAINING MANAGMENT | 1             |            |
|      |                    |               |            |
|      |                    |               |            |

ATTACH YOUR CURRENT PRICE LIST. 14.

