



**WOTE TECHNICAL TRAINING INSTITUTE**

**TENDER DOCUMENT**

**FOR**

**SUPPLY AND DELIVERY OF GOODS AND SERVICES FOR  
THE FINANCIAL YEAR 2018 - 2020**

**TENDER No. WTTI/03/2018 - 2020**

**SUPPLY AND DELIVERY OF ELECTRICAL/ELECTRONIC  
MATERIALS.**

**CLOSING DATE THURSDAY, 21<sup>ST</sup> JUNE 2018 AT 11.00 AM**

**PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE PERIOD JULY 2018 – JUNE 2020**

Wote Technical Training Institute invites eligible candidates to pre-qualify as suppliers for the following goods, services and small works for the period 1st July 2018 - 30th June, 2020.

S/NO	TENDER NUMBER	TENDER DESCRIPTION	ELIGIBILITY
1.	WTTI/01/2018 - 2020	Supply and Delivery of Cleaning Detergents (Kero, Liquid Detergents & Savlon)	Women
2.	WTTI/02/2018 - 2020	Supply and Delivery of General Hardware Materials	Open
3.	<b>WTTI/03/2018 - 2020</b>	<b>Supply and Delivery of Electrical/Electronic Materials</b>	<b>Youth</b>
4.	WTTI/04/2018 - 2020	Supply and Delivery of Computer and its Accessories	Youth, Women & PWDs
5.	WTTI/05/2018 - 2020	Supply and Delivery of toners and cartridges.-HP authorized dealers only	Youth
6.	WTTI/06/2018 - 2020	Supply and Delivery of Fueling motor vehicles	Open
7.	WTTI/07/2018 - 2020	Provision of Security Services	Open
8.	WTTI/08/2018 - 2020	Provision of Insurance Brokerage Services (General and Motor Vehicle Insurance)	Open
9.	WTTI/09/2018 - 2020	Stationeries	PWDs
10.	WTTI/10/2018 - 2020	Food Stuffs and Dry Cereals	Open
11.	WTTI/11/2018 - 2020	Fresh Meat	Open
12.	WTTI/12/2018 - 2020	Fresh Milk	Open
13.	WTTI/13/2018 - 2020	Fresh Bread	Open
14.	WTTI/14/2018 - 2020	Newspapers (Daily nation & Standard)	Open
15.	WTTI/15/2018 - 2020	Vegetables and Fruits	Open
16.	WTTI/16/2018 - 2020	Provision of Cleaning Services	Open

Interested and eligible candidates may inspect Tender documents from the Institute's department of Procurement at Wote Technical Training Institute. Bidders may download documents from our website: [www.wotetti.ac.ke](http://www.wotetti.ac.ke) or <http://supplier.treasury.go.ke> free of charge and notify the Institute immediately by email on [wotettimakueni@gmail.com](mailto:wotettimakueni@gmail.com).

Alternatively, the tender documents may be obtained by interested candidates from procurement Department during normal working hours, upon payment of non-refundable fee of Kshs. 1,000.00 in cash or bankers cheque payable to Wote Technical Training Institute.

Sealed and duly completed Bids in plain envelopes clearly marked the —**Tender Number/Pre-qualification No and Description**” **without identifying the Tenderer** should be addressed to:

**The Principal  
Wote Technical Training Institute  
P.O Box 377- 90300  
Makueni, Kenya**

And be deposited in the Tender Box located at the Administration Block so as to be received on or before **21<sup>st</sup> June 2018 11.00 a.m.** Tender documents will be opened immediately after closing, in presence of Bidders or their representatives who choose to attend the opening session at the **Board Room**. Any canvassing will lead to automatic disqualification of the bidder.

**“ANY FORM OF CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION”**

**The Institute reserves the right to accept or reject any expression from pre-qualification of supplies in part or in whole and is not bound to give reasons for its decision.**

**Existing registered suppliers are required to re - apply.**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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**INSTRUCTIONS TO CANDIDATES**

1. You are reminded that it is a serious offence to give false information on any of the Forms, or to canvas, as this will lead to automatic disqualification.
2. Sister Companies **will not** be registered under the same Category.
3. The Institute will only invite quotations from Registered Suppliers under the indicated categories.
4. Attach list of previous work done or services provided (References) where possible.
5. The Institute’s terms of payment are **60 Days** after delivery and acceptance of goods and services.
6. Firms exempted from paying taxes must attach proof of exemption.
7. All communications shall be in writing
8. **MANDATORY REQUIREMENTS must be provided.** Failure to which will render the bid non-responsive. Non-responsive bid will not be evaluated further.

**GENERAL INFORMATION**

Applicants **MUST** provide and complete part **1 to 6**.

**PART 1 GENERAL**

BUSINESS NAME: \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_ CODE \_\_\_\_\_ TOWN \_\_\_\_\_

TELEPHONE NO (S); \_\_\_\_\_

FAX NO; \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME OF CONTACT PERSON(S) \_\_\_\_\_

**LOCATION OF BUSINESS**

a) Premises/building: \_\_\_\_\_

b) Plot No: \_\_\_\_\_

c) Road/Street: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Single Business Permit/License No. (Attach copy if applicable) \_\_\_\_\_

Registration Certificate No. (Attach copy); \_\_\_\_\_

Certificate of Incorporation No. (Attach copy if applicable) \_\_\_\_\_

Personal Identification Number (P.I.N) (attach copy); \_\_\_\_\_

VAT registration certificate (attach copy if applicable) \_\_\_\_\_

Current KRA tax compliance certificate (attach copy if applicable) \_\_\_\_\_

Maximum Value of Business which you can handle at any time in **Ksh**; \_\_\_\_\_  
(Attach copies of LPOs/LSO/contracts where necessary)

Name of your bankers; \_\_\_\_\_

Branch; \_\_\_\_\_

**PART 2: SOLE PROPRIETOR**

YOUR FULL NAMES:

Surname \_\_\_\_\_ First \_\_\_\_\_ others \_\_\_\_\_

AGE \_\_\_\_\_

NATIONALITY; \_\_\_\_\_ BY \_\_\_\_\_  
(Birth/Naturalization/Registration)

COUNTRY OF ORIGIN (if applicable) \_\_\_\_\_

**PART 3: PARTNERSHIP**

NUMBER OF PARTNERS \_\_\_\_\_

GIVE PARTNERS DETAILS AS FOLLOWS:

**NAME/NATIONALITY/CITIZENSHIP DETAILS/SHARES**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**PART 4: REGISTERED COMPANY**

a) Private Limited Company

b) Public Limited Company

Nominal Capital of the Company (Ksh) \_\_\_\_\_

Issued Capital of the Company (Ksh) \_\_\_\_\_

Number of Directors \_\_\_\_\_

Give partners Details as Follows:

**NAME/NATIONALITY/CITIZENSHIP DETAILS/SHARES**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**PART 5; REGISTERED GROUPS, YOUTHS, AND WOMEN & PERSONS LIVING WITH DISABILITY**

BUSINESS NAME: \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_ CODE \_\_\_\_\_ TOWN \_\_\_\_\_

TELEPHONE NO (S); \_\_\_\_\_

FAX NO; \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME OF CONTACT PERSON(S) \_\_\_\_\_

**LOCATION OF BUSINESS**

a) Premises/building: \_\_\_\_\_

b) Plot No: \_\_\_\_\_

c) Road/Street: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

**PART6. DIRECTORSHIP TO OTHER COMPANIES**

a) Are you or any of the above Directors also directors in others companies that are Seeking pre-qualification? (Yes/No)

b) If yes complete the table below.

S/no	Name of the Director	Name & address of Company	Certificate of incorporation	No. of share Holding
1				
2				
3				

**PART 7. DECLARATION FORM (mandatory)**

**Bidders are required to sign the declaration below:**

“The Company is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. The company or its directors have not been debarred from participating in public procurements or ineligible on account of corruption or fraudulent practices. The items offered are not in breach of any patent rights or copyright laws whatsoever. Finally, the company has the necessary qualifications, capabilities, experience, resources, equipment and facilities to provide what is being pre-qualified”

**Name** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Position** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PART 8. CHECK LISTS OF MANDATORY DOCUMENTS**

Confirm attachment/provision of the mandatory documents/information listed below (**where applicable**)

S/No:	Document/Information to be attached (copies)	Confirm Attachment	Remarks
1.	Business permit/license		
2.	Registration certificate		
3.	Certificate of incorporation		
4.	PIN certificate		
5.	VAT certificate		
6.	Current tax compliance certificate		
7.	Provided email addresses/ /Telephone(office/mobiles)/Fax No/ Names of Contact person(s)		
8.	LPOs/LSOs/Contracts/ reference letters		
9.	Signed declaration form		
10.	Registration certificates for Youths, women & persons with disability		

Name \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_

Date: \_\_\_\_\_ Official Company Stamp

**END.**