



WOTE TECHNICAL TRAINING INSTITUTE

TENDER DOCUMENT

FOR

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

TENDER No. WTTI/04/2018 - 2020

**SUPPLY AND DELIVERY OF COMPUTER AND ITS
ACCESSORIES.**

CLOSING DATE THURSDAY, 21ST 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. Registered Youth, women Persons with Disability and Small & Medium Enterprises are encouraged to apply.

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.	WTTI/03/2018 - 2020	Supply and Delivery of Electrical/Electronic Materials	Youth
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 or <http://supplier.treasury.go.ke> free of charge and notify the Institute immediately by email on 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 **21st 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

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 OF YOUTHS, WOMEN AND 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 access to Youth, women & persons with disability		

Name _____

Signature _____ Position _____

Date: _____ Official Company Stamp

END.