



MATHIRA TECHNICAL AND VOCATIONAL COLLEGE

TENDERS/PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS, WORKS AND SERVICES FOR THE YEAR 2022 - 2024

Closing date: 13th June 2022

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**PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES
FOR THE FY 2022-2023/2023-2024**

Mathira Technical and Vocational College (MTVC) invites applications from interested, eligible, capable individuals and firms for Prequalification/Registration as suppliers and service providers for the years 2022-2023/2023- 2024 in the following categories:

CATEGORY A: PREQUALIFICATION/ REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS		
MTVC/PQ/01-2022/24	SUPPLY AND DELIVERY OF FASHION DESIGN/ CLOTHING TECHNOLOGY EQUIPMENT	YOUTH, WOMEN & PWD
MTVC/PQ/02-2022/24	SUPPLY AND DELIVERY OF ASSORTED CLEANING MATERIALS, DISINFECTANT AND DETERGENTS	YOUTH, WOMEN & PWD
MTVC/PQ/03-2022/24	SUPPLY AND DELIVERY OF SHOP GROCERIES	OPEN
MTVC/PQ/04-2022/24	SUPPLY AND DELIVERY OF SPORTS UNIFORM AND SPORT ITEMS	YOUTH, WOMEN & PWD
MTVC/PQ/05-2022/24	SUPPLY AND DELIVERY OF ELECTRICAL AND ELECTRONICS EQUIPMENT AND MATERIAL	OPEN
MTVC/PQ/06-2022/24	SUPPLY AND DELIVERY OF PLUMBING MATERIALS FITTINGS AND ACCESSORIES	OPEN
MTVC/PQ/07-2022/24	SUPPLY AND DELIVERY OF BUILDING AND HARDWARE EQUIPMENT AND MATERIALS	OPEN
MTVC/PQ/08-2022/24	SUPPLY OF OFFICE/ STUDENTS FURNITURE, FURNISHINGS FITTINGS.	OPEN
MTVC/PQ/09-2022/4	SUPPLY AND DELIVERY OF COMPUTERS, TONNERS PRINTERS, SOFTWARES, ACCESSORIES AND CONSUMABLES	YOUTH, WOMEN & PWD
MTVC/PQ10-2022/24	SUPPLY OF GENERAL STATIONERY AND PRE- PRINTED OFFICE STATIONERY	YOUTH, WOMEN & PWD
MTVC/PQ/11-2022/24	SUPPLY AND DELIVERY OF TEXT BOOKS, JOURNALS AND DIGITAL MATERIALS	OPEN
MTVC/PQ/12-2020/22	SUPPLY AND DELIVERY OF WELDING GAS	OPEN

MTVC/PQ/13-2022/24	SUPPLY AND DELIVERY OF MILK AND FARM PRODUCTS	YOUTH, WOMEN & PWD
MTVC/PQ/14-2022/24	SUPPLY AND DELIVERY OF MECHANICAL AND AUTOMOTIVE EQUIPMENT AND MATERIALS	OPEN
MTVC/PQ/15-2022/24	SUPPLY AND DELIVERY OF REFINED FUEL (PETROL, DIESEL) OILS AND LPG GAS	OPEN
MTVCPQ/16-2022/24	SUPPLY AND DELIVERY OF BRANDED MARKETING AND PROMOTIONAL MATERIALS (T-SHIRTS AND CAPS)	YOUTH, WOMEN & PWD
MTVC/PQ/17-2022/24	SUPPLY AND DELIVERY OF COSMETOLOGY PRODUCTS AND EQUIPMENTS	YOUTH, WOMEN & PWD
MTVC/PQ/18-2022/24	SUPPLY AND DELIVERY OF TIMBER, WOOD PRODUCTS, AND RELATED MATERIALS	OPEN
MTVC/PQ/19-2022/24	SUPPLY AND DELIVERY OF CLOTHING MATERIALS, FABRICS AND STAFF UNIFORM	OPEN
MTVC/PQ/20-2022/24	SUPPLY AND DELIVERY OF ASSORTED KITCHEN WARE ITEMS	YOUTH, WOMEN & PWD
CATEGORY B: TENDERS FOR SERVICES AND WORKS		
MTVC/PQ/21-2022/24	PROVISION OF SMALL WORKS	OPEN
MTVC/PQ/22-2022/24	PROVISION OF SANITARY BINS, FUMIGATION, PEST CONTROL AND RELATED SERVICES	YOUTH, WOMEN & PWD
MTVC/PQ/23-2022/24	PROVISION OF GUARDING/SECURITY SERVICES	OPEN
MTVC/PQ/24-2022/24	PROVISION OF INSURANCE SERVICES	OPEN
MTVC/PQ/25-2022/24	PROVISION OF REPAIR, IMPROVEMENT AND MAINTENANCE OF COLLEGE FACILITIES	YOUTH, WOMEN & PWD
MTVC/PQ/26-2022/24	PROVISION OF FUMIGATION AND PEST CONTROL SERVICES	YOUTH, WOMEN & PWD
MTVC/PQ /27-2022/24	PROVISION OF MOTOR VEHICLE AND MOTOR CYCLE REPAIRS AND GENERAL MAINTENANCE.	OPEN

A complete set of Tender /Prequalification Document in English may be purchased or obtained by interested applicants upon payment of a non-refundable fees of 1,000/= (**One thousand Kenyan Shillings only**) Payment should be made to KCB Bank. (**Account Number 122 6490 425**) **Karatina Branch.**

Documents obtained electronically will be free of charge.

Documents sent electronically WILL NOT be accepted

Tender/Prequalification Document may be viewed and downloaded for free from the college website www.mathiratechnical.ac.ke.

Applicants who download the Prequalification Document must forward their particulars immediately to mathiratechnical@gmail.com or info@mathiratechnical.ac.ke to facilitate any further clarification or addendum.

Bidders who wish to apply for the Tenders (**Category B**) should fill the prequalification documents and then fill their quoted price along the tender quotations attached at the end of the documents. Any additional proof of capability of performing the works in the tender part can be attached with other documents showing proof of compliance with the statutory requirements.

Completed tender/Prequalification documents are to be enclosed in a plain sealed envelope marked with category name and reference number and deposited in the Tender Box situated at reception area Mathira Technical and Vocational College, located at Kaiyaba Sub-location, Ngandu Location, Karatina Town on or before 9th June 2022 at 10.00 a.m. or be addressed to: -

**The Principal,
Mathira Technical and Vocational College,
P. O Box 1785 - 10101 Karatina
Tel: 0720 772225**

Tender documents will be opened immediately thereafter in the presence of the Bidders or their representatives who choose to attend at Mathira Technical and Vocational College HALL.

NB: Late tenders will not be accepted.

D. M. Mburu
PRINCIPAL

1.0 PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Mathira Technical and Vocational College would like to invite interested candidates who must qualify by meeting the set criteria as provided to supply and deliver or provision of services to Mathira Technical and Vocational College.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant Quotations to Mathira Technical and Vocational College as and when required during the period ending 30th June 2024.

1.3 Invitation of Pre-qualification

Suppliers registered with the Registrars of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to **MATHIRA TECHNICAL AND VOCATIONAL COLLEGE**.

1.4 Experience

Potential suppliers must demonstrate the capacity, willingness and commitment to meet the prequalification Criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification/registration, prospective suppliers must submit all the Information herein requested.

1.7 Submission of Pre-Qualification Documents

Original copy of the Completed pre-qualification/registration data and other requested information shall be submitted to reach:

**The Principal,
Mathira Technical and Vocational College,
P. O Box 1785 – 10101 Karatina
Tel: 0720 772225**

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to info@mathiratechnical.ac.ke or mathiratechnical@gmail.com

1.9 Additional Information

Mathira Technical and Vocational College reserves the right to request submission of additional information from prospective bidders

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay all taxes payable as applicable for all materials to be supplied.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges and taxes.

2.4 Payments

All local purchase orders shall be on credit of a minimum of ninety (90) days or as may be stipulated in the Contract Agreement.

2.5 All overseas purchase shall be by irrevocable letter of credit (ILC) or as it may be stipulated in the Contract Agreement.

3.0 PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaires are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of Tender for a specific category.

3.1.2 The pre-qualified/registered application forms which are not filled out completely and Submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by Mathira Technical and Vocational College in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the College they possess capability, experience, qualified personnel available and suitability of equipment and net current asset or working capital sufficient to satisfactory execute the contact for goods/services.

3.3 Essential Criteria for Pre- Qualification/Registration

3.3.1 Experience

- a) Prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items. Unless under reserved or preference category. Potential supplier/contractor should show competence, willingness and capacity to service the contract.
- b) Prospective bidders shall have experience in the supply of goods, services and Allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the pre- qualification documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers/ contractors will be pre-qualified on the satisfactory information given

Special consideration will be given to the financial resources available as working capital, taking into account the number of uncompleted orders on contract and now in progress given. However, potential bidders should provide evidence of financial capability to execute the Contract.

3.3.3 Past performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included.

3.4 Statement

Application must include a sworn statement by the tenderer ensuring the accuracy of the information provided.

3.5 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client (Mathira Technical and Vocational College) could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, Mathira Technical and Vocational college reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 Business Location

The firm must have a fixed business premise and must be registered in Kenya, with Certificate of Registration, Incorporation/Memorandum and Article of Association, copies of which must be attached.

3.7 Payment of Statutory Obligations

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

NB: Bidders who wish to apply for the Tenders (Category B) should fill the prequalification documents and then fill their quoted price along the tender quotations attached at the end of the documents. Any additional proof of capability of performing the works in the tender part can be attached with other documents showing proof of compliance with the statutory requirements.

4.0 PREQUALIFICATION CRITERIA

S/No.	Required information	Allocated scores	
1	Registration documentation <ul style="list-style-type: none"> • Certificate of incorporation/Registration certificate • PIN Certificate 	10 10	
2	Valid Tax Compliance Certificate	20	
3	Financial capacity <ul style="list-style-type: none"> • Audited reports for the last 2 years (General) • Mode of payment & willingness to give credit 	5 5	
4	Past experience & performance <ul style="list-style-type: none"> • No. of years in business (General) • Referees (clients) attach proof (General) 	5 5	
5	Confidential Business Questionnaire <ul style="list-style-type: none"> • Dully filled • Fixed premises with telephone facilities (Will be inspected/verified by a team from MTVC)	10	
6	Litigation History (General)	5	
7	Other certificates e.g., KEBS, Registration with Professional Bodies Certification (Attach Copies), Insurance service providers to attach current certificate from the Insurance Regulation Authority (IRA)	10	
8	Manpower and expertise (General)	10	
9	Declaration and Company Stamp	5	
	TOTAL	100	

5.0 MANDATORY REQUIREMENTS FOR SPECIAL CATEGORIES

(PERSONS LIVING WITH DISABILITIES - PWD'S, YOUTH AND WOMEN)

- 1) Attach copy of Business Registration Certificate
- 2) Attach copy of PIN certificate and VAT Certificate
- 3) Registration Certificate by National Treasury/County Government (AGPO)
- 4) Duly filled and completed Tender submission document.

NB

- Previous Experience is not a requirement for special groups (Youth, Women & PWDs,)
- Audited Accounts for this special group is not a requirement.
- The bidders should specify on the document whether the firm is owned by Youth, Women or PWDs (be specific)

To qualify the prospective supplier, consultant or contractor must score 70 points and above.

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FORM PQ -1 PRE-QUALIFICATION DOCUMENTATION

All firms must provide:

1. Copies of Certificate of Registration/Incorporation
2. Copy of valid V.A.T. Registration Certificate/PIN certificate of Firm/Company/ Individual
3. Copy of Valid Certificates (AGPO)for special groups from the National Treasury.
4. Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority
5. Valid CR12 where applicable
6. Copy of valid Business permit, where applicable.
7. Dully completed Confidential Business Questionnaire
8. For Provision of Small Works Firms MUST be registered by NCA
9. Registration with the Insurance Regulatory Authority (IRA) for Current year and a Certified Copy of the current License be submitted (For Provision of Insurance Services)

FORM PQ - 2: PREQUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (**Firm Name**) hereby apply for registration as a supplier for

(Category No.)

Postal Address

Telephone Number (Fixed Line) Mobile

Email Address Fax

Town Street Building

Floor Room/Office

Other branches/Locations

Full name of authorized signatory

Designation.....

Signature Official Rubber Stamp

FORM PQ - 3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

Part I - General

Business Name

Location of business premises

Plot No. Street/Road

Postal Address Tel. No.

Nature of Business

Current Trade License No. Expiry Date

Maximum value of business that you can handle at any one time: K£

Name of your bankers Branch

Are you an agent of the Kenya National Trading Corporation? YES/NO

Part 2 (a) - Sole Proprietor:

Your name in full Age

Nationality Country of origin

Citizenship details

Part 2 (b)- Partnership:

Give details of partners as follows:

S/No	Name	Nationality	Citizenship Details	Shares

Part 2 (c) - Registered Company

Private or Public

State the nominal and issued capital of the company -

Nominal Kshs Issued Kshs

Give details of all directors as follows:

S/N	NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARES

Date

Signature of Tenderer

If Kenyan Citizen, indicate under "Citizenship Details" whether by **Birth**, **Naturalization** or **Registration**.

You are advised that it is a serious offence to give false information on this for

PART 1: GENERAL INFORMATION

Business Name	
Physical Location of Business Premises (Note that a visit to your office may be made to confirm information provided as part of the Evaluation)	Town Street Building Floor.....
Business operations	Year established Duration of business operations
Principal Contact Person	Name
	Position
Postal Address	P. O. Box..... Code Town:
Nature of Business	
Maximum value of business which you can handle at any one time	Kshs
Name of your bankers	Name: Branch:

PART 2 (A) - SOLE PROPRIETOR

Your name in full
Age
Nationality
Country of origin
Citizenship details

PART 2(B) - PARTNERSHIP

Give details of partners as follows:

No	Name	Nationality	Citizenship details	Share
1				
2				
3				
4				
5				

PART 2(C) - REGISTERED COMPANY

Private or Public			
State the nominal and issued capital of the Company	Nominal Kshs Issued			
Give details of all directors	Name	Nationality	Citizenship details	Share

Date..... Signature of tenderer

If Kenyan, indicate “citizenship details”, whether by Birth, Naturalization or Registration. (You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

**6.1 STATUS OF COMPLIANCE WITH STATUTORY
REQUIREMENTS**

1. Certificate of Registration/ Incorporation (Attach copy)
2. Valid Trade License (Attach copy)
3. State VAT Registration No..... (Attach copy)
4. PIN No. (Attach copy)
5. Attach proof of being up to date in VAT and Income Tax Returns
(Attach copy of Current Tax Compliance Certificate)

FORM PQ - 4 CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

1. State if the company is a subject of bankruptcy proceeding, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law
.....
.....
.....
2. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer etc.
.....
.....
3. State any technological innovations or specific attributes which distinguishes you from your competitors.
.....
.....
.....
4. Tax Compliance Certificate (Attach copy)
5. Other important certificates e. g. KEBS, registration with MOPW, Professional bodies certification Please attach proof
6. To what extent is your firm /company e-enabled with your clients and suppliers and how do you intend to carry out business with Mathira Technical and Vocational College
.....
.....
7. What is the Maximum Value of Business, which you can handle at any one time?
Kshs
8. What is the average response time to a request for quotation /proposal?
9. What is the average response time to delivery of goods /services after issuance of an LPO/LSO?
.....
10. Your trade terms (include mode of payment, credit allowed and discounts)
.....

FORM PQ - 5 FINANCIAL POSITION & TERMS OF TRADE

PART I: AUDITED REPORTS

Attach copies of audited reports for the last 3 years.

PART II: TERMS OF TRADE PAYMENTS

Mathira Technical and Vocational College would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made within **NINETY (90)** days

Confirm acceptance of this: **Acceptable** **Not Acceptable**



FORM PQ - 6 LITIGATION/ARBITRATION INCIDENCES

Litigation and Arbitration incidences

- b) Enumerate any past litigation and arbitration incidences encountered by the firm.
- c) State if the company is/ was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

CLIENTS DETAILS

Give details of at least 5 Reputable Organizations where you are supplying the category of goods/service applied for. (Attach Proof – letter or Copies of LPOs)

1. Organization Name
 Address
 Name of Contact Person
 Position in the organization
 E-mail Address Tel No.
 Duration of Contract.....

2. Organization Name
 Address
 Name of Contact Person
 Position in the organization
 E-mail Address Tel No.
 Duration of Contract.....

3. Organization Name
 Address
 Name of Contact Person
 Position in the organization
 E-mail Address Tel No.
 Duration of Contract.....

4. Organization Name
 Address
 Name of Contact Person
 Position in the organization
 E-mail Address Tel No.
 Duration of Contract.....

5. Organization Name
 Address
 Name of Contact Person
 Position in the organization
 E-mail Address Tel No.
 Duration of Contract.....



FORM PQ -7 MANPOWER AND EXPERTISE OF STAFF

Qualifications and experience of at least five key personnel proposed for administration and execution of the Contract. Attach Curriculum Vitae (CV's). The CVs should be duly signed by the proposed personnel.

Position	Name	Qualifications	Experience in proposed position

FORM PQ - 8 PAST PERFORMANCE

Have you previously been supplying goods/services to Mathira Technical and Vocational College?

If yes, give details

.....

Indicate three of the latest orders with MTVC

.....

.....

.....

Do you have any pending orders with MTVC? If so, give details

.....

.....

.....

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?

.....

If you are a current or previous supplier of goods and services to Mathira Technical and Vocational 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?

.....

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FORM PQ - 9 SWORN STATEMENTS

I/ We have completed these forms accurately at the time application and it is agreed that all responses can be sustained if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped:

Name:

Position in the Company:

Date: