



MINISTRY OF EDUCATION
State Department for Technical, Vocational Education and Training
NJORO TECHNICAL TRAINING INSTITUTE
P O BOX 565-20107, NJORO-KENYA
Phone: +254704802929; Email: njotti@njotti.ac.ke;
MOTTO: TECHNOLOGY AND INNOVATION AT ITS BEST



INVITATION OF REGISTRATION OF SUPPLIERS FOR YEAR 2024 -2025/2025-2026

FIRM'S NAME:

REGISTRATION CATEGORY NO:

REGISTRATION REFERENCE CODE:

REGISTRATION ITEM DESCRIPTION:

CLOSING DATE AND TIME: 14th June, 2024

AT 11:00A.M

(ALL TENDERERS ARE ADVISED TO READ THE TENDER DOCUMENT CAREFULLY BEFORE MAKING ANY BID)

**PRINCIPAL,
NJORO TECHNICAL TRAINING INSTITUTE
P O BOX 565-20107, NJORO-KENYA**

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INTRODUCTION

REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE FINANCIAL YEAR 2022-2024.

NJORO Technical Training Institute (NJOTTI) invites applications for registration of suppliers from interested candidates for supply of the Goods, Works and Services listed below.

S/NO	ITEM REFERENCE	SPECIALCONDITION (where applicable)	SPECIALCONDITION(where applicable)	REMARKS
1.	NJOROTTI/001/2024-2026	Registration of printing services e.g student log books, receipts book, LPOS, LSOS etc.	Recommendation letter	Open
2.	NJOROTTI/002/2024-2026	Registration for supply and delivery of stationary	AGPO Certificate	Youth,women ,PLWD
3.	NJOROTTI/003/2024-2026	Registration for provision of printing services, binding & promotional materials i.e Banners, Brochures, brand T. Shirts etc.	AGPO Certificate	Youth,women ,PLWD
4.	NJOROTTI/004/2024-2026	Registration for supply and delivery of computer software, hardware and accessories, photocopies, printers, toners, cartridges,printing ink, website management, Internet services.	Licenses from relevant certifying/Regulatory bodies & letters of recommendation	Open
5.	NJOROTTI/005/2024-2026	Registration for supply and delivery of furniture	Letters of recommendation	Open
6.	NJOROTTI/006/2024-2026	Registration for supply and delivery of uniforms, window, curtains & other textiles.	Letters of recommendation	Open
7.	NJOROTTI/007/2024-2026	Registration for supply and delivery of electrical/electronic materials, including CCTV cameras.	Letters of recommendation	Open
8.	NJOROTTI/008/2024-2026	Registration of repair maintenance services of computer Printers, photocopier and machinery driers.	Licenses from relevant certifying /regulatory bodies.	Open
9.	NJOROTTI/009/2024-2026	Registration for supply and delivery of sporting and games Equipment.	Letters of recommendation	Open
10.	NJOROTTI/010/2024-2026	Registration for supply and delivery of cleaning materials and detergents	AGPO Certificate	Youth,women ,PLWD
11.	NJOROTTI/011/2024-2026	Registration for supply and delivery of Timber	Letters of recommendation	Open
12.	NJOROTTI/012/2024-2026	Registration for supply and delivery of Hardware materials. Plumbing materials and fittings.	Letters of recommendation	Open
13.	NJOROTTI/013/2024-2026	Registration for supply and delivery of Building and construction materials i.e sand, ballast, building and Construction materials i.e. sand, ballast, building stones, murrum and dust.	Letters of recommendation	Open
14.	NJOROTTI/014/2024-2026	Registration for supply and delivery of cutlery, utensils and kitchen appliances.	AGPO Certificate	Youth,women ,PLWD
15.	NJOROTTI/015/2024-2026	Registration for supply and delivery of library books.	Letters of recommendation	Open
16.	NJOROTTI/016/2024-2026	Registration for supply and delivery of beauty and hairdressing equipment.	AGPO Certificate	Youth,women ,PLWD
17.	NJOROTTI/017/2024-2026	Registration for supply of motor vehicle parts and spares, and mechanical parts.	Letters of recommendation	Open
18.	NJOROTTI/018/2024-2026	Registration for supply of fuel and lubricants	Licenses from relevant certifying/Regulatory bodies & letters of recommendation	Open
19.	NJOROTTI/019/2024-2026	Registration for supply and Delivery of Fashion and Design Materials.	Recommendation letter	Open
20.	NJOROTTI/020/2024-2026	Registration for Supply and Delivery of Generation , Motor bike spare parts and related components.	Recommendation letter	Open
		CATEGORY B PROVISION OF SERVICES		
21.	NJOROTTI/021/2024-2026	Registration for provision of advertisement Services and maintenance e.g CCTV	Licenses from relevant certifying/Regulatory bodies & letters of recommendation	Open
22.	NJOROTTI/022/2024-2026	Registration of advertisement services (print media,radio, TV etc.	Licenses from relevant certifying/Regulatory bodies & letters of recommendation	Open
23.	NJOROTTI/023/2024-2026	Registration for provision of insurance covers/ Services.	Licenses from relevant certifying/Regulatory bodies & letters of recommendation	Open

24.	NJOROTTI/024/2024-2026	Registration for provision and servicing of fire Extinguisher.	Letters of recommendation	Open
25.	NJOROTTI/025/2024-2026	Registration for provision of fumigation and pest control services.	Licenses from relevant certifying/Regulatory bodies & letters of recommendation	Open
26.	NJOROTTI/026/2024-2026	Registration for small works	NCA Certificate	Open
27.	NJOROTTI/027/2024-2026	Registration for provision of consultancy services.	Recommendation letter	Open
28.	NJOROTTI/028/2024-2026	Registration for provision of welding and Fabrication service.	Recommendation letter	Open
29.	NJOROTTI/029/2024-2026	Registration for provision of sanitary bin services.	Recommendation letter	Open
30.	NJOROTTI/030/2024-2026	Registration for provision of installation, repairs and maintenance of machines, equipment and Furniture.	Recommendation letter	Open
31.	NJOROTTI/031/2024-2026	Registration for student and staffs ID cards	Recommendation letter	Open
32.	NJOROTTI/032/2024-2026	Registration of enterprises resources planning Services (ERP)/ Management Information system (MIS)	Recommendation letter	Open
33.	NJOROTTI/033/2024-2026	Registration of events organization services I.e tents, Chairs, decoration and public address system.	Recommendation letter	Open
34.	NJOROTTI/034/2024-2026	Registration of labeling and branding services, Promotional brochures and branded T. shirts.	Recommendation letter	Open

Interested eligible candidates may obtain further information from and inspect the tender documents at **NJORO Technical Training Institute (NJOTTI), P O BOX 565-20107, NJORO-KENYA**, during normal working hours (**8:00am to 5:00pm**). A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fee of kshs. 1000 to (**NJORO Technical Training Institute, KCB Bank Account: 1320655548, NJORO BRANCH**) OR download the tender documents **free of charge** from the Institute's website by visiting www.njotto.ac.ke or through public procurement information portal (PIIP) website; **www.tenders.go.ke**

Completed tender documents are to be enclosed in plain sealed envelopes marked with "**registration reference code number and item description**" and be addressed to the;

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And be deposited in the tender box at the administration block so as to be received on or before **14th JUNE 2024 at 11:00 Am**. Opening will be done immediately thereafter in a designated meeting room in the presence of tenderers or their representatives who choose to attend. Late bids will be returned unopened.

REGISTRATION EVALUATION CRITERIA

Preliminary/Mandatory Requirements

EVALUATION CRITERIA

NJORO Technical Training Institute will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness. There shall be three phases of carrying out the evaluation of registration applications

Phase 1- Preliminary Evaluation

Is the registration document submitted in a sealed plain envelope clearly denoting the supply category code and category name of desired supply item(s).

In-correctly addressed envelopes or those lacking details shall remain un-opened and not evaluated.

Phase 2-Mandatory Evaluation Phase

Screening shall be done to determine compliance to the following mandatory requirements;

- Certificate of Incorporation/Registration
- Copy of Valid Tax Compliance Certificate
- VAT Certificate
- PIN Certificate
- Valid Trade License/Current Business Permit

NB: For Youth, Women and Persons with Disability should be registered with National Treasury or any other relevant bodies

Phase 3- Detailed Evaluation Phase

Completeness and sufficiency in responsiveness will be examined in this phase on;

Company and General Information, Registration particulars i. e certificate with relevant regulatory boards/professional associations.

- Dully filled signed and stamped letter of application
- Dully filled, signed and stamped declaration
- Dully filled, signed and stamped confidential business Questionnaire
- Dully filled and stamped references
- Dully filled, signed and stamped firms reference

Notification of registration results will be done once the list of those who succeeded to be registered has been approved and ratified by the authorizing officials of **NJORO TECHNICAL TRAINING INSTITUTE.**

REGISTRATION INSTRUCTIONS

1.2 Registration Objective

The main objective of this part is to short-list firms for supply and delivery of assorted items and provide services under relevant Tenders/Quotations as and when required.

1.3 Invitation for Registration

Firms registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their **registration** documents to **NJORO Technical Training Institute** so that they may be registered for submission of Tenders/Quotations. The Authority requires prospective suppliers to provide mandatory information for registration.

1.4 Experience

Experience in the supply and deliver of similar items/services is Mandatory (Documentary evidence to be submitted). However, for the youth, women and other disadvantaged groups are exempted.

1.5 Registration Document

This document includes questionnaire forms and documents required from prospective suppliers. To be considered for registration, prospective supplier/provider **MUST** submit all the information herein requested.

1.6. Distribution of Registration Documents

Completed registration documents shall be downloaded from the Institute's website www.NJOTTI.ac.ke.

1.7 Questions Arising from Documents

Questions that may arise from the Registrations documents should be directed to the procurement officer during official working hours, or email NJOROtti@gmail.com.

1.8 Additional Information

The Institute reserves the right to request submission of additional information from prospective bidders.

BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes

The supplier will have to pay V A T as applicable for all goods to be supplied.

2.2 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand.

2.3 Payments

All local purchase shall be on credit of a minimum of sixty (60) days or on prompt payment or as it may be stipulated in the Contract Agreement.

REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms RQ-1, RQ -2, RQ-3, RQ-4, RQ-5, RQ-6, RQ-7 are to be completed by prospective supplier who wish to be registered to participate in Tender/Quotations for Supply of Goods and Services to the Institute.

3.1.1 The Registration application forms which are not filled out completely and submitted in the prescribed manner shall be considered non responsive. All the documents that form part of the proposal must be written in English Language and in ink

3.2 Qualification

3.21 It is understood and agreed that the Registration Data on prospective bidders is to be used by the Institute in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Category as described by the client.

3.22 Prospective bidders may not be considered qualified unless in the judgment of the Institute they possess capability, experience, qualified personnel available and suitability of equipment sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Registration

3.3.1 Experience: Prospective bidder shall be required to have experience in the supply of goods/services or in case of potential supplier should show competence, willingness and capacity to service the contract. However the youth, women and other disadvantaged groups may be exempted from this requirement

3.3.2 Personnel: The name, telephone number and email of the directors, key personnel and contact person must be indicated in Form RQ.3.

3.3.3 Past Performance: Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers **MUST** be included in Form RQ-4.

Quotations shall be invited for a minimum of three suppliers and the Institute shall award based on the lowest quote.

3.4 Statement

Application must include a sworn statement Form RQ-5 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/The Institute 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, the Institute reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 Registration Criteria

Required Information	Form Type
1. Registration Documentation	RQ-1
2. Registration Data	RQ-2
3. Supervisory Personnel	RQ-3
4. Past Experience for category	RQ-4
5. Sworn Statement	RQ-5
6. Confidential Questionnaire	RQ-6
7. Litigation History	RQ-7
8. Declaration Form	RQ-8
9. Letter of Application	RQ-9
10. References	RQ- 10

FORM RQ 1 MANDATORY REGISTRATION DOCUMENTATION

- Certificate of Incorporation/Registration
- Copy of Valid Tax Compliance Certificate
- VAT Certificate
- PIN Certificate
- Valid Trade License/Current Business Permit

Additional documentations as per the applied category must attach the following registration certificates

1. Bidders under special group must have relevant registration certificates
2. Bidders under valuation must have a certificate of Registration by Valuers Registration Board for Registration of valuation services
3. Bidders under insurance services must have a certificate of registration with Insurance Regulatory Authority for registration of insurance services
4. Bidders under pasteurized fresh milk must be registered with the dairy board of Kenya
5. Bidders applying for computers and its accessories must be registered with information technology authority of Kenya

FORM RQ-2 REGISTRATION DATA

- 1. Category to be Registered
- 2. Legal name of firm.....
 - Post Office address.....
 - Street and Address
 - City
 - Country.....
 - Telephone No.....
 - Email address.....
 - Person to contact.....
 - Title.....
- 3. Full name(s) of Director (s).....
 -
 -
 -
 -
- 4. Incorporation or Registration Certificate No.....

FORM RQ-3 SUPERVISORY PERSONNEL

Provide a list of your directors, key supervisory personnel and contact person in the format below: -

No.	Name	Position	Telephone No	<u>Email Address</u>
1.				
2.				
3.				
4.				

FORM RQ-4: PAST EXPERIENCE

NAME, OTHER CLIENTS AND VALUES OF TWO YEARS NAMES OF CONTRACT/ORDERS FOR THE LAST TWO YEARS.

- 1. i) Name of client (Organization).....
- ii) Address of Client (Organization).....
- iii) Name of contact person at the client (Organization).....
- iv) Telephone No. of Client.....
- v) Value of contract.....
- vi) Duration of contract (date).....

2. Name of 2nd Client

(Organization).....

- i) Name of client (Organization).....
- ii) Address of Client (Organization).....
- iii) Name of contact person at the client (Organization)
- iv) Telephone No. of Client.....
- v) Value of contract.....
- vi) Duration of contract (date).....

3. Name of 3rd Client (Organization)

- i) Name of client (Organization):
- ii) Address of Client (Organization)... ..
- iii) Name of contact person at the client (Organization):
- iv) Telephone No. of Client.....
- v) Value of contract... ..
- vi) Duration of contract (date).....

4. Others... ..

NB: This information should be accompanied by references from the Organization that you have listed showing the value of the Contracts/orders awarded and executed by your firm. Copies of LPO/LSO or contracts can be presented as evidence.

FORM RQ-5: SWORN STATEMENT

Having studied the registration information for the above project I/we hereby state:

- a) That the information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being registered I/we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d) I/We enclose all the required documents and information required for the Registration.
- e) I/We also accept liability/penalty arising from misleading or incorrect information/documentation submitted and on the basis of which the Authority relies on it to registration of our Firm/Company. I/We are aware that the Authority is at liberty to Institute legal proceedings as Stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations, 2020 and subsequent regulations.

Date.....

Applicant's

Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal)

FORM RQ-6: CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

PART 1 GENERAL

Business Name.....
 Location of Business premises.....
 Plot No.....
 Street/Road.....
 Postal Address..... Tel. No.....
 Nature of business.....
 Current Trade License No.....
 Maximum value of business which you can handle at any one time Kshs.....
 Name of your bankers..... Branch.....

PART 2(A) - Sole Proprietor

Your Name in full..... **N/A**.....
 Age.....
 Nationality..... Country of origin.....
 Citizenship details.....

PART 2(B) - Partnership:

Name details	Nationality citizenship	Shares
1.
2.
3.
4.
5.

PART 2(C) - Registered

Company/Private State the nominal and issue or the company. Nominal

Kshs.....

Issued

Kshs.....

Give details of all directors as follows:

S/NO	Name	Nationality	Sex	Age	shares
1					
2					
3					
4					
5					

Date..... Signature & Stamp of

Tenderer.....

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

RQ - 7 LITIGATION HISTORY

Name of Contractor/Supplier...

.....

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for against	Name of client cause of litigation and matter in dispute	Disputer amount (Current value Kshs. Equivalent)

RQ-8 DECLARATION FORM

I/We the undersigned state that the above information is correct and that I/We give the Institutes, Authority to seek any other references concerning my/our company from whatever sources deemed relevant e. g company Registrar's office, Banks etc.

Signed.....

..... **For and on behalf**

of.....

..... **In capacity**

of.....

..... **Dated this**.....**day of...2022**

Company's Rubber Stamp.....

RQ-9 LETTER OF APPLICATION

Date.....

To.
THE PRINCIPAL
NJORO TECHNICAL TRAINING INSTITUTE,
P.O BOX 565-20107,
NJORO, KENYA

Ladies/Gentlemen,

Being duly authorized to represent and act on behalf of _____
(hereinafter referred to as the Applicant) and having reviewed and fully understood all of the registration information provided, the undersigned hereby apply to be registered by yourselves as a bidder for the following supply category.

Category Code	Category Name

Attached to this letter are copies of original documents of;

- Certificate of Incorporation/Registration
- Copy of Valid Tax Compliance Certificate
- VAT Certificate
- PIN Certificate
- Valid Trade License/Current Business Permit

NB: For Youth, Women and Persons with Disability should be registered with National Treasury. NJORO Technical Training Institute (NJOTTI) is hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application and seeks clarification from bankers and clients regarding any financial and technical aspects. This letter of application will serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application.

NJORO Technical Training Institute contacts the following institutions/firms/persons for further references.

REFEREES:

Name.....**Title**.....
.....

Email
address.....**Mobile**.....
.....

Name.....Title.....

.....

Email address.....Mobile.....

.....

Name.....Title.....

.....

Email address.....Mobile.....

.....

This application is made with the full understanding that;

- a) Bids by registration applicants will be subjected to verification of all information submitted
- b) NJORO Technical Training Institute reserves the right to accept or reject any application, cancel the registration process and reject all applications

Request for Quotations and bids will only be called from registered bidders who meet the requirements The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed:	Signed:
Name:	Name:
Position:	Position:

Official Stamp/Date/Signature.....

.....

RQ-10 REFERENCES

Submit details of organizations where you have undertaken similar services in the format given below.

No	Contact Information	Details
1	Name of Company	
	Contact Person	
	Designation	
	Telephone No.	
	Email Address	
2	Name of Company	
	Contact Person	
	Designation	
	Telephone No.	
	Email Address	
3	Name of Company	
	Contact Person	
	Designation	
	Telephone No.	
	Email Address	
4	Name of Company	
	Contact Person	
	Designation	
	Telephone No.	
	Email Address	