



KIIRUA TECHNICAL TRAINING INSTITUTE
P.O BOX 1931-60200 MERU-KENYA
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PREQUALIFICATION DOCUMENT

**REGISTRATION OF SUPPLIERS FOR THE SUPPLY OF GOODS
AND SERVICES FY 2023 - 2025**

APPLICANTS NAME:

CATEGORY NO:

ITEM NAME:

IF SPECIAL GROUP PLEASE INDICATE BELOW: ()

WOMEN

YOUTH

PERSONS WITH DISABILITY



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REGISTRATION OF SUPPLIERS NOTICE

REGISTRATION OF SUPPLIERS FY 2023 - 2025

The institute is in the process of registering its suppliers from interested/eligible bidders for supply and delivery of the under listed goods and services for the period ending **30th June 2025**.

REGISTRATION NO.	ITEM DESCRIPTION	TARGET GROUP
CATEGORY A	GOODS	
KTTI/1/2023 - 25	Supply and delivery of foodstuff (rice, maize flour, sugar etc.)	Reserved groups
KTTI/2/2023 - 25	Supply and delivery of cleaning materials and detergents	Reserved groups
KTTI/3/2023 - 25	Supply and delivery of fresh milk	Open
KTTI/4/2023 - 25	Supply and delivery of fresh fruits	Reserved groups
KTTI/5/2023 - 25	Supply and delivery of dry cereals	Reserved groups
KTTI/6/2023 - 25	Supply and delivery of fresh vegetables	Reserved groups
KTTI/7/2023 - 25	Supply and delivery of meat	Open
KTTI/8/2023 - 25	Supply and delivery of fresh bread	Open
KTTI/9/2023 - 25	Supply and delivery of dry firewood	Open
KTTI/10/2023 - 25	Supply and delivery of hardware materials	Open
KTTI/11/2023 - 25	Supply and delivery of advertisement & promotional materials	Open
KTTI/12/2023 - 25	Supply and delivery of clothing technology training materials and workshop related supplies	Open
KTTI/13/2023 - 25	Supply & delivery of stationery including printed stationery	Reserved groups
KTTI/14/2023 - 25	Supply of photocopier, Computers, Printers & Computer Consumables	Reserved groups
KTTI/15/2023 - 25	Supply of Motor Vehicle Tyres, batteries and accessories	Open
KTTI/16/2023 - 25	Supply and delivery of furniture and fittings	Reserved groups
KTTI/17/2023 - 25	Supply and delivery of electrical & electronic materials	Open
KTTI/18/2023 - 25	Supply & delivery of games & sport items	Open
KTTI/19/2023 - 25	Supply & delivery of newspapers	Open
KTTI/20/2023 - 25	Supply & delivery of masonry & plumbing materials/tools	Open
KTTI/21/2023 - 25	Supply & delivery of mattresses	Open
KTTI/22/2023 - 25	Supply & delivery of eggs	Open
KTTI/23/2023 - 25	Supply & delivery of salon & beauty appliances & products	Open
KTTI/24/2023 - 25	Supply & delivery of construction materials(sand, ballast, stones, hardcore etc)	Open
KTTI/25/2023 - 25	Supply & delivery of textbooks	Open
KTTI/26/2023 - 25	Supply & Delivery of timber and allied products	Open
KTTI/27/2023 - 25	Supply & Delivery of automotive materials, tools & equip	Open

KTTI/28/2023 - 25	Supply and delivery of pharmaceuticals	Open
KTTI/29/2023 - 25	Supply and delivery of software	Reserved groups
KTTI/30/2023 - 25	Supply and delivery of kitchen equipment (all categories)	Open
KTTI/31/2023 - 25	Supply, delivery, installation ,testing and commissioning of intercom and their accessories, repair and maintenance	Open
KTTI/32/2023 - 25	Supply and delivery of uniforms and other textiles	Open
CATEGORY B	SERVICES	
KTTI/33/2023 - 25	Provision of asset valuation services	Open
KTTI/34/2023 - 25	Servicing & repair of sewing machines	Open
KTTI/35/2023 - 25	Servicing of fire fighting equipment	Open
KTTI/36/2023 - 25	provision of printing services(bronchures, receipt books, booklets etc)	Reserved groups
KTTI/37/2023 - 25	Provision of building & small works services	Open
KTTI/38/2023 - 25	Servicing of computers & printers	Open
KTTI/39/2023 - 25	Consultancy services (ISO, Baseline Survey e.t.c)	Open
KTTI/40/2023 - 25	Provision of supply, delivery, installation, testing and commissioning, repair, maintenance and servicing of CCTV equipment and security related services	Open
KTTI/41/2023 - 25	Repair and servicing of solar water heater equipment	Open
KTTI/42/2023 - 25	Provision of tagging of institute's assets services	Open
KTTI/43/2023 - 25	Provision of student hostels (within the community around the Institute)	Open
KTTI/44/2023 - 25	Provision of DSTV subscription	Open
KTTI/45/2023 - 25	Provision of advertisement services i.e., print media, radio & TV	Open
KTTI/46/2023 - 25	Provision of conference facilities	Open
KTTI/47/2023 - 25	Provision of Security services	Open
KTTI/48/2023 - 25	Service, repair and maintenance of motor vehicle	Open
KTTI/49/2023 - 25	Supply & delivery of fuel, oils & lubricates	Open
KTTI/50/2023 - 25	Provision of insurance cover for student(Group cover)	Open
KTTI/51/2023 - 25	Provision of insurance cover for motor vehicle	Open
KTTI/52/2023 - 25	Provision of sanitation services(sanitary bins)	Open

Registration documents can be obtained from the **Procurement Office**, during normal working hours upon payment of non- fundable fee of Kshs.1, 000.00 per set at **Equity Bank A/C NO. 1040298395060 Kiirua T.T.I Makutano-Meru Branch** or be downloaded for free from the institute website www.kiiruatti.ac.ke or the PPIP portal at www.tenders.go.ke. Completed registration documents in plain sealed envelopes clearly marked with **relevant category number and item name description** should be addressed to:

**The principal,
Kiirua Technical Training Institute
P.O. Box 1931- www.kiiruatti.ac.ke 60200, Meru.**

And be deposited in the tender box situated at the Administration Block **on or before 5th June 2023 at 12:00 A.M.** Bids will be opened immediately thereafter in the presence of applicants or their representatives who wish to attend.

NB:

- **Reserved groups include Youth, Women and People with Disability.**
- Those who wish to be registered in more than one category will be required to download additional registration documents for each category



SECTION B

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in part 1 and either part 2(a), 2(b) or 2c) whichever applies to 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.....

Expiring Date.....

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

Name of your bankers.....

branch.....

Are you an agent of Kenya national trading corporation? Yes/no.....

Part 2 (a) Sole Proprietor

Your name in full.....

Age.....

Nationality.....

Country of Origin.....

Part 2 (b) Partnership

Give details of partner as follows:-

Name nationality citizenship details share

.....
.....
.....
.....
.....

Part 2 (c) Registered Company

Private or Public.....

State the nominal and issued capital of the company-

Nominal Kshs.....

Issued Ksh.....

Give details of directors as follows:-

Name your nationality and citizenship details

.....
.....
.....
.....

Date.....

Signature of the tenderer.....

*if a Kenyan citizen, indicate under “citizenship” whether by birth, naturalization or registration.



SECTION C

Full name of applicant.....
 Gender: F/M..... Age.....
 PWD (if any specify)

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We.....
 (Name of the Sole proprietor/company/firm)
 Postal Address..... Code

Mobile/Tel No..... Email Address.....
 (Provide an active email address and phone number and ensure they are captured well)

Town..... Street.....
 Name of Building.....
 Floor No..... Room/Office No.....
 Gender.....F/M.....Age.....
 PWD (if any specify).....

Hereby apply for registration as supplier(s) of.....

Signature of Applicant..... Date:

Official stamp:

Other Branches Location includes:

1.
2.



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SECTION D

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. State VAT Registration No..... Pin No.....
 attach proof of being up-to-date in VAT and income tax returns

2. State any technological innovations or specific attributes which distinguishes you with your competitors.....

.....

State any quality assurance certification e.g. ISO 9000 held by the company

.....



SECTION E
FINANCIAL POSITION AND TERMS OF TRADE

1. Assets and liabilities:-

- 1) Total assets in Kshs.....
- 2) Current assets in Kshs.....
- 3) Total liabilities in Kshs.....
- 4) Net worth (total assets-total liabilities).....
- 5) Working capital Kshs.....
(Total asset- net worth)

Indicate terms of sales/trade:-

- (i) Cash on delivery
- (ii) Credit period Yes/No delete as appropriate.
If yes indicate number of days.....
- (iii) Upfront payment/down payment Yes/No delete as appropriate.
If yes state percentage.....

Referee:-

- 1. Name of the company.....
- Address.....
- Name of contact person.....
- Signature and date.....

Declaration:

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to so. Any inaccuracy in the information filled here will be used as ground for removal from or termination of the qualification process.

Signature: For and on behalf of:

Position in Company/Business:

Date:



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SECTION F

OTHER IMPORTANT PRE-REQUISITE

- Must be a registered firm in Kenya with a Certificate of Registration/ Incorporation. Attach copy.
- Must be a Kenya Revenue Authority (KRA) compliant and up to date with income tax and VAT returns. Attach copy of VAT, Pin Certificates & a valid tax compliance certificate.
- Must provide copy of current relevant trade licence. Attach copy.
- Must have fixed business premises.
- Must be financially capable. Attach copy of certified audit report for the last 2years
- Attach evidence of similar work done e.g. LPO,LSO, recommendation letters etc
- For the reserved groups (**youth, women & PWD**) attach a valid certificate of registration with the respective groups.