

ST.JOHN'S TEACHERS TRAINING COLLEGE,KILIMAMBOGO



REGISTRATION/PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE YEAR ENDING 30TH JUNE, 2026

The St.John's TTC-Kilimambogo intends to Prequalify and Register Suppliers for goods, works and services for selected categories, from interested and eligible bidders. Candidates may inspect tender documents from the College 's Procurement Office during normal working hours upon payment of a non- refundable fee of **KShs.1000.00** per set of documents. **Payment should be in cash or bankers cheque in favour of ST JOHN'S TEACHERS TRAINING COLLEGE KILIMAMBOGO.**

For the categories of goods, works and services list, kindly visit the College website kilimambogottc.ac.ke and

Public Procurement Information Portal <https://tenders.go.ke>

Sealed and duly completed documents in plain sealed envelopes clearly marked
'REGISTRATION/PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES CATEGORY KGO/T'-----and
addressed to:

**THE CHIEF PRINCIPAL/SECRETARY BOM,
ST.JOHN'S TEACHERS TRAINING COLLEGE KILIMAMBOGO,
P.O. BOX 8- 01000,
THIKA .**

Or deposited in the tender box situated at the **Administration Block** , so as to be received on before **Monday, 15th July, 2024 at 2.00 p.m**, the tender documents will be opened thereafter in presence of participants who choose to attend and witness the opening session at the College's LRC Room.

Women, youth, and persons living with Disability who are duly registered through AGPO and satisfy all the conditions are encouraged to apply

ST.JOHN'S TEACHERS TRAINING COLLEGE KILIMAMBOGO



TENDER NOTICE

REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEAR ENDING 30TH JUNE 2026

The St. John's Teachers Training College Kilimambogo intends to prequalify and register suppliers from interested eligible bidders for the supply of the under listed goods, works and services for the year ending 30th June 2026.

CATEGORY OF ITEMS TO BE APPLIED FOR

CATEGORY	ITEM DESCRIPTION	SPECIAL CONDITIONS	TARGET GROUP
CATEGORY (A) REGISTRATION OF SUPPLIERS 2024 - 2026			
CATEGORY	ITEM DESCRIPTION	SPECIAL CONDITIONS	TARGET GROUP
KGO/T/1/ 2024-2026	Supply and delivery of Fresh Milk		Open
KGO/T/2/2024-2026	Supply and delivery of Bread and Bread Products		Open
KGO/T/3/2024-2026	Supply and delivery of Meat and Meat products		Preference
KGO/T/4/2024-2026	Supply & delivery of Fruits and Eggs	Valid AGPO Certificate	Reserved
KGO/T/5/2024-2026	Supply and delivery of Vegetables.	Valid AGPO Certificate	Reserved
KGO/T/6/2024-2026	Supply and delivery of dry Maize and dry Beans.		Preference
KGO/T/7/2024-2026	Supply and delivery of Grade 1 Shifted Maize flour		Open
KGO/T/8/2024-2026	Supply and delivery of Rice, Cooking oil, Salt, Sugar and Tea leaves.		Open
KGO/T/9/2024-2026	Supply and delivery of Firewood and Charcoal		Preference

KGO/T/10/2024-2026	Supply & delivery of cleaning materials & chemicals.	Valid AGPO Certificate	Reserved
KGO/T/11/2024-2026	Supply & delivery of Toners, Master Stencil & Ink		Open
KGO/T/12/2024-2026	Supply & delivery of Office and General Stationery		Open
KGO/T/13/2024-2026	Supply and delivery of computers, computer accessories and consumables		Open
KGO/T/14/2024-2026	Supply & delivery of electrical items, fitting and accessories		Open
KGO/T/15/2024-2026	Supply & delivery of building materials, hardware & paints, water piping & fittings.		Open
KGO/T/16/2024-2026	Supply & delivery Motor vehicle Spare parts, Tyres and batteries		Open
KGO/T/17/2024-2026	Supply & delivery of staff uniforms, uniform materials and gumboots		Open
KGO/T/18/2024-2026	Supply & delivery of sports equipment, Uniforms and Truck suits		Open
KGO/T/19/2024-2026	Supply and delivery of office furniture, student furniture and student beds		Open

CATEGORY(B) REGISTRATION OF SUPPLIERS FOR PROVISION OF SERVICES,REPAIR ,MAINTAINANCE AND WORKS 2024 - 2026			
KGO/T/20/2024-2026	Provision of Printing and branding services		Open
KGO/T/21/2024-2026	Repair and maintenance of photocopier and printing machines.		Open
KGO/T/22/2024-2026	Repair and service of water pumps and generators		Open
KGO/T/23/2024-2026	Repair and Service of energy saving Jikos		Open

The St. John's Teachers Training College Kilimambogo, invites sealed applications from interested/ eligible and competent candidates for the purpose of tendering and registering suppliers for goods, works and services for the financial year's 2024/2025 and 2025/2026.

Interested and eligible candidates may inspect Tender documents from the College's procurement office during normal working hours upon payment of non refundable fee of **KShs.1, 000.00** per set of documents. Payment should be in cash or bankers cheque in favour of ST JOHN'S TEACHERS TRAINING COLLEGE KILIMAMBOGO or be downloaded from the College website kilimambogottc.ac.ke or Public Procurement Information Portal <https://tenders.go.ke> free of charge. Relevant licenses, PIN, VAT, trading licenses, certificate of registration/incorporation and physical addresses must be submitted with other documents.

Those wishing to register in more than one category will be required to download documents for each category.

Note:

- a) Submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the regulations and the Public Procurement and Asset Disposal Act 2015
- b) Reserved means it is open to women, youth and persons with disability only.
- c) Open means Women, Youth and Persons with disability are eligible to participate
- d) Preference means Women, Youth and Persons with disability will be given preference during evaluation.

Sealed and duly completed Bids in plain envelopes clearly marked

“ PREQUALIFICATION DOCUMENTS FOR SUPPLY OF GOODS AND SERVICES AND WORK CATEGORY KGO/T..... and addressed to

**THE CHIEF PRINCIPAL/SECRETARY BOM,
ST.JOHN’S TEACHERS TRAINING COLLEGE KILIMAMBOGO,
P.O. BOX 8- 01000,
THIKA .**

Or be deposited in our tender box situated at the administration block by **Monday, 15th July, 2024 at 2.00 p.m.** Tender documents will be opened immediately after closing in the presence of bidders or their representatives who choose to attend the opening session at the College LRC room. Any canvassing will lead to automatic disqualification of the bidder.

Women, Youth and Persons living with Disability who are duly registered and satisfy all the conditions of the tender and registration documents are encouraged to apply.



ST.JOHN'S TEACHERS TRAINING COLLEGE KILIMAMBOGO,

P.O. Box 8 – 01000 THIKA. TELEPHONE:0703129273

Website:www.kilimambogottc.ac.ke

Email:st.johnsttc.kilimambogo@gmail.com

REGISTRATION/PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR PERIOD ENDING 30TH JUNE, 2026

CATEGORY NO: KGO/T/_____2024 - 2026_____

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1.0 PRE – QUALIFICATION INSTRUCTIONS

1.1 Introduction

The St. John's Teachers Training College Kilimambogo would like interested candidatures who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods and services to the College.

1.2. Pre-qualification Objective

The main objectives of this part is to supply and deliver assorted items and also provide services under relevant tenders in the St. John's Teachers Training College Kilimambogo as and when required during the period ending 30th June, 2026.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their **PRE- QUALIFICATION** documents to the principal, The St. John's Teachers Training College Kilimambogo so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for pre-qualification.

NB: Unless under the reserved or preference category.

1.4 Experience

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar items/ services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

NB: Unless under the reserved or preference category.

1.5. Pre-Qualification Documents

This documents includes questionnaire forms and documents required of prospective suppliers.

- 1.6 In order to be considered for pre-qualification, prospective supplier must submit all the information herein requested.

1.7. Submission of Pre-qualification Documents

One copy of the completed pre-qualification data and other requested information shall be submitted to reach:-

**THE CHIEF PRINCIPAL/SECRETARY BOM,
ST. JOHN'S TEACHERS TRAINING COLLEGE KILIMAMBOGO,
P.O. BOX 8- 01000,
THIKA .**

Tel: 0703129273

Not later than 2.00 p.m. (Local time) on Monday, 15th July, 2024.

1.8. Questions arising from Documents

Questions that may arise from the pre-qualifications documents should be directed to the principal, The St. John's Teachers Training College Kilimambogo whose address is given in Para 1.7.

Additional information

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

1.9. Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the College after scoring 65 points and above soon after the completion of the pre-qualification process.

2.0. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1. Taxes on Imported Materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

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. Quantities may increase or decrease as determined by demand and on the authority of the client's accounting officer.

2.4. Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as it 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 Data Instructions

3.1. Pre-qualification data Forms

3.1.1. The attached questionnaires KGO/PQ-1, KGO/PQ-2, KGO/PQ-3, KGO/PQ-4, KGO/PQ-5, KGO/PQ-6, KGO/PQ-7 and KGO/PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the **specified Category**.

3.1.2. The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner shall not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2. Qualification

3.2.1. It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the college in determining, according

to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect of the **tender lot** 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 assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3. Essential criteria for Pre-qualification

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 supplier requires special experience and capability to organize, supply and deliver items, or services on short notice.

3.3.2. Personnel

The names, pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in form KGO/PQ.3.

3.3.3. 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.

- 3.3.4. Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and those in progress as filled in data form KGO/PQ4.

However, potential bidders should provide evidence of financial capacity to execute contract. Unless under reserved or preference category

3.3.5. Past Performance

Past performance will be given due consideration in pre-qualification bidders. Letters of reference from past customers should be included in form KGO/PQ-5 where applicable.

3.4. Statement

Application must include a sworn statement in form KGO/PQ-6 by the Tenderer ensuring the accuracy of the information given.

3.5. Withdrawal of Pre-Qualification

Should a condition arise between the time of application for pre-qualification and the bid opening date which in the opinion of the client/the 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, the College reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6. Outlined Supply and Delivery Procedures

The pre-qualified applicant should also submit a brief statement of supply and services delivery methods and procedures he plans to use to execute the contract form KGO/PQ-2

3.7. Pre-qualification Criteria

The prequalification of the suppliers/contractors is evaluated as follows:

S/No.	Required Information	Form Type	Max Score
1.	Registration Documentation	KGO/PQ-1	8
2.	Pre-qualification Data	KGO/PQ-2	5
3.	Supervisory Personnel	KGO/PQ-3	5
4.	Financial position	KGO/PQ-4	20
5.	Past experience	KGO/PQ-5	15
6.	Sworn Statement	KGO/PQ-6	10
7.	Confidential Questionnaires	KGO/PQ-7	18
8.	Litigation History	KGO/PQ-8	9
9.	Up to date KRA Tax Compliance Certificate		<u>10</u>
	TOTAL		<u>100</u>

3.8. Qualification Mark

The qualification mark is 65 points and above.

FORM KGO/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 for special groups from the National Treasury.
- 4) Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority
- 5) CR12 where applicable
- 6) Copy of valid Business permit

**FORM KGO/PQ-2: PRE-QUALIFICATION DATA
REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We..... hereby apply for registration as supplier(s)
(Name of Company/Firm)
Of.....
(Category No.).....
(Item Description)
Post Office addressTown.....
StreetName of building.....
Floor No.....Room/Office No.....
Telephone No.....Email address.....
Full of Name of applicant.....
Other branches location.....

Organization & Business Information

Number of Management Personnel.....
Chief Executive/Director – (full name).....
Secretary.....
General Manager.....
Treasurer.....
Others.....

Partnership (if applicable)

Names of
Partners.....

Business founded or
incorporated

Under present management
since

Net worth Equivalent Kshs.

Bank reference and address.....

Bonding company reference and address

Enclose copy of the organization chart of the firm indicating the main fields of activities.

State any technological innovations or specific attributes which distinguish you from your competitors.....

.....

.....

Indicate terms of trade/sale

.....

.....

.....

.....

.....

FORM KGO/PQ-3: SUPERVISORY PERSONNEL

Name

Age.....

Academic qualification

Professional qualification

Length of service with contractor or supplier position held.....

.....

.....

Construction supplying or services experience

a) Name of project

b) Character and nature of project

c) Contract value

d) Location of project

e) Period of project

f) Title and responsibility in project

.....

g) Other

Proposed Technical Personnel

a)

b)

c)

d)

e)

f)

g)

FORM KGO/PQ-4 : FINANCIAL POSITION

- I. Attach a copy of firm's two recent certified financial statements giving summary of assets and current liabilities/ or any other financial support.
- II. Attach letters of reference from the bankers regarding supplier's credit position.

FORM KGO/PQ - 5: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1.
 - (i) Name of 1st client (organization)
 - (ii) Address of Client (Organization)
 - (iii) Name of contract 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 contract 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) Telephone No. of Client
 - (iv) Name of contract person at the client (Organization)
 - (v) Value of Contract
 - (vi) Duration of contract (Date).....
4. Others

FORM KGO/PQ-6: SWORN STATEMENT

Having studied the pre-qualification/registered information for the above project, we/I hereby state that:-

- 1) The information furnished in our application is accurate to the best of our knowledge.
- 2) In case of being pre-qualified/registered 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 provision in the tender or quotation documents when invited/requested to do so by the college.
- 3) When the call for tenders/quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- 4) We enclose all the required documents and information required for the Pre-qualification evaluation.

Date

Applicant's Name

Represented by

Signature

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

FORM KGO/PQ-7 : 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. Expiring date

Maximum value of business which you 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

NationalityCountry of
origin.....

Citizenship
details

Part 2(b) - Partnership

S/NO.	NAME	NATIONALITY	CITIZENSHIP	DETAILS	SHARES
1)					
2)					
3)					
4)					
5)					

Part 2(c) - Registered Company

Private or Public

State the nominal and issued capital of the company

Nominal

K£

Issued

K£

Details of all directors

NO.	NAME	NATIONALITY	CITIZENSHIP	DETAILS	SHARES
1					
2					
3					
4					
5					
6					

Date Signature and Stamp of Tenderer

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

FORM KGO/PQ-8: LITIGATION HISTORY

Name of Contractor/Supplier

Contractors/Suppliers 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 OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTE AMOUNT (CURRENT VALUE KSHS. EQUIVALENT)

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015

I,, of Post Office Box..... being a resident of
..... in the Republic of do hereby
make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/ Managing Director /Principal Officer/Director of.....(*Insert name of the Company*) who is a Bidder in respect of **Tender No.** for..... (*Insert tender title/description*) for.....(*Insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deposed to herein above is true to the best of my knowledge, information and belief.

.....
(Title) (Signature) (Date)

Bidder Official Stamp

SELF DECLARATION THAT THE TENDERER WILL NOT ENGAGE IN ANY
CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Box being a
resident of..... in the Republic of do hereby make a statement as follows:
-

- 1. THAT I am the Chief Executive/Managing Director/Principal Officer/ Director
of..... *(Insert name of the Company)* who is a Bidder
in respect of **TenderNo.....** for *(Insert tender
title/description)* for *(Insert name of the Procuring entity)* and duly authorized and competent to
make this statement.
- 2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in
any corrupt orfraudulent practice and has not been requested to pay any inducement to
any member of the Board, Management, Staff and /or employees and /or agents
of..... *(Insert name of the Procuring entity)* which is the procuring entity.
- 3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered
any inducement to any member of the Board, Management, Staff and /or employees
and /or agents of.....*(Name of the procuring entity)*.
- 4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice
with other bidders participating in the subject tender
- 5. THAT what is deponed to herein above is true to the best of my knowledge, information and
belief.

.....
.....
.....
(Title) (Signature) (Date)

Bidder Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I,..... (person) on behalf of (*Name of the Business/Company/ Firm*) declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized Signatory

Sign.....

Position.....

Office address..... Telephone.....

E-mail

Name of the Firm/Company.....

Date

(Company Seal/ Rubber Stamp where applicable)

Witness Name

Sign

Date