



**ST JOHN'S TEACHERS TRAINING COLLEGE
KILIMAMBOGO .**

**FRAMEWORK AGREEMENT TENDER FOR
SUPPLY AND DELIVARY OF MILK
FOR THE YEAR 2026/2028.**

**CLOSING DATE: FRIDAY 19TH JUNE, 2026 AT
12:00NOON**

TENDER NO: KGO/T/43/2026-2028

RESERVED FOR YOUTHS

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SECTION I: INVITATION FOR TENDERS

TENDER REF. NO: KGO/T/43/2026-2028

TENDER NAME: TENDER FOR SUPPLY AND DELIVERY OF MILK

ST JOHN'S TEACHERS TRAINING COLLEGE KILIMAMBOGO invites tenders from interested, eligible, capable individuals and firms for supply and delivery of goods and services for the financial year 2026-2028.

The tender documents containing the submission information, detailed terms and conditions may be obtained from **ST JOHN'S TEACHERS TRAINING COLLEGE KILIMAMBOGO** upon payment of a non-refundable fee of kshs.1,000 at College Accounts office. Payment should be in cash or bankers cheque in favour of **ST JOHN'S TEACHERS TRAINING COLLEGE KILIMAMBOGO**

Tender documents may be downloaded free of charge from **ST JOHN'S TEACHERS TRAINING COLLEGE KILIMAMBOGO** website kilimambogottc.ac.ke or www.tenders.go.ke. Tender closing date is FRIDAY 19TH JUNE, 2026 AT 12:00NOON.

In case of queries, kindly reach out to;

THE SENIOR PRINCIPAL/SECRETARY BOM

Phone No. 0703129273

Email address: college@kilimambogo.ac.ke

Completed tender documents are to be enclosed in a plain sealed envelope marked with tender name and reference number and deposited in the tender box next to principal's office or be addressed to:- **THE SENIOR PRINCIPAL/SECRETARY BOM, ST.JOHN'S TEACHERS TRAINING COLLEGE KILIMAMBOGO, P.O. BOX 8- 01000, THIKA .**

Tenders will be opened immediately thereafter at **ST JOHN'S TEACHERS TRAINING COLLEGE KILIMAMBOGO** in the presence of tenderers' or representatives who choose to attend the opening.

NB: LATE TENDERS WILL NOT BE ACCEPTED

The college reserves the right to accept or reject any tender in part or whole and is not bound to give reasons for its decisions. Any form of canvassing shall lead to automatic disqualification without any notice

TENDERER INSTRUCTIONS

1.1 Introduction

St John's T.T.C Kilimambogo would like to invite interested candidates who must qualify by meeting the set criteria as provided to supply and deliver or provision of goods and services to St John's T.T.C Kilimambogo.

1.2 Qualification Objective

The main objective is to supply goods and services to St John's T.T.C Kilimambogo as and when required during the the financial year 2026-2027.

1.3 Invitation of Tenderer

Suppliers registered with the Registrars of Companies under the Laws of Kenya in respective merchandise

Or services are invited to submit their TENDER documents to **ST JOHN'S T.T.C KILIMAMBOGO.**

Bids will be submitted in complete lots singly . The prospective Suppliers are required to supply mandatory information for qualification.

1.4 Experience

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

1.5 Tender Document

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

1.6 In order to be considered, prospective suppliers must submit all the Information herein requested.

1.7 Submission of Tender Documents

Original copy of the Completed tender document/registration data and other requested information shall be submitted to reach: **THE SENIOR PRINCIPAL/SECRETARY BOM ST.JOHN'S T.T.C KILIMAMBOGO P.O BOX 8-01000 THIKA.**

1.8 Questions arising from documents

Questions that may arise from the tender documents should be directed to **ST.JOHN'S T.T.C KILIMAMBOGO whose address is given above.**

1.9 Additional Information

St John's T.T.C Kilimambogo reserves the right to request submission of additional information from prospective bidders.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

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2.1 Quoted 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.

2.2 Payments

All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

TENDER/REGISTERED DATA INSTRUCTIONS

3.1 Tender data forms

The attached questionnaires forms:(**T-1, T-2... ..T-11**) are to be Completed by prospective suppliers/contractors who wish to be contracted for submission of Tender for specific category.

3.1.1 The tender documents 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 qualifications/registration data on prospective bidders is to be used by St John's T.T.C Kilimambogo 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 Assembly 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 Qualification

3.3.1 Experience: 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 tender documents, potential suppliers/contractors will qualify on the satisfactory information given.

3.3.3 Special consideration will be given to the financial resources available as working capital, Taking into account the amount of uncompleted orders on contract and now in progress data on Form T-4.However, potential bidders should provide evidence of financial capability to execute the Contract.

3.3.4 Past performance

Past performance will be given due consideration in qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in form T-5

3.4 Statement

Application must include a sworn statement Form T-8 by the tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of contract

Should a condition arise between the contracted time which in the opinion of the client/ St John's T.T.C Kilimambogo 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, St John's T.T.C Kilimambogo reserves the right to cancel the contract from such a bidder even though he/she was initially qualified.

3.6 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.

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

3.7 Evaluation Criteria

Appendix to Instructions to Tenderers

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1: Eligible Tenderers	YOUTHS DEALING WITH MILK SUPPLY
2.14: Tender Security	N/A
2.16.4: Format and Signing of Tender	All Required documents must be arranged chronologically as listed in the evaluation criteria and clearly marked
2.18.1: Closing Date	
2.24: Evaluation and Comparison of tenders	See evaluation criteria on page 18

- The tenderer may be requested to provide acceptable samples before the contract is signed.
- Order shall be placed **“as and when required”** during the contract period.

EVALUATION CRITERIA – SUPPLY AND DELIVERY OF

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

A.	MANDATORY REQUIREMENTS	POINTS
A1	Copy Certificate of Incorporation/Business Registration	YES/NO
A2	Reference letter from the Bank.	YES/NO
A3	Valid Copy of Tax Compliance Certificate or Identity Card from National Council for Persons with Disabilities (NCPWD) for PWDs	YES/NO
A4	Registration Certificate by National Treasury/County Government (VALID AGPO) This is applicable to YOUTHS	YES/NO
A5	Complete Mandatory Business Questionnaire (form attached)	YES/NO
A6	Bid document dually completed	YES/NO
	FINANCIAL AND GENERAL REQUIREMENTS	
B.	FINANCIAL REQUIREMENTS	
B1.	<p>Bidders must demonstrate having performed similar assignments from client(s) for the last five (5) years i.e. from 2016 (attach relevant evidence- Contracts or Lpos in the format provided in table 1)</p> <p>Contracts with cumulative value for five years as follows:</p> <ul style="list-style-type: none"> • Contracts for Kshs.2 million and above..... (40 marks) • Contracts for below Kshs.2 million and Kshs.1 million (30 marks) • Contracts for below Kshs.1 million and Kshs.500,000.00 (25 marks) • Contracts for below Kshs.500,000.00 and Kshs.250,000.00(20 marks) • Contracts for below Kshs.250,000.00 (15 mark) <p>NB: Bidders to present the information in the table 1 given on page 19</p>	40
B2.	<p>Bidders must demonstrate having supplied items of similar nature to client(s) for at least three (3) years i.e. between 2019 to date. (Attach relevant evidence –Contracts or LPOs minimum of three (5) documents) 10 marks for each</p>	50
D	GENERAL REQUIREMENTS	
i)	<p>Document presentation and serialization</p> <ul style="list-style-type: none"> ➤ Well bound <ul style="list-style-type: none"> 1. Tape bound (4 marks) 2. Spiral bound.....(2 marks) ➤ Table of content (2 marks) ➤ Separators..... (2 marks) ➤ Pagination/serialization of inserted documents (2 marks) 	10
	TOTAL (PASS MARK 70)	100

FORM T-1 TENDERERS QUALIFICATION

Mandatory Requirements for Persons with Disabilities (PWD's), Youth and Women

1. Attach copy of Business Registration Certificate
2. Attach copy of PIN certificate and VAT Certificate
3. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification).
4. Registration Certificate by National Treasury/County Government (**VALID AGPO**)
5. Reference letter from the Bank.
6. Duly filled and completed Tender submission document.

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

Mandatory Requirements for prequalification of all other categories:

1. A copy of Certificate of Registration/incorporation
2. Copy of PIN/ VAT Registration Certificate.
3. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification).
4. Copies of PIN Certificate of firm/company/individual.
5. Copy of current Trade License.
6. Reference letter from the Bank.
7. Duly filled and completed Tender submission document.
- 8.

You shall provide evidence of physical address and premises. The Institute evaluation team may Visit suppliers' premises to ascertain physical address and stock of items

**FORM T-2 QUALIFICATION DATA
REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/we..... hereby apply for
registration as supplier(s) of
(Name of Company/Firm)

.....
(Item Description)

.....
(Category No.)

Post Office Address

Town

Street.....

Name of building

Room/Office No **Floor No**.....

Telephone No's.....**Fax**.....**email**.....

Full Name of applicant.....

2. Organization & Business Information

Director Names.

1.....

2.....

3.....

4.....

Partnership(if applicable)

Name of Partners

1

2

3

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

.....
.....

REPUBLIC OF KENYA

T- 3 CONFIDENTIAL BUSINESS QUESTIONNAIRES

You are requested to give the particulars indicated in part 1 and either part 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 1 – General:

Business Name.....
Location of business
Premises.....
Plot No. Street /Road
Postal AddressTel. No.....
.
Nature of business
Current Trade License NO.....Expiring date
Maximum value of business which you can handle at any one time: Kshs.....
Name of your bankers.....Branch.....

Part 2 (a) – Sole Proprietors

Your name in fullAge.....
Nationality.....Country of origin.....
*Citizenship details.....

Part 2(b) – Partnership

Give details of partners as follows:
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 company:-
Nominal:Ksh.....Issued.....

Give details of all the director
Name Nationality Citizenship Details Shares
1.....
2.....
3.....
4.....
5.....

Date**Signature of**
Candidate.....

If Kenya citizen, indicate under “Citizenship Details” whether by birth, Naturalization or Registration.

FORM T 4 F: 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)

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

T-5 FINANCIAL POSITION AND TERMS OF TRADE

PART I

- (1) Attach a copy of firm's certified financial statements giving summary of assets and current Liabilities/or any other financial support. **(APPLICABLE TO LIMITED COMPANIES ONLY)**

- (2) Attach letters of reference from the bankers regarding supplier's credit position.

PART II

TERMS OF TRADE PAYMENTS

- 1) St.John's Teachers Training College would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made.

- 2) All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

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

FORM T 6: LITIGATION/ARBITRATION INCIDENCES

Litigation and Arbitration incidences

1. Enumerate any past litigation and arbitration incidences encountered by the firm.
2. 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.

FORM T -7 PAST EXPERIENCES

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

CLIENTS DETAILS.

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

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

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

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

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

FORM T 8: 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	QUALIFICATION	EXPERIENCED IN PROPOSED POSITION

FORM T-9 : PAST PERFORMANCE

Have you previously been supplying goods/services to St. John’s TTC Kilimambogo? If

yes, give details

.....
.....

Indicate three of the latest orders with St. John’s TTC Kilimambogo.

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

Do you have any pending orders with St. John’s TTC Kilimambogo? If so give details

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

Have you ever failed to honor St. John’s TTC Kilimambogo LPO? If so give details

.....
.....

FORM T – 10 PRICE QUOTATION AND SPECIFICATIONS FOR THE TENDER.

APPENDIX 16. KGO/T/43/2026-2028

SUPPLY AND DELIVERY OF MILK .

S/N	ITEM	DESCRIPTION	UNIT	QTY	VALUE KSH.
1	LONG LIFE MILK	500 MLS –PROCESSED-PER PKT POACHED	1	PKT	
2	FRESH MILK	MILK (LITRE)	1	LTR	

NB

- ***QUOTATIONS SHOULD BE STRICTLY AS PER SPECIFICATION.***

FORM T-11 SWORN STATEMENT.

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

- A. The information furnished in our application is accurate to the best of our knowledge.
- B. That in case of being contracted, we acknowledge that this grants us the right to participate in due time in the supply of goods/services when invited/requested to do so by St John’s T.T.C Kilimambogo.
- C. When the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify St John’s T.T.C Kilimambogo and acknowledge your right to review the contract made.
- D. We enclose all the required documents and information required for the evaluation.
- E. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

f. Date.....

Applicant’s Name

.....

Represented by

.....

Signature

.....

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