



**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**



MINISTRY OF EDUCATION  
**KARUMO TECHNICAL TRAINING INSTITUTE**

P. O. Box 276 - 60602, KIANJAI.

TEL: 0705 636 443



Email: [karumotti@gmail.com](mailto:karumotti@gmail.com)

Website: [www.karumotti.ac.k](http://www.karumotti.ac.k)

**KARUMO TECHNICAL**  
TRAINING INSTITUTE

---

<b>TABLE OF CONTENTS</b>		Page
Section A	Registration of suppliers Notice	3
Section B	Confidential Business Questionnaire	5
Section C	Suppliers Application Form	7
Section D	Compliance with Statutory Requirement	8
Section E	Financial Position and Terms of Trade	9
Section F	Other Important Pre-Requisites	10



MINISTRY OF EDUCATION  
**KARUMO TECHNICAL TRAINING INSTITUTE**  
P. O. Box 276 - 60602, KIANJAI.

TEL: 0705 636 443

Email: [karumotti@gmail.com](mailto:karumotti@gmail.com)

Website: [www.karumotti.ac.ke](http://www.karumotti.ac.ke)



**KARUMO TECHNICAL  
TRAINING INSTITUTE**

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEAR 2023-2025**

Karumo Technical Training Institute invites applications from interested and eligible suppliers for pre-qualification / registration of suppliers for the financial year 2023-2025

<b>CATEGORY A – GOODS AND MATERIALS</b>			
<b>NO</b>	<b>TENDER NO.</b>	<b>DESCRIPTION</b>	<b>ELIGIBILITY</b>
1.	KTTI/PRE/2023/2025 /01	Supply and delivery of Building materials	Open
2.	KTTI/PRE/2023/2025 /02	Supply and delivery of Hardware materials	Open
3.	KTTI/PRE/2023/2025 /03	Supply and delivery of toners, printing cartridges and photocopier ink	Open
4.	KTTI/PRE/2023/2025 /04	Supply and delivery of Office stationery	Open
5.	KTTI/PRE/2023/2025 /05	Supply and delivery of Electrical and Electronic materials	Open
6.	KTTI/PRE/2023/2025 /06	Supply and delivery of Farm Inputs	Open
7.	KTTI/PRE/2023/2025 /07	Supply and delivery of Fuel and Lubricants	Open
8.	KTTI/PRE/2023/2025 /08	Supply and delivery of Sports Uniform and games equipment	Open
9.	KTTI/PRE/2023/2025 /09	Supply and delivery of Uniform and protective clothes	Open
10.	KTTI/PRE/2023/2025 /10	Supply and delivery of Library books and materials	Open
11.	KTTI/PRE/2023/2025 /11	Supply and delivery of Computer hardware and Accessories	Open
12.	KTTI/PRE/2023/2025 /12	Supply and delivery of General shop items	Open
13.	KTTI/PRE/2023/2025 /13	Supply and delivery of Pharmaceuticals	Open
14.	KTTI/PRE/2023/2025 /14	Supply and delivery of Office Furniture	Open
15.	KTTI/PRE/2023/2025 /15	Supply and delivery of Printed Stationery materials(brochures, examination booklets, industrial attachment booklets, envelopes etc.)	Open
16.	KTTI/PRE/2023/2025 /16	Supply and delivery of Dry Groceries	Open
17.	KTTI/PRE/2023/2025 /17	Supply and delivery of Green Groceries	Open

18.	KTTI/PRE/2023/2025 /18	Supply and delivery of Butcher products	Open
19.	KTTI/PRE/2023/2025 /19	Supply and delivery of Kitchenware items, Cutlery and Home appliances	Open
20.	KTTI/PRE/2023/2025 /20	Supply and delivery of Bedding materials (mattresses, blankets, sheets etc.)	Open
21.	KTTI/PRE/2023/2025 /21	Supply and delivery of salon and beauty appliances and products	Open
<b>CATEGORY B – SERVICES</b>			
22.	KTTI/PRE/2023/2025 /22	Provision of Security Services	Open
23.	KTTI/PRE/2023/2025 /23	Provision of Printing and supply of Branded materials (T-shirts, banners etc.)	Open
24.	KTTI/PRE/2023/2025 /24	Provision of repairs and maintenance for computers, copier and printers	Open
25.	KTTI/PRE/2023/2025 /25	Provision of Insurance for institutes Assets and workshop Equipment	Open
26.	KTTI/PRE/2023/2025 /26	Provision of Insurance for cover students (group cover) and employees	Open
27.	KTTI/PRE/2023/2025 /27	Provision of Insurance for cover for motor vehicles	Open
28.	KTTI/PRE/2023/2025 /28	Provision of Firefighting equipment and maintenance services	Open
29.	KTTI/PRE/2023/2025 /29	Provision of solar installation, repair and maintenance services	Open
30.	KTTI/PRE/2023/2025 /30	Provision of Cleaning and Sanitary Bin services	Open
31.	KTTI/PRE/2023/2025 /31	Provision of Vehicle Repairs and Maintenance	Open
32.	KTTI/PRE/2023/2025 /32	Provision of Catering Services	Open
33.	KTTI/PRE/2023/2025 /33	Provision of building and Small Construction works	Open
34.	KTTI/PRE/2023/2025 /34	Provision of consultancy services	Open
35.	KTTI/PRE/2023/2025 /35	Provision of Electrical works /Installation Services	Open
36.	KTTI/PRE/2023/2025 /36	Provision of Interior Design, Landscaping and Gardening	Open
37.	KTTI/PRE/2023/2025 /37	Provision of CCTVs and Bio-metric Services	Open
38.	KTTI/PRE/2023/2025 /38	Provision of Leveling/Field grading services	Open
39.	KTTI/PRE/2023/2025 /39	Provision of Legal Services	Open
40.	KTTI/PRE/2023/2025 /40	Provision of student hostels (within the community around the institute)	Open

The interested eligible bidders may download the tender documents containing full details and conditions of tendering from the institute's website [www.karumotti.ac.ke](http://www.karumotti.ac.ke) or the **Public Procurement Information portal at [www.tenders.go.ke](http://www.tenders.go.ke) FREE OF CHARGE**. The documents can also be obtained from the **Procurement Office** upon payment of a non – refundable fee of **Kshs1000** at the finance office during working hours (**8.00 a.m. to 5.00p.m**) from **Monday to Friday**.

Completed tender documents enclosed in plain sealed envelopes clearly marked with the “**relevant category number and item name description**” should be Addressed to;

**The Principal**  
**Karumo Technical Training Institute**  
**P. O. Box 276-60602, Kianjai.**

And be deposited in the tender box situated at the administration block reception **on or before 20<sup>th</sup> June 2023 at 11:00 A.M**. Tenders will be opened immediately after closing time in the presence of bidders or their representatives who choose to attend in the Institute's Boardroom.

**Late bids will not be accepted and shall be returned unopened**

**NB;**

- 1. Reserved groups (women, Youth and People with Disabilities) are encouraged to apply**
- 2. Those who wish to be registered in more than one category will be required to download additional registration documents for each category**



MINISTRY OF EDUCATION  
**KARUMO TECHNICAL TRAINING INSTITUTE**

P. O. Box 276 - 60602, KIANJAI.

TEL: 0705 636 443

Email: [karumotti@gmail.com](mailto:karumotti@gmail.com)

Website: [www.karumotti.ac.k](http://www.karumotti.ac.k)



KARUMO TECHNICAL  
TRAINING INSTITUTE

## SECTION B

### CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in part 1 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 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. ....





MINISTRY OF EDUCATION  
**KARUMO TECHNICAL TRAINING INSTITUTE**  
 P. O. Box 276 - 60602, KIANJAL.

TEL: 0705 636 443

Email: [karumotti@gmail.com](mailto:karumotti@gmail.com)

Website: [www.karumotti.ac.ke](http://www.karumotti.ac.ke)



KARUMO TECHNICAL  
 TRAINING INSTITUTE

**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: .....



---

## SECTION F

### SPECIAL CONDITIONS TO BE MET

#### **CONDITIONS TO BE MET BY THE APPLICANT**

- 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 license. 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 services rendered to other tertiary institutions e.g. LPO,LSO, recommendation letters etc
- Dully filled business questionnaire and Form of Tender.
- Evidence of adequate equipment and key personnel for the specified type of work.
- Copy of workman's compensation and Group Personal Accident Insurance, Third Party or Public Liability Insurance.
- Letter of Compliance issued by Ministry of Labour and showing compliance to Labour Requirements and in particular compliance to payment of minimum wage.
- Membership association certification to a professional body (security services).