



**BURETI TECHNICAL TRAINING**  
**P O BOX 444-20406**  
**SOTIK**

Email: [buretitechnical@yahoo.com](mailto:buretitechnical@yahoo.com)  
Phone: +254704453337

---

**BURETI TECHNICAL TRAINING INSTITUTE**

**SUPPLY AND DELIVERY OF PRINTING MATERIAL**  
**E.G BROCHURES E.T.C**

**UNDER REGISTRATION OF SUPPLIERS**

**CLOSING DATE: FRIDAY 9<sup>TH</sup> DECEMBER 2020**  
**AT 10.30A.M**

**TENDER NO: BTTI/R/006/2020-2021**

## TABLE OF CONTENTS

	Page
1. INTRODUCTION	3
2. PREQUALIFICATION INSTRUCTIONS	4
3. PRE-QUALIFICATION DATA INSTRUCTIONS	6
4. FORM PQ -1 PRE-QUALIFICATION DOCUMENTS	9
5. FORM PQ -2 PRE- QUALIFICATION DATA	10
6. FORM PQ – 3 FINANCIAL POSITIONS	12
7. FORM PQ – 4 CONFIDENTIAL BUSINESS QUESTIONNAIRES	14
8. FORM PQ – 5 PAST EXPERIENCES	15
9. FORM PQ – 6 LITIGATION HISTORY	16
10. FORM PQ – 7 SWORN STATEMENTS	17

## INTRODUCTION

The pre-qualification documents containing the submission information, detailed terms and conditions may be obtained from **BURETI TECHNICAL TRAINING INSTITUTE** upon payment of a non- refundable fee of kshs.1,000 , pre- qualification documents may be downloaded free of charge from **BURETI TECHNICAL TRAINING INSTITUTE** website. Pre-qualification closing date is **Friday 11<sup>th</sup> DECEMBER 2020 at 10.30am.**

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 situated at administration block **BURETI TECHNICAL TRAINING INSTITUTE** or be addressed to:-

**THE PRINCIPAL  
BURETI TECHNICAL TRAINING INSTITUTE  
P.O. BOX 444- 20406  
SOTIK**

Tenders will be opened immediately thereafter at **BURETI TECHNICAL TRAINING INSTITUTE** in the presence of tenderers' or representatives who choose to attend the opening.

**NB: LATE TENDERS WILL NOT BE ACCEPTED.**

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

Bureti technical training institute 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 Bureti technical training institute.

### **1.2 Pre-qualification Objective**

The main objective is to provide services under relevant quotations to Bureti Technical Training Institute as and when required during the period ending 30<sup>th</sup> June 2021

### **1.3 Invitation of Pre-qualification**

Suppliers registered with the Registrars of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to **BURETI TECHNICAL TRAINING INSTITUTE**

So that they may be pre-qualified/ registered for submission of Quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification/registration.

### **1.4 Experience**

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

### **1.5 Pre-qualification Document**

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

**1.6** In order to be considered for pre- qualification/registration, prospective suppliers must submit all the Information herein requested.

### **1.7 Submission of Pre-qualification Documents**

Original copy of the Completed pre-qualification/registration data and other requested information shall be submitted to reach:

**BURETI TECHNICAL TRAINING INSTITUTE  
P.O BOX 444-20406  
SOTIK.  
CELL PHONE NO.:0704 453 337**

## **1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to **BURETI TECHNICAL TRAINING INSTITUTE** whose address is given above.

## **1.9 Additional Information**

Bureti technical training institute reserves the right to request submission of additional information from prospective bidders.

## **2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The supplier will have to pay all taxes payable as applicable for the works

### **2.2 Customs Clearance**

The contractors shall be responsible for custom clearance of their imported goods and materials.

## **PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS**

### **3.1 Pre-qualification data forms**

The attached questionnaires forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5 and PQ-6 and are to be Completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for specific category.

**3.1.1** The pre-qualified/registered application forms 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 pre-qualification/registration data on prospective bidders is to be used by Bureti Technical Training Institute 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 contract for goods/services.

### **3.3 Essential Criteria for Pre- Qualification/Registration**

**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 pre-qualification documents potential suppliers/contractors will be pre-qualified 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 P Q-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 pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in form PQ-5

### **3.4 Statement**

Application must include a sworn statement Form 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 the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/Bureti technical training 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, Bureti technical training institute reserves the right to reject the tender from such a bidder even though he was initially pre-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 Pre-qualification Criteria**

#### **Required Information**

1. Registration Documents
2. Pre-qualification Data
3. Financial Position
4. Confidential Report
5. Past Experience



## **FORM PQ-1 PRE-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 (**AGPO**)
5. Duly filled and completed Tender submission document.
6. Valid Business Permit

**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:**

- i. A copy of Certificate of Registration/incorporation
- ii. Copy of PIN/ VAT Registration Certificate.
- iii. Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification).
- iv. Copies of PIN Certificate of firm/company/individual.
- v. Valid Business Permit
- vi. Audited Accounts for the last two years
- vii. Duly filled and completed Tender submission document.

**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.**.....

**TelephoneNo's**.....**Fax**.....**email**.....  
.....

**Full Name of applicant**.....

Other branches location.....

**2. Organization & Business Information**

Management Personnel  
.....

Chief Executive/Managing  
Director.....  
Secretary  
.....

General Manager

.....

Accountant

.....

Other.....

...

Partnership (if applicable)

Name of Partners

.....

3 Business founded or incorporated

.....

4. Under present management since

.....

5. Net worth equivalent Kshs

.....

6. Bank reference and address

.....

7. Sister company reference and address

.....

8. Enclose copy of organization chart of the firm indicating the main fields of Activities.....

.....

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

.....

.....

.....

.....

.....

.....

.....

.....

.....

10. Indicate terms of trade/sale

**PQ-3**

**FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach a copy of firm's two certified financial statements giving summary of assets and currentLiabilities/or any other financial support.
- (2) Attach letters of reference from the bankers regarding supplier's credit position

**REPUBLIC OF KENYA**

**PQ- 4 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 Address .....Tel. No.....  
. .  
Nature of business .....  
Current Trade License N.....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 full .....Age.....  
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 directors as follows:-

Name Nationality Citizenship Details Shares

1.....

2.....

3.....

4.....

5.....

**Date .....**

**Candidate.....**

**Signature of**

- If Kenya citizen, indicate under “Citizenship Details” whether by birth, Naturalization or Registrati

**FORM PQ -5 PAST EXPERIENCES**

**NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS**

**NAMES OF OTHE CLIENTS AND VALUES OF CONTRACT/ORDERS**

- 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 (date).....
- vi. Duration of Contract (date) .....

(Attach documental evidence of existence of contract)

**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) .....

(Attach documental evidence of existence of contract)

**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  
contract.....
- vi. Duration of contract (date)

(Attach documental evidence of existence of contract) e.g. L.P.Os/L.S.Os or completion Certificates

**4. Others**

.....

**FORM PQ -6 LITIGATION HISTORIES**

**Name of contractor/supplier**

**Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution**

<b>year</b>	<b>Award for or against</b>	<b>Name of client cause of litigation and matter in dispute</b>	<b>Disputed Amount(current Value,ksh(Equivalent))</b>



**FORM PQ -7 -**

**SWORN STATEMENT**

Having studied the pre-qualification /registered 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 pre-qualified/registered, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by Bureti Technical Training Institute.
- c. When the call for quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify Bureti technical training institute and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification 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)