



MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING
BELGUT TECHNICAL TRAINING INSTITUTE
P. O. BOX 205 – 20200 KERicho – KENYA. Tel: +254701566195
Website: www.belguttechnical.ac.ke. E-mail: belguttechnical@gmail.com
MOTTO: SKILLS FOR INDUSTRIALIZATION



REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEARS 2023-2025

CLOSING DATE: 15th AUGUST, 2023 AT 12.00PM

COMPANY NAME.....

CATEGORY NO.....

CATEGORY DESCRIPTION.....

IF SPECIAL GROUP PLEASE INDICATE BELOW: (✓) WOMEN YOUTH PERSONS WITH DISABILITIES

☐☐☐

Approved
[Signature]
3rd. Aug. 23.



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1. INVITATION FOR REGISTRATION

Interested and eligible candidates may obtain tender documents from the *website* www.betti.ac.ke

Completed tender documents are to be enclosed in plain sealed envelopes marked invitation to tender name : reference and deposited in the Tender Box situated at main entrance of the college block, **Belgut Technical Training Institute** or be addressed to:-

The Principal,
Belgut Technical Training Institute

P.O BOX 205-20200,

KERICHO.

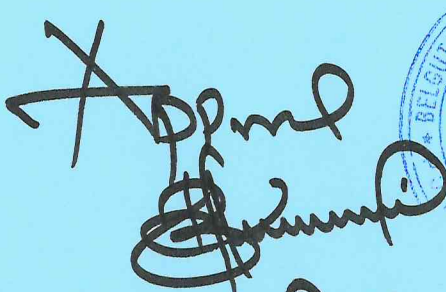

To be received on or before, **15th August, 2023 at 12:00 PM.** Tenders will be unsealed immediately thereafter in the presence of the candidates or their representatives who choose to attend at **LIBRARY HALL.**

Bidders are required to serialize / paginate all pages of each bid submitted.

Any canvassing or late submission will lead to automatic disqualification.

Yours faithfully

MERCY KIRUI
PROCUREMENT OFFICER
FOR PRINCIPAL.



3rd. Aug. 23,

1. REGISTRATION INSTRUCTIONS PART A

1.1 Introduction

Belgut Technical Training Institute would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver of goods, works and services to the Institute.

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services where the contract where bidders will be invited to quote for items as and when the procuring entity deem necessary to **The Principal, Belgut Technical Training Institute** as and when required during the period in the financial years **2023-2025**

1.3 Invitation of Registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their **REGISTRATION** documents to **The PRINCIPAL, Belgut Technical Training Institute** so that they may be registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply the mandatory information for registration as requested.

1.4 Experience

Prospective suppliers and contractors must have carried out successful 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 registration criteria.

1.5 Registration Document

This document includes questionnaire forms and documents required to be filled by the prospective suppliers.

1.6 Considerations

In order to be considered for registration, prospective suppliers must submit all the information herein requested.

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1.7 Distribution of registration Documents

Original copy of the completed registration data and other requested information shall be submitted to reach:

THE PRINCIPAL, BELGUT TECHNICAL TRAINING INSTITUTE

P.O BOX 205 – 20200,

KERICHO.

Not later than, 15th AUGUST, 2023 at 10:00 pm

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the **Principal, Belgut Technical Training Institute** whose address is given in par. 1.7

1.9 Additional Information

Belgut Technical Training Institute reserves the right to request submission of additional information from prospective suppliers.

2 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

2.2 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted shall be inclusive of all delivery charges and all taxes as well.

2.3 Payments

All payments are subject to government orders local purchase orders.

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3. REGISTRATION INSTRUCTIONS PART B

3.1 *Registration data forms*

3.1.1 The attached questionnaire forms **REG-1, REG-2, REG-3, REG-4, and REG-5** are to be completed by prospective suppliers/contractors who wish to be registration for submission of tender for the specific category.

3.1.2 The 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.

3.1.3 The tenderer shall chronologically serialize all pages of the tender documents submitted either using alphanumerical or roman numbers.

3.2 *Qualification*

3.2.1 It is understood and agreed that the registered data on prospective bidders is to be used by Belgut Technical Training Institute 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.

3.3 *Eligible Candidates/firms*

3.3.1

This invitation for registrations open to all candidates who are eligible as defined in Kenya's Public Procurement and Regulations and as indicated in the appendix to instructions to candidates

3.3.2

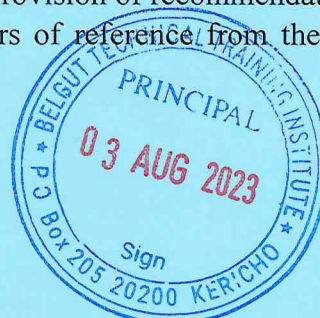
The procuring entity's employees, Board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 66 (5) of PPADA, 2015.

3.3.2

All candidates found capable of performing the contract satisfactorily in accordance to the set evaluation criteria shall be registered.

3.3.3

The Supplier's financial condition will be determined by provision of recommendation letters from the bankers with the registration documents as well as letters of reference from the bankers regarding suppliers/contractors credit position.



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3.3.5 Past Performance

Past performance will be given due consideration in registering bidders. Certified Letters of reference and or certified copies of order/contracts from past customers should be included in Form REG-3.

3.4 Statement

Applications must include a sworn statement Form REG-4 by the Tenderer ensuring the accuracy of the information given. Firms are advised to confirm whether they have been debarred by PPRA.

3.5 Withdrawal of registration

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client 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 Government reserves the right to reject the tender from such a bidder even though he was initially registered.

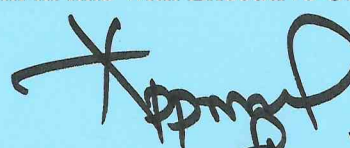

3.6 Business Registration

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.

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

3.7 Registration Criteria

Required Information	Form Type	Points Score
Registration Documentation	REG-1	COMPLIANCE
Confidential Report	REG-2	COMPLIANCE
Past Experience	REG-3	COMPLIANCE
Sworn Statement	REG-4	COMPLIANCE
Bio Data Form in line with Executive Order No.2	REG-5	COMPLIANCE



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4. LIST OF SUPPLIERS' REGISTRATION CATEGORIES

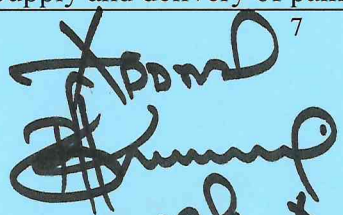
4.1. REGISTRATION OF SUPPLIERS' CATEGORIES

	TENDER NO	DESCRIPTION	ELIGIBILITY	TICK
CATEGORY A: PREFERENCES AND RESERVATIONS				
1	BeTTI/01/2023-2025	Supply and delivery of fresh milk	Pwd/youths and women	
2	BeTTI/02/2023-2025	Supply and delivery of green groceries e.g tomatoes onions fruits e.t.c	Pwd/youths and women	
3	BeTTI/03/2023-2025	Supply and delivery of printing and branding services: brochures, calendars, banners, posters	Pwd/ youths and women	
4	BeTTI/04/2023-2025	Supply and delivery of hairdressing materials	Pwd/ youths and women	
5	BeTTI/05/2023-2025	Supply and delivery of cleaning Material and Detergents, disinfectant and tissue papers	Pwd/ youth/women	
6	BeTTI/06/2023-2025	Supply and delivery of identification cards	Pwd/ youth/women	
7	BeTTI/07/2023-2025	Provision of tiling services	Pwd/ youth/women	
CATEGORY B: GOODS				
8	BeTTI/08/2023-2025	Supply and delivery of dry groceries e.g. rice,sugar,cooking oil	Open	
9	BeTTI/09/2023-2025	Supply and delivery of meat (beef, mutton,chicken,fish etc.	Open	
10	BeTTI/010/2023-2025	Supply and delivery of Food and Beverage material and equipment	Open	
11	BeTTI/011/2023-2025	Supply and delivery of stationeries	Open	
12	BeTTI/012/2023-2025	Supply and delivery of fire wood and charcoal	Open	
13	BeTTI/013/2023-2025	Supply and delivery of Electrical fittings, electronic material, Equipment and robotic components	Open	
14	BeTTI/014/2023-2025	Supply and delivery of mounting	Open	

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		service and maintenance of firefighting equipment		
15	BeTTI/015/2023-2025	Supply and delivery of mobile phone airtime /prepaid telephone cards	Open	
16	BeTTI/016/2023-2025	Supply and delivery of Library Textbooks, reference materials and equipment's.	Open	
17	BeTTI/017/2023-2025	Supply and delivery of plumbing tools and equipment materials.	Open	
18	BeTTI/018/2023-2025	Supply and delivery of office furniture fittings and office equipment	Open	
19	BeTTI/019/2023-2025	Supply and delivery of general hardware materials	Open	
20	BeTTI/020/2023-2025	Supply and delivery of daily Newspaper and periodicals and publication magazine	Open	
21	BeTTI/021/2023-2025	Supply and delivery of branded staff uniforms T- Shirts and caps	Open	
22	BeTTI/022/2023-2025	Supply and delivery of river sand, quarry stones, ballast,hard-core, bricks and dust	Open	
23	BeTTI/023/2023-2025	Supply and delivery of games and sports equipment and materials	Open	
24	BeTTI/024/2023-2025	Supply and delivery of Fashion and Design (Textiles/Clothing Technology) tools, equipment and materials	Open	
25	BeTTI/025/2023-2025	Supply and delivery of Computers, Laptops, Photocopiers, Printers, Toners and Cartridges and related accessories.	Open	
26	BeTTI/026/2023-2025	Supply and delivery of survey equipment and building materials	Open	
27	BeTTI/027/2023-2025	Supply and delivery of timber, treated round pole	Open	
28	BeTTI/028/2023-2025	Supply and delivery of CCTV installation and Biometric setup	Open	
29	BeTTI/029/2023-2025	Supply and delivery of repairs and maintenance of motor vehicles	Open	
30	BeTTI/033/2023-2025	Supply and delivery of farm inputs and agricultural tools	Open	
31	BeTTI/031/2023-2025	Supply and delivery of sanitary services	Open	
32	BeTTI/032/2023-2025	Supply and delivery of Glassware	Open	
33	BeTTI/033/2023-2025	Supply and delivery of paints and	Open	


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		other accessories		
34	BeTTI/034/2023-2025	Supply and delivery of domestic animal's feeds	Open	
35	BeTTI/035/2023-2025	Supply and delivery of TV Set and accessories	Open	
36	BeTTI/036/2023-2025	Supply and delivery of Green-house materials and fittings	Open	
37	BeTTI/037/2023-2025	Supply and delivery of Trees Flowers and seedlings	Open	
CATEGORY C: PROVISION OF SERVICES				
38	BeTTI/038/2023-2025	Provisions of supermarket Goods and services	Open	
39	BeTTI/039/2023-2025	Provision of general renovation services	Open	
40	BeTTI/040/2023-2025	Provision and supply of public address system, hire and decoration of tents and related item	Open	
41	BeTTI/041/2023-2025	Provision of internet and networking services	Open	
42	BeTTI/042/2023-2025	Provision of building construction and fabrication services for small works e.g., welding, plumbing etc.	Open	
43	BeTTI/043/2023-2025	Provision of servicing and maintenance of equipment	Open	
44	BeTTI/044/2023-2025	Provision of internet services	Open	
45	BeTTI/045/2023-2025	Provision of consultancy services for Staff training, Teambuilding and Customer satisfaction survey.	Open	
46	BeTTI/046/2023-2025	Provision of valuation, engraving, marking and tagging of assets	Open	
47	BeTTI/047/2023-2025	Provision of insurance services-fixed assets, staff and students	Open	
48	BeTTI/048/2023-2025	Provision of fuel, lubricants, cooking gas and welding gas	Open	
49	BeTTI/049/2023-2025	Provision of transport services i.e taxis and hire of motor vehicle	Open	
51	BeTTI/051/2023-2025	Provision of repair and maintenance service for motor vehicles	Open	
52	BeTTI/052/2023-2025	Provision of landscape and beautification of institute	Open	
53	BeTTI/053/2023-2025	Provision of consultancy services on works environment, employees and customer satisfactions,ISO certification	Open	



5. FORM REG-1: EVALUATION CRITERIA

Belgut Technical and Vocational Collegewill examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

Instructions to Bidders:

- I. Bidders **MUST** complete the table below in the format provided
- II. Bidders interested in registering for AGPO opportunities **MUST indicate** the preferred category
- III. Bids **MUST** meet the entire requirements where applicable in the Table below in order to be registered.

6. EVALUATION CRITERIA I – AGPO OPPORTUNITIES

Key

<input type="checkbox"/>	Responsive
X	Non responsive

S/NO	MANDATORY REQUIREMENTS	Responsive/Non responsive
I.	Certificate of Incorporation/Business Registration (attach copy)	
II.	A copy of valid Business permit (attach a copy)	
III.	Valid certificate of registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)	
IV.	Current/Valid Tax Compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	
V.	Dully filled, signed and stamped business questionnaire in the format provided	
VI.	Current CR12 showing the shareholding of the firm where applicable	
VII.	Registration with National Construction Authority (NCA) category 8 and above in building/civil works for those in building industry	
VIII.	Dully serialized/paginated tender document	
	Responsive/Non responsive	



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7. EVALUATION CRITERIA II – General Public

B. MANDATORY REQUIREMENTS

S/NO	MANDATORY REQUIREMENTS	Responsive/Responsive
I.	Certificate of Incorporation/Business Registration (Attach copy)	
II.	Registration with National Construction Authority(NCA) category 8 and above in building/civil works for those in building industry (attach copy)	
III.	Valid Tax Compliance Certificate (Attach copy)	
IV.	Valid business permit (Attach copy)	
V.	Current CR12 showing the shareholding of the firm where applicable i.e Not applicable to Sole proprietor	
VI.	A valid certificate of registration of Valuers registration for those under Asset valuation and tagging category	
VII.	Dully serialized/paginated tender document	
	Responsive/Non-responsive	

NB

The tenderers who do not meet any of the above criteria shall be declared non- responsive and hence shall not be registered.

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Declaration (For the Tenderer only)

(The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria)

Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (Tick appropriately below) No Yes

☐☐

Official Stamp **Sign.....**

For Official Use Only

(The Team Leader of Evaluation Team will make comments below based on the findings about the tenderer)

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

Accept the Firm

Reject the Firm

☐☐

Sign **Date**



Approved /Not Approved

9

1. Properly bound containing a table of contents for the required criteria, and maintain the proper sequence as per the criteria provided in **FORM REG-1-REG-5(well labeled)**. **Loose documents will not be accepted.**

All the above documents must be certified by a Commissioner of Oath

Bidders should not amend the standard tender documents provided by the procuring entity.

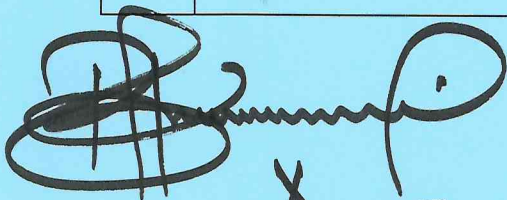
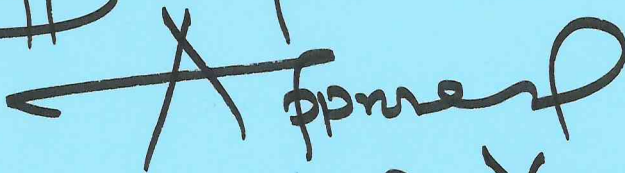



FORM

8. REG-2: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

9.

FORM	I- CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE	
1.	Name of Firm:	
2.	Postal Address Telephone Office:	Name of Contact Person:
3.	E-mail:	Mobile:
4.	Exact Physical Location street, building:	
4.	Legal Status (partnership/sole proprietor /Ltd. Company)	
5.	Company Reg. Certificate No:/Registration of Business Name (Attach Copy) Year of Incorporation/Registration:	
6.	PIN Certificate No: (Attach Copy)	
7.	Valid Tax Compliance Cert. /Vat Exemption Cert. (Attach Copy)	
8.	Current trade license (Attach Copy)	
9.	Nature of business	
10.	Maximum Value of Business which you can handle at a time Kshs:	
11.	Name of your Bankers:	Branch:
12.	Your trade terms (mode or payment- cash..... or credit credit period allowed	

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FORM

9. II - DETAILS OF DIRECTOR/PARTNERS

	Names	Nationality	%of Shares
1			
2			
3			
4			
5			

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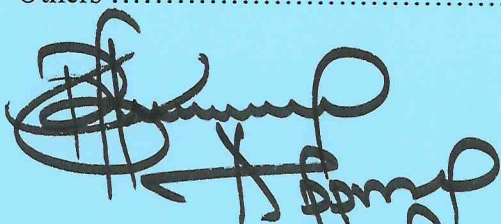
**10. REG-3 - PAST EXPERIENCE NAMES OF THE
APPLICANTS CLIENTS IN THE LAST TWO YEARS
NAMES OF OTHER CLIENTS**

1. Name of Client (organization)
- i. Address of Client (organization)
- ii. Name of Contract Person at the client (organization)
- iii. Telephone No. of client
- iv. Value of Contract
- v. Duration of Contract (date)
(Attach documents evidence of existence of contract)

2. Name of 2 Client (organization)
- i. Address of Client (organization)
- ii. Name of Contract Person at the client (organization)
- iii. Telephone No. of Client
- iv. Value of Contract (date)
- v. Duration of Contract (date)
(Attach documental evidence of existence of contract)

- rd
3. Name of 3 Client (organization)
- i. Address of Client (organization)
- Name of Contact Person at the client (organization)
- iii. Telephone No. of Client
- iv. Value of Contract
- v. Duration of Contract (date)
(Attach documental evidence of existence of contract)

Others



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FORM

11. REG-4: SWORN STATEMENT

Having studied the 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 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 the Institute .
- c. When the call for quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the Institute and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process.

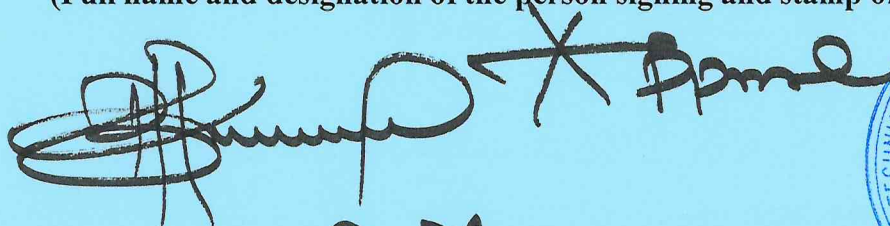
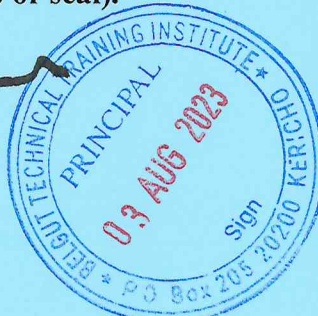
Date

Applicant's Name:

Represented by

Signature

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


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FORM

12. REG-5: BIO –DATA IN LINE WITH EXECUTIVE ORDER NO. 2 OF 2018

Name of Supplier/Contractor Consultant	
Registration Details	
1. Registration Number	
2. Incorporation Number	
PIN Number	
Valid Tax Compliance certificate	
Business Permit/License Number	
For Companies, Names and ID Numbers of:-	
1. List of Directors	
2. List of Shareholders	
3. List of Beneficial Owners	
For Partnerships, Names and ID Numbers of:-	
1. Partners	
For Sole Proprietors/Consultants, Name and ID Numbers of:	
1. Proprietor	
2. Business name	
Business Contacts	
1. Telephone -Office	
2. Telephone -Director	
3. Email	
Postal Address	



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FORM

Physical address	
County of Operation	
Marginalized Groups (where applicable)	
1. AGPO Certificate Number	
2. Category(Youth, Women, PWDs)	

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