



BUMBE TECHNICAL TRAINING INSTITUTE

P.O. BOX 440-50406, FUNYULA, Tel. No. +254736391750

Website: www.bumbetti.ac.ke E-Mail: info@bumbetti.ac.ke

ISO 9001:2015 Certified Institute

KENYA
VISION 2030
Compliant



INVITATION TO TENDER FOR PROVISION OF CATEEN SERVICES FOR FINANCIAL YEAR 2022-2023

REFERENCE NO: BTTI/43/CS/2022-2023

CLOSING DATE: 27/06/2022

TIME: 10:00 am

IF RESERVED GROUP PLEASE INDICATE IN THE BOX: (✓)

WOMEN

☐

YOUTH

☐

PERSONS WITH DISABILITIES

☐

INVITATION TO APPLY FOR TENDER

DATE 13TH JUNE 2022

Name of Contract: **PROVISION OF CATEEN SERVICES**

Registration Reference No: **BTTI/43/CS/2022-2023**

- 1 Bumbe technical training institute intends to register suppliers as mentioned above for the said financial period. This will be upon as and when the need arises.
- 2 It is expected that the Invitation for registration will be made in July 2022. This category is open for all eligible bidder/s. Invitation for registration will be conducted through www.bumbetti.ac.ke website.
- 3 Qualified and interested applicants may inspect and obtain the Registration Document from the institution (procurement office) during normal working hour's i.e. From 9 a.m. to 4 p.m. upon payment of non-refundable fee of ksh1000(one thousand shillings only) per set of tender document. Payment should be made to **KCB Bank, port victoria branch account number 1157075576.**
- 4 Registration Document may be viewed and downloaded for free from the website www.bumbetti.ac.ke. Applicants who download the registration document must forward their particulars immediately to info@bumbetti.ac.ke facilitate any further clarification or addendum.
- 5 Applications for registration should be submitted by postal service, or hand/courier delivery, clearly marked envelopes and delivered to the address given below on or before Monday **27th JUNE, 2022 at 10:00 A.M.**
- 6 Late applications will be rejected.
- 7 Address where to submit Applications

TO THE PRINCIPAL

BUMBE TECHNICAL TRAINING INSTITUTE

P.O BOX 440-50406

FUNYULA

TELEPHONE: 0736391750

THE TENDER WILL BE DROPPED IN THE TENDER BOX OUTSIDE THE ENTRANCE OF THE ADMINISTRATION BLOCK

OBJECTIVES OF THE INVITATION

The main objective is to identify capable and eligible firms/ Suppliers of goods and services to the College.

IMPORTANT QUALIFICATION REQUIREMENTS

Applicants will be evaluated on the basis of the following criteria

- ✓ Eligibility
 - ✓ Proper completion of tender /application documents.
-
- I. Applicants' questionnaires
 - II. Confidential questionnaires
 - III. Sworn statement
 - IV. List of reputable clients
 - V. The name of the contact person
 - vi. The firm must have an office
-
- ✓ Signed current bank statement/ audited accounts on your financial status or (Bank certificate).
 - ✓ Certificate of Incorporation/Business Registration Certificate.
 - ✓ Copy of current trade license
 - ✓ Copy of KRA pin certificate.
 - ✓ Copy of valid tax compliance certificate
 - ✓ Copy of national ID
 - ✓ Favorable trade conditions (Credit facilities and delivery periods – specify number of days for delivery periods and credit facilities)
 - ✓ Physical, postal address, location and contact information.
 - ✓ Previous supply/ contract effectiveness
 - ✓ Sanctity of qualification documents
 - ✓ Prove of payment for document (attach original receipt)
 - ✓ Valid evidence for reserved group, attach certificate of registration (youth, women PWD, AGPO certificate).

GENERAL INFORMATION:

1 ELIGIBILITY

a) Applicant

- 1.1. **This** Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements
- 1.2. **The procuring entity's** employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender
- 1.3 **Applicants** shall not be under a declaration of ineligibility for corrupt and fraudulent practices

1.4 Applicants shall bear all costs associated with and submission of their applications and the college will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the applying process.

1.5 The applicant shall furnish, as part of his /her application, documents establishing the applicant's eligibility to apply and his /her qualification to perform contract if his /her prequalification application is accepted.

1.6 The documentary evidence of the **applicant qualification to perform the contract** if the application for tender is accepted shall be established to the college's satisfaction:

- a) That the applicant has financial, technical and production capability necessary to perform the contract.
- b) That the applicant has an established physical and postal address for ease of contact and he/she is licensed by the Kenyan government to trade in the category applied for.
- c) That the applicant shall declare to be willing to do business with Bumble Technical Training Institute shall allow credit facilities and acceptable trade terms.
- d) That the applicant is ready and shall offer after sale services for the goods supplied.

b) Tender Prices

1.7 The applicant shall indicate on the appropriate Price Schedule the unit prices of the goods it proposes to supply under the contract.

1.8 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the college.

1.9 Prices quoted by the tenderer shall be fixed for the first ninety (90) days and not subject to variation on any account until after then.

1.1 The validity period of the tender shall be 60 days from the date of opening of the tender.

c) Tender Currency

1.11 Prices shall be quoted in Kenya Shillings unless otherwise specified.

d) Goods Eligibility and Conformity to Prequalification Documents

1.12 The applicant shall furnish, as part of its tender documents establishing the eligibility and conformity to the tender documents of all goods which the tenderer proposes to supply under the contract

1.13 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

2.DEADLINE FOR SUBMISSION OF APPLICATION.

2.1 Application must be received by the college at the address specified on the invitation to apply.

2.2 The college may at its discretion, extend this deadline for the submission of application by amending the application as per regulation governing amendments of tender documents.

3.OPENING OF APPLICATIONS

3.1 The college will open the applications in the presence of applicants or their representatives who chose to attend in the principal board room on the date specified in the invitation to tender

The applicants or representatives who are present shall sign a register evidencing their attendance.

3.1 As each tender is opened, the following shall be read out loud and recorded in a document to be called the tender opening register.

- a) The name of the person /firm submitting the tender.
- b) If applicable the bid price of the tender including any modification or discount before the deadline for submitting tenders.
- c) If applicable, what has been given as tender security.

3.2 The college will prepare minutes of tender opening.

4. CLARIFICATION OF APPLICATION

4.1 To assist in the examination, evaluation and comparison of applications, the Institute may at its discretion ask the applicant for clarification of his/her application.

The request for clarification and the response shall be in writing and no change in the substance of the application shall be sought, offered or permitted.

4.2 Any effort by the applicant to influence the college in its application evaluation, comparison or award decisions may result in the rejection of his/her application.

5. EXAMINATION FOR ACCEPTANCE

5.1 Prior to the detailed evaluation, evaluation committee shall determine the substantial, responsiveness of each application on the application documents. A substantially responsive application is one which conforms to all the terms and conditions of application documents without material deviations.

The Institute's determination of applicants' responsiveness is to be based on the content of the application itself without recourse to extrinsic evidence.

5.2 **Arithmetical** errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantify, the unit price shall prevail, and the total price shall be

corrected. If there is a discrepancy between words and figures the amount in words will prevail.

5.3 If an application is not substantially responsive, it will be rejected by the evaluation committee and may not subsequently be made responsive by the applicant in the correction of the non-conformity.

6. EVALUATION AND COMPARISON OF APPLICATIONS.

6.1 The committee will only evaluate and compare the applications that have been determined to be substantially responsive.

6.2 The evaluation of an application will take into account in addition to the information required on the document the following;

- a) Delivery period offered after receipt of order.
- b) Trade discount allowable
- c) Trade terms (credit facilities and warranty)
- d) Supplier visit report.
- e) Previous suppliers' performance and recommendation by other clients.
- f) Valid trade license and proof of payment of government taxes promptly.

7. CONTACTING THE PROCURING ENTITY

7.1 No applicant shall contact the college on any matter related to its application, from the time of the tender opening to the time the evaluation has been completed.

7.2 Any effort by an applicant to influence the college in its decisions on evaluation, comparison & award may result in the rejection of the application.

8. AWARD OF CONTRACT

(a) Award Criteria

8.1 The college will award the contract to the lowest evaluated applicant who meets all the set criteria for evaluation after analysis has been done on the tenders submitted by the applicants.

(b) Procuring entity's Right to Vary quantities

8.2 The college reserves the right at the time of contract award to increase or decrease the quantity of goods/services originally specified in the Price Schedule without any change in unit price or other terms and conditions.

(c) Procuring entity's Right to Accept or Reject Any or All Tenders

8.3 The college reserves the right to accept or reject any application and to annul the tendering process and reject all applications at any time prior to contract award, without thereby incurring any liability to the affected applicants or any obligation to inform the affected applicants of the grounds for the Institute's action

9. NOTIFICATION OF AWARD

9.1 The notification of award for supply/service will be communicated to the successful applicant in writing.

10. SIGNING OF CONTRACT

10.1 At the same time as the Procuring entity notifies the successful applicant that its application (tender) has been accepted, the college will send the applicant the Contract Form incorporating all agreements between the parties.

10.2 The parties to the contract shall have it signed within 14 days from the date of notification of award unless there is an administrative review request.

1. CORRUPT/ FRAUDULENT PRACTICES

a. The college requires that applicants observe the highest standards of ethics during the procurement process and the execution of the contract.

In pursuance of this policy the college:

a) Defines for the purpose of this provision, the terms set forth below

b) as follows:

i) Corrupt practice"—means the offering, giving, receiving or soliciting of anything of value to influence the action of the Institute officials in the procurement process or in contract including acceptance of this application

ii) Fraudulent practice"—means a misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of the college and includes collusive practice among suppliers'/service providers (prior to or after application submission) designed to establish item prices at artificial noncompetitive levels and deprive the Institute of the benefit of free and open competition.

c) Will reject proposal for award if it determines that the applicant recommended for award (acceptance) has engaged in corrupt or fraudulent practices in competing for the application "acceptance in question"

d) Will declare an applicant ineligible, either indefinitely or a taste of period of time to be awarded any college contract if at any time it is determined that the applicant has engaged in corrupt or fraudulent practices in competing for prequalification.

APPLICATION FOR REGISTRATION AS A SUPPLIER/SERVICE PROVIDER

Tender Name..... Reference No.....

To:

The Principal/Secretary, BOG
Bumbe Technical Training Institute
P.O. BOX 440
FUNYULA

Dear Sir,

1. **Having** examined the application documents which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to Bumbe Technical Training Institute as may otherwise be directed.
2. **We** undertake if our application is acceptable to deliver the said items/services in accordance with the delivery schedule in the schedule of requirement or official order by authorized officers.
3. **We** agree to abide by this application for a period of this financial year 2021/2022 and it shall remain binding upon us and shall be accepted at any time before the expiration of that period.
4. **Unless** and until a formal Agreement is prepared and executed this application, together with your written acceptance thereof, shall constitute a binding Contract between us.
5. **We** understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____, 20____. Signature _____ in the

capacity of _____ duly authorized to sign tender for and

on behalf of _____ *[Name of Employer]*

of _____ *[Address of Employer]*

Witness; Name _____ Signature _____

Date _____

QUESTIONNAIRE

Please fill in block letters

1. **Full** names of applicant

.....

2. **Full** address of applicant to which correspondence to be sent

.....
.....

3. **Physical** location of the supplier (Visit to be done for confirmation)

Building.....

Street.....

Town.....

4. Telephone number(s) of applicant.....

5. **Fax** address of applicant.....

6. **E-mail** address of applicant.....

7. **Name** of applicant's representatives to be contacted on matter of the supply during the contract.

i.Contact:.....

ii.Contact.....

iii.Contact.....

8. Details of nominated agent (if any) to receive tender /quotation notices.

(This is essential if the applicant does not sell direct to consumers,)

Name.....

Address.....

Telephone.....

Fax or Email address.....

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 applied to your type of business

You are advised that it is a serious offence to give false information on this form.

PART 1 – GENERAL

- a) Business Name.....
- b) Location of business premises County/Town.....
- c) Street/Road
- d) Building
- e) Postal Address Phone No.
- f) Nature of business
- g) Current Trade License Number (Attach copy)
- h) PIN Number (Attach copy)
- i) VAT Certificate Number (Attach Copy)
- j) Name of your bank Branch.....
- k) Your trade terms (Cash or credit and credit period allowed)
- l) Number of days to deliver once given an order
- m) Name of contact person.....Tel:.....
- n) Professional/practice certificate/license (where applicable attach copy)

PART 2(A) – SOLE PROPRIETORS

- a) Your name in full.....
- b) Nationality.....
- c) Postal address.....
- d) Location of the business premises county/town.....
- e) Contact.....

PART 2 (B) – PARTNERSHIP

Give details of partners as follows:

NAME	NATIONALITY	CAPITAL
1.....
2.....
3.....
4.....

PART 2 (C) – REGISTERED COMPANY

Private or Public.....

State the nominal and issued capital of the company;

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows:

	Name	Nationality	Citizenship Details
	Shares		
1		
2		
3		
4		

DateSignature of Applicant.....

☐ If a Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

LITIGATION HISTORIES

Name supplier.....

Suppliers should provide information on any litigation history 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	Disputed Amount(current Value, ksh (Equivalent)

APPLICANTS TWO (2) REPUTABLE CLIENTS IN THE LAST THREE (3) YEARS

1. Name of 1st Client (Organization) (Attach evidence)

- i) Name of client (Organization)
- ii) Address of Client (Organization)
- iii) Telephone No. of Client
- iv) Name of contact person for the client (Organization).....
- v) Duration of contract
- vi) Name of officer recommending on behalf of the client
.....
- vii) Designation of the officer recommending
- viii) Signature of the officer recommending
- i) Official stamp and Date of the Client (Organization)
- ix) Magnitude and nature of business

2. Name of 2nd Client (organization) (Attach evidence)

- ii) Name of client (Organization)
- iii) Address of Client (Organization)
- iv) Telephone No. of Client
- v) Name of contact person for the client (Organization).....
- vi) Duration of contract
- vii) Name of officer recommending on behalf of the client
.....
- viii) Designation of the officer recommending
- ix) Signature of the officer recommending
- x) Official stamp and Date of the Client (Organization)
- xi) Magnitude and nature of business

SWORN STATEMENT

The undersigned having studied the invitation to tender as supplier/service provider hereby state that:

- a) **The** information furnished in our application is accurate to the best of my/our knowledge.
- b) **That** in case of tender award, we acknowledge that this gives us the right to participate in due time by delivering in goods/service in good time and delivering as per the specification after receiving order from the procuring entity.
- c) The Procuring entity or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity.
- d) **When** the call for tender is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes we commit ourselves to inform you and acknowledge your sole right to review the application mode.
- e) **We** enclose all the required documents and information required for the evaluation.

Date:.....

Applicants Name:.....

Represented by:
(Capacity/Designation)

Signature:.....

Stamp:.....

SCHEDULE OF REQUIREMENTS



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TENDER TO PROVISION OF CATEEN SERVICES.

S/NO	BID NO	ITEM DESCRIPTION	UNIT	UNIT PRICE	TOTAL AMOUNT
1.	BTTI/43/CS/2022-2023				