

Murang'a Teachers college

P.O. Box 232, 01020 KENOL
Website: www.murangattc.ac.ke



CELL PHONE: 0721323948
E-Mail: mtkenya@yahoo.com

TENDER FOR SUPPLY OF GOOD

SUPPLY AND DELIVERY OF STATIONERY AND OFFICE SUPPLIES

TENDER NO: MTC/T/001/2021-2022

FOR THE FINANCIAL YEAR 2021/2022

**CLOSING DATE: 14TH JUNE 2021
AT 10.00A.M**



MURANG'A TEACHERS COLLEGE
P.O. BOX 232-01020 KENOL, CELL PHONE 0721-323948
E-mail: mtkenya@yahoo.com
TENDER NOTICE

TENDER NUMBER	ITEM DESCRIPTION SUPPLY OF GOODS	SPECIAL CONDITION	GROUP/ ELIGIBILITY
MTC/T/001/2021-2022	Prequalification for the Supply and delivery of stationeries and office supplies		Reserved
MTC/T/002/2021-2022	Prequalification for the Supply and delivery of Machine Accessories (cartridges and toners)		Reserved
MTC/T/003/2021-2022	Prequalification for the Supply and delivery of fresh meat		Open
MTC/T/004/2021-2022	Prequalification for the Supply and delivery of fresh bread		Open
MTC/T/005/2021-2022	Prequalification for the Supply and delivery of fresh vegetables: (carrots, cabbages etc)		Open
MTC/T/006/2021-2022	Prequalification for the Supply and delivery of fresh milk		Open
MTC/T/007/2021-2022	Prequalification for the Supply and delivery of white local sugar		Reserved
MTC/T/008/2021-2022	Prequalification for the Supply and delivery of dry beans		Reserved
MTC/T/009/2021-2022	Prequalification for the Supply and delivery of dry maize		Reserved
MTC/T/010/2021-2022	Prequalification for the Supply and delivery of shop groceries(salt, cooking fat, rice, cocoa ,tea leaves etc)		Reserved
MTC/T/011/2021-2022	Prequalification for the Supply and delivery of cleaning materials ,detergents and sanitizers)		Reserved
MTC/T/012/2021-2022	Prequalification for the Provision for comprehensive insurance cover for college motor vehicles.	Company registered under IRA	Open
MTC/T/013/2021-2022	Prequalification for the Provision of fuel lubricants and motor vehicle services	Registered with Energy Petroleum Regulatory Authority.	Open
MTC/T/014/2021-2022	Prequalification of the supply and delivery of motor vehicle tyres		
MTC/T/015/2021-2022	Prequalification for the supply and delivery of hardware materials(tiles, cement, steel, nails etc)		Open
MTC/T/016/2021-2022	Prequalification for the supply and delivery of electrical materials and appliances.		Open

MTC/T/017/2021 -2022	Prequalification for the supply and delivery of paints and painting accessories e.g. brushes, filler, rollers etc		Open
MTC/T/018/2021 -2022	Prequalification for the supply, delivery and installation of solar lighting		Open
MTC/T/019/2021 -2022	Prequalification of the supply and delivery of table cloths and bed sheets		Reserved
MTC/T/020/2021 -2022	Prequalification for the supply and delivery of new curriculum textbooks.		Open
MTC/T/021/2021 -2022	Prequalification for provision of minor repair services; (Plumbing works, Electrical works, Painting works, Welding works and other repair works)		Open

All tender documents should be obtained from the college website www.murangattc.ac.ke downloaded free of charge.

**N.B. Women, Youth and Persons With Disability are encouraged to apply.
Reserved means: Only women, youth and persons with disability should apply**

Completed tender documents are to be enclosed in a plain sealed envelope marked with tender reference number and address to:

**Chief Principal,
Murang'a Teachers College,
P.O.Box 232-01020
Kenol.**

And deposited in the tender box so as to be received on or before 14th June 2021

INVITATION TO TENDER

Murang'a Teachers College invites sealed tenders from eligible candidates for the **Supply and Delivery of Stationery and Office Supplies.**

Tender documents can be obtained at the from Murang'a Teachers College website www.murangattc.ak.ke free of charge. Bidders who download the documents should send their particulars through the college email mtckeny@yahoo.com for registration stating the category of the downloaded document.

Prices quoted should be net inclusive of all costs associated with the supply and delivery of the goods must be in Kenya shillings and shall remain valid for 120 days from the closing date of the tender.

Completed tender documents bearing no indication of the tenderer name are to be enclosed in a plain sealed envelope clearly marked with tender number and be placed in the **Tender Box** at the administration block addressed to

**CHIEF PRINCIPAL
MURANG'A TEACHERS COLLEGE
P.O.BOX 232-010200
KENOL**

On or before 14TH June 2021 at 10:00 am.

Tender will be opened immediately thereafter in the presence of bidders who choose to attend or their representatives.

Youth, women and persons with disability are encouraged to apply attaching documents of eligibility.

I. Introduction

Murang'a Teachers College would like to invite interested candidates for the supply and delivery of goods described in the tender document. The main objective is to supply and deliver assorted items and also provides services under relevant categories to **Murang'a Teachers College** as and when required during the period ending 30th June 2022.

Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices

II. Cost of tendering

The tenderer shall bear all costs associated with the preparation and submission of its tender, and Murang'a Teachers College will in no case be responsible or liable, for the costs, regardless of the conduct or outcome of the tendering process.

III. Preparation of the tender

Language of the tender.

The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and MTC shall be written in English language, provided that any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, English language shall govern.

IV. Questions arising from documents

Questions arising from pre-qualification documents should be directed to Murang'a teachers college whose address is given above.

V. Additional information

Murang'a teachers college has the right to request submission of additional from prospective bidders.

NB. Every page of the tender document shall bear the official stamp of the applicant and a signature of the authorized person.

BRIEF CONTRACT REGULATIONS/GUIDELINES

i. Taxes on imported materials

The supplier will have to pay all taxes payable as applicable for all material to be supplied.

ii. Customs clearance

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

iii. Contract 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.

iv. 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.

v. Validity of the tender

Tenders shall remain valid for 90 days after date of tender opening prescribed by Murang'a Teachers College. A tender valid for a shorter period shall be rejected by MTTC as non-responsive.

vi. Deadline of submission

Tenders must be received by Murang'a Teachers College not later than 30th April 2021 through the specified address.

vii. Modification and withdrawal of tenders

The tenderer may modify or withdraw its tender after the tender's submission provided that written notice of the modification including substitution or withdrawal of tender is received by Murang'a Teachers prior to the deadline for submission.

REGISTERED DATA INSTRUCTIONS

1. Data Forms

The attached questionnaires Form 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 make an application for this category.

The registered application forms which are not filled out completely and submitted in the prescribed manner **shall not** be considered. All the documents that form part of the proposal must be written in English and in ink.

2. Qualification

It is understood and agreed that the registration data on prospective bidders is to be used by Murang'a Teachers College 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.

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. Essential criteria for registration.

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 at short notice.

Financial Condition. The supplier's financial condition will be determined by the latest financial statement submitted with the pre-qualification documents potential suppliers/contractors will be pre-qualified on the satisfactory information given.

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 PQ-4. However; potential bidders should provide evidence of financial capability to execute the Contract.

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 PQ-5

5. Statement

Application must include a sworn statement Form PQ-6 by the tenderer ensuring the accuracy of the information given.

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.

FORM PQ-1 REGISTRATION DOCUMENTS

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

- i. Attach copy of Business Registration Certificate
- ii. Attach copy of PIN certificate and VAT Certificate
- iii. Registration certificate by National treasury /county government (AGPO)
- iv. Duly filled and completed tender submission document

N/B Previous Experience is not a requirement for special groups (Youth, Women& PWDs,)

Mandatory Requirements for qualification of all other categories:

- i. Copy of Certificate of Registration/incorporation
- ii. Copy of PIN/ VAT Registration Certificate.
- iii. Tax Compliance Certificate from Kenya Revenue Authority
- iv. Copies of PIN Certificate of firm/company/individual.
- v. Copy of current Trade License.
- vi. Duly filled and completed Tender submission document.

You can provide evidence of physical address and premises. The college evaluation team may visit suppliers' premises to ascertain physical address and stock of items

FORM PQ-2: REGISTRATION DATA
REGISTRATION OF SUPPLIERS APPLICATION FORM

I/we _____ hereby apply for

(Name of company/firm)

Registration as supplier(s) of

(Item description)

(Tender No)

Postal office address _____

Town _____

Street _____

Name of building _____

Room/office No _____

Floor No _____

Mobile No _____ Email _____

Full name of applicant _____

Other branches location _____

PQ-3 FINANCIAL POSITION AND TERMS OF TRADE

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

PQ-4 CONFIDENTIAL BUSINESS QUESTIONNAIRE

Part 1: DETAILS OF THE APPLICANT

Name of Applicant _____

Physical address: _____

Plot no _____ Street/Road _____

Postal Address _____ Tel No _____

Mobile No: _____

Email address: _____

Nature of business _____

Current trade license No _____ Expiring date _____

Are you applying for open youth, women or persons with disabilities? _____

Contact person: _____

Part 2. OVERVIEW OF THE ENTERPRISE

Type of ownership (Please tick one)	Sole proprietor() Limited company ()
	Partnership ()
	Others specify

Number of employees	
Initial investment (KES)	
Total annual sales for the previous year (turnover KES)	
Experience in the sector in years	

Type of Ownership Details.

Sole proprietor or name of registered business name where applicable		
Name in Full		
Identity/Passport No:		

Partnership details			
NAME	NATIONALITY	ID/ PASSPORT NO	% SHARES
1.			
2.			
3.			
4.			

Registered company

State the nominal and issued capital of company

Nominal KshIssued Ksh.....

Director's details			
Name	Nationality	ID/Passport No:	% shares
1.			
2.			
3.			
4.			
5.			

FORM PQ-5 PAST EXPERIENCES

NAME OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS

1.

Name of client (organization)_____

Address of the client (organization)_____

Name of the client's/organization's contact person_____

Telephone No: _____

Value of contract_____

Duration of contract_____

(Attach documental evidence to prove existence of the contract)

2.

Name of client (organization)_____

Address of the client (organization)_____

Name of the client's/organization's contact person_____

Telephone No: _____

Value of contract_____

Duration of contract_____

(Attach documental evidence to prove existence of the contract)

3.

Name of client (organization)_____

Address of the client (organization)_____

Name of the client's/organization's contact person_____

Telephone No: _____

Value of contract_____

Duration of contract_____

(Attach documental evidence to prove existence of the contract)

FORM PQ -7 -

SWORN STATEMENT

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

1. The information furnished in our application is accurate to the best of our knowledge.
2. 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 Murang'a teachers college
3. When the call for quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify Murang'a teachers college and acknowledge your right to review the pre-qualification made.
4. We enclose all the required documents and information required for the pre-qualification evaluation.
5. 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)

MURANG'A TEACHERS COLLEGE
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OFFICE SUPPLIES

DESCRIPTION	UNIT PURCHASE	Type/Quality	Cost Per Unit
PVC Spring Files	Box (72 pcs)	Rapid	
Box file	Pc	Robin	
File Folders	Pc	Assorted Colours	
Attendance Registers	Pcs	Elimu	
Chalk Dustless (White)	Pkts	Omega	
Chalk Dustless (Coloured)	Pkts	Omega	
Chalk Board Dusters	Pcs		
I/D Size Laminating Paper	Pkt		
Sticky glue pritt(40gms)	Dozen		
Felt Pens	Dozen	Pentel N860 Or Snowman	
Correction Pen		Pentel 7ml	
Book Binding Tapes – blue	Rolls	(Medium Size)	
Crystal Bic pens	PKTS	Assorted colours	
Envelopes C4/A4	Carton	Robin (229x324mm) Brown	
Envelopes C3	Carton	Robin Brown	
Envelopes DL	Carton	Robin(110x220mm)Brown	
Envelopes C5	Carton	Robin(162x229mm)	
Post Card Size Envelopes	Carton	Robin	
Three Parts Pre-Printed NCR perforated continuous paper(receipt size)	Per Carton (500sheets)		
White Out	Pieces	BIC	

Stores Ledger Books	Dozen	Consumables S1 & permanent	
School Admission Registers	Pcs	Karatasi /Kasuku	
File Fastener	Pcs	Globe No 7	
Masking Tapes	Dozen	1" 35 Mm Karatasi	
Cello Tape	Rolls	Clear 1" Roll Of 6pcs	
Light blue Printing Paper	Ream	Light blue	
Office Glue	1kg	Five Star	
Office Glue	300gm	Five Star	
Book Binding Glue	Kg	Mbuni	
Paper Pins	Pkts	No 2 50x10-Rexel	
Paper Clips	Pkts	No 28 (10x100)	
Staples (Standard)	Pkts	23/8 Kangaroo	
Staples (Standard)	Pkts	24/6 Kangaroo	
Staples (Standard)	Pkts	No 50/60 Rexel	
Push Pins Assorted Colours	Pkts	Omega	
Thumb Tacks	Pkts	(50x10)	
Flip Chart	Ream		
Stapler	Pcs	Kangaroo DS -435	
Paper Punch	Pcs	Dp 540	
Paper Punch	Pcs	Dp 700	
Stamp Pads	Pac	Pelikan	
Stamp Pad Ink	Pac	Pelikan	
Manila Papers 5	Reams	100pcs Best Quality Specify	
Counter Books	Dozen	4quire Polar/Kasuku	

Staple Remover	Pcs	Kangaroo	
Shorthand Notebook	Dozen	Polar /Kasuku	
Carbon Paper (A4)	Pkts	Hand Film 205 Pelikan (Blue)	
Embossed Papers	Pkt	Office Point -Cream	
Highlighters	Pkts (Assorted)	Office Point	
Rubbers	Pkts	Br40 Size Pelican	
Plastic Ruler	Pcs	30cm Aim	
Pencil	Per Packet	110 HB Stadler Original	
Ruled Papers	Ream	Kasuku/Karatasi	
Binding Tapes 3''	Rolls	Golden Star (Assorted)	

Tenderers Business Name: _____

Tenderers Signature/ Rubber Stamp: _____

Date: _____