

# Murang'a Teachers college

P.O. Box 232, 01020 KENOL  
Website: [www.murangattc.ac.ke](http://www.murangattc.ac.ke)



CELL PHONE: 0721323948  
E-Mail: [mtckeny@yahoo.com](mailto:mtckeny@yahoo.com)

---

**TENDER FOR PROVISION OF SERVICES.**

**PROVISION OF FUEL LUBRICANTS AND MOTOR VEHICLE  
SERVICES**

**TENDER NO: MTC/T/013/2021-2022**

**FOR THE FINANCIAL YEAR 2021/2022**

**CLOSING DATE: 14<sup>TH</sup> JUNE 2021  
AT 10.00A.M**



**MURANG'A TEACHERS COLLEGE**  
**P.O. BOX 232-01020 KENOL, CELL PHONE 0721-323948**

**E-mail: [mtckeny@yahoo.com](mailto:mtckeny@yahoo.com)**

**TENDER NOTICE**

<b>TENDER NUMBER</b>	<b>ITEM DESCRIPTION SUPPLY OF GOODS</b>	<b>SPECIAL CONDITION</b>	<b>GROUP/ ELIGIBILITY</b>
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](http://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 14<sup>th</sup> June 2021

## **INVITATION TO TENDER**

Murang'a Teachers College invites sealed tenders from eligible candidates for the **Provision of Fuel Lubricants and Motor Vehicle services**

Tender documents can be obtained at the from Murang'a Teachers College website [www.murangattc.ak.ke](http://www.murangattc.ak.ke) free of charge. Bidders who download the documents should send their particulars through the college email [mtckeny@yahoo.com](mailto: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 14<sup>TH</sup> 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 30<sup>th</sup> 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 14<sup>th</sup> June 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 College 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 satisfactorily 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,)**

Audited Accounts for this special group is not a requirement. Also under this special group. The bidders should specify on the document whether the firm is owned by Youth, Women or PWDs (**be specific**)

#### **Mandatory Requirements for qualification of all other categories:**

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

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**

<b>Type of ownership</b> (Please tick one)	<input type="checkbox"/> Sole proprietor( )	<input type="checkbox"/> Limited company ( )
	<input type="checkbox"/> Partnership ( )	
	<input type="checkbox"/> 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.**

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

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

<p><b>Registered company</b></p> <p>State the nominal and issued capital of company</p> <p>Nominal Ksh .....Issued Ksh.....</p>
---

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

**FORM PQ-5 PAST EXPERIENCES**

**NAME OF THE APPLICANT'S CLIENTS IN THE LAST TWO TEARS**

**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**

**TENDER NO: MTC/T/013/2021-2022 PROVISION OF FUEL LUBRICANTS AND  
MOTOR VEHICLE SERVICES**

<b>S/NO</b>	<b>ITEM DESCRIPTION</b>	<b>UNIT</b>	<b>UNIT PRICE</b>
1	Petrol- Premium	Liter	
2	Diesel	Liter	
3	Kerosene	Liter	
4	Engine Oil( diesel) –R4	Liter	
5	Engine oil ( diesel )- R4	5 liters	
6	Engine oil (petrol) –synthetic	Liter	
7	Engine oil (petrol) –synthetic	5 liters	
8	Gear Oil	5 liters	
9	Grease	Kg	
10	Brake fluid	Liter	
11	Transmission fluid	liter	
12	Oil filter – main	Pc	
13	Oil filter – partial	Pc	
14	Fuel filter	Pc	
15	Brake adjustment	Per bus	
16	Wheel alignment	Per bus	

Tenderers Name \_\_\_\_\_

Signature/ Rubber Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

