

# 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: [mtkenya@yahoo.com](mailto:mtkenya@yahoo.com)

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## **PREQUALIFICATION FOR SUPPLY OF GOOD SUPPLY AND DELIVERY OF STATIONERY AND OFFICE SUPPLIES**

**PREQUALIFICATION NO: MTC/T/001/2023/2024  
FOR THE FINANCIAL YEAR 2023/2024**

**CLOSING DATE: 8<sup>TH</sup> JUNE 2023  
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**

**25<sup>th</sup> May 2023**

**Tenders are hereby invited for the supply of goods, provision of works and services for the financial year 2023/2024.**

<b>Tender Number</b>	<b>Item Description</b>	<b>Special Condition</b>	<b>Group/ Eligibility</b>
	<b>Supply Of Goods</b>		
MTC/T/001/2023-2024	Prequalification for the Supply and delivery of stationeries and office supplies		Reserved
MTC/T/002/2023-2024	Prequalification for the Supply and delivery of Machine Accessories (cartridges and toners) and ICT materials.		Reserved
MTC/T/003/2023-2024	Prequalification for the Supply and delivery of fresh meat		Open
MTC/T/004/2023-2024	Prequalification for the Supply and delivery of fresh bread		Open
MTC/T/005/2023-2024	Prequalification for the Supply and delivery of fresh vegetables: (carrots, cabbages, tomatoes etc)		Open
MTC/T/006/2023-2024	Prequalification for the Supply and delivery of fresh milk		Open
MTC/T/007/2023-2024	Prequalification for the Supply and delivery of white local sugar		Reserved
MTC/T/008/2023-2024	Prequalification for the Supply and delivery of dry beans		Reserved
MTC/T/009/2023-2024	Prequalification for the Supply and delivery of dry maize		Reserved
MTC/T/010/2023-2024	Prequalification for the Supply and delivery of shop groceries(salt, cooking fat, rice, cocoa ,tea leaves etc)		Reserved
MTC/T/011/2023-2024	Prequalification for the Supply and delivery of cleaning materials ,detergents and sanitizers)		Reserved
MTC/T/012/2023-2024	Prequalification for the supply and delivery of hardware materials		Open
MTC/T/013/2023-2024	Prequalification for the supply and delivery of electrical materials.		Open
MTC/T/014/2023-2024	Prequalification of the supply and delivery of paints and painting accessories.		Reserved
MTC/T/015/2023-2024	Prequalification for the supply, delivery and installation of solar street lighting		Open
	<b>Provision of works and services.</b>		
MTC/T/021/2023-2024	Prequalification of the provision of works: Minor Building works.		Open
MTC/T/022/2023-2024	Prequalification of the provision of works: minor Plumbing works		Open
MTC/T/023/2023-2024	Prequalification of the provision of minor works: Electrical works		Open
MTC/T/024/2023-2024	Prequalification of the provision of minor works: Welding works		Open
MTC/T/025/2023-2024	Prequalification of the provision of minor works: Painting works		Open
MTC/T/026/2023-2024	Prequalification for the provision of fuel and lubricants	Registered with Energy Petroleum Authority Regulatory	Open
MTC/T/027/2023-2024	Prequalification for the provision of motor vehicle insurance.	Company registered under IRA	Open

All tender documents should be obtained from the college website [www.murangattc.ac.ke](http://www.murangattc.ac.ke) and Public Procurement Information Portal(PPIP) downloaded free of charge.

**Reserved means: Only women, youth and persons with disability should apply**

**N.B. Women, Youth and Persons with Disability are encouraged to 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 **8<sup>th</sup> JUNE 2023**.

## **INVITATION TO TENDER**

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

Prequalification documents can be obtained at the from Murang'a Teachers College website [www.murangattc.ak.ke](http://www.murangattc.ak.ke) free of charge and through the PPIP (Public Procurement Information Portal).

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 prequalification 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 8<sup>th</sup> June 2023 at 10:00 am.

Prequalification documents 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 2024.

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 prequalification 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 120 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 8<sup>th</sup> June 2023 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 prequalification 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 prequalification 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

<b>Type of ownership</b> (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.

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



Partnership details			
NAME	NATIONALITY	ID/ PASSPORT NO	% SHARES
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>																								
<p><b>Director's details</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">Nationality</th> <th style="width: 20%;">ID/Passport No:</th> <th style="width: 14%;">% shares</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td><td></td></tr> </tbody> </table>	Name	Nationality	ID/Passport No:	% shares	1.				2.				3.				4.				5.			
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**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**  
**PREQUALIFICATION NO: MTC/T/001/2023-2024– SUPPLY AND DELIVERY OF**  
**STATIONERIES AND 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	
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:\_\_\_\_\_