



**MAASAI MARA TECHNICAL AND VOCATIONAL
COLLEGE**

REQUEST FOR REGISTRATION OF SUPPLIER

FY 2023-2025

MMTVC/PQ/...../2023-2025

Supply & Delivery of

.....

**Principal
Maasai Mara
Technical & Vocational
College.
P.O. Box 577-20500
NAROK**

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SECTION A

LETTER OF INVITATION

Maasai Mara technical and vocational college desires to engage the services of suitably qualified candidates under various assignments to be undertaken in the financial years 2023-2024 and 2024- 2025.

Consequently, The College invites you to submit your Registration documents in accordance with the instructions to candidates.

The successful candidate will be selected under the selection procedure described in the registration document.

Please submit your sealed proposals, as detailed in this document to:

**Principal ,
Maasai Mara Technical and Vocational College
P.O. Box 577-20500
Narok**

MAASAI MARA TECHNICAL AND VOCATIONAL COLLEGE

(MMTVC)

P.O BOX 577-20500 NAROK

PHONE NO: 0799-213-300/0774-213-300

INVITATION FOR REGISTRATION OF SUPPLIERS

Maasai Mara Technical and Vocational College is in the process of registering suppliers for the under listed goods, services and works for the period **2023/2024,2024/2025** financial years.

CATEGORY A; SUPPLY OF GOODS

Category Number	Category Description	Eligibility
MMTVC/PQ/1/2023-2025	Supply & delivery of general office stationery& rubber stamps	Special group
MMTVC /PQ/2/2023-2025	Supply, delivery and installation of computers, laptops, printers.	Open
MMTVC /PQ/3/2023-2025	Supply & delivery of assorted hardware material.	Open
MMTVC /PQ/4/2023-2025	Supply & delivery of building materials (building sand, stones, hard core, etc	Open
MMTVC /PQ/5/2023-2025	Supply & delivery of electrical items, fittings & electronics	Open
MMTVC/PQ/6/2023-2025	Supply & delivery of office &students' furniture e.g., Chairs, beds, tables	Open
MMTVC /PQ/7/2023-2025	Supply & delivery of cleaning materials. detergents, broom. kerrol etc	Special Group
MMTVC /PQ/8/2023-2025	Supply& delivery of uniforms, & other linen e.g. staff uniform.	Open
MMTVC /PQ/9/2023-2025	Supply & delivery of charcoal & dry firewood	Special Group
MMTVC/PQ/10/2023-2025	Supply & delivery of perishable items vegetables, onion, tomatoes, green groceries.	Special Group
MMTVC /PQ/11/2023-2025	Supply & delivery of meat and milk allied products	Special group
MMTVC /PQ/12/2023-2025	Supply & delivery of Mechanical, plumbing training materials.	Open
MMTVC /PQ/13/2023-2025	Supply & delivery of general shop items, rice, sugar, cooking oil etc	Open
MMTVC /PQ/14/2023-2025	Supply & delivery of cereals (beans, green grams, maize etc.)	Open
MMTVC /PQ/15/2023-2025	Supply & delivery of library books, journal & periodicals.	Open

MMTVC /PQ/16/2023-2025	Supply & delivery of games equipment, sportswear & allied products	Open
MMTVC/PQ/17/2023-2025	Supply & delivery of hospitality items cutlery, fridges, deep freezer etc	Open
MMTVC/PQ/18/2023-2025	Supply & delivery of general tonners.	Special group
MMTVC/PQ/19/2023-2025	Supply & delivery of pharmaceutical drugs	Open
MMTVC/PQ/20/2023-2025	Supply & delivery of farm inputs e.i pesticides, seedlings	Open
MMTVC/PQ/21/2023-2025	Supply & delivery of student mattresses.	Open
MMTVC/PQ/22/2023-2025	Supply & delivery of bread.	Open
MMTVC/PQ/23/2023-2025	Supply, delivery and installation of CCTVS and general networking.	Open
MMTVC/PQ/24/2023-2025	Supply& delivery of printing and branding materials.	Open
CATEGORY B. PROVISION OF SERVICES		
MMTVC /PQ/25/2023-2025	Provision of sanitary disposal services, pest control, fumigation	Open
MMTVC /PQ/26/2023-2025	Supply, delivery, installation & maintenance of firefighting equipment's	Open
MMTVC /PQ/27/2023-2025	Provision of insurance cover for students and college assets.	Open
MMTVC /PQ/28/2023-2025	Provision of minor works services, building, repainting general repair	Open
MMTVC /PQ/29/2023-2025	Provision of college asset tagging	Open
MMTVC /PQ/30/2023-2025	Provision of repair, maintenance and servicing of motor vehicle and generator.	Open
MMTVC /PQ/31/2023-2025	Provision of human resource consultancy services, training and capacity building.	Open
MMTVC /PQ/32/2023-2025	Provision of Team Building Consultancy Service &Facilitators.	Open.
MMTVC /PQ/33/2023-2025	Provision of OSHA training, Audit, Fire &First Aid Equipment Training Services.	Open

Registration of documents may be obtained from the Supply chain office upon payment of non-refundable fee of Shs. 1000 at the office of finance. The documents can also be downloaded from the college website at no cost www.mmtvc.ac.ke.

Completed registration of documents enclosed in plain sealed envelopes clearly marked with ‘**Category No. and Category Description**’ as described in the Tender Notice should be addressed to:

Principal,

Maasai Mara Technical and Vocational College

P.O Box 577, NAROK

And be placed in the **Tender Box** situated at the Administration block so as to reach the above address on or before **5th June 2023 12.00 noon**. Opening of the registration documents will be done publicly soon after closing time at the college in the presence of the bidders or their representatives who choose to attend.

SECTION B (i)

INSTRUCTIONS TO CANDIDATES

Introduction

Maasai Mara Technical and Vocational College will select candidates among those that submit documents, in accordance with the method of selection detailed under this section.

The candidates are invited to submit documents required for assignment applied for. In this Selection procedure, the firm that attains the pass marks of 60 points out of 100 points specified in the criteria will be considered for registered.

Registered candidates will be asked to give quotations for items required during the financial year on “as and when need arises” basis

Clarifications

Clarifications on this Registration document may be requested before the submission date specified below.

The address for requesting clarifications is:

**Supply Chain Office
Maasai Mara Technical
And Vocational College.
P.O. Box 577-20500
NAROK
0799-213-300/0774-213-300**

Registration documents should be submitted to;

**Principal,
Maasai Mara technical and vocational college.
P.O. Box 577-20500
NAROK**

Information on the outer envelope should also include:

“REGISTRATION OF SUPPLIERS FOR THE PERIOD 1st July 2023 to 30th June 2025”

DESCRIPTION:

MMTVC/PQ/ /2023-

2025

The registration submission must be done not later than the date specified in the registration advertisement. The number of points to be given under each of the evaluation criteria is:

Supplier availability	20 Points
Supplier relevance & experience	30 Points
Supplier capability	25 Points
Legality of supplier business	25 Points
Total points:	100 Points
Pass mark	60 Points

The firm that attains the pass mark of 60 points out of 100 points will be considered for registered EXCEPT for Youth, Women and Persons living with disability only attach Registration documents (Copy of certificate of incorporation/registration, AGPO certificate and Tax Compliance certificate) from National Treasury.

SECTION B (ii): CRITERIA FOR EVALUATION OF ALL SUPPLIERS

The Maasai Mara Tvc evaluation committee, as a whole, and each of its members individually, shall evaluate the tenders on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria and point system as specified in this criteria.

All bidders will be subjected to a preliminary evaluation procedure to determine the responsiveness of each tender to the terms of reference before the Selection procedure described below is applied **EXCEPT for Youth, Women and Persons living with disability only attach Registration documents (Copy of certificate of incorporation/registration, AGPO certificate and Tax Compliance certificate) from National Treasury.**

B(ii).1 PRELIMINARY EVALUATION CRITERIA

Firms that are not found to be responsive to the terms of reference will be eliminated at this stage.

The grounds for elimination of applicants at preliminary stage are listed below.

1. Failure to submit the tender in the required format and failure to submit all the required documents.
2. Failure to authorize the tender through signing and officially stamping the Registration submission form by the person authorized to do so.
3. Failure to submit the number of copies required for submission of tender.
4. Failure to submit fully authorized and duly signed C. Vs of staff.
5. Lack of telephone/voice communication facility that is working and reliable.
6. Applying for tender on items/goods or services which you don't deal in, not ever supplied /rendered.
7. If the firm is in a black list or debarment list from participating in Public Procurement.
8. If the firm has not renewed legal and statutory documents that are due for renewal at the time the tender is being submitted.
9. If the applicant is proved to have cheated in the documents that are submitted.

20 Points

B(ii). 2 EVALUATION CRITERIA (SELECTION PROCEDURE)

Candidates are requested to read this section carefully before filling in any information.

B (ii).2.1 SUPPLIER AVAILABILITY		Points	Points Awarded
Name		(3 points)	
Physical Address		(3 points)	
Town/city		(2 points)	
Street:		(2 points)	
Floor		(2 points)	
Door No.		(1 point)	
Other Land Mark		(1 point)	
Drawing/Map etc		(1 point)	
Telephone Address		(1 point)	
Email address		(2 points)	
Postal Address		(2 points)	
Total		20 Points	

B(ii) .2.2: SUPPLIER RELEVANCE & EXPERIENCE**30 Points**

B (ii).2.2 SUPPLIER RELEVANCE & EXPERIENCE	Points	Points Awarded
Nature of Business related to the tender applied for: (✓) Registration as a dealer/agent/core business	(10 points)	
Nature of Business related to the tender applied for: ✓ Manufacturer/processor/maker	(5 points)	
Usual Business transacted for the last 5 years Any one related worth Ksh. 500,000.00 or more (At least 5 assignments)	(5 points)	
Relevant Government or State Corporations tenders awarded for the last 5 years.	(5 points)	
Authentic recommendation by any two clients served in the last 1 year. <u>Rating: (maximum 5 points)</u> <ul style="list-style-type: none"> ✓ Excellent – 5 points ✓ Very good – 4 points ✓ Good – 3 points ✓ Fair – 2 points ✓ Poor – 1 point ✓ Nil – 0 point 	(5 points)	
Total	30 Points	

25 Points

BII.2.3 SUPPLIER CAPABILITY		Points	Points Awarded
<u>TECHNICAL CAPABILITY</u> Competence & experience of key professional staff		10 points	
<u>FINANCIAL CAPABILITY</u> Audited reports for the last 2 years		10 points	
TERMS OF CREDIT		<u>(TICK ONE)</u>	
Cash		1 point	
30 days credit		2 points	
60 days credit		3 points	
90 days credit		4 points	
Over 90 days credit		5 points	
TOTAL		25 points	

Score 25 or 0

B (ii).2.4 LEGALITY OF SUPPLIER BUSINESS		Attached/Not Attached
<u>MANDATORY REGISTRATIONS / REGULATORY REGISTRATIONS:</u>		
1	Valid Certificates, Registrations & Licenses,	(5points)
2	Copy of PIN Certificate of firm / individual	(5points)
3	Copy of Valid Tax compliance Certificate	(5points)
4	Certificate of registration/Incorporation	(5points)
5	Valid AGPO certificate	(5points)

B (iii) SUPPLIER PERFORMANCE PROFILES**B (iii) 1 RATING OF TWO CLIENTS SERVED IN THE LAST ONE YEAR****(To be filled by the client)**

Client No.	Name & full address of client	Category of goods or services rendered	Value in Kshs.	Rating of the Supplier's services (Please tick)
1				Excellent Very good Good Fair Poor
Name of officer recommending on behalf of the client				
Designation				
Signature				
Official Stamp				

Client No.	Name & full address of client	Category of goods or services rendered	Value in Kshs.	Rating of the Supplier's services (Please tick)
2				Excellent Very good Good Fair Poor
Name of officer recommending on behalf of the client				
Designation				
Signature				
Official Stamp				

B. (iii) SUPPLIER LITIGATION HISTORY

Case No.	Name of respondent	Name of applicant	Arbitrator	Outcome	Remarks
1.					
2.					
3.					

NB: You may attach additional sheet using the above format.

B. IV REGISTRATION STANDARD FORMS

These forms shall include

- a) Registration submission form
- b) Format for submission of Supplier's references at least 2 No. last 5 years.
- c) Format of curriculum vitae (CV) for staff to be involved in the tender.

B. IV.1 REGISTRATION SUBMISION FORM

Date _____

To: _____
[Name and address of client]

Ladies/Gentlemen:

We, the undersigned, submit our registration form for _____
_____ In accordance with [Title of registration]
Request for registration No.....
[Tender Number]

Dated _____ and our proposal. We are hereby submitting our
Registration documents, which includes the following attachments:

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

Our Price list as submitted by us shall be binding upon us up to expiration of the validity period
specified in the instructions to Candidates.

We understand you are not bound to accept any application you receive.

We remain,

Yours sincerely,

_____ [Authorized Signature]

_____ [Name and Title of Signature]

_____ [Name of Applicant]

_____ [Address]

B. IV.3 FORMAT OF CURRICULUM VIATE (CV) FOR STAFF TO BE INVOLVED IN THE ASSIGNMENT

Proposed Position:

Name of Staff:

Profession:

Date of Birth:

Years with firm: _____ **Nationality:** _____

[Give an outline of staff member’s experience and training most pertinent to task on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations).

EDUCATION:

[Summarize college/University and other specialized education of staff member, giving names of schools, dates attended and degree (obtained)

EMPLOYMENT RECORD:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, titles of positions held, and locations of assignments]

CERTIFICATION:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience _____ Date _____

[Signature of staff member)

_____ Date; _____

[Signature of authorized representative of the supplier] Full name, address and contact numbers of staff Member

_____ Full name, address and contact numbers of authorized representative:

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2 (b) or whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form. Part 1 –

General

Business

Name.....
Location of business premises Country/Town..... Plot
No.....Street/Road..... Postal
Address.....Tel No.....

Nature of Business.....

Current Trade Licenses No.....Expiring date.....

Maximum value of business which you can handle at any time: Kshs.....

Nature of your bankers.....

Branch

Part 2 (a)- Sole Proprietor

Your name in full.....Age.....

Nationality.....Country of origin.....

Citizenship details.....

Part 2 (b) – Partnership

Give details of partners as follows:

	Name in full	Nationality	Citizenship Details	Shares
1
2
3

I certify that the information above is correct. Full name and designation of authorized signatory.

.....

Date.....Signed.....