



NATIONAL INDUSTRIAL TRAINING AUTHORITY

REGISTRATION OF SUPPLIERS
TENDER NO. NITA/06/2017-2018

SUPPLY OF GOODS, PROVISION OF SERVICES&WORKS

CATEGORY NO.....

CLOSING DATE: 14th February, 2018 at 10.00 A.M

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TENDER NOTICE

REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, SERVICES & WORKS FOR FINANCIAL YEARS 2017/2018 -2018/2019

The National Industrial Training Authority (NITA) is a State Corporation established under the Industrial Training (Amendment) Act No. 34 of 2011 with the mandate to promote the highest standards in the quality and efficiency of industrial training in Kenya and ensure an adequate supply properly trained manpower at all levels in industry.

The Authority hereby invites applications for the registration of suppliers for provision of goods, services and works. Interested eligible supplier's/Service providers are invited to apply indicating the code and sub-category of goods or services they wish to supply/provide.

REGISTRATION OF SUPPLIERS/SERVICE PROVIDERS

CATEGORY NO.....

SUPPLY OF.....

Addressed to:

**Director General
National Industrial Training Authority
P.O. Box 74494-00200
Nairobi.**

And placed in the tender box on First floor of the main Administration Block B at the reception, National Industrial Training Authority along Commercial Street, Nairobi or sent by post to reach the above address not later than **Wednesday 14th February, 2018 at 10:00am.**

Director General

CATEGORIES OF GOODS, WORKS AND SERVICES FOR REGISTRATION OF SUPPLIERS

NO.	TENDER NUMBER	ITEM DESCRIPTION OF GOODS AND SERVICES	ELIGIBILITY
CATEGORY A-REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS			
1	NITA/G/1/2017	Supply and delivery of general office stationeries	Special group
2	NITA/G/2/2017	Supply and delivery of telephone calling cards	Special Groups
3	NITA/G/3/2017	Supply and delivery of tyres, tubes and motor vehicle batteries	Open
4	NITA/G/4/2017	Supply, delivery and repair of office furniture, fittings	Special Groups
5	NITA/G/5/2017	Supply, delivery of training materials and equipment; textile, hardware, electrical, plumbing, building, mechanical, automotive, hairdressing and carpentry	open
6	NITA/G/6/2017	Supply and delivery of cleaning materials ,detergents and disinfectant	Special Groups
7	NITA/G/7/2017	Supply and delivery of newspapers	Special Groups
8	NITA/G/8/2017	Supply and delivery of ICT equipment	open
9	NITA//G/9/2017	Supply and delivery of bottled fresh water including dispensers, bottles and refilling	Special groups
10	NITA/G/10/2017	Supply and delivery of text books	Open
11	NITA/G/11/2017	Supply and delivery of sports accessories and equipment	open
12	NITA/G/12/2017	Supply and delivery of specialized plants and equipment	open
13	NITA/G/13/2017	Supply and delivery of software and licenses	open
14	NITA/G/14/2017	Supply and delivery of laboratory chemicals, re-agents dyes and equipment	open
15	NITA/G/15/2017	Supply and delivery of motor vehicle spare	open
PROVISION OF SERVICES AND WORKS			
1	NITA/S/1/2017	Provision of cleaning, waste collection, sanitary bin collection, fumigation and pest control services	Open

2	NITA/S/2/2017	Provision of Repair and maintenance services of printers, laptops, typewriters, photocopying machines, fax, franking, and PABX telecommunication equipment and offset printing machines. (ICT Equipment).	Open
3	NITA/S/3/2017	Provision for maintenance of boreholes, repair, and service of water pumps and generators	Open
4	NITA/S/9/2017	Provision of air tickets (IATA/KATA)registered members	Open
5	NITA/S/5/2017	Provision for maintenance and servicing of training equipment(textile, mechanical, automotive ,electrical, hairdressing and carpentry)	Open
6	NITA/S/6/2017	Provision of office catering services	Open
7	NITA/S/7/2017	Provision for tagging of asset/equipment	Open
8	NITA/S/8/2017	Provision of insurance services(group medical cover , motor vehicle and asset insurance)	Open
9	NITA/S/9/2017	Provision of hotel , hospitality and conference facilities	Open
10	NITA/S/10/2017	Provision of tents, chairs ,tables, decoration and drapery	Open
11	NITA/S/11/2017	Provision of design and printing of calendars, diaries, charismas cards, brochures, magazines, booklets, annual reports, promotional and branded materials	Open
12	NITA/S/12/2017	Provision of courier services	Open

13	NITA/S/13/2017	Provision of architectural services	Open
14	NITA/S/14/2017	Provision of civil engineering services	Open
15	NITA/S/15/2017	Provision of Mechanical engineering services	Open
16	NITA/S/16/2017	Provision of Electrical engineering services	Open
17	NITA/S/17/2017	Provision of landscaping services	Open
18	NITA/S/18/2017	Provision of server maintenance services	Open
19	NITA/S/19/2017	Provision of legal services	Open
20	NITA/S/20/2017	Provision of consultancy services	Open

Special Groups include Youth, Women and Persons living with Disability who have been duly registered with the National Treasury (Directorate of Procurement). They MUST show proof of registration by providing the certificate of registration.

REGISTRATION INSTRUCTIONS

1.1 Introduction

National Industrial Training Authority would like to invite interested candidates whom must qualify by meeting these criteria as provided by NITA to perform the contract of supply and delivery or provision of goods, works and services to the Authority.

1.2 Registration Objective

The main objective is to supply and deliver assorted goods/works and also provide services under relevant tenders/quotations to the Authority as and when required during the stated period.

1.3 Invitation of Registration

Suppliers and Special Groups registered with Registered of Companies under the Laws of Kenya and the relevant Government Ministry in respect of merchandise or services are invited to submit their Registration documents to Managing Director, National Industrial Training Authority so that they may be pre-qualified for submission of quotations. Prequalification documents will be submitted in complete lot singly or in combination. The prospective suppliers are required to supply mandatory information for Registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Authority/Institutions similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the Registration criteria.

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for Registration, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Registration Documents

A copy of the completed Registration data and other requested information shall be submitted to reach;

**Director General
National Industrial Training Authority
P.O Box 74494-00200
Nairobi.**

1.8 Questions Arising from Documents

Questions that may arise from the Registration documents should be directed to the Managing Director, National Industrial Training Authority whose address is given in par 1.7

1.9 Additional Information

The National Housing Authority reserves the right request submission of additional information from prospective bidders.

- 1.10** Request for quotations will be made available only to those bidders whose qualifications are accepted by National Industrial Training Authority after scoring more than 60% points after completion of the Registration process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

Taxes on Imported Materials

The Supplier shall pay custom duty and VAT as required by the Law.

Custom Clearance

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

Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Managing Director or Tender Committee. Prices quoted should be inclusive of all delivery charges.

Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3. REGISTRATION DATA INSTRUCTIONS

Registration data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8 is to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for specific tender.

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

Qualification

It is understood and agreed that the Registration data on prospective suppliers is to be used by National Industrial Training Authority 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 National Industrial Training Authority they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capitals sufficient to satisfactorily execute the contract for goods/works/services.

Essential Criteria for Registration

3.3.1 (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or service at short notice.

3.3.2 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statements submitted with the Registration documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 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 to be filled/provided on form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6.

3.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments the Authority reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya with certificate of Registration/incorporation/Memorandum and Articles of association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate.

3.7 Registration Criteria

1	PRELIMINARY	POINT SCORE	CRITERIA APPLICABLE
	a) Copy of registration/incorporation certificates/ -05marks	30 Marks	Open & Special Group
	b) Copy of Current KRA Compliance Certificate -05marks		Open & Special Group
2.	FORMPQ 1 PREQUALIFICATION		
	a) For service provision evidence of registration with professional Bodies/authorities. In case of Special Group AGPO Certificate - 15marks		Open & Special Group
3	FORMPQ2-REGISTRATION APPLICATION		
	a) Name of the Company/firm/supplier-02marks		Open & Special
	b) E-mail address-01marks		Open & Special
	c) Postal address-01marks		Open & Special
	d) Mobile No./telephone-01marks		Open & Special
4.	FORMPQ3-SUPERVISORY PERSONNEL(must be filled	10 Marks	Open
5	FORMPQ4-FINANCIAL POSITION&TERMS OF TRADE	20 Marks	
	a) Audited & certified financial statements(for 2 years)-6 marks		Open
	b) Bank Statements for 2 years -10marks		Open
	c) Credit period (not less than 30 days) -04marks		Open
6.	FORMPQ5-CONFIDENTIAL BUSINESS QUESTIONNAIRE(must be filled accordingly)	10 Marks	Open & Special Group
7.	FORMPQ6-PAST EXPERIENCE	20 Marks	
	a) At least 3 Names of the applicants' clients in the past two years and value of the contracts entered into and completed Satisfactorily and the duration of the contract (must be listed)		Open
	b) signed contracts/LPOs/LSOs (prove of above)		Open
	c) Acceptance certificates/completion certificates(prove of above)		Open
	d) Attach at least 3 recommendation letter each from a different client		Open
8.	FORMPQ7-LITIGATION HISTORY(must be filled accordingly)	5 Marks	Open & Special Group
9.	FORMPQ8-SWORN STATEMENT(must be filled accordingly)	5 Marks	Open & Special Group
TOTAL 100 Marks for Open Category (pass mark is 75 marks and preliminary section is Mandatory). 50 Marks for Special Category			

MANDATORY REQUIREMENTS

- 1.** Copies of Certificate of registration of Business Name/
- 3.** Tax Compliance Certificate from KRA (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application.
- 4.** Copy of PIN Certificate of Firm/company or individual.
- 5.** Copy of Business Permit. - Special category exempted
- 6.** Copy of Registration certificate as a contractor by ministry of Roads and public Works and other relevant authorities (**for all civil/works contractors**). - Special category exempted
- 7.** Letter of recommendation from previous organization served for in case of Provision of services. - Special category exempted
- 8.** A profile of the owners or shareholders. - Special category exempted
- 9.** Practicing Certificate for all professionals. - Special category exempted
- 10.** **Transport Hire firms must attach evidence of having taken all the Insurance covers.**
- 11.** When mandatory for service provision, each firm must attach evidence of registration with professional bodies/authorities. In case of Special Group AGPO Certificate
- 12.** E-mail Contacts—a valid and active e-mail address, postal address and telephone Number MUST be provided.

N/B for consultancy services specify category eg. Marketing, HR, Accounting etc.

FORM PQ-2 REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We.....hereby apply
(Name of Company/Firm-Compulsory)

for registration as supplier (s) Of

.....
(Item Description)

.....
(Category)

E-mail address.....
(Compulsory)

Post Office Address
(Compulsory)

Town

Street.....

Name of building.....

Room/Office No Floor No

Telephone No.

Mobile telephone/cell phone number.....
(Compulsory)

Full Name of applicant.....
(Compulsory)

Other branches Location.....

ORGANIZATION & BUSINESS INFORMATION

Management Personnel.....Chie

f Executive

Secretary

General Manager

Treasurer

Other

Partnership (if applicable)

Names of Partners

Business founded or incorporated

.....Under presentManagementsince

..... Networth

equivalentKshs.....

Bankreference andaddress

.....

Bondingcompanyreference andaddress

Enclose copyof organization chartofthefirminindicating the main fieldsofactivities

.....

Stateanytechnological innovations orspecific attributes which distinguishyou fromyour

Competitors.....

.....

Indicate terms of trade/sale

Note—Anyinformationmarkedcompulsorymustbeprovidedfailuretowhichtheapplicantshallbe automaticallydisqualified

PQ-3

SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

.....University.....

..... PostGraduate

.....

Diploma.....

High School

Professional Qualification.....

.....

(Attach copies of certificates if any)

Length of service with contractor or supplier position held

.....

(Attach copies of certificates of key personnel in the organization and professional)

PQ-4 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. **(compulsory)**

(2) Attach letters of reference from the bankers regarding supplier's credit position.
(Compulsory)

(3) State Credit period (minimum proposed is 30 days)

(Compulsory i.e. any applicant who does not indicate the credit period and/or who indicates any credit period less than 30 days shall be automatically disqualified)

Note—Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified.

FORM PQ-5

Confidential Business Questionnaire Form

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

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

<p>Part 1 – General</p> <p>Business Name.....</p> <p>Location of business Premises.....</p> <p>Plot No..... Street/Road.....</p> <p>Postal Address..... Tel No.....</p> <p>Nature of business.....</p> <p>Current Trade License No..... Expiring date.....</p> <p>Maximum value of business which you can handle at any one time Kshs..... Name of your bankers..... Branch.....</p>
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<p>Part 2(a) – Sole Proprietor</p> <p>Your Name in full..... Age.....</p> <p>Nationality..... 1` Country of origin.....</p> <p>*Citizenship details.....</p>																					
<p>Part 2(b) Partnership</p> <p>Give details of partners as follows:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> </tr> <tr> <td>1.....</td> <td></td> <td></td> </tr> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares			1.....			1			2			3					
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2																					
3																					
<p>Part 2(c) – Registered Company</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company –</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Give details of all directors as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> </tr> <tr> <td>1.....</td> <td></td> <td></td> </tr> <tr> <td>2.....</td> <td></td> <td></td> </tr> <tr> <td>3.....</td> <td></td> <td></td> </tr> <tr> <td>4.....</td> <td></td> <td></td> </tr> <tr> <td>5.....</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares			1.....			2.....			3.....			4.....			5.....		
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5.....																					
<p>Date..... Seal/Signature of Candidate.....</p>																					

FORM PQ-PAST EXPERIENCE

A) NAMES OF THE APPLICANTS CLIENTS IN THE PAST TWO YEARS AND VALUE OF THE CONTRACTS ENTERED INTO AND COMPLETED SATISFACTORILY (at least 3 firms)

1.

- 1) Name of clients(Organization)
- 2) Address of client(Organization)
- 3) Name of contact person at the client(Organization)
- 4) Telephone No. of client.....
- 5) Value of contract.....
- 6) Duration of contract(date)

Attach the following documentalevidenceof existenceofcontract as above:

- i. **signed contracts/LPOs/LSOs**
- ii. **Acceptancecertificates/completioncertificates**
(Compulsory)

2.

- 7) Name of clients(Organization)
- 8) Address of client(Organization)
- 9) Name of contact person at the client(Organization)
- 10) Telephone No. of client.....
- 11) Value of contract.....
- 12) Duration of contract(date)

Attach the following documentalevidenceof existenceofcontract as above:

- i. **signed contracts/LPOs/LSOs**
- ii. **Acceptancecertificates/completioncertificates**
(Compulsory)

3.

- 13) Name of clients(Organization)
- 14) Address of client(Organization)
- 15) Name of contact person at the client(Organization)
- 16) Telephone No. of client.....
- 17) Value of contract.....
- 18) Duration of contract(date)

Attach the following documentalevidenceof existenceofcontract as above:

- i. **signed contracts/LPOs/LSOs**
- ii. **Acceptancecertificates/completioncertificates**
(Compulsory)

B) RECOMMENDATION LETTERS FROM THE APPLICANTS CLIENTS OF THE LAST FIVE YEARS

Attach at least 3 recommendation letters each from a different client **(compulsory)**

FORM PQ-8

SWORN STATEMENT

Having studied the Registration information for the above project I/We hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the Registration and evaluation.

Category No...

Supply/Provision of.....

Date.....

Applicant's Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal)