



**SOT TECHNICAL TRAINING INSTITUTE**

**P.O BOX 665-20400, BOMET –KENYA**

Website: [www.sotinstitute.ac.ke](http://www.sotinstitute.ac.ke)

Email: [sottechnicaltraininginstitute@gmail.com](mailto:sottechnicaltraininginstitute@gmail.com)

Phone number: 0707-042-067



**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICE AND WORKS FOR  
FINANCIAL YEAR 2023-2024 / 2024-2025.**

**PRE-QUALIFICATION NO.....**

**DESCRIPTION.....**

**IF SPECIAL GROUP, PLEASE INDICATE BELOW (✓)**

**WOMEN ( )**

**YOUTH ( )**

**PERSONS WITH DISABILITY ( )**

**CLOSING DATE: 16<sup>TH</sup> MAY 2023 AT 12:00PM**

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## **SECTION 1: INVITATION FOR REGISTRATION OF SUPPLIERS**

Sot technical training institute intends to register suppliers for various Goods, Works and Services for the financial year 2023/2025. Interested eligible suppliers are invited to apply for registration, indicating the category of goods, works or services they wish to apply for.

Original copy of the Completed pre-qualification document and other requested information shall be submitted to reach:

**TO:**  
**THE BOG SECRETARY**  
**SOT TECHNICAL TRAINING INSTITUTE**  
**P.O BOX 665-20400,**  
**BOMET.**  
**CELL PHONE NO.:0707-042 - 067**

A complete set of pre-qualification documents may be obtained by interested candidate from **SOT TTI website ([www.sotinstitute.ac.ke](http://www.sotinstitute.ac.ke))** free of charge or at procurement.

Completed prequalification documents in a plain sealed envelope, clearly marked “REGISTRATION OF SUPPLIERS FOR “2023/2025 and bearing the respective REFERENCE NUMBER & CATEGORY description but no indication of the applicant, should be deposited in the Tender Box at administration block main entrance or sent by post address provided so as to be received on or before **16<sup>th</sup> May 2023 Tuesday at 12:00pm:**

Any canvassing or late submission will lead to automatic disqualification.

<b>REGISTRATION NUMBER</b>	<b>DESCRIPTION OF GOODS,WORKS,SERVICES</b>	<b>ELIGIBILITY</b>
STTI/PQ1/2023-2025	Supply and delivery of general stationery	Open
STTI/PQ2/2023-2025	Supply and delivery of printed sports uniforms, sports kits, equipment.	Y,W,PWD
STTI/PQ3/2023-2025	Supply and delivery of bread and related items	Y,W,PWD
STTI/PQ4/2023-2025	Supply and delivery of kitchen cutleries and equipment	Y,W,PWD
STTI/PQ5/2023-2025	Supply and delivery of human drugs, medical lab reagents, and equipment	Open
STTI/PQ6/2023-2025	Supply of general dry foodstuffs e.g. sugar, rice, maize four and wheat flour	Open
STTI/PQ7/2023-2025	Supply and delivery of General hardware materials and paints	Open
STTI/PQ8/2023-2025	Supply and delivery of beef, goat meat and lamb	Open
STTI/PQ9/2023-2025	Supply and delivery of electrical materials and electronics	Open
STTI/PQ10/2023-2025	Supply and delivery of cleaning materials e.g. soaps, detergents and disinfectant	Y,W,PWD
STTI/PQ11/2023-2025	Supply and delivery of green grocer and fruits.	Y,W,PWD
STTI/PQ12/2023-2025	Supply and delivery of chicken, eggs ,fish and pork	Open
STTI/PQ13/2023-2025	Supply and delivery of clothing and textile materials, tools and equipment e.g. fabric, sewing machines	Open
STTI/PQ14/2023-2025	Supply and delivery of science laboratory chemicals, reagents, apparatus and equipment	Open
STTI/PQ15/2023-2025	Supply and delivery of mineral water, alcoholic drinks and soft drinks e.g. wine ,beer etc	Y,W,PWD

STTI/PQ16/2023-2025	Supply and delivery of computers, printers, laptops, scanners, UPS,, smart phones and cameras	Open
STTI/PQ17/2023-2025	Supply and delivery of firefighting equipment installation and servicing.	Y,W,PWD
STTI/PQ18/2023-2025	Supply and delivery of Fresh Milk and milk products.	Open
STTI/PQ19/2023-2025	Supply and delivery of fuel, kerosene ,diesel, lubricant and petrol.	Open
STTI/PQ20/2023-2025	Supply and delivery of hair dressing materials , cosmetic and equipment eg braids, hair relaxer and shampoo	Y,W,PWD
STTI/PQ21/2023-2025	Supply of staff uniforms, linen, curtains and bedding	Y,W,PWD
STTI/PQ22/2023-2025	Supply and delivery of farm inputs, tools and equipment.	Open
STTI/PQ23/2023-2025	Supply and delivery of plumbing materials e.g. fitting and pipes,	Open
STTI/PQ24/2023-2025	Supply and delivery of flowers and indoor plants.	Y,W,PWD
STTI/PQ25/2023-2025	Supply and delivery of office furniture, cabinets, lecture chairs, fittings and tables	Open
STTI/PQ26/2023-2025	Supply and delivery of building materials –(sand, quarry stones, ballast ,hardcore)	Open
STTI/PQ27/2023-2025	Supply and delivery of frames, timbers, Round poles and fencing posts	Open
STTI/PQ28/2023-2025	Supply and delivery of text books, periodicals, journals.	Open
STTI/PQ29/2023-2025	Supply and delivery of tires, tubes, batteries, spare parts for Motor vehicles , tractor and motor cycles	Open
STTI/PQ30/2023-2025	Supply and delivery of fridges, deep freezers, oven, cookers and water dispensers.	Y,W,PWD
STTI/PQ31/2023-2025	Supply and delivery of dry fire wood and charcoal	Y,W,PWD
STTI/PQ32/2023-2025	Supply and delivery of tonners, cartridges and computer accessories	Y,W,PWD
STTI/PQ33/2023-2025	Supply and delivery of carpentry machines, welding machines, mechanical machines, mechanical materials	Open

	survey machines and equipment, tools and accessories.	
STTI/PQ34/2021/2023	Supply and delivery of calling cards and airtimes.	Y,W,PWD
STTI/PQ35/2021/2023	Supply and installation of intercom, intercom accessories and maintenance (landline telephone installation) .	Open
STTI/PQ36/2023-2025	Supply, installation of CCTV cameras	Open
STTI/PQ37/2023-2025	Provision of minor building works, small works, repairs and maintenance services and civil works.	Open
STTI/PQ38/2023-2025	Provision of welding and fabrication services.	Open
STTI/PQ39/2023-2025	Provision of maintenance and servicing of office equipment and machines e.g. photocopiers, printers and computers.	Open.
STTI/PQ40/2023-2025	Provision of consultancy service on environmental impact assessment and environmental Audit.	Open
STTI/PQ41/2023-2025	Repair and maintenance of kitchen machines and equipment Jikos, oven, refrigerators, cookers.	open
STTI/PQ42/2023-2025	Provision of asset and property valuation services, tagging and creation of master asset register.	Open
STTI/PQ43/2023-2025	Provision of consultancy service for preparation of Bill of Quantities and architectural drawings.	Open
STTI/PQ44/2023-2025	Provision of car hire and taxi services (vehicle must be insured comprehensively)	Open
STTI/PQ45/2023-2025	Provision of repair services and maintenance of motor vehicles, motor cycle, tractor, plant and equipment.	Open
STTI/PQ46/2023-2025	Provision of advertising services	Open
STTI/PQ47/2023-2025	Provision of general insurance services (motor vehicle, WIBA, and student on attachment)	Open
STTI/PQ48/2023-2025	Supply and delivery of printed stationery and general printing service e.g. printed receipt, calendars, diaries and student ID's	Y,W,PWD
STTI/PQ49/2023-2025	Supply and delivery of stainless steel catering equipment and related kitchen wares.	Y,W,PWD

STTI/PQ50/2023-2025	Provision of veterinary services	Open
STTI/PQ51/2023-2025	Provision of security training services.	Open
STTI/PQ52/2023-2025	Design, printing & delivery of promotional and corporate branded materials e.g T-shirts, cups, umbrellas etc	Y,W,PWD
STTI/PQ53/2023-2025	Provision of sanitary disposal services.	Open
STTI/PQ54/2023-2025	Provision of internet connectivity services.	Open
STTI/PQ55/2023-2025	Supply, installation and maintenance of signage	Y,W,PWD
STTI/PQ56/2023-2025	Repair and maintenance services of sewing machines and related equipment.	Open
STTI/PQ57/2023-2025	Repair and maintenance of generator	Open
STTI/PQ58/2023-2025	Provision of carpentry service	Open
STTI/PQ59/2023-2025	Provision of cleaning service	Open
STTI/PQ60/2023-2025	Repair and maintenance of generator	Open
STTI/PQ61/2023-2025	Supply and delivery of cooking gas	Y,W,PWD
STTI/PQ62/2023-2025	Supply and delivery of gym equipment	Open

## **SECTION II- INSTRUCTION TO APPLICANTS**

### **1.1 Introduction**

Sot Technical Training Institute would like to invite interested candidates who must qualify by meeting the set criteria as provided in this Pre-Qualification Document and eligible to perform the contract for the supply of goods, services and works.

### **1.2 Invitation for Registration**

Suppliers registered with the Registrars of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their tender documents to **SOT TECHNICAL TRAINING INSTITUTE** So that they may be considered for tender award. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for Tender award.

**1.3 Prospective** suppliers and contractors must have carried out successful delivery of similar services to Government/Corporate/institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

### **1.4 Submission of application**

Applications for registration shall be submitted in a sealed envelope marked with the category name and reference number and deposited in the Tender Box located at the administration block.

### **2.5 Eligibility of applicants**

**2.5.1** This invitation for registration is open to all candidates who are eligible as defined in the Kenya Public Procurement Law and regulations.

**2.5.2** Sot Technical Training Institute employees, Committee Members, Board Members and their Relatives' (Spouse and Children) are not eligible to participate.

**2.3.3** Any public owned sector or Company may be eligible to qualify if in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a defendant agency of another public entity



## **2.6 Qualification Criteria**

**2.6.1** The attached questionnaire forms described are to be completed by prospective suppliers/contractors who wish to be registered as suppliers.

**2.6.2** The registration application forms which are not filled out completely and submitted in the prescribed manners will not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

**2.6.3** The Pre-qualification documents 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.

## **2.7 Essential Criteria for tender award**

**2.7.1 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 the contract at short notice.

**2.7.2 General experience:** The applicant shall meet the following minimum criteria: Average turnover of over Kshs. 500,000 for the last 2 years (not applicable to Youth, Women and Persons with Disability)

## **2.8. Financial Condition**

The supplier's financial condition will be determined by latest financial statement submitted with the tender documents. Potential suppliers/contractors will be awarded for tender 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 P Q-4. However, potential bidders should provide evidence of financial capability to execute the Contract

**2.9 Litigation history:** the applicant should provide accurate information about ligation or arbitration resulting from contracts completed or uncompleted under its execution.

### **2.9.10. Past performance**

Past performance will be given due consideration in qualified bidders. Letter of reference and or copies of order/contracts from past customers should be included in form PQ-4.

### **2.9.11 Statement**

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

### **2.10 Withdrawal of tender**

Should a condition arise between the time the firm is inviting to bid and the bid opening date which in the opinion of the client/Sot Technical Training Institute could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, Sot Technical Training Institute reserves the right to reject the tender from such a bidder even though he was initially awarded for tender.

**2.10.1** 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.

**2.10.2** The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

**SECTION III: APPLICATION FORMS.**

**Form I LETTER OF REGISTRATION**

Registration category Ref No: .....

Category Description.....

**TO:**

**BOG SECRETARY**

**SOT TECHNICAL TRAINING INSTITUTE**

**P.O Box 665-20400**

**BOMET**

**Dear Sir:**

1. Having examined the application documents including Addenda No/s ..... of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver goods, works or services to Sot Technical Training Institute and as may otherwise be directed (Category Number and name) ..... and in conformity with the said application documents all or part of the items/supply/services/works in this category or such other items that may be required and are within our capability to supply.

2. We undertake if our application is acceptable to deliver goods/services with accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer/s of the technical.

3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.

4. We understand

a. That this is not a tender or quotation but an application for consideration to be Registered as a Sot Technical Training Institute Supplier for goods, services and works included or related to this category during the period between 1 st July 2023 and 30th June 2025

b. That you are not bound to accept this application or any other that you may receive.

5. We have attached to this application copies of original documents of:

a) Registration/ incorporation certificate

b) PIN Certificate

c) VAT Certificate

d) Valid tax compliance certificate

e) Audited account for the last two (2) financial years OR Bank statement of the last six (6) months (special groups) We make this application with full understanding that:

i. Bids by registered applicants will be subject to verification of all information submitted.

ii. Request for quotations and bids will only be called from registered bidders who meet the requirements.

The undersigned declare that the statements made and the information provided in the duly completed application are complete made, true and correct in every detail. Sign and stamp

Sign and stamp .....

Witnessed by .....

Designation .....

Date .....

**FORM 2: CONFIDENTIAL BUSINESS QUESTIONNAIRES**

You are requested to give the particulars indicated in part 1 and either part 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.

**Part 1 – General:**

Business Name.....  
Location of business  
Premises.....  
Plot No. .... Street /Road .....  
Postal Address ..... Tel. No.....  
Nature of business .....  
Current Trade License NO..... Expiring date .....  
Maximum value of business which you can handle at any one time: Kshs.....  
Name of your bankers..... Branch.....

**Part 2 (a) – Sole Proprietors**

Your name in full .....Age.....  
Nationality.....Country of origin.....Email .....  
Citizenship details.....

**Part 2(b) – Partnership**

Give details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

**Part 2 (c) – Registered Company**

Private or Public

.....  
.....  
State the nominal and issued capital of company: -

Nominal's..... Issued:

.....  
Give details of all directors as follows: -

Name Nationality Citizenship Details Shares

1.....

2.....

3.....

4.....

5.....

**Date .....****Signature of**

**Candidate.....**

If Kenya citizen, indicate under "Citizenship Details" whether by birth, Naturalization or Registration.

**FORM 3: CAPABILITY AND COMPETENCE TO DELIVER GOODS, SERVICES AND SMALL WORKS**

1. Products/services you want to be considered to supply.....

2. Number of staff .....

3. Are you a manufacture/wholesaler/retailer or distributor.....?

4. Can we trade on e-procurement platform with your company (yes/No)?

.....

5. What is your average response time to a request for quotation/proposal?

.....

6. What is your average response time to delivery of goods/service after issuance of a purchase order/s.....

7. Have you at any one time been requested to quote for the supply of goods services and failed to return the quotation without assigning reason for your action?.....

8. If you are a current or previous supplier of goods and services to Sot Technical Training Institute, have you at any time been issued with a purchase order and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?

.....

.....

.....

9. Indicate the maximum amount of business with (in financial terms) your company can handle at any given time Kshs .....

**FORM 4- PAST EXPERIENCES**

**1. Number of years the company has been in operation.....**

**Referees:**

**Applicant’s three reputable clients in the last 3 years (filled and signed by the clients)**

- 1. Name of Client (organization) .....  
Address of Client (organization).....  
Name of contact person at the client (organization) .....  
Signature .....  
Company rubber stamp.....  
Telephone No. of client .....
  
- 2. Name of the company.....  
Postal Address of client.....  
Name of contact person at the client.....  
Signature .....  
Company rubber stamp.....  
Telephone No. of client.....
  
- 3. Name of the company.....  
Postal Address of client.....  
Name of contact person at the client.....  
Signature .....  
Company rubber stamp.....  
Telephone No. of client.....

**(Attach documental evidence of existence of contract) e.g. L.P. Os/L.S. Os, completion Certificates, letter of award, signed contract**



**FORM 5- FINANCIAL CAPABILITY**

**Name applicants** .....

You are required to demonstrate that the company’s financial position is healthy enough to enable you transact business with sot technical training institute by showing that it has access to or has available liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide audited accounts or bank statement for the last six months).

1. Attach a copy of firm’s two audited accounts/certified financial statements giving summary of assets and current liabilities/ or any other financial support
2. Credit period: please indicate the credit period you are willing to offer sot technical training institute.....
3. Annual turnover: What is your annual turnover.....
4. Banker: Name of the bank.....  
Address of the banker .....  
Telephone No.....  
Contact name and title .....  
Fax .....  
Email address .....

**FORM 6:**

**PROCLAMATION/SWORN STATEMENT/DECLARATION (to be certified by commissioner of oaths)**

I/we the undersigned, state that, all the information we have given provided in this document is correct/ accurate to the best of our knowledge and that I/we give sit technical training institute to seek reference it may deem vital while carrying out their evaluation. I/we also hereby declare that the company is not debarred from participating in any public procurement proceeding.

Name of the applicant ..... Designation ..... Signature.....

Witnessed by ..... Designation .....Signature .....

**Official stamp**

State if you have relationship with or related to sot technical training institute (how)

.....  
.....

Information submitted by .....

**Title** .....

**Signature** .....

**Stamp** .....

**FORM 7**

**DETAILS OF LITIGATION OR ARBITRATION PROCEEDINGS IN WHICH THE TENDERER IS INVOLVED AS ONE OF THE PARTIES (to be certified by commissioner of oaths)**

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....

## **SECTION V: EVALUATION CRITERIA**

Evaluation criteria for AGPO (registered special group for women, youth and people with disability)

### **MANDATORY REQUIREMENT**

- i. Valid Business Registration Certificate
- ii. PIN certificate/VAT Certificate
- iii.** Valid AGPO certificate
- iv. Duly filled and confidential business questionnaire with disclosure of directors/partners, sole proprietors
- v. Valid/ current tax compliance

**NOTE: All these documents must be submitted for the company or organization to be registered as a supplier.**

### **Evaluation criteria for open group or organization to be registered as a supplier.**

- i. Company Registration Certificate (Registration Certificate/ Certificate of Incorporation)
- ii. PIN certificate/VAT Certificate
- iii. Duly filled and confidential business questionnaire with disclosure of directors/partners, sole proprietors
- iv. Valid/ current tax compliance
- v. Certified copies of the audited account for the last 2 financial years
- vi. Current/ valid business permit
- vii. Availability of physical office.
- viii. Valid NCA registration certificate

**The supplier who do not satisfy any of the above requirements shall be considered non-responsive.**