



**REPUBLIC OF KENYA  
MAWEGO TECHNICAL TRAINING INSTITUTE**

**READVERTISEMENT OF SECURITY SERVICES**

**FINANCIAL YEAR 2020 - 2022**

**TENDER NO. MTTI/PQ/33/2020 - 2022**

**CLOSING DATE: THURSDAY**

**12<sup>TH</sup> NOVEMBER, 2020 AT 11.00 A.M.**

## Table of Contents

### INVITATION TO TENDER

1.0	Table of Contents .....	2
	Invitation letter .....	3
	Tender advert .....	3

### **PRE-QUALIFICATION INSTRUCTIONS ..... 5**

1.1	Introduction .....	5
1.2	Pre-qualification Objective .....	5
1.3	Invitation of Pre-qualification .....	5
1.4	Experience .....	5
1.5	Pre-qualification Document .....	5
1.7	Return of Pre-qualification Documents .....	5
1.8	Questions Arising from Documents .....	6
1.9	Additional Information.....	6

### **2. BRIEF CONTRACT REGULATIONS/GUIDELINES ..... 6**

2.1	Taxes on Imported Materials .....	6
2.2	Customs Clearance .....	6
2.3	Contract Price .....	6
2.4	Payments .....	6

### **3. PRE-QUALIFICATION DATA INSTRUCTIONS ..... 6**

3.1	Pre-qualification data forms .....	6
3.2	Qualification .....	7
3.3	Past Performance .....	7

### **3.4 Statement ..... 7**

### **3.5 Withdrawal of Prequalification ..... 7**

### **FORM PQ-1 PRE-QUALIFICATION ..... 8**

### **FORM PQ-2 PRE-QUALIFICATION DATA ..... 8**

### **FORM PQ-3 CONFIDENTIAL BUSINESS QUESTIONNAIRE ..... 10**

### **FORM PQ-4 PAST EXPERIENCE ..... 11**

### **FORM PQ-5 LITIGATION HISTORY ..... 12**

### **FORM PQ-6 SWORN STATEMENT ..... 13**

### **IMPORTANT PRE-REQUISITES (EVALUATION CRITERIA) ..... 14**

	Mandatory Requirements: .....	14
	Detailed evaluation criteria .....	14

### **FORM RB 1 ..... 15**

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

Mawego Technical Training Institute would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract supply and delivery of goods and services to the Institute.

### **1.2 Pre-qualification Objective**

The main objective is to provide goods and services under relevant tenders/quotations to the Principal, Mawego Technical Training Institute as and when required during a period of 24 months.

### **1.3 Invitation of Pre-qualification**

Service/Goods provider registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to THE PRINCIPAL, MAWEGO TECHNICAL TRAINING INSTITUTE so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective Service provider are required to supply mandatory information for pre-qualification.

### **1.4 Experience**

Prospective service/goods providers must have carried out successful service provision to The public/private institutions of similar size and complexity. Potential service/goods provider must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### **1.5 Pre-qualification Document**

This document includes questionnaire forms and documents required of prospective service provider.

### **1.6**

In order to be considered for pre-qualification, prospective service/goods provider must submit all the information herein requested.

### **1.7 Distribution of Pre-Qualification Documents**

One copy of the completed pre-qualification data and other requested information shall be submitted to reach:

**Principal  
Mawego Technical Training Institute  
P. O. BOX 289, 40222  
OYUGIS**

---

**Not later than Thursday 12<sup>TH</sup> NOVEMBER, 2020 at 11.00 a.m.**

## **1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the Principal, Mawego Technical Training Institute whose address is given in point 1.7

## **1.9 Additional Information**

The Institute reserves the right to request submission of additional information from prospective bidders.

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The Supplier will have to pay custom duty and VAT as applicable for all materials to be supplied unless the item(s) is/are donor funded.

### **2.2 Customs Clearance**

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

### **2.3 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 C. E. O. Prices quoted should be inclusive of all VAT and delivery charges.

### **2.4 Payments**

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

## **3. PRE-QUALIFICATION DATA INSTRUCTIONS**

### **3.1 Pre-qualification data forms**

**3.1.1** The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, and PQ-6 are to be completed by prospective service/goods provider/contractors who wish to be pre-qualified for submission of tender for the specific tender.

**3.1.2** 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.

## **3.2 Qualification**

- 3.2.1** It is understood and agreed that the pre-qualification data on prospective bidders is to be used by The Institute 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.
- 3.2.2** Prospective bidders will not be considered qualified unless in the judgment of The Institute they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

## **3.3 Past Performance**

Past performance/ experience similar to tender applied for will be considered.

## **3.4 Statement**

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

## **3.5 Withdrawal of Prequalification**

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/The 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, The Institute reserves the right to reject the tender from such a bidder even though he was 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 Article 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

## FORM PQ-1 PRE-QUALIFICATION

### All firms must attach (Mandatory):-

- Business Registration Certificate/ Certificate of Incorporation.
- Pin Certificate
- Valid Tax Compliance Certificate
- Duly completed, signed and stamped confidential business questionnaire

## FORM PQ-2 PRE-QUALIFICATION DATA

### REGISTRATION APPLICATION FORM

I/We ..... hereby apply for registration as service/goods provider(s)

(Name of Company/Firm)

of .....  
(Item Description)

.....  
(Category No.)

Post Office Address .....

Town .....

Street .....

Name of building .....

Room/Office No. .... Floor No. ....

Telephone Nos. ....

Full Name of applicant .....

Other branches location .....

### 2. Organization & Business Information

Management Personnel .....

Chief Executive .....

Secretary .....

General Manager .....

Treasurer .....

Other .....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated .....

4. Under present management since .....

5. Net worth equivalent Kshs. ....

6. Bank reference and address .....

.....

7. Bonding company reference and address .....

8. Enclose copy of organization chart of the firm indicating the main fields of activities .....

9. State any technological innovations or specific attributes which distinguish you from your competitors .....

.....

.....

10. Indicate terms of trade/sale

**FORM PQ-3**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE  
REPUBLIC OF KENYA  
CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I 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><i>Part I- General :</i></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: K£.....</p> <p>Name of your bankers..... Branch .....</p>																									
<input type="checkbox"/>	<p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full..... Age.....</p> <p>Nationality..... Country of origin.....</p> <p>*Citizenship details.....</p>																								
<input type="checkbox"/>	<p><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows:</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 25%;">Name</th> <th style="text-align: center; width: 25%;">Nationality</th> <th style="text-align: center; width: 30%;">Citizenship Details</th> <th style="text-align: center; width: 20%;">Shares</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....								
Name	Nationality	Citizenship Details	Shares																						
.....	.....	.....	.....																						
.....	.....	.....	.....																						
.....	.....	.....	.....																						
<input type="checkbox"/>	<p><i>Part 2 ( c) – Registered Company:</i></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal K£.....</p> <p style="padding-left: 20px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 25%;">Name</th> <th style="text-align: center; width: 25%;">Nationality</th> <th style="text-align: center; width: 30%;">Citizenship Details</th> <th style="text-align: center; width: 20%;">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	Citizenship Details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....	5. ....	.....	.....	.....
Name	Nationality	Citizenship Details	Shares																						
1. ....	.....	.....	.....																						
2. ....	.....	.....	.....																						
3. ....	.....	.....	.....																						
4. ....	.....	.....	.....																						
5. ....	.....	.....	.....																						
<p>Date ..... Signature of Candidate.....</p>																									

\*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.



**FORM PQ-4 PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS**

**NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

- 1. i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- iii) Name of Contact Person at the client (organization) .....
- iv) Telephone No. of Client .....
- v) Value of Contract .....
- vi) Duration of Contract (date) .....
- (Attach documental evidence of existence of contract)

- 2. Name of 2<sup>nd</sup> Client (organization)
- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- vii) Name of Contact Person at the client (organization) .....
- viii) Telephone No. of Client .....
- ix) Value of Contract .....
- x) Duration of Contract (date) .....
- (Attach documental evidence of existence of contract)

- 3. Name of 3<sup>rd</sup> Client (organization)
- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- xi) Name of Contact Person at the client (organization) .....
- xii) Telephone No. of Client .....
- xiii) Value of Contract .....
- xiv) Duration of Contract (date) .....
- (Attach documental evidence of existence of contract)

- 4. Others
- .....



**FORM PQ-6 SWORN STATEMENT**

Having studied the pre-qualification information for the above project we/I 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 the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.

**Date** .....

**Applicant's Name** .....

**Represented by** .....

**Signature** .....

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

**ARE YOU SUPPLYING SERVICES OR GOODS:**

**GOODS - .....**

**SERVICES - .....**

## IMPORTANT PRE-REQUISITES (EVALUATION CRITERIA)

### Mandatory Requirements:

- Must be a registered firm in Kenya with a certificate of registration, incorporation. Copy of which must be attached.
- Be Kenya Revenue Authority (KRA) compliant and up-to-date with income tax and VAT return. Attach copy of PIN certificates and valid Tax compliance certificates.
- Duly filled registration application form (PQ -2)
- Dully filled, signed and stamped confidential business questionnaire (PQ-3)
- The Director(s) MUST have trained in Security Management (attach relevant documents).
- Provide certified copy of Registration Certificate by Private Security Authority as per Private Security Regulation Act No. 13 of 2016

### Detailed evaluation criteria

No	Description of Criteria	Weighting Scores	Max Scores
1.	Number of years in the supply of goods and Services	Year of Registration / incorporation – 2 marks	2
2.	Submit bank statement for the and Audited books of accounts as directed on category requirements	2 mark for each month	16
3.	Provide a list of clients and references to which the company has done similar work in the last two (2) years. Provide evidence of work done e.g LPO/LSO	5 clients with recommendation letters from the clients- 2 marks each List of clients without letters – 0.5 marks each.	10
4.	Attach company profile	Company profile	5
5.	Provide 5 relevant orders / contracts from different corporate / the Institute ministry / Department each performed in the past 2 years. (PQ 4)		10
6.	Names and qualifications of at least two each of key management and technical staff (Provide curriculum vitae). Provide curriculum vitae	Two mgt and two technical staff – 2.5 mark each	10
7.	Attach current county council license	License attached – 6 marks	6
8.	Sworn statement	Dully filled and signed PQ 6 form	6
	<b>TOTALS SCORE</b>		<b>65</b>

**Pass mark 50**



# MAWEGO TECHNICAL TRAINING INSTITUTE

P.O BOX 289 - 40222 OYUGIS - KENYA.

Cell: Tel: 0734 - 156 640 Tel: 020 - 353092

email: mawegotechnical@gmail.com, mawegoinstitute@yahoo.com

## MTTI /PQ/33/2020-2022 PROVISION OF SECURITY SERVICES

Requirement for the category

1. Copy of certified bank statement for the last one year and audited books of accounts for last 2 years.
2. Special groups must be registered with the national treasury/county governments and related bodies (attach copies of certifications e.g. AGPO)
3. Youth, women and people with disabilities are encouraged to participate especially in the reserved categories
4. We recommend a security survey to establish any security gaps as well as exact numbers before providing cost.

DIVISION	ITEM DESCRIPTION		GUARDS	COST PER HEAD	TOTAL COST
GUARDING	DAY/NIGHT GUARD	1 MAIN GATE			
		2 SIDE GATES			
		STAFF QUARTERS			
		INSTITUTE AS A WHOLE			
	<b>TOTAL</b>				

SIGNATURE AND STAMP OF TENDERER .....

### OFFICIAL USE

OPENED BY:.....DESIGNATION.....

CHECKED BY:.....DESIGNATION.....

DATE:.....

**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of .....dated the...day of .....20.....in the matter of Tender No.....of .....20...

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical address.....Fax No.....Tel. No.....Email ....., hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-

- 1.
  - 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that:

- 1.
  - 2.
- etc

SIGNED ..... (Applicant)

Dated on.....day of ...../...20...

---

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of .....20.....

SIGNED  
Board Secretary