



**MATILI TECHNICAL TRAINING  
INSTITUTE**

P.O. BOX 76 — 50204, KIMILILI

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**REGISTRATION OF SUPPLIERS FOR GOOD,  
WORKS & SERVICES  
FY 2026/2027 and FY 2027/2028**

**SUBMIT ONE COPY BY 22<sup>nd</sup> MAY 2026 10AM**

**TO  
CHIEF PRINCIPAL/ SECRETARY, BOG  
MATILI TECHNICAL TRAINING INSTITUTE  
P.O BOX 76-50204  
KIMILILI**

**TENDERERS NAME: .....**

**CATEGORY NO: .....**

**CATEGORY DESCRIPTION .....**

**IF SPECIAL GROUP PLEASE INDICATE BELOW:**

- WOMEN**
- YOUTH**
- PERSONS WITH DISABILITY**

## SECTION I INVITATION FOR REGISTRATION

Tender No: **MATTI/PREQ/01/2026/2027, 2027/2028**

Tender name: **REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2026/2027, 2027/2028.**

Matili Technical Training Institute was established in 1959 as a Vocational Youth Center that was elevated to a Youth Polytechnic in 1971, then a Village Polytechnic under the sponsorship of the Friends Church. The Institute was elevated to its current status in April 2009 when it was moved from the Ministry of Youth Affairs and Sports to the Ministry of Higher Education, Science and Technology and certified to offer courses in Craft and Diploma levels.

MATILI TTI invites applications for the registration of interested and qualified Suppliers, Contractors and Consultants in the following categories for the financial years **2026/2027, 2027/2028.**

**Note:** All eligible and prospective tenderers are advised to register their companies on the **e-GP system**, as most procurements and invitations to tender will be conducted through the platform.

<b>CATEGORY A-TENDER (FY 2026-2027)</b>				
<b>S/N O.</b>	<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>SPECIAL CONDITIONS (where applicable)</b>	<b>ELIGIBILITY</b>
1.	MaTTI/TNDR/2026-2027/1	Provision of security services	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
2.	MaTTI/TNDR/2026-2027/2	Provision of insurance service for students on attachment, Motor vehicles, assets and staff	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
3.	MaTTI/TNDR/2026-2027/3	Provision of sanitary services	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
4.	MaTTI/TNDR/2026-2027/4	Supply and delivery computers	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
<b>CATEGORY B- REGISTRATION OF SUPPLIERS FY 2026- 2028</b>				

	<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>SPECIAL CONDITIONS (where applicable)</b>	<b>ELIGIBILITY</b>
	<b>CATEGORY B – GOODS</b>			
5.	MaTTI/TNDR/2026-2028/5	Supply and Delivery of Newspapers, Publications, Books and Periodicals	Letters of recommendation	Open
6.	MaTTI/TNDR/2026-2028/6	Supply and delivery of fresh meat, meat products		Open
7.	MaTTI/TNDR/2026-2028/7	Supply and Delivery of Chicken, chicken products, fish and fish products	AGPO Certificate	Women, PWD, youth
8.	MaTTI/TNDR/2026-2028/8	Supply delivery of detergents and cleaning materials	AGPO Certificate	Women, PWD, youth
9.	MaTTI/TNDR/2026-2028/9	Supply and delivery of General building materials i.e Ballast, Hard-core, sand	Letters of recommendation	Open
10.	MaTTI/TNDR/2026-2028/10	Supply and delivery of bread	Letters of recommendation	Open
11.	MaTTI/TNDR/2026-2028/11	Supply and delivery of fruits, vegetables, potatoes and yams, onions, tomatoes and kitchen ingredients	AGPO Certificate	Women, PWD, youth
12.	MaTTI/TNDR/2026-2028/12	Supply and delivery of human medicine and sanitary material	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
13.	MaTTI/TNDR/2026-2028/13	Supply and delivery of fuel, lubricant and LPG Gas	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
14.	MaTTI/TNDR/2026-2028/14	Supply and delivery of beauty products	AGPO Certificate	Women. PWD, youth
15.	MaTTI/TNDR/2026-2028/15	Supply and delivery of textbooks and reference materials	Letters of recommendation	Open
16.	MaTTI/TNDR/2026-2028/16	Supply and delivery of Sporting and games Equipment	Letters of recommendation	Open

17.	MaTTI/TNDR/ 2026- 2028/17	Supply and delivery of automotive materials eg Motor Vehicles spare parts e.g Tyres, Tubes, and Batteries	Letters of recommendation	Open
18.	MaTTI/TNDR/ 2026- 2028/18	Supply and delivery of computer hardware, computer software and accessories, printers, tonners, ups, cartridges, and printing ink	Letters of recommendation	Open
19.	MaTTI/TNDR/ 2026- 2028/19	Supply and delivery of staff uniforms, T-shirts, curtains, blinders, mattresses, Curtains, cushions, and sheeting	AGPO Certificate	Women, PWD, youth
20.	MaTTI/TNDR/ 2026- 2028/20	Supply and delivery of Timber and timber products eg door frames	Letters of recommendation	Open
21.	MaTTI/TNDR/ 2026- 2028/21	Supply and delivery of hardware and plumbing materials	Letters of recommendation	Open
22.	MaTTI/TNDR/ 2026- 2028/22	Supply and delivery of electrical and electronic materials and appliances	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
23.	MaTTI/TNDR/ 2026- 2028/23	Supply and delivery of cereals	AGPO Certificate	Women, PWD, youth
24.	MaTTI/TNDR/ 2026- 2028/24	Supply and delivery of stationeries	AGPO Certificate	Women ,PWD, youth
25.	MaTTI/TNDR/ 2026- 2028/25	Supply and delivery of dry food stuffs ( Eg Rice, sugar, wheat flour etc)and branded drinking water	Letters of recommendation	Open
26.	MaTTI/TNDR/ 2026- 2028/26	Supply and delivery of charcoal and wood fuel	Letters of recommendation	Open
27.	MaTTI/TNDR/ 2026- 2028/27	Supply and delivery of clothing and textile materials	Letters of recommendation	Open
28.	MaTTI/TNDR/ 2026- 2028/28	Supply and delivery of firefighting equipment and servicing	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open

29.	MaTTI/TNDR/ 2026- 2028/29	Supply and delivery of office furniture, fittings, tents	Letters of recommendation	Open
30.	MaTTI/TNDR/ 2026- 2028/30	Supply and Delivery of Sewing machines/Spare parts and Hospitality Equipment i.e. Cutlery, Crockery, Kitchen Equipment, Laundry equipment	Letters of recommendation	Open
31.	MaTTI/TNDR/ 2026- 2028/31	Supply and delivery of Livestock, farm inputs, seeds, fertilizer, pesticides, animal feeds and dry hay.	Letters of recommendation	Open
32.	MaTTI/TNDR/ 2026- 2028/32	Supply and delivery of tree/flower seedlings		Open
33.	MaTTI/TNDR/ 2026- 2028/33	Supply and delivery of science laboratory equipment and reagents	Letters of recommendation	Open
	<b>CATEGORY B – SERVICES</b>			
34.	MaTTI/TNDR/ 2026- 2028/34	Provision of repair services-generator and lawn mower, Grass cutter Refrigerators, Freezers, electric and gas cookers, jikos and other related equipment	Letters of recommendation	Open
35.	MaTTI/TNDR/ 2026- 2028/35	Registration for provision of printing services and promotional materials i.e. Banners, brochures, branded T- shirts etc	AGPO Certificate	Women, PWD, youth
36.	MaTTI/TNDR/ 2026- 2028/36	Provision of building and contractors works class F and above ( minor works) Building Construction, Carpentry services, welding works, General Civil Works, Electrical Works and Plumbing. (Specify the category)	Licenses from relevant certifying /regulatory bodies & Letters of recommendation (Registered With NCA)	Open
37.	MaTTI/TNDR/ 2026- 2028/37	Provision of repair services-motor vehicle	Letters of recommendation	Open
38.	MaTTI/TNDR/ 2026- 2028/38	Provision of service for photocopiers, printers and office equipment.	Letters of recommendation	Open

39.	MaTTI/TNDR/ 2026- 2028/39	Provision of Networking Services	Letters of recommendation	Open
40.	MaTTI/TNDR/ 2026- 2028/40	Provision of Fumigation Services	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
41.	MaTTI/TNDR/ 2026- 2028/41	Office Partitioning, Design and Interior fittings, Furnishing Services, Shows and Exhibitions	Letters of recommendation	Agpo.
42.	MaTTI/TNDR/ 2026- 2028/42	Provision of Courier Services (Local/ International)	Letters of recommendation	Open
43.	MaTTI/TNDR/ 2026- 2028/43	Provision of Consultancy services <ul style="list-style-type: none"> <li>• Validation - Policy Management, Human Resource Consultancy Services, Training and Capacity Building</li> <li>• Strategic Planning Consultancy services</li> <li>• (Customer Satisfaction Baseline Survey, Employee Satisfaction Survey, ISO and Work Environment Survey (NEMA Certified Firms)</li> <li>• Environmental Impact Assessment</li> <li>• Provision of Quantity survey services</li> <li>• Training, repair, servicing and maintenance of Computerised Numeric Control (CNC) Machines</li> </ul>		Open
44.	MaTTI/TNDR/ 2026- 2028/44	Provision of Internet Services	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
45.	MaTTI/TNDR/ 2026- 2028/45	Delivery and Installation of CCTV, Access Control System, ICT Security & Alarm Systems and other security equipment	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open

46.	MaTTI/TNDR/ 2026- 2028/46	Provision of repair and servicing of refrigerators, Freezers, electric and gas cookers, jikos and other related equipment.	Letters of recommendation	Open
47.	MaTTI/TNDR/ 2026- 2028/47	Provision of repair services- garment making machines, Mechanical machine i.e CNC machines, lathe machine, milling machine, wood machine,	Letters of recommendation	Open
48.	MaTTI/TNDR/ 2026- 2028/48	Provision of property and Land Valuation Services	Letters of recommendation	Open
49.	MaTTI/TNDR/ 2026- 2028/49	Provision of Tagging & Labelling of Assets Services	Letters of recommendation	Open
50.	MaTTI/TNDR/ 2026- 2028/50	Provision of Website Design, Hosting and Maintenance Services	Letters of recommendation	Open
51.	MaTTI/TNDR/ 2026- 2028/51	Provision of air ticketing services	Letters of Recommendation Licenses from relevant certifying /regulatory bodies	Open
52.	MaTTI/TNDR/ 2026- 2028/52	Provision of veterinary services	Letters of Recommendation Licenses from relevant certifying /regulatory bodies	Open
53.	MaTTI/TNDR/ 2026- 2028/53	Provision of event management, catering services and conference facilities	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
54.	MaTTI/TNDR/ 2026- 2028/54	Provision of advertisement services i.e., print media, radio & TV	Licenses from relevant certifying /regulatory bodies	Open

## **SECTION II REQUIREMENTS**

Prospective suppliers shall be required to submit the following **MANDATORY** documents as proof of their eligibility: -

1. ***Certificate of Registration/Incorporation***
2. ***Valid Tax Compliance Certificate & KRA PIN certificate***
3. ***The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)***
4. ***Copy of Current Trade License.***
5. ***Company profile (physical address, postal address, telephone and email contacts, nature of the business)***
6. ***Valid AGPO Certificate for the reserved groups***
7. ***Duly Completed Confidential Business Questionnaire***
8. ***Duly completed Registration Data Form***
9. ***Duly completed Sworn Statement (as provided in the tender document***
10. ***Copy of National Identity Card of the Director(s)/Proprietor(s)***
11. ***Evidence of relevant past experience (at least two referees/contract)***

### **CATEGORY-SPECIFIC MANDATORY REQUIREMENTS (WHERE APPLICABLE)**

Applicants must provide the following where relevant to the category applied for:

- 1 ***NCA Registration Certificate - for Works categories***
- 2 ***KBA Registration Certificate - for Security Printing services***
- 3 ***IATA/KCAA Registration- for Air Ticketing Services***
- 4 ***NEMA License- where environmental certification is required***
- 5 ***Professional Licenses/Practicing Certificates - for Consultancy services***
- 6 ***Manufacturer Authorization Letters -for ICT, equipment, software & licenses***
- 7 ***Outside catering services - Valid food hygiene/food handling certificates & Public health Compliance Certificate***
- 8 ***Certificate from Kenya Bureau of Standards for Registration to Supply Mineral Water***

**Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and Proof of membership to a professional body where relevant should be attached.**

The registration documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded **free of charge** from our website on the following link:

[www.matilitechnical.ac.ke](http://www.matilitechnical.ac.ke)

Duly completed Registration Documents in plain sealed envelopes clearly marked “Category No.....For the Supply/Provision of.....” should be addressed to:

**THE CHIEF PRINCIPAL  
MATILI TECHNICAL TRAINING INSTITUTE,  
P. O. Box 76-50204,  
KIMILILI.**

And may be submitted **online through the provided Google Form** <https://forms.gle/nQvwBPhMskmvyXxw7> or a **hard copies deposited in the Tender Box** located at the Administration Block First Floor, Bungoma County, Kimilili – Misikhu Road, so as to be received **on or before Thursday, 22<sup>nd</sup> May 2026 at 10:00 hours.**

This exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

Yours sincerely,

**CHIEF PRINCIPAL  
MATILI TECHNICAL TRAINING INSTITUTE**

## **SECTION III INSTRUCTIONS TO CANDIDATES**

### **2.1 Introduction**

**2.1.1** Matili Technical Training Institute (MATILI TTI) would like to invite interested candidates who must qualify by meeting the set criteria as provided by MATILI TTI to perform the contract of provision of goods, services and works to the MATILI TTI.

### **2.2. Format and Signing of Applications**

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**. In addition, the applicant shall submit one copy of the same registration document clearly marked **COPY**. In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

### **2.3 Submission of Applications**

2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Friday, May 22<sup>nd</sup>, 2026 at 1000hours** Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the original and the copy of the registration document in separate envelopes duly marking the envelopes "**ORIGINAL** and **COPY**". The envelopes shall then be sealed in an outer separate envelope. The inner and outer envelopes shall:

- a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.

- b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub-Clause 2.2.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared “**late**” pursuant to Clause 2.3.1.

2.3.3 If the outer envelope is not sealed and marked as instructed above, MATILI TTI will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidates identity MATILI TTI will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant’s disqualification.

## **2.4 Eligible Candidates**

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to MATILI TTI so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to MATILI TTI, as the MATILI TTI shall reasonably request.

## **2.5 Qualification Criteria**

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 The registration 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.

### **2.5.3 Experience**

Apart from bidders under the Special group’s categories, prospective bidders shall have at least two (2) year experience in the supply of goods, services and allied items.

#### **2.5.4 Personnel**

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

#### **2.5.5 Financial Condition**

The Suppliers financial condition will be not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

#### **2.5.6 Confidential Business Questionnaire**

The general information and details of nature of business and location should be included in Form RQ -2.

#### **2.5.7 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.

#### **2.5.8 Litigation History and Sworn Statement**

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

#### **2.6 Cost of Application**

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and MATILI TTI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

## **2.7 Clarification of Registration Documents**

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify MATILI TTI in writing or by email at the MATILI TTI's email address indicated in the registration data.

2.7.2 MATILI TTI will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the MATILI TTI's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

## **2.8 Amendment of Registration Documents**

2.8.1 At any time prior to the deadline for submission of applications, MATILI TTI may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the MATILI TTI.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, MATILI TTI may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

## **2.9 Deadline for Submission of Registration Documents**

2.9.1 Applications must be received by MATILI TTI at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 MATILI TTI may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of MATILI TTI and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

## **2.10 Opening of Registration Documents**

2.10.1 MATILI TTI will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.10.2 MATILI TTI shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances. Applications sent online shall also be noted down and read out during the opening.

## **2.11 Process to be Confidential**

2.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence MATILI TTI's processing of applications or approval decisions may result in the rejection of the applications.

## **2.12 Clarification of Applications and Contacting of the Institute**

2.12.1 To assist in the examination, evaluation, and comparison of applications, MATILI TTI may, at its discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact MATILI TTI on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of MATILI TTI, he/she should do so in writing.

2.12.3 Any effort by any applicant to influence MATILI TTI in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

## **2.13 Examination of Registration Documents and Determination of Responsiveness**

2.13.1 Prior to the detailed evaluation of applications, MATILI TTI will determine whether each application

- (a) has been properly signed and delivered pursuant to clause 2.3;
- (b) is substantially responsive to the requirements of the registration documents; and
- (c) provides any clarification and/or substantiation that MATILI TTI may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one

- (a) Which limits in any substantial way, inconsistent with the registration documents, the MATILI TTI's rights or the applicant obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.13.3 If an application is not substantially responsive, it will be rejected MATILI TTI and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 MATILI TTI, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

## **2.14 Notification of Qualified Applicants**

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by MATILI TTI within thirty (30) days from the date of opening of registration documents.

2.14.2 At the same time MATILI TTI notifies qualified Applicants that their applications are responsive, MATILI TTI shall notify the other Applicants whose applications are not responsive.

## **2.15 Evaluation and Comparison of Applications**

2.15.1 MATILI TTI will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13.

2.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

## **2.16 MATILI TTI's Right to accept any Application and to reject any or all Applications**

2.16.1 MATILI TTI reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

## **2.17 Notification of Approval**

2.17.1 Prior to expiration of the period of registration validity prescribed by MATILI TTI, MATILI TTI will notify successful applicants through a list to be uploaded on MATILI TTI website.

## **APPENDIX TO INSTRUCTIONS TO CANDIDATES**

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document and **ONE COPY**. (Unless submitting online)
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

### **A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)**

	<b>Requirements</b>	<b>Score</b>
1.	Certificate of Registration/Incorporation	Mandatory
2.	Copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
3.	Copy of Pin Certificate	Mandatory
4.	AGPO Certificate where applicable	Mandatory
5.	For works Firms MUST be registered by NCA	Mandatory
6.	Copies of registration with relevant regulatory bodies <b>where applicable</b> e.g., KCAA, IRA, LSK, CMTE, IHRM, VRB, DOOSH etc.	Mandatory
7.	Current practicing certificates for professionals <b>where applicable</b>	Mandatory
9.	Manufacturer/Distributor Authorization Letters where applicable (e.g., ICT, software, hardware, printers)	Mandatory

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of the evaluation.

## **2.5 Qualification Criteria**

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

### **EVALUATION CRITERIA**

	<b>Requirements</b>	<b>Score</b>
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	30
3	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
4	Duly filled Litigation History (Provide current sworn affidavit)	10
5	Duly filled Conflict of Interest Disclosure	10
	<b>TOTAL</b>	<b>100</b>

**The minimum pass mark to qualify for registration shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.**

**Note: All eligible and prospective tenderers are advised to register their companies on the e-GP system, as most procurements and invitations to tender will be conducted through the platform.**

**FORM RQ-1 - REGISTRATION DATA**

**SUPPLIERS APPLICATION FORM**

I/We ..... hereby apply for registration  
(**Name of Company/Firm**) as suppliers of ..... (**Item  
Description**)

Category No.....

Other branches and location .....

**Organization & Business Information**

Management Personnel ..... Job Title.....

1. ....

2. ....

3. ....

**Partnership (if applicable)**

Names of Partners .....

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

Indicate terms of trade/ sale /Payment.....  
**(20 points)**

**Enclose copy of profile of the firm indicating the main fields of activities**

## RQ-2 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**

### Part 1- General:

Business Name.....  
 Plot No.....  
 Location of Business Premises.....  
 Street/Road.....  
 Postal Address.....Tel No.....  
 Email address.....  
 Nature of Business..... Current Trade license.....  
 Expiring.....  
 Maximum Value of Business which you can Handle at Any Given Time: Ksh.....  
 Name of Your Bankers.....Branch.....

### Part 2 (a) Sole Proprietor

Your Name in Full.....Age.....  
 Nationality.....Country of Origin.....  
 Citizenship Details.....

### Part 2 (b) Partnership

Given Details of partners as follows:

Name	Nationality	Citizenship Details	Shares

(30 Points)

**FORM RQ-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS**

**1. Name of 1<sup>st</sup> Client (organization)**

Name of Client (organization) .....

Address of Client (organization) .....

Name of Contact Person at the Client (organization).....

Telephone No. of Client .....

Duration of Contract (date) .....

Signature and Stamp of Organization.....

**2. Name of 2<sup>nd</sup> Client (organization)**

Name of Client (organization) .....

Address of Client (organization) .....

Name of Contact Person at the Client (organization) .....

Telephone No. of Client .....

Duration of Contract (date) .....

Signature and Stamp of Organization.....

**3. Name of 3<sup>rd</sup> Client (organization)**

Name of Client (organization) .....

Address of Client (organization) .....

Name of Contact Person at the Client (organization) .....

Telephone No. of Client .....

Duration of Contract (date) .....

Signature and Stamp of Organization.....

**(30 points)**

**FORM RQ-4 - LITIGATION HISTORY**

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)</b>

**(10 Points)**

## **FORM RQ-5 - SWORN STATEMENT**

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

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

**Applicant's Name/Company**

**Name**.....

**Represented By**.....

**Date**.....

**Signature & Stamp**.....

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

**FORM RQ-6 CONFLICT OF INTEREST DISCLOSURE ( 10 points)**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of therelationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of therelationship with Tenderer
	services during implementation of the contract specified in this Tender Document.		

7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

(e) Certification

On behalf of the Tenderer, I certify that the information given above is correct. Full

Name \_\_\_\_\_

Title or Designation \_\_\_\_\_

(Signature) (Date)