



Knowledge and Skills for better life

P. O. BOX 657 – 50200, BUNGOMA (KENYA)

Cell Phone: 0110-096090

When Replying please quote

Ref. No KISTTI/T/47/2020-2022

17<sup>TH</sup> November 2021

## INVITATION TO TENDER

TENDER NO. KISTTI/T/47/2020-2022

TENDER NAME: SERVICING OF THE CUMMINS GENERATOR (MING POWERS) 800KVA

Kisiwa Technical Training Institute invites sealed bids from eligible bidders for the Provision of the a above services (Servicing of the Cummins Generator (Ming Powers) 800kva)

GENERATOR MAKE: *CUMMINS*

ENGINE MODEL: *KTA 38-G2*

EQUIPMENT MODEL: *800KVA*

ENGINE CONTROLLER: *COM AP MRS 16*

Interested and eligible bidders may download the tender documents from the Institute Website [www.kisiwatech.ac.ke](http://www.kisiwatech.ac.ke) free of charge.

A complete set of the tender documents are to be enclosed in plain sealed envelopes marked with tender number and be deposited in the tender box next to the Principals office so as to be received on or before **25<sup>th</sup> November 2021 at 10:00am.**

Documents will be opened immediately after closing in the presence of bidders or representatives who choose to attend.

## REQUIREMENTS FOR ELLIGIBILITY

Bidders are required to attach:

1. Copy of current trade license
2. Copy of pin certificate
3. Copy of company's certificate of incorporation (registration)
4. Current bank account statements
5. Copy of VAT registration
6. Reference letters from at least 3 clients (evidence by letters)



MINISTRY OF EDUCATION

STATE DEPARTMENT OF VOCATIONAL & TECHNICAL TRAINING



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- 1.
- 2.
- 3.

**1. INVITATION TO TENDER**

17<sup>TH</sup> November 2021

**TENDER NO.: KISTTI/T/47/2020-2022**

**TENDER NAME: SERVICING OF THE CUMMINS GENERATOR (MING POWERS) 800KVA**

A. Kisiwa Technical Training Institute invites sealed bids from eligible candidates for the provision of the above services

B. Interested and eligible candidates may download the tender document from the institute website [www.kisiwatech.ac.ke](http://www.kisiwatech.ac.ke) free of charge.

C. A completed tender document are to be enclosed in plain sealed envelopes, marked with tender number and be deposited in the tender box next to the principal's office so as to be received on or before **25<sup>th</sup> November 2021 at 10:00am**. Documents will be opened immediately after closing in the presence of bidders or representatives who chose to attend.

**NOTE:** Women, Youth and Persons with disability who are duly registered and meet all conditions as required by law are encouraged to apply.

**The Principal**

**Kisiwa Technical Training Institute**

**P.O. Box 657-50200**

**BUNGOMA**

## **2. OBJECTIVE OF THE INVITATION**

The main objective is to identify capable and eligible bidders for the provision of the said services.

(Servicing Of The Cummins Generator (Ming Powers) 800kva)

### **REQUIREMENTS FOR ELIGIBILITY**

Bidders are required to attach:

1. Copy of current trade license
2. Copy of PIN certificate
3. Copy of current VAT registration certificate
4. Copy of current Tax Compliance Certificate
5. Certificate of registration/incorporation
6. Physical, postal address and location
7. Signed current bank statement, financial status or bank certificates
8. Company profile
9. Reference letters from at least 3 clients (evidence by letter).
10. Complete the confidential business questionnaire.

**EVALUATION AND COMPARISON OF APPLICATION**

The institute will only evaluate and compare the applications that have been determined to be substantially responsive.

8.1 The Institute will evaluate the application taking into account information required on the documents as stated above:

**3. Preliminary Evaluation will be based on the following:**

No.	ITEM DESCRIPTION	POINTS
1.	<b>APPLICANTS QUESTIONNAIRE FORM</b>	
	➤ Completely filled..... 5	
	➤ Partially filled.....	
	➤ Not filled.....	
2.	<b>CONFIDENTIAL BUSINESS QUESTIONNAIRE</b>	
	➤ Completely filled..... 5	
	➤ Partially filled..... 3	
	➤ Not filled..... 0	
3	<b>REFERENCE FROM AT LEAST 3 CLIENTS (EVIDENCE BY LETTER)</b>	
	➤ 3 clients..... 5	
	➤ 2 clients..... 3	

KISIMA TECHNICAL TRAINING INSTITUTE

➤ 1 client .....0

4. **BANKERS DETAILS PROVIDED ( NAME, BRANCH AND CONTACT ADDRESS**

Name ..... 5

Branch and contact address.....5

5. **Trading license**

6.	<b>PIN Certificate.....4</b>	
7.	<b>Clear Physical Address.....4</b>	
8.	<b>Postal Address.....3</b>	
9.	<b>Total score will be marked out of 50</b>	

The institute requires that all applicants will uphold confidentiality and observe highest levels of integrity and transparency. Corrupt practices such as fraud, soliciting of bribes among others are against the law as provided in the Public procurement and Asset disposal act 2015 and Public Procurement and Asset Disposal Regulations 2020.

All applicants who will involve in the above malpractices will be disqualified automatically.

**KISIWA TECHNICAL TRAINING INSTITUTE**

To The Principal

Kisiwa Technical Training Institute

P.O.BOX 657-50200,

**Bungoma.**

Dear Sir/Madam,

1. Having examined the application documents including addenda No's.....

This is hereby acknowledged, we the undersigned, offer to provide servicing of the Cummins generator (Ming powers) 800KVA to Kisiwa Technical Training Institute.

2. We undertake if our application is acceptable to offer the service official order signed by authorized officer(s) of the Institute.

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

Sign and Stamp.....

In the presence of Name.....Sign.....

Designation.....

4. APPLICANT QUESTIONNAIRE.

Please fill in the block letters

1. Full names of the applicant..... Sign.....

2. Full Address of the applicant to which correspondence to be sent.....  
.....

3. Physical location of the supplier ( visit to be done for confirmation)

✓ Building.....

✓ Street.....

✓ Town.....

4. Telephone Number(s) of applicant.....

5. Fax address of applicant.....

6. E-mail address of applicant.....

7. Name of the applicant's representatives to be contacted on matter of the provision of Cummins generator (Ming powers) 800KVA

a) ..... Cell phone.....

b) ..... Cell phone.....

c) ..... Cell phone.....

8. Details of applicant's nominated agent (if any)

➤ Address.....

➤ Cell phone.....

➤ Email address.....



**KISIWA TECHNICAL TRAINING INSTITUTE**

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 applied to your business type**

**It is a serious offence to give false information on this form**

**Part 1 General**

Business Name/Applicants Name.....

Location of business premises.....

Plot No. ....Town.....street/Road.....Building.....

Postal Address..... Cell phone No.....Fax.....E-mail.....

Nature of business.....Trade License.....Attach copy.

Registration certificate No.....

Maximum value of business which you can bundle at any one time ksh.....

Name of your bankers.....Branch.....

PIN Number.....Attach Copy VAT certificate No.....Attach copy

Trade Terms/credit periods..... Lead Times.....

**Part 2 sole proprietor**

Name in full.....Age.....

Nationality.....country of origin.....

- Citizenship details.....
- .....

Part (b) partnership

Give details of partners/Representatives as follows

Name	Nationality	Citizenship details	Shares
1.....			

2.....  
3.....  
4.....

**Part 2 (c) Registered Company**

Private or public .....

State the nominal and issued capital of company-

Nominal kshs .....

Issued kshs.....

Given details of all directors as follows

Name	Nationality	citizenship details	shares
[REDACTED]			

1.....  
2.....  
3.....  
4.....  
5.....

Date .....Signature.....

If Kenyan citizen indicate under "citizenship details" whether by birth naturalization

Name Of The Contact Person.....Cell Phone.....

**PART B QUOTATION****BILL OF QUANTITIES AND COST ESTIMATE FOR SERVICING OF THE CUMMINS  
GENERATOR (MING POWERS) 800KVA**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>ESTIMATED QUANTITY</b>	<b>UNIT PRICE (KSH)</b>	<b>TOTAL PRICE</b>
1.	LUBE filters LF 777- Cummins 3889311	2		
2.	LUBE filters LF670- Cummins 3889310	4		
3.	FUEL filters FF 202- Cummins 3313306	2		
4.	WATER filters WF 207s Cummins 3100308	4		
5.	AIR filters AF872 Cummins	2		
6.	Engine oil SAF 1500 40	ENOUGH		
7.	RADIATOR COOLANT	ENOUGH		
8.	LABOUR			
			<b>V.A.T 16%</b>	
<b>GRAND TOTAL</b>				

**NOTE:** Prices must be quoted in Kenya shillings and should be inclusive of all government taxes, total servicing costs, discount duty and VAT inclusive.