



ALDAI TECHNICAL TRAINING INSTITUTE
P.O BOX 149-30305, KOBUJOI, TEL: 0700746828
Email: aldaitti@gmail.com/info@aldaitti.ac.ke
Website: www.aldaitti.ac.ke



**INVITATION FOR REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS FOR FINANCIAL
YEAR 2025/2026-2026/2027**

ALDAI TECHNICAL TRAINING INSTITUTE Invites applications from competent individuals/firms for Registration and awards for supply of goods, provision of services and works listed below for the financial year **2025/2026-2026/2027** for different categories under frame work Agreement. Interested and eligible suppliers are invited to apply for registration by downloading Registration documents free of charge from the institute website www.aldaitti.ac.ke or Public procurement portal on <https://tenders.go.ke> or to get the hard copies from the institute procurement office on official working days upon payment of non refundable fee of Ksh.1000 per tender copy. **NB women, youths and persons with disability** are encouraged to apply for the tenders reserved. Duly Completed Registration document are to be enclosed in plain sealed envelopes with registration reference number and deposited in the tender box at the entrance of administration block before 19TH JUNE 2025 and to be addressed to:-

**The Principal
Aldai Technical Training Institute
P.O Box 149-30305
KOBUJOI.**

Tenders will be opened immediately thereafter in the Boardroom in the presence of suppliers or their representative who choose to attend on or before THURSDAY 19TH JUNE, 2025 at 11.00am. Late bids will be returned unopened.

Approved for circulation



4/6/2025



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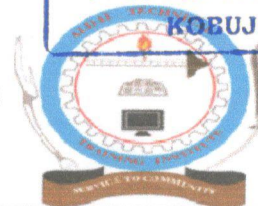
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Website: www.aldaitti.ac.ke

PRINCIPAL
ALDAI TECHNICAL
TRAINING INSTITUTE

P. O. Box 149-30305,

KOBUJOI



4/6/2025

TENDER /REGISTRATION NOTICE

ALDAI TECHNICAL TRAINING INSTITUTE invites eligible and qualified tenderers to submit sealed registration documents for supply and delivery of the following goods and related services under frame work Agreement for Financial Year 2025/2026-2026/2027

ATTIPROC/CONT/01/2025/2026-2026/2027	supply and delivery of general stationery	open
ATT PROC/CONT/02/2025/2026-2026/2027	Supply and delivery of food and beverage equipments	open
ATTIPROC/CONT/03/2025/2026-2026/2027	supply and delivery of foodstuffs	Open
ATTIPROC/CONT/04/2025/2026-2026/2027	supply and delivery of cleaning materials	Reserved for women
ATTIPROC/CONT/05/2025/2026-2026/2027	supply and delivery of meat	youths
ATTIPROC/CONT/06/2025/2026-2026/2027	supply and delivery of newspapers and Airtime	Open
ATTIPROC/CONT/07/2025/2026-2026/2027	Supply and delivery of office and student furniture and fittings	open
ATTIPROC/CONT/08/2025/2026-2026/2027	supply and delivery of Green groceries	Reserved for women
ATTIPROC/CONT/09/2025/2026-2026/2027	supply of delivery of staff uniforms and corporate wear	Reserved for women/pwds
ATTIPROC/CONT/10/2025/2026-2026/2027	supply and delivery of computers, laptops and other software and accessories	open
ATTIPROC/CONT/11/2025/2026-2026/2027	supply and delivery of hardware and plumbing materials	open
ATTIPROC/CONT/12/2025/2026-2026/2027	supply and delivery of electrical and electronic materials and appliances	open
ATTIPROC/CONT/13/2025/2026-2026/2027	supply and delivery of breads	open
ATTIPROC/CONT/14/2025/2026-2026/2027	Supply and delivery of dry maize and beans	Reserved women
ATTIPROC/CONT/15/2025/2026-2026/2027	Supply and delivery of fresh milk	Reserve youths
ATTIPROC/CONT/16/2025/2026-2026/2027	Supply and delivery of chicken,fish,eggs and allied products	Reserve for youths/women
ATTIPROC/CONT/17/2025/2026-2026/2027	Supply and delivery of building materials (sand, ballast and timber)	open
ATTIPROC/CONT/18/2025/2026-2026/2027	Supply and delivery of farm inputs, drugs and animal feeds	Reserve for pwds
ATTIPROC/CONT/19/2025/2026-2026/2027	Supply and delivery of hairdressing, Beauty and Therapy accessories	Reserved for women/youths

ATTI PROC/CONT/202025/2026-2026/2027	Supply and delivery of firewood and charcoal	Reserved for youths /women/pwds
ATTIPROC/CONT/21/2025/2026-2026/2027	Supply and delivery of sports uniforms and games equipment	open
ATTI PROC/CONT/2025/2026-2026/2027	Supply , repairs and maintenance of kitchen jikos	open
ATTIPROC/CONT/23/2025/2026-2026/2027	Supply and delivery of training tools, equipment and materials for Automotive and mechanical department.	open
ATTIPROC/CONT/24/2025/2026-2026/2027	Supply and delivery of fuel, gas, petrol, diesel and oil lubricants	Open
ATTIPROC/CONT/25/2025/2026-2026/2027	Supply and delivery and installation, servicing and maintenance of fire extinguishers.	Youths/women
ATTIPROC/CONT/26/2025/2026-2026/2027	Provision of corporate branding services, signage services and labeling services.	Youths/pwds
ATTIPROC/CONT/27/2025/2026-2026/2027	Provision of insurance services for students, staff, vehicle and property	open
ATTIPROC/CONT/28/2025/2026-2026/2027	Provision of repairs and servicing of computers, printers, installation of Intercom and CCTV services	youths
ATTIPROC/CONT/29/2025/2026-2026/2027	Provision of sanitary disposal services	open
ATTIPROC/CONT/30/2025/2026-2026/2027	Repair and maintenance of generators, lawn mower and workshop tools	open
ATTIPROC/CONT/31/2025/2026-2026/2027	Provision of small works services	open
ATTIPROC/CONT/32/2025/2026-2026/2027	Supply and delivery of soft drinks	Youths /women
ATTIPROC/CONT/33/2025/2026-2026/2027	Servicing of institute vehicle	open
ATTIPROC/CONT/34/2025/2026-2026/2027	Provision of painting services	open
ATTI PROC/CONT/352025/2026-2026/2027/	Provision of event management services	open
ATTIPROC/CONT/36/2025/2026-2026/2027	Provision of general printing services	youths
ATTIPROC/CONT/37/2025/2026-2026/2027	Supply and delivery of textbooks and reference materials	open

Approved for circulation



4/6/2025



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Date: 4th JUNE 2025

REGISTRATION OF SUPPLIERS AND CONTRACTORS FOR THE FINANCIAL YEAR 2025/2026-2026/2027

COMPANY NAME:

CATEGORY NO:

CATEGORY NAME :

CLOSING DATE: 19TH JUNE 2025

TIME: 11.00AM

IF RESERVED PLEASE TICK WHERE APPLICABLE

WOMEN	
YOUTHS	
PERSON WITH DISABILITY	

INSTRUCTIONS TO BIDDERS

1.1 Introduction

The Aldai Technical Training Institute would like to invite interested bidders to supply various goods, services and works on need basis. Interested bidders must qualify by meeting the set criteria provided in this tender document.

1.2 Registration objective

The main objective is to supply and deliver assorted items and also provide services or works under the relevant tenders/quotations to ATTI as and when required during the started period.

1.3 Invitation of Registration

Suppliers registered with Registrar of companies under the laws of Kenya in respective merchandise or services are invited to submit their registration documents to the Principal, Aldai Technical Training Institute.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items or services to Government, Corporation or institutions of similar size and complexity **except for Youth, women and persons with Disabilities companies.**

1.5 Registration Document

b). The Registration document includes the advert and the questionnaire and mandatory requirements

c). In order to qualify, prospective suppliers must submit all the information herein requested.

1.6 Aldai Technical Training Institute reserves the right to accept or reject any tender either in whole or part and is not bound to give reasons for its decision.

1.7 Submission of Tender Documents

A copy of the tender documents shall be submitted to reach:

THE PRINCIPAL

ALDAI TECHNICAL TRAINING INSTITUTE

P.O BOX 149 – 30305,

KOBUJOI

Not later than THURSDAY 19TH JUNE 2025 at 11.00 a.m.

1.8 Questions Arising from Documents

Questions that may arise from the tender documents should be directed to the Principal, Aldai TTI or on the email; aldaitti@g.mail.com

1.9 Additional Information

Aldai Technical Training Institute may request submission of additional information from prospective bidders if need arises during the evaluation process.

1.10 Category Business Suppliers

Request for quotations during tender period will be made available only to those bidders whose qualifications are accepted by ATTI after scoring at least 60 points.

2. BRIEF CONTRACT REGULATIONS / GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty, VAT and all other applicable taxes as required by the law.

2.2 Customs clearance

The Supplier shall be responsible for custom clearance of their imported goods and materials delivered to construction side.

2.3 Contract Price

The contract shall be of unit type or cumulative of computed unit price and quantities required and the contract price shall not be varied during the contract period. Quantities may increase or decrease as determined by demand on the authority of the Principal. Prices quoted should be inclusive of all delivery charges and taxes applicable.

2.4 Payments

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

2.5 Subcontractors

The tenderer shall notify the procuring entity in writing of all subcontracts awarded under this contract if already specified in the tender.

3. QUESTIONNAIRE GUIDELINES

3.1 Tender data forms

3.1.1 The attached questionnaire forms are to be completed by prospective bidders who wish to tender.

3.1.2 Tender 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 tender must be legible in English language and written in ink .

3.2 Qualification

3.2.1 The tender data on prospective bidders is to be used by Aldai Technical Training Institute in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender as described.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Aldai TTI they have capability, experience, qualified personnel, suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods /services.

3.3 Essential Criteria for Tendering

3.3.1 Experience

Prospective bidders shall have at least 2 years' experience in the provision of similar works or services. Potential supplier/ contractor should show competence, willingness and capacity to service the tender.

(Not applicable for bidders for Tenders for youth, women and persons with disabilities).

3.3.2 Past Performance

Past performance of bidders will be given due consideration. Letter of reference from at least three (3) past institutions should be included. (Not applicable for bidders for tenders for youth, women and persons with disabilities).

3.3.3 Personnel

The names, pertinent information and CV of the key personnel for individual or group to execute the tender works in the tender must be indicated.

3.3.4 Financial Condition

3.3.4.1 The suppliers' financial condition will be determined by the last two (2) years financial statements submitted with the tender documents as well as letters of reference from their bankers regarding the bidder's credit position. (Not applicable for bidders for tender for youth, women and persons with disabilities).

3.3.4.2 Potential bidders should provide evidence of financial capability to execute the tender. (Not applicable for youth, women and persons with disabilities).

3.4 Anti-corruption Declaration pledge form

Potential bidders should provide and affirm not to engage in corrupt or fraudulent practices and a declaration that the bidder or his sub – contractors or personnel are not debarred from participating from procurement proceeding.

3.5 Statement

Application must include a sworn statement by the bidder.

3.6 Withdrawal of framework agreement

Should a condition arise between the time the firm is registered to bid and the bid opening date or during the contract period which could substantially change the performance and qualification of the bidder or the ability to perform, the Aldai Technical Training Institute will disqualify the tender from such a bidder.

3.7 Bidders documentations

3.7.1 The firm must have a fixed Business premise, valid post office address, valid telephone, valid email address and must have valid registration documents as required (copies of which must be attached).

3.7.2 The firm must show proof that is Tax Compliant (copy of certificate must be attached).

3.8 Inspection and tests

The procuring entity shall have the right to inspect/test the services/goods in conformity to the contract specifications. Should any tested/inspected service fail to conform to the specifications the procuring entity may reject the services/goods and the tenderer shall make alterations to meet specifications requirements

3.9 Provisions of services

Provision of works, services shall be made by the tenderer in accordance with the terms specified by the procurement entity in its schedule of requirements and the special conditions of contract.

3.9.1 Prices

Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments, vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

3.10 Assignment

The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the procuring entity's prior written consent.

3.11 Termination for Default

The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

- a) if the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- b) if the tenderer fails to perform any other obligation(s) under the Contract.
- c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

3.12 Termination of insolvency

The procuring entity may at the any time terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.13 Termination for convenience.

3.13.1 The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.14 Resolution of disputes

The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

3.15 Governing Language

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.16 Applicable Law.

The contract shall be interpreted in accordance with the laws of Kenya.

3.17 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's.

A notice shall be effective when delivered or on the notices effective date, whichever is later.

3.3 Evaluation Criteria

ALDAI TECHNICAL TRAINING INSTITUTE will examine the registration documents to determine completeness, general orderliness and sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

Evaluation Criteria I: for AGPO registered special groups (Youth, Women & PWD only)

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
A1	Valid Certificate of Incorporation/Business Registration (Attach Copy)	
A2	Personal Identification Number (PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach Copy)	

A3	Certificate of Registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach Copy)	
A4	Current/valid Tax compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach Copy)	
A5	Registration of Suppliers with electronic government procurement system(e-Gp)	

EVALUATION CRITERIA II- General Public

The method of evaluation will be Merit Point System. The criteria of evaluation and the points to be awarded on each criterion will be as follows:

B.	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
B1	Valid Certificate of Incorporation/Business framework agreement (Attachcopy)	YES/NO
B2	Personal Identification Number (PIN) certificate (Attach copy)	YES/NO
B3	Valid Tax compliance Certificate (Attach copy)	YES/NO
B4	Current Business Permit/License (Attach copy)	YES/NO
B5	Physical location of business premises (see business questionnaire)	YES/NO
B6	Fulfillment of special condition relevant to the category applied for (where applicable)	YES/NO
B7	Registration of Suppliers with electronic government procurement system(e-Gp)	YES/NO

C.	GENERAL REQUIREMENTS	
C1.	Supplier Availability	
	-Postal Address(2)	
	-Contact Person(2)	
	-Email Address(2)	
	-Telephone/Mobile Number (2)	
	-Website (2)	10
C 2.	Business Ownership:	
	Company/Business Profile	
	-Disclosure of Directors/Partners/Sole proprietor	10
C 3.	Financial Stability	
	Evidence of profit making in the attached 2 years audited reports	10
C4	Financial Capability –	
	Audited accounts for the last 2 years	20
C5.	Experience:	
	Indicate having undertaken similar assignment with at least 3 firms	
	(Attach proof: copies of LPOs, Letter of Award, Completion Certificates, Contracts)	20
C6	Supply Capacity:	
	Maximum Volume of Business handled in the last 2 years	
	-2million and above (12)	
	-1.5-2 Million (9)	
	1-1.5 Million (3)	12
C7	Credit Period:	
	Indicate Credit Period willing to offer	
	-Over 90 days (12)	
	-60 days (9)	
	-30 days (6)	
	-Less than 30 days (3)	12
C8	Eligibility & Disclosure of litigation history	6
	TOTAL	100

3.4 Qualification Mark

The qualification mark is **70 points** and over

Bidders must meet all the mandatory requirements to qualify

FORM R 1: REGISTRATION DOCUMENT

All firms must provide:

- (a) Copies of Certificate of Registration
- (b) Copy of Personal Identification Number (PIN) Certificate
- (c) Tax compliance Certificate from Kenya Revenue Authority
- (d) Copies of Pin Certificates of Firm/Company/Individual
- (e) Registration of Suppliers with electronic government procurement system(e-Gp)

FORM R 2: REGISTRATION DATA

- 1. Legal name of firm.....
Post office address.....
Street and Address.....
Person to contact.....
- 1. Organization & Business Information.....
Management Personnel.....
Director.....
General Manager.....
Other.....
Partnership (if applicable).....
Names of Partners.....
.....
.....
.....
- 3. Business founded or incorporated.....
- 4. Under present management since.....
- 5. Net worth equivalent ksh.....
- 6. Enclose copy of the organization chart of the firm indicating the main fields of activities

FORM R 3: SUPERVISORY PERSONNEL

Name.....
Age.....
Academic Qualification.....
Professional Qualification.....
Length of service with contractor or supplier position held.....
.....

Supply or service experience

- a) Name of Client/Customer.....
- b) Character and nature of Contract.....
- c) Contract value.....
- d) Location of Contract.....
- e) Period of Contract.....
- f) Title and responsibility in Contract.....
.....
- Other.....

Proposed Technical Personnel

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
- Proposed position in this project if contract is awarded.....
.....

Brief statement of supply and service delivery method the supplier plans to use to execute the contract.....

FORM R 4: FINANCIAL POSITION

Attached a copy of firm's two recent certified financial statements giving Summary of assets and current liabilities/or any other financial support

FORM R 5: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 2nd client (Organization)

- 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).....

2. Name of 2nd client (Organization)

- vii. Name of client (Organization).....
- viii. Address of Client (Organization).....
- ix. Name of contact person at the client (Organization).....
- x. Telephone No. of Client.....
- xi. Value of contract.....
- xii. Duration of contract (date).....

3. Name of 2nd client (Organization)

- xiii. Name of client (Organization).....
- xiv. Address of Client (Organization).....
- xv. Name of contact person at the client (Organization).....
- xvi. Telephone No. of Client.....
- Xvii. Value of contract.....
- xviii. Duration of contract (date).....

4. Others.....

FORM-R 6: SWORN STATEMENT

Having studied the registration 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 registered as a supplier 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 Tenders/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 registration made.
- d) We enclose all the required documents and information required for the registration evaluation.

Date.....

Applicant’s Name.....

Address.....

Tel. No.....

Represented by.....

Signature.....

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

FORM R 7: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2 (b) or 2 (c) whichever applies in 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.....Mobile No.....
Nature of business.....
Current Trade License No.....Expiring date.....
Maximum value of business which you can handle at any one time Ksh.....
Name of your bankers.....Branch.....
Functioning E-mail address (es).....

PART 2(A) – Sole Proprietor

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

Part 2 (B) – Partnership:

S/N	Name	Nationality	citizenship Details	Shares
1.				
2.				
3.				
4.				
5.				

Part 2 (C) Registered Company

Company type:

Private

Public

State the nominal and issue capital of the company

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

S/N	Name	Nationality	citizenship Details	Shares
1.				
2.				
3.				
4.				
5.				

Date.....Signature & Stamp of Tenderer.....

Note: If Kenyan Citizen indicate under Citizenship Details whether by Birth,naturalization or Registration

FORM R 8: TENDER QUESTIONNAIRES

Please fill in block of letters

1. Full names of tenderer

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

2. Full address of tenderer to which tender correspondence is to be sent(unless an agent has been appointed below)

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

3. Telephone numbers of tenderer

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

4. Fax number of tenderer

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

5. Name of tenderers representative to be contacted on matters of the tender during the tender period.

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

6. Details of tenderers nominated agent (if any) to receive tender notices. This is essential if tenderer does not have his registered address in Kenya(name, address, telephone and fax)

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

Signature and stamp/seal of tenderer

HISTORY

Contractors/Supplier should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

[illegible]

FORM RB 1

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*)

ofdated the.....day of20.....

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.

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

- 1.
- 2.

Signed (Applicant)

Dated on.....day of20.....

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on
.....day of20.....

Signed.....

Board Secretary

EVALUATION COMMITTEE MEMBERS

NAME

SIGNATURE

DATE

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____