

KENYA TECHNICAL TRAINERS COLLEGE
P.O BOX 44600 – 00100 NAIROBI, KENYA PHONE: - 7120212/3/4/5
Email: info@kttc.ac.ke website: www.kttc.ac.ke

**TENDER FOR SUPPLY OF GOODS AND SERVICES DURING THE
FINANCIAL YEAR 2017/2018.**

DATE OF NOTICE: FRIDAY 12TH MAY 2017

CLOSING DATE: FRIDAY 26TH MAY 2017 AT 10.00AM

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TENDER NOTICE

TENDER NOTICE FOR FINANCIAL YEAR 2017/18.

Kenya Technical Trainers College (KTTC) invites tenders for supply of goods for FY 2017/18. Qualified and interested Suppliers are invited to apply clearly indicating the category they wish to participate.

CATEGORY A: TENDER FOR FINANCIAL YEAR 2017/18

	TENDER NO.	ITEM DESCRIPTION	TYPE OF TENDER
1	KTTC/T/1/2017/18	Supply of stewing steak meat and chicken eggs	Open
2	KTTC/T/2/2017/18	Supply of Processed milk	Open
3	KTTC/T/3/2017/18	Supply of Bread 800gms	Open
4	KTTC/T/4/2017/18	Supply of Irish potatoes and carrots	Open
5	KTTC/T/5/2017/18	Supply of Processed foodstuff	Open
6	KTTC/T/6/2017/18	Supply of Beans and Rice	Reserved
7	KTTC/T/7/2017/18	Supply of vegetables and fruits	Reserved
8	KTTC/T/8/2017/18	Supply of stationery and computer accessories	Reserved
9	KTTC/T/9/2017/18	Provision of motor vehicle Insurance cover	Open
10	KTTC/T/10/2017/18	Supply of Cleaning and grounds materials	Reserved (PWD)

CATEGORY B: REGISTRATION OF SUPPLIERS FOR FY 2017/18

11	KTTC/T/11/2017/18	Supply of Hardware A bidder may select either (a), (b), (c) or All of the following: a) Mechanical and Plumbing b) Carpentry and Masonry c) Electrical and Electronics	Open
12	KTTC/T/12/2017/18	Provision of legal services	Open

All interested bidders are asked to collect the tender documents from KTTC Supply chain office upon payment of non-refundable fee of Ksh. 1000.00 for open tenders. Women, Youth and Persons with Disability (PWD) are not required to pay. Detailed tender document can be downloaded from KTTC website, www.kttc.ac.ke or IFMIS supplier portal: http://supplier.treasury.go.ke/site/tenders.go/index.php/public/entity_view/579

Each tender document shall be sealed in a separate plain envelope indicating **tender number, name** and **category**. Complete tender document shall be deposited in tender box placed at the **KTTC information desk** or posted to reach the undersigned on or before **26th May 2017 at 10.00am**.

**The Chief Principal
Kenya Technical Trainers College,
P.O Box 44600-00100, Nairobi**

Tenders will be opened immediately thereafter in the presence of the bidder or their representatives who choose to attend at the KTTC, Professor Gichaga Hall.

Both the successful and unsuccessful bidders shall be notified.

KTTC reserves the right to accept or reject any tender either in whole or part and is not bound to give reasons for its decision.

DETAILED TENDER DOCUMENT

1.1 Introduction

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

1.2 Tender/Registration objective

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

1.3 Invitation of Tender/Registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their T e n d e r / registration documents to The Chief Principal, Kenya Technical Trainers College. The prospective suppliers are required to provide mandatory information for registration.

1.4 Experience

Prospective suppliers must have carried out successful supply and delivery of similar items/services to Government/Corporation/institutions of similar size and complexity **except for Youth, Women and Persons with Disabilities companies**. All potential suppliers must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Tender/Registration Document

- a) This Tender document includes the advert, the questionnaire and price schedules.
- b) The Registration document includes the advert and the questionnaire.
- c) In order to qualify, prospective suppliers must submit all the information herein requested.

1.6 KTTC Obligation

KTTC 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/Registration Documents

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

**CHIEF PRINCIPAL
KENYA TECHNICAL TRAINERS COLLEGE
P. O. BOX 44600-00100
NAIROBI**

On or not later than Tuesday 23rd May, 2017 at 10.00 am.

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Chief Principal, Kenya Technical Trainers College on the email; info@kttc.ac.ke

1.9 Additional Information

Kenya Technical Trainers College may request submission of additional information from prospective bidders when need arises, during the evaluation process for the registration.

1.10 Category B Suppliers

Request for quotations will be made available only to those bidders whose qualifications are accepted by Kenya Technical Trainers College after scoring at least **70 points for Bidders. Youth, Women and Persons with Disabilities** Companies shall be required to submit all the relevant and applicable documents for the respective categories as listed under **Form T-1**.

2. BRIEF TENDER 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.

2.3 Contract Price

The contract shall be of unit price 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 Chief 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 ninety (90) days or as may be stipulated in the Contract Agreement.

3. TENDER DATA INSTRUCTIONS

3.1 Tender data forms

The attached questionnaire forms T-1, T-2, T-3, T-4, T-5, T-6, T-7, T-8, and T-9 are to be completed by prospective suppliers/contractors who wish to tender for the specific tender.

3.1.1 Tender forms which are not duly filled and submitted in the prescribed manner will not be considered. All the documents that form part of the tender must be legible and written in ink.

3.2 Qualification

3.2.1 The tender data on prospective bidders is to be used by KTTC 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 KTTC they possess capability, experience, qualified personnel available, suitability of 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 supply of goods, services and allied items. 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 the bidders will be given due consideration. Letter of reference from at least three (3) past customers should be included in Form T- 6. **(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 contract must be indicated in form T-3.

3.3.4 Financial Condition

3.3.4.1 The Supplier's 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 bidders' 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. Information to be filled in Form T-4. (**Not applicable for bidders for tenders for youth, women and persons with disabilities**).

3.4 Anti-Corruption Declaration Pledge form

Potential bidders should 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. Information to be filled in Form T-8.

3.5 Statement

Application must include a sworn statement Form T-9 by the bidder.

3.6 Withdrawal of Tender.

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, then KTTC 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 it has paid all its statutory obligations and have current Tax Compliance Certificate (copies of which must be attached).

3.7 Tender Criteria for suppliers

Tender Criteria for suppliers		
Required Information Score	Form Type	Points
Registration Documentation	T-1	30
Registration Data	T-2	5
Supervisory Personnel	T-3	10
Financial Position	T-4	20
Confidential Questionnaire Report	T-5	10
Past Experience	T-6	10
Litigation History	T-7	5
Anti-Corruption Declaration Pledge	T-8	5
Sworn Statement	T-9	5
Total		100

Note: Bidders must score at least 70 points to be considered responsive.

3.8 Tender Criteria for Youth, Women and persons with disability

(under reserved and preference category)

Interested bidders under this category, **MUST** submit all the relevant and applicable documents listed T-1 to be registered.

FORM T-1 TENDER DOCUMENTATION

All firms must provide: -

1. Copies of Certificate of Registration for Business /Company.
2. Copies of VAT and PIN Registration Certificates.
3. Reliable email address and a telephone number for official communication.
4. Valid Tax Compliance Certificate from Kenya Revenue Authority
5. Copy of current Trade License.
6. Letter of recommendation from 3 previous organizations served. **(Not applicable for Youth, Women and Persons with Disability).**
7. Practicing Certificate for all professionals for consultancy services where applicable.
8. Where mandatory for service provision, each firm must attach evidence of registration with Professional bodies/Authorities e.g. NCA for construction, Municipal / City Council Certificates of health for food stuffs handling etc.
10. Applicants under **Youth, Women and Persons with Disability must attach registration certificate from the National Treasury.**

(30 points)

Firms that do not submit the specified mandatory documents will be deemed to be unresponsive

FORM T-2 REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We
(Name of Company/Firm)

hereby apply for registration as supplier(s)

of.....
(Item Description)

.....
(Tender No.)

Post Office Address

Email address

Telephone contacts

Town

Street

Name of building

Room /Office No. Floor No.

Full Name of applicant

Other branches location

Organization & Business Information Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names of Partners:

- 1.
- 2.
- 3.

- 1. Business founded or incorporated
- 2. Under present management since
- 3. Net worth equivalent Kshs.....
- 4. Bank reference and address
.....
- 5. Bonding company reference address.....
- 6. Enclose copy of organization chart of the firm indicating the main fields of activities
.....
- 7. State any technological innovations or specific attributes which distinguish you from your competitors
.....
- 8. Indicate terms of trade/sale:
.....
.....

Name of firm:

Name of designated Official:

Signature, date and stamp:

(5 Points)

FORM T-3 SUPERVISORY PERSONNEL

State the Number of Supervisory Personnel.....

Indicate the name and academic qualifications of at least two

1. Name

Age Academic Qualification (Tick as appropriate)

Under graduate

Post graduate

Diploma

High School

Professional Qualification

(Attach Certificates if any)

Length of service with Contractor or Supplier and position held

.....

2. Name

Age Academic Qualification (Tick as appropriate)

Under graduate

Post graduate

Diploma

High School

Professional Qualification

(Attach Certificates if any)

Length of service with Contractor or Supplier and position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization-5 points each)

(10 Points)

Name of firm:.....

Name of designated Official:.....

Signature, date and stamp:

FORM T-4 FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach copies of the last two years Audited accounts or two year's certified bank statements for sole proprietors 7 marks
- (2) Attach letters of recommendation from the firm's bankers- 7 marks.
- (3) State Credit period (minimum proposed is 90 days) – 6marks

(Not applicable for Youth, Women and Persons with Disability)

(20 Points)

FORM T-5 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>Part I- General:</p> <p>Business Name Location of business premises..... Plot No. Street/Road..... Postal Address..... Tel.Nos..... Nature of business..... Current Trade License. No..... Expiring date.....</p> <p>Maximum value of business which you can handle at any one time: Kshs.....</p> <p>Name of your bankers.....</p> <p>Branch.....</p>																										
<input type="checkbox"/>	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																									
<input type="checkbox"/>	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">*Citizenship details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	*Citizenship details	Shares	1.	2.	3.	4.
	Name	Nationality	*Citizenship details	Shares																						
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□	<p>Part 2 (c) – Registered Company:</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal Kshs.....</p> <p style="padding-left: 40px;">Issued Kshs.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">*Citizenship details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	*Citizenship details	Shares	1.	2.	3.	4.	5.
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1.																											
2.																											
3.																											
4.																											
5.																											
<p>Date Signature of Candidate.....</p>																															

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

(10 Points)

FORM T-6 PAST EXPERIENCE

Names of The Bidder’s Clients in the Last Two Years and Values of tenders

1. Name of 1st 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 Contact Person
- v) Value of Contract
- vi) Duration of Contract (date)
- vii) (Attach documental evidence of existence of contract)

2. 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 Contact Person
- v) Value of Contract
- vi) Duration of Contract (date)
- (Attach documental evidence of existence of contract)

3. Name of 3rd 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 Contact Person
- v) Value of Contract
- vi) Duration of Contract (date)
- vii) (Attach documental evidence of existence of contract)

3. Others

(10 Points) **3**

**Marks each and an additional point for one other
(Not applicable for Youth, Women and Persons with Disability)**

FORM T-7 LITIGATION HISTORY

Name of Bidder:

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

Year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed amount (current value, Ksh. Equivalent)

(5 Points)

Name of firm:

Name of designated Official:

Signature, date and stamp:

FORM T-8 ANTI CORRUPTION DECLARATION PLEDGE

I/WE..... declare that I/WE recognize that Public Procurement is based on a free and fair competitive Tendering process which should not be opened to abuse

I/WE..... Declare that
I/WE.....will not offer or facilitate directly or indirectly any inducement or reward to any public officer, their relations or business associates, in accordance with the tender No..... for or in the subsequent performance of the contract if I/WE/am/are successful.

Signed by..... Chief Executive Officer or Authorized representative.

Date.....

(5 marks)

FORM T-9 SWORN STATEMENT

Having studied the tender information above I/We hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. **i. FOR CATEGORY A**
I/We acknowledge that if successful, this grants the right to fulfill the tender on the basis of provisions in the tender contract document.
ii. FOR CATEGORY B
I/We acknowledge that if successful, this grants the right to participate in due time in the submission of quotation on the basis of provisions in the quotation documents.
- c. We enclose all the required documents and information required for the tender evaluation.

Date

Applicant's Name

Represented by

Signature

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

(5 marks)

Appendix 1

TENDER NO. KTTC/T/1/2017/2018

ITEM DESCRIPTION: MEAT AND EGGS

CODE	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
ITEM6039	Eggs - (For chicken standard size)	Trays	
ITEM214	Stewing steak (Beef)	Kg(s)	

Appendix 2

TENDER NO. KTTC/2/2017/2018

ITEM DESCRIPTION: PROCESSED MILK

CODE	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
ITEM1191	Pasteurized milk 20 litre craton, fat content 3.5 %	Craton	

Appendix 3

TENDER NO. KTTC/T/3/2017/2018

ITEM DESCRIPTION: BREAD

CODE	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
ITEM605	Bread 800gms sliced (white & brown) approximate slices 20.	Piece(s)	

Appendix 4

TENDER NO. KTTC/T/4/2017/2018

ITEM DESCRIPTION: IRISH POTATOES AND CARROTS

CODE	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
ITEM023	Carrots	Kg(s)	
ITEM1329	Potatoes Irish type	Kg(s)	

Appendix 5

KTTC/T/5/2017/2018

ITEM DESCRIPTION: PROCESSED FOODS

CODE	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
ITEM127	Cocoa 400gm	Tin(s)	
ITEM113	Croma X 10kg	Ctns	
ITEM121	Drinking chocolate 400 gms	Tin	
ITEM9243	Foil paper 45ft (aluminum)	Roll(s)	
ITEM7798	Garlic powder	Kg(s)	
ITEM9246	Grad wrap	Packet(s)	
ITEM117	Gravy-browning 12x700ml	Ctns	
ITEM120	Household Medium Coffee 24X500 gm	Ctn	
ITEM517	Kensalt 20kg	Bales	
ITEM122	Milo 400 gms	Tin(s)	
ITEM9242	Mineral water 10litres	Tin	
ITEM9240	Mineral water 12x 500ml-dasani	Ctns	
ITEM119	Mixed spices	Kg(s)	
ITEM9182	Papaya jam(6kgs)	Tin(s)	
ITEM8012	Pilau masala X 100gms	Tin	
ITEM116	Royco 24x200gms	Ctn	
ITEM9245	Servittes x100pcs	Packet(s)	
ITEM123	Tea leaves 20x500gm	Ctn	
ITEM112	Tily cooking fat 10kg	Ctns	
ITEM115	Tomato paste 24x400gms	Ctn	
ITEM125	Vinegar 12x700ml	Ctns	
ITEM114	Wheat flour 2x12kg	Bales	
ITEM6204	White pepper powder	Kg(s)	

Appendix 6
KTTC/T/6/2017/2018

ITEM DESCRIPTION: NYAYO BEANS AND RICE

CODE	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
ITEM111	Clean and Sorted Nyayo beans 90kg	Kg(s)	
ITEM7277	Rice grade 1 50kg	Bag(s)	

Appendix 7

KTTC/T/7/2017/2018

ITEM DESCRIPTION: VEGETABLES & FRUITS

CODE	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
ITEM295	Ripe Bananas	Piece(s)	
ITEM022	Cabbages	Kg(s)	
ITEM486	Green pepper	Kg(s)	
ITEM018	Red Onions	Kg(s)	
ITEM021	Spinach	Kg(s)	
ITEM020	Sukuma wiki	Kg(s)	
ITEM019	Tomatoes	Kg(s)	
ITEM297	Oranges	Kg(s)	
ITEM298	Mangoes	Kg(s)	

Appendix 8

KTTC/T/8/2017/2018

ITEM DESCRIPTION: STATIONERY AND COMPUTER ACCESSORIES

CODE	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
ITEM512	Binding - Hard cover	Packet(s)	
ITEM227	Binding tape 3inch	Roll(s)	
ITEM7516	black book (4 quire)	Piece(s)	
ITEM9121	Blackboard Rulers 1m	Piece(s)	
ITEM029	Box files (robin)	Piece(s)	
ITEM031	Brown paper roll	Roll(s)	
ITEM3948	calculator Casio DJ12T	Piece(s)	
ITEM039	Carbon paper (pelican) hand film 205	Packet(s)	
ITEM7505	Cartridge black 940	Piece(s)	
ITEM5100	cartridge CC530A	Piece(s)	
ITEM5101	cartridge CC531A	Piece(s)	
ITEM5102	cartridge CC532A	Piece(s)	
ITEM5103	Cartridge CC533A	Piece(s)	
ITEM7506	Cartridge cyan 940	Piece(s)	
ITEM7507	Cartridge Magneta 540	Piece(s)	
ITEM7508	Cartridge yellow 540	Piece(s)	
ITEM8334	CD-RW 700MB-SONY	Piece(s)	
ITEM036	Cellotapes 1 inch (afri clear tape24mm x 50mts)	Piece(s)	
ITEM7916	Certificate paper emborsed	Ream(s)	
ITEM2602	computer paper A3 (NCR 2 part)	Ctns	
ITEM034	Computer paper A4	Ctns	
ITEM578	Conqueror Envelopes 500 Pcs 9X4	Box(es)	
ITEM8156	Conqueror paper	Ream(s)	
ITEM9368	cotton twine	Roll(s)	
ITEM9373	crayons	Ctns	
ITEM9376	delivery books	Piece(s)	
ITEM8184	Desk organiser	Piece(s)	
ITEM2985	Dowell glue	Kg(s)	
ITEM8303	Drawing paper A0 80GMS	Ream(s)	
ITEM050	Drawing paper A1 80GMS	Ream(s)	
ITEM222	Drawing paper A2 80GMS	Ream(s)	
ITEM051	Drawing paper A3 80GMS	Ream(s)	
ITEM223	Drawing paper A4 80GMS	Ream(s)	
ITEM049	Duplicating ink pelican 400ml	Piece(s)	
ITEM048	Dustless chalk	Packet(s)	
ITEM2053	DVD-R 4.7 GB	Piece(s)	
ITEM008	DVD-R 8 GB	Piece(s)	
ITEM912	DVD-R 12 GB	Piece(s)	
ITEM4438	Envelope A5 Brown 120GMS	Piece(s)	
ITEM056	Envelopes 9X4 white robbin-120GMS	Piece(s)	
ITEM058	Envelopes A3 brown -120GMS	Piece(s)	
ITEM057	Envelopes A4 brown -120GMS	Piece(s)	

CODE	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
ITEM043	Epson LQ 2180 printer head	Piece(s)	
ITEM5099	Epson ribbon LQ 2180	Piece(s)	
ITEM1006	Epson Ribbon LQ 680	Piece(s)	
ITEM7709	Epson TM-20 Receipt Thermo-Printer GEN5	Piece(s)	
ITEM8722	External Hard Disk 500gb, Transcend	Piece(s)	
ITEM9379	External Hard Disk 1 terabyte Transcend	Piece(s)	
ITEM067	Felt pens chisel tip	Piece(s)	
ITEM601	File Fasteners no 8,	Packet(s)	
ITEM064	File folders	Piece(s)	
ITEM069	Flip chart	Ream(s)	
ITEM070	Glue stick big size	Piece(s)	
ITEM071	Graph paper A4	Ream(s)	
ITEM2732	Highlighter Pens, artistic	Piece(s)	
ITEM5247	HP Toner 78	Piece(s)	
ITEM5173	Hp Toner 122 Black	Piece(s)	
ITEM5172	Hp Toner 122 Colour	Piece(s)	
ITEM5137	Hp Toner 12A	Piece(s)	
ITEM6201	Hp Toner 130A	Piece(s)	
ITEM6202	Hp Toner 134A	Piece(s)	
ITEM6067	Hp Toner 13A	Piece(s)	
ITEM5246	Hp Toner 45	Piece(s)	
ITEM5136	Hp Toner 53A	Piece(s)	
ITEM5121	Hp Toner 5A	Piece(s)	
ITEM6007	Hp Toner 6002A Magenta	Piece(s)	
ITEM6008	Hp Toner 6003A Magenta	Piece(s)	
ITEM7512	Hp Toner 80A	Piece(s)	
ITEM8267	Hp Toner 85A	Piece(s)	
ITEM5225	Hp cartridge 901 Black	Piece(s)	
ITEM5135	Hp cartridge 901 Colour	Piece(s)	
ITEM6009	Hp Toner Q6000A Black	Piece(s)	
ITEM6005	Hp Toner Q6001A Cyan	Piece(s)	
ITEM6088	Hp Toner 92A	Piece(s)	
ITEM9122	Ink Pen -0.18	Piece(s)	
ITEM9123	Ink Pens 0.25	Piece(s)	
ITEM9124	Ink Pens 0.35	Piece(s)	
ITEM9125	Ink Pens 0.5	Piece(s)	
ITEM9127	Letter Templates 0.25	Piece(s)	
ITEM9128	Letter Templates -0.35	Piece(s)	
ITEM9129	Letter Templates 0.5	Piece(s)	
ITEM229	Manilla Paper 220 Gms	Piece(s)	
ITEM3052	Markers(Permanent)	Piece(s)	
ITEM631	Masking Tape 2 Inch	Piece(s)	
ITEM079	Masking Tapes 1 Inch	Roll(s)	
ITEM9141	Mechanical Pencils Lids 0.5MM,0.25,0.35	Packets(s)	
ITEM082	Office Glue - 1 Litre	Piece(s)	

CODE	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
ITEM6087	paper punch big size	Piece(s)	
ITEM088	Paper punch kangaroo DP-540	Piece(s)	
ITEM1359	Pencil sharpener	Piece(s)	
ITEM086	Pencils HB H,2H,3H Staedler	Packets)	
ITEM5087	photocopying paper white 80 gms	Ream(s)	
ITEM6425	photocopying paper colour 80 gms	Ream(s)	
ITEM092	Rubber bands	Packet(s)	
ITEM090	Rubbers BR 40	Piece(s)	
ITEM089	Ruled paper A4 (Kasuku)	Ream(s)	
ITEM091	Ruler plastic 12 inch BIC	Piece(s)	
ITEM9377	Scissors small	Piece(s)	
ITEM8304	Self-inking rubber stamp enscribed.	Piece(s)	
ITEM9126	Set squares (adjustable)	Piece(s)	
ITEM098	Shorthand note books	Piece(s)	
ITEM967	Spiral 18mm	Packet(s)	
ITEM968	Spiral 20mm	Packet(s)	
ITEM3625	spiral 25mm	Packet(s)	
ITEM3626	spiral 28mm	Packet(s)	
ITEM093	Spring files (RAPID)	Piece(s)	
ITEM099	Stamp pad ink	Piece(s)	
ITEM100	Stamp pads	Piece(s)	
ITEM477	Stapler big size	Piece(s)	
ITEM1358	stapler Remover	Piece(s)	
ITEM097	Staplers small - HD-45s	Piece(s)	
ITEM095	Staples 9/12	Packet(s)	
ITEM9378	Staples size 23s17	Piece(s)	
ITEM094	Staples size 26/6	Packet(s)	
ITEM2988	Staples size 9/24	Packet(s)	
ITEM2987	Staples size 9/14	Packet(s)	
ITEM2986	Staples size 9/27	Packet(s)	
ITEM037	Stencil correction fluid	Piece(s)	
ITEM9173	Suspension files	Piece(s)	
ITEM105	Thumb pins/tacks	Packet(s)	
ITEM9130	Tracing papers A3 size	Piece(s)	
ITEM9372	Tracing papers A2size	Piece(s)	
ITEM9170	Tracing papers A1size	Piece(s)	
ITEM103	Transparency pens	Piece(s)	
ITEM104	Transparency sheets - clear/colour	Packet(s)	
ITEM102	Typing stencils (pegus)	Packet(s)	
ITEM1330	Document wallet transparent	Piece(s)	
ITEM109	Waste paper baskets	Piece(s)	
ITEM028	White board dusters	Piece(s)	
ITEM1357	Whiteboard ink(BIC)	Piece(s)	
ITEM421	Whiteboard marker (BIC BRAND)	Piece(s)	
ITEM108	Wite out (BIC)	Piece(s)	

Appendix 9

TENDER NO. KTTC/T/9/2017/2018

ITEM DESCRIPTION: PROVISION OF MOTOR VEHICLE INSURANCE COVER

CODE	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
ITEM8308	INSURANCE COVER FOR COLLEGE VEHICLES	Piece(s)	

LIST OF VEHICLES

NO	REGISTRATION NO.	MAKE AND MODEL	ENGINE CC	YEAR OF MANUFACTURE	TYPE OF BODY	SEATING CAPACITY	ESTIMATE VALUE(Kshs) July 2015
1	KAR 433L	PEUGEOT 406	1761CC	16/9/2004	SALOON	5	740,000.00
2	KAR 988L	PEUGEOT 306	1360CC	5/5/2005	SALOON	5	490,000.00
3	KAR987L	PEUGEOT 306	1360CC	5/5/2005	SALOON	5	480,000.00
4	KBG 330C	ISUZU BUS MV 123	9800CC	19/5/2009	BUS/COACH	62	4,300,000.00
5	KAR 366L	ISUZU BUS MV 123	9839CC	29/6/2004	BUS/COACH	67	2,360,000.00
6	KAY 867V	ISUZU NPR FRR 33L	4300CC	14/3/2008	MINI BUS/COACH	29	1,710,000.00
7	KAY 339V	TOYOTA HILUX TGN 15 R	1988CC	25/9/2007	PICK-UP	2	870,000.00
8	KAV 390E	MITSUBISHI PAJERO	2350CC	28/7/2006	ST WAGON	9	930,000.00
9	KBB 095S	MITSUBISHI PAJERO	2350CC	3/7/2008	ST WAGON	9	1,540,000.00
10	KAV 537E	TOYOTA NZE	1300CC	08/8/2006	SALOON	5	530,000.00
11	KAV 538E	TOYOTA NZE	1300CC	08/8/2006	SALOON	5	505,000.00
12	KAV 396E	TOYOTA PRADO	2700CC	9/8/2006	ST WAGON	5	1,920,000.00
13	GKA 176T	NISSAN DOUBLE CABIN	3000CC	2/5/2008	HARD BODY	5	1,790,000.00
14	KAY 850V	TRACTOR MF	4400CC	29/2/2008	MF/290E FERGUSON 1	1	1,310,000.00

Appendix 10

TENDER NO. KTTC/T/10/2017/2018

ITEM DESCRIPTION: SUPPLY OF CLEANING AND GROUNDS MATERIALS

CODE	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
ITEM9262	Air Freshener 300ml(Airwick)	Piece(s)	
ITEM9263	Air Freshener 500ml(Pledge)	Piece(s)	
ITEM8938	Axe with handle	Piece(s)	
ITEM513	Bar Soap White Star 800grms	Piece(s)	
ITEM217	Broom handle - wood	Piece(s)	
ITEM7552	Cob web remover	Piece(s)	
ITEM247	Deck brushes	Piece(s)	
ITEM9248	Dish Clothes	Piece(s)	
ITEM9206	Disposable Refuse Papers/Bags	Packet(s)	
ITEM9264	Doom spray 750ml	Piece(s)	
ITEM971	Dust Musk	Piece(s)	
ITEM2460	Dust pan brush	Piece(s)	
ITEM8883	Dust pans	Piece(s)	
ITEM251	Dustbin complast 100Ltrs	Piece(s)	
ITEM8157	Feather dusters	Piece(s)	
ITEM068	File sharpeners (pangas)	Piece(s)	
ITEM8947	Fix spanner	Set	
ITEM238	Floor clothes/dusters	Piece(s)	
ITEM8912	Fork jembe with handle	Piece(s)	
ITEM240	Gloves (leather)	Pair(s)	
ITEM239	Gloves (rubber)Heavy duty	Pair(s)	
ITEM5076	Hand brushes	Piece(s)	
ITEM4284	Hand towel 16*28	Piece(s)	
ITEM3919	Hand towel 45*76	Piece(s)	
ITEM2134	Hand towel(14x24)	Piece(s)	
ITEM9260	Hand washing gel 5Ltrs	Litre(s)	
ITEM8238	Hard broom with handle	Piece(s)	
ITEM8913	Hard rake wooden handle	Piece(s)	
ITEM4522	Hard rakes with handle (metal)	Piece(s)	
ITEM2800	Harpic big size	Piece(s)	
ITEM3766	High dusting brooms	Piece(s)	
ITEM3933	horse pipe 1/2*30 rubber Heavy dutyPVC	Piece(s)	
ITEM5797	horse pipe 3/4*30mts rubber heavy duty PVC	Meter(s)	
ITEM8911	Jembe with handle	Piece(s)	
ITEM7909	JK 750ML	Piece(s)	
ITEM531	Jumbo mop with handle	Piece(s)	
ITEM9296	Makuti broom	Piece(s)	
ITEM7855	Mattock with handle	Piece(s)	
ITEM9356	Mop Buckets	Piece(s)	
ITEM3931	Mop head extra large	Piece(s)	

ITEM500	Omo large 24 x 500g	Ctns	
ITEM8924	Pangas	Piece(s)	
ITEM526	Plastic mop- Bucket	Piece(s)	
ITEM8948	Pliers	Set	
ITEM8946	Ring spanner	Set	
ITEM7856	Secatour (prunner)	Piece(s)	
ITEM250	Scouring powder 20kg	Bag(s)	
ITEM8926	Secatour/scissor	Piece(s)	
ITEM716	Selvin dudu dust 200gms	Tin	
ITEM3956	Sharpener (file) standard size 21 inches	Piece(s)	
ITEM8273	Slasher wooden handle 27inches	Piece(s)	
ITEM245	soft broom fibre with handle	Piece(s)	
ITEM246	Soft broom nylon with handle	Piece(s)	
ITEM8914	Soft rake	Piece(s)	
ITEM4471	Spades with metal handle	Piece(s)	
ITEM4280	Sponge jumbo	Piece(s)	
ITEM8923	Sprinkler	Piece(s)	
ITEM249	Squeeze rubber with handle	Piece(s)	
ITEM8934	Starter rope	Piece(s)	
ITEM5107	Suguwa steelwool 750gms	Roll(s)	
ITEM5111	Tee pee toilet brush & bowl set	Piece(s)	
ITEM233	Toilet brushes	Piece(s)	
ITEM185	Toilet paper bales(toilex)	Bales	
ITEM1650	Toilet pumps	Piece(s)	
ITEM234	Urinal balls	Packet(s)	
ITEM527	Vim powder 15kgs	Bag(s)	
ITEM9297	Waste paper basket	Piece(s)	
ITEM3957	Watering cans 10lts	Piece(s)	
ITEM8941	Wheelbarrow heavy duty	Piece(s)	
ITEM8768	Windowline	Piece(s)	

Appendix 11
KTTC/T/11/2017/18

SUPPLY OF HARDWARE

Bidder are required to fill only the questionnaires

Appendix 12
KTTC/T/12/2017/18

PROVISION OF LEGAL SERVICES

Bidder are required to fill only the questionnaires