



# **SIAYA INSTITUTE OF TECHNOLOGY**

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**SIAYA INSTITUTE OF TECHNOLOGY.**

**TENDER FOR SUPPLY AND DELIVERY OF  
MOTOR VEHICLE SPARE PARTS.  
(FRAMEWORK AGREEMENT)**

**FOR THE YEAR 2023/2024.**

**CLOSING DATE: MONDAY 26<sup>TH</sup> JUNE, 2023 AT  
10.00 AM.**

**TENDER NO: SIT/2023/2024/08**

## TABLE OF CONTENTS

	Page
1. TENDER NOTICE .....	3
2. PREQUALIFICATION INSTRUCTIONS .....	4-5
3. EVALUATION CRITERIA.....	6
4 .FORM T-1 MANDATORY REQUIREMENTS.....	7
5.FORM T-2 REGISTRATION OF SUPPLIERS APPLICATION FORM.....	8
6. FORM T – 3 CONFIDENTIAL BUSINESS QUESTIONNAIRES .....	9
7. FORM T- 4 STATUS OF COMPLIANCE.....	10
8. FORM T – 5 FINANCIAL POSITIONS AND TERMS OF TRADE .....	11
9. FORM T – 6 LITIGATION/ARBITRATION INCIDENTS.....	12
10. FORM T – 7 PAST EXPERIENCES .....	13-14
11. FORM T– 8 MAN POWER AND EXPERTISE.....	15
12. FORM T – 9 PAST PERFORMANCE.....	16
13 FORM T- 10 SPECIFICATION AND PRICE FORM.....	17
13. FORM T– 11 SWORN STATEMENTS .....	18

**SIAYA INSTITUTE OF TECHNOLOGY** invites tenders from interested, eligible, capable individuals and firms for supply and delivery of goods and services for the financial year 2023-2024.

The tender documents containing the submission information, detailed terms and conditions may be obtained from **SIAYA INSTITUTE OF TECHNOLOGY** upon payment of a non-refundable fee of kshs.1,000 in the Institute's KCB Bank A/C No. 1106857135, Siaya Branch and presentation of the Bank slip to the Institute's Finance Office for receipting.

Tender documents may be downloaded free of charge from **Institutes** website: [www.siayainstitute.ac.ke](http://www.siayainstitute.ac.ke) or [www.tenders.go.ke](http://www.tenders.go.ke). Tender closing Date is Monday 26<sup>th</sup> June, 2023 at **10.00 Am.**

Completed tender documents are to be enclosed in a plain sealed envelope marked with tender name and reference number and deposited in the tender box located outside the Administration Block and to be addressed to:-

**THE CHIEF PRINCIPAL  
SIAYA INSTITUTE OF TECHNOLOGY,  
P.O. BOX 1087-  
40600  
SIAYA .**

Tenders will be opened immediately thereafter at **the Institutional Management Open Restaurant** in the presence of tenderers or representatives who choose to attend the opening.

**NB: LATE TENDERS WILL NOT BE ACCEPTED**

## **TENDERER INSTRUCTIONS**

### **1.1 Introduction**

Siaya Institute of Technology would like to invite interested candidates who must qualify by meeting the set criteria as provided to supply and deliver or provision of goods and services to Siaya Institute of Technology.

### **1.2 Qualification Objective**

The main objective is to supply goods and services to Siaya Institute of Technology as and when required during the financial year 2023-2024.

### **1.3 Invitation of Tenderer**

Suppliers registered with the Registrars of Companies under the Laws of Kenya in respective merchandise

Or services are invited to submit their TENDER documents to SIAYA INSTITUTE OF TECHNOLOGY

Bids will be submitted in complete lots singly. The prospective Suppliers are required to supply mandatory information for qualification.

### **1.4 Experience**

Potential suppliers must demonstrate the capacity, willingness and commitment to meet all the Criteria.

### **1.5 Tender Document**

This document includes questionnaire forms and documents required of prospective suppliers.

**1.6** In order to be considered, prospective suppliers must submit all the Information herein requested.

### **1.7 Submission of Tender Documents**

Original copy of the Completed tender document/registration data and other requested information shall be submitted to reach: **THE CHIEF PRINCIPAL, SIAYA INSTITUTE OF TECHNOLOGY, P.O BOX 1087 – 40600, SIAYA.**

### **1.8 Questions arising from documents**

Questions that may arise from the tender documents should be directed to **SIAYA INSTITUTE OF TECHNOLOGY whose address is given above.**

### **1.9 Additional Information**

SIAYA INSTITUTE OF TECHNOLOGY reserves the right to request submission of additional information from prospective bidders.

## **2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES**

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### **2.1 Quoted Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required.

Prices quoted should be inclusive of all delivery charges and taxes.

### **2.2 Payments**

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

## **TENDER/REGISTERED DATA INSTRUCTIONS**

### **3.1 Tender data forms**

The attached questionnaires forms:( **T-1, T-2... .. T-11**) are to be Completed by prospective suppliers/contractors who wish to be contracted for submission of Tender for specific category.

**3.1.1** The tender documents which are not filled out completely and Submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

### **3.2 Qualification**

**3.2.1** It is understood and agreed that, the qualifications/registration data on prospective bidders is to be used by Siaya Institute of Technology in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender Category as described by the client.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment of the Assembly they possess capability. experience, qualified personnel available and suitability of equipment and net current asset or working capital sufficient to satisfactory execute the contract for goods/services.

### **3.3 Essential Criteria for Qualification**

**3.3.1 Experience:** Prospective bidders shall have experience in the supply of goods, services and Allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice

#### **3.3.2 Financial condition.**

The supplier's financial condition will be determined by latest financial statement submitted with the tender documents; potential suppliers/contractors will qualify on the satisfactory information given.

**3.3.3** Special consideration will be given to the financial resources available as working capital, Taking into account the number of uncompleted orders on contract and now in progress data on Form T-4. However, potential bidders should provide evidence of financial capability to execute the Contract.

#### **3.3.4 Past performance**

Past performance will be given due consideration in qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in form T-5

### **3.4 Statement**

Application must include a sworn statement Form T-8 by the tenderer ensuring the accuracy of the information given.

### **3.5 Withdrawal of contract**

Should a condition arise between the contracted time which in the opinion of the client/ Siaya Institute of Technology could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, Siaya Institute of Technology reserves the right to cancel the contract from such a bidder even though he/she was initially qualified.

**3.6** The firm must have a fixed business premise and must be registered in Kenya, with Certificate of Registration, Incorporation/Memorandum and Article of Association, copies of which must be attached.

**3.6.1** The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory

### 3.7 Evaluation Criteria

Required Information Form Type Points Score

Required Information Form Type Points Score.

	<b>Required information</b>	<b>Allocated scores</b>
<b>1</b>	<b>Registration documentation.</b> <ul style="list-style-type: none"><li>• Certificate of incorporation/Registration certificate</li><li>• PIN Certificate</li></ul>	<b>5</b> <b>5</b>
<b>2</b>	Valid Tax Compliance Certificate	<b>15</b>
<b>3</b>	<b>Financial capacity.</b> <ul style="list-style-type: none"><li>• Audited reports for the last 3 years (General)</li><li>• Mode of payment &amp; willingness to give credit and reference letter from the Bank.</li></ul>	<b>5</b> <b>10</b>
<b>4</b>	<b>Past experience &amp; performance</b> <ul style="list-style-type: none"><li>• No. of years in business (General)</li><li>• Five referees (mostly clients) attach proof (General)</li></ul>	<b>10</b> <b>10</b>
<b>5</b>	<b>Confidential business questionnaire</b> <ul style="list-style-type: none"><li>• Dully filled</li><li>• Fixed premises with telephone facilities (will be inspected/verified by a team from the College)</li></ul>	<b>10</b> <b>5</b>
<b>6</b>	Litigation History (General)	<b>5</b>
<b>7</b>	Other certificates e.g. KEBS, registration with Professional Bodies certification (Attach Copies)	<b>5</b>
<b>8</b>	Manpower and expertise (General)	<b>10</b>
<b>9</b>	Declaration and Company stamp	<b>5</b>
	<b>TOTAL</b>	<b>100</b>

**3.8- The qualification is 75 points and over**

## **FORM T-1 TENDERERS QUALIFICATION**

### **Mandatory Requirements for Persons with Disabilities (PWD's), Youth and Women**

1. Attach copy of Business Registration Certificate
2. Attach copy of PIN certificate and VAT Certificate
3. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification).
4. Registration Certificate by National Treasury/County Government (**VALID AGPO**)
5. Reference letter from the Bank.
6. Duly filled and completed Tender submission document.

NB: The bidder should specify on the document whether the firm is owned by Youth, Women or PWDs (be specific)

### **Mandatory Requirements for prequalification of all other categories:**

1. A copy of Certificate of Registration/incorporation
2. Copy of PIN/ VAT Registration Certificate.
3. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification).
4. Copies of PIN Certificate of firm/company/individual.
5. Copy of current Trade License.
6. Reference letter from the Bank.
7. Duly filled and completed Tender submission document.

You shall provide evidence of physical address and premises. The Institute evaluation team may Visit suppliers' premises to ascertain physical address and stock of items

**FORM T-2 QUALIFICATION DATA  
REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/we .....hereby apply for  
registration as supplier(s) of  
(Name of Company/Firm)

.....  
(Item Description)

.....  
(Category No.)

Post Office Address .....

**Town** .....

**Street**.....

**Name of building** .....

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

**Telephone No's**.....**Fax**.....**email**.....

**Full Name of applicant**.....

**2. Organization & Business Information**

Director Names.

1.....

2.....

3.....

4.....

**Partnership (if applicable)**

Name of Partners

1 .....

2 .....

3 .....

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

.....  
.....



**REPUBLIC OF KENYA**

**T- 3 CONFIDENTIAL BUSINESS QUESTIONNAIRES**

You are requested to give the particulars indicated in part 1 and either part 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.....  
Location of business  
Premises.....  
Plot No. .... Street /Road .....  
Postal Address .....Tel. No.....  
.  
Nature of business .....  
Current Trade License NO.....Expiring date .....  
Maximum value of business which you can handle at any one time: Kshs.....  
Name of your bankers.....Branch.....

**Part 2 (a) – Sole Proprietors**

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

**Part 2(b) – Partnership**

Give details of partners as follows:

Name	Nationality	Citizenship	Details	Shares
1.....				
2.....				
3.....				
4.....				
5.....				

**Part 2 (c)-Registered company**

Private or Public.....  
State the nominal and issued capital of company:-  
Nominal:Ksh.....Issued.....

Give details of all the director

Name	Nationality	Citizenship	Details	Shares
1.....				
2.....				
3.....				
4.....				
5.....				

**Date** .....**Signature of**  
**Candidate**.....

If Kenya citizen, indicate under “Citizenship Details” whether by birth, Naturalization or Registration. ....

**FORM T 4 F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS**

- 1. Certificate of Registration/ Incorporation... (Attach copy)
- 2. Valid Trade License..... (Attach copy)
- 3. State VAT Registration No..... (Attach copy)
- 4. PIN NO. ....(Attach copy)
- 5. Attach proof of being up to date in VAT and Income Tax Returns.....(Attach copy Of current Tax Compliance Certificate)

1. State if the company is a subject of bankruptcy proceeding, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law  
.....  
.....  
.....

2. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer etc.....  
.....  
.....

3. State any technological innovations or specific attributes which distinguishes you from your competitors.....

4. Tax Compliance Certificate (Attach copy)

5. Other important certificates e.g. KEBS, registration with MOPW, Professional bodies certification Please attach proof

## **T-5 FINANCIAL POSITION AND TERMS OF TRADE**

### **PART I**

- (1) Attach a copy of firm's certified financial statements giving summary of assets and current Liabilities/or any other financial support. (**APPLICABLE TO LIMITED COMPANIES ONLY**)
  
- (2) Attach letters of reference from the bankers regarding supplier's credit position.

### **PART II**

#### **TERMS OF TRADE PAYMENTS**

- 1) Siaya Institute of Technology would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made.
  
- 2) All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

Confirm acceptance of this: **Acceptable/Not Acceptable**

## **FORM T 6: LITIGATION/ARBITRATION INCIDENCES**

Litigation and Arbitration incidences

1. Enumerate any past litigation and arbitration incidences encountered by the firm.
2. State if the company is/ was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

**FORM T -7 PAST EXPERIENCES**

Give details of at least 5 Reputable Organizations where you are supplying the category of goods/service applied for. (Attach Proof)

**CLIENTS DETAILS.**

1) Organization Name.....  
Address.....  
Tel No. ....  
Contact Person.....  
Position in the organization.....  
E-mail Address.....  
Duration of Contract.....

2) Organization Name.....  
Address.....  
Tel No. ....  
Contact Person.....  
Position in the organization.....  
E-mail Address.....  
Duration of Contract.....

3) Organization Name.....  
Address.....  
Tel No. ....  
Contact Person.....  
Position in the organization.....  
E-mail Address.....  
Duration of Contract.....

4) Organization Name.....  
Address.....  
Tel No. ....  
Contact Person.....  
Position in the organization.....  
E-mail Address.....  
Duration of Contract.....

**FORM T 8: MANPOWER AND EXPERTISE OF STAFF**

Qualifications and experience of at least five key personnel proposed for administration and execution of the Contract.

Attach Curriculum Vitae (CV's). The CVs should be duly signed by the proposed personnel.

<b>POSITION</b>	<b>NAME</b>	<b>QUALIFICATION</b>	<b>EXPERIENCED IN PROPOSED POSITION</b>

## FORM T-9 : PAST PERFORMANCE

Have you previously been supplying goods/services to Siaya Institute of Technology? If

yes, give details

.....  
.....

Indicate three of the latest orders with Siaya Institute of Technology.

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

Do you have any pending orders with Siaya Institute of Technology? If so give details

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

Have you ever failed to honor Siaya Institute of Technology LPO/LSO? If so give details

.....  
.....



**FORM T – 10 PRICE QUOTATION AND SPECIFICATIONS FOR THE TENDER.**

**DELIVERY OF MOTOR VEHICLE SPARE PARTS.**

S/N	ITEM DESCRIPTION	QNTY		VALUE KSHS.		
		QUANTITY	MV 123 (Ksh)	FRR 90 (Ksh)	ISUZU D-MAX (Ksh)	NISSAN HARDBODY (Ksh)
1.	Clutch plate	1				
2.	Clutch Cylinder	1				
3.	Pressure plate	1				
4.	Fuel filter	1				
5.	Air cleaner	1				
6.	Oil filter	1				
7.	Bushes	1				
8.	Bulbs	1				
9.	Springs	1				
10.	Brake fluid	1				
11.	Steering fluid	1				
12.	Gear box	1				
13.	U bolts	1				
14.	Gear cable	1				
15.	Centre bolts	1				
16.	Wiper blades	1				
17.	Wheel studs	1				
18.	Wheel Bearing	1				
19.	Wheel Nuts	1				
20.	Brake lining	1				
21.	Brake pads	1				
22.	Brake rubbers	1				
23.	Brake shoe	1				
24.	Brake cylinder	1				
25.	Shock absorbers	1				
26.	Universal joints	1				
27.	Safety belt	1				
28.	Driver Safety belt	1				
29.	Fun Belt	1				
30.	Water separator	1				
31.	Indicator Lights	1				

32.	Turbo timer	1				
33.	Lubricants	1				
34.	Front buffer Filter	1				
35.	Rear Buffer Filter	1				
36.	Fog Lights	1				
37.	Head Lamps	1				
38.	Wiper Nozzles	1				
39.	Radiator cap	1				
40.	Battery – N70	1				

**NB**

- **QUOTATIONS SHOULD BE STRICTLY AS PER SPECIFICATION.**

**FORM T-11 SWORN STATEMENT.**

Having studied the 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 contracted, we acknowledge that this grants us the right to participate in due time in the supply of goods/services when invited/requested to do so by Siaya Institute of Technology
- C. When the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify Siaya Institute of Technology and acknowledge your right to review the contract made.
- D. We enclose all the required documents and information required for the evaluation.
- E. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

f. Date.....

Applicant's Name

.....

Represented by

.....

Signature

.....

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