

# NKABUNE TECHNICAL TRAINING INSTITUTE



P.O Box 330, MERU.  
Tel:0733777788/0719186814.  
Email: [nkabunetti@yahoo.com](mailto:nkabunetti@yahoo.com)  
Website: [www.nkabunetti.ac.ke](http://www.nkabunetti.ac.ke)



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## PRE-QUALIFICATION DOCUMENT

PRE-QUALIFICATION FOR SUPPLY OF GOODS AND SERVICES  
FY 2021/2023

CATEGORY-----

CLOSING DATE-----



*Motto: "Technical Skills for Self Reliance"*  
**ISO 9001:2015 CERTIFIED**



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## TABLE CONTENTS

		Page
Section A	Tender Notice	3
Section B	Confidential Business Questionnaire	5
Section C	Suppliers' Application Form	6
Section D	Compliance with Statutory Requirement	7
Section E	Financial Position and Terms of Trade	8
Section F	Other Important Prerequisites	9



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## Section B

### 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 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 Ksh-----

Name of your bankers -----branch-----

Are you an agent of the Kenya National Trading Corporation? Yes/no-----

#### Part 2 (a)-sole proprietor:

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. -----			



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**Part 2 (c) \_\_\_ Registered Company:**

Private or public-----

State the nominal and issued capital of the company

Nominal KShs-----

Issued KShs-----

Give details of all directors as follows:

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

Date-----Signature of Tenderer-----

\*If Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

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## SECTION C

Full name of applicant-----

Gender: F/M-----Age-----PWD (if any specify)-----  
-----

### REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We-----

(Name of the sole proprietor/company/firm)

Postal address-----code-----Tel/No-----

Mobile-----

Email Address-----Town-----

Street-----Name of the building-----

Floor no-----Room/Office No-----

Hereby apply for registration as supplier(s)of-----  
-----  
-----

Signature of applicant-----

Date -----

Official stamp-----

Other branches location includes:

1 -----

2 -----



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## SECTION D

### STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. State VAT Registration No-----

Pins No-----attach proof of being up-to-date in the VAT and income tax returns

2.State any technological innovations or specific attributes which distinguishes you with your competitors-----

State any quality assurance certificate i.e. ISO 9000

Hereby the company-----



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## SECTION E FINANCIAL POSITION AND TERMS OF TRADE

### 1. Assets and liabilities:-

- 1) Total assets in kshs -----
- 2) Current assets in kshs-----
- 3) Total liabilities in kshs-----
- 4) Net worth total assets-total liabilities) -----
- 5) Working capital kshs-----  
(Total asset-net worth)

Indicate terms of sales/trade:-

- 1) Cash on delivery
- 2) Credit period yes/no delete appropriate, if yes
- 3) Indicate number of days-----
- 4) Upfront payment/down payment yes/no delete as appropriate, if yes state percentage-----  
-----

### Referee:-

Name of the company-----  
Address -----  
Name of contact person-----  
Signature and date-----  
Company stamp-----

### Declaration;

I/we have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to so. Any inaccuracy in the information filled herein will be used as ground for removal from or termination of the qualification process.

Signed and sealed-----  
For and on behalf of-----  
Position in company-----  
Date-----



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## SECTION F

### MANDATORY REQUIREMENTS FOR PERSONS WITH DISABILITIES PWD'S YOUTH AND WOMEN

- I) Attach copy of business registration certificate
- II) Attach copy of pin certificate and VAT Certificate
- III) Registration Certificate by Nation Treasury /County Government (AGPO)
- IV) Duly filled and completed tender submission document

N/B Previous experience is not a requirement for special groups Youth, Women &PWDs audited accounts for this special group is not a requirement .Also under this special group .the bidder should specify on the document whether the firm is owned by Youth ,Women or PWDs (be specific

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## **NKABUNE TECHNICAL TRAINING INSTITUTE**

### **NTTI 21/23/02: DRY GROCERIES AND BEVERAGES**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>UNIT OF PURCHASE</b>
Maize Flour	2kg	Bale
Rice	@50kg Long Grain	Bag
Rice	@25kg	Bag
Sugar	@50kg	Bag
Tea Leaves	@500g	Carton
Cooking Fat	@10kg	Kg
Wheat Flour	@2kg	Bale
Baking Powder	@100g	Pkts
Coffee	@100g	Carton
Catering Margarine	@10kg	Carton
Table Salt	@1kg X20pieces	Carton
Cooking Oil	@20litre	Jelly can
Cling Film	@30cmx300m	Pkt
Pilau Masala Tropical	@100g	
Powdered Milk	500g	1tin
Milo	500g	Tin
Drinking Chocolate	500g	Tin
Foil Papers	45cmx90m	Roll
Coffee	500g	Tin
Serviettes	Size 305x305mm Plain White	Pkt
Toothpick	Approx 100	Pkt
Scouring Pad	Approx 90mmx150mm	Dozen
Glucose	100g	Carton
Spices	Variety	No.
Beverages	Variety	No.
Bread	400g	Loaves