

# 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)



---

## 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**



# 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)



## 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



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



# 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)



## 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. -----			



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



# 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)**



**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.

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

# 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)



## 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-----



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



# 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)



---

## 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-----  
-----



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



# 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)



## 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-----



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



# 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)**



---

## 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

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





**NKABUNE TECHNICAL TRAINING INSTITUTE**  
**NTTI 21/23/ 15: SUPPLY AND DELIVERY OF STATIONERY**

<b>Items</b>	<b>Description</b>	<b>Unit</b>	<b>Prices Kshs Vat Inclusive</b>	<b>Brand Name</b>
Foolscap	A4	Ream		
Duplicating Papers	A4 Plastic	Ream -		
Shorthand Pads	A5	Pc		
Photocopying Papers	A4	Ream		
Conqueror Papers	A4	Ream		
Spring Files	Manila	Pcs -		
Dusters	Whiteboard	pcs		
Pencils	HB	pcs		
Wallet - Files	Manila	Pc		
Pens	Red, Blue& Black	Pcs -		
Binding Tapes	2"	Roll		
Mark Pens	Permanent	Pc		
Box Files	280mmx350mm	Pc		
Counter Books	4 Quire	Pc		
Counter Books	3 Quire	Pc		
CD-RW	Rewritable 700MB	PC		
DVD-	RW	PC		
Flask Disk	4gb	PC		
Thumb Tacks/Pin	colourless	Pkt -		
Office Glue	(160 gms) Non Toxic	Pcs		
Pencils	4H	Pc		
Whiteboard Markers	Refillables	Pc		
Office Pins	26mm-50g	Pkts		
Cello tapes	3/4"	Roll		
White Out	20 MI	Bottle		
Whiteboard Markers Ink	with refillers	Pc		
Paper Clips	100clips-28mm	Pkt		
Consumable Store Ledger	S1	Pc		
Permanent And Expandable Ledgers	S2	pcs		
Masking Tape	2"	Pc		
Flip Chart	A1 Bank papers	Roll		
Brown Papers	Khaki 36"	Roll		
Gummed Labels	Ref No.E907 Packed 100	Booklet		
Delivery Note Books	A5	Pc		
Manilla Papers	Hard	Pc		
Carbon Papers)	(Blue A4	Pkt		
Staples	66/14	Pkt		
Staples	24/6	Pcs		
Envelopes	X- Ray(Khaki) 125gm	Pcs		
Envelopes	B4 (Khaki) 125gm	pc		
Envelopes	A4 (Khaki) 125gm	pc		
Envelopes	A5 (Khaki) 125gm	Pc		
Envelopes	DL (Khaki) 125gm	Pc		
Plastic Polythene Paper	500 gmx72wide	Metres		
Rubber - Eraser	Red/Green	box		
Sticky Note Pad	3x3-100sheets yellow	Pkt		
Stamp Pad Ink	Bottle	Pc		
Spring Files	P.V.C	PC		
Class Register	A4	pc		

Graph Papers	A4	Rim		
Plain Papers	A4	Rim		
Embossed Paper	A4	Rim		
Transparent Paper	A4	Rim		
Diary	C5-2020	Pc		
Diary	A4-2020	Pc		
CD-R	R	Pc		
Pocket Folders	manila	Pc		
Box File	320mm X 280mm	Pc		
Office Glue Stick	20g	Pc		
Pocket Files	Manila	Pc		
Stapler	Ds-45	Pc		
Folders With Clips	Manila	Pc		
Flash Disk	8GB	Pc		
Stamp pad	self inking stamp	Pc		
Calculator	scientific Fx-82ms	Pc		
Invoice Book	A5	Pc		
Paper Tray	3 Tier	Pc		
Ruler	Plastic	Pc		
Petty Voucher	A5	Pc		
Pin Remover	Pin Remover	Pc		
Paper Punch	D-520	Pc		
Mark-Books	2 Quire	Pc		
Cataloging card	3x 5 cm white	Pc		
Self inking stamp ink	bottles	Bottles		
Suspension files	Manila	Pcs		
Office Organizer	Plastic	Pcs		
Presentation folder	p.v.c	Pcs		
Spiral binders	16mm	box		
white chalk	white	dozen		
Felt pen	felt	PCS		
Label	pkt	PCS		
Lesson planning book	to be printed	pcs		
Stop Watches	(Casio Digit)	pcs		
Wall Clock		pcs		
grant in aid	cash book	pcs		
Envelopes	X- Ray(Khaki) 125gm Printed	Pcs		
Envelopes	B4 (Khaki) 125gm Printed	pc		
Envelopes	A4 (Khaki) 125gm Printed	pc		
Envelopes	A5 (Khaki) 125gm Printed	Pc		
Envelopes	DL (Khaki) 125gm Printed	Pc		
Exercise book	A4 squared 200g	Pc		
Thermal rolls				
Executive pen				
Giant Paper punch				
French curve set	yosogo			
Rotring technical pen	1.0 Germany make			
" " "	0.35 " "			
" " "	0.5" "			
" "	0.1 " "			
Template table	ABC template for drawing Germany make			
Pencil 2H	Germany			
Tracing papers	A3			
Drawing papers	A3			
Flash disk	16GB			
Flash disk	32GB			

Laminating papers				
Letter stencil				
Drawing set -	helix small			
Drawing set				
DVD_R-	Imation			
Giant stapler	HD-12S/17 KANGARO			

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