

INSTITUTION	SERVICE	CUSTOMER REQUIREMENTS	COST (Kshs.)	TIME
Koshin Technical Training Institute	Handling of enquiry made by: • post • Email	Initiate inquiry Initiate inquiry	Free Free	1 Week 2 Days
Koshin Technical Training Institute	Registration of students	Provision of relevant documents i.e • Application letter • Copies of academic certificates • National ID card • Birth certificate • leaving certificate • 2 passport photos	Free	2 weeks from inquiry
Koshin Technical Training Institute	Registration of external exam	Payment of statutory fees original and copies of relevant documents	Complete fee payment	As per exam schedule
Koshin Technical Training Institute	Issuance of end of term report form	Set all end of term exams complete fee payment	Free	Within two week after opening date
Koshin Technical Training Institute	Issuing of receipts	Proof of payment	Free	2 days
Koshin Technical Training Institute	Payment of supplies	Invoice	Free	1 week
Koshin Technical Training Institute	Payment of part time lecturers	Provide claim form	Free	3 days
Koshin Technical Training Institute	Advertisement of tender	Duly filled tender document	ksh. 1000	14 days
Koshin Technical Training Institute	Notification of successful/ Unsuccessful bidders of tenders	Client participation in tender	Free	14 days
Koshin Technical Training Institute	Initiate payment processing for supply of goods, services and works	LPO/ LSO Invoice	Free	1 week
Koshin Technical Training Institute	Industrial attachment	Full payment of fees passed stage exams	Free	As per attachment schedule
Koshin Technical Training Institute	Assessment of students	Duly filled attachment form	Free	As per attachment schedule

TAASISI	HUDUMA	WAJIBU WA KUPATA HUDUMA	GHARAMA YA HUDUMA	MUDA
TAASISI YA MAFUNZO YA KIUFUNDI YA KOSHIN	MASWALA kupitia; • Posta • Barua pepe	Kuanzisha kusajili	Hakuna malipo Hakuna malipo	Wiki 1 Siku 2
TAASISI YA MAFUNZO YA KIUFUNDI YA KOSHIN	Usajili wa wanafunzi	Utoaji wa nyaraka husika • Barua ya maombi • Nakala za vyeti vya kitaaluma • kadi ya Taifa ya Utambulisho • Cheti cha kuzaliwa • Picha za pasipoti	Hakuna malipo	Wiki moja juu ya uchunguzi
TAASISI YA MAFUNZO YA KIUFUNDI YA KOSHIN	Usajili wa mitihani	Malipo kamili ya ada na ada za uchunguzi Nyaraka za awali na nakala ya nyaraka husika	Malipo kamili ya ada	Kama kwa ratiba ya uchunguzi
TAASISI YA MAFUNZO YA KIUFUNDI YA KOSHIN	Utoaji wa fomu ya ripoti ya mwisho	Ameketi na kupita mitihani yote	Hakuna malipo	Ndani ya wiki mbili baada ya kufungua
TAASISI YA MAFUNZO YA KIUFUNDI YA KOSHIN	Kutolewa kwa risiti	Ushahidi wa malipo	Hakuna malipo	Siku 2
TAASISI YA MAFUNZO YA KIUFUNDI YA KOSHIN	malipo ya wauzaji	Ankara	Hakuna malipo	wiki 1
TAASISI YA MAFUNZO YA KIUFUNDI YA KOSHIN	Kulipa wahadhiri wa muda	Kutoa fomu ya madai	Hakuna malipo	Siku 3
TAASISI YA MAFUNZO YA KIUFUNDI YA KOSHIN	Tangazo la zabuni	kujazwa kihalali kwa hati za zabuni	Shilling 1000	Siku 14
TAASISI YA MAFUNZO YA KIUFUNDI YA KOSHIN	Taarifa ya wazabuni	Mteja kushiriki katika zabuni	Hakuna malipo	Siku 14
TAASISI YA MAFUNZO YA KIUFUNDI YA KOSHIN	Kuanzisha usindisha malipo kwa ajili ya utoaji wa bidhaa, huduma na kazi	Ili mitaa ununuzi/ Ili huduma za ndani Ankara	Hakuna malipo	Wiki 1
TAASISI YA MAFUNZO YA KIUFUNDI YA KOSHIN	Kiambatisho kwa viwanda	Malipo kamili ya ada Amepita mtihani wa hatua	Hakuna malipo	Kama ratiba ya kiambatisho
TAASISI YA MAFUNZO YA KIUFUNDI YA KOSHIN	Tathmini ya wanafunzi	Fomu ya kiambatisho iliyojaa	Hakuna malipo	Kama ratiba ya kiambatisho