



KOSHIN TECHNICAL TRAINING INSTITUTE
P.O. BOX 4040 - 30100 ELDORET.

INVITATION TO TENDER

LEASE OF BUSINESS PREMISES AT KOSHIN TTI TENDERNO.KTTI/LBP/01/2024-2025

Koshin Technical Training Institute invites tenders for running of the following vacant Business Premise situated within the institution for the period 2024-2025 financial year.

Tender No.	Type of Premise	Status
KTTI/LBP/01/2024-2025	CAFETERIA	BUILDING

Interested eligible candidates may obtain further information and inspect the tender document at the Procurement Office during normal working hours between **8.00a.m.-1.00 P.m.** and **2.00 p.m. to 5.00 p.m.** A set of tender documents may be obtained upon payment of non-refundable fee of Ksh.1000/- (**Attach copy of receipt**). Or downloaded for free from the institute's website: www.koshintti.ac.ke

Prices quoted should be net inclusive of all taxes and must be in Kenya Shillings and shall remain **valid for the period specified**.

Completed tender documents in plain sealed envelopes clearly marked with the **Tender Name** and **Tender Reference number** should be **addressed** and be **deposited** in the tender box situated at the **KOSHIN TECHNICAL TRAINING INSTITUTE ADMINISTRATION BLOCK**;

So as to be received on or before **Thursday 16/01/ 2025 at 11.00 a.m.** local time.

The tenders will be opened immediately thereafter at the Institute's Boardroom in the presence of the candidates or representatives chosen to attend.

The institute does not bind itself to accept the lowest or any tender.

N/B: Viewing of the Premises will be done between Monday 13/01/2024 to Wednesday 15/01/2024 during normal working days and hours.

for
CHIEF PRINCIPAL KOSHIN TTI.

*Approved
for circulation
AKS
9/1/2025*





KOSHIN TECHNICAL TRAINING INSTITUTE

P.O. BOX 4040 - 30100 ELDORET.

TENDER FOR LEASE OF BUSINESS PREMISES AT
KOSHIN TECHNICAL INSTITUTE

TENDERNO.KTTI/LBP/01/2024-2025

BUSINESS PREMISE CATEGORY NO: CATERING

TYPE OF PREMISE NAME: CAFETERIA

CLOSING DATE: THURSDAY 16/01/2025 AT 11.00A.M.



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INVITATION TO TENDER



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CHIEF PRINCIPAL

INSTRUCTIONS TO TENDERERS

Eligible Tenderers

1. This Invitation for Tenders is open to all tenderers eligible as described in the invitation to tender. Successful tenderers shall complete the requirements by the intended completion date specified in the tender documents.
2. The institute's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
3. Tenderers shall provide the qualification information statement.
4. Tenderers involved in corruption fraudulent practices shall not be eligible.

Cost of Tendering

1. The Tenderer shall bear all costs associated with the preparation and submission of its tender and the Institute will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
 2. The price to be charged for the tender document shall be Kshs.1000.00 or downloaded free from the institute's website.
- 2.3.3 The institute shall allow the tenderer to review the tender document free of charge before purchase.

Contents of Tender Document

The tender document comprises the documents listed below and addenda issued in accordance with clause 2.5 of these instructions to tenderers;

- I. Invitation to Tender
- II. Instructions to Tenderers
- III. General Conditions of Lease
- IV. Tender Form and Price Schedules
- V. Confidential Business Questionnaire Form

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

Clarification of Tender Documents

1. Prospective tenderer making inquiries of the tender documents may notify the institute in writing. The Institute will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the Institute. Written copies of the Institute response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.
2. The Institute shall reply to any clarifications sought by the tenderer within three (3) days of receiving the request to enable the tenderer to make timely submission of its tender.

Amendment of Tender Documents

1. At any time prior to the deadline for submission of tender, the Institute, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.
2. All prospective tenderers that have obtained the tender documents will be notified of the amendment in writing or by post and will be binding on them.
3. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the institute at its discretion, may extend the deadline for the submission of tenders.

Language of Tender

4. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the institute, shall be written in English language, provided that any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

Tender Form

The tenderer shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the equipment to be supplied, installed and commissioned and a brief description of the equipment, their country of origin, quantity and prices.

Tender Prices

1. The tenderer shall indicate on the appropriate Price Schedule and total tender price of the lease.
2. Prices quoted by the tender shall remain fixed during the Tender's performance of the lease. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, unless otherwise agreed by the parties.

Tender Currencies

Prices shall be quoted in the Kenya Shillings currencies:

Tenderers Eligibility and Qualifications

Pursuant to paragraph 2.1. The tenderers shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the lease if its tender is accepted.

The documentary evidence of the tenderers eligibility to tender shall establish to the Institute satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1

Validity of Tenders

- Tenders shall remain valid for the period specified or as specified in the tender documents after the date of tender opening prescribed by the institution .A tender valid for a shorter period shall be rejected by the Institute as non-responsive.
- In exceptional circumstances, the Institute may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security shall also be suitably extended .A tenderer granting the request will not be required nor permitted to modify its tender.

Format and Signing of Tender

The tender document should be written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the lease. All pages of the tender, except for un amended printed literature, shall be initialed by the person or persons signing the tender.

The tender shall have no interlineations, erasures, or over writing except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.14.2 The envelope shall:Be addressed to the Institute at the following address

Chief Principal,
Koshin Technical,
P.O Box 4040-30100,
ELDORET

Bear the tender number and name in the Invitation to Tender and the words “**DO NOT OPEN**” before **Thursday 16/01/2025** at 11.00a.m.

2.14.3 If the outer envelope is not sealed and marked as required by paragraph 2.14.2, the Institute will assume non responsibility for the tender’s misplacement or premature opening.

Deadline for Submission of Tenders

1. Tenders must be received by the Institute at the address specified under paragraph 2.14.2 not later than **Thursday 16/01/2025 11:00 a.m.**andbe deposited in the tender box at KOSHIN TECHNICAL TRAINING INSTITUTE at the reception.
2. The Institute may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5, in which case all rights and obligations of the institute and candidates previously subject to the deadline will therefore be subject to the deadline as extended

3. Opening of Tenders

The Institute will open all tenders in the presence of tenderers’ representatives who choose to attend, on **Thursday 16/01/2025 11.00a.m.**at the Institutes Board room.

The tenderers’ representatives who are present shall sign a tender opening register evidencing their attendance.

The Institute will prepare minutes of the tender opening.

Clarification of Tenders

To assist in the examination, evaluation and comparison of tenders the Institute may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the price or substance of the tender shall be sought, offered, or permitted.

Any effort by the tenderer to influence the institute in the institute's tender evaluation, tender comparison or lease award decision may result in the rejection of the tenderers' award

Preliminary Examination and Responsiveness

The Institute will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

If a tender is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

Currency

All prices quoted shall be in Kenya Shillings.

Evaluation and Comparison of Tenders

The institute will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.21.

Contacting the Institute

Subject to paragraph 2.20 no tenderer shall contact the institute on any matter related to its tender, from the time of the tender opening to the time the lease is awarded.

Award of Lease

a. Post-Qualification

In the absence of registered suppliers, the institute will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the lease satisfactorily.

b. Award Criteria

The Institute will award the lease to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the lease satisfactorily.

To qualify for lease awards, the tenderer shall have the following:

- a. Necessary qualifications, capability experience, services, to provide what is being procured.
- b. Legal capacity to enter into a lease for procurement

Institute's Right to Accept or Reject Any or All Tenders

The Institute reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to lease award, without thereby incurring any liability to the affected tenderer or tenderers on the grounds for the Institute's action.

The Institute may at any time terminate procurement proceedings before lease award and shall not be liable to any person for the termination.

The Institute shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within fourteen (14) days of receiving the request from any tenderer.

A tenderer who gives false information in the tender document about its qualification or who refuses to enter to a lease after notification of lease award shall be considered for debarment from participating in future public procurement.

Notification of Award

Prior to the expiration of the period of tender validity, the Institute will notify the successful tenderer in writing that its Tender has been accepted. The notification of award will signify the formation of the Lease but will have to wait until the lease is finally signed by both parties. Upon the successful Tenderer's furnishing of the performance security, the Institute will simultaneously inform the other tenderers that their tenders have not been successful.

Signing of Lease

At the same time as the Institute notifies the successful tenderer that its tender has been accepted, the Institute will simultaneously inform the other tenderers that their tenders have not been successful.

After fourteen (14) days of receipt of the Lease Form, the successful tenderer shall sign and date the lease and return it to the Institute.

The parties to the lease shall have it signed within 30 days from the date of notification of lease award unless there is an administrative review request. Corrupt or Fraudulent Practices

The Institute requires that tenderer so observe the highest standard of ethics during the procurement process and execution of leases. A tenderer shall sign a declaration that he has and will not be involved in corrupt or fraudulent practices.

The Institute will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the lease in question.

MANDATORY REQUIREMENTS FOR APPLICANT

The Applicant should attach copy of Identification Card (ID).

1. Attach copy of Single Business permit
2. The Tender Form and Confidential Business Questionnaire Form **MUST** be duly filled
3. Attach Food Hygiene License/Certificate
4. Attach KRA Tax Compliance Certificate

CONDITIONS:

1. The awarded bidder will be allocated the premises subject to the reserve price which shall be inclusive of the cost of electricity and water.
2. One **MUST** pay a non-refundable fee of Kshs.1000.00 if you collected the hard copy of the tender document from the institute.

BUSINESS PREMISE

NO	PREMISE	LOCATION	AMOUNT QUOTED PER PREMISE
1	<ul style="list-style-type: none">• Dining area	Koshin technical institute.	
2	<ul style="list-style-type: none">• Cooking area		

3	• Store		
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Note:

➤ **Kindly note that you are required to;**

- To provide your own furniture and fittings
- To provide your own cutlery and utensils
- To provide and fit your own curtains and blinders
- To cater for your own electricity in liaison with institute.
- To cater for your own water in liaison with institute.
- To ensure maintenance and cleanliness of the building
- To be responsible for the security of all your property

➤ **NOTE THAT;**

- You are expected to ensure Personal Protective gears are provided to your employees and available in your business premises.
- You are expected also to ensure that medical examination certificates are obtained for your employees if considered for award.

TENDER FORM FORM NO.....

1) INDIVIDUAL APPLICATION

NAME
OF APPLICANT.....REG.NO:.....

TELNO:.....DATE:.....

BIDDING AMOUNT (KSHS):

PREMISE APPLIED FOR:.....

2) GROUP APPLICATION

BIDDING AMOUNT (KSH).....

PREMISE APPLIED FOR: _

MEMBERS NAME:	REG NO.	TELNO:
.....
.....
.....

NAME:..... TELNO:.....

DATE:.....	PREMISE	APPLIED
FOR:.....	BIDDING	AMOUNT
(KSH).....		

N/B: (WHERE APPLICABLE ATTACH A COPY OF REGISTRATION CERTIFICATE)

