NAROK TEACHERS TRAINING COLLEGE

FRAMEWORK AGREEMENT TENDER FOR SUPPLYAND DELIVARY OF NATURAL BUILDING

MATERIALS FOR THE YEAR 2026/2028

CLOSING DATE: THURSDAY 19TH NOVERMBER, 2026 AT 12.00 NOON

TENDER NO: NTTC/T/03/2026-2028

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INVITATION TO TENDER

PROCURING ENTITY: NAROK TEACHERS TRAINING COLLEGE , P.O. BOX 709-20500 NAROK .
CONTRACT NAME AND DESCRIPTION: SUPPLY AND DELIVERY OF NATURAL BUILDING MATERIALS
TENDER NO: NTTC/T/03/2026-2028

NAROK TEACHERS TRAINING COLLEGE invites tenders from interested, eligible, capable individuals and firms for supply and delivery of natural building material for the financial years 2026-2028.

Tender documents may be downloaded free of charge from **NAROK TEACHERS TRAINING COLLEGE** website www.naokttc.ac.ke or collect the hard copy at the procurement office upon payment of 1000ksh through bank account KCB-1122657382 Tender closing date is **THURSDAY 19TH NOVEMBER 2026 AT 12.00NOON** In case of queries, kindly reach out to; **THE CHIEF PRINCIPAL/SECRETARY BOM**
Phone No. 0722709709/0729729545
Email address: narokttc@yahoo.com

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 at the administration block and addressed to:-
THE CHIEF PRINCIPAL/SECRETARY BOM,
NAROK TEACHERS TRAINING COLLEGE, P.O. BOX 709-20500 NAROK .

Tenders will be opened immediately after the closing time in the presence of tenderers or their representatives who choose to attend at the designated venue at **NAROK TEACHERS TRAINING COLLEGE**

NB: LATE TENDERS WILL NOT BE ACCEPTED

The college reserves the right to accept or reject any tender in part or whole and is not bound to give reasons for its decisions. Any form of canvassing shall lead to automatic disqualification without any notice.

TENDERER INSTRUCTIONS

1.1 Introduction

Narok TTC would like to invite interested candidates who must qualify by meeting the set criteria as provided to supply and deliver or provision of natural building materials to Narok TTC.

1.2 Qualification Objective

The main objective is to supply natural building materials Narok TTC as and when required during the financial year 2026-2028.

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 NAROK TEACHERS TRAINING COLLEGE
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/SECRETARY BOM NAROK TEACHERS TRAINING COLLEGE P.O BOX 709-20500 NAROK.**

1.8 Questions arising from documents

Questions that may arise from the tender documents should be directed to **NAROK TEACHERS TRAINING COLLEGE whose address is given above.**

1.9 Additional Information

Narok TTC reserves the right to request submission of additional information from prospective bidders.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

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 Narok TTC 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 committee 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 supply and delivery of hardware and plumbing materials.

3.3 Essential Criteria for Qualification

3.3.1 Experience: Prospective bidders shall have experience in the supply of natural building materials and Allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at a 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 amount 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/ Narok TTC 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, Narok TTC 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 .

	Required information	Allocated scores
1	**Registration documentation.** • Certificate of incorporation/Registration certificate • PIN Certificate	 **5** **5**
2	Valid Tax Compliance Certificate	**15**
3	**Financial capacity.** • Audited reports for the last 3 years (General) • Mode of payment & willingness to give credit and reference letter from the Bank.	 **5** **10**
4	**Past experience & performance** • No. of years in business (General) • Five referees (mostly clients) attach proof (General)	 **10** **10**
5	**Confidential business questionnaire** • Dully filled • Fixed premises with telephone facilities (will be inspected/verified by a team from the College)	**10** **5**
6	Litigation History (General)	**5**
7	Other certificates e.g. KEBS, registration with Professional Bodies certification (Attach Copies)	**5**
8	Manpower and expertise (General)	**10**
9	Declaration and Company stamp	**5**
	TOTAL	**100**

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: 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 bidders 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

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

FORM 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

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.....

.....

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

FORM 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) NarokTeachers Training College 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……

5) **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.

POSITION	NAME	QUALIFICATION	EXPERIENCED IN PROPOSED POSITION

FORM T-9 : PAST PERFORMANCE

Have you previously been supplying goods/services to Narok T.T.C? If yes,

give details

.....

.....

Indicate three of the latest orders with Narok teachers training college.

.....

.....

.....

Do you have any pending orders with Narok Teachers Training college? If so give details

.....

.....

.....

Have you ever failed to honor Narok T.T.C LPO? If so give details

.....

.....

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

SUPPLY AND DELIVERY OF NATURAL BUILDING MATERIALS

S/N	ITEM	DESCRIPTION	UNIT	QTY	VALUE KSHS.
1	Building stone	9x9	Fts	1	
2	Building stone	6x9	Fts	1	
3	Machine cut	6x9	Fts	1	
4	River sand	Well graded	Tone	1	
5	Ballast	Coarse aggregate	Tone	1	
6	Hardcore	Well graded	Tone	1	
7	Murram	Well compacted/graded	Tone	1	
8	Timber 4x2	Cypress	Pc	1	
9	Timber 3x2	Cypress	Pc	1	
10	Timber 6x1	Blue gum	Pc	1	
11	Timber 6x2	Cypress	Pc	1	
12	Timber 8x1	Cypress	Pc	1	
13	Timber 2x2	Cypress	Pc	1	
14	Round post	Blua-gum	Pc	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 NAROK TEACHERS TRAINING COLLEGE.

C. When the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify Narok T.T.C 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)