

**RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY  
INVITATION TO TENDERS FOR THE FY 2017/2018**

NO.	TENDER NO.	ITEM	ELIGIBILITY
1	RIAT/OT/01/2017/2018	STATIONERY	OPEN
2	RIAT/OT/02/2017/2018	BEEF	RESERVED
3	RIAT/OT/03/2017/2018	COMPUTERS AND PRINTERS	OPEN
4	RIAT/OT/04/2017/2018	FRESH MILK / TUZO	PREFERENCE
5	RIAT/OT/05/2017/2018	GROUNDWORK AND CLEANING EQUIPMENT	OPEN
6	RIAT/OT/06/2017/2018	PRINTED DOCUMENTS	OPEN
7	RIAT/OT/07/2017/2018	COMPUTER ACCESSORIES/CONSUMABLES	OPEN
8	RIAT/OT/08/2017/2018	HUMAN DRUGS & MEDICINE	OPEN
9	RIAT/OT/09/2017/2018	CHARCOAL AND DRY FIREWOOD	RESERVED
10	RIAT/OT/10/2017/2018	DRY MAIZE	PRESERVED
11	RIAT/OT/11/2017/2018	FRESH VEGETABLES/ONIONS/TOMATOES	RESERVED
12	RIAT/OT/12/2017/2018	FOOD STUFF	OPEN
13	RIAT/OT/13/2017/2018	DRY BEANS	RESERVED
14	RIAT/OT/14/2017/2018	MILLING SERVICES	RESERVED
<b>PREQUALIFICATION FOR FY 2017-2018</b>			
1	RIAT/PQ/01/2017/2018	SUPPLY AND DELIVERY OF TYRES/TUBES AND BATTERIES	OPEN
2	RIAT/PQ/02/2017/2018	BUILDING MATERIALS-TIMBER,SAND,BALLAST etc	OPEN
3	RIAT/PQ/03/2017/2018	ELECTRICAL/ELECTRONIC MATERIALS	OPEN
4	RIAT/PQ/04/2017/2018	KITCHEN APPLIANCES AND CUTLERY	OPEN
5	RIAT/PQ/05/2017/2018	HARDWARE MATERIALS	OPEN
6	RIAT/PQ/06/2017/2018	AUTOMOTIVE TRAINING MATERIALS	OPEN
7	RIAT/PQ/07/2017/2018	FARM INPUTS E.g SEEDS AND FERTILIZERS	OPEN
8	RIAT/PQ/08/2017/2018	REPAIR AND MAINTENANCE OF MOTOR VEHICLES	OPEN
9	RIAT/PQ/09/2017/2018	FOOD AND BEVERAGE TRAINING MATERIALS	OPEN
10	RIAT/PQ/10/2017/2018	WELDING AND FABRICATION SERVICES	OPEN
11	RIAT/PQ/11/2017/2018	REPAIRS AND MAINTENANCE OF ICT EQUIPMENT	OPEN
12	RIAT/PQ/12/2017/2018	ISURANCE COVERS FOR STUDENTS AND MOTOR VEHICLES	OPEN
13	RIAT/PQ/13/2017/2018	BINDARY SERVICES	RESERVED
14	RIAT/PQ/14/2017/2018	FISH/CHICKEN AND CHICKEN PRODUCTS	RESERVED
15	RIAT/PQ/15/2017/2018	E.LIBRARY	OPEN
16	RIAT/PQ/16/2017/2018	SUPPLY AND DELIVERY OF TEXT BOOKS	OPEN

**Reserved means:** only women, Youth and persons with Disabilities who have registered with their respective authorizing bodies can apply.

**Preference means:** All bidders to apply but Youth, Women and persons with Disabilities will be given priority.

**Open means:** All bidders may apply for these categories

Tenders and prequalification documents with detailed information may be obtained from the Principal's office during normal office hours or downloaded free of charge from our website (ramogiinstitute.ac.ke or supplier.treasury.go.ke. Tender documents will be validated upon payment of non-refundable fee of Kshs. 1000(one thousand only) payable by Bankers cheque or direct deposit to RIAT INSTITUTE A/c No.01020023523500 at National Bank Kisumu Branch while prequalification documents are available free of charge. Prices quoted for tenders must include transport cost and all taxes where applicable. Completed tender and prequalification documents MUST be sealed in plain wax envelopes clearly marked with tender and prequalification number and name respectively where applicable and addressed to.

The Principal/Secretary, Board of Governors,  
Ramogi Institute of Advanced Technology,  
P.O.BOX1738-40100,  
**KISUMU.**

And be deposited in the tender box at the college's reception so as to be received on or before **Friday 30<sup>th</sup> June 2017, at 12.00 noon.** The tenders will be opened immediately thereafter in the presence of tenderers or representative who wish to attend. The institute reserves the right to accept or reject any tender either in whole or in part and is under no obligation to give its reason thereof.

**N/B: Registered Youths, people with disabilities and women are encouraged to apply for these Tenders.**



**RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY**  
**P.O.BOX1738-40100 KISUMU**  
**RIAT/OT/01/2017/2018 STATIONERY**

<b>NO</b>	<b>ITEM</b>	<b>UNITS</b>	<b>QTY</b>	<b>CPU</b>	<b>AMOUNT</b>
1	PHOTOCOPYING PAPERS (80 gms)	REAM	400		
2	DUPLICATING PAPERS(50GMS)	REAM	1		
3	TYPING PAPERS (50 gms)	REAM	1		
4	CASH BOOK (GRANT IN AID)	PCS	50		
5	LEDGER BOOKS (3QUIRE)	PCS	50		
6	PENCIL STEDLER	PKT	30		
7	PLASTIC RULER 30CM	PCS	150		
8	FELT PENS STEADLER	PKT	90		
9	SPRING FILE MANILLA	PCS	800		
10	MARKER PENS PELIKAN	PKT	45		
11	CABON PAPER PELICANS	REAM	30		
12	FOOLSCAPS KASUKU (50gms)	REAM	300		
13	GRAPH PAPER KASUKU(50 gms)	REAM	50		
14	BOX FILE (globe)	NO	100		
15	DRAWIING PAPERS (100gms white)	REAM	30		
16	STEADLER RUBBER (White)	PKT	20		
17	White board marker pen	PCS	14		
18	WHITE BOARD DUSTER	PCS	100		
19	STAPPLING PIN 24/26	PCS	40		
20	STAPPLER	PCS	30		
21	PAPER PUNCH	PCS	30		
22	OFICE PINS	PCS	30		
23	THUMB TACK	PCS	30		
24	PAPER CLIPS	PCS	30		
25	WHITE OUT	PCS	50		
26	OFFICE GLUE	PCS	60		
27	FILE FASTENERS	PCS	30		
27	STAMP PAD INK	PCS	40		
28	MANILA PAPER A1 SIZE	PCS	400		
29	SHARP POINTED PENS	PCS	90		
	<b>TOTAL</b>				

**RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY  
P.O.BOX1738-40100 KISUMU**

**RIAT/OT/02/2017/2018 BEEF**

<b>S/no</b>	<b>ITEM</b>	<b>UNIT</b>	<b>QTY</b>	<b>CPU</b>	<b>AMOUNT</b>
<b>1</b>	<b>BEEF</b>	<b>KGS</b>	<b>13440 KGS</b>		

**RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY  
P.O.BOX1738-40100 KISUMU**

**RIAT/OT/03/2017/2018 COMPUTERS AND PRINTERS**

<b>S/no</b>	<b>ITEM</b>	<b>UNIT</b>	<b>QTY</b>	<b>CPU</b>	<b>AMOUNT</b>
<b>1</b>	<b>Intel Core i3-3.7 Ghz Processor,4 Gb Ram,500Gb Hdd,Dvd writer,Keyboard,mouse, Hp 17" Flat screen</b>	<b>Pcs</b>	<b>100</b>		
<b>2</b>	<b>HP LaserJet Pro MFP M125nw</b>	<b>PCS</b>	<b>20</b>		
	<b>TOTAL</b>				

**RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY  
P.O.BOX1738-40100 KISUMU**

**RIAT/OT/04/2017/2018 FRESH MILK**

<b>S/no</b>	<b>DETAILS</b>	<b>UNIT</b>	<b>QTY</b>	<b>CPU</b>	<b>AMOUNT</b>
<b>01</b>	<b>MILK(BROOKSIDE)</b>	<b>500 ML</b>	<b>1344</b>		
	<b>TOTAL</b>				

**RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY  
P.O.BOX1738-40100 KISUMU  
RIAT/OT/05/2017/2018 GROUND WORK AND  
CLEANINGEQUIPMENT**

NO	ITEM	UNITS	QTY	CPU	AMOUNT
1	DISINFECTANT LAVIK	20 LTS	90		
2	PRIDE LIQUID SOAP	20 LTS	50		
3	HARPIC PLUS 100MLS	BOTTLES	60		
4	VIM POWDER 75MLS	BOTTLES	45		
5	ODOMIL TOILET BAGS	PACKETS	45		
6	JEMBES	PCS	23		
7	PANGAS WOODEN HANDLE	PCS	14		
8	SLASHERS WOODEN HANDLE	PSC	15		
9	OMO DIP BLUE	10 KGS BAGS	70		
10	HAND TOILETS	PCS	120		
11	TINGA BARSOAP 80GMS WHITE	CTN	60		
12	HARD BRUSHERS	PCS	30		
13	MOPS	PCS	80		
14	MOP HANDLES PLASTIC/WOODEN	PCS	80		
15	JEMBE HANDLE	PCS	14		
16	BATA GUMBOOTS BLACK	PAIR	24		
17	MAKUTI BROOMS	PCS	250		
18	MOP BUCKETS	PCS	50		
19	STEELWOOL CHAMPION	BLSOOL	30		
20	EVEREADY BATTERY RED	CTN	1		
21	EVEREADY TORCHES,GIANT RED	PC	1		
22	JIK 5LTRS	TINS	15		
	<b>TOTAL</b>				

**NOTE:** The orders might include items considered to be in this category



# RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY

P.O.BOX 1738-40100 KISUMU

## RIAT/OT/06/2017/2018 PRINTED DOCUMENTS

NO.	ITEM	DESCRIPTION	UNITS	QTY	CPU	AMOUNT
1	RECIPTS	LOOSE A5 PRINTED SHEETS	REAM	70		
2	PAYMENT VOUCHERS	100PGS IN DUPLICATE TOP WHITE -BOTTOM PINK	ONE PIECE	400		
3	LOCAL PURCHASE ORDER AND LOCAL SERVICE ORDER	NO 1-50 IN TRIPLICATE COLOURS WHITE, RED AND BROWN A5 SIZE	ONE PIECE	500		
4	LETTER HEADS	ON 80GMS PLAIN PAPER	REAM	60		
5	ACCADEMIC REPORTFORMS	ON 80 GMS PLAIN PAPER	REAM	70		
6	LIBRARY CARDS	ON EMBORSED PAPERS	PIECES	1200		
7	BUSINESS CARDS	ON EMBORSED PAPERS	PIECES	1234		
8	CERTIFICATES S	ON EMBORSED PAPERS	REAM	3000		
9	END STAGE CETIFICATES	ON EMBORSED PAPERS	REAM	4000		
10	INDUSTRIAL CERTIFICATES	ON EMBORSED PAPERS	REAM	3500		
11	LOG BOOKS		PIECES	1200		
12	REGISTRATION CARDS	ON MANILA EMBORSED	PIECES	4500		
13	ENVELOPES BROWN	A4	CTN	40		
14	ENVELOPES BROWN	A3	CTN	50		
15	ENVELOPES BROWN	A5	CTN	50		
16	ENVELOPES BROWN	A6	CTN	30		
17	ENVELOPES BROWN	DL SIZE	CTN	30		
16	ENVELOPES BROWN	A2	CTN	20		
	<b>TOTAL</b>					

NOTE: The orders might include items considered to be in this category

**RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY****P.O.BOX1738-40100 KISUMU****RIAT/OT/07/2017/2018 COMPUTER ACCESSORIES/CONSUMABLES**

<b>NO</b>	<b>ITEM</b>	<b>UNIT</b>	<b>QTY</b>	<b>CPU</b>	<b>AMOUNT</b>
1	CATRIDGE HP NO. 21	1 PC	20		
2	CATRIDGE HP NO. 22	1 PC	20		
3	CATRIDGE HP NO. 49	1 PC	15		
4	CATRIDGE HP NO. 130	1 PC	20		
5	CATRIDGE HP NO. 134	1 PC	20		
6	CR 16 INK	1 PC	60		
7	GENSETER 110	1 PC	20		
8	CR 16 STENCIL	1 PC	60		
9	HP TONNER 12A	1 PC	15		
10	HP TONNER 05A	1 PC	12		
11	HP TONNER 53A	1 PC	10		
12	SONY CDs RW	PC	600		
13	SONY CD R	1 PC	300		
14	FLASH DISK 2 GB	1 PC	10		
	FLASH DISK 4 GB	1 PC	12		
	FLASH DISK 1 GB	1 PC	10		
15	HP COLOUR LASERJET CP1515n CB540A BLACK	1 PC	35		
16	HP COLOUR LASERJET CP1515N CB5441A CYAN	1 PC	35		
17	HP COLOR LASERJET CP1515N CB542A YELLOW	1 PC	35		
18	HP COLOR LASERJET CP 1515N CB543A MAGENTA	1 PC	35		
19	CANON PRINTER LBP5050 716 BLACK	1 PC	35		
20	CANON PRINTER LBP5050 716 CYAN	1 PC	35		
21	CANON PRINTER LBP5050 716 YELLOW	1PC	35		
22	CANON PRINTER LBP5050 716 MAGENDA	1PC	35		
	<b>TOTAL</b>				

**RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY (RIAT)  
P.O.BOX 1738-40100  
KISUMU**

**RIAT/OT/08/2017/2018 HUMAN DRUGS AND MEDICINE**

<b>NO</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL COST (KSH)</b>
1	COATEM 24'S	24		
2	DUOCOTEXIN 9S	9		
3	ARTESUN INJECTION (30 MG)5'S	5		
4	AMOXYL (AMOCIN )CAPS 500 MG 500'S	500		
5	AMPLCLOX 500MG (GEN)	500		
6	CIPROFLOXACIN 500 MG 100'S	100		
7	UNITRIM TABS 1000'S	1000		
8	AUGMENTIN TABS 625 MG 14'S	14		
9	ERYTHROMYCIN TABS 500 MG 100'S	100		
10	CEFTRIAIXINE INJ 1G	1		
11	IBUPROFEN TABS 400 MG 500'S	500		
12	DICLOFENAC 50 MG TABS 100'S	100		
13	PARACETAMOL TABS 500 MG 1000'S	1000		
14	XTRADERM 20G	1		
15	ELYCORT CREAM 15G	1		
16	CLOZOLE CREAM 20G	1		
17	PHARMASAL OINT 25G	1		
18	DICLOFENAC GEL 20G	1		
19	CANDID B CREAM 15 G	1		
20	CRISEOFULVIN 500 MG 100'S	100		
21	CHLORPHENIRAMINE TABS 1000'S	1000		
22	ALTRINE TABS 10 MG 100'S	100		
23	SALBUTAMOL TABS 4 MG 1000'S	1000		
24	FLAGYL TABS 400 MG 100'S	100		
25	ENTAMIZOLE TABS 30'S	30		
26	TRICOHIST SYRUP 100 ML C/P	1		
27	SYRUP VENTILE 100 ML	1		
28	TRICOFF EYP 100 ML (GREEN)	1		
29	ANTACID TABS 1000'S	1000		
30	OMEPRAZOLE CAPS 20 MG 100'S	100		
31	ZINC SULPHATE 20 MG 100'S	100		
32	STERON 5MG TABS 100'S	100		
33	SYLATE TABS 500 MG 18'S	18		
34	CLOTRINE PESSARIES 6'S	1		
35	RELCERGEL 180 ML	1		
36	PREDENSOLONE TABS 100'S	100		
37	COTTON WOOL 400 GMS	1		
38	GAUZE ROLLS 1500 G 100 YARD	1		
39	SAFETY BOXES	1		
40	NORMAL SALINE 500 ML	1		

41	LIGNOCAINE 2% 30 ML	1		
42	MEDICAL ENVELOPES 1000'S	1000		
43	LATEX GLOVES 100'S	100		
44	RANFERON CAPS 30'S	30		
45	NEEDLE G21 100'S	100		
46	NEEDLE G23 100'S	100		
47	MULTIVITAMIN TABS 1000'S	1000		
48	FARM LINIMENT 0.5 LITRES	1		
49	METHYLATED SPIRIT 5 LITRES	1		
50	ZINC OXIDE PLASTER 4 INCH	1		
51	SCALP VEIN SET 21G	1		
52	SCALP VEIN SET 23G	1		
53	NYLON SUTURES NO 2RB DZ	12		
54	CUTGUT CHROMIC NO2/0 RB DZ	1		
55	FLUXTROX 200 MG CAPS 10'S	10		
56	NAUMA 20G	1		
57	FLATAMEAL DS SUSPENSION 200ML	1		
	<b>TOTAL</b>			

**RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY  
P.O.BOX1738-40100 KISUMU**

**RIAT/OT/09/2017/2018 CHARCOAL AND DRY FIREWOOD**

<b>S/no</b>	<b>DETAILS</b>	<b>UNIT</b>	<b>QTY</b>	<b>CPU</b>	<b>AMOUNT</b>
<b>01</b>	<b>DRY FIREWOOD</b>	<b>1 TONNE</b>	<b>900</b>		
<b>02</b>	<b>CHARCOAL</b>	<b>1 TONNE</b>	<b>540</b>		

**RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY  
P.O.BOX1738-40100 KISUMU**

**RIAT/OT/10/2017/2018 DRY MAIZE**

<b>S/no</b>	<b>DETAILS</b>	<b>UNIT</b>	<b>QTY</b>	<b>CPU</b>	<b>AMOUNT</b>
<b>01</b>	<b>DRY MAIZE</b>	<b>90KGS</b>	<b>2700</b>		
<b>02</b>	<b>MILLET</b>	<b>90KGS</b>	<b>2700</b>		

**RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY**

**P.O.BOX1738-40100 KISUMU**

**RIAT/OT/011/2017/2018 FRESH VEGETABLES/ONIONS/TOMATOES**

<b>NO</b>	<b>ITEM</b>	<b>UNIT</b>	<b>QTY</b>	<b>CPU</b>	<b>AMOUNT</b>
<b>1</b>	<b>SUKUMA WIKI</b>	<b>KILOGRAMS</b>	<b>8960</b>		
<b>2</b>	<b>TOMATOES</b>	<b>KILOGRAMS</b>	<b>13440</b>		
<b>3</b>	<b>ONIONS</b>	<b>KILOGRAMS</b>	<b>3136</b>		
	<b>TOTAL</b>				

**NOTE:** The orders might include items considered to be in this category

**RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY**  
**P.O.BOX1738-40100 KISUMU**  
**RIAT/OT/12/2017/2018 FOODSTUFF**

<b>NO</b>		<b>UNITS</b>	<b>QTY</b>	<b>CPU</b>	<b>AMOUNT</b>
<b>1</b>	<b>RICE VIETNAM 5% BROCKEN</b>	<b>50KGS</b>	<b>300</b>		
<b>2</b>	<b>SUGAR BROWN</b>	<b>50KGS</b>	<b>60</b>		
<b>3</b>	<b>COOKING OIL</b>	<b>20LITERS</b>	<b>300</b>		
<b>4</b>	<b>CURRY POWDER RED</b>	<b>CTN</b>			
<b>5</b>	<b>KENSALT 500GMS</b>	<b>BALE</b>	<b>50</b>		
<b>6</b>	<b>NESCAFE 75GMS</b>	<b>TINS</b>	<b>10</b>		
<b>7</b>	<b>MILO 75KGS</b>	<b>TINS</b>	<b>10</b>		
<b>8</b>	<b>TEA BAGS 100 PS</b>	<b>CTN</b>	<b>10</b>		
<b>9</b>	<b>DRINKING CHOCOLATE</b>	<b>200GMS</b>	<b>10</b>		
<b>10</b>	<b>COCOA</b>	<b>200GMS</b>	<b>10</b>		
<b>11</b>	<b>TEA LEAVES</b>	<b>500GMS</b>	<b>300</b>		
<b>12</b>	<b>GREENGRAMS</b>	<b>1KG PACKET</b>	<b>1350</b>		
<b>13</b>	<b>WHEAT FLOOR (LOTUS)</b>	<b>1BAIL</b>	<b>4590</b>		
<b>14</b>	<b>BAKING POWDER</b>	<b>1BOX</b>	<b>1080</b>		
<b>15</b>	<b>TEA MASALA</b>	<b>1PCS</b>	<b>180</b>		
<b>16</b>	<b>TOMATO PASTE</b>	<b>1TIN</b>	<b>40</b>		
	<b>TOTAL</b>				

**NOTE**

The orders might include items considered to be in this category



**RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY  
P.O.BOX1738-40100 KISUMU**

**RIAT/OT/13/2017/2018 BEANS**

<b>S/no</b>	<b>DETAILS</b>	<b>UNITS</b>	<b>QTY</b>	<b>CPU</b>	<b>AMOUNT</b>
<b>1</b>	<b>DRY BEANS</b>	<b>90KGS</b>	<b>450</b>		

**RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY**  
**P.O.BOX1738-40100 KISUMU**  
**RIAT/OT/14/2017/2018 MILLING SERVICES**

<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>CPU</b>	<b>AMOUNT</b>
<b>1</b>	<b>MAIZE(CLEAN &amp; DUSTED)</b>	<b>TIN</b>	<b>67890</b>		
<b>2</b>	<b>MILLET(CLEAN &amp; DUSTED)</b>	<b>TIN</b>	<b>1200</b>		
<b>3</b>	<b>SORGHUM(CLEAN &amp; DUSTED)</b>	<b>TIN</b>	<b>1200</b>		
	<b>TOTAL</b>				

NOTE.

The orders might include items considered to be in this category.

**RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY**

**P.O.BOX 1738-40100**

**KISUMU COUNTY**

**E-MAIL**

**[riatcollege2015@gmail.com](mailto:riatcollege2015@gmail.com)**

**PREQUALIFICATION FOR SUPPLIERS OF GOODS AND SERVICES FOR THE FINANCIAL  
YEARS 2017-2018**

**COMPANY NAME : \_\_\_\_\_**

**PREQUALIFICATION NUMBER : \_\_\_\_\_**

**ITEM/SERVICE APPLIED FOR : \_\_\_\_\_**

## GENERAL INSTRUCTIONS

Read the instructions carefully before completing this questionnaire.

1. Participants to kindly note that **this does not amount to any contractual obligations** on the part of Ramogi institute of advanced technology and is not obliged to invite tenders/quotations from any who express interest by responding to this invitation.
2. Prequalified candidates will be asked to give quotations for items required “as when need arises basis”
3. Clarification on this prequalification may be requested before the submission deadline.
4. Responses to the prequalification questionnaire must be submitted as per the requirements stipulated in the entire document.
5. The participant must have complied with all statutory requirements concerning registration and remission of Taxes. To this end all suppliers shall be required to provide evidence of such compliance.
6. Interested suppliers must respond in full and as concisely as possible to all questions raised in the questionnaire.
7. Successful firms will be registered in our suppliers list for the qualified category for the period 1<sup>st</sup> July 2017 to 30<sup>th</sup> June 2018.
8. Closing/opening date is Friday 30<sup>th</sup> June 2017.
9. The information provided is strictly confidential and solely for the use of Ramogi Institute of advanced Technology.
10. Submit two copies original and copy
11. The minimum pass mark will be 70%

**INFORMATION  
REQUIRED**

**1. GENERAL INFORMATION (20MKS)**

**NAME OF THE FIRM** \_\_\_\_\_

**PHYSICAL ADDRESS** \_\_\_\_\_

**TOWN/CITY** \_\_\_\_\_

**STREET** \_\_\_\_\_

**FLOOR** \_\_\_\_\_

**DOOR NUMBER** \_\_\_\_\_

**STATE WHETHER BUSINESS IS: SOLEPRIETORSHIP/PARTERSHIP/LIMITED**

**LIABILITY COMPANY IF PARTNERSHIP OR LIMITED LIABILITY COMPANY**

**PLEASE GIVE FULL DETAILS AND ADDRESSES OF PARTNERS/DIRECTORS**

**DRAWING MAP**

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**CONTACT PERSON**

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**POSITION IN COMPANY**

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**MOBILE PHONE NUMBER**

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## **2. LEGAL STATUS OF THE SUPPLIER (40MKS)**

Please indicate your registration numbers for the following and attach copies where relevant

Certificate of Registration/Incorporation

Current trade/clearing Agents License/CURRENT Pharmacy and Poisons Board License (where applicable)

Your PIN/ETR registration certification/Registration number.

Membership certification of Association of Insurance Brokers of Kenya (AIBK)- for insurance services

Valid certificate of Insurance from the commissioner of Insurance-for insurance services

Food Handler Certificate for food and food related products

NCA certificate for construction works

VAT Number

### **3. SUPPLIERS CAPABILITY (20MKS)**

Provide copies of Audited accounts for the last three years and the latest bank statement

Your terms of credit

What is the business transaction you can handle at one time?

Append CVs of your Technical staff

Do you have insurance cover for your firm and staff? Provide details

What is the value of transaction you can handle at any one given time?

Attach a letter from your bankers indicating your credit worthiness

Major clients and contact persons

Provide dealings with Ramogi institute of advanced technology before



**4. REFEREES (20mks)**

This part to be filled by the referees themselves

1.

Company name	
Name of contact person Title	
Mobile number	
Nature of business	
Brief description of goods/services provided in the last 2yrs	

How do you rate this supplier?

	Poor	Good	V.GOOD
(i) Competitive	.....	.....	.....
(ii) Quality	.....	.....	.....
(iii) Delivery	.....	.....	.....

Signature.....Date.....

..... **Official company stamp**

2.

Company name	
Name of contact person Title	
Mobile number	
Nature of business	
Brief description of goods/services provided in the last 2yrs	

How do you rate this supplier?

	Poor	Good	V.GOOD
(i) Competitive	.....	.....	.....
(ii) Quality	.....	.....	.....
(iii) Delivery	.....	.....	.....

..... **Official company stamp**

3.

Company name Name of contact person Title Mobile number	
Nature of business	
Brief description of goods/services provided in the last 2yrs	

How do you rate this supplier?

	Poor	Good	V.GOOD
(i) Competitive	.....	.....	.....
(ii) Quality	.....	.....	.....
(iii) Delivery	.....	.....	.....

**Signature**

.....**Date**..... **Official**

**company stamp**

**DECLARATION**

**Declaration of business relationship**

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with Ramogi Institute of advanced Technology employee(s).

Are you a relative or do you have a relative with Ramogi institute of advanced technology employee that would cause any real or perceived conflict of interest

Yes/No.....specify.....  
.....  
.....  
.....

Completed Prequalification documents in plain sealed envelopes with the appropriate reference and title clearly marked on top”pre-qualification for the supply of .....”should be addressed to:

**THE PRINCIPAL**  
**RAMOGI INSTITUTE OF ADVANCED**  
**TECHNOLOGY P.O.BOX1738-40100**  
**KISUMU**

And deposited in the Tender Box located at Ramogi administration block on or before 29<sup>th</sup> June 2017 at 10.00 am.

Submissions will be opened immediately in the presence of applicants or their authorized representatives who may wish to attend. Late submissions will not be accepted and if posted will be returned immediately to the applicant at their own cos