



Coast Institute  
of  
Technology

**MINISTRY OF EDUCATION  
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL  
TRAINING**

**COAST INSTITUTE OF TECHNOLOGY VOI CAMPUS**

**P. O. BOX 34 CODE 80300 VOI TEL: 0202169229**

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**[www.cit.ac.ke](http://www.cit.ac.ke)**

**ISO 9001:2015 CERTIFIED**

**TENDER NO: CIT/RFP/046/2022-2023**

**TENDER NAME: REQUEST FOR PROPOSAL FOR ASSET TAGGING**

INCASE OF SPECIAL GROUP INDICATE BELOW (√)

YOUTH

WOMEN

PERSONS WITH DISABILITY

**CLOSING DATE: 17<sup>TH</sup> OCTOBER, 2022**

## SECTION I

### INVITATION FOR TENDERS

#### **TENDER NO: CIT/RFP/046/2022-2023: - PROVISION OF ASSET VERIFICATION & TAGGING AND DEVELOPMENT OF MASTER ASSET REGISTER**

Interested eligible candidates may obtain further information from the Procurement Office, Coast Institute of Technology during normal working hours.

Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for at least 120 days from the closing date of the quotation.

Interested firms must ensure that they comply with the following mandatory requirements and are expected to submit the relevant documents for the same.

- Copy of certificate of incorporation
- Copy of VALID KRA tax compliance Certificate
- Copy of PIN certificate/ Copy of VAT certificate
- Recent CR12 Certificate
- Completion of S33- Fully filled Confidential Business Questionnaire under
- The Document should be well bound, sequentially serialized including the appendices

**Note:**

For special groups (youth, women and people living with disability category), the supplier must attach certificate of registration from registrar of companies and AGPO Certificate.

Completed documents are to be enclosed in plain sealed envelopes, marked with the quotation number and should be addressed to: -

**The Principal  
Coast Institute of Technology  
P.O. Box 34 - 80300, Voi, Kenya**

And be dropped in the quotation box at the administration block on or before 17<sup>th</sup> October, 2022 at 11.00 a.m.

**For enquiries, Contact:**

**Procurement Office, Coast Institute of Technology**

**TEL: 0202169229**

**EMAIL: [procurement@cit.ac.ke](mailto:procurement@cit.ac.ke)**



**STEPHEN N. GOFWAH**

**PRINCIPAL**

**SECTION II**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

a) Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, one *form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

**A. Tenderer's details**

ITEM	DESCRIPTION
1	Name of the Procuring Entity Coast Institute of Technology
2	Name of the Tenderer
3	Full Address and Contact Details of the Tenderer. 1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
4	Reference Number of the Tender
5	Date and Time of Tender Opening
6	Current Trade License No and Expiring date
7	Maximum value of business which the Tenderer handles.
8	

**General and Specific Details**

b) Sole Proprietor, provide the following details.

Name in full \_\_\_\_\_

Age \_\_\_\_\_ Nationality \_\_\_\_\_

Country of Origin \_\_\_\_\_ Citizenship \_\_\_\_\_

c) Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

(d) Registered Company, provide the following details.

i) Private or public Company \_\_\_\_\_

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent) .....

Issued Kenya Shillings (Equivalent) .....

iii) Give details of Directors as follows.

	<b>Names of Director</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

(e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

(i) Are there any person/persons in Coast Institute of Technology who has an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	<b>Names of Person</b>	<b>Designation in the Procuring Entity</b>	<b>Interest or Relationship with Tenderer</b>
1			
2			
3			

(ii) Conflict of interest disclosure

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
5	Any of the Tenderer’s affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

(f) Certification

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name\_\_\_\_\_

Title or Designation\_\_\_\_\_

*(Signature)*

*(Date)*

### **SECTION III**

#### **TERMS OF REFERENCE FOR PROVISION OF ASSET VERIFICATION, TAGGING AND DEVELOPMENT OF MASTER ASSET REGISTER**

Coast Institute of Technology is a government institution which envisions itself to be a Centre of excellence in technical training, education, science and technology in Kenya and beyond. In addition, the institution aspires to provide relevant high-quality education and training in science and technology for sustainable development

#### **BACK GROUND**

CIT is located in Voi Town at Sophia Estate.

The institute has Approximately five thousand assets including motor vehicles, buildings with classrooms, offices, workshops and laboratories, furniture, desktop computers, printers, machines, games equipment e.t.c.

#### **THE OBJECTIVES**

The objectives of this consultancy are to;

1. Tagging of assets with aluminium tags complete with barcode and Conduct asset verification,
2. Develop a master **Asset register**
3. Training of at least 4no. staff
4. Supply and delivery of a barcode reader/scanner

The closing date for the Provision of Asset Verification shall be on **17<sup>th</sup> October, 2022** at 11:00am.

#### **DELIVERABLES**

The successful bidder shall be expected to undertake the following;

1. To Identify/Verify all existing CIT Assets (both movable and immovable);
2. Coding of all assets as per Institution's Asset Policy
3. To carry out Asset Tagging using Aluminium Tags and as per approved design; including replacement of some existing tags.
4. To capture data of all identified Assets (Manual Asset Register);
5. Training of at least four (4) CIT staff on the hardware and/or software provided. The training will be carried out at CIT Boardroom;

#### **REPORTS AND TIME SCHEDULE**

The bidder shall submit to CIT the following reports, containing the indicated content and numbers within the time periods set forth here below: -

1. **Inception Report:** Submit an inception report. Clearly stating the objectives and goals of the assignment, inventory of information and data collection methods, and proposed plan for carrying out the assignment. (Within 6 days)
2. **Progress Report:** (Within 2 week)  
Submit a progress report which shall include the following:
  - a) Recommended asset coding (Bar code designs);
  - b) A dummy Master asset register;
  - c) Evidence of Training
  - d) Draft recommendations;
3. **Final Report:** Submit two reports detailing;
  - a. The Manual Asset Registers
  - b. E-asset register

**PRICE SCHEDULE**

No	Item Description	Unit of Measure	Quantity	Unit Cost	Total cost (Ksh)	Remarks
1	Tagging of assets with aluminium tags complete with barcode	No.	5,000			
2	Development of master asset register	No.	Report			
3	Training of at least 4no. staff	No	4			
4	Supply of a barcode reader/scanner	No.	1			
5	Disbursements	N/A	N/A			
<b>GRAND TOTAL</b>						
<b>All prices should be inclusive of VAT</b>						

**SPECIAL CONDITIONS OF CONTRACT**

1. The **UNIT COST** quoted for the following items should be inclusive of all taxes and discounts;
  - a. Aluminium tags;
  - b. Asset and location tags
  - c. Supply and delivery of a bar code reader/scanner
2. Payments will be based on the actual number of Asset tags ordered, and assets/locations tagged; as per approval of the client, during the implementation. The provided quantity is an approximation

**SECTION IV**

**STATEMENT OF EXPERIENCE FORM**

We have hereunder listed organizations we are providing/have provided with similar nature of services for the past four (4) years and their recommendation letters are attached examination/verification.

No	Client Name	Contact			Period		Business value per year
		Address	Telephone	Person	From	To	Kshs
1							
2							
3							
4							