



PREQUALIFICATION DOCUMENT

**REGISTRATION OF SUPPLIERS FOR THE SUPPLY OF GOODS
WORKS AND SERVICES FY 2025/2026- 2027**

TENDER NO: KTVC/T/01/2025 -2027

APPLICANTS NAME:

CATEGORY NO:

ITEM NAME:

IF SPECIAL GROUP PLEASE INDICATE BELOW: ()

WOMEN

YOUTH

PERSONS WITH DISABILITY

CLOSING DATE: THURSDAY 22ND MAY, 2025 AT 11:00 A.M



KAMUKUNJI TECHNICAL AND VOCATIONAL COLLEGE
P.O.BOX 1626-00600 NAIROBI
MOBILE NUMBER: 0110 099 913
Email: info@kamukunjivc.ac.ke



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REGISTRATION OF SUPPLIERS NOTICE

SECTION 1

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2025-2026 & 2026-2027.

Kamukunji Technical and Vocational College invites applications for registration from interested eligible suppliers (including current suppliers) for supply of the under-listed goods, works and services “as and when required basis” for the financial years **FYS’ 2025-2026 & 2026-2027**.

A) SUPPLY OF GOODS

CATEGORY NO	ITEM DESCRIPTION	CATEGORY
KTVC/NO.01/2025-2027	Supply and Delivery of General Office Stationery and office supplies.	Reserved
KTVC/NO.02/2025-2027	Supply and Delivery of cleaning materials, Detergents and disinfectants.	Reserved
KTVC/NO.03/2025-2027	Supply and Delivery of General Office Furniture and Fittings.	Open
KTVC/NO.04/2025-2027	Supply and Delivery of Motor Vehicle Tyres, Tubes, Rims & Wheel Alignment and Balancing.	Open
KTVC/NO.05/2025-2027	Supply of dispensers, drinking water, and disposable cups.	Reserved
KTVC/NO.06/2024-2026	Supply, delivery and installation of ICT materials e.g. computers, laptops, UPS, Printers, Photocopiers, servers, Scanners, Mobile phones and other related ICT Hardware and related accessories/consumables.	Open
KTVC/NO.07/2024-2026	Supply and delivery of Genuine cartridges and toners.	Open
KTVC/NO.08/2024-2026	Supply and Delivery of occupational safety equipments/kits, Staff Uniforms, Clothing and Protective Gears	Reserved
KTVC/NO.09/2024-2026	Design, Supply and Delivery of Gifts and Trophies	Reserved
KTVC/NO.10/2024-2026	Supply and delivery of Newspapers, Periodicals, journals & other Educational Related materials	Reserved
KTVC/NO.11/2024-2026	Supply and Delivery of Library Materials- Text Books.	Reserved
KTVC/NO.12/2024-2026	Supply and Delivery of Mobile Phone Airtime	Reserved
KTVC/NO.13/2024-2026	Supply and Delivery of General hardware materials(building and construction materials,paints, plumbing materials,nails etc)	Open
KTVC/NO.14/2024-2026	Supply and Delivery Textiles/Fabrics/Clothing materials/Equipments and related accessories	Reserved
KTVC/NO.15/2025-2027	Supply, installation, testing, and commissioning of Computer Software, Software development, Licenses, Appliances and Anti-Virus / Website(Gold Partners and above)	Open
KTVC/NO.16/2025-2027	Supply and delivery of dry goods/cereals	Open
KTVC/NO.17/2025-2027	Supply and delivery of green groceries and fresh fruits	Open

CATEGORY NO	ITEM DESCRIPTION	CATEGORY
KTVC/NO.18/2025-2027	Supply and delivery of eggs	Open
KTVC/NO.19/2025-2027	Supply and delivery of meat, meat products, sea food and fish	Open
KTVC/NO.20/2025-2027	Supply and delivery of timber and allied products	Open
KTVC/NO.21/2025-2027	Supply and delivery of cooking gas and related accessories	Open
KTVC/NO.22/2025-2027	Supply and delivery of house-keeping materials and equipments	Open
KTVC/NO.23/2025-2027	Supply and delivery of charcoal	Open
KTVC/NO.24/2025-2027	Supply of Branded Promotional Items-Non Paper based e.g. T-shirts Caps, Shirts, gazebo tents, dustcoats, graduation gowns, etc.	Open
KTVC/NO.25/2025-2027	Supply, delivery, servicing, and maintenance of firefighting equipments	Open
KTVC/NO.26/2025-2027	Supply and delivery of branded Promotional Items-Paper based e.g. Notebooks, Business Cards, Brochures, Banners, Certificates, Calendars, Flyers, Posters, Hardcover Year Books, etc.	Open
KTVC/NO.27/2025-2027	Supply and delivery of dairy products	Open
KTVC/NO.28/2025-2027	Supply and delivery of sports/games uniforms and equipment (Assorted Sports kits, Equipment, uniforms, Balls, and sports Accessories for indoor and outdoor Sports etc)	Open
KTVC/NO.29/2025-2027	Supply and delivery of window curtains, curtain rods, blinds, Window Tints, and other related items	Reserved
KTVC/NO.30/2025-2027	Supply and delivery of hairdressing and Beauty therapy materials and related accessories/equipments	Reserved
KTVC/NO.31/2025-2027	Supply, installation, testing, and commissioning of security and communication equipment e.g. CCTV cameras, walk-through metal detectors, biometric access control, Intruder Alarms, etc.	Open
KTVC/NO.32/2025-2027	Supply and Installation of Structured cabling and support services including supply of small office switches/Access point	Open
KTVC/NO.33/2025-2027	Supply and delivery of baking and pastry products	Open
KTVC/NO.34/2025-2027	Supply of Asset Barcodes, RFID Tags (passive & Active), engraving, embroidery and Tagging Services	Open
KTVC/NO.35/2025-2027	Supply and Installation of Aluminum and Glass Fitting Partitions	Open
KTVC/NO.36/2025-2027	Supply of Customized Rubber Stamps and Company Seal	Reserved
KTVC/NO.37/2025-2027	Supply and delivery of electrical and electronics materials, equipment and related accessories	Open
KTVC/NO.38/2025-2027	Provision and supply of Music and Drama materials e.g. play/scripts writing, choreography, props, costumes etc.	Open
KTVC/NO.39/2025-2027	Supply and delivery of general agricultural products e.g. tree seedlings, manure, fertilizers, soil, nets, posts etc.	Open
KTVC/NO.40/2025-2027	Provision of Bulk SMS/ Mobile applications.	Open

B) PROVISION OF SERVICES

CATEGORY NO	ITEM DESCRIPTION	CATEGORY
KTVC/NO.41/2025-2027	Website/email Re-Designing, Hosting, upgrading and Maintenance Services.	Open
KTVC/NO.42/2025-2027	Insurance Services for assets	Open
KTVC/NO.43/2025-2027	Digital and Mainstream Media Monitoring, Marketing and Advertising Services.	Open
KTVC/NO.44/2025-2027	Repair, Maintenance and Servicing of Motor Vehicles (Public works approved garages)	Open
KTVC/NO.45/2025-2027	Transportation services e.g. Car hire, Motor cycles and Taxi	Reserved
KTVC/NO.46/2025-2027	Services of Hotel Conference and Accommodation facilities Country wide	Open
KTVC/NO.47/2025-2027	Valuation, Tagging and Labeling of Assets services.	Open
KTVC/NO.48/2025-2027	Student and staff WIBA Insurance cover Services	Open
KTVC/NO.49/2025-2027	Videography, photography, and editing services, Staff and students' IDs	Reserved
KTVC/NO.50/2025-2027	Provision of Security, Safety and guarding services	Open
KTVC/NO.51/2025-2027	Office Cleaning, Sanitary and Fumigation Services	Reserved
KTVC/NO.52/2025-2027	Garbage and waste collection services	Open
KTVC/NO.53/2025-2027	Repair of Office Furniture and Fittings	Open
KTVC/NO.54/2025-2027	Provision of courier Services	Open
KTVC/NO.55/2025-2027	Provision of Travel Agency and Air Ticketing Services (KCAA /IATA registered firms)	Open
KTVC/NO.56/2025-2027	Event management services e.g. tents, chairs, camping canvas(tents), Mobile Toilets, décor services, advanced public address systems, and other related accessories.	Open
KTVC/NO.57/2025-2027	Provision of corporate branding services- Interior and Exterior branding services i.e. Outdoor Signage	Open
KTVC/NO.58/2025-2027	Repair and maintenance services of kitchen equipment and appliances	Open
KTVC/NO.59/2025-2027	Provision of motor vehicle fuel and lubricant cards (Public Works approved)	Open
KTVC/NO.60/2025-2027	Provision of gardening and landscaping services	Open
KTVC/NO.61/2025-2027	Provision of general repairs and maintenance services e.g. plumbing, sewerage system, pipe fittings, drainage system etc.	Open
KTVC/NO.62/2025-2027	Provision of Internet & networking services, installation of Lan & Wan etc.	Open
KTVC/NO.63/2025-2027	Servicing and Maintenance of CCTV system.	Open
KTVC/NO.64/2025-2027	Provision of social media and Digital Marketing Services	Reserved
KTVC/NO.65/2025-2027	Transcription services (braille, audio visual and other PWD responsive format)	Reserved
KTVC/NO.66/2025-2027	Repair, Maintenance and servicing of ICT equipment including computer hardware, Laptops, Photocopiers, Ups, and printers(Epson, thermal, Hp, Kyocera etc.	Open
KTVC/NO.67/2025-2027	Repair of Assorted Electrical Fittings and Lighting Materials	Open

C) PROVISION OF CONSULTANCY SERVICES

CATEGORY NO	ITEM DESCRIPTION	CATEGORY
KTVC/NO.68/2025-2027	ICT Consultancy Support and research services	Open

CATEGORY NO	ITEM DESCRIPTION	CATEGORY
KTVC/NO.69/2025-2027	Occupational Health, Safety and Environment Consultancy Services	Open
KTVC/NO.70/2025-2027	Human Resource Consultancy Services, Training, Capacity Building and Team Building.	Open
KTVC/NO.71/2025-2027	Provision of Training and Education Content Development services for Continuous Development and Capacity Building	Open
KTVC/NO.72/2025-2027	Strategic Planning Consultancy Services	Open
KTVC/NO.73/2025-2027	Consultancy Services on Research related Surveys and report writing	Open
KTVC/NO.74/2025-2027	Provision of ICT Consultancy Services on ICT Advisory, Compliance and Security Audit, Certification of ICT Infrastructure	Open
KTVC/NO.75/2025-2027	Consultancy Services for Development and Review of publications, Policies, manuals and guidelines	Open
KTVC/NO.76/2025-2027	Repair and Maintenance services for Office equipment i.e. Air conditioners, server rooms, Telephones and Camera equipment	Open
KTVC/NO.77/2025-2027	Public Relations and Related Consultancy Services.	Open

D) PROVISION OF WORKS

CATEGORY NO	ITEM DESCRIPTION	CATEGORY
KTVC/NO.78/2025-2027	Provision of Small Contractual Works General Office Designs, Repairs and maintenance, partitioning, renovations, Electricals, Plumbing, Painting services etc. (Registered with NCA)	Open

Registration documents can be obtained from:

- The **Procurement Office**, during normal working hours from 0830 to 1630 hours upon payment of non-refundable fee of Kshs. 1,000.00 per set at Kenya Commercial Bank, A/C No. **1273164997**, Eastleigh Branch, or Banker's Cheque in favour of Kamukunji Technical and Vocational College. Or
- Be downloaded for free from the institute website www.kamukunjitvc.ac.ke or the PPIP portal at www.tenders.go.ke. Applicants who download the Supplier Registration Document must forward their particulars including their email address immediately to info@kamukunjitvc.ac.ke to facilitate any further clarification or addendum. Completed registration documents in plain sealed envelopes clearly marked with **relevant category number and item name description** should be addressed to:

**THE PRINCIPAL,
KAMUKUNJI TECHNICAL AND VOCATIONAL COLLEGE
P.O.BOX 1626-00600 NAIROBI
MOBILE NUMBER: 0110 099 913
EMAIL: info@kamukunjitvc.ac.ke**

Applications for registration should be submitted by postal service, or hand/courier delivery, clearly marked envelopes and delivered to Kamukunji Technical and Vocational College tender box situated at the Administration block **on or before Thursday 22nd May 2025 at 11: 00 a.m.** Bids will be opened immediately thereafter in the presence of applicants or their representatives who wish to attend.

NB:

- **Reserved groups include Youth, Women and People with Disability.**
- Those who wish to be registered in more than one category will be required to download additional registration documents for each category



REQUIREMENTS

Prospective suppliers or service providers shall be required to submit the following **MANDATORY** documents as proof of their eligibility: -

1. Must be a registered firm in Kenya with a Certificate of Registration/ Incorporation. Attach copy.
2. Must be a Kenya Revenue Authority (KRA) compliant and up to date with income tax and VAT returns. Attach copy of VAT, Pin Certificates & a valid tax compliance certificate.
3. Must provide copy of current relevant trade license. Attach copy.
4. Must have fixed business premises.
5. Must be financially capable. Attach copy of certified audit report for the last 2years
6. Attach evidence of similar work done e.g. LPO, LSO, recommendation letters etc
7. Valid AGPO Certificate for the reserved groups (**Youth, Women & PWD**) attach a valid certificate of registration with the respective groups.
8. Duly Completed Confidential Business Questionnaire.
9. For Provision of motor vehicle fuel and lubricant cards prospective bidders **MUST** provide award letter from Public Works
10. For Provision of repair, maintenance and servicing of Motor Vehicles prospective bidders **MUST** provide a certificate from Public Works
11. For building & small works /Repair & Maintenance works Firms **MUST** be registered by NCA
12. For provision of Outside Catering Services, conference and accommodation- bidders **MUST** avail a certificate of health for food handling issued by the County Government
13. For provision of Ticketing Services prospective service providers **MUST** be registered with KCAA, KATA and IATA
14. Attach CR 12/ Directorship of the company
15. For provision of Provision of Security, Safety, Background Check and Due diligence services prospective bidders **MUST** be licensed by Private Security Regulatory Authority.
16. Transport Hire firms must attach evidence of having taken all the Insurance Covers.
17. Copies of registration with relevant regulatory bodies where applicable e.g., IRA, LSK, CMTE, IHRM etc.

Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and Proof of membership to a professional body where relevant should be attached



SECTION 3: INSTRUCTIONS TO CANDIDATES

3.1 Introduction

3.1.1 Kamukunji Technical and Vocational College (KTVC) would like to invite interested candidates who must qualify by meeting the set criteria as provided by KTVC to perform the contract of provision of goods, works and services.

3.2. Format and Signing of Applications

3.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**.

3.2.2 The document of the registration shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

3.3 Submission of Applications

3.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **22nd May 2025 at 11:00 a.m.** Applications received after the closing date and time shall be rejected and returned to the applicant unopened. However, this exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

2.3.2 The Candidate shall seal the document of the registration duly marking the envelope as **ORIGINAL**. The envelope shall then be:

- (a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.
- (b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub-Clause 3.2.1,
- (c) The envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened if it is declared pursuant to Clause 3.3.1.

3.3.3 If the envelope is not sealed and marked as instructed above, KTVC will assume no responsibility for the misplacement or premature opening of the registration document. If the envelope discloses the Candidates identity KTVC will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

3.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

3.3.5 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

3.3.6 Bidders who will wish to apply more than one category will be required to submit in separate envelopes.

3.4 Eligible Candidates

3.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to KTVC so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form Section 4.

3.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to KTVC, as the KTVC shall reasonably request.

3.5 Qualification Criteria

3.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms **Section-4, 5, 6, 7, 8** and **9** are to be completed by prospective suppliers who wish to be registered for submission of tenders.

3.5.2 The registration application forms 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.

3.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

3.5.4 Financial Condition and Terms of Trade

The Suppliers financial condition will form part of the evaluation criteria to determine the supplier's eligibility at this stage.

3.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form section 7.

3.5.7 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in section 8

3.5.8 Litigation History

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution and a sworn statement by the Tenderer ensuring the accuracy of the information given section 9.

3.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and KTVC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

3.7 Clarification of Registration Documents

3.7.1 The prospective applicant requiring any clarification of the registration documents may notify KTVC in writing or by email at the KTVC email address indicated in the registration data info@procurementktvc.ac.ke

3.7.2 KTVC will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the KTVC's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

3.8 Amendment of Registration Documents

3.8.1 At any time prior to the deadline for submission of applications, KTVC may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

3.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub- Clause 3.7.2 and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the KTVC.

3.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, KTVC may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 3.8.1.

3.9 Deadline for Submission of Registration Documents

3.9.1 Applications must be received by KTVC at the address specified in Supplier registration notice

3.10.1, not later than the time and date stipulated in the notice for registration.

3.9.2 KTVC may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause

3.8 In which case all rights and obligations of KTVC and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

3.10 Opening of Registration Documents

3.10.1 KTVC will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance. (This shall be subject to the safety measures provided to ensure compliance with the Government directive during the Covid 19 pandemic)

3.10.2 KTVC shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

3.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances. Applications sent online shall also be noted down and read out during the opening.

3.11 Process to be Confidential

3.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence KTVC's processing of applications or approval decisions may result in the rejection of the applications.

3.12 Clarification of Applications and Contacting of the Institute

3.12.1 To assist in the examination, evaluation, and comparison of applications, KTVC may, at its discretion, ask any applicant for clarification of his/her application.

3.12.2 Subject to Sub-Clause 3.11.1, no applicant shall contact KTVC on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of KTVC, he/she should do so in writing.

3.12.3 Any effort by any applicant to influence KTVC in its registration evaluation or registration approval decisions may result in the rejection of the candidate's application.

3.13 Examination of Registration Documents and Determination of Responsiveness

3.13.1 Prior to the detailed evaluation of applications, KTVC will determine whether each application

- (a) has been properly signed and delivered pursuant to clause 3.3;
- (b) is substantially responsive to the requirements of the registration documents; and
- (c) provides any clarification and/or substantiation that KTVC may require to determine responsiveness pursuant to Sub-Clause 3.15

3.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one;

- (a) Which limits in any substantial way, inconsistent with the registration documents, the KTVC's rights or the applicant obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

3.13.3 If an application is not substantially responsive, it will be rejected by KTVC and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

3.13.4 KTVC, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

3.14 Notification of Qualified Applicants

3.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 3.15 will be notified by KTVC within thirty (30) days from the date of opening of registration documents.

3.14.2 At the same time KTVC notifies qualified Applicants that their applications are responsive, KTVC shall notify the other Applicants whose applications are not responsive.

3.15 Evaluation and Comparison of Applications

3.15.1 KTVC will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 3.13

3.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

3.16 KTVC's Right to accept any Application and to reject any or all Applications

3.16.1 KTVC reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- i) Subject to Clause 3.2.1 and 3.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document.
- ii) Subject to Clause 3.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

No	Requirements	Score
1.	Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
3.	For Provision of Works Firms MUST be registered by NCA	Mandatory
4.	Duly Completed Confidential Business Questionnaire	Mandatory
5.	The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)	Mandatory
6.	For provision of Outside Catering Services, conference and accommodation- bidders MUST avail a certificate of health for food handling issued by the County Government	Mandatory
7.	Copy of Current Trade License from respective area of business operation.	Mandatory
8.	For Provision of motor vehicle fuel and lubricant cards prospective bidders MUST provide award letter from Public Works	Mandatory
9.	For Provision of repair, maintenance and servicing of Motor Vehicles prospective bidders MUST provide a certificate from Public Works	Mandatory
10.	For provision of Ticketing Services prospective service providers MUST be registered with KCAA, KATA and IATA	Mandatory
11.	Attach CR 12/ Directorship of the company	Mandatory
12.	For provision of Provision of Security, Safety, Background Check and Due diligence services prospective bidders MUST be licensed by Private Security Regulatory Authority.	Mandatory
13.	Company Profile	Mandatory
14.	Copies of registration with relevant regulatory bodies where applicable e.g., KCAA, IRA, LSK, CMTE, KATA, IATA, IHRM etc.	Mandatory
15.	Transport Hire firms must attach evidence of having taken all the Insurance Covers.	Mandatory
16.	AGPO Certificate where applicable	Mandatory

Any applicant who fails to provide ALL the mandatory requirements shall NOT proceed to the next stage of the evaluation.

3.5 Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms **Section-4, 5, 6, 7, 8, and 9** are to be completed by prospective suppliers who wish to be registered for submission of tenders.

EVALUATION CRITERIA

	Requirements	Score
1	Duly filled Suppliers Application Form	20
2	Duly filled, Signed and Stamped Confidential Business Questionnaire	30
3	Relevant Past Experience	20
4	Financial Position and Terms of Trade	10
5	Compliance with Statutory Requirement	10
6	Litigation History (Provide current sworn affidavit)	10
	TOTAL	100

The minimum pass mark to qualify for registration shall be **70**. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.



SECTION 4: SUPPLIERS APPLICATION FORM

Full name of applicant.....

Gender: F/M..... Age.....

PWD (if any specify)

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We.....
 (Name of the Sole proprietor/company/firm)

Postal Address..... Code

Mobile/Tel No..... Email Address.....
 (Provide an active email address and phone number and ensure they are captured well)

Town..... Street.....

Name of Building.....

Floor No..... Room/Office No.....

Gender..... F/M..... Age.....

PWD (if any specify).....

Hereby apply for registration as supplier(s) of.....

Signature of Applicant..... Date:

Official stamp:

Other Branches Location includes:

1.
2.

(20 points)



SECTION 5: COMPLIANCE WITH STATUTORY REQUIREMENTS

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. State VAT Registration No..... Pin
No..... attach proof of being up-to-date in VAT and income tax returns

2. State any technological innovations or specific attributes which distinguishes you with your competitors.....
.....
.....
State any quality assurance certification e.g. ISO 9000 held by the company
.....
.....
.....
.....

(10 points)



SECTION 6: FINANCIAL POSITION AND TERMS OF TRADE

FINANCIAL POSITION AND TERMS OF TRADE

1. Assets and liabilities:-

- 1) Total assets in Kshs.....
- 2) Current assets in Kshs.....
- 3) Total liabilities in Kshs.....
- 4) Net worth (total assets-total liabilities).....
- 5) Working capital Kshs.....
 (Total asset- net worth)

Indicate terms of sales/trade:-

- (i) Cash on delivery
- (ii) Credit period Yes/No delete as appropriate.
 If yes indicate number of days.....
- (iii) Upfront payment/down payment Yes/No delete as appropriate.
 If yes state percentage.....

Referee:-

- 1. Name of the company.....
- Address.....
- Name of contact person.....
- Signature and date.....

Declaration:

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to so. Any inaccuracy in the information filled here will be used as ground for removal from or termination of the qualification process.

Signature: For and on behalf of:

Position in Company/Business:

Date:

(10 points)



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SECTION 7: BUSINESS QUESTIONNAIRE

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in part 1 and either part 2(a), 2(b) or 2c) 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, Ksh.....

Name of your bankers.....

branch.....

Are you an agent of Kenya national trading corporation? Yes/no.....

Part 2 (a) Sole Proprietor

Your name in full.....

Age.....

Nationality.....

Country of Origin.....



Part 2 (b) Partnership

Give details of partner as follows:-

Name nationality citizenship details share

.....
.....
.....
.....
.....
.....
.....
.....

Part 2 (c) Registered Company

Private or Public.....

State the nominal and issued capital of the company-

Nominal Kshs.....

Issued Ksh.....

Give details of directors as follows: -

Name your nationality and citizenship details

.....
.....
.....
.....

Date.....

Signature of the tenderer.....

*if a Kenyan citizen, indicate under “citizenship” whether by birth, naturalization or registration.

(30 points)



SECTION 8: PAST EXPERIENCE NAMES OF AT LEAST TWO CLIENTS

1. Name of 1st Client (organization)

- i) Name of Client (organization).....
- ii) Address of Client (organization)
- iii) Name of Contact Person at the Client (organization)
- iv) Telephone No. of Client.....
- v) Duration of Contract (date).....
- vi) Signature and Stamp of Organization.....

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the Client (organization)
- iv) Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

(20 points)



SECTION 9- LITIGATION HISTORY

Name of Contractor/
Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration
resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

(10 Points)