



MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING
KIMININI TECHNICAL AND VOCATIONAL COLLEGE
P.O BOX 542-30200, Kitale, Mobile: 0759424048/0780510878
E-mail: kimininitvc@gmail.com



**TENDER AND PRE-QUALIFICATION OF SUPPLIERS FOR
GOODS, SERVICES AND WORKS
FOR FINANCIAL YEAR 2022/2023 AND 2023/2024**

COMPANY NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

IF IN RESERVED GROUPS PLEASE INDICATE BELOW: (tick)

WOMEN

YOUTH

PERSONS WITH DISABILITY

TO:

KIMININI TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX 542-30200, KITALE

TEL NO: 0759424048/0780510878

EMAIL: kimininitvc@gmail.com

WEBSITE: www.kimininitechnical.ac.ke

TABLE OF CONTENTS	2
SECTION 1 Invitation to registration of supplier	3
SECTION 2 Instruction to applicants	7
SECTION 3 Application forms	9
Form (I) Letter of Registration	9
Form (II) Confidential Business Questionnaire	11
Form (III) Capability and Competence	13
Form (IV) Experience	14
Form (V) Financial Capability	15
SECTION 4 Evaluation criteria.....	17



MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING
KIMININI TECHNICAL AND VOCATIONAL COLLEGE
P.O BOX 542-30200, Kitale, Mobile: 0759424048/0780510878
E-mail: kimininitvc@gmail.com



TENDER NOTICE

13th May, 2022

**TENDER REGISTRATION AND PREQUALIFICATION OF SUPPLIERS FOR THE
FINANCIAL YEAR
2022/2023 TO 2023/2024**

Kiminini Technical and Vocational College invites sealed applications from interested, competent and eligible firms to be **registered/ pre-qualified** for the supply and delivery of goods, provision of services and works as listed below for the financial year **2022-2023 to 2023-2024:**

TENDERS (CATEGORY A)

S/NO	TENDER NO.	ITEM DESCRIPTION	ELIGIBILITY
1	KTVC/01/2022-2023	Provision of Insurance Services for trainees on attachment	Open
2	KTVC/02/2022-2023	Provision of Security Services	Open

PRE-QUALIFICATION (CATEGORY B)

S/NO	TENDER NO.	ITEM DESCRIPTION	ELIGIBILITY
3	KTVC/03/2022-2023	Supply & delivery of Stationery and related items	Open
4	KTVC/04/2022-2023	Supply & delivery of Cleaning Materials (Buckets, Slashers, protective gears, moppers, loan mower etc.), detergents and disinfectants	Special groups
5	KTVC/05/2022-2023	Supply & delivery of Hardware materials and equipment	Open

6	KTVC/06/2022-2023	Supply & delivery of Building materials-sand, ballast, timber and allied materials	Open
7	KTVC/07/2022-2023	Supply & delivery of Electrical and Electronic materials, fittings and equipment	Open
8	KTVC/08/2022-2023	Supply & delivery of Computers, Laptops, Printers, Photocopiers, computer accessories and software.	Open
9	KTVC/09/2022-2023	Supply & delivery of Games Uniforms, Sportswear, and related equipment	Open
10	KTVC/10/2022-2023	Supply & delivery of Hairdressing and Beauty Therapy products and equipment	Open
11	KTVC/11/2022-2023	Supply & delivery of Library Textbooks and reference materials	Open
12	KTVC/12/2022-2023	Supply & delivery of Automotive, Mechanical and Welding materials and equipment	Open
13	KTVC/13/2022-2023	Supply & delivery of Clothing and Textile products and equipment	Open
14	KTVC/14/2022-2023	Supply & delivery of Plumbing materials and equipment	Open
15	KTVC/15/2022-2023	Provision of Printing services (college posters, banners, charter, staff cards, student IDs, newsletters and other similar materials)	Special group
16	KTVC/16/2022-2023	Provision of Repair services and maintenance of ICT equipment i.e. photocopiers, computers, printers etc.	Special group
17	KTVC/17/2022-2023	Servicing and maintenance of Fire extinguishers	Open

Interested and eligible candidates may obtain the **tender document** from Kiminini Technical and vocational College (Procurement office during normal working hours) OR visit our **website** www.kimininitechnical.ac.ke

NOTE: Interested bidders **MUST** attach documentary evidence of the following:

1. Certificate of registration /incorporation
2. Current copy of VAT and PIN certificate from KRA
3. Current single business permit
4. KRA Tax compliance certificate
5. Detailed company/ business profile
6. Copy of original payment receipts for bought tenders
7. Candidates applying for insurance service tender must attach current certificate from insurance regulatory authority (IRA), construction should have the NCA certificate, electricity should have ERA and IT should have Ministry of IT document.
8. Recommendation letters from at least three (3) clients
9. Copy of AGPO Certificate for special groups.
10. *A price list for tender (category A)*

Complete set of Tender Document may be obtained by interested candidates upon payment of non-refundable fee of Ksh. 1,000. Payment should be made in cash to Kiminini Technical and Vocational College **Accounts Office**.

Complete pre-qualification documents are to be enclosed in plain sealed envelope clearly marked with tender reference number and category but no indication of the applicant should be deposited in the tender box at the administration block addressed to:

**The Principal
Kiminini Technical and vocational College
P.O Box 542- 30200, Kitale**

So as to be reach on or before **27th May 2022 at 11.00A.M.**

Tender opening shall take place immediately thereafter in the presence of bidders or representatives who choose to attend in the College boardroom. Any canvassing or giving false information will lead to automatic disqualification.

Late bids will not be considered

NOTE: Firms registered with the national treasury under (Access to Government Procurement opportunities) are encouraged to apply.

KIMININI TECHNICAL AND VOCATIONAL COLLEGE SHALL GIVE EQUAL CONSIDERATION AND THUS SHALL NOT DISCRIMINATE ANY APPLICANT.

Those wishing to register in more than one category will be required to pick documents for each category.

NOTE:

- i. Submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the regulations and the Public Procurement and Asset Disposal ACT 2015.
- ii. Reserved/Special Group is open to youth, women and persons with disability only.
- iii. In the open category; Youth, women and persons with disability are eligible to participate.
- iv. Tenderer/bidders must serialize/number all the pages and copies of documents attached and indicate the documents submitted on their own attached table of contents and well bound.
- v. All attachments shall be from the last page of this document, starting with the tenderer table of contents and all paged.

SECTION II – INSTRUCTION TO APPLICANTS

2.1 Introduction

Kiminini referred to as the procuring entity intends to register suppliers for the mentioned goods, services and small works.

2.1.2 Registration is open to eligible firms and voluntary formed ventures as indicated in appendix instruction to applicants. Suppliers registered with Registrar of companies under the laws of Kenya in respective services are invited to submit their registration documents to the Principal Kiminini TVC so that they may be registered for submission of a quotation/tender for the provision of goods, works and services.

2.1.3 Prospective suppliers and contractors must have carried out successful delivery of similar services to Government/ corporate/institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

2.2 Submission of application

2.2.1 Applications for registration shall be submitted in a plain sealed envelope marked with the category name and reference number and deposited in the Tender Box located at the Administration Block, **KIMININI TVC** and should be addressed to:

**The Principal
Kiminini Technical and Vocational College
P.O Box 542-30200,
KITALE**

So as to be received on or before **27th MAY 2022**. Late applicants will be returned unopened.

2.2.2 the tender prepared by the tenderer, as well as correspondence and documents relating to the tender, exchanged by the tenderer and the Procuring entity, shall be written in English language.

2.3 Eligibility of applicants

2.3.1 This invitation for the registration is open to all candidates who are eligible as defined in the Kenya Public Procurement Law and Regulations.

2.3.2 The **KIMININI TVC** employees, committee members, board members and their relatives' (spouse and children) are not eligible to participate.

2.3.3 Any public owned sector or Company may be eligible to qualify if in addition to meeting all the above requirements, it is not a dependent agency of another public entity.

2.4 **Qualification Criteria**

2.4.1 The attached questionnaire forms described are to be completed by respective suppliers/contractors who wish to be registered as suppliers.

2.4.2 The registration application forms if not filled out completely and submitted in the prescribed Manners will not be considered.

All the documents that form part of the proposal must be written in English.

2.4.3 **General experience:** The applicant shall meet the following minimum criteria:

2.4.4 **The audited accounts: The supplier's financial condition will be determined by the last two years** audited financial statement submitted with the application documents as well as letters of reference from previous performances. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

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.

Potential bidders shall provide evidence to execute the contract.

2.4.5 **Litigation history:** the applicant should provide accurate information about litigation or arbitration resulting from contracts completed or uncompleted under its execution.

2.4.6 **Past Performance:** will be given due to consideration in registration of suppliers. Letters of reference from past customers should be included.

2.4.7 **Statement:** application must include a sworn statement by the tenderer ensuring the accuracy of the information given.

2.4.8 **Business premises:** The firm must have a fixed Business premises and must be registered in Kenya with certificate of Registration, Incorporation/Memorandum and articles of Association. Copies must be attached.

2.4.9 The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance or exemption Certificate.

2.4.10 Youth, Women and people with disability registered with the Treasury under Access to

Government Procurement Opportunities must submit a copy of the AGPO registration certificate for the respective category.

SECTION III: APPLICATION FORMS.

Form I : LETTER OF REGISTRATION

REGISTRATION CATEGORY REF NO:

CATEGORY DESCRIPTION.....

To: **The Principal**
Kiminini Technical and Vocational College
P.O Box 542- 30200
Kitale.

Dear Sir:

1. **Having examined the application documents including Addenda No/s**of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver goods, works or services to **KIMININI TVC** and as may otherwise be directed (**Category Number and name.....** and in conformity with the said application documents all or part of the items/supply/services/works in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services in accordance with the delivery schedule of requirement or official order signed by authorized officer/s of the College.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with acceptance thereof shall constitute a binding agreement between us.
4. We understand
 - a. That this is not a tender or quotation but an application for consideration to be Registered as Kiminini Supplier for the period between **1st July 2022** and **30th June, 2024**
 - b. That you are not bound to accept this application or any other that you may receive.
5. We have attached to this application copies of original documents of:
 - a. Registration/ incorporation certificate
 - b. PIN Certificate
 - c. VAT Certificate
 - d. Valid tax compliance certificate

- e. Clearance from relevant authorities especially in construction works.
- f. Bank statement of the last six (6) months (**special groups**)

We make this application with full understanding that:

- i. Bids by registered applications will be subject to verification of all information submitted.
- ii. Kiminini TVC reserves the right to accept or reject any application, cancel the registration process and reject all applications.
- iii. Request for quotations and bids will only be called from registered bidders who meet the requirements.

The undersigned declare that the statements made and information provided in the duly completed application are complete made, true and correct in every detail.

Sign and stamp

Witnessed by

Designation

Date

Form II CONFIDENTIAL BUSINESS QUESTIONNAIRE

S/no	Name of The Firm:
1.	Postal Address
2.	Office Telephone No: Mobile No:
3.	Email Address: Website:
4.	Physical Address. Location Street/Plot Number and Building
5.	Legal Status (Partnership/Sole/Company)
6.	Company Registration No/Registration of Business/Legal Notice (Fill and attach Copy) Year of Registration/Incorporation:
7.	VAT Registration No: (Fill and Attach Copy)
8.	PIN Certificate No: (Fill and Attach Copy)
9.	Current Tax Compliance Certificate/VAT Exemption Certificate (Attach Copy)
10.	Current Trade License (Fill and attach Copy)
11.	Nature of Business
12.	AGPO Certificate No:
13.	Maximum Value of Business You Can Handle at a Time Kshs.

Company profile (attach copies)

A. Nature of the company (sole proprietorship, partnership or registered company)

.....

Name of Directors/Partners/Owners

1. **Name****Nationality**

ID/Passport No......

2. **Name****Nationality**

ID/Passport No......

3. **Name****Nationality**

ID/Passport No......

4. NameNationality
ID/Passport No.....

B. Contact persons:

NameNationality
ID/Passport No.....

NameNationality
ID/Passport No.....

NameNationality
ID/Passport No.....

Form III

CAPABILITY AND COMPETENCE TO DELIVER GOODS, SERVICES AND SMALL WORKS

1. Products/services you want to be considered to supply.....
2. Number of staff
3. Are you a manufacture/wholesaler/retailer or distributor?
4. What is your average response time to request for quotation/proposal?
.....
.....
5. What is your average response time delivery of goods/service after issuance of a purchase order/s?
.....
.....
.....
6. Have you at any time been requested for the supply of goods and services and failed to return the quotation without assigning reason for your action?
.....
.....
.....
7. If you are a current or previous supplier of goods and services to Kiminini T.V.C., have you at one time been issued with a purchase order and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?
.....
.....
.....
8. Indicate the maximum amount of business with (in financial terms) your company can handle at any time
Kshs.....

Form IV: EXPERIENCE

I. Number of years the company has been in **operation**.....

Referees:

Applicant’s two reputable clients in the last 1 year (filled, signed and rubber stamped by the clients)

1. **Name of company**.....

Postal address.....

Contact person.....

Signature

Company rubber stamp
.....

2. **Name of company**.....

Postal address.....

Contact person.....

Signature

Company rubber stamp
.....

Applicants must attach proof of experience relevant to the category they choose to apply.

They may attach any of the following documents:

- i. Copies of LPOs
- ii. Letter of award
- iii. Completion certificates
- iv. Signed contract

Form V FINANCIAL CAPABILITY

Name of applicants.....

You are required to demonstrate that the company’s financial positions is healthy enough to enable you transact business with Kiminini TVC by showing it has the access to or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide audited accounts or banks statements for the last six months)

- 1) Credit period: please indicate the credit period you are willing to offer Kiminini TVC.....
- 2) Annual turnover: what is your annual turnover?
- 3) Banker

Name of the bank

Address of the Banker.....

Telephone No.....

Contact Name and Title.....

Email Address.....

PROCLAMATION /SWORN STATEMENT/ DECLARATION (To Be Certified By Commissioner of Oaths)

I/We the undersigned, state that ALL the information we have given provided in this document is correct/ accurate to the best of our knowledge and that I/We give Kiminini TVC authority to seek any reference it may deem vital carrying out their evaluation. I/We also hereby declare that the company is not debarred from participating in ay procurement proceeding.

Name of applicant.....Designation.....Signature.....

Witnessed by.....Designation.....Signature.....

Official rubber stamp

State if you have any relationship with **KIMININI TVC** employee (which relationship)

.....
.....

Information submitted by.....

Title

Signature

Stamp

SECTION V – EVALUATION CRITERIA (PRELIMINARY STAGE)

Evaluation criteria for AGPO (Registered Special Groups for Women, Youth and people with disability)

S/No	MANDATORY REQUIREMENT
1.	Valid certificate of incorporation/Business Registration
2.	VAT/PIN Certificate for Organization
3.	Certificate of registration of Youth Women and people with disability owned business enterprises (AGPO Certificate)
4.	Current /Valid Tax Compliance Certificate
5.	Dully filled confidential business questionnaire with disclosure of directors/ partners/sole proprietors

All these documents must be submitted for the company or organization to be registered as a supplier.

Evaluation criteria for open groups

Mandatory requirements

S/No	MANDATORY REQUIREMENT
1.	Company Registration Certificate (Registration Certificate/ Certificate of Incorporation)
2.	VAT/PIN Certificate for Organization
3.	Valid trading License/Permit
4.	Current /Valid Tax Compliance Certificate
5.	Dully filled confidential business questionnaire with disclosure of directors/ partners/sole proprietors

The suppliers who do not satisfy any of the above requirements shall be considered non-Responsive and their tenders will not be evaluated further.

Preliminary Evaluation

S/No	REQUIREMENTS	POINTS	SCORE
1	Copies of bank accounts for the last 6 months Copies attached 10 Copies not attached0	10	
2	Reference letters from 1 main Client Attached10 Copies not attached0	10	
4	Proclamation /sworn statement. Fully filled, signed and rubber stamped.....10 Not filled.....0	10	
5	Supply capacity: Maximum volume of business one can handle on one order 2 Million and above.....20 1-2 Million.....15 0.5-1 Million.....10 0.1-0.5Million.....5 Less than 0.5 Million.....1	20	
6	Name, address and telephone of Tenders banks. Provide10 Not provided0	10	
7	Attached documents arranged in the prescribed format Documents in prescribed format20 Documents not in the prescribed format0	20	
8	Company registration certificate.....20 Company not registered.....0	20	
	TOTAL POINTS	100	

NOTE: Applicants must attain 70% points to qualify for any subsequent evaluation for special groups applicants must attain 30+ points to proceed to the next stage of evaluation.

The evaluation team may verify the information given by the tenderer and may visit the premises of the applicants for more proof as part of evaluation process.

OFFICIAL STAMP AND SIGNATURE OF THE TENDERER

.....

PRESCRIBED FORMAT OF ATTACHED DOCUMENT

1. Registration certificate of company or Company Certificate of incorporation
2. VAT/PIN Registration Certificate
3. Business Permit with relevant County Government
4. Tax compliance certificate
5. Confidential Business Questionnaire
6. Annual audited financial reports for the last three (3) years certified by the Commissioner of Oaths.
7. Reference letters from at least three (3) Clients
8. Financial capability form
9. Proclamation /Sworn Statement
10. Litigation History signed by the Commissioner of Oaths
11. Capability and Competence to Deliver Goods, Services and Small Works form
12. Evidence of financial resources (cash in hand, lines of credit, overdraft etc.)

13. Name, Address and Telephone of Contractor's Banks