



MINISTRY OF EDUCATION
STATE DEPARTMENT OF VTT
KIMASIAN TECHNICAL AND VOCATIONAL COLLEGE
P.O. BOX 1149- 20200, KERICHO

Email: kimasiantvc@gmail.com Website: www.kimasiantvc.ac.ke

[Mobile no 0748186340](tel:0748186340)



FRAMEWORK AGREEMENT

FOR

SUPPLY AND DELIVERY OF STATIONARY MATERIALS (RESERVED
YOUTHS AND PWDS)

TENDER NO: KMTVC/FA/R/STA/001/2024-2026

COMPANY /FIRM.....

TENDER NAME.....

CLOSING/OPENING DATE: 30TH JULY 2024 10.00AM

FRAMEWORK AGREEMENTS FOR SUPPLY AND DELIVERY STATIONARY MATERIALS

The Kimasian Technical and Vocational College invites framework agreements for supply and delivery of goods, works and services from eligible tenderers for a period of two years.

Mini-competition will be invited from time to time amongst the successful tenderers covered under framework agreements..

Bidders are informed that goods, works and services will be procured on “As and when need arises basis for framework agreements.

Tendering will be conducted under open tender and other legal alternative procurement methods in place depending on their thresholds using a standardized tender document.

Tenderers are allowed to tender for one or more lots based on their area of specialization.

Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours as from 0900 to 16:30 hours at KIMTVC, Procurement office.

PROPOSED GOODS FOR FRAMEWORK AGREEMENT FOR TWO YEARS ARE AS PROVIDED BELOW (FY 2024-2026)

SNO	Items	Unit Of Measure	Qty	Unit Price	Period For Delivery After Lpo/Lso
1. 1	Printing papers	PCS			
2. 2	Foolscap ruled paper	PCS			
3.	Envelopes	PCS			
4.	Staple pins	PCS			
5.	Biro pens	PCS			
6.	Executive pens	PCS			
7.	Masking tape	PCS			
8.	Folders	KGS			
9.	Box files	RFT			
10.	Spring Files	RFT			
11.	Office glue	BAGS			
12.	Counter books	BAGS			
13.	Dusters	PCS			
14.	Graph paper	PCS			
15.	Printer's ink	TN			
16.	White board marker pen ink	RFT			
17.	A 3 drawing papers	TN			
18.	Masking tape	RFT			
19.	Guillotine machine	PCS			

20.	Rulers	PCS			
21.	Diaries	PCS			
22.	Assorted marker pens	PCS			
23.	Branding Calendars	PCS			
24.	Executive office chairs	PCS			
25.	Hp flash disk metallic 16gb	PCS			
26.	Empty CD-RW	PCS			
27.	Calculator	PCS			
28.	Stop Watch	PCS			
29.	Marker pen(permanent)	PCS			
30.	Biro pen(Black, Blue)	PCS			
31.	White Board marker	PCS			
32.	Envelopes	PCS			
33.	Marker pen ink	PCS			
34.	Folders	PCS			
35.	Stapler	PCS			
36.	Paper punch	PCS			
37.	Ruler(30cm)	PCS			
38.	Diary book	PCS			
39.	Black books	PCS			
40.	Hp flash disk metallic 16gb	PCS			
41.	Empty CD-RW	PCS			
42.	Calculator	PCS			
43.	Stop Watch	PCS			
44.	Marker pen(permanent)	PCS			
45.	Biro pen(Black, Blue)	PCS			
46.	White Board marker	PCS			
47.	Envelopes	PCS			
48.	Marker pen ink	PCS			
49.	Folders	PCS			
50.	Stapler	PCS			
51.	Paper punch	PCS			
52.	Ruler(30cm)	PCS			
53.	Diary book	PCS			
54.	Black books	PCS			
55.	Empty CD-R(pack)	pack			
56.	Empty DVD-R (pack)	pack			
57.	External DVD Drive	pcs			
58.	LAN cable tester	pcs			
59.	Crimping tool	pcs			
60.	RJ45 single faceplate	pkt			
61.	Network switch	pcs			
62.	Networking cable cat6	roll			
63.	Personal Computer tool KIT	Kit			

- a. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non- refundable fees of Ksh.1000 (One Thousand Shilling only by M-Pesa **pay bill 522522 Account no.1269508768**. Tender documents may be obtained electronically from www.kimasiantvc.ac.ke or **www.tenders.go.ke**. Tender documents obtained electronically will be free of charge.
- b. Tender documents may be viewed and downloaded for free from the website www.kimasian.ac.ke. Tenderers who download the tender document must forward their particulars immediately to **kimasiantvc@gmail.com**. Facilitate any further clarification or addendum.
- c. Duly Completed framework agreement documents should be in plain sealed envelope clearly indicating respective **“Tender Title and Reference Number”** and should be addressed to:-

**The Principal/Secretary B.O.G,
Kimasian Technical and vocational college,
P.O. Box 1149-20200
kericho**

Tender opening shall be done on **Tuesday 30th JULY 2024 at 10.00 AM at the Boardroom immediately thereafter.**

2

Qualifications requirements include:

Requirements		Remarks
1 .	Copy of Certificate of Registration/Incorporation /AGPO	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate	Mandatory
3.	Pin certificate copy attached	Mandatory
4.	Valid single Business Permit (attach copy)	Mandatory
6.	Submission of original and one copy of the tender documents shall be required. One marked “Original” and the other one marked “copy of the original”.	Mandatory
9.	Detailed Company Profile with Directors and Key Staff	Mandatory

3

INVITATION LETTER DATE.....

TENDER REF. NO.....

TENDER NAME:

1. The Kimasian Technical and Vocational College, invites sealed applications from eligible and interested candidates for registration for the Supply and Delivery of stationary at Kimasian technical and vocational college for a period of two years.
2. This document includes a questionnaire to be completed and returned and be supported by the requisite documents from eligible and competent bidders. All statutory requirements are compulsory.
3.
 - a. Detailed framework documents may be obtained REFER TO PAGE 2 for details.
 - b. Duly filled Framework documents in plain sealed envelopes, clearly marked:

FRAMEWORK DOCUMENT FOR Supply and Delivery of stationary materials

And marking each “**ORIGINAL**” and “**COPY**” should be deposited into the Tender Box situated at Kimasian technical and vocational college Administration Block addressed to:-

The Principal/Secretary B.O.G ,
Kimasian Technical and Vocational College
P.O. Box 1149-20200
Kimasian.

ON or BEFORE, **Tuesday 30TH JULY, 2024 at 10.00 Am** local time. Bids submitted later than this date and time shall be rejected and returned unopened.

4

GENERAL INFORMATION:

INTRODUCTION 1. Eligible applicant

1.1 This invitation for supplier framework agreement is application to women, youths and people with disability eligible as described in the application documents.

1.2 Applicants should not have been debarred in participating in the public procurement process as per the Public Procurement and Disposal Act (2015).

1.3 Applicants shall bear all costs associated with the submission of their applications and Kimasian technical and vocational college will in no case be liable for such costs, regardless of the conduct or outcome of the process.

1.4 The applicant shall furnish, as part of his/her application, documents establishing their eligibility to apply and qualifications to perform the contract if is accepted.

1.5 The documentary evidence of the applicant qualification to perform the contract if the application for registration is accepted shall establish to the Institution’s satisfaction.

- a) That in the case of an applicant offering goods which the applicant do not manufacture or otherwise produce, the applicant has been duly authorized by

the goods' manufacturer or producer to supply them.

- b) That the applicant has financial, technical and production capability necessary to perform the contract.
- c) That the applicant has an established physical and postal address for ease of contact and he/she is licensed by the Kenyan Government to trade in the Category applied for.
- d) That the applicant is willing to do business with Kimasian technical and vocational college and shall allow credit facilities and acceptable trade terms.

2. GOODS ELIGIBILITY AND CONFORMITY

2.1 The applicant shall furnish as part of this application, documents establishing the eligibility and conformity to the application of all goods that the applicant proposes to supply if accepted.

2.2 The documentary evidence of the eligibility to supply goods and service shall consist of a price schedule, brochures, catalogues of the goods and services offered which in some cases shall be confirmed by a certificate of origin issued at the time of shipment.

2.3 The documentary evidence of conformity of the goods to the application documents may be in the form of literature, drawings and data and shall consist of:-

- a) Where applicable a detailed description of essential technical and performance Characteristics of the service.
- b) A list giving full particulars including available sources and current prices of the service.

3. SUBMISSION OF APPLICATION

3.1 Validity of Tenders

3.1.1 Tenders shall remain valid for 90 days. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

3.1.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

3.2 Format and Signing of Tender

3.2.1 The Tenderer shall prepare one original of the documents comprising the Tender and clearly mark it "ORIGINAL." Alternative Tenders, if permitted, shall be clearly marked "ALTERNATIVE." In addition, the Tenderer shall submit one copy of the Tender and clearly mark it "COPY." In the event of any discrepancy between the original and the copy, the original shall prevail.

3.2.2 The original and the copy of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for an amended printed literature, shall be initialed by the person or persons signing the tender.

3.2.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

3.3 Sealing and Marking of Tenders

3.3.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as **“ORIGINAL” and “COPY.”** The envelopes shall then be sealed in an outer envelope and be deposited in the tender box situated at Kimasian technical and vocational college administration block.

3.3.2 The inner and outer envelopes shall:

- (a) be addressed to the Procuring entity at the address given in the invitation to tender
- (b) Bear, tender number and name in the invitation to tender and the words: **“DO NOT OPEN BEFORE Tuesday 30TH JULY, 2024 at 10.00 Am.**

3.3.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

3.3.4 If the outer envelope is not sealed and marked as required by paragraph 3.3.2 the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

3.4 Applications must be received by the Institution at the address, date and time specified on the invitation for tender.

6

3.5 The Institution may at its discretion, extend this deadline by amending the application documents as per regulations governing amendments of tender documents in which case all rights and obligations of both the Institution and applicants previously subject to the initial deadline will thereafter be subject to the deadlines as extended.

4. MODIFICATION AND WITHDRAWAL OF APPLICATION

4.1 The applicant may modify or withdraw his/her application after submission, provided that written notice of modification, including substitution or withdrawal of the application is received by the Institution prior to the deadline prescribed for submission of applications.

4.2 The applicant’s modification or withdrawal notice shall be prepared, sealed, marked and dispatched as specified earlier. Withdrawal notice may also be sent by cable, but followed by signed confirmation copy, post marked not later than the deadline for submission of the application.

4.3 No application may be withdrawn in the interval between the deadline for submission of the application and expiration of the period of application validity specified on the application form.

5. OPENING AND EVALUATION OF APPLICATIONS

5.1 Opening

The Institution will open all the applications in the presence of applicant's representatives who choose to attend in the designated place as per invitation to

Tender. Applicant's representatives who choose to witness the opening shall sign a register evidencing their attendance.

5.2 The applicant's names, modifications or withdrawals and other details the Institution considers appropriate will be announced at the opening.

5.3 The College will prepare minutes of the opening.

6. CLARIFICATION OF APPLICATION

6.1 To assist in the examination, evaluation and comparison of applications, the College may at its discretion ask the applicant for clarification of his/her application. The request for clarification and the response shall be in writing and no change in the substance of the application shall be sought, offered, or permitted.

6.2 Any effort by the applicant to influence the College during evaluation, application comparison or acceptance decision making may result in rejection of the applicant's application.

CLARIFICATION OF APPLICATION ON CONTENTS OF BIDDING DOCUMENTS
--

For <u>Clarification of bid purposes</u> only, the Client's address is: Attention:

<i>The Principal/Secretary B.O.G,</i>

<i>Kimasian Technical and Vocational College,</i>

<i>P.O. Box 1149-20200</i>

<i>Kericho.</i>

Electronic mail address: kimasiantvc@gmail.com ,

7. EXAMINATION FOR ACCEPTANCE

7.1 Prior to the detailed evaluation, the College will determine the substantial, responsiveness of each application document. A substantially responsive application is one which conforms to all the terms and conditions without material deviations. The

College's determination of applicants' responsiveness will be based on the content of the application without re-course to extrinsic evidence.

7.2 If an application is not substantially responsive, it will be rejected by the College and may not subsequently be made responsive by applicant through correcting the non-conformity.

8. EVALUATION AND COMPARISON OF APPLICATIONS

8.1 The College will only evaluate and compare applications that have been determined to be substantially responsive.

SECTION IV –EVALUATION CRITERIA

All applicants for **frame work agreement** are requested to submit the below listed requirements without which they shall be disqualified (which shall be used during Preliminary Examination to determine responsiveness):-

The following Evaluation criteria will be used:- Preliminary stage: Mandatory requirements

Requirements		Remarks	YES/NO
1.	Copy of Certificate of Registration/Incorporation	Mandatory	
2.	Certified copy of Valid Tax Compliance Certificate	Mandatory	
3.	Pin certificate copy attached	Mandatory	
4.	Valid single Business Permit(attach copy)	Mandatory	
5.	Detailed Company Profile with Directors and Key Staff	Mandatory	
6.	Submission of original and one copy of the tender documents shall be required. One marked "Original" and the other one marked "copy of the original".	MANDATORY	
RESPONSIVE OR NOT RESPONSIVE(YES/NO)			

TECHNICAL EVALUATION

Requirements		SCORE	AWARDED
1.	Copy of Certificate of Registration/Incorporation/ AGPO certificate for reserved	30	
2.	Certified copy of Valid Tax Compliance Certificate	20	
3.	Pin certificate copy attached	5	
4.	Valid single Business Permit (attach copy)	20	
5.	Detailed Company Profile with Directors and Key Staff	10	
6.	Submission of original and one copy of the tender documents shall be required. One marked "Original" and the other one marked "copy of the original".	15	

NOTE:

1. Kindly note that evaluation will be based on the above mentioned requirements. Firms that attain a pass mark of 70% and above shall be registered in the list of framework agreement .
2. The mandatory requirements must be met in order to qualify for the technical evaluation.

3. The college's evaluation of an application will also take into account the eligibility of the applicant and the evaluation criteria as attached.

9. SPECIAL CONDITIONS OF CONTRACT

- 9.1 Special conditions of contract as relates to the GCC

SPECIAL CONDITIONS OF CONTRACT	
	Delivery services if awarded the contract
	• The tenderers shall supply and deliver goods/works/service to kimasian technical and vocational college as and when required.□
	• Goods/Works/Service must be accompanied by Delivery Note(s)/ Packing List and Invoices.□
	• The Local Purchase Order number must be indicated on

Delivery Note(s).Packaging and Invoices.□

□

□

10. CORRUPT FRAUDULENT PRACTICES

10.1 The Institution requires that applicants observe the highest standard of ethics during the procurement process. In pursuance of this policy the Institution:-

- a) Defines for the purpose of this provision, the terms set forth below as follows:-

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a Institution official in the

Procurement process or in contract execution including acceptance of this application.

- ii. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of the Institution and includes collusive practice among suppliers (prior to or after application submission) designed to establish item prices at artificial non-competitive levels and to deprive the Institution of the benefit of free and open competition.

- b) Will reject a proposal for award if it determines that the applicant recommended for award (acceptance) has engaged in corrupt or fraudulent practices in competing for the application in question'.

- c) Will declare an applicant ineligible, either indefinitely or for a period of time and blacklist them for award of any Institution contract if at any time it is determined that the applicant has engaged in corrupt or fraudulent practices.

11

FRAMEWORK AGREEMENT SUBMISSION

Date _____

To: _____

[Name and address of procuring entity]

Gentlemen and/or Ladies:

We, the undersigned, submit our form for _____

_____ In accordance with *(Title of bid)*

Requested for No _____

_____ And our Proposal. We are hereby submitting our
Tender No)

Dated

Documents which include the following attachments;

Our
Price list as submitted by as shall be binding upon us up to expiration of validity period specified in the instruction to candidate. We undertake that if our application is acceptable we will deliver goods/works/services in accordance with the delivery schedule as requirement or official an order signed by authorized officer(s) of the Institution.

We understand that you are not bound to accept the lowest bid or any tender you may receive.

Yours Sincerely

Duly authorized to sign for and on behalf of

Name and title of signature and stamp

Name of Applicant's company.....

Address.....

In presence of Witness name and signature.....

Date.....

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated:

You are advised that it is a serious offence to give false information on this form

PART 1 – GENERAL

a) Business Name

b) Location of business premises County//Town.....

c) Street / Road.....

d) Building.....

e) Plot Number

f) Postal Address Telephone No.

g) Email Address.....

h) Nature of Business And Specialization.....

i) Current Single business permit/Trade License No.

Expiring Date..... (Attach copy)

j) Certificate of Incorporation..... (Attach copy)

k) Current Tax Compliance Certificate/ or Exemption letter from VAT Dep't

No..... Expiring Date..... (Attach copy)

l) Maximum Value of Business which you can handle at any one time Kshs.....

m) Name of your Bankers Branch

n) Your trade terms (including mode of payment, credit allowed and
Discount).....

o) Banker Certificate on the applicants liquidity, suitability and credit
Limitation.....

p) Name and Telephone of contact person
.....) Any
other

.....

.....

PART 2 (A) – SOLE PROPRIETORS

a) Your name in full Age

b) Nationality Country of Origin

Citizenship details

PART 2 (B) – PARTNERSHIP

Give details of partners as follows:-

NAME	NATIONALITY	SHARES
1.		
2.		
3.		
4.		

PART 2(C) REGISTERED COMPANY

a) **Private or Public**..... State the nominal and

Issued capital of the company:-

Nominal Kshs.

Issued Kshs.

b) Details of Directors:

	NAME	NATIONALITY	SHARES
1.			
			
2.			
			
3.			
			
4.			
			

14

If Kenyan Citizen, indicate under “Citizenship Details” whether by birth, naturalization or registration.

FINANCIAL POSITION

Attach 3 months bank statement and a copy of firm’s latest two years certified audited financial statements, three months bank statement, giving summary of assets and liabilities, income and expenditure, cash flow statement.

DECLARATION

Having studied the framework agreement information for the above exercise, I/we hereby state that the information furnished in our application is accurate to the best of our knowledge.

Name

For and on behalf of.....

Position.....

Sign..... Stamp.....