



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

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**REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF
GOODS AND PROVISION OF SERVICES/ WORKS FOR THE
FINANCIAL YEAR 2023/2025**

CLOSING DATE: MONDAY, 21TH JUNE, 2023 AT 10.00AM

TENDERERS NAME:

CATEGORY NO:

CATEGORY DESCRIPTION.....

IF SPECIAL GROUP PLEASE INDICATE BELOW (RESERVED):

DETAIL	TICK WHERE APPROPRIATE
WOMEN	
YOUTH	
PEOPLE WITH DISABILITY	

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INSTRUCTIONS TO BIDDERS

s.8 Introduction

Kimasian Technical and Vocational College wishes to invite interested and eligible bidders supply and deliver various goods, services and works on need basis. Interested bidders must qualify by meeting the set criteria provided in this tender document.

1.2 Tender objective

The main objective is to supply and deliver assorted items and also provide services or works under the relevant tenders/quotations to **Kimasian tvc** as and when required during the stated period.

1.3 Invitation to Tender

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Tender documents to
The Principal/BOG Secretary
Kimasian Technical and Vocational College.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items or services to Government, Corporation or institutions of similar size and complexity except **for Youth, Women and Persons with Disabilities companies.**

1.5 Tender Document

- a) This Tender document includes the advert, the questionnaire and price schedules.
- b) The Registration document includes the advert and the questionnaire.
- c) In order to qualify, prospective suppliers must submit all the information herein requested.

1.6 Kimasian tvc reserves the right to accept or reject any tender either in whole or part and is not bound to give reasons for its decision.

1.7 Submission of Tender Documents A copy of the tender documents shall be submitted to reach:

**PRINCIPAL/BOG SECRETARY
KIMASIAN TECHNICAL AND VOCATIONAL COLLEGE
P. O. BOX 1149 -20200
KERICHO**

Not later than WENESDAY 21ST JUNE , 2023 at 10.00 a.m.

s.8 Questions Arising from Documents

Questions that may arise from the tender documents should be directed to the Principal, Kimasian Technical and Vocational College or on the email; kimasiantvc@gmail.com

s.8 Additional Information

KIMASIAN TVC may request submission of additional information from prospective bidders if need arises during the evaluation process.

1.10 Category B Suppliers

Request for quotations during the tender period will be made available only to those (bidders whose qualifications are accepted by KIMASIAN TVC after scoring at least **(60 points)**)

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty, VAT and all other applicable taxes as required by the law.

2.2 Customs Clearance

The Supplier shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required and **the contract price shall not be varied during the contract period.** Quantities may increase or decrease as determined by demand on the authority of the Principal. Prices quoted should be inclusive of all delivery charges and taxes applicable.

2.4 Payments

All purchases shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

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3. QUESTIONNAIRE GUIDELINES

3.1 Tender data forms

3.1.1 The attached questionnaire forms R-1, R-2, R-3, R-4, R-5, R-6, R-7, R-8, and R-9 are to be completed by prospective bidders who wish to tender.

3.1.2 Tender 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 tender must be legible and written in ink.

3.2 Qualification

3.2.1 The tender data on prospective bidders is to be used by Kimasian tvc in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender as described.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of kimasian tvc they have capability, experience, qualified personnel, suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Tendering

3.3.1 Experience

Prospective bidders shall have at least 2 years experience in the supply of goods, services and allied items. Potential supplier/contractor should show competence, willingness and capacity to service the tender. **(Not applicable for bidders for Tenders for youth, women and persons with disabilities).**

3.3.2 Past Performance

Past performance of the bidders will be given due consideration. Letter of reference from at least three (3) past customers should be included in Form R- 6. **(Not applicable for bidders for Tenders for youth, women and persons with disabilities).**

3.3.3 Personnel

The names, pertinent information and CV of the key personnel for individual or group to execute the tender must be indicated in form R-3.

3.3.4 Financial Condition

3.3.4.1 The Supplier's financial condition will be determined by the last **two (2)** years financial statements submitted with the tender documents as well as letters of reference from their bankers regarding the bidders' credit position. (Not applicable for bidders for tender for youth, women and persons with disabilities).

3.3.4.2 Potential bidders should provide evidence of financial capability to execute the tender. Information to be filled in Form R-4. **(Not applicable for bidders for tenders for youth, women and persons with disabilities).**

3.4 Anti-Corruption Declaration Pledge form

Potential bidders should affirm not to engage in corrupt or fraudulent practices and a declaration that the bidder or his sub-contractors or personnel are not debarred from participating from procurement proceeding. Information to be filled in Form R-8.

3.5 Statement Application must include a sworn statement Form R-9 by the bidder.

3.6 Withdrawal of Tender.

Should a condition arise between the time the firm is registered to bid and the bid opening date or during the contract period which could substantially change the performance and qualification of the bidder or the ability to perform, then Kimasian TVC will disqualify the tender from such a bidder.

3.7 Bidders documentations

3.7.1 The firm must have a fixed Business Premise, valid post office address, valid telephone, valid email address and must have valid registration documents as required (copies of which must be attached).

3.7.2 The firm must show proof that it is Tax Compliant (copy of certificate must be attached).

3.8 Evaluation Criteria for Suppliers

	Required Information	Form Type	Points
1.	Registration Documentation	R-1	30
2.	Registration Data R-2		5
3.	Supervisory Personnel	R-3	10

4	Financial Position	R-4	20
5	Confidential Questionnaire Report	R-5	10
6.	Past Experience	R-6	10
7.	Litigation History	R-7	5
8.	Anti Corruption Declaration Pledge	R-8	5
9.	Sworn Statement	R-9	5
TOTAL			100

Note: Bids that score at least 60 points will proceed to next level of evaluation.

3.8.1 Evaluation Criteria for Youth, Women and persons with disability

(Reserved tenders)

Interested bidders under this category **MUST** submit all the relevant and applicable documents listed in form R-1 to be registered.

FORM R-1 REGISTRATION DOCUMENTATION

All firms must provide:-

1. Copies of Certificate of Registration for Business /Company.
2. Copies of VAT and PIN Registration Certificates.
3. Reliable email address and a telephone number for official communication.
4. Valid Tax Compliance Certificate from Kenya Revenue Authority

5. Copy of current Trade License.
6. Letter of recommendation from 2 previous organizations served. **(Not applicable for Youth, Women and Persons with Disability).**
7. Practicing Certificate for all professionals for consultancy services where applicable.
8. Where mandatory for service provision, each firm must attach evidence of registration with Professional bodies/Authorities e.g. NCA for construction, IRA for insurance services, Municipal / City Council Certificates of health for food stuffs handling etc.
9. Applicants under **Youth, Women and Persons with Disability must attach**

Registration certificate from the National Treasury.

(30 points)

Firms that do not submit the specified mandatory documents will not be responsive.

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FORM R-2 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as supplier(s)
(Name of Company/Firm)

of
(Item Description)

.....
(Tender No.)

Post Office Address

..... Email address

.....

Telephone contacts

..... Town

.....

.....

Street

Name of building Room

/Office No. Floor No.

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names of Partners:

.....

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

1. Business founded or incorporated
.....

2. Under present management since
.....

3. Net worth equivalent

Kshs.....

4. Bank reference and address
.....
.....
.....

5. Bonding company reference address.....

6. Enclose copy of organization chart of the firm indicating the main fields of activities

.....

7. State any technological innovations or specific attributes which distinguish you from your competitors

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

8. Indicate terms of trade/sale:

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

Name of firm:

Name of designated Official:

Signature, date and stamp:

(5 Points)

-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post

graduate.....

.....

Diploma.....

High School.....

Professional Qualification

.....

(Attach Certificates if any)

Length of service with Contractor or Supplier and position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization)

5marks each

(10 Points) Name

of firm:

.....

Name of designated Official.....

Signature, date and stamp:

FORM R

FORM R-4

FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach copies of the last two years Audited accounts- 7 marks
- (2) Attach letters of recommendation from the firm's bankers- 7 marks.
- (3) State Credit period (minimum proposed is 30 days) – 6marks **(Not applicable for Youth, Women and Persons with Disability)**

(20 Points)

-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

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

Part I- General : Business Name Location of business premises..... Plot No. Street/Road..... Postal Address.....Tel.Nos..... Nature of business..... Current Trade Licence. No.....Expiring date..... Maximum value of business which you can handle at any one time: Kshs..... Name of your bankers..... Branch.....	
· ·	· Part 2 (a) – Sole Proprietor Your name in full.....Age..... Nationality.....Country of origin..... *Citizenship details.....

FORM R

Part 2 (b) Partnership

Given details of partners as follows:

	Name	Nationality	*Citizenship details	Shares	
1.					2.
					
3.					
4.					

*if	Part 2 (c) – Registered Company: Private or Public..... State the nominal and issued capital of company- Nominal Kshs..... Issued Kshs..... Given details of all directors as follows:- <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">*Citizenship details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	*Citizenship details	Shares	1.				2.				3.				4.				5.			
	Name	Nationality	*Citizenship details	Shares																					
	1.																								
	2.																								
	3.																								
4.																									
5.																									

Date

Signature of Candidate.....

Kenya Citizen, indicate under “Details” whether by Birth, Naturalization or Registration.

(10 Points)

FORM R

-6 PAST EXPERIENCE

Names of The Bidder's Clients in the Last Two Years and Values of tenders 1.me
of 1st Client (organization)

S.

- i) Name of Client (organization) ii) Address of Client
(organization) iii) Name of
Contact Person at the client (organization) iv) Telephone No.
of Contact Person v) Value
of Contract

vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

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 Contact Person v) Value
of Contract

vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

3. Name of 3rd 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 Contact Person v) Value
of Contract

vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

4. Others (10 Points) (Not applicable for Youth, Women and Persons with Disability)

3 marks each and an additional point for one other

s

FORM R-7 - LITIGATION HISTORY

Name of Bidder:

.....

Bidders should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year FORM R	Award for or against	Name of client cause of litigation and matter in dispute	Disputed amount (current value, Ksh. Equivalent

(5 Points)

Name of firm:

Name of designated Official:

Signature, date and stamp:

FORM R-8 -CORRUPTION DECLARATION PLEDGE

I/WE..... declare that I/WE recognize that Public Procurement is based on a free and fair competitive Tendering process which should not be opened to abuse

I/WE..... Declare that I/WE..... will not offer or facilitate directly or indirectly any inducement or reward to any public officer, their relations or business associates, in accordance with the tender No..... For or in the subsequent performance of the contract if I/WE/am/are successful.

Signed by..... Chief Executive Officer or Authorized representative.
Date.....

(5 marks)

FORM R-9 - SWORN STATEMENT

Having studied the tender information above I/We hereby state:

- a) information furnished in our application is accurate to the best of our knowledge.
- b).
 - i. **FOR CATEGORY A**
I/We acknowledge that if successful, this grants the right to fulfill the tender on the basis of provisions in the tender contract document.
 - ii. **FOR CATEGORY B**
I/We acknowledge that if successful, this grants the right to participate in due time in the submission of quotation on the basis of provisions in the quotation documents.

- c. We enclose all the required documents and information required for the tender evaluation.

Date

Applicant's Name

Represented by

Signature

(Full name and designation of the person signing and stamp or seal)

(5 marks)

FORM R-10 REGISTRATION OF SUPPLIERS

Kimasian Technical and Vocational College would wish to invite interested bidders to supply and deliver various goods, services and works on need basis for the 2 financial years starting 1st July 2023-June 30th 2025.

SNO	Tender no	Description	Eligibility
1	KIMTVC/01/2023-2025	Supply and delivery of general stationery office E.G in and out trays, printing papers, stapler, biro pens & files	Open
2	KIMTVC/02/2023-2025	Supply and delivery of printing and branding services e,g brochures calendars ,posters , banners, service charter and other promotional items	RESERVED
3	KIIMTVC/03/2023-2025	Supply and delivery of hairdressing and beauty therapy training materials and equipment e.g dummy, shampoo setting lotion, barbering machine foot spa and massaging bed etc	OPEN
4	KIMTVC/04/2023-2025	Supply and delivery of branded staff uniforms, tshirts and caps and guard/security protective attires	RESERVED
5	KIMTVC/05/2023-2025	supply and delivery of electrical and electronics materials for training	open
6	KIMTVC/06/2023-2025	Supply and delivery of foodstuff for food and beverage e.g perishable goods, cutlery, drinks etc	RESERVED
7	KIMTVC/07/2023-2025	Supply and delivery of electronics equipment e,g computers /photocopiers /printers , wall clocks, laptops , TVS /DSTV disks flash disks , mobile phones & accessories /appliances ,computer software	open
8	KIMTVC/08/2023-2025	Supply and delivery of textbooks and learning materials & e-books	open
9	KIMTVC/09/2023-2025	Supply and delivery of buildings materials (sand, ballast concrete posts, timbers, quarry stones, hardcore, bricks and chain link	open
10	KIMTVC/010/2023-2025	Supply and delivery of general hardware materials e.g. cement, Paints sand nails etc.	open
11	KMTVC/011/2023-2025	Supply and delivery of branded sports uniforms, equipment and kits e.g assorted balls, nets etc.	open
12	KIMTVC/012/2023-2025	Supply and delivery of office furniture, fittings, steel cabinets and student chairs	open

13	KIMTVC/013/2023-2025	Supply and delivery of farm inputs, services, farm tools and equipment eg pesticides, herbicides and assorted seeds	open
14	KIMTVC/014/2023-2025	Supply and delivery of building construction and fabrication services for small works eg welding, masonry, carpentry, fencing and painting	open
15	KMTVC/015/2023-2025	Provision general insurance covers for students.	open
16	KIMTVC/016/2023-2025	Supply and delivery of detergents and cleaning materials	RESERVED
17	KIMTVC/017/2023-2025	Specialized Maintenance, repairs and servicing of firefighting equipment and trainings	open
18	KIMTVC/018/2023-2025	Provision of supply and delivery of public address systems, decoration of tents and related items, artificial ornamental flowers,	RESERVED
19	KIMTVC/019/2023-2025	Provision of consultancy services i.e Asset valuation, ISO training etc	OPEN
20	KIMTVC/020/2023-2025	Provision of servicing and maintenance, photocopiers /printers, computers, tonners and printer cartridges	open
21	KIMTVC/021/2023-2025	Supply and delivery of pharmaceutical drugs and equipment e.g. paracetamol, Thermogun, sanitizer, surgical spirit	open
22	KIMTVC/022/2023-2025	Provision of MIS upgrading Training and maintenance of college server	OPEN
23	KMTVC/023/2023-2025	Provision of student identity cards	Reserved
24	KMTVC/024/2023-2025	Provision of radio , Digital marketing & advertisement.	OPEN
25	KMTVC/025/2023-2025	Provision of veterinary services	RESERVED
26	KIMTVC/026/2023-2025	Provision of servicing and maintenance of lathe machine , and mechanical equipment	