



**KIPTARAGON TECHNICAL AND VOCATIONAL COLLEGE**

P.O. BOX 175 – 20152 | TEL: 0790 568 732 / 0797 541 586

Email: [info@kiptaragontvc.ac.ke](mailto:info@kiptaragontvc.ac.ke) || [kiptaragontvc@gmail.com](mailto:kiptaragontvc@gmail.com)



**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND  
WORKS FOR FINANCIAL YEAR 2023-2024 / 2024-2025.**

**PRE-QUALIFICATION NO:** \_\_\_\_\_

**DESCRIPTION:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**IF SPECIAL GROUP, PLEASE INDICATE BELOW (√)**

1. WOMEN
2. YOUTH
3. PERSONS WITH DISABILITY

**CLOSING DATE: 15TH JUNE 2023 AT 12:00PM**

## Table of Content

Table of Content .....	1
SECTION I: INVITATION FOR REGISTRATION OF SUPPLIERS.....	2
SECTION II: PRE-QUALIFICATION INSTRUCTIONS TO APPLICANTS.....	5
<b>2.0 Introduction</b> .....	5
<b>2.1 Pre-qualification Objective</b> .....	5
<b>2.2 Invitation for Pre-qualification</b> .....	5
<b>2.3 Experience</b> .....	5
<b>2.4 Eligibility of applicants</b> .....	5
<b>2.5 Qualification Criteria</b> .....	5
<b>2.6 Financial Condition</b> .....	6
<b>2.7 Litigation history</b> .....	6
<b>2.8 Withdrawal of tender</b> .....	6
<b>2.9 Pre-qualification Document</b> .....	7
<b>2.11 Request for quotations (RFQ'S)</b> .....	7
SECTION III: APPLICATION FORMS.....	8
<b>FORM 1: Letter of Registration</b> .....	8
<b>FORM 2: Confidential Business Questionnaires</b> .....	10
<b>FORM 3: Capability and Competence to Deliver Goods, Services and Small Works</b> .....	12
<b>FORM 4- Past Experiences</b> .....	13
<b>FORM 5- Financial Capability</b> .....	14
<b>FORM 6: Proclamation/Sworn Statement/Declaration</b> .....	15
<b>FORM 7: Details of Litigation or Arbitration Proceedings</b> .....	16
SECTION IV: EVALUATION CRETERIA.....	17

## **SECTION I: INVITATION FOR REGISTRATION OF SUPPLIERS**

Kiptaragon Technical & Vocational College intends to register suppliers for various Goods, Works and Services for the financial years **2023/2024** and **2024/2025**. Interested eligible suppliers are invited to apply for registration, indicating the category of goods, works or services they wish to apply for.

Original copy of the Completed pre-qualification document and other requested information shall be submitted to reach:

TO:

**PRINCIPAL**

**THE BOG SECRETARY**

KIPTARAGON TECHNICAL & VOCATIONAL COLLEGE

P.O BOX 175 - 20152,

**OLENGURUONE.**

A complete set of pre-qualification documents may be obtained by interested candidate from **Kiptaragon Technical & Vocational College website (<https://kiptaragontvc.ac.ke/>)** free of charge OR can be collected from procurement office during normal working hours upon payment of non-refundable fee of Kshs. 1,000 (One thousand shilling only)

Complete tenderers documents put in a plain sealed envelope, clearly marked “**TENDER REGISTRATION NO.....**”, should be deposited in the Tender Box at Kiptaragon Technical & Vocational College on or before **15<sup>th</sup> June 2023 Thursday at 12:00pm:**

Any canvassing or late submission will lead to automatic disqualification.

**CATEGORY A: PRE – QUALIFICATION FOR SUPPLY & DELIVERY OF GOODS****Category A: Registration of Suppliers for Goods.**

NO	REGISTRATION NUMBER	DESCRIPTION OF GOODS/SERVICES	ELIGIBILITY
1	KTVC/PQ/01/2023-2025	Supply & Delivery of General Office Stationery.	Open
2	KTVC/PQ/02/2023-2025	Supply & Delivery of Cooking & Welding Gas	Open
3	KTVC/PQ/03/2023-2025	Supply & Delivery of hardware, plumbing materials & fittings.	Open
4	KTVC/PQ/04/2023-2025	Supply & Delivery of beauty & hairdressing tools & equipment.	Open
5	KTVC/PQ/05/2023-2025	Supply & Delivery of computer software, hardware & accessories, printers, tonners, cartridges & printing ink.	Open
6	KTVC/PQ/06/2023-2025	Supply & Delivery of printing services & promotional/advertising materials i.e. Banners, Caps, & Branded T-shirts.	Reserved
7	KTVC/PQ/07/2023-2025	Supply & Delivery of games & staff uniform, curtains & protectives clothes	Open
8	KTVC/PQ/08/2023-2025	Supply & Delivery of general office furniture & fittings.	Open
9	KTVC/PQ/09/2023-2025	Supply & Delivery of Electrical/electronic materials & equipment's.	Open
10	KTVC/PQ/10/2023-2025	Supply & Delivery of building & construction materials i.e ballast, building stones, murram & quarry dust.	Open
11	KTVC/PQ/11/2023-2025	Supply & delivery of library books, periodicals & e-books	Open
12	KTVC/PQ/12/2023-2025	Supply & delivery of Assorted Timber.	Reserved
13	KTVC/PQ/13/2023-2025	Provision of CCTV & alarm services.	Open
14	KTVC/PQ/14/2023-2025	Provision of marketing & promotional services.	Open
15	KTVC/PQ/15/2023-2025	Supply & Delivery of Newspaper	Reserved
16	KTVC/PQ/16/2023-2025	Supply & delivery of firefighting equipment's, training & maintenance.	Open
17	KTVC/PQ/17/2023-2025	Supply & Delivery of sports & games equipment.	Open
18	KTVC/PQ/18/2023-2025	Supply & Delivery of Cereals & Groceries	Reserved
19	KTVC/PQ/19/2023-2025	Supply & delivery of Branded Mineral Water.	Open
20	KTVC/PQ/20/2023-2025	Supply & Delivery of cutlery, utensils & kitchen Appliances.	Reserved

21	KTVC/PQ/21/2023-2025	Supply & Delivery of lab equipment & chemicals	Open
22	KTVC/PQ/22/2023-2025	Supply of workshop tools, Equipment & Chemicals	Open
<b>CATEGORY B: PRE-QUALIFICATION FOR PROVISION OF SERVICES FY 2023-2025</b>			
<b>Category B: Registration of supply of Services.</b>			
23	KTVC/PQ/23/2023-2025	Provision of small works: Repairs & Maintenance of Building construction, General civil works, Electrical works, Masonry, Plumbing, Carpentry & Joinery works.	Open
24	KTVC/PQ/24/2023-2025	Provision of sanitary bins servicing.	Open
25	KTVC/PQ/25/2023-2025	Provision of servicing of printers & related machines.	Open
26	KTVC/PQ/26/2023-2025	Provision of fabrication, welding & repair of furniture & fittings	Open
27	KTVC/PQ/27/2023-2025	Provision of Insurance Cover for buildings, equipment & students on attachment.	Open
28	KTVC/PQ/28/2023-2025	Provision of painting and sign writing services	Reserved
29	KTVC/PQ/29/2023-2025	Provision of public address systems, hire & decoration of tents, & related items.	Reserved
30	KTVC/PQ/30/2023-2025	Provision of office equipment maintenance & repair services.	Open
31	KTVC/PQ/31/2023-2025	Provision of Repair and maintenance of computers	Open
32	KTVC/PQ/32/2023-2025	Provision of Construction & General Building Works.	Open
33	KTVC/PQ/33/2023-2025	Provision of graphic design & Sign writing works	Reserved
34	KTVC/PQ/34/2023-2025	Provision of internet services and airtime	Open
35	KTVC/PQ/35/2023-2025	Provision of e-papers	Open
36	KTVC/PQ/36/2023-2025	Provision of calibration services and maintenance of electronic equipment	Open

## **SECTION II: PRE-QUALIFICATION INSTRUCTIONS TO APPLICANTS**

### **2.0 Introduction**

Kiptaragon Technical and Vocational College would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Institution to perform the contract of Supply and Provision of Goods/Services to the institution.

### **2.1 Pre-qualification Objective**

The main Objective is to supply and deliver assorted items, and also to provide services under relevant tenders/quotations to **The Kiptaragon Technical and Vocational College** and when required during the period as required.

### **2.2 Invitation for Pre-qualification**

Suppliers registered with Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their **PRE-QUALIFICATION** document to **THE PRINCIPAL-THE KIPTARAGON TECHNICAL AND VOCATIONAL COLLEGE** so that they be prequalified for submission or quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

### **2.3 Experience**

Prospective suppliers/contractors **MUST** have carried out successful supply and delivery of similar items/services to Government institutions of similar size and Complexity.

*Note: This may NOT apply for the Special Groups*

Potential suppliers/contractors **MUST** demonstrate the willingness and commitment to meet the pre-qualification criteria.

### **2.4 Eligibility of applicants**

- 2.4.1** This invitation for registration is open to all candidates who are eligible as defined in the Kenya Public Procurement Law and regulations.
- 2.4.2** Kiptaragon Technical & Vocational College employees, Committee Members, Board Members and their Relatives' (Spouse and Children) are not eligible to participate.
- 2.4.3** Any public owned sector or Company may be eligible to qualify if in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a defendant agency of another public entity

### **2.5 Qualification Criteria**

- 2.5.1** The attached questionnaire forms described are to be completed by prospective suppliers/contractors who wish to be registered as suppliers

**2.5.2** The registration application forms which are 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 and indelible ink.

**2.5.3** The Pre-qualification documents 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

## **2.6 Financial Condition**

The supplier's financial condition will be determined by latest financial statement submitted with the tender documents. Potential suppliers/contractors will be awarded for tender 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 data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the Contract

## **2.7 Litigation history**

The applicant should provide accurate information about litigation or arbitration resulting from contracts completed or uncompleted under its execution.

**2.7.1** Past performance: Past performance will be given due consideration in qualified bidders. Letter of reference and or copies of order/contracts from past customers should be included in form PQ-4.

**2.7.2** Statement: Application must include a sworn statement Form PQ-6 by the tendered ensuring the accuracy of the information given.10

## **2.8 Withdrawal of tender**

Should a condition arise between the time the firm is inviting to bid and the bid opening date which in the opinion of the client/Kiptaragon Technical & Vocational College could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, Kiptaragon Technical & Vocational College reserves the right to reject the tender from such a bidder even though he was initially awarded for tender.

**2.8.1** The firm must have a fixed business premise and must be registered in Kenya, with Certificate of Registration, Incorporation/Memorandum and Article of Association, copies of which must be attached.

**2.8.2** The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory

## **2.9 Pre-qualification Document**

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for Pre-qualification, prospective suppliers must submit all the information herein requested.

*All the documents from prospective suppliers must be properly bound, no loose papers/documents will be allowed.*

## **2.10 Distribution of Pre-qualification Document**

Completed pre-qualification data and other requested information shall be submitted to reach

**The Principal**

**Kiptaragon Technical and Vocational College**

**P.O Box 175-20152 Olenguruone.**

*Not Later than 15<sup>th</sup> June 2023, At 12.00 Noon*

## **2.11 Request for quotations (RFQ'S)**

The document will be made available only to those bidders whose qualifications are accepted by the college after scoring more than 80% points on the completion of the Pre-qualification process.



### SECTION III: APPLICATION FORMS

#### FORM 1: Letter of Registration

Registration category Ref No: \_\_\_\_\_

Category Description: \_\_\_\_\_

TO:

**BOG SECRETARY**

**Kiptaragon Technical & Vocational College,**

**P.O Box 175 - 20152,**

**Olenguruone**

Dear Sir:

- 1.1 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 Kiptaragon Technical & Vocational College 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.
- 1.2 We undertake if our application is acceptable to deliver goods/services with accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer/s of the technical.
- 1.3 We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.
- 1.4 We understand;
  - a) That this is not a tender or quotation but an application for consideration to be Registered as a Kiptaragon Technical & Vocational College Supplier for goods, services and works included or related to this category during the period between **1<sup>st</sup> July 2023 and 30<sup>th</sup> June 2025**
  - b) That you are not bound to accept this application or any other that you may receive.
- 1.5 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<sup>12</sup>

- e) Audited account for the last two (2) financial years OR Bank statement of the last six (6) months

**(Special groups)**

We make this application with full understanding that:

- I. Bids by registered applicants will be subject to verification of all information submitted.
- II. Request for quotations and bids will only be called from registered bidders who meet the requirements.

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

Sign and stamp .....

Witnessed by .....

Designation .....

Date .....

**FORM 2: Confidential Business Questionnaires**

You are requested to give the particulars indicated in part 1 and either part 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 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: Kshs.....

Name of your bankers..... Branch.....

**Part 2 (a) – Sole Proprietors**

Your name in full ..... Age.....

Nationality.....Country of origin.....Email .....

Citizenship details.....

**Part 2(b) – Partnership**

Give details of partners as follows:

Name Nationality Citizenship Details Shares

1.....

2.....

3.....

4.....

5.....

**Part 2 (c) – Registered Company**

Private or Public

.....  
.....

State the nominal and issued capital of company: -

Nominal's... Issued..... Give details of all directors as follows: -

**Name Nationality Citizenship Details Shares**

1.....

2.....

3.....

4.....

5.....

Date: \_\_\_\_\_ Signature of Candidate \_\_\_\_\_

*If Kenya citizen, indicate under “Citizenship Details” whether by birth, Naturalization or Registration.*

**FORM 3: 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) Can we trade on e-procurement platform with your company (yes/No)? \_\_\_\_\_
- 5) What is your average response time to a request for quotation/proposal?  
.....
- 6) What is your average response time to delivery of goods/service after issuance of a purchase order/s .....
- 7) Have you at any one time been requested to quote for the supply of goods services and failed to return the quotation without assigning reason for your action?.....
- 8) If you are a current or previous supplier of goods and services to Kiptaragon Technical & Vocational College, have you at any time been issued with a purchase order and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 9) Indicate the maximum amount of business with (in financial terms) your company can handle at any given time Ksh.....

**FORM 4- Past Experiences**

1. Number of years the company has been in operation .....

**Referees:**

Applicant's three reputable clients in the last 3 years (filled and signed by the clients)

1. Name of Client (organization) .....  
Address of Client (organization).....  
Name of contact person at the client (organization) .....  
Signature .....  
Company rubber stamp.....  
Telephone No. of client .....

2. Name of the company.....  
Postal Address of client.....  
Name of contact person at the client.....  
Signature .....  
Company rubber stamp.....  
Telephone No. of client.....

3. Name of the company.....  
Postal Address of client.....  
Name of contact person at the client.....  
Signature .....  
Company rubber stamp.....  
Telephone No. of client.....

*(Attach documental evidence of existence of contract)* e.g. L.P.Os/L.S.Os, completion Certificates, letter of award, signed contract.)

**FORM 5- Financial Capability**

**Name applicants** .....

You are required to demonstrate that the company’s financial position is healthy enough to enable you transact business with sot technical training institute by showing that it has 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 bank statement for the last six months).

1. Attach a copy of firm’s two audited accounts/certified financial statements giving summary of assets and current liabilities/ or any other financial support
2. Credit period: please indicate the credit period you are willing to offer Kiptaragon Technical & Vocational College .....
3. Annual turnover: What is your annual turnover.....
4. Banker: Name of the bank.....  
Address of the banker .....  
Telephone No.....  
Contact name and title .....  
Fax .....  
Email address .....

**FORM 6: 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 Kiptaragon Technical & Vocational College to seek reference it may deem vital while carrying out their evaluation. I/we also hereby declare that the company is not debarred from participating in any public procurement proceeding.

**Name of the applicant ..... Designation ..... Signature.....**

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

**Official stamp**

State if you have relationship with or related to sot technical training institute (how)

.....  
.....

Information submitted by .....

Title .....

Signature .....

Stamp .....



**FORM 7: Details of Litigation or Arbitration Proceedings**

DETAILS OF LITIGATION OR ARBITRATION PROCEEDINGS IN WHICH THE TENDERER IS INVOLVED AS ONE OF THE PARTIES (to be certified by commissioner of oaths)

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....

## **SECTION IV: EVALUATION CRITERIA**

Evaluation criteria for AGPO (registered special group for women, youth and people with disability)

### **MANDATORY REQUIREMENT**

- i.** Valid Business Registration Certificate
- ii.** PIN certificate/VAT Certificate
- iii.** Valid AGPO certificate
- iv.** Duly filled and confidential business questionnaire with disclosure of directors/partners, sole proprietors
- v.** Valid/ current tax compliance

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

### **Evaluation criteria for open group or organization to be registered as a supplier.**

- a) Company Registration Certificate (Registration Certificate/ Certificate of Incorporation)
- b) PIN certificate/VAT Certificate
- c) Duly filled and confidential business questionnaire with disclosure of directors/partners, sole proprietors
- d) Valid/ current tax compliance
- e) Certified copies of the audited account for the last 2 financial years
- f) Current/ valid business permit
- g) Availability of physical office.
- h) Valid NCA registration certificate

The suppliers who do not satisfy any of the above requirements shall be considered non-responsive.