



CHERANG'ANY TECHNICAL AND VOCATIONAL COLLEGE

P O BOX 335- 30200 KITALE,

Telephone:

0743836414/0762836414

Cheranganytti@gmail.com

**REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS,
WORKS AND PROVISION OF SERVICES FOR THE FINANCIAL
YEAR 2024-2025 AND 2025-2026**

CLOSING DATE: FRIDAY, 14/06/2024 AT 4PM



ONLY FOR (REGISTRATION OF SUPPLIERS)

COMPANY NAME:

TENDER NO:

TENDER DESCRIPTION:

PLEASE INDICATE YOUR GROUP BELOW: (tick)

WOMEN	☐
	☐
YOUTH	☐
PERSONS WITH DISABILITY	
	☐
OPEN	



SECTION 1

INVITATION FOR REGISTRATION OF SUPPLIERS DATE: 29TH MAY 2024

TENDER NOTICE

TENDERS FOR SUPPLY AND DELIVERY OF GOODS AND PROVISION OF SERVICES FOR 2024 /2025-2026/2027 FINANCIAL YEARS.

Cherang'any technical and vocational college invites bidders for the purpose of Tendering and Registration of Suppliers for Goods, Works and Services for the FY 2024/2025-2026-2027. Interested and Qualified Suppliers are invited to apply clearly indicating the category they wish to participate in.

FY 2024/2025-2026/2027		
TENDER NO.	TENDER NAME	ELIGIBILITY
	TENDERS (FRAMEWORK AGREEMENT)	
CTVC/T/2024/25-2026/2027/01	Supply and delivery of stationery and general office equipment	Open
CTVC/T/2024/24-2026/2027/02	Supply and delivery of sports uniforms and co-curricular training equipment	open
CTVC/T/2024/25-2026/2027/03	Supply and delivery of electrical and electronic equipment and accessories	Open
CTVC/T/2024/25-2026/2027/04	Supply and delivery of textiles, fabrics, and general tailoring materials.	Open
CTVC/T/2024/25-2026/2027/05	Supply and delivery of general food items	Youth, women and PLWD
CTVC/T/2024/25-2026/2027/06	Supply and delivery General Hardware Materials	Open
CTVC/T/2024/25-2026/2027/07	Supply and Delivery of Dry Firewood and Charcoal	Open
CTVC/T/2024/25-2026/2027/08	Supply and delivery of ICT items	Open
CTVC/T/2024/25-2026/2027/09	Supply and delivery of hairdressing and beauty products, equipment, and accessories	Open
	REGISTRATION OF SUPPLIERS FY 2024/2025-2026/2027)	
CTVC/R/2024/25-2026/2027/01	Supply and delivery of general food items	Youth, women and PLWD
CTVC/R/2024/25-2026/2027/02	Supply and delivery of furniture and wooden products	Open
CTVC/R/2024/25-2026/2027/03	Supply and delivery of Agricultural input and equipment	Open
CTVC/R/2024/25-2026/2027/04	Supply and delivery of hairdressing and beauty products, equipment, and accessories	Open
CTVC/R/2024/25-2026/2027/05	Supply and delivery of ICT-related items	Open

CTVC/R/2024/25-2026/2027/06	Supply and Delivery of Dry Firewood and Charcoal	Open
CTVC/R/2024/25-2026/2027/07	Provision of building and construction services and Repairs	Open
CTVC/R/2024/25-2026/2027/08	Provision of Insurance Services, Students' Insurance cover	Open
CTVC/R/2024/25-2026/2027/08	Supply of Management Information System Modules	Open
CTVC/R/2024/25-2026/2027/09	Supply and Delivery of Games Sports ware & Equipment	Open
CTVC/R/2024/25-2026/2027/10	Supply and Delivery of Textile Materials and equipment (Fashion & Design) and Window curtains	Open
CTVC/R/2024/25-2026/2027/11	Supply and Delivery of Hair and Beauty Therapy equipment and Training Materials	Open
CTVC/R/2024/25-2026/2027/12	Supply and Delivery of Assets tagging, valuation and bar codes	Open
CTVC/R/2024/25-2026/2027/13	Supply of events management services.	Open
CTVC/R/2024/25-2026/2027/14	Provision services for smaller works.	Open
CTVC/R/2024/25-2026/2027/15	Supply and Delivery of Electrical/Electronic Materials	Open
CTVC/R/2024/25-2026/2027/16	Supply and delivery General Hardware Materials	Open
CTVC/R/2024/25-2026/2027/17	Supply and delivery of stationery and general office equipment	Open

A complete set of Tender documents may be obtained electronically from the PPIP portal: www.tenders.ac.ke free of charge. Tenderers who download the tender document must forward their particulars immediately to cheranganytvcprocurement@gmail.com to facilitate any further clarification or addendum.

Alternatively, the tender documents may be obtained by interested candidates from Procurement Department during normal working hours, upon payment of Non-refundable fee of Kshs. 1,000 in bankers cheque payable to cherangany Technical and vocational college or direct bank deposit to A/C No: 01139841437500 cooperative bank, kitale Branch.

Sealed and duly completed Bids in plain envelopes clearly marked the —**Tender Number/Registration No and Description**” without identifying the Tenderer should be addressed to:

The Principal

Cherangany technical and vocational college

P.O Box 335- 30200, kitale

Cell: 0743836414 / 0762836414

Email:cheranganytvcprocurement@gmail.com

And be deposited in the Tender Box located at the Procurement office so as to be received on or before **Friday, 14/06/2024 at 4:00pm**. Tender documents will be opened immediately after closing, in presence of Bidders or their representatives who choose to attend the opening session at the **Boardroom Hall**. Any canvassing will lead to automatic disqualification of the bidder.

NB:

1. Youth, Women and Persons with Disability are encouraged to apply in all the categories.
2. Bidders are asked to ensure that the Tender Documents are paginated in the format of 1, 2, 3
3. This listing of Suppliers exercise may lead to the development of a Framework Agreements.

LATE BIDS SHALL NOT BE ACCEPTED



SECTION II: GENERAL REQUIREMENTS FOR REGISTRATION OF SUPPLIER

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

PART I: DETAILS OF THE APPLICANT/BUSINESS QUESTIONNAIRES

1. Name of Applicant/Firm.....
2. Physical Address
3. Postal Address:4. Postal Code:
5. E-mail:6. Mobile Phone No.
7. Are you applying for open, youth, women or persons with disabilities?
8. Contact Person

Overview of the Enterprise

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of employees (please tick one)	[0-5] [6-25] [26-49] 50-59 [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover Kshs)	
Experience in the sector in years	

Type of Ownership Details

Part 9 (a) - Sole Proprietor or name of registered business, where applicable

Name in Full..... Age.....

Identity/Passport No.....

Part 9 (b) - Partnership Details

NAMES	NATIONALITY	ID/PASSPORT NO	% SHARES

Part 9 (C) – Registered Company

State the nominal and issued capital of company

Nominal Kshs Issued kshs.....

Directors' Details

NAMES	NATIONALITY	ID/PASSPORT NO	% SHARES

10. Bank Account Name: Branch

11. Bank Account Number:

12. Current Trade License:

13. VAT Registration Number:

14. Type of business: SECTOR (TICK ONE)

AGRIBUSINESS	TRADE	HOSPITALITY & ENTERTAINMENT
MANUFACTURING	SERVICES	ICT
CONSTRUCTION	OTHERS	SPECIFY

15. Your trade terms (mode of payment- cash or credit) credit period allowed.....

Title:

Signature: Date

PART II: EXPERIENCE (OPEN)

Applicant's three (3) reputable clients in the last three (3) years.

Attach proof of experience relevant to the category you choose to apply for by attaching any of the following documents: -

- a) Copies of LPO
- b) Letter of award
- c) Completion certificate
- d) Contract document etc.

PART III: FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach copy of Audited Accounts for the last two years (2) with auditor's name and license number (open tender)

(2) Attach certified letters of reference from the bankers regarding supplier's credit position (general)

(3) certified copy of Bank Statement/Bank reference of not less than three months from date of applying (general)

LIST OF ATTACHMENTS

MANDATORY FOR RESERVED GROUP

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application may be rejected:

1. Copy of certificate of incorporation/registration.
2. PIN Certificate.
3. Valid Tax Compliance/ Exemption Certificate.
4. Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability).
5. Business/Company profile.
6. Valid Certificate of Registration in a target group issued by the National Treasury (AGPO certificate).
7. National IDs/ Passports.
8. Valid NCA certificate for works.
9. All forms should be filled in Section III.
10. Must attach CR12 showing the shareholding of the firm.
11. Copy of current Trade License.
12. Certification from Kenya Bureau of Standards for the Registration of drinking water.

MANDATORY FOR GENERAL

1. Copy of certificate of incorporation/registration;
2. PIN Certificate;
3. Valid Tax Compliance/ Exemption Certificate;
4. Copy of certificate of registration with relevant regulatory bodies (NCA, Valuer's Registration Board for Registration of Valuation services etc.);
5. Business/Company profile;
6. National IDs/ Passports.
7. Valid NCA certificate for works
8. All forms should be filled in Section III
9. Must attach CR12 showing the shareholding of the firm
10. Copy of current Trade License

SECTION III:

FORM I: CAPABILITY AND COMPETENCE TO DELIVER GOODS, WORKS OR SERVICES.

1. What products/services do you want to be considered to supply.....
.....
2. Which quality standards certification have you attained in the last two years?
(attach copies)
3. Are you a manufacturer/wholesaler/retailer/other? (Please specify)
4. What is your average response time to a request for quotation/ proposal?
5. What is your average response to delivery of goods/services after issuance of an L.P.O?
6. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?.....
.....
7. If you are a current or previous supplier of goods or services to CHERANGANY TECHNICAL AND VOCATIONAL COLLEGE have you at any one time been issued with L.P.O and failed to supply goods within the agreed time or supplied inferior goods not within the specification)
.....
.....
8. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable Law.....
.....
9. Must confirm that the firm, its servants or agents have not offered and shall not offer inducements to procuring entity.....
.....

FORM II: ELIGIBILITY & LITIGATION HISTORY

Name of contractor/supplier.....

1. Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution. **(If YES attach the Legal documentary evidence that you are cleared)**

Year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed Amount (current Value , Ksh (Equivalent)

2. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the public procurement regulatory authority or related public bodies?
.....
.....

FORM III: SWORN STATEMENT

Having studied the registered information, we/I hereby state that: -

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by CHERANGANY TECHNICAL AND VOCATIONAL COLLEGE.
- c. When the call for quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify The Cherang'any Technical and vocational college and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.
- f. Date.....

Applicant's Name

Represented by

Signature

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

FORM IV: SELF DECLARATION FORMS

(r.47) FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,....., of Post Office

Box being a resident of..... in the Republic ofdo hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of..... (insert name of the Company) who is a Bidder in respect of Tender No. for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement. Kenya Subsidiary Legislation, 2020 853

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deposed to herein above is true to the best of my knowledge, information and belief.....(Title)
(Signature)

(Date).....

Bidder Official Stamp

FORM V: SELF DECLARATION FORMS

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Box being a resident of in the Republic ofdo hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of(insert name of the Company) who is a Bidder in respect of

Tender No. for.....(insert tender title/description) for.....(insert name of the Procuring entity) and duly authorized and competent to make this statement.⁸⁵⁴ *Kenya Subsidiary Legislation, 2020*

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.

5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.
.....

(Title) Signature..... Date.....

Bidder's Official Stamp

FORM VI: CONFLICT OF INTEREST DECLARATION FORM

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any of cherangany technical and vocational college

Do you have a relationship with any employee that would cause conflict of interest?

.....
.....

Ideclare, for and on behalf
of(company/firm) that all the

information furnished to cherangany technical and vocational college in connection with this registration is true and accurate in all material respect. The college is hereby authorized to make such inquiries to the said information including with the firms/company’s clients and bankers as it may deem necessary without prior notice tothe firm/company.

Information submitted by.....

Title.....

Signature..... Date.....

Stamp/seal.....

SECTION IV: EVALUATION CRITERIA

Cherangany technical and vocational college will examine the tenders to determine sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrix below:

EVALUATION CRITERIA I - (AGPO) RESERVED ONLY

A	MANDATORY REQUIREMENTS	COMPLIANCE YES/NO
A1	Copy of certificate of incorporation/registration	
A2	PIN Certificate	
A3	Valid Tax Compliance/ Exemption Certificate	
A4	Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability, Valid NCA certificate for works)	
A5	Valid Certificate of Registration in a target group issued by the National Treasury(AGPO certificate)	
A6	Business/Company profile	
A7	National IDs/ Passports.	
A8	Certified copy of Bank Statement/Bank reference of not less than three months from date of applying(general)	

EVALUATION CRITERIA II - GENERAL PUBLIC (OPEN)

B	MANDATORY REQUIREMENTS	COMPLIANCE YES/NO
B1	Copy of certificate of incorporation/registration	
B2	PIN Certificate	
B3	Valid Tax Compliance/ Exemption Certificate	
B4	Certified letters of reference from the bankers regarding supplier's credit position(general)	
B5	National IDs/ Passports.	
B6	Valid NCA certificate for works	
B7	Copy of Audited Accounts for the last two years (2) with auditors name and licence number	
B8	CR12 showing the shareholding of the firm	
B9	Current Trade License	

EVALUATION CRITERIA III - GENERAL REQUIREMENTS

C	GENERAL REQUIREMENTS	COMPLIANCE YES/NO
C1	PART 1: DETAILS OF THE APPLICANT/BUSINESS QUESTIONNAIRES	
C2	PART II: EXPERIANCE (for open) Reserved not required Indicate having undertaken similar assignment with at least 3 firms. Attach proof: copies of LPOs/ LSOs, letter of awards, contract or completion certificate.	
C3	PART III: FINANCIAL ➤ Attach certified letters of reference from the bankers regarding supplier's credit position(general) ➤ Original Bank Statement/Bank reference of not more than three months from date of applying(general)	
C4	➤ Capability and Competence to deliver goods or services. (12points) ➤ Eligibility & Litigation history ➤ Sworn Statement ➤ Self-Declaration forms (SD1 and SD2) ➤ Conflict of Interest Declaration form	

NB: Bidders must meet all the mandatory requirements to qualify.

Declaration (for tenderer only)

The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria.

Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (tick appropriately below)

NO

☐

YES

☐

Sign..... Date..... Stamp.....

FOR OFFICIAL USE ONLY

EVALUATOR 1

EVALUATOR 2

☐

ACCEPT

ACCEPT

☐☐

REJECT

REJECT

☐

EVALUATOR 3

☐

ACCEPT

☐

REJECT

The team leader of evaluation team will make comments below based on the findings

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

APPROVED

NOT APPROVED

Evaluated on date.....

By:-

Name

Sign.....

Name

Sign.....

Name

Sign.....

Name

Sign.....

Name

Sign.....