

KIPKABUS TECHNICAL AND VOCATIONAL COLLEGE



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REGISTRATION OF SUPPLIERS FOR THE FY 2026-2028

TENDER NO: KTVc/REG/21/2026-2028.

TENDER DESCRIPTION:PROVISION OF INSURANCE FOR
STUDENTS,STAFF AND INSTITUTES VEHICLES.

TARGET GROUP:OPEN

CLOSING DATE:3RD JULY, 2026 AT 10:00AM

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TENDER NOTICE DATE: 22ND JUNE,2026

TENDER REF- KTVC/REG/21/2026-2028

TENDER NAME: PROVISION OF INSURANCE FOR STUDENTS,STAFF AND INSTITUTES VEHICLES.

Kipkabus Technical and Vocational College (KTVC) invites sealed tenderers for supply and delivery of goods, works and services for FY 2026-2028.

REGISTRATION OF SUPPLIERS FOR GOODS,WORKS AND SERVICES.			
No.	TENDER NO.	TENDER DESCRIPTION	TARGET GROUP
		GOODS	
1	KTVC/REG/01/2026- 2028	Supply and Delivery of hardware materials.	Open to all including youth women & pwd
2	KTVC/REG/02/2026- 2028	Supply and delivery of electronics, electricals, accessories and equipments.	Open to all including youth women & pwd
3	KTVC/REG/03/2026- 2028	Supply, Delivery,of general stationery	Open to all including youth women & pwd
4	KTVC/REG/04/2026- 2028	Supply and delivery of food and beverage materials and equipments.	Women
5	KTVC/REG/05/2026- 2028	Supply and delivery of general building materials(sand, assorted timber quarry dust , quarry sand e.t.c).	Youth
6	KTVC/REG/06/2026- 2028	Supply and delivery of Automotive Engineering materials, spare parts and general repair and service for college van and college bus.	Open to all including youth women & pwd
7	KTVC/REG/07/2026- 2028	Supply and delivery of computers,printers,tonners and other accessories.	Open to all including youth women & pwd
8	KTVC/REG/08/2026- 2028	Supply and Delivery of Sports Uniforms, sports equipments,staff uniforms and other equipments	Women
9	KTVC/REG/09/2026- 2028	Supply and Deliver of cleaning materials, detergents and disinfectants.	Women
10	KTVC/REG/10/2026- 2028	Provision of general printing services i.e calenders and diaries.	Open to all including youth women & pwd
11	KTVC/REG/11/2026- 2028	Supply and Delivery of petrol, diesel and allied products.	Open to all including youth women & pwd
12	KTVC/REG/12/2026- 2028	Supply and delivery of fire fighting equipments,maintenance and servicing.	Open to all including youth women & pwd
13	KTVC/REG/13/2026- 2028	Provision, of signwritting and labeling services asset tagging and valuation services..	Open to all including youth

			women & pwd
14	KTVC/REG/14/2026- 2028	Supply and delivery of hairdressing and beauty therapy materials and equipments.	Women
15	KTVC/REG/15/2026- 2028	Provision of sanitary support services	PWD
16	KTVC/REG/16/2026- 2028	Supply and delivery of science and laboratory materials and equipments.	Open to all including youth women & pwd
17	KTVC/REG/17/2026- 2028	Supply and delivery of textbooks and other reading materials.	Open to all including youth women & pwd
18	KTVC/REG/18/2026- 2028	Provision of maintainance services (printers,computers and CCTVS)	Open to all including youth women & pwd
19	KTVC/REG/19/2026- 2028	Supply and delivery of office furniture and fittings.	Open to all including youth women & pwd
20	KTVC/REG/20/2026- 2028	Provision of small works and construction services.	Open to all including youth women & pwd
21	KTVC/REG/21/2026- 2028	Provision of Insurance for students,staff and institute vehicles.	Open to all including youth women & pwd
22	KTVC/REG/22/2026- 2028	Provision of air ticketing services.	Women
23	KTVC/REG/23/2026- 2028	Provision of student's hostels and accommodation.	Open to all including youth women & pwd
24	KTVC/REG/24/2026- 2028	Supply and delivery of fashion and design materials and equipments.	Open to all including youth women & pwd
25	KTVC/REG/25/2026- 2028	Supply and delivery of farm inputs,animal feeds supplements, seeds and fertilizers.	Open to all including youth women & pwd
26	KTVC/REG/25/2026- 2028	Provision of tents, chairs,decorations, catering services and event management.	Open to all including youth women & pwd

- Tender documents with detailed specifications may be obtained from procurement office upon payment of non-refundable fee of Kshs 1000 or downloaded free of charge from Kipkabus TVC website (info@ktvc.ac.ke) and Public procurement information Portal([www.tenders .go.ke](http://www.tenders.go.ke))

-Bidders who download the documents from the website must forward their particulars immediately for records via procurement @ktvc.ac.ke.

-Duly completed tender forms in plain sealed envelopes bearing specific tender number and tender name should be addressed to the undersigned or be deposited in the tender box at administration

block on or before 3RD JULY J 2026 at 1000hrs. The tenders will be opened soon after closing in the presence of bidders or their representatives who choose to attend .Late bids will be returned unopened .

The category reserved for youths, women and persons with disability shall be strictly for those specified persons with valid certificates issued by national treasury.

**THE PRINCIPAL
KIPKABUS TECHNICAL AND VOCATIONAL COLLEGE
P.O BOX 10882-30100 ELDORET
PHONE: 0717130180**

REGISTRATION INSTRUCTIONS

1.1 Introduction

The Kipkabus Technical and Vocational College would like to invite interested firms that shall fulfill the set criteria as provided for in this Tender Document and eligible to perform the contract of supply and delivery of goods and provision of services.

1.2 Registration of suppliers Objective

- a) The main objective of the registration of supplier's exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the Public Procurement and Asset Disposal Act, 2015, through an open and transparent process that shall constitute a list of registered suppliers for use by the Authority.
- b) The identified suppliers will be subjected to quote competitively for supply and delivery of assorted items and also provide services under relevant tenders/quotations to Kipkabus Technical and Vocational College (KTVC) on 'as and when required' during the Financial Years 2026-2028. By being registered,

a supplier has a higher chance of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.

- c) Bids will be submitted in complete lots or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (12No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the Authority.

1.3 Invitation of Registration

Suppliers registered under the Laws of Kenya to supply or provide respective merchandise/services are invited to submit their Registration documents to the **Principal Kipkabus Technical And Vocational College** so that they can be registered for submission of quotations/Tenders. The prospective Suppliers are required to supply mandatory information for registration. **Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions should apply afresh.**

1.4 Experience

Potential suppliers/contractors must demonstrate the capacity, willingness and commitment to meet the registration criteria.

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

- 1.6** In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.7 Submission of Registration Documents

The completed registration data and other requested information shall be submitted on/or **before 3RD JULY 2026** as directed in the tender notice.

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Principal Kipkabus Technical And Vocational College, via email to procurement@ktvc.ac.ke /or info@ktvc.ac.ke

Applicants may request for clarification on the Registration document up to five (5) days before the submission date. Any request for clarification must be sent in writing by mail to the institute's address. KTVC will respond in writing by electronic mail to such requests and will send copies of the response to all registered applicants who intend to submit applications. Clarifications sought outside this time frame will not be responded to.

2.0 Additional Information

The College reserves the right to request submission of additional information from prospective bidders.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all imported materials to be supplied.

2.2 Customs Clearance

The contractors 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. Prices quoted should be inclusive of all delivery charges and taxes. Pursuant to Provisions of Section 82 of the PPADA, 2015, the tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

Further, Section 82 of the Public Procurement and Asset Disposal Act 2015 and Section 74 (2) of Public Procurement and Asset Regulations, 2020 shall apply; Any tender / Quotation that shall be submitted with arithmetical errors shall be declared non-responsive and shall therefore be rejected by the Authority.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days from the receipt of invoices and any other supporting or as may be stipulated in the Contract Agreement.

2.5 Rights of The Institution

The institution reserves the right to: -

- a) Invite open Tenders or engage in other methods of procurement in categories it determines there will be value for money to the institution in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
- b) Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to the institution. However, the firms in the list of registered suppliers as identified through this invitation shall always be given priority to submit bids for available procurement opportunities.
- c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

3. REGISTRATION DATA INSTRUCTION

3.1 Registration data forms

3.1.1 The attached questionnaire forms **Reg Form 1, Reg Form 2, Reg Form 3, Reg Form 4, Reg Form 5 and Reg Form 6** are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for specific categories.

3.1.2 The Registration application 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 proposal must be written in English.

3.2 Qualification

3.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by the institution in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the institution they possess the capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services where applicable. Information to be derived from **Reg Form 4**.

3.3 Essential Criteria for Registration

3.3.1 (a) Experience: Prospective bidders shall have experience in the supply of goods, services and allied items and hence should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in **Reg Form 2**

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest bank statement as indicated in the evaluation criteria as well as letters of reference from their bankers regarding suppliers/contractor's credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

Special consideration will be given to the special groups where the suppliers under this category will be expected to submit bank details and confirm to state the credit period. Suppliers will be required to provide Data on **Reg Form 3**.

3.3.4 Past Performance

Past performance will be given due consideration in registration of bidders. Letter of reference from past customers/clients should be included in **Reg Form 4**

3.4 Statement

Application must include a sworn statement **Reg Form 6** by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the Authority 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, the Authority reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 The firm must be registered in Kenya, with certificate of registration/incorporation and copies attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have a valid Tax Compliance Certificate.

3.7

REGISTRATION DOCUMENTS

MANDATORY PRELIMINARY REQUIREMENTS/CONDITIONS

AGPO Registered Firms (Youth, Women and Persons with Disabilities Owned Enterprises)		
All firms applying for the AGPO reserved categories must submit and fulfill the following requirements for verification of their eligibility: -		
No.	REQUIREMENT	CATEGORIES
1	Must submit Certificate of Registration and /or Incorporation	All Categories
2	Must submit a Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)	All Categories
3	Must Submit a Valid Access to Government Procurement Opportunity (AGPO) Certificate issued by the National Treasury.	All AGPO reserved categories
4	Must submit Copy of the National Identity Card /passport for the director/s	All AGPO reserved categories
5	Must Submit copy of CR 12	All Open Categories
6	Must submit Valid County trade/business license/permit	All Open Categories Only.
7	Must submit IATA Certification for ticketing: For Travel agents	For category no KTVc/REG/22/16/2026-2028 Only
8	Must submit Relevant valid Certificate from the National Construction Agency (NCA)	For categories no. KTVc/REG/20/2026-202 Only
9	Must submit a Declaration stating that the firm has NOT been debarred by Public Procurement Regulatory Authority (PPRA) in the format provided.	All Categories
10	Must submit a Signed Declaration statement that the firm will not be involved in corrupt or fraudulent practices in the format provided.	All Categories
11	Must submit a Duly filled, signed and stamped Confidential Business Questionnaire in the format provided.	All Categories
12	Must Provide Valid Association of Kenya Insurers (AKI) and/or Association of Insurance Brokers Kenya (AIBK) and Insurance Regulatory Association Certificate (IRA) respectively.	For Category no KTVc/REG/21/2026-2028 Only

Please note:

- a) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- b) **Any AGPO Registered firm** that applies for the open categories is required to fulfill the set requirements under the open categories level.
- c) **Non-AGPO registered/established firms** that apply to be considered in the reserved categories shall automatically be disqualified from further evaluation at this stage of the preliminary evaluation.

3.8 REGISTRATION EVALUATION CRITERIA

a) Stage 1: Mandatory requirements

No.	Category	Marks Allocated /Remarks	Tenderer's Remarks
1	Preliminary Mandatory Requirements		
a)	Valid Access to Government Procurement Opportunity (AGPO) Certificate issued by the National Treasury.	Mandatory (For Special Groups Categories)	
b)	Valid Tax Compliance Certificates from Kenya Revenue Authority (KRA)	Mandatory (All Categories)	
c)	Certificate of Incorporation/Registration Certificate	Mandatory (All Categories)	
d)	Trade license and/or Single Business permit/Unified Business Permit for 2025 issued by relevant government agency	Mandatory (Open Categories Only)	

No.	Category	Marks Allocated /Remarks	Tenderer's Remarks
e)	Copies of the Director's National ID Cards/Passport.	Mandatory (For special groups categories)	
f)	Copy of CR 12	Mandatory (All Open categories)	

g)	Attach Proof of registration with relevant regulatory bodies for all categories that require professional approvals. E.g. <ul style="list-style-type: none"> ➤ Valid IATA Certification for air ticketing services for category No. 16 ➤ Valid NCA Certificate for categories No. 20. ➤ EPRA for category no.11 	Mandatory for Categories that require Professional Relevant Approvals	
i)	Must submit a <u>Duly filled, Signed and stamped</u> Declaration statement stating that you have NOT been debarred by Public Procurement Regulatory Authority (PPRA) <u>in the provided format.</u>	Mandatory (All Categories)	
j)	Must submit a <u>Duly filled, Signed and stamped</u> Declaration statement that you will not be involved in corrupt or fraudulent practices <u>in the provided format.</u>	Mandatory (All Categories)	
k)	Must submit <u>Duly Filled and Signed</u> Confidential Business Questionnaire (CBQ) in the provided format.	Mandatory (All Categories)	
OVERALL REMARKS			

No.	Category	Marks Allocated /Remarks	Tenderer's Remarks
NB: All the above are Mandatory requirement. Tenderers are expected to meet all the above requirements to proceed to the Technical Evaluation			
STAGE II: TECHNICAL EVALUATION STAGE			
1	Registration Data (REG FORM 1)	30	
2	Supervisory Personnel (REG FORM -2)	10	

3	Financial strength: Provide 3 months certified bank statement and state credit period NB: AGPO registered firms - to provide bank details and state credit period. (Full Marks) REG FORM -3	10	
4	Past Experience/Major Clients (30 marks)- REG FORM 4	30	
a)	Experience of more than 2 years <u>NB: AGPO owned firms will automatically score full marks (30) under past experience.</u>		
b)	Three (3) clients and above (20 Marks)		
c)	References and contact persons (To fill as per format provided)- (10 Marks)		
5	Duly filled Litigation history in the form provided – REG FORM 5	10	
6	Sworn Statement- REG FORM 6	10	
	TOTAL MARKS	100	

NB: To be a registered contractor/ supplier/service provider a bidder should score 70 points and above.

FORM REG-1 – REGISTRATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as
supplier/contractor/consultant(s) of.....

Post Office Address.....

Town.....

Street.....

Name of building.....

Room/Office No..... Floor No.....

Telephone Nos.....

Full Name of applicant.....

Other branches location.....

2. ORGANIZATION & BUSINESS INFORMATION

Management personnel.....

President (Chief Executive)

Secretary.....

General Manager.....

Treasurer.....

Other (s).....

Partnership (if applicable)

Name of partners

3. Business founded or incorporated

.....

4. Under present management since

5. Net Worth equivalent Kshs.....

6. Bank reference and Address

7. Bonding Company reference and Address

.....

8. Enclose copy of organization company profile and chart of the firm indicating the main fields of activities

.....

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

.....

.....

.....

10. Indicate terms of trade / sale

(30points)

REG 2: SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

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

Professional Qualification

.....
.....

.....
Length of service with contractor or supplier position held.....

.....

(Attach CV and copies of certificates of key personnel in the organization)

(10points)

REG-3: FINANCIAL POSITION

- 1.** Attach a copy of firm's three certified financial statements giving summary of assets and current liabilities / or any other financial support (***for open categories only***)

- 2.** Attach letters of reference from the bankers regarding supplier's credit position (***for open categories only***).

- 3.** State credit period (minimum proposed 60 days from the date of receipt of the invoice.)
(this is applicable to all categories- open and special groups categories)

NB: Applicants who do not indicate the credit period and/or who indicate any credit period days shall be denied full marks)

- 4. AGPO registered firms - to attach/provide bank details.**

(10points)

FORM REG 4-PAST EXPERIENCE

NAMES OF THE APPLICANT’S CLIENTS IN THE LAST THREE YEARS (*FOR OPEN CATEGORIES ONLY*)

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1 Name of 1st Client (Organization)

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

(Attach documents evidence of existence of contract and/or Copies of LSO/LPOs)

2. Name of 2nd Client (organization)

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

(Attach documents evidence of existence of contract and/or Copies of LSO/LPOs)

3. Name of 3rd Client (organization)

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

(Attach documents evidence of existence of contract and/or Copies of LSO/LPOs)

Others

Attach evidence e.g. LPOs, LSOs, Contract Agreements etc.

NB: 10 points for each fully filled section and provision of documental evidence)

(30points)

FORM REG-5: LITIGATION HISTORY

Contractors/Suppliers are expected to provide information on nay history of litigation or on arbitration resulting from contracts executed in the past or currently under execution

YEAR	AWARD FOR OR AGAINST	OTHER PARTY (IES)	CAUSE OF DISPUTE	AMOUNT INVOLVED (KSHS)

I certify that the above information is correct.

.....
Date

.....
Signature of Bidder

(10points)

FORM REG-6: SWORN STATEMENT

I/ We have completed these forms accurately at the time application and it is agreed that all responses can be sustained if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Category No.

Description:

Name.....

Position in the Company.....

Date.....

Signed and Stamped

(10points)

STANDARD MANDATORY FORMS- TO BE FILLED BY BOTH OPEN CATEGORIES AND SPECIAL CATEGORIES

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I 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 AddressTel. No.

Nature of Business.....

Current Trade License No.Expiry Date

Maximum value of business that you can handle at any one time: K£

Name of your bankers Branch

Are you an agent of the Kenya National trading Corporation? YES/NO

Part 2 (a) – Sole Proprietor:

Your name in full Age

Nationality Country of origin

Citizenship details

Part 2 (b)- Partnership:

Give details of partners as follows:

Name Nationality Citizenship Details Shares

1.....

2.....

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of the company –

Nominal K£

Issued K£

Give details of all directors as follows:

Name Nationality Citizenship Details Shares

1.....

2.....

Date

Signature of Tenderer

If Kenyan Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

NB: YOU ARE ADVISED THAT IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

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 of do 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.
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 deponed to herein above is true to the best of my knowledge, information and belief.

.....
(Title)

.....
(Signature)

.....
(Date) Bidder Official Stamp

