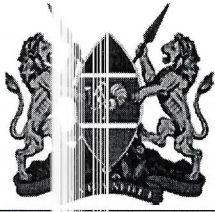
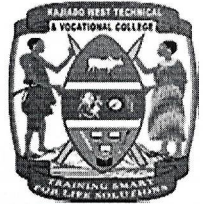


MINISTRY OF EDUCATION DEPARTMENT OF TVET



**KAJIADO WEST TECHNICAL AND  
VOCATIONAL COLLEGE**

P.O. BOX 1085-00208, NGONG MOBILE: +254114132414  
EMAIL: [kajiadowesttvc@gmail.com](mailto:kajiadowesttvc@gmail.com) / [info@kwtvc.ac.ke](mailto:info@kwtvc.ac.ke) WEB: [www.kwtvc.ac.ke](http://www.kwtvc.ac.ke)



REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS AND  
PROVISION OF SERVICES/ WORKS FOR THE FINANCIAL YEAR 2026-2027/2028

TENDERERS NAME: .....

CATEGORY NO: ..... CATEGORY

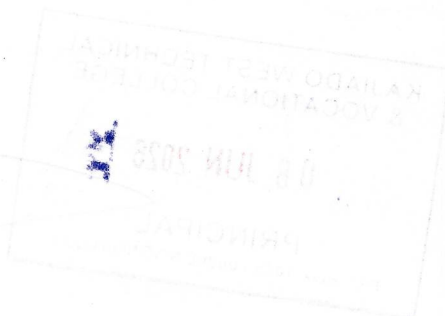
DESCRIPTION.....

IF SPECIAL GROUP PLEASE INDICATE BELOW (RESERVED):

| DETAIL                 | TICK WHERE APPROPRIATE |
|------------------------|------------------------|
| WOMEN                  |                        |
| YOUTH                  |                        |
| PEOPLE WITH DISABILITY |                        |

TENDER DATE: 8/7/2026

CLOSING DATE: 17/7/2026



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## INSTRUCTIONS TO BIDDERS

### S.8 Introduction

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

KAJIADO WEST TECHNICAL  
& VOCATIONAL COLLEGE

08 JUN 2026

PRINCIPAL

P.O. BOX 1085 - 00208.NGONG HILLS

### 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 Kajiado West tvs 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

Kajiado West 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, and are eligible to PPRA

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, and the questionnaire.

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 Kajiado West 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 KAJIADO WEST TECHNICAL AND VOCATIONAL COLLEGE

P. O. BOX 1085-00208

NGONG

Not later than: **17/7/2026**

### S.8 Questions Arising from Documents

Questions that may arise from the tender documents should be directed to the Principal, Kajiado West Technical and Vocational College or on the email; [kajiadowesttv@gmail.com](mailto:kajiadowesttv@gmail.com)



## S.8 Additional Information

KAJIADO WEST 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 KAJIADO WEST 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

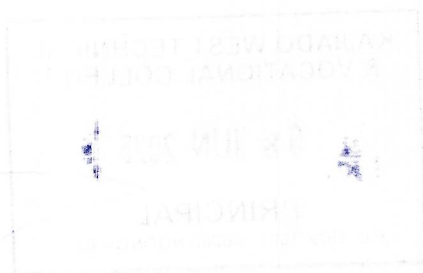
The Supplier shall be responsible for custom clearance of their imported goods and materials.

### 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

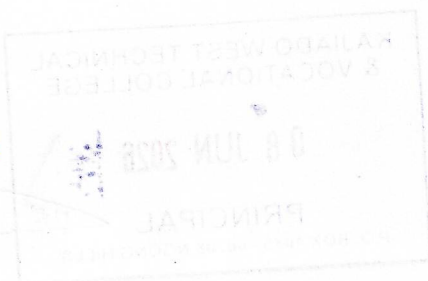
All purchases shall be on credit of a minimum of thirty (90) days or as may be stipulated in the Contract Agreement



### 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 Kajiado West 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 Kajiado West 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)

KAJIADO WEST TECHNICAL  
& VOCATIONAL COLLEGE

08 JUN 2026

PRINCIPAL

P.O. BOX 1085 - 00208.NGONG HILLS

### 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 Kajiado West 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 current valid certificate must be attached).

### 3.8 Evaluation Criteria for Suppliers Required Information

| S/N | FORM                       | FORM TYPE | POINTS | REQUIREMENTS |
|-----|----------------------------|-----------|--------|--------------|
| 1.  | Registration               | R-1       | 30     | Mandatory    |
| 2.  | Registration Data          | R-2       | 5      | Mandatory    |
| 3.  | Supervisory personnel      | R-3       | 10     | Mandatory    |
| 4.  | Financial Position         | R-4       | 20     | Mandatory    |
| 5.  | Confidential questionnaire | R-5       | 10     | Mandatory    |
| 6.  | Past experience            | R-6       | 10     | Mandatory    |
| 7.  | Litigation History         | R-7       | 5      | Mandatory    |
| 8.  | Anti-corruption Pledge     | R-8       | 5      | Mandatory    |
| 9.  | Sworn Statement            | R-9       | 5      | Mandatory    |
|     | TOTALS                     |           | 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: - (MANDATORY)

- ❖ Copies of Certificate of Incorporation/Partnership deed/Business registration
- ❖ Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
- ❖ Valid Tax Compliance Certificate
- ❖ Copy of valid Single Business Permit from County Government for non AGPO firms
- ❖ A Copy of CR 12 for companies issued within the last 6 months i.e from February 2024
- ❖ Copies of relevant registration certificates/permits/licenses specific to your line of.
- ❖ Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2) for Non AGPO.
- ❖ Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
- ❖ Dully filled confidential business questionnaire with disclosure of directors/partners/sole proprietor.
- ❖ Copy of original institute receipt for bought documents.
- ❖ Detailed company profile.
- ❖ Dully filled /s Signed form of tender document.

Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.

Registration certificate from the National Treasury for (AGPO GROUP)

(30 points)

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



**FORM R-2 - REGISTRATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

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

(Name of Company/Firm)

(Tender No.).....

Post Office Address..... Email addressTelephone

contact..... Town.....

Street ..... Room

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)

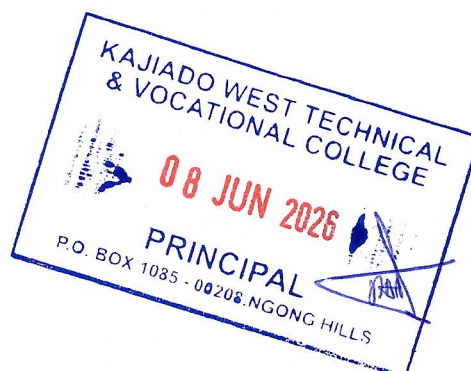
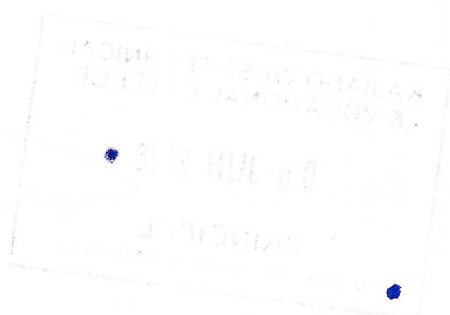
Names of Partners:.....

KAJIADO WEST TECHNICAL & VOCATIONAL COLLEGE  
08 JUN 2026  
PRINCIPAL

KAJIADO WEST TECHNICAL & VOCATIONAL COLLEGE  
08 JUN 2026  
PRINCIPAL  
P.O. BOX 1085 - 00208.NGONG HILLS

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:.....

(Item Description)



(Tender No.)

Post Office Address.....

Email address .....

Telephone contact..... 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:.....

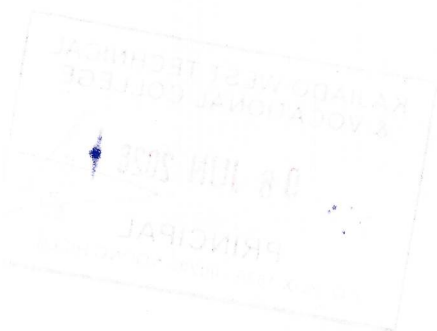


1. Business founded or incorporated .....
2. Under present management since .....
3. Net worth equivalent Kshs.....
4. Bank reference and address.....
5. Bonding company reference address.....
6. Enclose copy of organization chart of the firm indicating the main fields of activities  
.....
7. State 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)

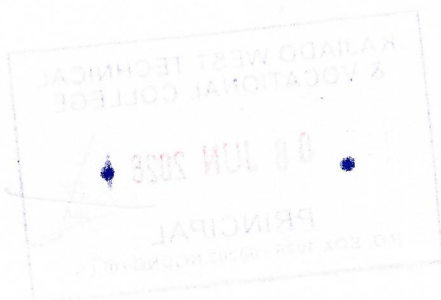
Length of service with Contractor or Supplier and position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization) (10mks)

Name of designated Official.....

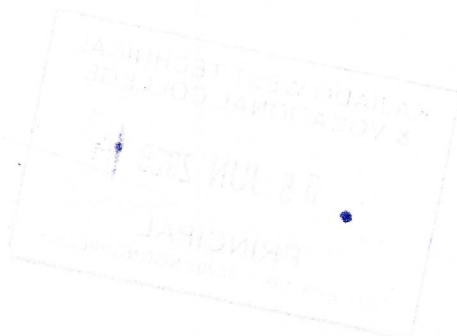
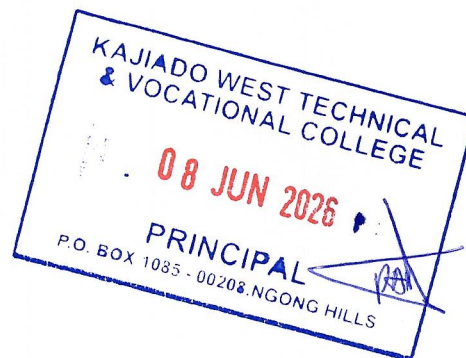
Signature, date and stamp: .....



#### 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 90 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) 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.....



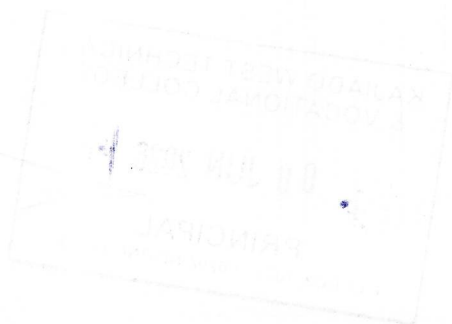
FORM R

Part 2 (b) Partnership

Given details of partners as follows:

Name Nationality \*Citizenship details Shares

1. ....
2. ....
3. ....
4. ....



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:-

Name of    Nationality    \*Citizenship details       Shares

1. ....

2. ....

3. ....

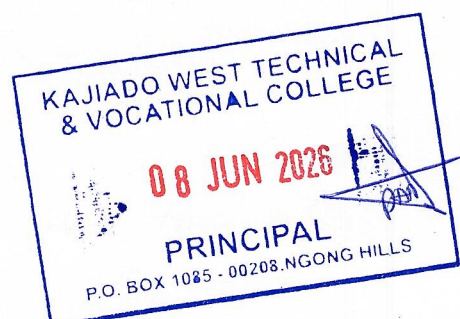
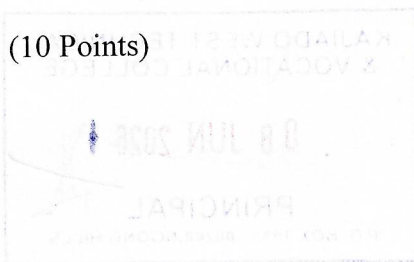
4. ....

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)

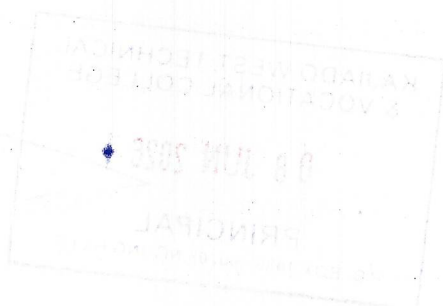
i) Name of Client (organization).....

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)

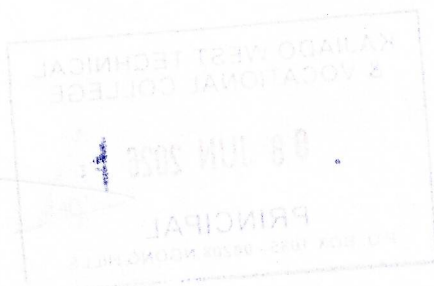
3. Name of 3rd Client (organization)

- 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)

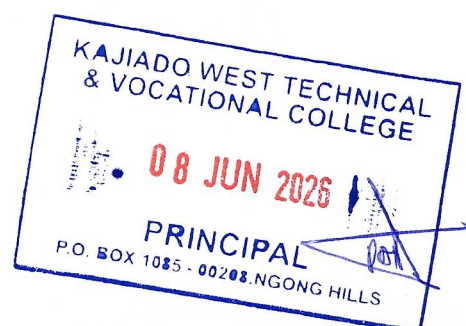
3. Marks each and an additional point for one others



## 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 | 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

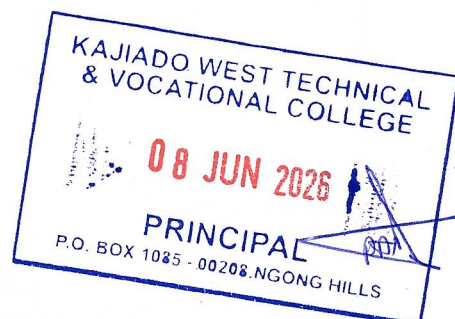
I/WE .....will not offer or facilitate directly  
or

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.



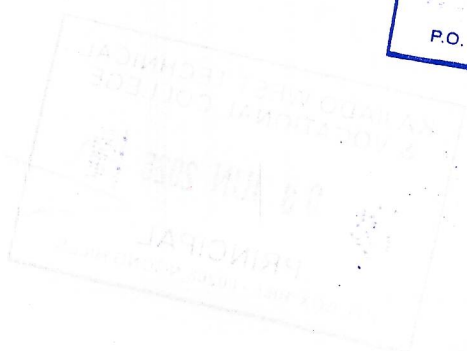
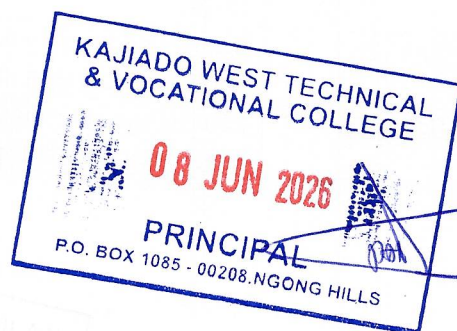
C. We enclose all the required documents and information required for the tender evaluation.

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

Kajiado West Technical Vocational College invites interested and eligible bidders for supply and delivery of goods and services for items listed below to the college at oloshoibor along Ngong-Kisamis road about **40km** from Nairobi city Centre . Interested bidders who are registered in the relevant categories and trade (proof of registration required) may obtain the tender documents by downloading from the Public Procurement Information Portal (PIIP)-[www.tenders.go.ke](http://www.tenders.go.ke)

### CATEGORIES OF GOODS, WORKS & SERVICES

| SNO | Tender no                 | Description                                                                                                                                                                 | Eligibility |
|-----|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1   | KWTVC/01/2026-2028        | Supply and delivery of General office Stationery                                                                                                                            | OPEN        |
| 2   | KWTVC/02/2026-2028        | Supply and delivery of printing and branding services e.g brochures calendars ,posters , banners, service charter and other promotional items                               | RESERVED    |
| 3   | KWTVC/03/2026-2028        | 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   | KWTVC/04/2026-2028        | Supply and delivery of branded sports uniforms and sports related items.                                                                                                    | OPEN        |
| 5   | KWTVC/05/2026-2028        | supply and delivery of electrical and electronics materials for training                                                                                                    | OPEN        |
| 6   | KWTVC/06/2026-2028        | Supply and delivery of foodstuff for ( whole goods)                                                                                                                         | RESERVED    |
| 7   | KWTVC/07/2026-2028        | Supply and delivery of Automotive Materials                                                                                                                                 | OPEN        |
| 8   | KWTVC/08/2026-2028        | Provision of Catering services                                                                                                                                              | OPEN        |
| 9   | KWTVC/09/2026-2028        | Supply and delivery of buildings materials (sand, ballast concrete posts, timbers, quarry stones, hardcore, bricks and chain link                                           | OPEN        |
| 10  | KWTVC/010/2026-28         | Supply and delivery of general hardware materials e.g. cement, Paints sand nails etc.                                                                                       | OPEN        |
| 11  | KWTVC/011/2026-28<br>2027 | Supply and delivery of Office curtains and office fitting.                                                                                                                  | OPEN        |
| 12  | KWTVC/012/2026-28         | Supply and delivery of office furniture, fittings, steel cabinets and student chairs                                                                                        | OPEN        |
| 13  | KWTVC/013/2026-28         | Provisions of maintenances of office Machines,CCTVS printers,Copiers,generators and                                                                                         | OPEN        |



|     |                     |                                                                                                                                            |          |
|-----|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------|
|     | 2028                | tools and equipment eg pesticides, herbicides and assorted seeds                                                                           |          |
| 15  | KWTVC/014/2026-2028 | Supply and delivery of building construction and fabrication services for small works eg welding, masonry, carpentry, fencing and painting | OPEN     |
| 16  | KWTVC/015/2026-28   | Provision general insurance covers for students.                                                                                           | OPEN     |
| 17  | KWTVC/016/2026-28   | Supply and delivery of detergents and cleaning materials                                                                                   | RESERVED |
| 18  | KWTVC/017/2026-28   | Provision Maintenance, repairs and servicing of firefighting equipment and trainings                                                       | OPEN     |
| 19  | KWTVC/018/2026-2028 | Provision of supply and delivery of public address systems, decoration of tents and related items, artificial ornamental flowers,          | RESERVED |
| 20  | KWTVC/019/2026-28   | Provision of consultancy services i.e Asset valuation, ISO training etc                                                                    | OPEN     |
| 21  | KWTVC/020/2026-2028 | Provision of servicing and maintenance, photocopiers /printers, computers, tonners and printer cartridges                                  | OPEN     |
| 22  | KWTVC/021/2026-2028 | Supply and delivery of Agro vet drugs and equipment e.g. Seeds, Thermogun, sanitizer, surgical spirit                                      | OPEN     |
| 23  | KWTVC/022/2026-2028 | Provision of MIS upgrading Training and maintenance of college server                                                                      | OPEN     |
| 24  | KWTVC/023/2026-2028 | Provision of student identity cards                                                                                                        | RESERVED |
| 25  | KWTVC/024/2026-2028 | Provision of radio , Digital marketing & Advertisement.                                                                                    | OPEN     |
| 26  | KWTVC/025/2026-2028 | Provision of veterinary services                                                                                                           | RESERVED |
| 27  | KWTVC/026/2026-2028 | Provision of servicing and maintenance of lathe machine , and mechanical equipment                                                         | OPEN     |
| 28  | KWTVC/027/2026-2028 | Provision of Asset Coding, Tagging, and Labelling.                                                                                         | OPEN     |
| 29  | KWTVC/028/2026-2028 | Provision of fumigation and pest control services                                                                                          | OPEN     |
| 30. | KWTVC/029/2026-2028 | Supply and delivery of plumbing materials and other related works                                                                          | OPEN     |
| 31. | KWTVC/030/2026-2028 | Supply and delivery of Automotive and mechanical engineering training materials.                                                           | OPEN     |

KAJIADO WEST TECHNICAL  
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|-----|---------------------|--------------------------------------------------------------------------------------------------------|----------|
| 32. | KWTVC/031/2026-2028 | Supply and delivery of textiles equipment, tools and materials.                                        | RESERVED |
| 33. | KWTVC/032/2026-2028 | Supply and delivery of office Airtime                                                                  | OPEN     |
| 34. | KWTVC/33/2026-2028  | Supply and delivery of Kitchen ware and utensils                                                       | RESERVED |
| 35. | KWTVC/34/2026-2028  | Provision of repairs and maintenance of cookers, freezers, fridge and other related catering equipment | RESERVED |
| 36. | KWTVC/35/2026-2028  | Supply and delivery of Land survey Equipment and Accessories                                           | OPEN     |
| 37. | KWTVC/36/2026-2028  | Provision of repair and Maintenance of fashion and design Machines and Equipments                      | OPEN     |
| 38. | KWTVC/37/2026-2028  | Supply and delivery of Hospitality/Catering materials                                                  | OPEN     |
| 39. | KWTVC/38/2026-2028  | Supply and delivery of ICT Equipments, Accessories and ICT software                                    | OPEN     |
| 40. | KWTVC/39/2026-2028  | Provision of Building and Construction services including repairs, partitioning & Renovation           | OPEN     |
| 41. | KWTVC/41/2026-2028  | Supply and Delivery Newspaper and Periodicals                                                          | PWD      |
| 42. | KWTVC/42/2026-2028  | Repairs and Maintenance of cosmetology machines and equipment                                          | PWD      |
| 43. | KWTVC/43/2026-2028  | Refilling of industrial gas e.g. argon, acetylene, oxygen, carbon dioxide                              | OPEN     |
| 44. | KWTVC/44/2026-2028  | Provision of Branding services, Signage and Exhibitions.                                               | RESERVED |
| 45. | KWTVC/45/2026-2028  | Repair and maintenance of photocopiers and Printers                                                    | OPEN     |
| 46. | KWTVC/46/2026-2028  | Repair and maintenance of Computer                                                                     | OPEN     |
| 47. | KWTVC/47/2026-2028  | Provision of Security Services                                                                         | OPEN     |
| 48. | KWTVC/48/2026-2028  | Hire of tents, chairs, public address system and decoration                                            | OPEN     |

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## Mandatory Requirements

- ❖ Copies of Certificate of Incorporation/Partnership deed/Business registration
- ❖ Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
- ❖ Valid Tax Compliance Certificate
- ❖ Copy of valid Single Business Permit from County Government for non AGPO firms
- ❖ A Copy of CR 12 for companies issued within the last 6 months i.e from February 2024
- ❖ Copies of relevant registration certificates/permits/licenses specific to your line of.
- ❖ Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2) for Non AGPO.
- ❖ Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
- ❖ Dully filled confidential business questionnaire with disclosure of directors/partners/sole proprietor.
- ❖ Copy of original institute receipt for bought documents.
- ❖ Detailed company profile.
- ❖ Dully filled /s Signed form of tender document.

Interested eligible may obtain/download supplier registration forms containing requirements for registration from our website <http://www.kwtvc.ac.ke> Email: [kajiadowesttvc@gmail.com](mailto:kajiadowesttvc@gmail.com) or at public procurement information portal (PIIP) free of charge. A complete set of registration documents may be also purchased or obtained document from **Procurement office** upon payment of non-refundable fees of **Ksh 1000** payable in cash or bankers Cheque. To cooperative bank A/C NO: 01139543968001-Ngong branch

Completed registration forms must bear respective registration **reference number** for the category of goods or services and written **"Registration of Suppliers"**- "category reference/description" submitted continuous basis and addressed to:

**The Principal/ B.O.G Secretary**

**Kajiado West Technical and Vocational**

**P.O.Box 1085-00208**

**Ngong Hills**



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