

ST. PAUL'S KIBABII DIPLOMA TEACHERS' TRAINING COLLEGE

P. o Box 931, BUNGOMA TEL: 0789-916967, 0141-886197,0141-930811,0141-930812

E-mail:stpaulskibabii@gmail.com, kibabiidttc@yahoo.com Website: Kibabii.ac.ke

 **ISO 9001:2015 Certified**



**REGISTRATION OF SUPPLIERS FOR
GOODS, WORKS & SERVICES
2026/2027 AND 2027/2028 FYs**

SUBMIT BY 4TH AUGUST, 2026 10.00AM

(24TH JULY , 2026 TO 4TH AUGUST , 2026

TENDERER'S NAME:

TENDER NO:

TENDER DESCRIPTION

**IF SPECIAL GROUP (REGISTERED BY NATIONAL TREASURY)
PLEASE INDICATE BELOW:**

- ☐ **WOMEN** ☐
- ☐ **YOUTH** ☐
- ☐ **PERSONS WITH DISABILITY** ☐

SECTION I INVITATION FOR REGISTRATION

Tender name: **REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2026/2027 & 2027/2028 .**

St. Paul's Kibabii Diploma Teachers' Training College invites applications for the registration of interested and qualified Suppliers, Contractors and service providers in the following categories for the financial years **2026/2027& 2027/2028.**

SN	TENDER NO.	TENDER DESCRIPTION	ELIGIBILITY
1.	KDTTC/ 1/2026-2028	Supply and Delivery of Human Medicine	Open
2.	KDTTC/2/2026-2028	Supply and delivery of fresh meat	Preferred
3.	KDTTC/3/2026-2028	Supply and Delivery of Stationery	Reserved
4.	KDTTC/4/2026-2028	Supply delivery of computer toners and ink	Reserved
5.	KDTTC/5/2026-2028	Supply and delivery of text books	Open
6.	KDTTC/6/2026-2028	Supply and delivery white dry maize	Open
7.	KDTTC/7/2026-2028	Supply and delivery of dry beans	open
8.	KDTTC/8/2026-2028	Supply and delivery of games equipment and students track suits	Open
9.	KDTTC/9/2026-2028	Supply and delivery of Staff uniform	Reserved
10.	KDTTC/10/2026-2028	Supply and delivery of Brown sugar	Open
11.	KDTTC/11/2020-2028	Supply and delivery of Rice	Open
12.	KDTTC/12/2026-2028	Supply and delivery of Boarding & Housekeeping items	Open

13.	KDTTC/13/2026-2028	Supply and delivery of Hardware materials	Open
14.	KDTTC/14/ 2026-2028	Supply and delivery of Electrical material	Open
15.	KDTTC/15/ 2026-2028	Supply and delivery of Disinfectant & Detergent making chemicals.	Reserved
16.	KDTTC/16/ 2026-2028	Supply and delivery of Bread baking flour	Open
17.	KDTTC/17/ 2026-2028	Supply and delivery of dry Firewood	Open
18.	KDTTC/18/2026-2028	Supply and delivery of Kitchen Equipment & Bakery appliances	Open
19.	KDTTC/19/ 2026-2028	Supply and delivery of fresh Vegetables	Reserved
20.	KDTTC/20/2026-2028	Supply and delivery of fresh Fruits/Tomatoes/Onions	Reserved
21.	KDTTC/21/ 2026-2028	Supply and delivery of U.H.T Milk	Open
22.	KDTTC/22/ 2026-2028	Supply and delivery of Office machines, ICT Accessories & CCTV Equipment	Open
23.	KDTTC/23/2026-2028	Supply and delivery of motor Fuel & Lubricants	Open
24.	KDTTC/24/ 2026-2028	Supply and delivery of Science Laboratory Reagents & Equipment	Open
25.	KDTTC/25/ 2026-2028	Provision of Printing services	Reserved
26.	KDTTC/26/2026-2028	Servicing & maintenance of Fire Fighting equipment	Open
27.	KDTTC/27/ 2026-2028	Provision of Toilet emptying services	Open
28.	KDTTC/28/ 2026-2028	Provision of Fumigation services	Open
29.	KDTTC/29/ 2026-2028	Provision of Repair & Servicing of Computers, Printers, Photocopiers & CCTVs	Reserved
30.	KDTTC/30/ 2026-2028	Provision of Repair & Service of Vehicles	Open
31.	KDDTC/31/ 2026-2028	Provision of Sanitary units	Reserved
32.	KDTTC/32/ 2026-2028	Provision of Masonry services	Open
33.	KDTTC/33/ 2026-2028	Provision of Carpentry services	Open
34.	KDTTC/34/ 2026-2028	Provision of Welding services	Open
35.	KDTTC/35/ 2026-2028	Supply and delivery of Eggs & Chicken	Reserved
36.	KDTTC/36/ 2026-2028	Provision of Vehicle Insurance covers	Open

Reserved means only women, Youth and Persons with Disability registered by the National Treasury are eligible to apply. **Preferred** means women, Youth and Persons with Disability registered by the National Treasury may be given priority during evaluation. **Open** means any Bidder may apply.

N/B

When quotations will be raised, price quoted shall be inclusive of a 0.03% being Public Procurement Capacity Building Levy Order, 2023 of the tender sum exclusive of VAT . The levy shall be deducted from suppliers' payment during contract implementation and remitted to PPRA as stipulated in the Public Procurement Capacity Building Levy order 2023 effective for all tenders published after 1st September, 2024.

SECTION II REQUIREMENTS

Prospective suppliers shall be required to submit the following **MANDATORY** documents as proof of their eligibility: -

1. *Certificate of Registration/Incorporation*
2. *Valid Tax Compliance Certificate & KRA PIN certificate*
3. *The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority*
4. *Copy of Current Trade License.*
5. *Company profile (physical address, postal address, telephone and email contacts, nature of the business)*
6. *Valid AGPO Certificate for the reserved groups*
7. *Duly Completed Confidential Business Questionnaire*
8. *Duly completed Registration Data Form*
9. *Duly completed Sworn Statement (as provided in the tender document*
10. *Copy of National Identity Card of the Director(s)/Proprietor(s)*
11. *Evidence of relevant past experience*

The registration documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded free of charge from the following Website: **www.kibabii.ac.ke** and **PPIP portal** at **www.tenders.go.ke**

Duly completed Registration Documents in plain sealed envelopes clearly marked “Category No.....For the Supply/Provision of.....” should be addressed to:

THE CHIEF PRINCIPAL
ST. PAUL’S KIBABII DIPLOMA TEACHERS’ TRAINING COLLEGE,
P. O. Box 931-50200,
BUNGOMA

And be submitted through EMAIL; kibabiidttc@yahoo.com or hard copies deposited in the Tender Box located at the Administration Block, Ground Floor of the administration block, Bungoma County, SYOMBE CAMPUS – Kimaeti - Myanga Road, so as to be received on or before Tuesday 4th August 2026 at 10:00 am.

This exercise shall be continuous throughout the supply period. An application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations .

Yours sincerely,

CHIEF PRINCIPAL/SECRETARY BOARD OF MANAGEMENT
ST. PAUL’S KIBABII DIPLOMA TEACHERS’ TRAINING COLLEGE

SECTION III INSTRUCTIONS TO CANDIDATES

2.1 Introduction

St. Paul's Kibabii Diploma Teachers' Training college would like to invite interested candidates who must qualify by meeting the set criteria as provided by KDTTC to perform the contract of provision of goods, services and works.

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions. The applicant shall submit the same registration document clearly marked.

2.2.2 The registration document shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub-Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

2.3 Submission of Applications

2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Tuesday, August 4th, 2026 at 10:00 am**. Applications received after the closing date and time shall be shall be evaluated later.

2.3.2 The Candidate shall seal the registration document in envelopes duly addressed. The envelopes shall:

- a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.

2.3.3 If the envelope is not sealed and marked as instructed above, KDTTC will assume no responsibility for the misplacement or premature opening of the registration document. If the envelope do not disclose the Candidates identity Kibabii Diploma Teachers Training College will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.4 Eligible Candidates

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to KDTTC so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to KDTTC, as the college shall reasonably request.

2.5 Qualification Criteria

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 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 and in ink.

2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least two (2) year experience in the supply of goods, services and allied items.

2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

2.5.5 Financial Condition

The Suppliers financial condition will not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ -2.

2.5.7 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.

2.5.8 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

2.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and KDTTC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify the college in writing or by email' at the KDTTC's email address indicated in the registration data.

2.7.2 KDTTC will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the KDTTC's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, KDTTC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant

2.8.3 to Sub-Clause 2.7.2 and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the KDTTC.

2.8.4 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, KDTTC may, at its discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 Deadline for Submission of Registration Documents

2.9.1 Applications must be received by DTTC at the address specified in Sub Clause 2.10.1, not later than the time and date stipulated in the notice for registration.

2.9.2 KDTTC may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of KDTTC and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Opening of Registration Documents

2.10.1 Kibabii DTTC will open at the time, date and location stipulated in the letter of invitation.

2.10.2 KDTTC shall prepare minutes of the opening of the registration documents,

2.10.3 Applications not opened and read out at opening shall be considered later for evaluation. Applications sent online shall also be noted down and read out during the opening.

2.11 Process to be Confidential

2.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence Kibabii DTTC's processing of applications or approval decisions may result in the rejection of the applications.

2.12 Clarification of Applications and Contacting of the Institute

2.12.1 To assist in the examination, evaluation, and comparison of applications, KDTTC may, at its discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact Kibabii DTTC on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of KDTTC, he/she should do so in writing.

2.12.3 Any effort by any applicant to influence Kibabii DTTC in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

2.13 Examination of Registration Documents and Determination of Responsiveness

2.13.1 Prior to the detailed evaluation of applications, Kibabii DTTC will determine whether each application

- (a) has been properly signed and delivered pursuant to clause 2.3;
- (b) is substantially responsive to the requirements of the registration documents; and
- (c) provides any clarification and/or substantiation that KDTTC may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one

- (a) Which limits in any substantial way, inconsistent with the registration documents, the KDTTC's rights or the applicant obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.13.3 If an application is not substantially responsive, it will be rejected by KDTTC and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 KDTTC, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.14 Notification of Qualified Applicants

2.14.1 Applicants whose applications are determined to be successful in accordance with

sub-clause 2.15 will be notified by KDTTC within thirty (30) days from the date of opening of registration documents.

2.14.2 At the same time KDTTC notifies qualified Applicants that their applications are responsive, KDTTC shall notify the other Applicants whose applications are not responsive.

2.15 Evaluation and Comparison of Applications

2.15.1 KDTTC will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13.

2.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.16 KDTTC's Right to accept any Application and to reject any or all Applications

2.16.1 KDTTC reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2.17 Notification of Approval

2.17.1 Prior to expiration of the period of registration validity prescribed by KDTTC, the college will notify successful applicants through a list to be uploaded on KDTTC website.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document.
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1.	Certificate of Registration/Incorporation	Mandatory
2.	Copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
3.	Copy of Pin Certificate	Mandatory
4.	AGPO Certificate to Reserved tenders	Mandatory
5.	For works Firms MUST be registered by NCA	Mandatory
6.	Copies of registration with relevant regulatory bodies e.g, Medicine - pharmacy & poisons board Insurance - IRA Motor fuel - EPRA Science lab reagents/equipment -Pharmacy & poisons board Fumigation services-PCPB certificate Toilet emptying services-Nema licence Sanitary units --Nema waste disposal certificate Masonry - NCA Electrical items - EPRA	Mandatory
7.	Current practicing certificates for professionals where applicable	Mandatory
8.	Manufacturer/Distributor Authorization Letters where applicable (e.g., ICT, software, hardware, printers)	Mandatory

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of the evaluation.

2.5 Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

EVALUATION CRITERIA

	Requirements	Score
1	Duly filled Registration Data	15
2	Duly filled Confidential Business Questionnaire	30
3	Relevant Past Experience	
	Provide names of three clients (organizations) to range from the year 2023 to date	
	i) First client Organization (Attach documental Evidence - contract)	5
	ii) Second client Organization (Attach documental Evidence- award letter)	5
	iii) Third client Organization (Attach documental Evidence - lpo)	5
4	Duly filled Litigation History (Provide current sworn affidavit)	10
5	Duly filled SWORN statement	10
6	Duly filled Conflict of Interest Disclosure	20
	TOTAL	100

The minimum pass mark to qualify for registration shall be 60. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

FORM RQ-1 - REGISTRATION DATA (15 points)

SUPPLIERS APPLICATION FORM

I/Wehereby apply for registration
(*Name of Company/Firm*) as suppliers of..... (*Item
Description*)

Category No.....

Other branches and location

Organization & Business Information

Management Personnel Job Title.....

1.
.....

2.
.....

3.
.....

Partnership (if applicable)

Names of Partners

.....

.....

.....

.....

Indicate terms of trade/ sale /Payment.....

Enclose copy of profile of the firm indicating the main fields of activities

RQ-2 CONFIDENTIAL BUSINESS QUESTIONNAIRE (30 points)

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 1- General:

Business

Name.....

..... Plot

No.....

.....

Location of Business Premises.....

Street/Road.....

Postal Address.....Tel

No..... Email

address.....

Nature of Business..... Current Trade

license.....

Expiring.....

..... Maximum Value of Business which you can Handle at Any Given

Time: Ksh..... Name of Your

Bankers.....Branch.....

Part 2 (a) Sole Proprietor

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

Nationality.....Country of Origin.....

Citizenship Details.....

Part 2 (b) Partnership

Given Details of partners as follows:

Name	Nationality	Citizenship Details	Shares

FORM RQ-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS (15 points)

1. Name of 1st Client (organization)

Name of Client (organization)

..... Address of Client

(organization) Name of

Contact Person at the Client (organization)..... Telephone

No. of Client

Duration of Contract (date)

..... Signature and Stamp of
Organization.....

2. Name of 2nd Client (organization)

Name of Client (organization)

..... Address of Client

(organization) Name of

Contact Person at the Client (organization) Telephone

No. of Client

Duration of Contract (date)

..... Signature and Stamp
of Organization.....

3. Name of 3rd Client (organization)

Name of Client (organization)

..... Address of Client

(organization) Name of

Contact Person at the Client (organization) Telephone

No. of Client

Duration of Contract (date)

..... Signature and

Stamp of Organization.....

FORM RQ-4 - LITIGATION HISTORY (10 points)

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

FORM RQ-5 - SWORN STATEMENT (10 points)

Having studied the Registration information for the above project we/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

Applicant's Name/Company

Name.....

Represented By.....

Date.....

Signature &

Stamp..... **(Full name**

and designation of the person signing and stamp or seal)

FORM RQ-6 CONFLICT OF INTEREST DISCLOSURE (20 points)

	Type of Conflict	Disclosure YES OR NO	If YES provide details of therelationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of therelationship with Tenderer
	services during implementation of the contract specified in this Tender Document.		

7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

(e) Certification

On behalf of the Tenderer, I certify that the information given above is correct. Full

Name_____

Title or Designation_____

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