


**OL KALOU TECHNICAL AND VOCATIONAL COLLEGE**

**P. O BOX 423-20303, OL KALOU.**

**TEL:01 16 843 383**

**EMAIL: olkaloutvc@gmail.com / procurementotvc@gmail.com**

# CONTINUOUS REGISTRATION OF SUPPLIERS FOR PROVISION OF SERVICES, WORKS AND SUPPLY OF GOODS.

**CATEGORY: OTVC/CR/2026/27-2027/28 -2028/29**

**SUBMISSION DEADLINE: ON GOING**

COMPANY NAME:

……

**TENDER NO:**

**……...**

**TENDER DESCRIPTION**:

…….

***PLEASE INDICATE YOUR GROUP BELOW***: (X)

WOMEN ☐

YOUTH ☐

PERSONS WITH DISABILITY ☐

OPEN ☐

NOTE ***(for Special Conditions of Contract / Notes to Bidders):***

***All prices quoted shall be inclusive of all applicable taxes. In addition, pursuant to Legal Notice No. 206 of 6th November 2023 (Public Procurement Capacity Building Levy Order, 2023), a levy of 0.03% of the contract value (exclusive of taxes) shall be deducted from all payments due to the successful bidder and remitted to the Public Procurement Regulatory Authority. This applies to all contracts arising from this tender.***

## INVITATION FOR CONTINUOUS REGISTRATION OF SUPPLIERS

OL KALOU TECHNICAL AND VOCATIONAL COLLEGE intends to register suppliers hence invite applications from interested, eligible, capable and competent firms for supply and delivery of **GOODS, WORKS AND SERVICES** in the following categories: -

| **CATEGORY A (TENDER FOR GOODS)** | | | |
|---|---|---|---|
| S/NO | **TENDER NO** | **DESCRIPTION** | **ELIGIBILITY** |
| 1. 1. | OTVC/CR/001/2026/2028 | Supply and Delivery of Hardware and Building Materials | Open |
| 2. | OTVC/CR/002/2026/2028 | Supply and Delivery of Office Stationery, Office Equipment and furniture | Reserved (Youth, Women, PWD) |
| 3. | OTVC/CR/004/2026/2028 | Supply and Delivery of Electrical and electronic materials | Reserved (Youth, Women, PWD) |
| 4. | OTVC/CR/005/2026/2028 | Supply and Delivery of fuel (petrol, diesel, lubricants and LPG Gas). | Open |
| 5. | OTVC/CR/006/2026/2028 | Supply and Delivery of sports and games equipment. | Reserved (Youth, Women, PWD) |
| 6. | OTVC/CR/007/2026/2028 | Supply and Delivery of Desktop Computers, Laptops, Printers, Phones. | Open |
| 7. | OTVC/CR/008/2026/2028 | Supply and Delivery of Farm inputs and agricultural equipment. | Open |
| 8. | OTVC/CR/009/2026/2028 | Supply and Delivery of Firefighting Equipment | Open |
| 9. | OTVC/CR/010/2026/2028 | Supply and Delivery of Cleaning materials | Reserved (Youth, Women, PWD) |
| 10. | OTVC/CR/011/2026/2028 | Supply and Delivery of catering/hospitality equipment | Women |
| 11. | OTVC/CR/012/2026/2028 | Supply and delivery of Mechanical Materials (For lathe, Milling machines etc.), automotive/motor vehicle/ tools and equipment | Open |

| | | | |
|---|---|---|---|
| 12. | OTVC/CR/013/2026/2028 | Supply and delivery of beverages, groceries, | Reserved (Youth, Women, PWD) |
| | | fruits, vegetables and dry foodstuffs. | |
| 13. | OTVC/CR/014/2026/2028 | Supply and delivery of clothing technology and fashion and design materials and equipment | Open |
| 14. | OTVC/CR/017/2026/2028 | Supply and Delivery of Hairdressing and Beauty Materials and equipment. | Reserved (Youth, Women, PWD) |
| 15. | OTVC/CR/018/2026/2028 | Supply and delivery of Branded materials (students ID cards, brochures, banners etc) | Reserved (Youth, Women, PWD) |
| **CATEGORY B:( TENDER FOR SERVICES AND WORKS)** | | | |
| **S/NO** | **TENDER NO** | **DESCRIPTION** | **ELIGIBILITY** |
| 16. | OTVC/CR/019/2026/2028 | Provision of repairs and maintenance of computers, photocopiers and printers. | Reserved (Youth, Women, PWD) |
| 17. | OTVC/CR/020/2026/2028 | Provision of repair and maintenance of mechanical machines i.e., Milling and lathe machines. | Open |
| 18. | OTVC/CR/021/2026/2028 | Provision of cleaning and sanitary bin services. | Open |
| 19. | OTVC/CR/022/2026/2028 | Provision of Renovations of Buildings and Construction Works | Open |
| 20. | OTVC/CR/023/2026/2028 | Provision of asset valuation services | Open |
| 21. | OTVC/CR/024/2026/2028 | Provision of asset tagging services | Open |
| 22. | OTVC/CR/025/2026/2028 | Provision of asset valuation services | Open |
| 23. | OTVC/CR/026/2026/2028 | Provision of painting work | Open |
| 24. | OTVC/CR/027/2026/2028 | Provision of electrical works and maintenance services | Open |

| | | | |
|---|---|---|---|
| 25. | OTVC/CR/028/2026/2028 | Provision of Repair and Maintenance of Beauty and Cosmetics Equipment. | Reserved (Youth, Women, PWD) |
| 26. | OTVC/CR/029/2026/2028 | Installation, Testing and Commissioning of Firefighting Equipment | Open |
| 27. | OTVC/CR/030/2026/2028 | Installation, Testing and Commissioning of Surveillance Cameras. | Reserved (Youth, Women, PWD) |
| 28. | OTVC/CR/031/2026/2028 | Provision of networking, Internet maintenance services | Open |
| 29. | OTVC/CR/32/2026/2028 | Provision of event organizing services i.e. tents, chairs, decoration and public address system | Open |
| 30. | OTVC/CR/33/2026/2028 | Provision of security services | Open |
| 31. | OTVC/CR/34/2026/2028 | Provision of insurance services | Open |

In order to be considered for procurement opportunities, interested firms are required to submit registration application documents for the specified category/ -ies. Registration document are downloaded free of charge from the website: public procurement information portal(**PPIP**): www.tenders.go.ke, College website: https://olkaloutvc.ac.ke/ OR obtained from **OL KALOU TECHNICAL AND VOCATIONAL COLLEGE** upon payment of a non- refundable fee of **kshs.1, 000** AT **ACCOUNTS OFFICE** within working hours from 9:00 AM - 4:00 PM.
Completed registration documents enclosed in a plain sealed envelope, clearly indicating: - "**TENDER NUMBER**" and **"NAME**" be deposited in the **TENDER BOX** situated at **ADMINISTRATION BLOCK** addressed to: -

THE PRINCIPAL
OL KALOU TECHNICAL AND VOCATIONAL COLLEGE
P.O. BOX 423-20303
OL KALOU

**To be received on continuous basis and follow up with undersigned office for registration.**

## SECTION II: GENERAL REQUIREMENTS FOR REGISTRATION OF SUPPLIERS

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 …….…….

9. Overview of the Enterprise

| | |
|---|---|
| Type of ownership<br>(Please tick one) | [Sole Proprietor]<br>[Partnership]<br>[Limited Company]<br>[Others Specify] …… |
| Number of employees<br>(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 |
| MANUFUCTURING | 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 the any of the following documents: - a) Copies of LPO b) Letter of award

c) Completion certificate

d) Contract document etc.

## PARTIII: FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach copy of Audited Accounts for the last two years (2) with auditor's name and licence 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 more 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. All forms should be filled in Section III
9. Registration on the e-government procurement (EGP) system

## MANDATORY FOR GENERAL

1. Copy of certificate of incorporation/registration;
2. PIN Certificate;
3. VAT Registration Certificate;
4. Valid Tax Compliance/ Exemption Certificate;
5. Copy of certificate of registration with relevant regulatory bodies (NCA, HEALTH CERTIFICATE, FOOD AND BEVERAGE BOARD CERTIFICATE etc.); Where applicable.
6. Copy of current Trade License.
7. Business/Company profile;
8. All forms should be filled in Section III
9. Registration on the e-government procurement (EGP) system

**SECTION III:**

**FORM I: CAPABILITY AND COMPETENCE TO DELIVER GOODS 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 OL KALOU TECHNICAL AND VOCATIONAL COLLEGE (OTVC**)**, 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 pre-qualification /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 pre-qualified/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 OL KALOU 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 OL KALOU 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 prequalification 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 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. 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 deponed 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 of ……. do 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 OL KALOU TECHNICAL AND VOCATIONAL COLLEGE employee.

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

…..……
…….

I. ……. declare, for and on behalf of……. (company/firm) that all the information furnished OL KALOU TECHNICAL AND VOCATIONAL COLLEGE in connection with this registration is true and accurate in all material respect. The institute 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 to the firm/company.

Information submitted by……

Title…….

Signature……. Date…….

Stamp/seal…….

**REQUEST FOR REVIEW**

**FORM FOR REVIEW (r.203(1))**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

**APPLICATION NO…….OF……..….20…….... BETWEEN**

**……...…….APPLICANT**

**AND**

**……RESPONDENT (Procuring Entity)**

Request for review of the decision of the…… (Name of the Procuring Entity of ……dated the…day of ……20…….in the matter of Tender No……..…of ……..20….. for .....(Tender description).

**REQUEST FOR REVIEW**

I/We……,the above named Applicant(s), of address: Physical address…….P. O. Box No……. Tel. No……..Email ……, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:

1.

2.

By this memorandum, the Applicant requests the Board for an order/orders that:

1.

2.

SIGNED …….(Applicant) Dated on…….day of ……/…20……

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FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on……day of ……....20…..……

**SIGNED**

**Board Secretary**

## SECTION IV: EVALUATION CRITERIA

The OL KALOU 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 | Registration on the e-government procurement (EGP) system | |

### 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 | VAT Registration Certificate | |
| B5 | 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) Where applicable. | |
| B6 | Copy of certificate of registration with relevant regulatory bodies (NCA, HEALTH CERTIFICATE, FOOD AND BEVERAGE BOARD CERTIFICATE etc.); Where applicable. | |
| B7 | Copy of current Trade License | |
| B8 | Business/Company profile | |
| B9 | Registration on the e-government procurement (EGP) system | |

## EVALUATION CRITERIA III - GENERAL REQUIREMENTS

| **C** | **GENERAL REQUIREMENTS** | **COMPLIANCE**<br><br>**YES/NO** |
|---|---|---|
| C1 | PART 1: **DETAILS OF THE APPLICANT/BUSINESS QUESTIONNAIRES** | |
| C2 | **PART II: EXPERIENCE (for open)**<br><br>**Reserved not required**<br><br>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<br><br>- Attach certified letters of reference from the bankers regarding supplier's credit position(general)<br><br>- 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)**<br>○ **Eligibility & Litigation history**<br>○ **Sworn Statement**<br>○ **Self Declaration forms (SD1 and SD2)**<br>○ **Conflict of Interest Declaration form** | |
| | | |

**NB: Bidders must meet all the mandatory requirements to qualify.** *(The technical evaluation team will verify the information submitted by applicants and may visit the physical premises. This will form part of the evaluation process).*

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)*

☐ YES NO ☐

Sign……. Date……. Stamp…….

NOTE ***(for Special Conditions of Contract / Notes to Bidders):***

***All prices quoted shall be inclusive of all applicable taxes. In addition, pursuant to Legal Notice No. 206 of 6th November 2023 (Public Procurement Capacity Building Levy Order, 2023), a levy of 0.03% of the contract value (exclusive of taxes) shall be deducted from all payments due to the successful bidder and remitted to the Public Procurement Regulatory Authority. This applies to all contracts arising from this tender.***

FOR OFFICIAL USE ONLY

**EVALUATOR 1**

☐ ACCEPT

☐ REJECT

**EVALUATOR 2**

ACCEPT ☐

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……