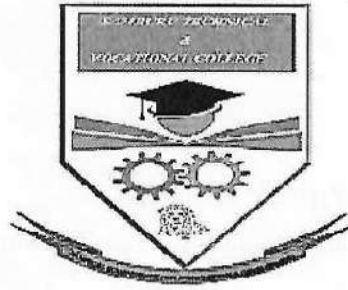


PRINCIPAL  
SAMBURU T.V.C.  
P. O. Box 935 - 00100  
ISIOLO  
Date.....Sign.....  
Mick



**SAMBURU TECHNICAL & VOCATIONAL COLLEGE**

P.O BOX 935 ISIOLO-KENYA

Tel: +254115825172

Email: [info@samburutechnical.ac.ke](mailto:info@samburutechnical.ac.ke)

Website: [www.samburutechnical.ac.ke](http://www.samburutechnical.ac.ke)

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS & SERVICES FY 2023-2025**

TENDERERS NAME: .....

CATEGORY NO:.....

CATERORYDESCRIPTION.....

**IF SPECIAL GROUP PLEASE INDICATE BELOW:**

WOMEN

YOUTH

PERSONSWITHDISABILITY

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# REGISTRATIONS OF SUPPLIERS FOR PROVISION OF GOODS, WORK AND SERVICES FOR THE FINANCIAL YEAR 2023/2025

## SECTION A: INVITATION FOR REGISTRATION

### 1.1 Introduction

- I. Samburu Technical & Vocational College invites sealed bids from interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery of goods, services and works.
- II. Completed bid documents must be received by SAMBURU TECHNICAL & VOCATIONAL COLLEGE through the address below, not later than **30<sup>th</sup> June 2023 at 12:00 noon**, in plain sealed envelope clearly marked". **Do not open before 30<sup>th</sup> June 2023**
- III. Candidates must qualify by meeting the set criteria to perform the contract of supply, delivery and provision of goods, works and services to the College. Suppliers who are not registered or fail to meet the registration criteria will not be allowed to participate in the Tenders/RFQs/RFPs
- IV. The application should be in a sealed envelope to maintain confidentiality and addressed to:

**THE PRINCIPAL**

**SAMBURU TECHNICAL AND VOCATIONAL COLLEGE**

**P.O BOX 935, ISIOLO.**

The envelope should indicate the Registration Number applied for and category description upon submission and must be dropped in the Tender Box or designated point on or before **30<sup>th</sup> June 2023 at 12:00 noon**

Documents containing detailed instructions and requirements may be obtained from the College website [www.samburutechnical.ac.ke](http://www.samburutechnical.ac.ke) Free of Charge.

Applicants who download the tender documents shall email their Company/Business names, contact details and item reference number to [info@samburutechnical.ac.ke](mailto:info@samburutechnical.ac.ke)

### **NB:**

- Any bidder who wish to be registered in more than one category should fill a separate registration document for each category
- All information should be filled to be considered responsive

### 1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other Institutions. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria

### 1.5 Registration Documents

The document includes questionnaire forms and instructions for the prospective suppliers. In Order to be considered for registration the prospective supplier must provide requested proof and all other information requested.

NO.	TENDER NO.	DESCRIPTION	CATEGORY
<b>CATEGORY A – GOODS AND MATERIALS</b>			
1.	STVC/PQ/01/2023-2025	Supply and delivery of General Stationery materials	YWPWD
2.	STVC/PQ/02/2023-2025	Supply and delivery of newspaper, magazines and airtime	YWPWD
3.	STVC/PQ/03/2023-2025	Supply and delivery of photocopier ink, tonners and printing cartridges	OPEN
4.	STVC/PQ/04/2023-2025	Supply and delivery of general shop items	YWPWD
5.	STVC/PQ/05/2023-2025	Supply and delivery of cleaning materials, disinfectants and detergents	YWPWD
6.	STVC/PQ/06/2023-2025	Supply and delivery of sports uniforms and games equipments	YWPWD
7.	STVC/PQ/07/2023-2025	Supply and delivery of furniture, furnishing and fittings	OPEN
8.	STVC/PQ/08/2023-2025	Supply and delivery of computer hardware and accessories	OPEN
9.	STVC/PQ/09/2023-2025	Supply and delivery of textbooks/library books	YWPWD
10.	STVC/PQ/010/2023-2025	Supply and delivery of fire-fighting equipment, appliances and maintenance	OPEN
11.	STVC/PQ/011/2023-2025	Supply and delivery of branded materials, envelopes, t-shirts etc	YWPWD
12.	STVC/PQ/012/2023-2025	Supply and delivery of refrigeration, air conditioning materials and mechanical equipment	OPEN
13.	STVC/PQ/013/2023-2025	Supply and delivery of kitchenware materials, cutlery and home appliances	OPEN
14.	STVC/PQ/014/2023-2025	Supply and delivery of cosmetology items and equipments	OPEN
15.	STVC/PQ/015/2023-2025	Supply and delivery of electrical and electronic materials	OPEN
16.	STVC/PQ/016/2023-2025	Supply and delivery of plumbing and carpentry materials	OPEN
17.	STVC/PQ/017/2023-2025	Supply and delivery of hardware materials	OPEN
18.	STVC/PQ/018/2023-2025	Supply and delivery of agriculture tools, equipment and farm inputs	OPEN
<b>CATEGORY B - SERVICES</b>			
19.	STVC/PQ/019/2023-2025	Provision of repairs and maintenance of computers	OPEN
20.	STVC/PQ/020/2023-2025	Provision of CCTV and Biometric services	OPEN
21.	STVC/PQ/021/2023-2025	Provision of electrical works/installation services	OPEN
22.	STVC/PQ/022/2023-2025	Provision of developments, hosting and maintenance of website	OPEN
23.	STVC/PQ/023/2023-2025	Provision of security services	OPEN
24.	STVC/PQ/024/2023-2025	Provision of human resource consultancy services	OPEN
25.	STVC/PQ/025/2023-2025	Provision of small construction works	OPEN
26.	STVC/PQ/026/2023-2026	Provision of insurance cover for students proceeding for attachments	OPEN
27.	STVC/PQ/027/2023-2025	Provision of management of information system (ERP)	OPEN
28.	STVC/PQ/028/2023-2025	Provision of insurance cover for college buildings and assets	OPEN
29.	STVC/PQ/029/2023-2025	Provision of Strategic Plan services	OPEN
30.	STVC/PQ/030/2023-2025	Provision of landscaping services	YWPWD

**1.6** Enquiries that may arise from the Registration Document should be channeled to the Procurement Office through the number provided.

**1.7 Invitation to Tenders/Quotation/Proposals**

Bidding documents will be made available to those bidders whose qualification score 70% and above soon after the evaluation process.

Please note that late submissions will not be accepted.

**SECTION B:**

**TENDER NOTICE**

**SAMBURU TECHNICAL & VOCATIONAL COLLEGE (STVC) INVITATION FOR REGISTRATION OF SUPPLIERS FOR YEAR 2023-2025.**

**NB:**

**RESERVED: These are Youth, Women and Persons with Disability registered under the National treasury**

The AGPO Groups are to apply and attach:

1. A copy of the AGPO Certificate from National Treasury indicating the category you are in.
2. KRA Pin Certificate
3. Valid tax compliance
4. Company profile
5. A valid business permit

Complete documents in a plain, sealed envelope marked category number and category description should be addressed to

**THE PRINCIPAL  
SAMBURU TECHNICAL & VOCATIONAL COLLEGE  
P.O BOX 935, ISIOLO**

And deposited in the TENDER BOX or designated point at the STVC, so as to be received on or before **30<sup>th</sup> June 2023 at 12:00 noon**. The documents will be opened on the same day at **1.30 pm** in the main procurement office and bidders or their representative are welcome to witness the opening.

Late applications shall not be accepted.

## SECTION C:

### PRELIMINARY EVALUATION

The documents below are mandatory to all vendors and must be submitted:

1. Certificate of Incorporation, Partnership or Business registration
2. A copy of valid tax compliance, pin certificate and VAT certificate, and also be registered under i-tax in KRA portal
3. A copy of Business Permit.
4. Licenses from relevant certifying/regulatory bodies for the categories indicated.
5. Letter of recommendation from two major clients.

**NB. Please note that any firm which does not have all mandatory requirements will not be evaluated any further and the application will be rendered non-responsive.**

### EVALUATION CRITERIA

	Required information	Allocated Scores
1	<ul style="list-style-type: none"><li>• Audited reports for the last 2years</li><li>• Mode of payment and willingness to give credit</li></ul>	2 1
2	<b>Past experience and performance</b>	
	<ul style="list-style-type: none"><li>• Number of years in business</li><li>• Three referees (preferably clients) attach proof (<b>Proof Copies of LPO, Letter of award, Completion Certificate of Contracts</b>)</li></ul>	2 2
3	<b>Confidential business questionnaire</b> <ul style="list-style-type: none"><li>• Duly filled</li><li>• Fixed premises with telephone facilities (will be inspected/verified by a team from STVC)</li></ul> <input type="checkbox"/>	1
4	Litigation history	1
5.	Certified copies with relevant regulatory authorities. i.e. KEBS,IATA,NCA, Poisons Board, etc.	1
	<b>TOTAL</b>	10

**SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part (a) and either part 2 (a), (2b) or 2(c) whichever applies to your type Of business.

**YOU ARE ADVISED THAT IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION IN THIS FORM**

**Part 1a): General information**

<b>Business Name</b>	
<b>Physical location of Business Premises</b>  (Note that a visit to your office may be conducted, Information provided as part of the evaluation)	<b>Town</b> .....  <b>Street</b> .....  <b>Building</b> ..... <b>Name:</b> .....
<b>Business Operations</b>	<b>Year established:</b> .....  <b>Duration of business operations:</b> .....
<b>Principal contact person</b>	<b>Name:</b> ..... <b>Position:</b> ..... <b>Phone number:</b> .....
<b>Postal Address</b>	<b>P.O BOX</b> ..... <b>Code</b> .....  <b>PHONENUMBER:</b> ..... <b>Email address:</b> .....
<b>Nature of business</b>	
<b>Maximum value of business which you can handle at any one time</b>	<b>Ksh</b> .....
<b>Name of your banker</b>	.....  <b>Branch</b> .....

**Part 2(a)-Sole Proprietor**

<b>Your Name in full</b>	
<b>Age</b>	
<b>Nationality</b>	
<b>Country of origin</b>	
<b>Citizenship Details</b> (Attach copies of IDs)	

**Part 2 (b) - Partnership.**

Give details of partners as follows

<b>NO</b>	<b>NAME</b>	<b>NATIONALITY</b>	<b>CITIZENSHIPDETAILS</b>	<b>SHARE</b>
1				
2				
3				
4				
5				



**Part 2 (c)-Registered Company**

<b>Private or Public</b>				
<b>State the nominal and issued capital of the company</b>	<b>Nominal</b> ksh.....			
<b>Give details of all directors</b>	<b>Name</b>	<b>Nationality</b>	<b>Citizenship (Attach Copies of IDs)</b>	<b>Share</b>

Date:.....

Name of tenderer:.....

Signature:.....

**SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS / CAPACITY TO DELIVER GOODS, WORKS OR SERVICES**

1. Certificate of Registration/Incorporation ..... (Attach copy)
2. Valid Trade License.....(Attach copy)
3. State VAT Registration NO: .....(Attach copy)
4. PIN NO.....(Attach copy)
5. Attach Proof of being up-to-date in VAT and Income Tax Returns. (Attach copy of current Tax Compliance Certificate)
6. 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.....  
.....  
.....
7. State whether you are a manufacturer, dealer or appointed distributor (Agent), Wholesaler, Compliance etc.....  
.....
8. If a manufacturer or service organization or retailer/others, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body? Yes/No..... (Attach documentary evidence of certification)
9. Other important certifications e.g. KEBS, Certificate with Professional bodies (IATA a must for Air Travel Agent.). Please attach proof.
10. What is the average response to delivery of goods/services after issuance of LPO?  
.....
11. What is the maximum of business which you can handle at any one time?  
Kshs.....
12. What is your average response time to request for quotation/proposal?  
.....

**SECTION G: FINANCIAL POSITION & TERMS OF TRADE**

**PART I**

**AUDITED FINANCIAL REPORTS**

Attach copies of Audited Financial reports for the last 2years/Letter of good financial standing from your banker.

**PART II**

**TERMS OF TRADE (PAYMENTTERMS)**

Samburu Technical & Vocational College would wish to work on deliveries after issuance of local purchase/ service order and payment after deliveries are made. Our payment terms are 30 days from date of invoice.

Confirm acceptance of this: **Acceptable/Not Acceptable**

Name.....Signature.....

**SECTION H: LITIGATION /ARBITRATION INCIDENCES**

Litigation and Arbitration Incidences enumerate any past litigation and arbitration incidences encountered by the firm.

State if the company is/was a subject of bankruptcy proceedings, in receivership Administration receivership or any other form of liquidations defined by the applicable law.

**ANTI CORRUPTION AFFIDAVIT FORM**

**REPUBLIC OF KENYA**

**IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT CHAPTER 15  
OF THE LAWS OF KENYA**

**AND**

**IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT,  
NO. 33 2015**

I.....of P.O.Box being a Resident  
of.....in the Republic of Kenya do hereby make oath and state  
as follows:-

- 1) That I am the.....; (Chief  
Executive/Managing or Director / Principal Officer / Director) of (Name of the Business) which  
.....is a Candidate in respect of Tender  
Number.....to Supply goods, render services and/or carry  
out works for SAMBURU TECHNICAL & VOCATIONAL COLLEGE and duly authorized  
and competent to make this Affidavit
- 2) THAT the aforesaid Candidate has not been requested to pay any inducement to any member of the  
Board, Management, Staff and/or employees and/or agents of SAMBURU TECHNICAL &  
VOCATIONAL COLLEGE, which is the procuring entity.
- 3) THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been offered and will not  
offer any inducement to any member of the Board, Management, Staff and/or employee(s) and/or  
agent(s) of SAMBURU TECHNICAL & VOCATIONAL COLLEGE
- 4) THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been debarred from any  
procurement process.
- 5) THAT what is deposed to herein above is true to the best of my knowledge information and belief.

SWORN at.....by the said On this.....day of.....20..... }

DEPONENT }

Before me }

Commissioner for Oaths

**SECTION I: CLIENTS DETAILS**

Give details of at least 3 Reputable Organizations where you are supplying the Category of goods /services applied for. (Attach proof)

1. Organization Name.....

Address: .....

Tel. No: .....

Contact Person: .....

Position in the Organization: .....

E-mail Address: .....

2. Organization Name: .....

Address: .....

Tel. No: .....

Contact Person: .....

Position in the Organization: .....

3. Organization Name: .....

Address: .....

Tel. No: .....

Contact Person: .....

Position in the Organization: .....

**SECTION J: MANPOWER AND EXPERTISE OF STAFF**

Qualifications and experience of at least three key personnel proposed for Administration and execution of contract. Attach (Curriculum Vitae). The CVs should be duly signed by the proposed personnel.

Position	Name	Qualifications	Experience in proposed position

**SECTION K: PAST PERFORMANCE**

Have you previously been supplying goods/services to STVC? If yes, give details

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

Indicate three of the latest orders with STVC.....

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

Do you have any pending orders with STVC? If so give details

.....  
 .....

Has your contract ever been terminated by STVC?

YES..... NO. .... If yes, attach details

**SECTION L: DECLARATION**

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

The procuring entity's employees/members, Council members and their relative (spouse and council member children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

A declaration form that the director of the firm has never been debarred from participating in Public Procurement Tender and is not involved in corruption.

Signed and Stamped.....

Name.....

Position in the Company.....

Date .....