



SAMBURU TECHNICAL & VOCATIONAL COLLEGE
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REGISTRATION OF SUPPLIERS FOR GOODS, WORKS & SERVICES FY 2024-2026

TENDERERS NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

IF SPECIAL GROUP PLEASE INDICATE BELOW

WOMEN

YOUTH

PWD

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2024–2025 & 2025–2026

1.0 INTRODUCTION

Samburu Technical & Vocational College wishes to invite all eligible and qualified firms to submit applications for the registration for supply of goods, works and services for financial years 2024/2025 & 2025/2026. Suppliers that are currently registered by Samburu TVC are required to register afresh if they wish to participate.

2.0 INSTRUCTIONS TO BIDDERS:

- i. Bidders **must** provide substantial information for the preferred Category.
- ii. Bidders are allowed to register up to a **maximum of two (2)** categories
- iii. Bidders interested in registering for AGPO opportunities **must** adhere to the categories referenced as **reserved**.
- iv. Bidders **must** submit a **separate** document for each category selected.
- v. Bidders to be considered for registration for the preferred category **must** meet the evaluation criteria provided below.

PLEASE NOTE:

- 1. Bidders who select more than TWO (2) categories will be evaluated on the first two (2) only.**
- 2. Late submissions will NOT be accepted.**
- 3. This registration document is eligible for ONE specific category which should be clearly written at the top of this document, that is, the page with Samburu TVC logo and MUST be the FIRST and TOP PAGE of this document.**
- 4. Your registration documents should be submitted properly BOOK BOUND, FILLED AND PAGINATED. Samburu TVC shall not be responsible for Loss of documents not bound together.**

CATEGORY A: Supply of Goods

No.	Category Number	Category Description	Special Conditions	Remarks
1.	STVC/PQ/001/2024 - 2026	Registration for supply and delivery of groceries (i.e general shop items).	AGPO	Reserved
2.	STVC/PQ/002/2024 - 2026	Registration for supply and delivery of stationary	AGPO	Reserved
3.	STVC/PQ/003/2024 - 2026	Registration for provision of printing services and promotional materials	-	Open
4.	STVC/PQ/004/2024 - 2026	Registration for supply and delivery of computer hardware and accessories	AGPO	Reserved
5.	STVC/PQ/005/2024 - 2026	Registration for supply and delivery of furniture	-	Open
6.	STVC/PQ/006/2024 - 2026	Registration for supply and delivery of medical supplies	-	Open
7.	STVC/PQ/007/2024 - 2026	Registration for supply and delivery of uniforms and other textiles	-	Open
8.	STVC/PQ/008/2024 - 2026	Registration for supply and delivery of electrical and electronic materials	-	Open
9.	STVC/PQ/009/2024 - 2026	Registration for supply and delivery of sport and games equipments	-	Open
10.	STVC/PQ/010/2024 - 2026	Registration for supply and delivery of cleaning materials and detergents	AGPO	Reserved
11.	STVC/PQ/011/2024 - 2026	Registration for supply and delivery of Hardware materials and fittings	-	Open
12.	STVC/PQ/012/2024- 2026	Registration for supply and delivery of building and construction materials	-	Open
13.	STVC/PQ/013/2024 - 2026	Registration for supply and delivery of cutlery and kitchen appliances	-	Open
14.	STVC/PQ/014/2024 - 2026	Registration for supply and delivery of beauty and hairdressing equipment.	-	Open
15.	STVC/PQ/015/2024 - 2026	Registration for supply of motor vehicle parts and spares	-	Open

CATEGORY B: Provision of Services

16.	STVC/PQ/016/2024 - 2026	Registration for provision and servicing of fire extinguishers.	Fire clearance certificate	Open
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17.	STVC/PQ/017/2024 - 2026	Registration for small works	NCA License & Certificate for NCA 8 & above	Open
18.	STVC/PQ/018/2024 - 2026	Registration for provision of insurance services (WIBA, Students Attachment Covers)	License from IRA	Open
19.	STVC/PQ/019/2024 - 2026	Provision of advertisement services i.e. Radio & TV	License from CAK or MCK	Open
20.	STVC/PQ/020/2024 - 2026	Registration for provision of security services		Open
21.	STVC/PQ/021/2024 - 2026	Registration for provision of catering services	Public health certificate for food handlers	Reserved

Interested bidders may view and download the registration document from Samburu TVC Website www.samburutechnical.ac.ke free of charge or from the institution at non refundable fee of Ksh 2000.00

Completed registration documents **MUST** be submitted in plain sealed envelopes clearly marked:

CATEGORY NAME & CATEGORY NUMBER and addressed to,

THE PRINCIPAL

SAMBURU TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX 935 - 60300, ISIOLO

Completed documents should be delivered to Samburu TVC so as to be received on or before

19/09/2024 at 11:00 a.m

3.0 GENERAL INSTRUCTIONS

You are requested to provide particulars of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.

Samburu TVC attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.

Samburu TVC reserves the right to visit and inspect business premises of all the applicants to verify information provided.

All the information provided would be treated as confidential.

REGISTRATION INSTRUCTIONS

Samburu Technical and Vocational College (STVC) would like to invite interested candidates who must qualify by meeting the set criteria as provided by STVC to perform the contract of supply and delivery or provision of goods, works and services to STVC.

REGISTRATION OBJECTIVE

The main objective is to be invited to participate in procurements for supply and delivery of assorted goods, works and services from relevant request for quotations to Samburu TVC on and as when required during the stated period.

INVITATION OF REGISTRATION

Suppliers registered under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Principal, Samburu TVC, so that they may be registered under the specific category. **Bids will be submitted in separate envelopes for every category singly.** The prospective suppliers are required to supply mandatory information for registration.

EXPERIENCE

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

REGISTRATION DOCUMENT

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for Registration, prospective suppliers **must** submit all the information herein requested.

ADDITIONAL INFORMATION

Samburu TVC reserves the right to request submission of additional information from prospective bidders. Invitation to Bid will be made available only to those bidders whose qualifications are accepted by Samburu TVC upon completion of the Registration process.

REGISTRATION DATA INSTRUCTIONS

Registration data forms

- a) The attached questionnaire forms described as **PART II, III, IV, V, VI, VII, VIII and IX** are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific Lot.
- b) The registered application forms which are not dully filled and submitted in the prescribed format shall not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

QUALIFICATION

- a) It is understood and agreed that the registration data on prospective bidders is to be used by Samburu TVC in determining, according to its sole judgment and discretion, the registration of prospective bidders to perform in respect to each tender item/category as described by the client.
- b) Prospective bidders will only be considered qualified if in the judgment of Samburu TVC they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

Essential Criteria for Registration

- i. Experience: Only for open eligibility categories prospective suppliers shall have at least 2 years' experience in the supply of goods and services, while for Youth, Women and Persons with Disability no previous experience is required. For both eligibilities, potential supplier/contractor should show competence, willingness and capacity to service the contract.
- ii. Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.
- iii. Samburu TVC reserves to request for additional qualification information at the tender/quotation stage to suit particular procurement.
- iv. The firms must be registered in Kenya, with certificate of registration/incorporation copies of which **must** be attached.
- v. The firm must show proof that it has paid all its statutory obligations and have valid tax compliance certificate from the Kenya Revenue Authority (KRA).
- vi. Firms must submit CR12 issued within the last six (6) months and which must be attached

Personnel

The Suppliers/Contractors shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs' of the key personnel for individual or group to execute the contract must be indicated in PART V.

Financial Condition

- a) The supplier's financial condition will be determined by latest three (3) months financial statement submitted with the Registration documents as well as letters of reference from their bankers regarding suppliers/contractors' credit position. Potential suppliers/contractors will be registered on the satisfactory information given.
- b) However, potential bidders should provide evidence of financial capability to execute the contract.

Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included in PART VI.

Statement

Application must include a sworn statement on PART IX by the tenderer ensuring the accuracy of the information given.

Withdrawal of registration

- a) Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, Samburu TVC reserves the right to reject the tender from such a bidder even though they have been initially registered.
- b) Any form of Corruption shall lead to deregistration from the list of registered suppliers.

Invitation to tender

The successful firms that will be registered will be issued with Request for Quotation documents from time to time and as and when need arises and all firms invited are expected to quote. Those wishing not to participate are required to indicate reasons for non-participation on the tender/quotation form/email failing which the firm may be deleted from Samburu TVC panel of suppliers.

All suppliers **MUST** have a valid email address and any change must be communicated to Samburu TVC.

REGISTRATION

EVALUATION CRITERIA:

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS) – OPEN CATEGORY

No	Requirements	Score
1.	Copy of Certificate of Registration/Incorporation	Mandatory
2.	Copy of Valid Tax Compliance Certificate	Mandatory
3.	Valid Single Business Permit from a County Government	Mandatory
4.	A Copy of CR 12 for companies issued within the last 6 months	Mandatory
5.	Firm's audited accounts for previous one year.(attach proof)	Mandatory
6.	All the pages of the tender document/attachments must be serialized	Mandatory
7.	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII &IX	Mandatory

**CATEGORY B: YOUTH, WOMEN & PERSONS WITH DISABILITY PLEMINARY
EVALUATION (MANDATORY REQUIREMENTS)**

No.	Requirements	Score
1.	Copy of Certificate of Registration/Incorporation	Mandatory
2.	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
3.	A Copy of CR 12 for companies issued within the last 6 months	Mandatory
4.	Valid Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)	Mandatory
5.	All the pages of the tender document/attachments must be serialized	Mandatory
6.	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	Mandatory

PART I: REGISTRATION DOCUMENTATION

FIRMS MUST PROVIDE COPIES OF THE FOLLOWING APPLICABLE TO OPEN & YWPWD: -

1. Copies of Certificate of Incorporation/Partnership deed/Business registration
2. Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
3. Valid Tax Compliance Certificate
4. Copy of valid Single Business Permit from County Government for non AGPO firms
5. Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, NCA, AAK, MCK, CAK
6. Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2) for Non AGPO.
7. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.

SUPPLIER REGISTRATION DATA

Business Name

Pin No.....

Reg. Certificate No.....

(Attach a copy of registration certificate)

Address

P.O. Box..... Postal Code..... City/Town.....

Telephone No. Mobile No.....

Email address:

Website address (If any)

Physical Address

Business Location

Name of building

Plot No.Road/Street Name Floor No.

Room No.

PART II: NATURE OF BUSINESS

Please list the goods or services you provide specific to Category number and Category description applied for:

I.

II.

III.

IV.

For Contractors, state your area of specialization specific to Category number and Category description appliedfor:

- i.
- ii.
- iii.

PART III: FINANCIAL POSITION / INVESTMENT

Provide and attach certified audited financial statements for the previous (latest) One year or Letter of Reference for the AGPO groups certified by the issuing bank as proof of ability to execute the items applied for.

Maximum value of business which you can handle at any time Kshs:

State terms of payment in preference order:

- i.
- ii.
- iii.

Please Note: Samburu TVC prefers payment to be made within 30 days after delivery of goods, Works or services.

PART IV: ELIGIBILITY

Are you related to an Employee or Member of Samburu TVC?

Yes/No If answer in above is YES give the relationship.

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

Does an Employee or Member of Samburu TVC sit in the Board of Directors management of your Organization, Subsidiaries or Joint Ventures? Yes/No

If answer in above is YES give details.

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

Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Samburu TVC to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes/No

If answer in above is YES give details.

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

Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES/No

If answer in above is YES, give details:

.....
.....

Have you offered or given anything of value to influence the procurement process? Yes/No If answer in above is YES give details

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

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date..... **Signature**

PART V: MANPOWER

Name of Chief Executive Officer/Principal Officer.....

How many staff does your organization have?

Indicate the number in each category

Technical:

(Permanent.....Temporary

Semi-Skilled.....

(PermanentTemporary.....)

PART VI: PAST PERFORMANCE & EXPERIENCE

Please provide at least four (4) major supplies / services / projects / assignments you have undertaken relevant to the job you are applying registration performed over the last two **(2)** years:

Name of 1st Client

- i. Name of Client
- ii. Address of Client
- iii. Name of Contact Person
- iv. Telephone
- v. Value of Contract
- vi. Duration of Contract (date).....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 2nd Client

- i. Name of Client
- ii. Address of Client
- iii. Name of Contact Person
- iv. Telephone Contact
- v. Value of Contract
- vi. Duration of Contract (date)

(Attach documental evidence of existence of contract / Purchase Order)

Name of 3rd Client

- i. Name of Client
- ii. Address of Client
- iv. Name of Contact Person
- v. Telephone Contact.....
- vi. Value of Contract
- vii. Duration of Contract (date).....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 4th Client

- i. Name of Client
- ii. Address of Client
- iii. Name of Contact Person
- iv. Telephone Contact.....
- v. Value of Contract
- vi. Duration of Contract (date).....

(Attach documental evidence of existence of contract / Purchase Order)

Trade References

Attach at least two (2) current letters of recommendation / Reference from reputable organizations that you have supplied goods, works/service for the last two years.

Name and address of your Bankers.....

Have you ever had an order/contract issued and cancelled in whole or part by Samburu TVC? Yes/No If yes give reasons for cancellation

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

Have you ever been issued with a tender/quotation document by Samburu TVC and you failed respond/submit? Yes/No

If yes give reasons for not submitting:

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

Do you have any objection in Samburu TVC obtaining a confidential financial report from your bankers?

.....
.....

Has your company ever been involved in litigation/arbitration with clients/consultants? If yes, give details

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

PART VII: BUSINESS PROBITY

Please confirm whether any of the following criteria applies to your organization:
Note that failure to disclose information relevant to this section may result in your exclusion as a potential Samburu TVC supplier.

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police or similar authority in the country in which your organization is established?	
4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed or member of Samburu TVC and who is in a position to influence the award of any supply. For purpose of registration process close relative refers to parents, siblings' spouse or children	
6	Supplier is directly or indirectly controlled by or is under common control with another Supplier.	

PART VIII: LITIGATION HISTORY

Name of Contractor/Supplier.....

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)

PART IX: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future businessactivities with Samburu TVC.

Having studied the registration information for the above provision of goods, works or services applied for I hereby state:

The information and answers furnished in this registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Samburu TVC.

That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.

We enclose all the required documents and information required for the registration evaluation.

We will not engage in corrupt practices with the Service / Members of Staff.

We have not been debarred from participating in Public Procurement Proceedings.

FORM COMPLETED BY	
Date:	
Name:	
Designation	
Signature:	
Stamp or seal	

Certification

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

Full Name _____

Title or Designation _____

(Signature) (Date)