



**MINISTRY OF EDUCATION**  
 STATE DEPARTMENT FOR VOCATIONAL & TECHNICAL TRAINING  
**KAKRAO TECHNICAL & VOCATIONAL COLLEGE**  
 P.O. BOX 308 - 40400 SUNA-MIGORI. TEL: 0748 805 052 / 0101 905 052  
 Email: [kakraotvc@yahoo.com](mailto:kakraotvc@yahoo.com) / [kakraotvc20@gmail.com](mailto:kakraotvc20@gmail.com)



**REGISTRATION DOCUMENT FOR PROCUREMENT  
 OF GOODS, SERVICES & WORKS FOR THE  
 FINANCIAL YEARS 2023-2025**

**CLOSING DATE: 15<sup>TH</sup> JUNE 2023**

**AT 10.00 A.M**

**SUBMIT TWO COPIES: ORIGINAL AND A COPY**

**THE PRINCIPAL  
 KAKRAO TECHNICAL AND VOCATIONAL  
 COLLEGE**

**P.O BOX 308 – 40400**

**SUNA - MIGORI**

**TENDER NO.:.....**

**TENDER DESCRIPTION:.....**

.....

.....

**KAKRAO TECHNICAL AND  
 VOCATIONAL COLLEGE  
 P. O. BOX 308 - 40400, SUNA-MIGORI  
 MIGORI COUNTY, KENYA.**

*Approved for  
 execution  
 S.S. Shikhi  
 8/5/2023*

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## **SECTION A: INTRODUCTION**

- Kakrao Technical and Vocational College is a Public Institution managed by the National Government, through the Ministry of Education, State Department for Vocational and Technical Training.
- The College sits two (2) kilometers away from Kakrao stage off Rongo - Migori highway, at the old public cattle dip.
- The Institution desires to engage the services of suitable qualified and experienced candidates under various assignments to be undertaken in the financial years 2023-2024.
- The registration of suppliers is carried out through Restricted Tendering (RT) in accordance with policies and procedures laid down in The Public Procurement and Disposal Act 2015 and The Public Procurement and Disposal Regulations 2020.
- The short-listed candidates will compete to provide or supply the above-listed services, goods, and services.
- Interested eligible Tenderers may obtain further information from and inspect the Tendering Documents at the office of the procurement unit of Kakrao Technical and Vocational College during working hours
  - Interested bidders may obtain the detailed registration documents with specific conditions from the institution upon payment of a non-refundable fee of Kshs. 1000 to;
    - **Account Name: Kakrao TVC Operations Account**
    - **Bank: Kenya Commercial Bank – Migori Branch**
      - **Account No.: 1286097657**
- The Tendering Documents may be sent by courier/ E-mail to interested Tenderers upon request and an additional payment of Kshs. 500

## SECTION B: - INVITATION FOR REGISTRATION OF SUPPLIERS

### TENDER NOTICE

#### **REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS**

Kakrao Technical and Vocational Training College invites bids of supplier registration for supply and delivery of the under-listed goods, works, and services from interested and eligible suppliers for **Financial Years 2023-2025**.

TENDER NO.	DESCRIPTION	ELIGIBILITY
KTVC/REG/2023-25/01	Supply and delivery of stationery and general office equipment	Youth
KTVC/REG/2023-25/02	Supply and delivery of branded items (books, stamps, t-shirts, caps, parasol etc)	Youth
KTVC/REG/2023-25/03	Supply and delivery of general food items (beef, cereals, charcoal etc)	Women
KTVC/REG/2023-25/04	Supply and delivery of electronic equipment and accessories	Open
KTVC/REG/2023-25/05	Supply and delivery of games facilities and co-curricular training equipment	Open
KTVC/REG/2023-25/06	Supply and delivery of hardware and building materials	Open
KTVC/REG/2023-25/07	Supply and delivery of furniture and fittings	Open
KTVC/REG/2023-25/08	Supply and delivery of Agricultural items (seedlings, manure, Jembes, etc)	Open
KTVC/REG/2023-25/09	Supply and delivery of pharmaceutical products and health-related items	Open
KTVC/REG/2023-25/10	Supply and delivery of fuel, gas, petroleum products, oils etc	PLWD
KTVC/REG/2023-25/11	Supply and delivery of electrical practical items and accessories	Open
KTVC/REG/2023-25/12	Supply and delivery of textiles, fabrics, and general tailoring materials.	Women
KTVC/REG/2023-25/13	Supply and delivery of beauty products, equipment, and accessories	Women
KTVC/REG/2023-25/14	Supply and delivery of text/ reference books, manuals, teaching aid, etc	Open
KTVC/REG/2023-25/15	Supply and delivery of ICT equipment Laptops, server equipment, printers etc	Open
KTVC/REG/2023-25/16	Supply and delivery of general cleaning items (detergents, mops, sanitizers etc)	Open
KTVC/REG/2023-25/17	Supply and delivery of tailoring equipment and accessories	Open
KTVC/REG/2023-25/18	Supply and delivery of vehicle parts, mechanical, automotive equipment	Open
KTVC/REG/2023-25/19	Supply and delivery of newspapers and airtime.	Youth
KTVC/REG/2023-25/20	Supply and delivery of utensils and general kitchen items	Open
KTVC/REG/2023-25/21	Provision of group insurance services	Open
KTVC/REG/2023-25/22	Provision of repair and maintenance services	Youth
KTVC/REG/2023-25/23	Provision of mass printing and large format printing services	Open
KTVC/REG/2023-25/24	Provision of building and construction services (plumbing, welding, & building)	Open
KTVC/REG/2023-25/25	Provision of casual/ manual labor services	Youth
KTVC/REG/2023-25/26	Provision of security services, surveillance equipment and maintenances	Open
KTVC/REG/2023-25/27	Provision of comprehensive cleaning, tea, and waste disposal services	Women
KTVC/REG/2023-25/28	Provision of consultancy services	Open

KTVC/REG/2023-25/29	Provision of solar installation and electrical wiring services	Open
KTVC/REG/2023-25/30	Provision of Internet, web-based and other ICT services	Open
KTVC/REG/2023-25/31	Provision of catering services	Women
KTVC/REG/2023-25/32	Provision of publications, newspaper, radio, and television advertisements	Open
KTVC/REG/2023-25/33	Provision of taxi and car hire services	Youth

- Interested bidders may obtain the detailed pre-qualification documents with specific conditions from the institution upon payment of a non-refundable fee of **Kshs. 1000** to;  
Account Name: **Kakrao TVC Operations Account**  
Bank: **Kenya Commercial Bank – Migori Branch**  
Account No.: **1286097657**
- The Tendering Documents may be sent by courier to interested Tenderers upon an additional payment of Kshs. 500
- The completed documents shall be submitted in plain sealed envelopes with the tender number clearly written on the top-left of the envelope and addressed to;

**THE PRINCIPAL,  
KAKRAO TECHNICAL AND VOCATIONAL COLLEGE  
P.O BOX 308 – 40400  
SUNA MIGORI**

The deadline for the submission of the documents is **15<sup>th</sup> June 2023 at 10.00 am**. Tender Opening will follow thereafter and all interested bidders and the general public are encouraged to attend the event, which will occur within the institution.

- NOTE:**
- The present registration exercise may lead to the development of 1-year-long framework contracts
  - Youths, Women, and people living with disabilities (PLWD) are encouraged to apply
  - All forms of canvassing will lead to automatic disqualification

**KAKRAO TECHNICAL AND VOCATIONAL COLLEGE**  
P. O. BOX 308 - 40400, SUNA, MIGORI  
MIGORI COUNTY, KENYA.

*Approved for Procurement*  
*[Signature]*  
8/5/2023

## **SECTION C: INSTRUCTION TO TENDERERS**

1. All tenderers shall provide in the tender submission form, the qualification statement including all members of the firm if any, and also the nature of works, goods or services provided, completed, or underway for the works.
2. The outcome of this tender process may lead to a Framework Agreement running for one (1) financial Year.
3. The tenderer shall bear all costs associated with the preparation and submission of the bid document
4. The evaluation and award of contracts will be based on Packages
5. The procuring entity's employees, committee members and board of governors are not eligible to participate in the tender.
6. The price to be charged for the tender document should not exceed Ksh.1,000.00
7. All documents relating to the tender and any other correspondence shall be in English Language
8. The tenderers shall submit two copies of dully completed bidding documents clearly indicated 'ORIGINAL' and 'COPY'
9. Tender submission **MUST** be done not later than **June 15<sup>th</sup> 2023 at 10.00 Am**
10. Clarifications regarding this tender document may be requested before the submission date through the email: **procurement.ktvc@gmail.com**
11. Kindly indicate the tender Number and Description in the Registration Submission Form (E 4.1), page thirteen (13) of this document.

## SECTION D: SUBMISSION OF TENDERS

The tenderers shall seal the original and copies of the bid document in separate envelopes clearly indicating 'ORIGINAL' and 'COPY'. The two envelopes shall then be placed in one envelope and;

a). Be addressed to,

**The Principal,  
Kakrao Technical and Vocational College,  
P.O Box 308 – 40400,  
Suna - Migori**

b). Bear the name and identification number of the tender submitted.

c). The dully filled and clearly marked documents should be inserted in the tender box on or before **15<sup>th</sup> June 2023 at 10.00 Am**



## **SECTION E 1.0: CRITERIA FOR EVALUATION OF ALL SUPLIERS**

KAKRAO Technical and Vocational College evaluation committee, as a whole and each of its members individually, shall evaluate the tenders on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub – criteria and point system as specified in this criterion.

All bidders will be subjected to a preliminary evaluation procedure to determine the responsiveness of each tender to the terms of reference before the selection procedure is applied.

### **E 2.1: PRELIMINARY EVALUATION CRITERIA**

1. Submit the tender in the required format and submit all the required documents.
2. Authorize the tender through signing and officially stamping the Registration submission form by the person authorized to do so.
3. Submit the number of copies required for submission of tender.
4. Submit fully authorized and duly signed C. Vs. of staff.
5. Provide telephone/ voice or e-mail communication facility that is working and reliable.
6. Apply for tender on items/ goods or services which you deal in, and have supplied/ rendered before.
7. The tenderer should include updated legal documents including business registration/ incorporation certificates, tax compliance certificates, and KRA registration certificates.
8. Attach copies of certified financial reports for the last two years/ bank statements for the last one year.
9. Attach relevant documentations from the relevant ministries in situations where the applicant is a youth, woman or persons with disability.
10. If the applicant is proved to have cheated in the documents that are submitted then KTVC will disqualify such tenderers unconditionally.

**NB. One must meet the above in order to proceed to the technical evaluation.**



## **E. 2.2: TECHNICAL EVALUATION CRITERIA (SELECTION PROCEDURE)**

Candidates are requested to read this section carefully before filling in any information. In this selection procedure, the firm that attains the pass mark of 70 points out of 100 points specified in the criteria will be considered for REGISTRATION. The following shall constitute the technical evaluation

Supplier availability	:	10 Points
Supplier relevance of the business	:	20 Points
Supplier's experience	:	20 Points
Supplier capability	:	20 Points
Legality of Supplier's business	:	20 Points
ETR Compliance	:	10 Points
<b>Total Points</b>	:	<b>100 Points</b>
<b>Pass Mark</b>	:	<b>70 Points</b>

**(The firm that attains the pass mark of 70 points out of 100 points will be considered for Registration)**

### **E 2.3: SUPPLIER AVAILABILITY : 10 Points**

Name  
Physical Address  
Town/ City  
Street  
Floor  
Door No.  
Other Land Mark  
Drawing/ Map Etc.  
Telephone Address  
Email Address  
Postal Address

### **E.2.4 SUPPLIER RELEVANCE : 20 Points**

Nature of Business related to the tender applied for

- Relevant Government or state corporations' tenders awarded in the last five (5) years – 8 Points
- Qualifications & Experience of Staff - 6 Points
- Tender Questionnaire Dully Signed - 3 Points
- Reputation - 3 Points

**E.2.5 SUPPLIER'S EXPERIENCE : 20 POINTS**

Usual Business transacted for the last 5 years

- Any one related worth Ksh.500,000 or more - 10 Points
- Authentic recommendation by any two clients served in the last two years

Rating

- Excellent - 5 Points
- Very Good - 4 Points
- Good - 3 Points
- Fair - 2 Points
- Poor - 1 Point
- Nil - 0 Point

**E 2.6: SUPPLIER CAPABILITY : 20 POINTS**

Technical Capability	Competence	1. Supply of Goods, Services or Works of similar nature, complexity and magnitude completed within the last 3 years – 5 Points 2. Qualification and Experience of Technical Staffs - 5 Points
Financial Capability	Audited reports for the last two years/ Bank statement 1 year	Audited reports for the last two years/ Bank statement 1 year – 5 Points

- **TERMS OF CREDIT (Tick One) – 5 Points**

- 30 Days
- 60 Days
- 90 Days
- Over 90 Days

**E 2.7: LEGALITY OF SUPPLIER'S BUSINESS : 20 POINTS**

1. Mandatory registration
2. Regulatory registrations
  - a) Renewed Certificates, Registrations and License
  - b) Letters of Introduction from clients and Testimonials
  - c) Copy of Pin Certificate
  - d) VAT Registration/ Exemption
  - e) Certificate of Tax Compliance
  - f) Women, youth and people with disabilities to attach the relevant registration certificates from the relevant ministries

**Do You have an ETR Machine? (Tick as Appropriate)**

Yes \_\_\_\_\_ . 5 Points

No \_\_\_\_\_ . 0 points

**SECTION E 3.0: SUPPLIER PERFORMANCE PROFILE/ REFERENCE**

**E.3.1: RATING OF TWO CLIENTS SERVED IN THE LAST TWO YEARS (To be filled by the client)**

<b>Client</b>	<b>Name and full address of client</b>	<b>Category of goods and services rendered</b>	<b>Value in Ksh</b>	<b>Rating of the supplier's services (Please tick)</b>
<b>Client 1</b>				Excellent Very Good Good Fair Poor
Name of the Institution/ Organization				
Name of the officer recommending the client				
Designation				
Signature				
Official stamp and Date				

<b>Client</b>	<b>Name and full address of client</b>	<b>Category of goods and services rendered</b>	<b>Value in Ksh</b>	<b>Rating of the supplier's services (Please tick)</b>
<b>Client 2</b>				Excellent Very Good Good Fair Poor
Name of the Institution/ Organization				
Name of the office recommending the client				
Designation				
Signature				
Official stamp and Date				

### E 3.2: SUPPLIER LITIGATION HISTORY

Case No	Name of Respondent	Name of Applicant	Arbitrator	Outcome	Remarks
1					
2					
3					

NB: - You may attach additional sheet using the above format

### E 3.3: REGISTRATION STANDARD FORMS

This form shall include

- Registration submission form
- Format for submission of supplier's references at least 2 in number in the last 5 years
- Format of curriculum vitae (CV) for staff to be involved in the tender.



*Approved for  
circulation  
Sedhik  
8/5/2023*

**E 4.1: REGISTRATION SUBMISSION FORM**

\_\_\_\_\_ (Date)  
TO: \_\_\_\_\_ (name and address of client)

Ladies/Gentlemen,

We, the undersigned, submit our Registration form for

\_\_\_\_\_  
\_\_\_\_\_ (Title of Registration) in  
accordance with request for Registration No. \_\_\_\_\_

Dated \_\_\_\_\_ (date) and our proposal. We are hereby  
submitting our Registration document, this includes the following attachments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our price list as submitted by us shall be binding upon us to expiration of the validity period  
specified in the instructions to candidates.

We understand you are not bound to accept any application you receive.

We remain,

Yours sincerely

\_\_\_\_\_ (Authorized Signature)  
\_\_\_\_\_ (Name and Title of Signatory)  
\_\_\_\_\_ (Name of Applicant)  
\_\_\_\_\_ (Address)

## E 4.2 FORMAT FOR SUBMISSION OF CANDIDATE’S REFERENCES

Relevant Services Carried Out in the last five years that best illustrate qualification using the format below, provide information on each assignment for which you deal individually as a corporate entity or in association, was legally contracted.

Assignment Name	Country
Location within Country (County)	
Name of client	
Address	
Start Date (Month/ Year): Completion Date Approx. Value of service (Kshs) Month/ Year)	
Narrative Description of Assignment	
Description of Actual service provided	

Supplier

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Name and title of signatory

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*Approved for  
circulation  
S. Shikhi  
8/5/2023*

**E 4.3 FORMAT OF CURRICULUM VITAE (CV) FOR STAFF TO BE INVOLVED IN THE ASSIGNMENT**

**Proposed Position:**

---

**Profession**

---

**Date of Birth**

---

Years with firm: \_\_\_\_\_ Nationality \_\_\_\_\_

(Give an outline of staff member's experience and training most pertinent to task on Assignment. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and locations).

**EDUCATION:**

(Summarize college/ University and other specialized education of staff member, giving names of school, dates attended and degree obtained).

**EMPLOYMENT RECORD:**

(Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, titles of positions held, and locations of assignments).

**CERTIFICATION**

I, the undersigned, certify that these dates correctly describe me, my qualifications and my Experience \_\_\_\_\_ Date \_\_\_\_\_

(Signature of Staff member)

\_\_\_\_\_ Date \_\_\_\_\_

(Signature of authorized representative of the supplier)

Full name, address and contact numbers of staff member.....  
.....

Full name, address and contact numbers of authorized representative:

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**SECTION F: - CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1 and either Part 2 (a) 2 (b) or 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 \_\_\_\_\_

Location of Business premise: \_\_\_\_\_ County/ Town \_\_\_\_\_

Plot No. \_\_\_\_\_ Street/ Road \_\_\_\_\_

Postal Address \_\_\_\_\_ Tel No. \_\_\_\_\_

Email Address \_\_\_\_\_.

Business Reg./ Incorporation No. \_\_\_\_\_

KRA Pin/ registration No.: \_\_\_\_\_.

AGPO Certificate No. (Where Applicable): \_\_\_\_\_.

Maximum value of business which you can handle at any time Ksh. \_\_\_\_\_

Name of your Bankers \_\_\_\_\_ Branch \_\_\_\_\_

**Part 2 – Complete any one of the below sections as suits your business.**

**(a) Sole proprietors**

Your name in full \_\_\_\_\_ Country of origin \_\_\_\_\_

Citizenship details \_\_\_\_\_

**(b) – Partnership**

Give details of partners as follows:

<b>Name in full</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

I certify that the information above is correct. Full name and designation of authorized signatory.

Name: \_\_\_\_\_

Sign: \_\_\_\_\_ Date \_\_\_\_\_



**SECTION G: - SWORN STATEMENT (MUST BE FILLED, STAMPED AND SIGNED)**

Having studied the registration document, I hereby state;

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) 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 when invited/requested to do so by KAKRAO TVC.
- 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 KTVC and acknowledge your right to review the registration made.
- d) We enclose all the required documents and information required for the registration evaluation.
- e) That our price quotations shall remain relevant for 3 months unless otherwise communicated.
- f) We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedures in process.
- g) That we shall not engage in any form of corrupt practice during and after the tendering process.

Date..... Applicant's Name

.....

Represented By.....

Sign.....

Full Name and Designation of the person signing and stamp or seal;

.....

.....

**SECTION H: - ETHICS AND INTERGITY PACT TO BE FILLED, DATED, SIGNED AND SUBMITTED BY ALL PERSON'S BIDDING FOR THE SUPPLY OF OR PROVISION OF ANY GOODS, SERVICES OR WORKS TO KAKRAO TECHNICAL AND VOCATIONAL CILLEGE.**

Accepting that transparent business management and fair public administration are key to social development and national competitiveness, and in an effort to purge corruption and apply sanctions to corrupt business, and in full support of the worthy goals of this Integrity Pact, concerning the present proposals for....., I (Lead consultants name in the case of an individual consultancy) /all personnel of (name of association, partnership, corporation or other entity being a non – individual consultant) and its sub- contractors and agents hereby agree that:

- I. I / We understand that KTVC is a law – abiding institution and I / We undertake to abide by all the Laws of Kenya particularly the laws, rules and regulations governing ethics and integrity and procurement of goods and services by public agencies in Kenya. I / We shall not conduct any unethical business practices, including but not limited to making false declarations and representations in bidding documents; bid rigging, collusive bidding, or canvassing.
- II. I / We shall not offer any bribe, gifts, entertainment or any other undue benefits directly or indirectly to any officials of the KTVC or indeed any other person nor commit any other act with a view to unlawfully influencing the process or outcome of procuring for the goods and / or services herein or the performance of any contract arising from procurement process.
- III. In bidding for the goods or services herein and in the course of any contract that may arise therefrom, I / We shall not make any statement which is untrue based on our knowledge, information and belief. I / We shall fully and truthfully declare my / our ability to provide the goods and / or perform the services and we will not bid for the supply of goods or provisions of services which we do not have the capacity to provide whether at all or under the terms required by KTVC.
- IV. I / We declare that we have the legal and operational capacity to make a bid for the goods and / or services herein, including but not limited to the fact that I / We am/are not an undercharged bankrupt, under receivership or liquidation or otherwise insolvent nor suffering from any such or other incapacity that would make our bid or our ability to provide the goods and / or services herein legally or operationally untenable.
- V. I / We declare that there is no conflict – of – interest situation existing between myself / us on the one hand and KTVC on the other hand with regard to the supply of the goods and / or provision of the services herein that would make our bid or contract ethically or legally untenable. If any such conflict arises in the course of the procurement process and before the conclusions of any contract arising therefrom, I / We shall fully and truthfully declare such conflict to KTVC.
- VI. I / we understand that the violation of this pact may lead to the disqualifications of my / our bid, to the termination of any contract or obligation between myself / us and KTVC.

Name:.....Signature:.....

Stamp:.....