



**MACHAKOS TOWN TECHNICAL AND VOCATIONAL COLLEGE**

**P.O.BOX 3544-90100, MACHAKOS**

Email: machakostowntvc@gmail.com

info@machakostowntvc.ac.ke

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

Tel: 0113 814 680 OR 0784 604 682

**Excel in Skills and Technology**



**TENDER DESCRIPTION: REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR THE FINANCIAL YEAR 2024-2025.**

**COMPANY/BUSINESS NAME:** .....

**CATEGORY NO:** .....

**CATEGORY DESCRIPTION:** .....

**Tick where applicable**

**Open**

**Reserved**

**Youth**

**Women**

**PWD**

**CLOSING DATE AND TIME: WEDNESDAY, 20<sup>th</sup> November, 2024 AT 11:00 AM**

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**Date: 06th November, 2024**

**INVITATION FOR UPDATING SUPPLIERS LIST FY 2024/ 2025**

Machakos Town Technical and vocational college intends to update its suppliers list hence invites applications from interested eligible, capable and competent firms for supply and delivery of goods, works, services and consultancy for the financial year 2024/2025

**CATEGORY A; RESERVED FOR YOUTHS, WOMEN AND PEOPLE WITH DISABILITIES (Y, W AND PWDs)**

Tender reference code	Tender Description	Eligibility
MTTVC/PRE-Q/01/2024/2025	Tender for supply and delivery of electronic materials and equipment.	Youths, Women and PWD.
MTTVC/PRE-Q/02/2024/2025	Tender for supply and delivery of cutlery, utensils and kitchen appliances,	Youths, Women and PWD
MTTVC/PRE-Q/03/2024/2025	Tender for supply and delivery of detergents, cleaning materials and sanitary materials.	Youths, Women and PWD
MTTVC/PRE-Q/04/2024/2025	Tender for provision of printing and binding services e.g., Goods received Note, invoices, Receipt books, Envelopes, Identity Cards etc.	Youths, Women and PWD
MTTVC/PRE-Q/05/2024/2025	Tender for supply and delivery of general office equipment e.g., computers, printers, laptops, iPad, cameras, mobile phones, calculators, public address system etc.	Youths, Women and PWD
MTTVC/PRE-Q/06/2024/2025	Tender for provisions of photography and videography services.	Youths, Women and PWD
MTTVC/PRE-Q/07/2024/2025	Tender for provision of minor construction and repairs.	Youths, Women and PWD

**CATEGORY B; GOODS SUPPLY: OPEN**

MTTVC/PRE-Q/08/2024/2025	Tender for supply and delivery of sports uniforms and sports equipment's.	Open
MTTVC/PRE-Q/09/2024/2025	Tender for supply and delivery of beauty therapy and hair dressing materials/equipment.	Open
MTTVC/PRE-Q/10/2024/2025	Tender for supply and delivery of library textbooks/Reference materials.	Open
MTTVC/PRE-Q/11/2024/2025	Tender for supply and delivery of furniture and fittings e.g., Carpets, desks, curtain and furnishing materials	Open
MTTVC/PRE-Q/12/2024/2025	Tender for supply and delivery of natural building materials e.g., timber, bricks, sand, ballast and hardcore etc.	Open
MTTVC/PRE-Q/13/2024/2025	Tender for supply and delivery of general hardware e.g., plumbing materials, metal bars, iron sheets, cements, carpentry and masonry etc.	Open
MTTVC/PRE-Q/14/2024/2025	Tender for supply and delivery of metallic materials e.g., Beds, chairs, office chairs and desks, student chairs, staff chairs and desks, workshop tables etc.	Open

MTTVC/PRE-Q/15/2024/2025	Tender for supply and delivery of general stationeries.	Open
MTTVC/PRE-Q/16/2024/2025	Tender for supply and delivery of fashion design textiles, knitting materials.	Open
MTTVC/PRE-Q/17/2024/2025	Tender for provision of landscaping and beautification activities.	Open
MTTVC/PRE-Q/18/2024/2025	Tender for provision of repairs and maintenance of computers, printers, and accessories.	Open
MTTVC/PRE-Q/19/2024/2025	Tender for provision of repair and renovation of buildings e.g., Classrooms, workshops, kitchen, offices toilets, water pipes etc.	Open

### CATEGORY C: PROVISION OF SERVICES: OPEN

MTTVC/PRE-Q/20/2024/2025	Tender for provision of installation, repairs and maintenance of computers server, MIS service custom tailor-made software's and internet connectivity.	Open
MTTVC/PRE-Q/21/2024/2025	Tender for provision of consultancy services, human resource training, development services capacity building, customer satisfaction and alcohol and drug abuse etc.	Open
MTTVC/PRE-Q/22/2024/2025	Tender for provision of internet and website development and maintenance services.	Open
MTTVC/PRE-Q/23/2024/2025	Tender for provision of Asset tagging and signage design.	Open
MTTVC/PRE-Q/24/2024/2025	Tender for provision of repair and maintenance of workshop equipment and machines.	Open

Pursuant to section 57 and 71 of the public procurement and asset disposal Act 2015, Machakos Town Technical and Vocational College wishes to update list of registered suppliers, contractors and consultants in various specific categories of goods, works and services.

In order to be considered for procurement opportunities, interested firms are required to submit registration application documents for specific categories. Registration documents may be obtained by interested Bidders from Machakos Town Technical and Vocational College Procurement Office, during working hours upon depositing a non-refundable fee of Kshs 1000 to institute Account and present the deposit slip to the Accounts office. Bidders may download the documents from our website: [www.machakostowntvc.ac.ke](http://www.machakostowntvc.ac.ke) free of charge and notify the college immediately by email: [machakostowntvc@gmail.com](mailto:machakostowntvc@gmail.com). Interested applicants will be registered for a maximum of three (3) categories

#### NOTE

1. For people living with disability (PWD), must attach registration documents with the special groups.
2. For special groups (youth, women, people living with disability category), the supplier must attach certificate or registration from Registrar of companies and AGPO Certificate.
3. Failure to meet any of these requirements may lead to automatic disqualification of the tender.

Dully filled in and completed pre-qualification documents in plain sealed envelopes clearly marked: **“the-Tender Number/ Pre-Qualification No and Description”** without identifying the tenderer should be addressed to

**The Principal / Secretary BoG,  
Machakos Town Technical and Vocational College  
P.O Box 3544-90100  
MACHAKOS**

And deposited in the tender box located at the procurement office so as to be received on or before **Wednesday, 20<sup>th</sup> November, 2024 at 11:00 AM.** Tender documents will be opened immediately after closing in presence of interested Bidders or their representatives who choose to attend the opening session at the **College Boardroom.**

Any Canvassing will lead to automatic disqualification of the Bidder.

**Account details:** KCB BANK (Machakos Town Technical and Vocational College)

**A/c. No. 1322796858 OR PAYBILL 522 522 A/C NO. 7794517**

## TENDER REGISTRATION GUIDELINES

### 1.1 Introduction

The Machakos Town TVC would like to invite interested bidders to supply and deliver various goods, services and works on need basis. Interested bidders must qualify by meeting the set criteria provided in this tender document.

### 1.2 Tender/Registration objective

The main objective is to supply and deliver assorted items and also provide services or works under the relevant tenders/quotations to Machakos Town TVC as and when required during the stated period.

### 1.3 Invitation of Tender/Registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Tender / registration documents to **The Principal, Machakos Town Technical and Vocational College, P.O. Box 3544-90100, Machakos**. The prospective suppliers are required to provide mandatory information for registration.

### 1.4 Experience

Prospective suppliers must have carried out successful supply and delivery of similar items/services to Government/Corporation/institutions of similar size and complexity **except for Youth, Women and Persons with Disabilities companies**. All potential suppliers must demonstrate the willingness and commitment to meet the registration criteria.

### 1.5 Tender/Registration Document

- a) This Tender document includes the advert, the questionnaire and price quotations.
- b) The Registration document includes the advert and the questionnaire.
- c) In order to qualify, prospective suppliers must submit all the information and documents as prescribed by the tender document.

### 1.6 Machakos Town TVC Obligation

Machakos Town TVC reserves the right to accept or reject any tender either in whole or part and is not bound to give reasons for its decision.

### 1.7 Submission of Tender/Registration Documents

A copy of the tender/registration documents shall be submitted to reach:

**PRINCIPAL/BoG SECRETARY  
MACHAKOS TOWN TECHNICAL  
AND VOCATIONAL COLLEGE  
PO BOX 3544-90100  
Machakos**

On or before Wednesday, **20<sup>th</sup> November, 2024 AT 11.00 A.M**

### 1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the **Principal, Machakos Town** on the email; [www.machakostowntvc@gmail.com](mailto:www.machakostowntvc@gmail.com)

### 1.9 Additional Information

Machakos Town Technical and Vocational College may request submission of additional information from prospective bidders when need arises, during the evaluation process for the registration.

**1.10 Category B Suppliers**

Request for quotations will be made available only to those bidders whose qualifications are accepted by Machakos Town Technical and Vocational College after scoring at least **70% of total rating for bidders in the Open categories.**

**1.11 Reserved categories**

**Youth, Women and Persons with Disabilities** Companies shall be required to submit all the relevant and applicable documents for the respective categories as listed under **Form T-1.**

**2. BRIEF TENDER REGULATIONS/GUIDELINES**

**2.1 Taxes on Imported Materials**

The Supplier shall pay custom duty, V.A.T and all other applicable taxes as required by the law.

**2.2 Customs Clearance**

The Supplier shall be responsible for custom clearance of their imported goods and materials.

**2.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required and **the contract price shall not be varied during the contract period.** Quantities may increase or decrease as determined by demand on the authority of the Principal Machakos town TVC. Prices quoted should be inclusive of all delivery charges and taxes applicable.

**2.4 Payments**

All purchases shall be on credit of a minimum of **sixty (60) days** or as may be stipulated in the Contract Agreement.

**3. TENDER REGISTRATION DATA INSTRUCTIONS**

**3.1 Tender data forms**

The attached questionnaire forms T-1, T-2, T-3, T-4, T-5, T-6, T-7 and T-8, are to be completed by prospective suppliers/contractors who wish to tender for the specific tender.

**3.1.1** Tender forms which are not duly filled and submitted in the prescribed manner will not be considered. All the documents that form part of the tender must be legible and written in ink.

**3.2 Qualification**

**3.2.1** The tender data on prospective bidders is to be used by Machakos town TVC in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender as described.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgement of Machakos Town TVC they possess capability, experience, qualified personnel available, suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

### **3.3 Essential Criteria for Tendering**

#### **3.3.1 Experience**

Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items. Potential supplier/contractor should show competence, willingness and capacity to service the tender. **(Not applicable for Tenders to youth, women and persons with disabilities).**

#### **3.3.2 Past Performance**

Past performance of the bidders will be given due consideration. Letter of reference from at least three (3) past customers should be included in Form T- 6. **(Not applicable for Tenders to youth, women and persons with disabilities).**

#### **3.3.3 Personnel**

The names, pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form T-3.

#### **3.3.4 Financial Condition**

**3.3.4.1** The Supplier's financial condition will be determined by the last **two (2)** years financial statements submitted with the tender documents as well as letters of reference from their bankers regarding the bidders' credit position. **(Not applicable for Tenders to youth, women and persons with disabilities).**

**3.3.4.2** Potential bidders should provide evidence of financial capability to execute the tender. Information to be filled in Form T-4 **(Not applicable for Tenders to youth, women and persons with disabilities).**

#### **3.4 Anti-Corruption Declaration Pledge form**

Potential bidders should affirm not to engage in corrupt or fraudulent practices and a declaration that the bidder or his sub-contractors or personnel are not debarred from participating from procurement proceeding. Information to be filled in Form R-7.

#### **3.5 Statement**

Application must include a sworn statement Form T-8 by the bidder.

#### **3.6 Withdrawal of Tender.**

Should a condition arise between the time the firm is registered to bid and the bid opening date or during the contract period which could substantially change the performance and qualification of the bidder or the ability to perform, then Machakos Town TVC will disqualify the tender from such a bidder.

#### **3.7 Bidders' documentations**

**3.7.1** The firm must have a fixed Business Premise, valid post office address, valid telephone, valid email address and must have valid registration documents as required (copies of which must be attached).

**3.7.2** The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate (copies of which must be attached).

**3.7.3 TENDER EVALUATION CRITERIA FOR (OPEN)**

	<b>Requirements</b>	<b>Score (Marks)</b>
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	40
3	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
4	Dully filled and stamped Sworn Statement	10
	<b>TOTAL</b>	<b>100</b>

**TECHNICAL EVALUATION CRITERIA: RESERVED (YOUTH/PWD/WOMEN) CATEGORIES**

	<b>Requirements</b>	<b>Score (Marks)</b>
1	Duly filled Registration Data	30
2	Duly filled Confidential Business Questionnaire	40
2	Dully filled and stamped Sworn Statement	15
3	Dully filled -Letter of Application -Declaration form	15
	<b>TOTAL</b>	<b>100</b>

**NB**

**The minimum pass mark to qualify for registration shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage hence shall not be registered as supplier, contractor or consultants for the financial year 2024/2025**



**Interested applicants must provide the following:**

<b>S/NO</b>	<b>Requirements</b>	<b>Remark</b>
1.	Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate up to date	Mandatory
3.	Copy of valid Business Permit	Mandatory
4.	Company profile	Mandatory
5.	CR12 for limited company or ID Card for sole-proprietorship	Mandatory
6.	Valid AGPO Certificate for the Reserved groups and up to date	Mandatory
7.	Duly Completed Confidential Business Questionnaire	Mandatory
8.	For Repair & Maintenance works Firms MUST be registered by NCA 7 and above	Mandatory
9.	Must have valid Practicing License from relevant bodies where applicable. (Registration with the Insurance Regulatory Authority for provision of insurance)	Mandatory
10.	For provision of Ticketing Services prospective service providers MUST be registered with KCAA	Mandatory
11.	The document should be legible and presentable. All pages of the bid document submitted MUST be sequentially serialized or paginated from 1 <sup>st</sup> page to the last page.	Mandatory

**(30points)**

**Firms that do not submit the specified mandatory documents will be deemed to be unresponsive**

**FORMT-2-REGISTRATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We.....

**(Name of**

**Company/Firm)**Here by apply for registration as supplier(s) of;

a. **Item description**.....

b. **Tender No.** .....

c. **Post office address** .....

d. **Email address** .....

e. **Telephone Number** .....

- f. **Town** .....
- g. **Street** .....
- h. **Name of building** .....
- i. **Room/Office Number**.....**Floor Number** .....
- j. **Full name of the applicant** .....
- k. **Other branch's location** .....

**ORGANIZATION & BUSINESS INFORMATION MANAGEMENT PERSONNEL**

**Chief Executive officer** .....

**Secretary**.....

**General Manager**.....

**Treasurer**.....

**Other** .....

**Names of Partners (if available)**

- 1. ....
- 2. ....
- 3. ....

**Business founded or incorporated in year**.....

**Under present management since Year**.....**Month**.....**Day**.....

**Net worth equivalent Kshs**.....

**Bank reference and address** .....

**Indicate terms of trade/sale:** .....

**Name of firm:** .....

**Name of designated Officer:** .....

**Signature, date and official stamp**.....

**(5 Points)**

**FORM T-3 FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach copies of the last two years Audited accounts or two year's certified bank statements for sole proprietors (7) marks
- (2) Attach letters of recommendation from the firm's bankers- (7) marks.
- (3) State Credit period (minimum proposed is 60 days) – (6) marks

**(Not applicable for Youth, Women and Persons with Disability)  
(20 Points)**

**T-4 CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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.

NB: 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.....  
 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 PROPRIETORS**

Your Name in Full.....Age.....  
 Nationality.....Country of Origin.....  
 Citizenship Details.....

**PART 2 (B) PARTNERSHIPS**

Given Details of partners as follows:

Name .....  
 Nationality .....  
 Citizenship  
 Details.....  
 Shares.....

Name .....  
 Nationality .....  
 Citizenship  
 Details.....  
 Shares.....

**(10 Points)**

**FORM T-5 PAST EXPERIENCE**

Names of The Bidder’s Clients in the Last Two Years and Values of tenders

**1. Name of 1st Client (organization)**

- a) Name of Client (organization) .....
- b) Address of Client (organization) .....
- c) Name of Contact Person at the Client (organization) .....
- d) Telephone No. of Client .....
- e) Duration of Contract (date) .....
- f) Signature and Stamp of Organization.....

**2. Name of 2nd Client (organization)**

- a) Name of Client (organization) .....
- b) Address of Client (organization) .....
- c) Name of Contact Person at the Client (organization) .....
- d) Telephone No. of Client .....
- e) Duration of Contract (date) .....
- f) Signature and Stamp of Organization.....

**3. Name of 3rd. Client (organization)**

- a) Name of Client (organization) .....
- b) Address of Client (organization) .....
- c) Name of Contact Person at the Client (organization) .....
- d) Telephone No. of Client .....
- e) Duration of Contract (date) .....
- f) Signature and Stamp of Organization.....

**4. ATTACH DOCUMENTAL EVIDENCES OF EXISTENCE OF CONTRACTS.  
(MANDATORY)**

(10 Points)

**3 Marks for each an additional document  
(Not applicable for Youth, Women and Persons with Disability)**

**FORM T-6-LITIGATION HISTORY**

**Name of Bidder**.....

Bidders should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

<b>Year</b>	<b>Award for or against</b>	<b>Name of client cause of litigation and matter in dispute</b>	<b>Disputed amount (current value, Ksh.Equivalent</b>

**(5 Points)**

**FORM T-7: ANTI -CORRUPTION DECLARATION PLEDGE**

I/WE..... declare that I/WE recognize that Public Procurement is based on a free and fair competitive Tendering process which should not be opened to abuse.

I/WE..... Declare that

I/WE will not offer or facilitate directly or indirectly any inducement or reward to any public officer, their relations or business associates, in accordance with the tender No.....for or in the subsequent performance of the contract if I/WE/am/are successful.

Signature.....

(By Chief Executive Officer or Authorized representative).

Date.....

**(5 marks)**

**FORM T-8- SWORN STATEMENT**

Having studied the tender information above I/We hereby state:

The information furnished in our application is accurate to the best of our knowledge.

**FOR CATEGORY A**

I/We acknowledge that if successful, this grants the right to fulfill the tender on the basis of provisions in the tender contract document.

**FOR CATEGORY B**

I/We acknowledge that if successful, this grants the right to participate in due time in the submission of quotation on the basis of provisions in the quotation documents.

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

**Date;** .....

**Applicant's Name;** .....

**Represented by;** .....

**Signature;** .....

**(Full name and designation of the person signing and stamp or seal)**

**(5 marks)**

**REGISTRATION FORM**

**Company/Business Name:** .....

**Category No:** .....

**Category Description:** .....

**NOTE: Bidders are required to provide their contact details as shown below.**

Name of the firm: .....

Contact Person: .....

Telephone: .....

Email address: .....

Postal Address: P.O. Box ..... Code: .....

City/Town.....

Location of Business: .....

**FOR OFFICIAL USE**

**Tender Evaluation Committee Comment**

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

APPLICATION APPROVED

APPLICATION NOT  
APPROVED