



MINISTRY OF EDUCATION
State Department for Technical, Vocational Education and
Training
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 Tel: 0113814680 or 0784604682
Excel in Skills and Technology



TENDER DESCRIPTION: REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR THE FINANCIAL YEAR 2026-2028.

COMPANY/BUSINESS NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

Tick where applicable

Open

☐

Reserved

Youth

☐

Women

☐

PWD

☐

CLOSING DATE AND TIME: 1st October, 2026 AT 11:00 AM

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TENDER ADVERT

INVITATION FOR REGISTRATION OF SUPPLIERS FY 2026/ 2028

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 2026/2028

CATEGORY A: RESERVED FOR YOUTHS, WOMEN AND PEOPLE WITH DISABILITIES

Tender reference code	Tender Description	Eligibility
MTTVC/001/2026-2028	Tender for Supply and delivery of cleaning materials and related equipment etc.	Youths, Women and PWD
MTTVC/002/2026-2028	Tender for Supply and delivery of hospitality materials e.g., cutlery, and kitchen appliances etc.	Youths, Women and PWD
MTTVC/003/2026-2028	Tender for Supply and delivery of general stationeries e.g. reams, files etc.	Youths, Women and PWD
MTTVC/004/2026-2028	Tender for supply and delivery of fresh vegetables and fruits e.g. cabbages, onions, potatoes, Kales, nduma, ngwasi, oranges, melons etc.	Youths, Women and PWD
MTTVC/005/2026-2028	Tender for supply and delivery of cooking gas, dry firewood and charcoal etc.	Youths, Women and PWD
MTTVC/006/2026-2028	Tender for supply and delivery of cereals like white maize, Beans, Ndengu etc.	Youths, Women and PWD
MTTVC/007/2026-2028	Tender for supply and delivery of food stuffs e.g. Sugar, tea leaves, milk, cooking fat, salt, rice and maize flour etc.	Youths, Women and PWD
MTTVC/008/2026-2028	Tender for Provision of printing and binding services e.g. Envelopes and Identity Cards for students and staff etc.	Youths, Women and PWD
MTTVC/009/2026-2028	Tender for Provision of internet and website development and maintenance services etc.	Youths, Women and PWD
MTTVC/010/2026-2028	Tender for Provision of Asset tagging and signage design etc.	Youths, Women and PWD
MTTVC/011/2026-2028	Tender for Provision of landscaping and beautification activities etc.	Youths, Women and PWD

CATEGORY B: SUPPLY OF GOODS

Tender reference code	Tender Description	Eligibility
MTTVC/012/2026-2028	Tender for Supply and delivery of fashion design tailoring and dressmaking equipment, tools and materials etc.	Open
MTTVC/013/2026-2028	Tender for Supply and delivery of general office equipment and general office supplies e.g. Epson ink, tonners, computers, printers, laptops, cameras, mobile phones, calculators, public address system etc.	Open
MTTVC/014/2026-2028	Tender for Supply and delivery of sports uniforms and sports equipment etc.	Open
MTTVC/015/2026-2028	Tender for Supply and delivery of beauty therapy and hair dressing equipment, tools and materials etc.	Open
MTTVC/016/2026-2028	Tender for Supply and delivery of office furniture and trainee chairs etc.	Open
MTTVC/017/2026-2028	Tender for Supply and delivery of natural building materials e.g., timber, bricks, sand, ballast and hardcore etc.	Open
MTTVC/018/2026-2028	Tender for Supply and delivery of general hardware e.g., plumbing materials, metal bars, iron sheets, cement etc.	Open
MTTVC/019/2026-2028	Tender for Supply and delivery of Electrical and Electronic Engineering equipment, materials and fittings etc.	Open
MTTVC/020/2026-2028	Tender for Supply and delivery of agricultural inputs, tools and equipment etc.	Open
MTTVC/021/2026-2028	Tender for Supply and delivery of automotive, welding materials and equipment etc.	Open

CATEGORY C: PROVISION OF SERVICES

Tender reference code	Tender Description	Eligibility
MTTVC/022/2026-2028	Tender for Provision of installation, repairs and maintenance of computers server, MIS service custom tailor-made software's, internet connectivity etc.	Open
MTTVC/023/2026-2028	Tender for Provision of repairs and maintenance of computers, printers etc.	Open
MTTVC/024/2026-2028	Tender for Provision of repair and maintenance of workshop equipment and machines etc.	Open
MTTVC/025/2026-2028	Tender for Provision of insurance services for trainees on industrial training etc.	Open
MTTVC/026/2026-2028	Tender for Provision of insurance services for assets, property etc.	Open
MTTVC/027/2026-2028	Tender for Provision of Consultancy services for Audit etc.	Open
MTTVC/028/2026-2028	Tender for Provision of Consultancy services for Human Resource etc.	Open
MTTVC/029/2026-2028	Tender for provision of Legal Services etc.	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.

Mandatory requirements

1. Business registration certificate.
2. KRA Pin certificate and valid KRA tax compliance certificate.
3. Signed form of tender.
4. Registration certificate with relevant body i.e. AGPO certificate National council of people with disabilities and ministry of public service youth and gender affairs.
5. Current trade business permit.
6. Copy of original institute receipt for bought documents.
7. Detailed company profile.
8. Copy of valid trade license from relevant authorities.
9. Dully filled and stamped confidential business questionnaire with disclosure of directors/ partners/ sole proprietor.

Interested eligible bidders may obtain tender documents from procurement office during working hours upon depositing a non-refundable fee of Kshs 1000 (one thousand) per category to institute Account or Pay bill and present the deposit slip or pay bill transaction message to the Accounts office. Bidders may download the documents from our website: www.machakostowntvc.ac.ke free of charge and notify the college immediately by email: machakostowntvc@gmail.com

Interested applicants will be registered for a maximum of three categories

Account details: KCB BANK; Machakos Branch

Account name: Machakos Town Technical and Vocational College

A/c. No. 1322796858 OR PAYBILL 522 533 A/C NO. 7794517

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. Canvassing is highly discouraged and may lead to automatic disqualification.
3. Failure to meet any of these requirements may lead to automatic disqualification of the tender.
4. Bidding Companies should attach valid CR12 Certificate

Dully filled in and completed pre-qualification documents in plain sealed envelopes clearly marked: Pre-qualification reference code, pre-qualification description should be addressed to

The Principal / Secretary BoG,

Machakos Town Technical and Vocational College

P.O Box 3544-90100

MACHAKOS

And dropped in the tender box situated at the administration's block at Machakos Town Technical and Vocational College on or before 1st October 2026 AT 11:00 AM

The documents will be opened immediately thereafter in the institute's boardroom in presence of interested bidders/or their representatives who choose to attend.



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 and the questionnaire
- b) 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

MACHAKOS TOWN TECHNICAL AND

VOCATIONAL COLLEGE PO BOX 3544-

90100 Machakos

On or before 1st October 2026 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;

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)

	Requirements	Score (Marks)
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
	TOTAL	100

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

	Requirements	Score (Marks)
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
	TOTAL	100

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 2026/2028

FORM T-1 TENDER DOCUMENTATION

Interested applicants must provide the following:

S/NO	Requirements	Remark
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.	The document should be legible and presentable. All pages of the bid document submitted MUST be sequentially serialized or paginated from 1 st 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)

FORMT-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.

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

(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... .. fo r 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

☐