



NAIVASHA TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX 574-20117

NAIVASHA

Tel- 0740429247

[procurement@ntvc.ac.ke](mailto:procurement@ntvc.ac.ke)

[www.ntvc.ac.ke](http://www.ntvc.ac.ke)

REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEAR 2025-2026 AND  
2026-2027

TENDER NO. NTVC/REG/02/2025-2027

MARCH 2025

<b>Table of Contents</b>	<b>Page</b>
1. INVITATION FOR REGISTRATION .....	3
2. INSTRUCTIONS TO TENDERERS .....	6
3. APPENDIX TO INSTRUCTIONS TO CANDIDATES.....	11
4. REGISTRATION DATA.....	13
5. CONFIDENTIAL BUSINESS QUESTIONNAIRE .....	14
6. PAST EXPERINCE .....	15
7. LITIGATION HISTORY .....	16
8. SWORN STATEMENT.....	17

## INVITATION FOR REGISTRATION

Tender No. **NTVC/REG/02/2025-2027**

Tender Name: **REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEAR 2025-2026 /2026-2027**

Naivasha Technical and Vocational College invites all interested and eligible bidders to apply for registration for the two financial years.

### A) SUPPLY OF GOODS

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>CATEGORY</b>
NTVC/A1/2025-2027	Supply and delivery of General office Stationery, cleaning and sanitary items i.e.tissues,serviettes,detergents etc	WOMEN
NTVC/A2/2025-2027	Supply and delivery of Electrical and electronic materials	OPEN
NTVC/A3/2025-2027	Supply and delivery of hardware and mechanical materials	OPEN
NTVC/A4/2023-2025	Supply and Delivery of ICT accessories related equipment for both training, examinations and office work	YOUTH
NTVC/A5/2025-2027	Supply and Delivery of Furniture, fixtures and fittings	OPEN
NTVC/A6/2025-2027	Supply of fresh milk and bread and other vegetables/ firm produce	AGPO/ Community Participation
NTVC/A7/2025-2027	Supply and Delivery of Building materials eg.stones,barrast, sand etc.	OPEN
NTVC/A8/2025-2027	Supply and Delivery of Library Books, periodicals and Journals	OPEN
NTVC/A9/2025-2027	Supply and Delivery of sports gear equipment	YOUTH
NTVC/A10/2025-2027	Supply and Delivery of Kitchen cutlery, utensils and Kitchen appliances	PWD
NTVC/A11/2025-2027	Supply and Delivery of Staff uniforms, Dust-coats, Office Curtains & Sheers	WOMEN
NTVC/A12/2025-2027	Supply and Delivery of marketing materials eg.bronchures,fliers,banners,teardrops .any other branded item for marketing	OPEN
NTVC/A13/2025-2027	Supply, delivery and installation of cabros, slabs and garden chairs	OPEN

## B) PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION	CATEGORY
NTVC/B1/2025-2027	Provision of Asset Labeling Services	AGPO
NTVC/B2/2025-2027	Repair of Office Furniture and Fittings	AGPO
NTVC/B3/2025-2027	Provision of maintenance of Lathe machines and other mechanical / electrical equipment's	OPEN
NTVC/B4/2025-2027	Provision of minor works e.g. building construction, renovations, plumbing, tiles, repainting, Masonry, welding, metal works.	OPEN
NTVC/B5/2025-2027	Provision of repairs and servicing of office equipment e.g. photocopiers, printers, LCD Screens, Projectors and UPS.	YOUTHS
NTVC/B6/2025-2027	Supply and delivery of General Printing Services	AGPO
NTVC/B7/2025-2027	Provision of Students Insurance Covers	OPEN
NTVC/B8/2025-2027	Servicing and maintenance of firefighting equipment	OPEN
NTVC/B9/2025-2027	Hiring of Tents ,chairs and PA system	OPEN
NTVC/B10/2025-2027	Provision of minor repair and electrical maintenance	OPEN

## C) PROVISION OF CONSULTANCY SERVICES

CATEGORY NO.	ITEM DESCRIPTION	CATEGORY
NTVC/C1/2025-2027	Provision of Team Building, Management Training, Capacity Building services	OPEN

## **REQUIREMENTS**

Prospective suppliers shall be required to submit the following MANDATORY documents as proof of their eligibility: -

1. Certificate of Registration/ Incorporation
2. Valid Tax Compliance Certificate
3. The Person/ firm MUST NOT be debarred by the Public Procurement Regulatory Authority (provide statement / Declaration)
4. Copy of current Trade License

5. Company profile
6. Valid AGPO Certificate for the reserved groups
7. Duly completed Confidential Business Questionnaire
8. For repair & maintenance works, firms MUST be Registered by NCA

***Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, and proof of membership to a professional body where relevant should be attached.***

The registration documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded free of charge from our website: [www.ntvc.ac.ke](http://www.ntvc.ac.ke) or the Public Procurement Information Portal. [www.tenders.go.ke](http://www.tenders.go.ke)

Applicants who download the tender documents shall email their company/ Business names, contact details, registration numbers and category to [procurement@ntvc.ac.ke](mailto:procurement@ntvc.ac.ke)

Complete Tender/ registration documents in plain sealed envelopes, clearly marked with the Tender Number and Tender Name as particularly described in the Tender documents, should be addressed to:

**THE PRINCIPAL  
NAIVASHA TECHNICAL AND VOCATIONAL COLLEGE  
P. O BOX 574-20117  
NAIVASHA**

And be deposited in the Tender box located at the College Reception, so as to be received on or before **30<sup>th</sup> April 2024 at 1000hours.**

This exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

## SECTION II

## INSTRUCTIONS TO TENDERERS

### 2.1 Format and Signing of Applications

2.1.1 Naivasha Technical & Vocational College (NTVC) would like to invite interested candidates who must qualify by meeting the set criteria as provided by NTVC to perform the contract of provision of goods, services and works to NTVC.

### 2.2 Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in the Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**. In addition, the applicant shall submit one copy of the same registration document clearly marked **COPY**. In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the registration document shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the applicant. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

### 2.3 Submissions of Applications

2.3.1 Applications for registrations shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **30<sup>th</sup> April 2025 at 1000hours.**

Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.2 The candidate shall seal the original and copy of the registration document in separate envelopes duly marking the envelopes **ORIGINAL** and **COPY**. The envelopes shall then be sealed in an outer separate envelope. The inner and outer envelopes shall:

- a) Be addressed and delivered to the location at the addresses provided in the invitation for registration and the registration advertisement.
- b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub-clause 2.2.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared **“late”** pursuant to clause 2.3.1

2.3.3 If the outer envelope is not sealed and marked as instructed above, NTVC will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the candidate's identity NTVC will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

## **2.4 Eligible Candidates**

2.4.1 Suppliers registered with Registrar of companies under the Laws of Kenya in respect merchandise or services are invited to submit their application documents to NTVC so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration- Form RQ-1

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to NTVC, as NTVC shall reasonably request.

## **2.5 Qualification Criteria**

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, and RQ-5 are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 The registration application forms which are not filled out completely and submitted in the prescribed manner will not be considered.

### **2.5.3 Experience**

A part from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

### **2.5.4 Personnel**

The names and any other pertinent information of key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

### **2.5.5 Financial Condition**

The Supplier's financial condition will not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

### **2.5.6 Confidential Business Questionnaire**

The general information and details of business and location should be included in Form RQ-2

### **2.5.7 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers should be included in Form RQ-3

### **2.5.8 Litigation History and Sworn Statement**

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given- Form RQ-5.

## **2.6 Cost Application**

The registration document shall be availed to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and NTVC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

## **2.7 Clarification of Registration Documents**

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify NTVC in writing or by email at NTVC's procurement email address indicated in the registration data.

2.7.2 NTVC will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of NTVC's response to queries raised by applicants (including an explanation of the query but without disclosing the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

## **2.8 Amendment of Registration Documents**

2.8.1 At any time prior to the deadline for submission of applications, NTVC may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing a subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to NTVC/ Supply Chain Office.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, NTVC, may at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1

## **2.9 Deadline for Submission of Registration Documents**

2.9.1 Applications must be received by NTVC at the address specified in Sub- Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 NTVC may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of NTVC and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

## **2.10 Opening of Registration Documents**

2.10.1 NTVC will open the applications in the presence of applicant's designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicant's representatives who are present shall sign a register evidencing their attendance.

2.10.2 NTVC shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluations, irrespective of the circumstances.



## **2.11 Process to be Confidential**

2.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to participants or any other persons not officially concerned with such process until approval to the successful applicant has been announced.

Any effort by an applicant to influence NTVC's processing of applications or approval decisions may result in the rejection of the applications.

## **2.12 Clarification of Applications and Contacting NTVC**

2.12.1 To assist in the examination, evaluation, and comparison of applications, NTVC may, at its discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact NTVC on any matter relating to its application from the time of the opening to the time of the registration list is approved. If the applicant wishes to bring additional information to the notice of NTVC, S/he should do so in writing.

2.12.3 Any effort by any applicant to influence NTVC in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

## **2.13 Examination of Registration Documents and Determination of Reservations**

2.13.1 Prior to detailed evaluation of applications, NTVC will determine whether each application

- a) Has been properly signed and delivered pursuant to clause 2.3
- b) Is substantially responsive to the requirements of the registration documents; and
- c) Provides any clarification and/ or substantiation that NTVC may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservations.

A material deviation or reservation is one

- a) Which limits in any substantial way, inconvenient with the registration documents, NTVC's rights or the applicant obligations under the contract; or
- b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.13.3 If an application is not substantially responsive, it will be rejected and NTVC may not substantially be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

2.13.4 NTVC, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all requirements in the application for the registration document submitted.

## **2.14 Notification of Qualified Applicants**

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by NTVC within **thirty (60) days** from the date of opening of registration documents.

2.14.2 At the same time NTVC notifies qualified applicants that their applications are responsive, NTVC shall notify the other applicants whose applications are not responsive.

## **2.15 Evaluation and Comparison of Applications**

2.15.1 NTVC will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

## **2.16 Right to accept any Application and reject any or All Applications**

2.16.1 NTVC reserves the right to accept or reject any application, and to annual the registration process and reject all applications, at any time prior to approval of contract, without thereby incurring any liability to the affected applicant.

## **2.17 Notification of Approval**

Prior to expiration of the period of registration validity prescribed by NTVC, NTVC will notify successful applicants through a list to be uploaded on NTVC website.

## APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- i) Subject to Clause 2.2.1 and 2.3.2 on format & signing of applications and submissions of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document and **ONE COPY**.
- ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, evaluation criteria shall be as follows:-

### A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

S/No.	Requirements	Score
1	Certificate of Registration/Incorporation	Mandatory
2	Certified Copy of Valid Tax Compliance Certificate/ exemption certificate	Mandatory
3	For works, firms MUST be registered by NCA	Mandatory
4	Copies of registration with relevant regulatory bodies where applicable e.g. IRA, IHRM etc.	Mandatory
5	Current practicing certificates for professionals where applicable	Mandatory
6	AGPO certificate where applicable	Mandatory
7	Current business permit	Mandatory

Any applicant who fails to provide ALL the mandatory requirements shall NOT proceed to the next stage of the evaluation.

### 2.5 Qualification Criteria

Registration will be based on meeting the minimum requirements to paa in the criteria set as shown below. The attached Questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4 and RQ-5 are to be completed by prospective suppliers who wishes to be registered for submission of Tenders.

### EVALUATION CRITERIA

S/No.	Requirements	Score
1	Dully filled Registration Data	20
2	Dully filled Confidential Business Questionnaire	40
3	Relevant Past Experience; Provide names of three clients (organizations)	
	i) First client (attach documental evidence)	10
	ii) Second client (attach documental evidence)	10
	iii) Third client (attach documental evidence)	10
4	Litigation History (Provide current sworn affidavit)	10
	<b>TOTAL</b>	<b>100</b>

**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.**

SUPPLIERS APPLICATION FORM

I/we..... hereby apply for registration  
(Name of the Company/Firm)

As suppliers of .....  
(Item Description)

Category No. ....

Organization & Business Information

Management Personnel ..... Job Title .....

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

Partnership (if applicable)

Names of partners  
.....  
.....  
.....  
.....

Indicate terms of trade/Sale/Payment .....  
(20 points)

Enclose copy of profile of the firm indicating the main fields of activities

**FORM RQ-2**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) whichever applies to your type of business.

**You are advised that it is a serious offense to give false information on this form**

**Part 1- General:**

Business Name .....

Locaion of Business Premises .....

Street/Road .....

Postal Address ..... Tel No. ....

Business Email: ..... Nature of Business .....

Current Trade License No. .... Expiring Date. ....

Maximum Value of Business which you can handle at any given time: Ksh.....

Name of your Banker: .....Branch .....

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

Your Name in Full ..... Age .....

Nationality ..... Country of Origin .....

Citizenship Details .....

**Part 2 (b) Partnership:**

Given Details of partners as follows:

Name	Nationality	Citizenship Details	Shares

**(40 Points)**

**FORM RQ-3 PAST EXPERINCE NAMES OF AT LEAST THREE CLIENTS**

**1. 1<sup>st</sup> Client (Organization)**

Name: .....

Addresses: .....

Name of contact Person: .....

Telephone No: .....

Duration of Contract (date): .....

Signature and Stamp of Organization. ....

**2. 2<sup>nd</sup> Client (Organization)**

Name: .....

Addresses: .....

Name of contact Person: .....

Telephone No: .....

Duration of Contract (date): .....

Signature and Stamp of Organization. ....

**3. 3<sup>rd</sup> Client (Organization)**

Name: .....

Addresses: .....

Name of contact Person: .....

Telephone No: .....

Duration of Contract (date): .....

Signature and Stamp of Organization. ....

**(30 points)**

**FORM RQ-4**

**LITIGATION HISTORY**

Name of Contract Supplier .....

Contractors/ Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

<b>YEAR</b>	<b>AWARD FOR OR AGANIST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUES, KSHS. EQUIVALENT)</b>

**(10 Points)**



**FORM RQ-5**

**SWORN STATEMENT**

Having studied the Registration information for the above project we/ I hereby state:

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/ I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotations on the basis of provision in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that our/my ability to respond to participate in quotations/tenders, we commit ourselves to inform you and acknowledge your right to review the registration made.
- d. We/I enclose all the required documents and information required for the registration evaluation.

Applicant's Company Name:

.....

Represented By: .....

Date: .....

Signature & Stamp: .....

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