



KIENI TECHNICAL & VOCATIONAL COLLEGE

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CONTINUOUS REGISTRATION OF SUPPLIERS FOR PROVISION OF SERVICES AND SUPPLY OF GOODS FINANCIAL YEAR 2026- 2028.

CATEGORY: KTVC/REG/2026/27- 2027/28

CLOSING DATE: FRIDAY 26TH JUNE 2026 AT 11.00A.M.

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CATEGORY KTVC/REG/2026-2028

COMPANY NAME:

.....

TENDER NO:

.....

TENDER DESCRIPTION:

.....

PLEASE INDICATE YOUR GROUP BELOW: (X)

WOMEN

YOUTH

PERSONS WITH DISABILITY

OPEN

SECTION II: GENERAL REQUIREMENTS FOR REGISTRATION OF SUPPLIERS

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

PART I: DETAILS OF THE APPLICANT/BUSINESS QUESTIONNAIRES

1. Name of Applicant/Firm.....
2. Physical Address
3. Postal Address:4. Postal Code:
5. E-mail:6. Mobile Phone No.
7. Are you applying for open, youth, women or persons with disabilities?
8. Contact Person

9. Overview of the Enterprise

Type of ownership (Please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of employees (Please tick one)	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover Kshs)	
Experience in the sector in years	

Type of Ownership Details

Part 9 (a) - Sole Proprietor or name of registered business, where applicable

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

Identity/Passport No.....

Part 9 (b) - Partnership Details

NAMES	NATIONALITY	ID/PASSPORT NO	% SHARES

Part 9 (C) – Registered Company

State the nominal and issued capital of company

Nominal Kshs Issued kshs.....

Directors' Details

NAMES	NATIONALITY	ID/PASSPORT NO	% SHARES

10. Bank Account Name: Branch

11. Bank Account Number:

12. Current Trade License:

13. VAT Registration Number:

14. Type of business: SECTOR (TICK ONE)

AGRIBUSINESS	TRADE	HOSPITALITY& ENTERTAINMENT
MANUFACTURING	SERVICES	ICT
CONSTRUCTION	OTHERS	SPECIFY

15. Your trade terms (mode of payment- cash or period allowed..... Title:

.....
Signature: Date

PART II: EXPERIENCE (OPEN)

Applicant's three (3) reputable clients in the last three (3) years.

Attach proof of experience relevant to the category you choose to apply for by attaching the any of the following documents: - a) Copies of LPO

- b) Letter of award
- c) Completion certificate
- d) Contract document etc.

PARTIII: FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach copy of Audited Accounts for the last two years (2) with auditor's name and license number (open tender)
- (2) Attach certified letters of reference from the bankers regarding supplier's position(general)
- (3) certified copy of Bank Statement/Bank reference of not more than three months from date of applying(general)

LIST OF ATTACHMENTS MANDATORY FOR RESERVED GROUP

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application may be rejected:

- 1. Copy of certificate of incorporation/registration;
- 2. PIN Certificate;
- 3. Valid Tax Compliance/ Exemption Certificate;
- 4. Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability);
- 5. Business/Company profile;
- 6. Valid Certificate of Registration in a target group issued by the National Treasury (AGPO certificate);
- 7. National IDs/ Passports.
- 8. Valid NCA certificate for works
- 9. All forms should be filled in Section III

MANDATORY FOR GENERAL

- 1. Copy of certificate of incorporation/registration;
- 2. PIN Certificate;
- 3. VAT Registration Certificate;
- 4. Valid Tax Compliance/ Exemption Certificate;

- 5. Copy of certificate of registration with relevant regulatory bodies (NCA, HEALTH CERTIFICATE, FOOD AND BEVERAGE BOARD CERTIFICATE etc.); Where applicable.
- 6. Copy of current Trade License.
- 7. Audited Accounts for the last two years
- 8. Business/Company profile;
- 9. All forms should be filled in Section III

SECTION III:

FORM I: CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES.

- 1. What products/services do you want to be considered to supply.....
.....
- 2. Which quality standards certification have you attained in the last two years? (Attach copies)
- 3. Are you a manufacturer/wholesaler/retailer/other? (Please specify)
- 4. What is your average response time to a request for quotation/ proposal.....
- 5. What is your average response to delivery of goods/services after issuance of an L.P.O.....
- 6. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action.....
.....
- 7. If you are a current or previous supplier of goods or services to KIENI TECHNICAL AND VOCATIONAL COLLEGE (KIENI TVC), have you at any one time been issued with L.P.O and failed to supply goods within the agreed time or supplied inferior goods not within the specification)
.....
.....
- 8. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable Law.....
.....
- 9. Must confirm that the firm, its servants or agents have not offered and shall not offer inducements to procuring entity.....
.....

FORM II: ELIGIBILITY&LITIGATION HISTORY

Name of contractor/supplier.....

1. Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution. **(If YES attach the Legal documentary evidence that you are cleared)**

year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed Amount (Current Value, ksh (Equivalent))

2. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the public procurement regulatory authority or related public bodies.....

FORM III: SWORN STATEMENT

Having studied the pre-qualification /registered information, we/I hereby state that: -

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified/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 KIENI TECHNICAL & VOCATIONAL COLLEGE.
- 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 KIENI TECHNICAL & VOCATIONAL COLLEGE and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the prequalification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

f. Date.....

Applicant’s Name

.....
.....

Represented by

.....
.....

Signature

.....
.....

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

FORM IV: SELF DECLARATION FORMS

(r.47)

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE
MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL
ACT 2015.

I,, of Post Office Box
..... being a resident ofin the
Republic of do hereby make a statement as follows: - 1. THAT I am the
Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of
..... (Insert name of the

Company) who is a Bidder in respect of Tender No. for
..... (Insert tender title/description) for (Insert name of the
Procuring entity) and duly authorized and competent to make this statement. Kenya Subsidiary
Legislation, 2020 853

2. THAT the aforesaid Bidder, its directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.
.....
..... (Title) (Signature)

(Date).....

Bidder Official Stamp

FORM V: SELF DECLARATION FORMS

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY
CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Box being a resident of
..... in the Republic of do hereby make a statement as
follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of
..... (Insert name of the Company) who is a Bidder in respect
of

Tender No. for (Insert tender title/description) for
..... (insert name of the Procuring entity) and duly authorized and competent to make this
statement.⁸⁵⁴ *Kenya Subsidiary Legislation, 2020*

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any
corrupt or fraudulent practice and has not been requested to pay any inducement to any member of
the Board, Management, Staff and/or employees and/or agents of
..... (Insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any
inducement to any member of the Board, Management, Staff and/or employees and/or agents of
..... (Name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other
bidders participating in the subject tender.

5. THAT what is deponed to herein above is true to the best of my knowledge information
and belief.

(Title) Signature..... Date.....

Bidder's Official Stamp

FORM VI: CONFLICT OF INTEREST DECLARATION FORM

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing
business relationship with any KIENI TECHNICAL & VOCATIONAL COLLEGE employee.

Do you have a relationship with any employee that would cause conflict of interest?

.....
.....

I. declare, for and on behalf
of..... (company/firm) that all the
information furnished KIENI TECHNICAL & VOCATIONAL COLLEGE in connection with this
registration is true and accurate in all material respect. The institute is hereby authorized to make such
inquiries to the said information including with the firms/company's clients and bankers as it may deem
necessary without prior notice to the firm/company.

Information submitted by.....

Title.....

Signature..... Date.....

Stamp/seal.....

REQUEST FOR REVIEW

FORM FOR REVIEW (r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO..... OF.....20.....

BETWEEN

..... APPLICANT

AND

.....**RESPONDENT (Procuring Entity)**

Request for review of the decision of the..... (Name of the Procuring Entity ofdated the...day of20.....in the matter of Tender No.....of20..... for(Tender description).

REQUEST FOR REVIEW

I/We....., the above-named Applicant(s), of address: Physical address..... P. O. Box No..... Tel. No.....Email, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above-mentioned decision on the following grounds, namely:

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/order that:

- 1.
- 2.

SIGNED (Applicant) Dated on..... day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary

SECTION IV: EVALUATION CRITERIA

The KIENI TECHNICAL & VOCATIONAL COLLEGE will examine the tenders to determine sufficiency in responsiveness.

The points given to evaluation Registration criteria are as per the following evaluation Registration criteria matrix below:

EVALUATION CRITERIA I - (AGPO) RESERVED ONLY

A	MANDATORY REQUIREMENTS	COMPLIANCE YES/NO
A1	Copy of certificate of incorporation/registration	
A2	PIN Certificate	
A3	Valid Tax Compliance/ Exemption Certificate	

A4	Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability, Valid NCA certificate for works)	
A5	Valid Certificate of Registration in a target group issued by the National Treasury (AGPO certificate)	
A6	Business/Company profile	
A7	10. National IDs/ Passports.	

EVALUATION REGITERIA II - GENERAL PUBLIC(OPEN)

B	MANDATORY REQUIREMENTS	COMPLIANCE YES/NO
B1	Copy of certificate of incorporation/registration	
B2	PIN Certificate	
B3	Valid Tax Compliance/ Exemption Certificate	
B4	VAT Registration Certificate	
B5	Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability, Valid NCA certificate for works)	
B6	Copy of certificate of registration with relevant regulatory bodies (NCA, HEALTH CERTIFICATE, FOOD AND BEVERAGE BOARD CERTIFICATE etc.); Where applicable.	
B7	Copy of current Trade License	
B8	Audited Accounts for the last two years 2022 and 2023	
B9	Business/Company profile	

EVALUATION REGITERIA III - GENERAL REQUIREMENTS

C	GENERAL REQUIREMENTS	COMPLIANCE YES/NO

C1	PART 1: DETAILS OF THE APPLICANT/BUSINESS QUESTIONNAIRES	
C2	PART II: EXPERIENCE (for open) Reserved not required Indicate having undertaken similar assignment with at least 3 firms. Attach proof: copies of LPOs/ LSOs, letter of awards, contract or completion certificate.	
C3	PART III: FINANCIAL <ul style="list-style-type: none"> ○ Attach certified letters of reference from the bankers regarding supplier's REG edit position(general) ○ Original Bank Statement/Bank reference of not more than three months from date of applying(general) 	
C4	<ul style="list-style-type: none"> ○ Capability and Competence to deliver goods or services. (12points) ○ Eligibility & Litigation history ○ Sworn Statement ○ Self-Declaration forms (SD1 and SD2) ○ Conflict of Interest Declaration form 	

NB: Bidders must meet all the mandatory requirements to qualify. *(The technical evaluation team will verify the information submitted by applicants and may visit the physical premises. This will form part of the evaluation process).*

Declaration (for tenderer only)

The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above Registration criteria.

Q. Will you accept your bid to be evaluated based on the above registration criteria and abide by them during the entire period of the tender? *(Tick appropriately below)*

YES

NO

Sign..... Date..... Stamp.....

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EVALUATOR 1

ACCEPT

REJECT

EVALUATOR 2

ACCEPT

REJECT

EVALUATOR 3

ACCEPT

REJECT

The team leader of evaluation team will make comments below based on the findings

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

APPROVED

NOT APPROVED

Evaluated on date.....

By: -

Name sign.....

Name sign.....

Name sign.....

Name sign.....

Name Sign.....