

MINISTRY OF EDUCATION

STATE DEPARTMENT OF VOCATIONAL & TECHNICAL TRAINING

TIGANIAEAST TECHNICAL & VOCATIONAL COLLEGE

(Next to Mikinduri Market)

Technical Skills and Innovation for Self-Reliance and Sustainability

P.O. BOX 14 – 60607 MIKINDURI

TEL: 0745-911518 Email: tiganiaeasttvc@gmail.com

Website: www.tiganiaeasttechnical.ac.ke



SUPPLIER REGISTRATION DOCUMENT

REGISTRATION OF SUPPLIERS FOR THE SUPPLY OF GOODS
AND SERVICES FY 2025 - 2027

TENDERERS NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

IF SPECIAL GROUP PLEASE INDICATE BELOW: (☐)

WOMEN ☐

YOUTH ☐

PERSONS WITH DISABILITY ☐

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2025–2026 AND 2026–2027

SECTION I: INVITATION FOR REGISTRATION OF SUPPLIERS

- 1) Tigania East Technical and Vocational College intends to register interested and eligible firms for the supply of the goods, works and services for the period 2025-2026 and 2026-2027 financial years.
- 2) Registration documents can be obtained from the **Procurement Office**, during normal working hours upon payment of non- fundable fee of Kshs.1, 000.00 per set at the Finance Office or be downloaded for free from the institute website www.tiganiaeasttechnical.ac.ke or the PPIP portal at www.tenders.go.ke.
- 3) Completed registration documents in plain sealed envelopes clearly marked with **relevant category number and description** should be addressed to:

**The Principal,
Tigania East Technical and Vocational College
P.O. Box 14- 60607, Mikinduri.**

And be deposited in the tender box situated at the Administration Block **on or before 6th JUNE 2025 at 11:00 AM** Bids will be opened immediately thereafter in the presence of applicants or their representatives who wish to attend.

Please note that:

- **Reserved groups include Youth, Women and People with Disability.**
- Those who wish to be registered in more than one category will be required to download additional registration documents for each category
- All current registered suppliers **MUST APPLY** afresh.

SECTION 1 - EVALUATION CRITERIA

Tigania East Technical and Vocational College will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness. Applicants will be required to comply with ALL mandatory requirements as follows:

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

S/No	REQUIREMENTS	COMPLIANCE (YES/NO)
1.	Copy of certificate of registration/incorporation	YES/NO
2.	Copy of valid tax compliance certificate from KRA	YES/NO
3.	A copy of CR12 for companies issued within the last 6 months	YES/NO
4.	Valid registration certificate from The National Treasury for firms owned by Youth, Women and Persons With Disabilities(AGPO Certificate)for the reserved group	YES/NO
5.	Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, NCA, AAK, MISK, CA, LSK, ACPAK, ACPSK, ISPAK, PCB etc.	YES/NO
6.	All the pages of the tender document/attachments must be serialized	YES/NO
7.	Form 1: Duly filled, signed and stamped Disclosure of Interest Form	YES/NO
8.	Form 2: Duly filled, signed and stamped Certificate of Independent Tender	YES/NO
9.	Form 3: Duly filled, signed and stamped Self-Declaration form	YES/NO
10.	Form 4: Duly filled, signed and stamped Letter of registration	YES/NO
11.	Form 5: Duly filled, signed and stamped Confidential Business Questionnaire	YES/NO

NB: Bidders must meet **ALL** applicable mandatory requirements to qualify.

(The Evaluation Committee will verify the information submitted by applicants and may visit the physical premises of the applicants. Findings from such visits will form part of the evaluation process).

SECTION II- DECLARATIONS

FORM 1: FOR DISCLOSURE OF INTEREST- Interest of the Firm in Tigania East Technical and Vocational College.

- i) Are there any person/persons in Tigania East Technical and Vocational College who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in Tigania East Technical and Vocational College	Interest or Relationship with Tenderer
1			
2			
3			

Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of Tigania East Technical and Vocational College. regarding this tendering		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
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6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of Tigania East Technical and Vocational College who are directly or indirectly involved in the preparation of the Registration document or specifications of the Contract, and/or the Quotation/Tender evaluation process of such		
8	Tenderer has a close business or family relationship with a professional staff of Tigania East Technical and Vocational College who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to Tigania East Technical and Vocational College throughout the quotation/tender process and execution of		

Certification

On behalf of the Tenderer, I certify that the information given above is

correct. Full Name_____

Title or Designation_____

(Signature)

(Date)

FORM 2: CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation/tender to the Tigania East Technical and Vocational College for: _____[Name and number of tender] in response to the request for tenders made by: _____[Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____[Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;
4. For the purposes of this Certificate and the quotation, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) Has been requested to submit a tender in response to this registration tender;
 - b) Could potentially submit a tender in response to this registration tender based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs(5)(a) or(5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, the tender;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the work or service to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph(5)(b) above;
8. The terms of the tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph(5)(b) above.

Name _____

Title _____

Date _____

Signature _____

[Name, title and signature of authorized agent of Tenderer and Date]

FORM 3: SELF-DECLARATION FORM

I/We, the Tenderer _____(insert name) submitting our tender in respect of registration tender No for _____(insert registration tender Title Description) for Tigania East Technical and Vocational College **DECLARE AS FOLLOWS:**

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above tender:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above tender as defined and/or described in the following:
 - i) the registration tender for the above tender;
 - ii) Kenya's Public Procurement and Asset Disposal Act,2015 and its attendant Regulations;
 - iii) Kenya's Anti-Corruption and Economic Crimes Act,2013; and iv) Any such other Acts or Regulations of Government of Kenya;
- b) Have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of Tigania East Technical and Vocational College;
- c) Have not engaged/ will not engage in any collusive or corrosive practice with other tenderers participating in the subject tender;
- d) Have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer

.....
[Insert complete name of tenderer signing the tender]

Name of the person duly authorized to sign the tender on behalf of the Tenderer:

.....
[Insert complete name of person duly authorized to sign the tender]

Title of the person signing the Tender

.....
[Insert complete title of the person signing the tender]

Signature of the person named above

.....
[Insert signature of person whose name and capacity are shown above]

FORM 4: LETTER OF REGISTRATION

Registration Category Ref No.....

The Principal/BOG Secretary
Tigania East Technical and Vocational College,
P.O. Box 14-60607
Mikinduri.
Tel: 0745911518
Tiganiaeasttvc@gmail.com

Dear Sir,

1. Having examined the application documents including Addenda Nos. of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to Tigania East Technical and Vocational College and as may otherwise be directed, (Insert Category).
And conformity with the said application documents all or part of the items/services in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services with accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer(s) of the Institute.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.
4. We understand: -
 - a. That this is not a tender or quotation but an application for consideration to be registered at Tigania East Technical and Vocational College's suppliers for goods, works & services included or related to this category during the period of two (2) years.
 - b. That you are not bound to accept this application or any that you may receive.
5. We have attached to this letter are copies of original documents of:
 - a) Valid Certificate of Incorporation/Business Registration
 - b) PIN Certificate
 - c) Certificate of registration (AGPO Certificate) (where applicable) of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)
 - d) Valid Tax Compliance Certificate
 - e) Current form CR12 (for companies) and identity documents (National ID's or Passports) for the directors/proprietor (Copy)
 - f) Duly filled, signed and stamped Disclosure of Interest Form
 - g) Duly filled, signed and stamped Certificate of Independent Tender Determination Form
 - h) Duly filled, signed and stamped Self-Declaration Form
 - i) Duly filled, signed and stamped Letter of Registration
 - j) Duly filled, signed and stamped Confidential Business Questionnaire
6. We make this application with the full understanding that;

- a) Bids by registered applicants will be subject to verification of all information submitted.
- b) Tigania East Technical and Vocational College reserves the right to accept or reject any application, cancel the registration process and reject all applications.
- c) Request for quotations and bids will only be called from registered bidders who meet the requirements as and when need arises.

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Name.....

Designation.....

Sign

Date

Stamp.....

In the presence of:

Name.....

Designation.....

Sign.....

Date

FORM 5: TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tenderer is instructed to complete the particulars required in this Form. Tenderer is further reminded that it is an offence to give false information on this Form.

Tenderer's Details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Name of the Tenderer	
4	Date and Time of Tender Opening	
5	Full address and Contact Details of the Tenderer	Country City Location Building Floor Postal Address Name of Contact Person Email of Contact Person
6	Current Trade License Registration Number and Expiring Date	
7	Name, Country and Full Address (<i>postal and physical addresses, email and telephone number</i>) of registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of Business which the Tenderer Handles	
10	State if Tenders Company is listed in stock exchange, give full name and full address (<i>postal and physical address, email and telephone number</i>) of	

General and Specific Details

a) **Sole Proprietor**, provide the following details.

Name in full

Age

Nationality

Country of Origin

Citizenship

b) **Partnership**, provide the following details.

	Name of Partners	Nationality	Citizenship	% Shares
1				
2				
3				
4				
5				
6				
7				
8				

c) **Registered Company**, provide the following details.

- i) Private or public Company
- ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

- iii) Give details of Directors as follows

	Name of Directors	Nationality	Citizenship	% Shares Owned
1				
2				
3				
4				
5				
6				
7				
8				

SECTION III- QUALIFICATION CRITERIA AND REQUIREMENTS

This section contains all the methods, criteria, and requirements that the Procuring Entity shall use to evaluate Applications, all in one Form “Eligibility and Qualification Criteria”. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the Form.

REGISTRATION OF SUPPLIERS FY 2025 - 2027

The institute is in the process of registering its suppliers from interested/eligible bidders for supply and delivery of the under listed goods and services for the period ending **30th June 2027**.

CATEGORY A – GOODS AND MATERIALS			
NO	TENDER NO.	DESCRIPTION	TARGET GROUP
1.	TETVC/SR/1/2025-2027	Supply and delivery of General Office stationery	Reserved
2.	TETVC/SR/2/2025-2027	Supply and delivery of General shop items ie milk and bread etc	OPEN
3.	TETVC/SR/3/2025-2027	Supply and delivery of dry cereals, grains, green groceries and dry groceries ie fruits, vegetables, tomatoes etc	Reserved
4.	TETVC/SR/4/2025-2027	Supply and delivery of Newspapers and Airtime	Reserved
5.	TETVC/SR/5/2025-2027	Supply and delivery of Tonners, photocopier ink and printers cartridges	OPEN
6.	TETVC/SR/6/2025-2027	Supply and delivery of Cleaning materials ,Disinfectant and detergents	Reserved
7.	TETVC/SR/7/2025-2027	Supply and delivery of Sport uniforms and Games equipments , staff uniform and badges	Reserved
8.	TETVC/SR/8/2025-2027	Supply and Delivery of Office furniture and fittings ie staff workstations ,chairs ,executive chairs and tables ,teachers desks with and without drawers ,students chairs , furnishings and fittings.	OPEN
9.	TETVC/SR/9/2025-2027	Supply and delivery of laptops ,printers ,computers and their accessories	OPEN
10.	TETVC/SR/10/2025-2027	Supply and delivery of ICT and other networking equipments and other related accessories	OPEN
11.	TETVC/SR/11/2025-2027	Supply and Delivery of Text books/Library books and E-books	Reserved
12.	TETVC/SR/12/2025-2027	Supply and Delivery of Firefighting equipments ,training and maintenance	OPEN
13.	TETVC/SR/13/2025-2027	Design and supply of branded materials(t-shirts, caps, umbrellas, notebooks ,diaries, brochures , billboards ,banners ,biro pens, envelopes etc)	Reserved
14.	TETVC/SR/14/2025-2027	supply and delivery of printed stationery materials ie Office Stamps, Students Ids, Office Tags And Related Printed Materials	Reserved
15.	TETVC/SR/15/2025-2027	Supply and Delivery of kitchen ware items,curtley and home appliances	OPEN
16.	TETVC/SR/16/2025-2027	Supply and delivery of generator	OPEN

17.	TETVC/SR/17/2025-2027	supply and delivery of automotive materials ,tools , equipments and spare parts	OPEN
18.	TETVC/SR/18/2025-2027	supply and delivery of welding materials ,tools and equipments ie welding gas ,spraying gun etc	OPEN
19.	TETVC/SR/19/2025-2027	Supply and Delivery of hairdressing equipments and materials	Reserved
20.	TETVC/SR/20/2025-2027	Supply and Delivery of fashion and design materials and equipments	Reserved
21.	TETVC/SR/21/2025-2027	Supply and Delivery of Electrical and Electronic materials	OPEN
22.	TETVC/SR/22/2025-2027	Supply and Delivery of Carpentry tools and equipments	OPEN
23.	TETVC/SR/23/2025-2027	Supply and Delivery of Agriculture tools, equipments and farm inputs ,animal feeds	OPEN
24.	TETVC/SR/24/2025-2027	Supply and delivery of hardware materials ,Plumbing Materials And Fiittings	OPEN
25.	TETVC/SR/25/2025-2027	Supply And Delivery Of Building And Construction Materials Ie Building Stones, Blocks ,Bricks, Dust ,Ballast , Murram And Sand	OPEN
26.	TETVC/SR/26/2025-2027	supply and Delivery of Assorted Timber	OPEN
27.	TETVC/SR/27/2025-2027	Supply and delivery of software	OPEN
CATEGORY B-WORKS AND SERVICES			
28.	TETVC/SR/28/2025-2027	Provision of High Speed Internet Services and networking services	OPEN
29.	TETVC/SR/29/2025-2027	Provision of Repairs and maintenance of computers ,Laptops,ups and printers	OPEN
30.	TETVC/SR/30/2025-2027	Provision of Painting Services	Reserved
31.	TETVC/SR/31/2025-2027	Provision of repair and maintenance of sewing machine services	OPEN
32.	TETVC/SR/32/2025-2027	Provision of printing services ie signages, brochure, LPO books , etc	OPEN
33.	TETVC/SR/33/2025-2027	Provision of Asset Tagging And Labelling	OPEN
34.	TETVC/SR/34/2025-2027	Provision of Asset valuation services	OPEN
35.	TETVC/SR/35/2025-2027	Provision of supply and delivery ,installation ,testing and commissioning ,repair ,maintenance and servicing of CCTVs and Bio-metric Services	OPEN
36.	TETVC/SR/36/2025-2027	Provision of supply and delivery ,installation ,testing ,repair ,maintenance and servicing of solar energy Services	OPEN
37.	TETVC/SR/37/2025-2027	Provision of Electrical works /Installation Services	OPEN
38.	TETVC/SR/38/2025-2027	Provision of event management services(tents, decoration services, sound system and other entertainment services)	OPEN
39.	TETVC/SR/39/2025-2027	Provision of redesigning /development, upgrading,hosting and maintenance of website	OPEN
40.	TETVC/SR/40/2025-2027	Provision of Security Services	OPEN
41.	TETVC/SR/41/2025-2027	Provision of building and small works services NCA Certificate required	OPEN

42.	TETVC/SR/42/2025-2027	Provision of Small works and services,(Renovations ,Repairs, Maintenances, welding and plumbing ,office partitioning with aluminium and glasses) etc	OPEN
43.	TETVC/SR/43/2025-2027	Provision of insurance cover for students proceeding for attachments(Group Cover)	OPEN
44.	TETVC/SR/44/2025-2027	Provision of Management information system modules(ERP)	OPEN
45.	TETVC/SR/45/2025-2027	Provision of insurance cover for college building and assets	OPEN
46.	TETVC/SR/46/2025-2027	Provision of Advertisement Services ie Print Media, Radio and TV	OPEN
47.	TETVC/SR/47/2025-2027	Provision and supply of music and drama materials eg.play/script writing,choreography,props ,costumes etc	OPEN
48.	TETVC/SR/48/2025-2027	Provision of landscaping and beautification of the college	OPEN

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Completed registration documents in plain sealed envelopes clearly marked with **relevant category number and category description** should be addressed to:

**The principal,
Tigania East Technical and Vocational College
P.O. Box 14- 60607,Mikinduri.**

And be deposited in the tender box situated at the Administration Block **on or before 6TH June 2025 at 11:00 AM**. Bids will be opened immediately thereafter in the presence of applicants or their representatives who wish to attend.

Please note that:

- **Reserved groups include Youth, Women and People with Disability.**
- Those who wish to be registered in more than one category will be required to download additional registration documents for each category
- All current registered suppliers **MUST APPLY** afresh.

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 of
.....date
d the...day of
.....20.....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. By this memorandum, the Applicant requests the
2. Board for an order/orders 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 of
.....20.....

SIGNED

Board Secretary