



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL VOCATIONAL EDUCATION AND TRAINING
NYANDO TECHNICAL VOCATIONAL COLLEGE
P.O. BOX 347-40101 AHERO
TEL: 0745712924/0750563416
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**REGISTRATION AND UPDATING OF SUPPLIERS FOR GOODS, SERVICES AND WORKS
FOR FINANCIAL YEAR 2026/2027 & 2027/2028**

COMPANY NAME:

CATEGORY NO:

CATEGORY DESCRIPTION: IF

IN RESERVED GROUPS PLEASE INDICATE BELOW: (tick)

WOMEN

☐

YOUTH

☐

PERSONS WITH DISABILITY

☐

TO:

NYANDO TECHNICAL AND VOCATIONAL COLLEGE P

O BOX 347, 40101

AHERO

TELNO: 0750563416, 0745712924

EMAIL: nyandotvc@gmail.com

NOTE:

- i. Submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the regulations and the Public Procurement and Asset Disposal ACT 2015.
- ii. Reserved tenders are open to youth, women and persons with disability only.
- iii. In the open category; Youth, women and persons with disability are eligible to participate.
- iv. Tenderer/bidders must serialize/number all the pages and copies of documents attached and indicate the documents submitted on their own attached table of contents and well bound.
- v. All attachments shall be from the last page of this document, starting with the Tenderer table of contents and all paged.

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Introduction

Nyando TVC referred to as the procuring entity intends to register suppliers for the mentioned goods, services and small works.

Registration is open to eligible firms and voluntary formed ventures as indicated in appendix instruction to applicants. Suppliers registered with Registrar of companies under the laws of Kenya in respective services are invited to submit their registration documents to the Principal Nyando TVC so that they may be registered for submission of a quotation/tender for the provision of goods, works and services.

Prospective suppliers and contractors must have carried out successful delivery of similar services to Government/corporate/institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

Submission of application

Applications for registration shall be submitted in a plain sealed envelope marked with the category name and reference number and deposited in the Tender Box located at the Administration Block, NYANDO TVC and should be addressed to:

**The Principal
Nyando Technical and Vocational College
P.O.Box 347-40101 AHERO**

So as to be received on or before 12th June 2026.

The tender prepared by the tenderers, as well as correspondence and documents relating to the tender, exchanged by the tenderers and the Procuring entity, shall be written in English language.

Eligibility of applicants:

This invitation for the registration is open to all candidates who are eligible as defined in the Kenya Public Procurement Law and Regulations.

The NYANDO TVC employees, committee members, board members and their relatives' (spouse and children) **are not eligible to participate.**

Any public owned sector or Company may be eligible to qualify if in addition to meeting all the above requirements, it is not a dependent agency of another public entity.

Qualification Criteria

The attached questionnaire forms described are to be completed by respective suppliers/contractors who wish to be registered as suppliers.

The registration application forms if not filled out completely and submitted in the prescribed Manners will not be considered.

All the documents that form part of the proposal must be written in English.

General experience: The applicant shall meet the following minimum criteria:

The audited accounts: The supplier's financial condition will be determined by the last two years audited financial statement submitted with the application documents as well as letters of reference from previous performances. Potential suppliers/contractors will be prequalified on the satisfactory information given.

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress.

Potential bidders shall provide evidence to execute the contract.

Litigation history: the applicant should provide accurate information about litigation or arbitration resulting from contracts completed or uncompleted under its execution.

Past Performance: will be given due to consideration in registration of suppliers. Letters of reference from past customers should be included.

Statement: application must include a sworn statement by the tenderer ensuring the accuracy of the information given.

Business premises: The firm must have a fixed Business premises and must be registered in Kenya with certificate of Registration, Incorporation/Memorandum and articles of Association. Copies must be attached.

The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance or exemption Certificate.

Youth, Women and people with disability registered with the Treasury under Access to Government Procurement Opportunities must submit a copy of the AGPO registration certificate for the respective category.

SECTION III: APPLICATION FORMS.

Form I: LETTER OF REGISTRATION

REGISTRATION CATEGORY REF NO:

CATEGORY DESCRIPTION.....

To: **The Principal**

Nyando Technical and Vocational College

P.O Box 347-40101 AHERO

Dear Sir,

1. **Having examined the application documents including Addenda No/s..... of** which i hereby duly acknowledged, we the undersigned ,offer to supply and deliver goods, works or services to NYANDO TVC and as may otherwise be directed (**Category Number and name.....**

And in conformity with the said application documents all or part of the items/supply/services/works in this category or such other items that maybe required and are within our capability to supply.

2. We undertake if our application is acceptable to deliver goods/services in accordance with the delivery schedule of requirement or official order signed by authorized officer/s of the College.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with 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 as Nyando TVC Supplier for the period between **1st July 2024** and **30th June 2026**
 - b. That you are not bound to accept this application or any other that you may receive.
5. We have attached to this application copies of original documents of:
 - a. Registration/ incorporation certificate
 - b. PIN Certificate
 - c. VAT Certificate
 - d. Valid tax compliance certificate
 - e. Clearance from relevant authorities especially in construction works.

We make this application with full understanding that:

- i. Bids by registered applications will be subject to verification of all information submitted.
- ii. Nyando TVC reserves the right to accept or reject any application, cancel the registration process and reject all applications.
- iii. Request for quotations and bids will only be called from registered bidders who meet the requirements.

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

Sign and stamp

Witnessed by

Designation

Date.....

Form II CONFIDENTIALBUSINESS QUESTIONNAIRE

S/no	Name of The Firm:	
1.	Postal Address	
2.	Office Telephone No: Mobile No:	
3.	Email Address:	Website:
4.	Physical Address. Location Street/ Plot Number and Building	
5.	Legal Status(Partnership/Sole/Company)	
6.	Company Registration No/Registration of Business/ Legal Notice(Fill and attach Copy) Year of Registration/Incorporation:	
7.	VAT Registration No:(Fill and Attach Copy)	
8.	PIN Certificate No:(Fill and Attach Copy)	
9.	Current Tax Compliance Certificate/VAT Exemption Certificate(Attach Copy)	
10.	Current Trade License(Fill and attach Copy)	
11.	Nature of Business	
12.	AGPO Certificate No:	
13.	Maximum Value of Business You Can Handle at a Time Ksh.	

Company profile (attach copies)

A. Nature of the company(sole proprietorship, partnership or registered company)

.....

Name of Directors/Partners/Owners

1. Name.....Nationality..... ID/Passport No.....

2. Name.....Nationality..... ID/Passport No.....

3. Name.....Nationality..... ID/Passport No.....

4. Name.....Nationality..... ID/Passport No.....

A. Contact persons:

1. Name.....Nationality..... ID/Passport No.....

2. Name.....Nationality..... ID/Passport No.....

3. Name.....Nationality..... ID/Passport No.....

Form III

CAPABILITY AND COMPETENCE TO DELIVER GOODS, SERVICES AND SMALL WORKS.

1. Products/services you want to be considered to supply.....
2. Number of staff
3. Are you a manufacture/wholesaler/retailer or distributor?
4. What is your average response time to request for quotation/proposal?.....
.....
5. What is your average response time for delivery of goods/service after issuance of a purchase order/s?.....
6. Have you at anytime been requested for the supply of goods and services and failed to return the quotation without assigning reason for your action?
.....
7. If you are a current or previous supplier of goods and services to Nyando T.V.C., have you at one time been issued with a purchase order and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?
.....
8. Indicate the maximum amount of business which (in financial terms) your company can handle at anytime Ksh.....
.....
.....

Form IV: EXPERIENCE

- I. Number of years the company has been in **operation**.....

Referees:

Applicant's two reputable clients in the last 1 year (filled, signed and rubber stamped by The clients)

1. **Name of company**.....
Postal address.....
Contact person.....
Signature.....
Company rubber stamp
2. **Name of company**.....
Postal address.....
Contact person.....
Signature.....
Company rubber stamp

Applicants must attach proof of experience relevant to the category they choose to apply.

They may attach any of the following documents:

- i. Copies of LPOs
- ii. Letter of award
- iii. Completion certificates
- iv. Signed contract

Form V: FINANCIALCAPABILITY

Name of applicants.....

You are required to demonstrate that the company's financial positions is healthy enough to enable you transact business with Nyando TVC by showing that it has the access to or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide audited accounts or banks statements for the last six months).

- 1) Credit period: please indicate the credit period you are willing to offer Nyando TVC.....
- 2) Annual turnover: what is your annual turnover?.....
- 3) Banker

Name of the bank.....

Address of the Banker.....

Telephone No.....

Contact Name and Title.....

Email Address.....

**PROCLAMATION/SWORN STATEMENT/ DECLARATION (To Be Certified By
Commissioner of Oaths)**

I/We the undersigned, state that ALL the information we have given provided in this document is correct/ accurate to the best of our knowledge and that I/We give Nyando TVC authority to seek any reference it may deem vital carrying out their evaluation. I/We also hereby declare that the company is not debarred from participating in any procurement proceeding.

Name of applicant.....Designation.....Signature.....

Witnessed by.....Designation.....Signature.....

Official rubber stamp

State if you have any relationship with NYANDOTVC employee (which relationship)

.....
.....

Information submitted by.....

Title.....

Signature.....

Stamp

SECTIONV–EVALUATION CRETERIA (PRELIMINARY STAGE)

Evaluation criteria for AGPO (Registered Special Groups for Women, Youth and people with disability)

S/No	MANDATORYREQUIREMENT
1.	Valid certificate of incorporation/ Business Registration
2.	VAT/ PIN Certificate for Organization
3.	Certificate of registration of Youth Women and people with disability owned Business enterprises(AGPO Certificate)
4.	Current/Valid Tax Compliance Certificate
5.	Dully filled confidential business questionnaire with disclosure of directors/ partners/ sole proprietors

All these documents must be submitted for the company or organization to be registered as a supplier.

Evaluation criteria for open groups.

Mandatory requirements

S/No	MANDATORYREQUIREMENT
1.	Company Registration Certificate(Registration Certificate/Certificate of Incorporation)
2.	VAT/PIN Certificate for Organization
3.	Valid trading License/Permit
4.	Current/Valid Tax Compliance Certificate
5.	Dully filled confidential business questionnaire with disclosure of directors/ partners/sole proprietors

The suppliers who do not satisfy any of the above requirements shall be considered Non-Responsive and their tenders will not be evaluated further.

Preliminary Evaluation

S/No	REQUIREMENTS	POINTS	SCORE
1	Copies of bank accounts for the last 6 months Copies attached 10 Copies not attached 0	10	
2	Reference letters from 1 main Client Attached 10 Copies not attached 0	10	
4	Proclamation/sworn statement. Fully filled, signed and rubber stamped..... 10 Not filled... 0	10	
5	Supply capacity: Maximum volume of business one can handle on one order 2 Million and above 20 1-2 Million... 15 0.5-1 Million... 10 0.1-0.5 Million... 5 Less than 0.5 Million... 1	20	
6	Name, address and telephone of Tenders banks. Provide 10 Not provided 0	10	
7	Attached documents arranged in the prescribed format Documents in prescribed format..... 20 Documents not in the prescribed format..... 0	20	
8	Company registration certificate 20 Company not registered 0	20	
	TOTAL POINTS	100	

NOTE: Applicants must attain 70% points to qualify for any subsequent evaluation for special groups applicants must attain 30+ points to proceed to the next stage of evaluation.

The evaluation team may verify the information given by the tenderer and may visit the premises of the applicants for more proof as part of evaluation process.

OFFICIAL STAMP AND SIGNATURE OF THE TENDERER

PRESCRIBEDFORMATOFATTACHEDDOCUMENT

1. Registration certificate of company or Company Certificate of incorporation
2. VAT/PIN Registration Certificate
3. Business Permit with relevant County Government
4. Tax compliance certificate
5. Confidential Business Questionnaire
6. Annual audited financial reports for the last three(3)years certified by the Commissioner of Oaths.
7. Reference letters from at least three(3)Clients
8. Financial capability form
9. Proclamation/Sworn Statement
10. Litigation History signed by the Commissioner of Oaths
11. Capability and Competence to Deliver Goods, Services and Small Works form
12. Evidence of financial resources (cash in hand, lines of credit, overdraft etc.)
13. Name, Address and Telephone of Contractor's Banks