



**KIHARU TECHNICAL AND VOCATIONAL COLLEGE**  
P.O BOX 29-10200 MURANGA-  
Kenya Tel: 0720657630  
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Website: [kiharutvc.ac.ke](http://kiharutvc.ac.ke)

**REGISTRATION OF SUPPLIERS FOR PROVISION OF GOODS, WORKS AND SERVICES FOR THE  
FINANCIAL YEARS 2026/2027 & 2027/2028**

**REFERENCE NUMBER: KTVC/PREQ/2026-2028**

**NAME OF FIRM:** .....

**CATEGORY NO:** .....

**CATEGORY NAME:** .....

**IF SPECIAL GROUP PLEASE INDICATE BELOW:**

**WOMEN**

**YOUTH**

**PERSONS WITH DISABILITY**

**CLOSING DATE AND TIME**

*Friday, 19<sup>th</sup> June 2026 at 10.00am*



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## SECTION I: INVITATION FOR REGISTRATION

### REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR PROVISION OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2026/2027 AND 2027/2028

REFERENCE NUMBER: KTVK/PREQ/2026-2028

#### 1.0 Introduction

Kiharu Technical and Vocational College is a TVET Institution under the State Department for TVET, Ministry of Education, Kenya. The college invites all eligible, competent and qualified firms to submit applications for purposes of registration for supply of Goods, Works and Services for the financial years 2026/2027 and 2027/2028.

**NOTE;** Every supplier is required to pay a mandatory non- refundable fee of **Kshs. 1,000** (one thousand shillings only) per document submitted payable in the **KCB BANK ACCOUNT 1314152238 OR PAYBILL 522533 A/C 7912445.** (Attach your payment details in your document)

#### 2.0 LIST OF PROCUREMENT CATEGORIES

##### 2.1 Instructions to eligible suppliers

1. Eligible suppliers must complete the preferred Category as per the Table format provided below.
2. Eligible suppliers **MUST** provide a substantive response in the format provided.
3. Eligible suppliers are allowed to register up to a Maximum of two (2) categories in any of the categories.
4. Eligible suppliers interested in registering for AGPO opportunities must indicate the preferred category either with or without previous experience.
5. Eligible suppliers must only submit one registration document per category.
6. Eligible suppliers to be considered for registration for the preferred category **MUST** meet the evaluation criteria provided below.
7. Interested eligible suppliers may obtain further information from and inspect the registration documents at Procurement Office, Kiharu technical and vocational College, located along Muranga – Kiriaini Road, during official working hours between 8.00am and 5.00pm Monday to Friday.
8. The registration document shall be downloaded from Kiharu technical and vocational college website; [kiharutvc.ac.ke](http://kiharutvc.ac.ke) or from the Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke) (PPIP) free of charge.
9. Completed registration documents enclosed in plain sealed envelopes, marked with the registration number and name to be deposited in the Tender Box situated at the Administration Block to be addressed to:

The Chief Principal  
Kiharu Technical and Vocational College  
P.O. Box 29 - 10200  
Muranga, Kenya



10. Candidates who send their registration documents via postal or courier services should ensure that the documents are received on or before **Friday, 29 June 2026 at 10.00am.**
11. Registration documents will be opened immediately thereafter in the presence of those representatives who choose to attend in the Main Boardroom, Kiharu Technical and Vocational College.
12. **Experience:** Prospective suppliers and contractors must have carried out successful supply and delivery of similar items / services to other institutions.
13. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria.
14. **Registration documents:** The document includes questionnaires for and instructions for prospective suppliers. In order to be considered for registration, prospective suppliers must provide requested proof and all other information requested.
15. Enquiries that may arise from the registration document should be addressed to [procurementkiharutvc@gmail.com](mailto:procurementkiharutvc@gmail.com)
16. **NOTE:** Candidates who wish to be registered in more than one category shall be required to download additional registration documents for each category. However, a candidate shall be registered for a **maximum of two categories.**
17. The registration document **MUST** be properly bound and sequentially serialized (paginated) on every page.
18. **NOTE: Public Procurement Capacity Building Levy:** Pursuant to the enactment of the Legal Notice No. 206 on Public Procurement and Asset Disposal Act 2015, Section 3 (1), Kiharu technical and vocational college shall retain the Public Procurement Capacity Building Levy at the rate of zero point zero three per centum (**0.03%**) of the value of the signed contract. Payment of the submitted invoices shall therefore be made minus this Levy.

**Registered candidates will be asked to give quotations for items required during the financial years on “as and when need arises” basis.**



**SECTION II: REGISTRATION OF SUPPLIERS / SERVICE PROVIDERS FOR FY 2026/2027 & 2027/2028**

**3.0 REGISTRATION CATEGORIES**

**Kiharu technical and vocational college** intends to register suppliers for the supply of goods, services or works for the period **1<sup>st</sup> July 2026 to 30<sup>th</sup> June 2028**. Interested eligible candidates are invited to apply for registration, indicating the category description and number in which they wish to be registered.

**CATEGORY A: RESERVED FOR YOUTH, WOMEN AND PERSONS WITH DISABILITIES**

The Youth, Women and persons with disabilities **MUST** be registered with The National Treasury and other relevant bodies. They should submit copies of their registration certificates in good standing together with the document for registration.



**REGISTRATION OF SUPPLIERS OPEN TO ALL ELIGIBLE FIRMS**

CATEGORY A: SUPPLY OF GOODS			SPECIAL CONDITIONS (where applicable)	REMARKS
No	ITEM REFERENCE	ITEM DESCRIPTION / CATEGORY		
1.	KTVC/001/2026-2028	Registration for supply and delivery of green groceries	AGPO Certificate	Reserved
2.	KTVC/002/2026-2028	Registration for supply and delivery of animal products i.e. beef, pork, fish fillet, chicken, bones, milk, eggs etc.	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
3.	KTVC/003/2026-2028	Registration for supply and delivery of hospitality dry goods (water, sugar, rice, maize flour, cooking oil and Beverages).	AGPO Certificate	Reserved
4.	KTVC/004/2026-2028	Registration for supply and delivery of stationary	AGPO Certificate	Reserved
5.	KTVC/005/2026-2028	Registration for provision of printing services and promotional materials i.e. Banners, brochures, branded T- shirts etc.	AGPO Certificate	Reserved
6.	KTVC/006/2026-2028	Registration for supply and delivery of computer software, audiovisual equipment, hardware and accessories, printers, tonners, cartridges and printing ink	AGPO Certificate	Reserved
7.	KTVC/007/2026-2028	Registration for supply and delivery of furniture, fixtures and timber	Letters of recommendation	Open
8.	KTVC/008/2026-2028	Registration for supply and delivery of Medical drugs, Lab chemicals and equipment.	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
9.	KTVC/009/2026-2028	Registration for supply and delivery of uniforms, Safety ware and other fashion and design textiles	Letters of recommendation	Open
10.	KTVC/010/2026-2028	Registration for supply and delivery of electrical & electronic materials and equipment	Letters of recommendation	Open
11.	KTVC/011/2026-2028	Registration for supply and delivery of farm inputs, seeds, fertilizer, pesticides, animal feeds and dry Hay.	Licenses from relevant certifying /regulatory bodies	Open
12.	KTVC/012/2026-2028	Registration for supply and delivery of Sports and games Equipment	Letters of recommendation	Open



13.	KTVC/013/2026-2028	Registration for supply and delivery of cleaning materials and detergents	AGPO Certificate	Reserved
14.	KTVC/014/2026-2028	Registration for Supply, Installation & commissioning of structured cabling (IP) PABX & networking Equipment.	Licenses from relevant certifying /regulatory bodies	Open
15.	KTVC/015/2026-2028	Registration for supply and delivery of Hardware materials, plumbing materials and fittings	Letters of recommendation	Open
16.	KTVC/016/2026-2028	Registration for provision of asset valuation & tagging services	Licenses from relevant certifying /regulatory bodies	Open
17.	KTVC/017/2026-2028	Registration for supply and delivery of Building and construction materials i.e. sand, ballast, building stones, Lime, murram and dust	Letters of recommendation	Open
18.	KTVC/018/2026-2028	Registration for supply and delivery of cutlery, utensils and kitchen appliances	Letters of recommendation	Open
19.	KTVC/019/2026-2028	Registration for supply and delivery of library books, periodicals and journals.	Letters of recommendation	Open
20.	KTVC/020/2026-2028	Registration for supply and delivery of beauty and hairdressing equipment.	AGPO Certificate	Reserved
21.	KTVC/021/2026-2028	Registration for supply and delivery of motor vehicle parts, spares, tires and Mechanical parts.	Letters of recommendation	Open
22.	KTVC/022/2026-2028	Registration for supply of fuel, LPG Gas, Charcoal and lubricants	Licenses from relevant certifying /regulatory bodies	Open
23.	KTVC/023/2026-2028	Registration for provision of machines and equipment calibration services	Letters of recommendation	Open
24.	KTVC/024/2026-2028	Registration for provision and servicing of fire extinguishers	Letters of recommendation	Open
25.	KTVC/025/2026-2028	Registration for provision of fumigation and pest control services	Licenses from relevant certifying /regulatory bodies	Open
26.	KTVC/026/2026-2028	Registration for small works	NCA Certificates	Open
27.	KTVC/027/2026-2028	Registration for provision of insurance services (WIBA, Students Attachment Covers)	Licenses from relevant certifying /regulatory bodies	Open
28.	KTVC/028/2026-2028	Registration for provision of motor vehicle servicing	Licenses from relevant certifying /regulatory bodies	Open



29.	KTVC/029/2026-2028	Registration for provision of event management, décor, entertainment, sound & visual services and tents	Licenses from relevant certifying /regulatory bodies	Open
30.	KTVC/030/2026-2028	Registration for provision of catering services, Conference facilities	Licenses from relevant certifying/regulatory bodies	Open
31.	KTVC/031/2026-2028	Registration for provision of Waste collection, recycling and exhaust services	Licenses from relevant certifying /regulatory bodies - NEMA	Open
32.	KTVC/032/2026-2028	Registration for provision of Security services, CCTV installation and Monitoring	Licenses from relevant certifying/regulatory bodies	Open



The registration document shall be downloaded from the College website; [kiharutvc.ac.ke](http://kiharutvc.ac.ke) or the Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke) (PPIP) at no cost.

Completed Registration document enclosed in plain sealed envelopes clearly marked with „**Category Number and Category Description** as described in the Notice should be addressed to:

**The Chief Principal,  
Kiharu Technical and Vocational College,  
P.O Box 29 – 10200,  
Murang'a**

and, be placed in the **Tender Box** situated at the entrance to the Administration Block so as to reach the above address on or before **Friday, 19 June 2026 at 10.00am**. Opening of the Registration documents will be done publicly soon after closing time in the Main Boardroom.

**Please note:**

1. All current registered suppliers **MUST APPLY** afresh.
2. Youth, Women and persons living with disability are encouraged to apply.
3. To accord other **AGPO** members opportunity to participate, the College will only register a firm in at most two categories.

**SECTION III: GENERAL INSTRUCTIONS**

You are requested to provide particulars as indicated in part II, III, IV, V, VI of this form as accurately as possible.

Kiharu Technical and Vocational College attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.



Kiharu Technical and Vocational College reserves the right to visit and inspect business premises of all the applicants to verify information provided.

All the information provided would be treated as confidential. This Registration Document is eligible for one specific category which should be clearly written at the top of the form.

Your registration documents should be submitted properly book bound, filled and paginated. Kiharu Technical and Vocational College shall not be responsible for Loss of documents not bound together.

## **4.0 REGISTRATION INSTRUCTIONS**

### **4.1 Introduction**

Kiharu Technical and Vocational College would like to invite interested candidates who must qualify by meeting the set criteria as provided by the college to perform the contract of supply and delivery or provision of goods, works and services.

### **4.2 Registration Objective**

The main objective is to be invited to participate in Procurements for supply and delivery of assorted Goods, Works and services from relevant Request for quotations to Kiharu technical and vocational college on and as when required during the stated period.

### **4.3 Invitation of Registration**

Suppliers registered under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Chief Principal, so that they may be registered under the specific categories. Bids will be submitted in separate Envelopes for every category singly. The prospective suppliers are required to supply mandatory information for Registration.

### **4.4 Experience**

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

### **4.5 Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers.

In order to be considered for Registration, prospective suppliers must submit all the information herein requested.

### **4.6 Submission of Registration Documents**

A copy of the completed Registration data and other requested information shall be submitted to reach

**The Chief Principal,  
Kiharu Technical and Vocational College,  
P.O BOX 29 – 10200,  
Murang'a**



### **4.7 Additional Information**

Kiharu Technical and Vocational College reserves the right to request submission of additional information from prospective bidders.

Invitation to Bid will be made available only to those bidders whose qualifications are accepted by the College upon completion of the Registration process.

## **5.0 REGISTRATION DATA INSTRUCTIONS**

### **5.1 Registration data forms**

- a) The attached questionnaire forms described as **PART II, III, IV, V, VI, VII, VIII and IX** are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific category.
- b) The registered application forms which are not dully filled and submitted in the prescribed format shall not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

### **5.2 Qualification**

- a) It is understood and agreed that the Registration data on prospective bidders is to be used by the College in determining, according to its sole judgment and discretion, the registration of prospective bidders to perform in respect to each tender item/category as described by the client.
- b) Prospective bidders will not be considered qualified unless in the judgment of the college they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

### **5.3 Essential Criteria for Registration**

- a) Experience: Only for Open eligibility categories prospective suppliers shall have at least 2 years' experience in the supply of goods and services, while for Youth, Women and Persons with Disability no previous experience is required. For both eligibilities, potential supplier/contractor should show competence, willingness and capacity to service the contract.
- b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.
- c) Kiharu Technical and Vocational College reserves to request for additional qualification information as the tender/quotation stage to suit particular procurement.
- d) The firms must be registered in Kenya, with certificate of Registration, Incorporation copies of which must be attached.
- e) The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- f) Firms must submit CR12 issued within the last six (6) months and which must be attached

### **5.4 Personnel**

The Suppliers/Contractors shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs' of the key personnel for individual or group to execute the contract must be indicated in PART V.

### **5.5 Financial Condition**

The Supplier's financial condition will be determined by latest two years (2) certified financial statements submitted with the Registration documents as well as letters of reference from their bankers regarding



Suppliers/ contractors' credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

### 5.6 Past Performance

Past performance will be given due consideration in registering bidders. At least two (2) Letters of reference from past customers should be included in PART VI.

### 5.7 Statement

Application must include a sworn statement on PART IX by the tenderer ensuring the accuracy of the information given.

### 5.8 Withdrawal of Registration.

a) Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the college reserves the right to reject the tender from such a bidder even though they have been initially registered.

b) Any form of Corruption shall lead to deregistration from the list of registered suppliers.

### 5.9 Invitation to Tender.

The successful firms that will be registered will be issued with Request for Quotation (RFQ) documents from time to time and as and when need arises and all firms invited are expected to quote.

All suppliers MUST have a valid email address and phone contact clearly indicated in the Business questionnaire (preferably in capital letters)

## 6.0 REGISTRATION EVALUATION

### CATEGORY A: YOUTH, WOMEN AND PERSONS WITH DISABILITIES

S/No	Requirements	Score
1.	Copy of certificate of registration/incorporation	Mandatory
2.	Copy of valid tax compliance certificate from KRA	Mandatory
3.	A copy of CR12 for companies issued within the last 6 months	Mandatory
4.	Valid registration certificate from The National Treasury for firms owned by Youth, Women and persons with Disability (AGPO)	Mandatory
5.	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	Mandatory
6.	All the pages of the tender document/attachments must be serialized	Mandatory

### CATEGORY B: OPEN CATEGORY

S/No	Requirements	Score
1.	Copy of certificate of registration/incorporation	Mandatory
2.	Copy of valid tax compliance certificate from KRA	Mandatory
3.	A copy of CR12 for companies issued within the last 6 months	Mandatory
4.	Valid single Business permit from County Government	Mandatory
5.	Certificate from affiliated professional Bodies/ Associations, where the nature of supply or service is applicable/specific to your line of business e.g. CA, LSK, etc.	Mandatory
6.	Firm's audited accounts for previous two years. (attach proof)	Mandatory



7.	All the pages of the tender document/attachments must be serialized	Mandatory
8.	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	Mandatory

**PART I: REGISTRATION DOCUMENTATION**

Firms must provide copies of the following applicable to Open, Youth, Women and Persons with Disability: -

- a) Copies of Certificate of Incorporation/Partnership deed/Business registration
- b) Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
- c) Valid Tax Compliance Certificate
- d) Copy of valid Single Business Permit from County Government for non AGPO firms
- e) 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.
- f) Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2) for Non AGPO.
- g) Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
- h) Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
- i) Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc. or tenancy agreement.



**PART II: SUPPLIER REGISTRATION DATA**

Business Name .....

KRA Pin No.....

Reg. Certificate No.....  
(Attach copy registration certificate)

**Address**

P.O. Box..... Postal Code.....City/Town.....

Telephone No ..... Mobile No.....

Email Address: .....

Website address (If any) .....

**Physical Address**

Business Location .....Name of building .....



Plot No. ....Road/Street Name.....  
Floor No. .... Room No.....

**NATURE OF BUSINESS**

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

**PART III: FINANCIAL POSITION / INVESTMENT**

Provide and attach certified audited financial statements for the previous (latest) Two years or Letter of Reference for the AGPO groups certified by the issuing bank as proof of ability to execute the items applied for.

Maximum value of business which you can handle at any time K.shs: .....  
State terms of payment in preference order;

- i.....
- ii.....
- iii.....
- iv.....

Note: Kiharu Technical and Vocational College payments are done within 90 days after delivery & invoicing of goods, Works or services.

**PART IV: ELIGIBILITY**

Are you related to an Employee or Council Member of Kiharu Technical and Vocational College?  
Yes/No if answer is YES give the relationship.

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



Do an Employee or Council Member of Kiharu Technical and Vocational College sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes/No  
If answer in above is YES give details.

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

Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Kiharu Technical and Vocational College to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation?

Yes/No

If answer in above is YES give details.

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

Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES/No If answer in above is YES give details:

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

Have you offered or given anything of value to influence the procurement process? Yes/No If answer in above is YES give details

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

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date.....Signature of candidate .....



**PART V: MANPOWER**

Name of Chief Executive Officer.....

How many staff does your organization have?.....

Indicate the number in each category:

Technical:.....

(Permanent.....Temporary .....

Semi-Skilled.....

(Permanent.....Temporary .....

Please describe generally the experience and expertise your organization possesses that will generally enable you to effectively and efficiently undertake the services that you are applying for as required by Kiharu Technical and Vocational College.

Attach CV's of key professional / technical personnel in the following format.

Name: .....

Academic Qualification .....

Undergraduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification .....

(Attach Certificates if any) Length of service with the firm Position held.....

**PART VI: PAST PERFORMANCE & EXPERIENCE**

Please provide at least four (4) major supplies / services / projects / assignments you have undertaken relevant to the job you are applying registration performed over the last three (3) years:

**Name of 1st Client**

i. Name of Client .....

ii. Address of Client .....

iii. Name of Contact Person at the client .....



- iv. Telephone Contact.....
  - v. Value of Contract .....
  - vi. Duration of Contract (date).....
  - vii. Signature and Date.....
  - viii. Company Stamp.....
- (Attach documental evidence of existence of contract / Purchase Order)

**Name of 2nd Client**

- i. Name of Client .....
  - ii. Address of Client .....
  - iii. Name of Contact Person at the client .....
  - iv. Telephone Contact.....
  - v. Value of Contract .....
  - vi. Duration of Contract (date).....
  - vii. Signature and name.....
  - viii. Company Stamp.....
- (Attach documental evidence of existence of contract / Purchase Order)

**Name of 3rd Client**

- i. Name of Client .....
- ii. Address of Client .....
- iii. Name of Contact Person at the client .....
- iv. Telephone Contact.....
- v. Value of Contract .....
- vi. Duration of Contract (date).....
- vii. Signature and Date.....



viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

**Name of 4th Client**

- i. Name of Client .....
- ii. Address of Client .....
- iii. Name of Contact Person at the client .....
- iv. Telephone Contact.....
- v. Value of Contract .....
- vi. Duration of Contract (date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

**Trade References**

Attach at least two (2) current letters of recommendation / Reference from reputable organizations that you have supplied goods, works/service for the last three years.

Name and address of your Bankers.....

Have you ever had an order/contract issued and cancelled in whole or part by Kiharu Technical and Vocational College? Yes/No

If yes give reasons for cancellation

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

Have you ever been issued with a tender/quotation document by Kiharu Technical and Vocational College and you failed respond/submit? Yes/No .....

If yes give reasons for not submitting:

.....



.....  
 .....  
 .....  
 Do you have any objection in Kiharu Technical and Vocational College obtaining a confidential financial report from your bankers?

.....  
 .....  
 Has your company ever been involved in litigation/arbitration with clients/consultants?  
 If yes, give details.

**PART VII: BUSINESS PROBITY**

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential supplier of Kiharu Technical and Vocational College.

S/No	Particulars	Responses
1.	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2.	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
3.	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Ethics & Anti-Corruption Commission or similar authority in the country in which your organization is established?	
4.	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5.	Please state if any Director/Partner and/or Company Secretary of the Organization have a close relative who is employed or member of the Kiharu Technical and Vocational College and who is in a position to influence the award of any supply. For purpose of Registration process close relative refers to parents, siblings' spouse or children.	
6.	Supplier is directly or indirectly controlled by or is under common control with another Supplier.	



**PART VIII: LITIGATION HISTORY**

Name of Contractor/Supplier.....

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)



**PART IX: SWORN STATEMENT**

I declare that to the best of my knowledge the answers submitted in this Registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Kiharu Technical and Vocational College.

Having studied the Registration information for the above provision of goods, works or services applied for I hereby state:

The information and answers filled in this Registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Kiharu Technical and Vocational College.

That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.

We enclose all the required documents and information required for the Registration evaluation.

We will not engage in corrupt practices with the Service / Members of Staff.

We have not been debarred from participating in Public Procurement Proceedings.

FORM COMPLETED BY	
Date:	
Name:	
Designation:	
Signature:	
Stamp or Seal:	

(Full name and designation of the person signing and affix Rubber stamp/seal)

**Certification**

On behalf of the Supplier, I certify that the information given above is correct.

Full Name \_\_\_\_\_

Title or Designation \_\_\_\_\_

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

