



KIHARU TECHNICAL AND VOCATIONAL COLLEGE

P.O.Box 29-10200, Murang'a, Tel: 0720-657-630

Email: kiharutvc@gmail.com

www.kiharutvc.ac.ke



Tender No: KTVC/REG/2024-2026

15th October 2024

TENDER NOTICE AND REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEAR 2024-2026

Kiharu Technical and Vocational College invites tender applications for the registration of interested and qualified Suppliers, Contractors and Consultants in the following categories for the financial year 2024-2026. Bidders are informed that goods, consultancies and services will be procured on "As-and-when-required basis".

S/NO.	TENDER NO:	CATEGORY DESCRIPTION OF GOODS	ELIGIBILITY
1.	KTVC/REG/01/2024-2026	Supply and Delivery of General and Printed Office supplies e.g., stationery photocopying papers, toners ribbons and cartridges, publicity and marketing materials such as brochures fliers, banners and related.	OPEN
2.	KTVC/REG/02/2024-2026	Supply and delivery of electrical and electronics materials equipment and accessories	OPEN
3.	KTVC/REG/03/2024-2026	Supply and delivery of printers, laptops, desktop, scanners, projectors, servers, spare parts, network equipment, computer software licenses and other related accessories.	OPEN
4.	KTVC/REG/04/2024-2026	Supply and delivery of hairdressing and cosmetology materials and equipment.	YOUTH, WOMEN, PWD
5.	KTVC/REG/05/2024-2026	Supply and delivery of hospitality equipment kitchen appliances cutlery, equipment and utensils	OPEN
6.	KTVC/REG/06/2024-2026	Supply and delivery of staff uniform, T-shirts protective gears, curtains curtain rods and other related linens	YOUTH, WOMEN, PWD
7.	KTVC/REG/07/2024-2026	Supply and Delivery of airtime	YOUTH, WOMEN, PWD
8.	KTVC/REG/08/2024-2026	Supply and Delivery of construction materials, paints general hardware and mechatronic materials timber and allied products	OPEN



9.	KTVC/REG/09/2024-2026	Supply and delivery of automotive/mechanical tools and related equipment	OPEN
10.	KTVC/REG/10/2024-2026	Supply and delivery of hardware materials i.e. plumbing materials, tools, and equipment, and carpentry materials.	OPEN
11.	KTVC/REG/11/2024-2026	Supply and delivery of library books, periodicals ,textbooks and reference materials	YOUTH, WOMEN, PWD
12.	KTVC/REG/12/2024-2026	Supply and delivery of cleaning materials, detergent and equipment	YOUTH, WOMEN, PWD
13.	KTVC/REG/14/2024-2026	Supply and delivery of furniture fixtures and fittings	OPEN
14.	KTVC/REG/15/2024-2026	Supply and delivery of sports uniforms and Games equipment	OPEN
15.	KTVC/REG/16/2024-2026	Supply and delivery of entertainment/musical equipment	YOUTH, WOMEN, PWD
16.	KTVC/REG/17/2024-2026	Supply and delivery of students and staffs ID cards	OPEN
17.	KTVC/REG/18/2024-2026	Supply and delivery of firefighting equipment.	OPEN
18.	KTVC/REG/19/2024-2026	Supply and delivery of cooking gas and related accessories	YOUTH, WOMEN, PWD
19.	KTVC/REG/20/2024-2026	Supply and delivery of fresh milk	OPEN
20.	KTVC/REG/21/2024-2026	Supply and delivery of dry groceries dry food stuffs, cereals and pulses	OPEN
21.	KTVC/REG/22/2024-2026	Supply and delivery of farm inputs - fertilizers, seedlings, seeds, pesticides and other farm requirements.	OPEN
22.	KTVC/REG/23/2024-2026	Supply and delivery of eggs meat, meat products, fish, fresh vegetables and fruits	OPEN
	SERVICES		
23.	KTVC/REG/24/2024-2026	Provision of printing services e.g. students log books, receipts book, LPO's, LSO's etc.	OPEN
24.	KTVC/REG/25/2024-2026	Provision of security services i.e. security firm	OPEN
25.	KTVC/REG/26/2024-2026	Provision of insurance services for students cover, staffs and Assets.	OPEN
26.	KTVC/REG/27/2024-2026	Provision and collection of sanitary bins Pest Control Services and fumigation services	YOUTH, WOMEN, PWD
27.	KTVC/REG/28/2024-2026	Provision of Valuation, Tagging& Labeling of Assets	OPEN



28.	KTVC/REG/29/2024-2026	Provision of Consultancy Services for Legal Compliance & Governance Audit.	OPEN
29.	KTVC/REG/30/2024-2026	Provision of enterprise resources planning services (ERP)/management information system (MIS)	OPEN
30.	KTVC/REG/31/2024-2026	Provision of small works i.e. painting, building and plumbing works, welding and fabrication works.	OPEN
31.	KTVC/REG/32/2024-2026	Provision of Event Management, Interior Decorations and furnishing Services, Shows and Exhibitions etc.	YOUTH,WOMEN, PWD
32.	KTVC/REG/33/2024-2026	Provision of security surveillance equipment and maintenance services e.g. CCTV	OPEN
33.	KTVC/REG/34/2024-2026	Provision of labelling and branding services, promotional brochures and branded t-shirts	YOUTH,WOMEN, PWD
34.	KTVC/REG/35/2024-2026	Provision of advert services i.e. print media, radio and TV	YOUTH,WOMEN, PWD
35.	KTVC/REG/36/2024-2026	Supply, Installation and maintenance of Servers Network equipment and Structured Cabling (LAN WAN etc.)	OPEN
36.	KTVC/REG/36/2024-2026	Provision of Hostels (Meals & Accommodation) And Hostel Management services.	OPEN

N/B- All reserved tenders are for business owned by Youth, Women and people with disability (PWD).

OPEN- application is open to public

People with Disability, Youth and Women who are duly registered and satisfy all the conditions of the tender, prequalification and relevant documents shall have an added advantage.



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. Copy of VALID Trade License.
4. Valid CR12 certificate or equivalent- for limited companies
5. Company profile
6. Valid AGPO Certificate for the reserved groups
7. Duly Completed Confidential Business Questionnaire
8. The person/firm **MUST NOT** be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)
9. For Repair & Maintenance works Firms **MUST** be registered by NCA
10. For provision of Ticketing Services prospective service providers **MUST** be registered with KCM
11. **Must** be a current member of the Association of Insurance Brokers (AIB) (BROKERS)(For provision of insurance)
12. Submit and authorization form from the underwriter on whose behalf (Brokers) (For provision of Insurance
13. Registration with the Insurance Regulatory Authority(IRA) for current year and a certified copy of the current license be submitted(for provision of insurance)
14. Signed tender form

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, equipment, facilities and proof of membership to a professional body where relevant should be attached.

Detailed tender documents may be obtained from procurement office during normal working days from **8.00AM-5.00PM Monday to Friday** upon payment of non-refundable fee of **Ksh. 1000** (Kenya Shillings one thousand) or download from the college website www.kiharutvc.ac.ke. and make a deposit of the said amount to the institution bank account.

ACCOUNT NAME: KIHARU TECHNICAL AND VOCATIONAL COLLEGE
ACCOUNT NUMBER: 1314152238 - KCB MURANG'A BRANCH



Bidders who download the documents from the website MUST also forward their particulars immediately for records via email to kiharutvc@gmail.com
Duly completed Registration Documents in plain sealed envelopes clearly marked "Category No.....For the Supply/Provision of..... 'Should be addressed to:

**THE PRINCIPAL
KIHARU TECHNICAL AND VOCATIONAL COLLEGE
P.O.BOX 29-10200
MURANGA
kiharutvc@gmail.com**

and be deposited in the Tender Box located at the Kiharu Technical and Vocational College so as to be received on or before **FRIDAY, 8th November, 2024 at 1:00PM**

Submitted application will be opened immediately thereafter in the college's boardroom in the presence of candidates/representatives who choose to attend.
Special groups are encouraged to apply.
Any canvassing or giving of false information will lead to automatic disqualification

Approved by



**Dr. Daniel K. Wahungu PhD.
Principal/BoG Secretary**



FORM RQ-1

**REGISTRATION
DATA SUPPLIERS APPLICATION FORM**

I/We _____ hereby apply for registration
(Name of Company/Firm)

As suppliers of _____
(Item Description)

Category No _____
Other branches and location _____

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners

1.

2.

3.

Indicate terms of trade/ sale /Payment.....

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



You are requested to give the particulars indicated in Part I 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 offence to give false information on this form

Part 1- General:

Business Name.....

Plot No.....

Location of Business Premises.....

Street/Road.....

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

Nature of Business..... Current Trade license.....

Expiring.....

Maximum Value of Business, which you can handle at Any Given Time: Ksh.....

Name of Your Bankers.....Branch.....

Part 2 (a) Sole Proprietor

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

NationalityCountry of Origin.....

Citizenship Details.....

Part 2 (b) Partnership

Given Details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....
.....
.....
.....
.....
.....



FORM RQ-3

PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS

1. 1st Client

- i. Name of 1st Client (organization).....
- ii. Address of Client (organization)
- iii. Name of Contact Person at the Client (organization).....
- iv. Telephone No. of Client.....
- v. Duration of Contract (date)
- vi. Signature and Stamp of Organization.....

2. 2nd Client

- i. Name of 2nd Client (organization).....
- ii. Address of Client (organization)
- iii. Name of Contact Person at the Client (organization).....
- iv. Telephone No. of Client.....
- v. Duration of Contract (date)
- vi. Signature and Stamp of Organization.....

3. 3rd Client

- i. Name of 3rd Client (organization).....
- ii. Address of Client (organization)
- iii. Name of Contact Person at the Client (organization).....
- iv. Telephone No. of Client.....
- v. Duration of Contract (date)
- vi. Signature and Stamp of Organization.....



FORM RQ-4 SWORN STATEMENT

Having studied the Registration information for the above project we/Thereby 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 tenders or quotations on the basis of provisions 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 it affects 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 Name/Company

Name.....

Represented By

Name.....

Date.....

Signature & Stamp.....

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

