



**KIPSOEN TECHNICAL & VOCATIONAL COLLEGE**

Off Eldoret-Iten Road.  
P.O. BOX 344-30700 ITEN  
TEL: 0797 868 786  
Email: [kipsontvc@gmail.com](mailto:kipsontvc@gmail.com)  
Website: [www.kipsontvc.ac.ke](http://www.kipsontvc.ac.ke)



**TENDER DOCUMENT FOR**

**PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES**

**FOR THE FINANCIAL YEAR**

**2021-2022/2022-2023**

**CLOSING DATE: THURSDAY 17<sup>TH</sup> JUNE 2021**

**TIME: 10.00 A.M**

**Receipt No.....**

**Serial .....**

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## ADVERTISEMENT FOR PREQUALIFICATION NOTICE

### PREQUALIFICATION OF ANNUAL TENDERS FOR FY 2021-2022/2022-2023

Tenders are invited for supply and delivery of the following goods and services to the institute as when required from interested and eligible bidders for the financial year 2021/2022

<b>S/N O</b>	<b>Category</b>	<b>Description of Goods/Services</b>	<b>Eligibility</b>
1.	KTVC/PQ/01/2021-2023	Supply and delivery of hardware materials.	OPEN
2.	KTVC/PQ/02/2021-2023	Supply and delivery of Building and materials.	YOUTH,WOMEN&PWD
3.	KTVC/PQ/03/2021-2023	Supply and delivery of electrical, electronics, solar materials, accessories, appliances and equipment's	OPEN
4.	KTVC/PQ/04/2021-2023	Supply of furniture's E.g. Lecture Tables/Chairs, Workstations and Office Chairs.	OPEN
5.	KTVC/PQ/05/2021-2023	Supply and delivery of Cleaning Materials, detergents and Disinfectants.	YOUTH,WOMEN & PWD
6.	KTVC/PQ/06/2021-2023	Supply and delivery of general office stationery, Tonners, Cartridges	OPEN
7.	KTVC/PQ/07/2021-2023	Supply and delivery of mechanical and welding engineering materials	OPEN
8.	KTVC/PQ/08/2021-2023	Supply of sports equipment and staff uniforms	OPEN
9.	KTVC/PQ/09/2021-2023	Supply and delivery of library books.	OPEN
10.	KTVC/PQ/10/2021-2023	Supply and delivery of computers and accessories.	OPEN
11.	KTVC/PQ/11/2021-2023	Supply and delivery of petrol, diesel and allied products	OPEN
12.	KTVC/PQ/12/2021-2023	Supply and delivery of assorted timber	OPEN
13.	KTVC/PQ/13/2021-2023	Provision of management information system services.	OPEN
14.	KTVC/PQ/14/2021-2022	Provision of sign writing and labelling services	OPEN
15.	KTVC/PQ/15/2021-2023	Provision of Small Works and construction services.	OPEN

16.	KTVC/PQ/16/2021-2023	Provision of general repair and maintenance of computers, printers, mechatronics equipment and other accessories.	OPEN
17.	KTVC/PQ/17/2021-2023	Provision of insurance cover for motor vehicles, staff and students	OPEN
18.	KTVC/PQ/18/2021-2023	Provision of general printing services	OPEN
19.	KTVC/PQ/19/2021-2023	Supply and delivery of tailoring equipment and materials	OPEN
20.	KTVC/PQ/20/2021-2023	Provision of repair and maintenance of tailoring equipment	OPEN

The interested firms may obtain the prequalification document containing full details and condition of tendering from the institutes website [www.kipsoentvc.ac.ke](http://www.kipsoentvc.ac.ke) or from procurement office upon payment of a non-Refundable fee of Kshs. 1,000.00 (One thousand Only) during normal Working hours from(8.00am-5.00pm) Monday to Friday.

Duly completed tender forms in plain sealed envelopes and clearly marked with relevant tender names, description and tender number should be addressed to the undersigned or be deposited in the tender box at the administration block on or before 17<sup>th</sup> June,2021 at 10.00am.

Tenders will be opened soon after closing in presence of bidders/representatives who choose to attend, late bids will not be accepted.

**The Principal,**  
**Kipsoen Technical and Vocational College**  
**Off Iten - Eldoret Road**  
**P.O Box 344-30700**  
**Iten.**

Interested bidders should note that only those who meet the criteria indicated below as minimum supported by the relevant documents as at submission will be considered for evaluation.

1. Certificate of business registration/incorporation
2. A valid copy of Tax Compliance Certificate at the time of opening
3. A Copy of VAT Certificate
4. A Valid Copy of Current Business Permit
5. An Abstract of the candidates audited accounts for the last two years OR Bank statements of the company for the last (6) months.
6. For services of professional nature as specified (Air ticketing, Legal Services, Valuation among Others) bidders must provide certificate of registration with relevant authorities)

Fully filled documents to be deposited in the tender box located at the main administration entrance on or before **Thursday 17TH JUNE 2021 at 10.00 A.M.** Opening will be done immediately in the board room with Presence of tenderers or their representative who choose to attend. Late bids will not be accepted.

Firms owned by Youth, Women and People living with disability (PWD'S) MUST show proof of registration by providing the registration certificates.

## **1.0 INTRODUCTION**

Kipsoen Technical and Vocational College would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Institution to perform the contract of Supply and Provision of Goods/Services to the institution.

### **1.1 Pre-qualification Objective**

The main Objective is to supply and deliver assorted items, and also to provide services under relevant tenders/quotations to Kipsoen Technical and Vocational College and when required during the period **July 2021 to June 2023**

### **1.2 Invitation for Pre-qualification**

Suppliers registered with Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION document to THE PRINCIPAL-KIPSOEN TECHNICAL AND VOCATIONAL COLLEGE so that they be pre-qualified for submission or quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.

### **1.3 Experience**

Prospective suppliers/contractors **MUST** have carried out successful supply and delivery of similar items/services to Government institutions of similar size and Complexity.

**Note: This may NOT apply for the Special Groups**

Potential suppliers/contractors **MUST** demonstrate the willingness and commitment to meet the pre-qualification criteria.

#### **1.4 Pre-qualification Document**

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

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

*All the documents from prospective suppliers must be properly bound, no loose papers/documents will be allowed.*

#### **1.5 Submission of Pre-Qualification Document**

Completed pre-qualification data and other requested information shall be submitted to reach.

**The Principal  
Kipsoen Technical and Vocational College,  
P.O Box 344-30700  
ITEN**

Not Later than **THURSDAY 17<sup>TH</sup> JUNE 2021, at 10.00am**

#### **1.6 Questions Arising from Documents.**

Questions that may arise from the Pre-qualification documents should be directed to the Principal whose address is given in part 1.5.

#### **1.7 Additional Information**

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

**1.6 Request for quotations (RFQ'S)**-will be made available only to those bidders whose qualifications are accepted by the Technical after scoring more than 80% points on the completion of the Pre-qualification process.

**2.1 Taxes on Imported Materials**

The supplier will have to pay custom duty and VAT as applicable of all imported materials to be supplied.

**2.2 Customs Clearance**

The contractor shall be responsible for customs clearance of their imported goods and materials.

**2.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the approval of the client's Accounting Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges and taxes.

**2.4 Payment**

All local purchase/Service Orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.



### **3.1 Pre-qualification data forms**

The attached questionnaire forms.01A,01B-01C,01D,01E-01F,01G,01, are to be completed by prospective supplier/contractors who wish to be pre-qualified for submission of tender for the specific tender.

**NOTE:** The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

### **3.2 Qualification**

It so understood and agreed that the pre-qualification data on prospective bidders is to be used by Kipsoen Technical and Vocational College in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of Kipsoen Technical and Vocational 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.

#### **3.3.0 Essential Criteria for Pre-qualification**

3.3.1(A) **Experience:** Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and Capacity to service the Contract.

(B) Prospective suppliers require special experience and capability to organize supply and deliver items, or services at short notice.

#### **3.3.2 Personnel**

The names and pertinent information and CV of the key personnel of individual of group to execute the contract must be indicated in form 01C.

#### **3.3.3 Financial Condition**

The supplier financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified 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 which in progress. Data to be filled/provided on Form 01D. However, potential bidders should provide evidence of financial capability to execute the contract.

#### **3.3.4 Past Performance**

Past Performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form 01F.

#### **3.4 Statement**

Application must include a sworn statement form 01H by the Tenderer ensuring the accuracy of the information given.

#### **3.5 Withdrawal Prequalification**

Should a condition arise between the time the firm is prequalified to bid and the bid opening date which in the opinion of the technical could substantially change the performance and qualification of the bidder or his 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 bidder even though he/she was initially, pre-qualified.

#### **3.6**

The firm must have a fixed business premises and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Article of Association, copies of which must be attached.

#### **3.7**

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance certificate

## PRE-QUALIFICATION DOCUMENTS

### 4.1 Prequalification Criteria

#### A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)]

##### ELIGIBILITY IN YOUTH, WOMEN AND PERSONS WITH DISABILITY (YWPWD'S)

	<b>Requirements</b>	<b>Score (30)</b>
1	Certificate of Business Registration /Incorporation	<b>Mandatory</b>
2.	A Valid Certificate of registration from Treasury (AGPO Certificate)	<b>Mandatory</b>
3.	A copy of VAT or PIN Certificate	<b>Mandatory</b>
4.	A valid copy of current Business Permit	<b>Mandatory</b>

##### ELIGIBILITY IN OPEN

	<b>Requirements</b>	<b>Score (30)</b>
1	Certificate of Business Registration /Incorporation	<b>Mandatory</b>
2.	A Valid Copy of Tax Compliance Certificate at the time of Opening	<b>Mandatory</b>
3.	A copy of VAT Certificate	<b>Mandatory</b>
4.	A valid copy of current Business Permit	<b>Mandatory</b>
5.	An abstract of the candidates audited accounts for the last two years OR Bank statement of the company for the last six(6)months	<b>Mandatory</b>
6.	For services of professional nature as specified (Air ticketing, Legal services, Valuation among Others) Bidders must provide certification and registration with relevant authorities)	<b>Mandatory</b>

**B :) OTHER REQUIREMENTS**

	<b>Requirements</b>	<b>Score</b>
<b>1</b>	Duly filled Pre-qualification Data	
<b>2</b>	Supervisory Personnel	
	i) Graduate-10	
	ii) Professional/Diploma -6	
	iii) Certificate -4	
	iv) High School -3	
<b>3</b>	Financial Position	
	Firms audited accounts/ Bank Statement for previous one year (attach proof)	
	Letter of reference from the banker regarding suppliers credited position.	
<b>4</b>	Dully filled confidential business Questionnaire	
<b>5</b>	Relevant past Experience	
	a) Provide names of three clients (organizations)	
	i) First client organization (Attach documents)	
	ii) Second client organization (Attach documents)	
	iii) Third client organization (Attach documents )	
<b>6</b>	Litigation History (Provide current sworn affidavit)	

<b>Required Information</b>	<b>Form</b>	<b>Points</b>
1. Registration	01A	30
2. Pre-qualification Data	01B	10
3. Supervisory Personnel	01C	10
4. Financial Position	01D	20
5. Business questionnaire	01E	10
6. Past Experience	01F	10
7. Litigation History	01G	10
	<b>TOTAL</b>	<b>100</b>

**NOTE: The qualification is 80 points and above**

## Form 01A PRE-QUALIFICATION

All firms must provide:-

### ELIGIBILITY IN YOUTH, WOMEN AND PERSONS WITH DISABILITY

Certificate of Business Registration/Incorporation
A Valid Certificate of registration from Treasury(AGPO)
A Copy of VAT or PIN Certificate
A valid copy of the current Business permit
Valid Tax Compliance Certificate at the time of opening

### ELIGIBILITY IN OPEN

Certificate of Business Registration/Incorporation
A Valid Certificate of registration from Treasury(AGPO)
A Copy of VAT & PIN Certificate
A valid copy of the current Business permit
An abstract of the candidates audited accounts for the last two years OR Bank statement of the company for the last six(6)months
For services of Professional nature as specified (Air ticketing, Legal Services, Valuation, among others) bidders must provide certification & registration with relevant authorities)
A Valid Certificate of registration from Treasury(AGPO)

**(30 POINTS)**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We.....hereby apply for registration as  
supplier(s) (Name of Company/Firm)

Of.....  
(Item Description)

.....  
(Category No.)

Post Office Address.....

Town.....  
...

Street.....

Name of building.....

Room/Office no.....Floor No.....

Telephone No. ....

Full Name of applicant.....

Other branches location.....

**Organization & Business Information**

Management Personnel.....

President (chief Executive).....

Secretary.....

.....

General  
Manager.....

Treasurer.....

.....

Other.....

..... Partnership (if applicable)

Names of Partners

3. Business founded or incorporated.....

4. Under present management since.....

5. Net worth equivalent KShs.....

6. Bank reference and address.....

.....

7. Bonding company reference and address.....

8. Enclosed copy of organization chart of the firm indicating the main filed of activities.....

9. State any technological innovations or specific attributes which distinguish you from your competitors.....

10. Indicate terms of trade/sale.....

**(10 Points)**



**FORM 01C- SUPERVISORY PERSONNEL**

**Provide qualification and experience of at least four key personnel proposed for administration and execution of the contract.**

S.NO	NAME	POSITION	QUALIFICATION	EXPERIENCE

(Attached copies of certificate & CV of key personnel in the organization)

**(10 Points)**

**FORM 01D- FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach a copy of firm's two latest certified financial statements giving summary of assets and current liabilities/or any other financial support.
- (2) Attached letters of reference from the bankers regarding supplier's credit position.
- (3) State credit period (minimum proposed is 30days)

**(20 Points)**

**FORM 01E -CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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

<p><i>Part I- General:</i></p> <p>Business Name</p>	<p>Phone</p>
<p>Postal Address</p>	<p>Fax</p>
<p>Location of business premises</p>	<p>Plot No.</p>
	<p>Street/Road</p>
<p>Email</p>	
<p>Current Trade License No.....Expiring  date</p>	<p>PIN</p>
	<p>VAT No.</p>
<p>Nature of Business</p>	
<p>Maximum value of business which you can handle at any one time: KShs.</p>	
<p>Name of your bankers</p>	<p>Branch</p>

**Part 2 (b) Partnership**

Shares

Given details of partners as follows:

	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....

*\*if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration*

**Part 2 (a) – Sole Proprietor**

☐

Your name in full.....Age.....  
 Nationality.....Country of origin.....  
 \*Citizenship details.....  
*\*if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration*

☐

**Part 2 (c) – Registered Company:**

Private or Public.....

☐ State the nominal and issued capital of company-

Nominal KShs.....

Issued KShs.....

Given details of all directors as follows:-

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
-------------	--------------------	----------------------------	---------------

1. ....
2. ....
3. ....

*\*if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration*

Certification:

I, undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible.

Name.....Title.....  
.....

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

Stamp.....

**(10 Points**

**FORM 01F PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS AND VALUES OF CONTRACT/ORDERS.**

1) Name 1<sup>st</sup> Client (Organization

- i) Name of Client (organization).....
- ii) Address of Client (Organization).....
- iii) Name if Contact Person at the client (Organization).....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date).....

*(Attach documental evidence of existence of contract and recommendation letter)*

2) Name 2<sup>nd</sup> Client (Organization)

- i) Name of Client (organization).....
- ii) Address of Client (Organization).....
- iii) Name if Contact Person at the client (Organization).....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date).....

*(Attach documental evidence of existence of contract and recommendation letter)*

3) Name 3rd Client (Organization)

- i) Name of Client (organization).....
- ii) Address of Client (Organization).....
- iii) Name if Contact Person at the client (Organization).....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date).....

*(Attach documental evidence of existence of contract and recommendation letter)*

4) Name 4<sup>th</sup> Client (Organization)

- i) Name of Client (organization).....
- ii) Address of Client (Organization).....
- iii) Name if Contact Person at the client (Organization).....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date).....

*(Attach documental evidence of existence of contract and recommendation letter)*

**(10 Point)**

**LITIGATION HISTORY**

**FORM 01G -**

Name of Contract Supplier

Contract/Suppliers should provide information on any history of litigation or arbitration resulting from contract executed in the last five years or currently under execution.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)</b>

**(10 Points)**



**SWORN STATEMENT**

**FORM 01H -**

Having studied the pre-qualification information for the above project we/I hereby state

- a) The information furnished in our application is accurate to the best of our knowledge.
  
- b) That in case of being pre-qualified 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 document to follow.
  
- c) We enclose all the required documents and information required for the prequalification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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



