



**RUNYENJES TECHNICAL AND VOCATIONAL COLLEGE,  
EMPOWERING THROUGH SKILLS AND TECHNOLOGY,  
P.O BOX 239-60103, RUNYENJES.  
Tel: +254797210054.**

Email: [runyenjestti@gmail.com](mailto:runyenjestti@gmail.com) / [runyenjesprocurementdesk21@gmail.com](mailto:runyenjesprocurementdesk21@gmail.com)  
Website: [www.runyenjesttechnical.ac.ke](http://www.runyenjesttechnical.ac.ke)

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS &**

**SERVICES**

TENDERERS NAME: .....

CATEGORY NO: .....

CATEGORY DESCRIPTION .....

IF SPECIAL GROUP PLEASE INDICATE BELOW: (  )

WOMEN	□
YOUTH	□
PERSONS WITH DISABILITY	□

## TABLE OF CONTENTS

SECTION A: INSTRUCTIONS FOR REGISTRATION	1
SECTION B: TENDER	
NOTICE	3
SECTION C: EVALUATION	
CRITERIA	7
SECTION D: APPLICATION FORM	8
SECTION F: STATUS OF COMPLIANCE WITH STATUTORY	11
SECTION G: FINANCIAL POSITION & TERMS OF TRADE	12
SECTION H: LITIGATION /ARBITRATION INCIDENCES	13
SECTION I: CLIENTS DETAILS	14
SECTION J: MANPOWER AND EXPERTISE OF STAFF	16
SECTION L: DECLARATION	17
SECTION E: CONFIDENTIAL BUSSINESS	
QUESTIONNAIRE	9
SECTION K: PAST	
PERFORMANCE	19

# REGISTRATIONS OF SUPPLIERS FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2022/2024.

## SECTION A: INVITATION FOR REGISTRATION

### 1.1 Introduction

- i. The Runyenjes Technical and Vocational College invites sealed bids from interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods, services and works.
- ii. Completed bid documents must be received by **RTVC** at the address below not later than **07th June 2022 at 12:00 noon** in plain sealed envelopes clearly marked". Do not open before **07th June 2022**.
- iii. Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the College. **Suppliers who are not registered or fail to meet the registration criteria will not be allowed to participate in the Tenders /RFQs/RFPs**
- iv. The application should be in a sealed envelope to maintain confidentiality and addressed to:

**THE PRINCIPAL  
RUNYENJES TECHNICAL AND VOCATIONAL COLLEGE,  
P.O BOX 239-60103, RUNYENJES.**

The envelope should indicate the Registration Number applied for and category description upon submission, and must be dropped in the tender box on or before **07th June 2022 at 12:00 noon**.

Documents containing detailed instructions and requirements may be obtained from Runyenjes Technical and Vocational College website [www.runyenjestechnical.ac.ke](http://www.runyenjestechnical.ac.ke) or Kenya Government tenders portal: <http://tenders.go.ke> Free of charge. Applicants who download the tender documents shall email their Company/ Business names, contact details and item reference number to [runyenjesprocurementdesk21@gmail.com](mailto:runyenjesprocurementdesk21@gmail.com)

NB: Those who wish to be registered in more than one category will be required to download additional registration documents for each category.

#### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items /services to other Institutions. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria

#### **1.5 Registration Documents**

The document includes questionnaire forms and instructions for the prospective suppliers'. In order to be considered for registration the prospective supplier must provide requested proof and all other all other information requested.

**1.6** Enquiries that may arise from the Registration Document should be channeled to the Procurement Office through the given address.

**1.7** Invitation to Tenders/Quotation/Proposals

Bidding documents will be made available to those bidders whose qualifications score 70% and above soon after the evaluation process, [please note that late submissions will not be accepted.](#)

**SECTION B:**

**TENDER NOTICE**

**RUNYENJES TECHNICAL AND VOCATIONAL COLLEGE (RTVC) INVITATION FOR REGISTRATION OF SUPPLIERS FOR YEAR 2022-2024**

SUPPLY OF GOODS ,WORKS AND SERVICES.			ELIGIBILITY
No	ITEM REFERENCE	ITEM DESCRIPTION / CATEGORY	
1	RTVC/001/2022-2024	Registration for supply and delivery of fresh drinking water and other refreshments.	Open
2	RTVC/002/2022-2024	Registration for supply and delivery of general stationeries/printed materials and assorted stationeries.	Women,pwd,Youth
3	RTVC/003/2022-2024	Registration for supply and delivery of fresh milk and fresh farm produces.	Open
4	RTVC/004/2022-2024	Registration for supply and delivery of meat i.e. beef, pork, fish fillet, chicken, bones and poultry products etc.	Open
5	RTVC/005/2022-2024	Registration for supply and delivery of foodstuffs. g cereals, sugar, tea leaves Bread and snacks.	Open
6	RTVC/006/2022-2024	Registration for supply and delivery of firewood and charcoal.	Open
7	RTVC/007/2022-2024	Registration for supply and delivery of newspapers and journals	Open
8	RTVC/008/2022-2024	Registration for provision of printing and binding services i.e. Banners, brochures, branded T- shirts,i.d cards, invoices etc.	Women,pwd,Youth
9	RTVC/009/2022-2024	Registration for supply and delivery of general office equipment e.g. computers, computer software, hardware and accessories, printers, tonners, cartridges,ipad,cameras,mobile phones, calculators etc.	Open
10	RTVC/010/2022-2024	Registration for supply and delivery of office furniture ,carpets,ittings,tents,chairs and furnishing materials.	Open

11	RTVC/011/2022-2024	Registration for supply and delivery of Medical drugs and equipment.	Open
12	RTVC/012/2022-2024	Registration for supply and delivery of lab chemicals and equipment	Open
13	RTVC/013/2022-2024	Registration for supply and delivery of uniforms, curtains and other textiles	Open

14	RTVC/014/2022-2024	Registration for supply and delivery of electrical / electronic materials and equipment including CCTV cameras.	Open
15	RTVC/015/2022-2024	Registration for supply and delivery of farm inputs, seeds, fertilizer, pesticides, animal feeds and dry hay.	Open
16	RTVC/016/2022-2024	Registration for supply and delivery of Sporting and games Equipment	Open
17	RTVC/017/2022-2024	Registration for supply and delivery of cleaning materials and detergents and sanitary materials.	Reserved
18	RTVC/018/2022-2024	Registration for supply and delivery of natural building materials e.g. Timber,bricks,sand,ballast and hardcore etc.	Open
19	RTVC/019/2022-2024	Registration for supply and delivery of general Hardware materials e.g. plumbing materials and fittings, carpentry and masonry materials	Open
20	RTVC/020/2022-2024	Registration for provision of office cleaning, ground maintenance, landscaping and beautification purposes.	Open
21	RTVC/021/2022-2024	Registration for supply and delivery of Building and construction materials i.e. nails, cement	Open
22	RTVC/022/2022-2024	Registration for supply and delivery of cutlery, utensils and kitchen appliances	Open
23	RTVC/023/2022-2024	Registration for supply and delivery of library books, periodicals and journals.	Open
24	RTVC/024/2022-2024	Registration for supply and delivery of beauty and hairdressing materials and equipment.	Open
25	RTVC/025/2022-2024	Registration for supply of motor vehicle parts and spares, tires and mechanical parts.	Open

26	RTVC/026/2022-2024	Registration for supply of fuel and lubricants	Open
27	RTVC/027/2022-2024	Registration for supply of LPG gas	Open
28	RTVC/028/2022-2024	Registration for provision of welding (fabrication) services	Open
29	RTVC/029/2022-2024	Registration for provision of firefighting equipment, training, installation, maintenance and servicing of fire extinguishers and reels.	Open
30	RTVC/030/2022-2024	Registration for provision of fumigation and pest control services	Open
31	RTVC/031/2022-2024	Registration for small works	Open
32	RTVC/032/2022-2024	Registration for provision of consultancy services, human resource training development services, capacity building customer satisfaction, alcohol and drug abuse.	Open
33	RTVC/033/2022-2024	Tender for provision of minor construction and repairs.	Open
34	RTVC/034/2022-2024	Registration for provision of specialized carpentry work	Open
35.	RTVC/035/2022-2024	Registration for provision of installation, repairs and maintenance of computer servers, upgrading of MIS custom tailor made software and internet connectivity	Open
36.	RTVC/036/2022-2024	Registration for provision and maintenance of workshop equipment's and machines	Open
37.	RTVC/037/2022-2024	Registration for provision of security services	Open
38.	RTVC/038 /2022-2024	Registration for provision of artwork and signage design.	Open
39.	RTVC/039*/2022-2024	Registration for provision of internet and website development and maintenance services.	Open
40.	RTVC/040/2022-2024	Registration for provision of building works, repairs and maintenance.	Open
41.	RTVC/041/2022-2024	Registration for insurance services/cover for institute building /equipment assets and students attachment.	Open
42.	RTVC/042/2022-2024	Registration for provision of renovation painting of buildings, maintenance labs and workshops.	Open

43.	RTVC/043/2022-2024	Registration of lawn mower, motor vehicle and generators.	Open
44.	RTVC/044/2022-2024	Registration for provision of advertisement services.	Open

The AGPO Groups are to apply and attach:

1. A copy of the AGPO Certificate from National Treasury indicating the category you are in.
2. KRA Pin Certificate
3. Valid tax compliance
4. Company profile
5. Valid tax compliance
6. A valid business permit

Complete documents in a plain, sealed envelope marked category number and category description should be addressed to

**THE PRINCIPAL  
RUNYENJES TECHNICAL AND VOCATIONAL COLLEGE,  
P.O BOX 239-60103, RUNYENJES**

And deposited in the TENDER BOX at the polytechnic reception so as to be Received on or before **07th June 2022**. The documents will be opened on the same day at **12:00 noon** in the boardroom and bidders or their representatives are welcome to witness the opening.

[Late applications shall not be accepted.](#)

**SECTION C: PRELIMINARY EVALUATION**

The lists of documents below are mandatory to all vendors and must be submitted:

1. Certificate of Incorporation, Partnership or Business registration
2. A copy of valid tax compliance, pin certificate and Vat certificate. And also be registered under i-tax in KRA portal.
3. A copy of Business Permit.
4. Licenses from relevant certifying /regulatory bodies for the categories indicated.
5. Letter of recommendation from two major clients.

**NB.** [Please note that any firm which does not have all mandatory requirements will not be evaluated any further and the application will be rendered non-responsive.](#)

**EVALUATION CRITERIA**

	Required information	Allocated scores

1	<ul style="list-style-type: none"> <li>• Audited reports for the last 2years</li> <li>• Mode of payment and willingness to give credit</li> </ul>	2 1
2	Past experience and performance	
	<ul style="list-style-type: none"> <li>• Number of years in business</li> <li>• Three referees (preferably clients)attach proof (Proof Copies of LPO, Letter of award, Completion certificate of contracts)</li> </ul>	2 2
3	Confidential business questionnaire <ul style="list-style-type: none"> <li>• Duly filled</li> <li>• Fixed premises with telephone facilities (will be inspected /verified by a team from RTVC</li> </ul> <input type="checkbox"/>	1
4	Litigation history	1
5.	Certified copies with relevant regulatory authorities. i.e. KEBS,IATA,NCA Poisons board, etc.	1
	TOTAL	10

**SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1 (a) and either part 2(a), (2b) or 2(c) whichever applies to your type of business

**YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM.**

Part 1a): General information

Business Name	
Physical location of business	Town..... Street.....
Premises (Note that a visit to your office may be	Building Name .....

conducted, Information provided as	
part of the	
evaluation)	
Business operations	Year established ..... Duration of business operations .....
Principal contact person	Name ..... Position .....
Postal Address	P.O BOX ..... Code .....
Nature of business	
Maximum value of business which you can handle at any one time	Ksh .....
Name of your bankers	Branch .....

Part 2(a)-sole proprietor

Your name in full	
Age	
Nationality	
Country of origin	
Citizenship Details (Attach copies of IDs)	

Part 2 (b) - Partnership.

Give details of partners as follows

NO	NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARE
1				
2				
3				
4				
5				

Part2 (c)-Registered Company

Private or Public				
State the nominal and issued capital of the company	Nominal ksh .....			
Give details of all directors	Name	Nationality	Citizenship (Attach Copies of IDs)	Share

Date:.....

Name of tenderer

.....

**Signature** ... ..

**SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS / CAPACITY TO DELIVER GOODS, WORKS OR SERVICES**

1. Certificate of registration / incorporation..... (Attach copy)
2. Valid Trade License..... (Attach copy)
3. State VAT Registration NO ..... (Attach copy)
4. PIN NO ..... (Attach copy)
5. Attach Proof of being up to date in VAT and Income Tax Returns ..... (Attach copy of current Tax Compliance Certificate)
6. State if the company is a subject of bankruptcy proceedings, in receivership, administrative Receivership or any other form of liquidation as defined by the applicable law.....  
.....  
.....  
.....  
.....  
.....  
.....

7.State whether you are a manufacturer, dealer or appointed distributor (Agent), Wholesaler, Compliance etc.....  
.....  
.....  
.....

8. If a manufacturer or service organization or retailer/others, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body?

Yes/No..... (Attach documentary evidence of certification)

9. Other important certifications e.g. KEBS, registration with MOPW, Certificate with Professional bodies (IATA a must for Air Travel Agent.) Please attach proof .

10. What is average response to delivery of goods/services after issuance of LPO?

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

11. What is the maximum of business which you can handle at any one time?

Kshs .....

12. What is your average response time to request for quotation/proposal?

.....

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

SECTION G: FINANCIAL POSITION & TERMS OF TRADE PART 1

PART 1

**AUDITED FINANCIAL REPORTS**

Attach copies of Audited Financial reports for the last 2 years

PART II

TERMS OF TRADE (PAYMENT TERMS)

Runyenjes Technical and Vocational College would wish to work on deliveries after issuance of a local purchase /service order and payment after deliveries are made. Our payment terms are 30 days from date of invoice.

Confirm acceptance of this: Acceptable/Not Acceptable

Name ..... Signature .....

SECTION H: LITIGATION /ARBITRATION INCIDENCES

Litigation and Arbitration incidences

- (a) Enumerate any past litigation and arbitration incidences encountered by the firm.
  
- (b) State if the company is/was a subject of bankruptcy proceedings, in receivership Administration receivership or any other form of liquidation as defined by the applicable law.

ANTI CORRUPTION AFFIDAVIT FORM

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT  
CHAPTER 15 OF THE LAWS OF KENYA

AND

IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT,  
NO. 33 2015.

I, ..... of P.O. Box ..... being a Resident of .....in the Republic of Kenya do hereby make oath and state as follows: -

- 1) That I am the .....; (Chief Executive/Managing or Director/Principal Officer/Director) of (Name of the Business) which ..... is a Candidate in respect of Tender Number..... to Supply goods, render services and/or carry out works for Runyenjes Technical and Vocational College and duly authorized and competent to make this Affidavit

- 2) That the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Runyenjes Technical and Vocational College, which is the procuring entity.
- 3) That the aforesaid Candidate, its servant(s) and/or agent(s) have not been offered and will not offer any inducement to any member of the Board, Management, Staff and/or employee(s) and/or agent(s) of Runyenjes Technical and Vocational College.
- 4) That the aforesaid Candidate, its servant(s) and/or agent(s) have not been debarred from any procurement process.
- 5) That what is deposed to here in above is true to the best of my knowledge information and belief.

SWORN at ..... by the said}

..... }

on

this ..... day of .....20 ..... }

}

}

DEPONENT

}

Before me

}

Commissioner for Oaths

**SECTION I: CLIENTS DETAILS**

Give details of at least 3 Reputable Organizations where you are supplying the Category of goods /services applied for. (Attach proof)

1. **Organization Name** .....

Address .....

Tel. No .....

Contact Person .....

Position in the Organization .....

E-mail Address .....

2. **Organization Name** .....

Address .....

Tel. No .....

Contact Person .....

Position in the Organization .....

3. **Organization Name** .....

Address .....

Tel. No .....

Contact Person .....

Position in the Organization .....

**SECTION J: MANPOWER AND EXPERTISE OF STAFF**

Qualifications and experience of at least three key personnel proposed for

Position	Name	Qualifications	Experience in proposed position

administration and execution of contract. Attach (Curriculum Vitae CV's). The CVs should be duly signed by the proposed personnel. \_\_\_\_\_

**SECTION K: PAST PERFORMANCE**

Have you previously been supplying goods /services to Runyenjes Technical and Vocational College? If yes, give details

.....  
.....  
.....  
..... Indicate three of the latest orders with  
RTVC.....  
.....

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

Do you have any pending orders with RTVC? If so give details

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

Has your contract ever been terminated by Runyenjes Technical and Vocational College?

YES ..... NO .....

If yes, attach details.

SECTION L: DECLARATION

I/We declare that I/we have completed these forms accurately at the time application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

The procuring entity's employees/ members, Council members and their relative (spouse and, council members children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

A declaration form that the director of the firm has never been debarred from participating in Public Procurement Tender and is not involved in corruption.

Signed and Stamped .....

Name .....

Position in the Company .....

Date .....