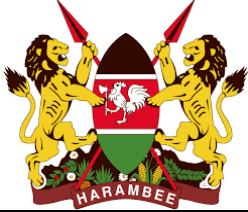


MWALA TECHNICAL AND VOCATIONAL COLLEGE



P.O. Box 07-90102, Mwala
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CONTINUOUS REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2025-2027

TENDER NO. MTVC/REG/2025-2027

CATEGORY APPLIED

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INVITATION FOR REGISTRATION

Tender No: **MTVC/REG/2025-2027**

Tender name: **CONTINUOUS REGISTRATION OF SUPPLIERS
FOR THE FINANCIAL YEARS 2025- 2027**

Mwala Technical and Vocational College invites applications for the registration of interested and qualified suppliers, contractors and consultants in the following categories for the financial years **2025-2027**.

SUPPLY OF GOODS,WORKS AND SERVICES	
CATEGORY NO.	ITEM DESCRIPTION
MTVC/REG/01/2025-27	Supply and Delivery of General Office Stationery
MTVC/REG/02/2025-27	Supply and Delivery of Computer Accessories, Toners and Cartridges
MTVC/REG/03/2025-27	Supply and Delivery of Foods Stuffs
MTVC/REG/04/2025-27	Supply and Delivery of Butcher i:e Meat, Bones and its allied products
MTVC/REG/05/2025-27	Supply and Delivery bulk clean fresh drinking and borehole water (Water bowser)
MTVC/REG/06/2025-27	Supply and Delivery of Cleaning Materials ,Detergents, Disinfectants and Sundry items
MTVC/REG/07/2025-27	Supply and Delivery of Gas Cylinder and Cooking Gas
MTVC/REG/08/2025-27	Supply and Delivery of Hardware and Building Timber and Plumbing materials
MTVC/REG/09/2025-27	Supply and Delivery of Electrical,Electronics and related components
MTVC/REG/10/2025-27	Supply and Delivery Mechanical and welding materials
MTVC/REG/11/2025-27	Supply and Delivery of Office Furniture and fittings
MTVC/REG/12/2025-27	Supply ,Delivery and installation of Computers, Laptops, Printers, Photocopiers, Scanners and accessories
MTVC/REG/13/2025-27	Supply and Delivery of sportswear, equipment and related services
MTVC/REG/14/2025-27	Supply and Delivery of Stainless-steel Catering Equipment's &Related Kitchen wares, Cutlery and Crockery
MTVC/REG/15/2025-27	Supply and Delivery and Installation of Computer software and Networking Materials
MTVC/REG/16/2025-27	Supply and Delivery of Dry firewood and charcoal
MTVC/REG/17/2025-27	Supply, Delivery installation and servicing & maintenance air conditioners and other refrigeration items
MTVC/REG/18/2025-27	Supply, Delivery ,Servicing and Maintenance of fire Fighting Equipment
MTVC/REG/19/2025-27	Supply and delivery of Farm/Agricultural materials and equipment

MTVC/REG/20/2025-27	Supply and delivery of cosmetology materials
MTVC/REG/21/2025-27	Design, Printing and Delivery of Promotion, Communication& Corporate branded materials
MTVC/REG/22/2025-27	Supply and delivery of Biomedical/Medical equipment and accessories.
WORKS AND SERVICES	
MTVC/REG/23/2025-27	Provision of small works, building constructions, general civil works, electrical and mechanical works
MTVC/REG/24/2025-27	Provision of Specialized servicing of Motor Vehicle
MTVC/REG/25/2025-27	Provision of Insurance services
MTVC/REG/26/2025-27	Provision of Event Organizing Services, Hiring of Tents, Chairs, Tables decorating materials and sound System
MTVC/REG/27/2025-27	Supply, Delivery, Installation & Commissioning of Solar Panels, Solar Lighting Units, Charge Controllers, Inverters, Solar Batteries and related solar accessories
MTVC/REG/28/2025-27	Repair Maintenance of ICT equipment and photocopier Machines
MTVC/REG/29/2025-27	Provision of Consultancy services such as Capacity Building and Asset tagging
MTVC/REG/30/2025-27	Supply and Delivery of Laboratory Chemicals and Reagents
MTVC/REG/31/2025-27	Supply, Delivery, Installation, commissioning and Maintenance of CCTV
MTVC/REG/32/2025-27	Provision of Internet Connectivity Services

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 and Current Trade License**
- 4. Attach CR 12/CR 13 Directorship of the company**
- 5. Valid AGPO Certificate where applicable**
- 6. For minor works repairs Firms MUST be registered by NCA**
- 7. eGP Number**
- 8. Duly Completed Confidential Business Questionnaire**
- 9. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)**

The registration documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded **free of charge** from our website on the following link: www.mwalatvc.ac.Ke

Duly completed Registration Documents in plain sealed envelopes clearly marked “Category No.....For the Supply/Provision of...” should be addressed to:

**THE PRINCIPAL
MTVC
P. O. Box 07 -90102,
MWALA.**

and submitted at the Procurement Office, located at the first floor, Administration Block during normal working hours.

Yours sincerely,

**PRINCIPAL
MTVC**

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1 Mwala 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 provision of goods, works and services to the College.

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**.

2.2.2 The original registration document shall be typed or written in indelible and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

2.3 Submission of Applications

2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and submitted at the procurement office.

2.3.2 The Candidate shall seal the original registration document duly marking the envelope **ORIGINAL**. The envelope shall:

- (a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.
- (b) Bear the registration category, title and reference number of the registration document.

2.3.3 If the envelope is not sealed and marked as instructed above, the College will assume no responsibility for the misplacement or premature opening of the registration document. If the envelope discloses the

Candidates identity Mwala Technical and Vocational College will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.4 Eligible Candidates

2.4.1 Suppliers registered with the Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to college so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to Mwala College, as the College shall reasonably request.

2.5 Qualification Criteria

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 The registration 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.

2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods,

services and allied items.

2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

2.5.5 Financial Condition

The Suppliers financial condition will not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

2.5.6 Confidential Business Questionnaire

The general information and details of the nature of business and location should be included in Form RQ -2.

2.5.7 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.

2.5.8 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year –or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

2.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and Mwala College will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify Mwala College in writing or by email at the college email address indicated in the registration data.

2.7.2 The College will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the

Deadline for the submission of applications. Copies of the college response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, the College may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub- Clause 2.7.2 and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the college.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, Mwala College may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 Deadline for Submission of Registration Documents

2.9.1 Applications may be submitted anytime at the Procurement Office, located at the first floor, Administration Block during normal working hours.

2.9.2 The College may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the College and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Process to be Confidential

2.10.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been

announced. Any effort by an applicant to influence the College

processing of applications or approval decisions may result in the rejection of the applications.

2.11 Clarification of Applications and Contacting of the Institute

2.11.1 To assist in the examination, evaluation, and comparison of applications, the College may, at its discretion, ask any applicant for clarification of his/her application.

2.11.2 Subject to Sub-Clause 2.11.1, no applicant shall contact Mwala College on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of the College, he/she should do so in writing.

2.11.3 Any effort by any applicant to influence the College in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

2.12 Examination of Registration Documents and Determination of Responsiveness

2.12.1 Prior to the detailed evaluation of applications, Mwala College will determine whether each application

- (a) has been properly signed and delivered pursuant to clause 2.3;
- (b) is substantially responsive to the requirements of the registration documents; and
- (c) provides any clarification and/or substantiation that the College may require to determine responsiveness pursuant to Sub-Clause 2.15

2.12.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one

- (a) Which limits in any substantial way, inconsistent with the registration documents, the College rights or the applicant obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.12.3 If an application is not substantially responsive, it will be rejected

by the College and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.12.4 The College, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.13 Notification of Qualified Applicants

2.13.1 Applicants whose applications are determined to be successful in accordance with sub- clause 2.15 will be notified by the College.

2.13.2 At the same time Mwala College notifies qualified Applicants that their applications are responsive, the College shall notify the other Applicants whose applications are not responsive.

2.14 Evaluation and Comparison of Applications

2.14.1 The College will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.14.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.15 'MWALA COLLEGE Right to accept any Application and to reject any or all Applications

2.15.1 Mwala College reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2.16 Notification of Approval

2.16.1 Prior to expiration of the period of registration validity prescribed by Mwala College, the College will notify successful applicants through a list to be uploaded on Mwala College website.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format and signing of applications and Submission of Applications respectively, bidders **MUST** submit **ONLY ONE ORIGINAL** registration document **PER CATEGORY**
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1.	Certificate of Registration/Incorporation	Mandatory
2.	Copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
3	Copy of valid and current Trade License	Mandatory
4	Copy of CR12/CR13 Directorship of the company	Mandatory
5	Copy of valid AGPO Certificate where applicable	Mandatory
6.	For works Firms MUST be registered by NCA	Mandatory
7.	eGP registration Number	Mandatory
9	Current practicing certificates for professionals where applicable	Mandatory
10.	Duly completed Self-declaration forms as per the attached format SD1 and SD2	Mandatory

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** Proceed to the next stage of the evaluation.

2.5 Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

EVALUATION CRITERIA

	Requirements	Score
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	40
3	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
4	Litigation History (Provide current sworn affidavit)	10
	TOTAL	100

The minimum pass mark to qualify for registration shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

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

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

RQ-2**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 offense to give false information on this form

Part 1- General:

Business

Name.....

Plot No.....

Location of Business

Premises.....

Street/Road.....

Email

address.....

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.....

Nationality.....Country of Origin.....

Citizenship Details.....

Part 2 (b) Partnership

Given Details of partners as follows:

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

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

Part 2 (c) Registered Company

i) Private or public Company _____

ii) **State the nominal and issued capital of the Company-**

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii) Give details of Directors as follows.

Names of Director	Nationality	Citizenship	% Shares owned

FORM RQ-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS

1. Name of 1st Client (organization)

- i) Name of 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. Name of 2nd Client (organization)

- i) Name of 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. Name of 3rd Client (organization)

- i) Name of 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**- LITIGATION HISTORY**

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

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

SELF DECLARATION FORMS

(R.47)

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, of Post Office Box
being a resident ofin the Republic of
.....do hereby make a statement as follows: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of.....(insert name of the Company) who is a Bidder in respect of Tender No.
..... for (insert tender title/description) for (insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....

.....

(Title)

(Signature)

(Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION FORMS

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Box being a resident of in the Republic of.....do hereby make a statement as follows: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of (Insert name of the Company) who is a Bidder in respect of Tender No. for..... (insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents / subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (Insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents / subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ... (Name of the Procuring entity).
4. THAT the aforesaid Bidder, will not engage/has not engaged in any corruptive practice with other bidders participating in the subject tender.
5. THAT what is deposed to hereinabove is true to the best of my knowledge, information and belief.

.....

(Title)

Bidder's Official Stamp

(Signature)

(Date)

—