

LAIKIPIA EAST TECHNICAL AND VOCATIONAL COLLEGE

Tel: 0713380692

Email:laikipiaetvc@gmail.com

www.laikipiaeasttvc.ac.ke



Along Nyeri-Nyahururu Highway

P.O Box 14-10129, Mugunda.

Laikipia East Technical and Vocational College is in the process of pre-qualifying/registering suppliers of Goods, Works and Services for the financial years 2023-2025. The college invites interested eligible bidders to submit applications for pre-qualification/registration of suppliers of the following category of goods, works and services. Bidders are informed that goods, consultancies and services will be procured on **“As and when required basis”**.

The tender documents will be available at the Laikipia East Technical and Vocational College upon payment of **Non-refundable fee of Kshs. 1,000** (one thousand shillings only) per document payable in cash or bankers cheque to Laikipia East Technical and Vocational College between **08.00 am to 5.00 pm** on working days. Download free of charge from College Website.
www.laikipiaeasttvc.ac.ke.

NO.	DESCRIPTION	CATEGORY NUMBER	TARGET
PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2023/ 2025			
1.	Supply & delivery of general Stationery and other related items.	LETVC-REG001-2023/2025	Open
2.	Supply & delivery of fresh milk.	LETVC -REG002-2023/2025	Reserved
3.	Supply & delivery of cooking gas.	LETVC -REG003-2023/2025	Open
4.	Supply & delivery of hardware, workshop equipment's and plumbing materials.	LETVC -REG004-2023/2025	Open
5.	Supply & delivery of beauty and cosmetic products and equipment's	LETVC -REG005-2023/2025	Reserved
6.	Provision for insurance services	LETVC -REG006-2023/2025	Open
7.	Supply & delivery of Computers & Printers, toners and related Items.	LETVC-REG007-2023/2025	Reserved
8.	Supply & delivery of cleaning materials, detergents and disinfectants	LETVC-REG008-2023/2025	Reserved
9.	Supply & delivery of timber, wood, Charcoal and allied products	LETVC-REG009-2023/2025	Open
10.	Supply & delivery of office and trainees Furniture, Fitting and Equipment	LETVC-REG010-2023/2025	Open
11.	Supply & delivery of hospitality equipment (i.e.) cutlery, crockery, and kitchen appliances	LETVC-REG011-2023/20-25	Open

12.	Supply & delivery of games and staff uniform, curtain and protective clothing	LETVC-REG012-2023/2025	Open
13.	Supply & delivery of Electrical items and fittings	LETVC-REG013-2023/2025	Open
14.	Supply & Delivery of Building materials(e.g.) sand, Ballast, Hardcore, stone materials	LETVC-REG014-2023/2025	Open
15.	Supply and delivery of promotional materials(e.g.).posters, banners, stamps, T-shirts lpos, payment vouchers, receipts books, printing services etc	LETVC-REG015-2023/2025	Open
16.	Supply & Delivery of Library books, Periodicals and newspapers	LETVC-REG016-2023/2025	Open
17.	Provision for small works and construction.	LETVC-REG017-2023/2025	Open
18.	Provision of Security Services	LETVC-REG018-2023/2025	Open
19.	Provision of consultancy services	LETVC-REG019-2023/2025	Open
20.	Provision for repair , maintenance and servicing of equipment	LETVC-REG 020-2023/2025	Open
21.	Supply and delivery of hospitality services	LETVC-REG021-2023/2025	Open
22.	Provision of Valuation, Tagging and Labeling of Assets	LETVC-REG 022-2023/2025	Open
23.	Provision of management information system	LETVC-REG023-2023/2025	Reserved
24.	Supply and Delivery of Beverages and foodstuffs e.g. fish, eggs, meat ,sugar, dry foodstuffs etc	LETVC-REG024-2023/2025	Reserved
25.	Supply and delivery of sports equipment	LETVC-REG025-2023/2025	Reserved
26.	Provision of internet and network maintenance	LETVC-REG026-2023/2025	Reserved

NB: All reserved tenders are for businesses owned by the people with Disability, Youth and Women.

People with Disability, Youth and Women who are duly registered and satisfy all the conditions of the tender and prequalification documents shall have an added advantage, submission of names shall be continuous and registration list shall be updated periodically as prescribed in the public procurement and asset disposal act 2015.

Mandatory requirements

1. Business registration certificate
2. Pin certificate and Tax compliance certificate
3. Duly Filled Confidential Business Questionnaire with Disclosure of directors/partners/sole proprietor.
4. Signed form of tender
5. AGPO certificate (for reserved category)
6. Company profile

7. The person/Firm MUST NOT be debarred by the public procurement Regulatory Authority(provide statement/Declaration)
8. For repair and maintenance and construction works firms MUST be registered by NCA
9. Registration with Insurance Regulatory Authority (IRA) for current year and certified copy current license be submitted (for provision of insurance).

Complete tender documents put in plain sealed envelopes and **marked "Tender No...../Registration No....."** should be deposited in the Tender Box at the Laikipia East Technical and Vocational College on or before **19th June 2023** at 10.00 am and be addressed to,

Laikipia East Technical and Vocational College
P.O Box 14-10129, Mugunda

Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at the LETVC boardroom.

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REGISTRATION OF SUPPLIERS

CATEGORY:

REFERENCE NUMBER:

Continuous Registration as Per Public Procurement and Asset Disposal Act 2020

INVITATION OF REGISTRATION OF SUPPLIERS

- 1) Laikipia East Technical and Vocational College intends to invite candidates for various registrations of items.
- 2) Pursuant to Public Procurement and Asset Disposal Act 2020, registration of suppliers is continuous and therefore interested bidders may apply for registration anytime.
- 3) Registered suppliers will be invited to tender/ quote competitively as and when need arises.

Please note that:

- Special Groups is reserved for Youth, Women and person with disabilities.
- People with disability, Youth and Women are encourage to apply.

EVALUATION CRITERIA

EVALUATION STAGES

1. MANDATORY REQUIREMENTS

S/No	Bidders must attach the below requirements	Attach/Fill
1.	A copy of a certificate of Incorporation/Registration	Attach
2.	A copy of a Valid tax compliance certificate	Attach
3.	Duly completed and signed ,Confidential Business Questionnaire Form	Fill Form attached
4.	Sign and stamp ,Declaration not to engage in corruption	Form provided
5.	A copy of AGPO certificate	Where applicable
6	Member of the Association of Kenya Insurance (AKI)	Where applicable
7	Business profile	Attach
8	Copy of CR 2 of the Directors	Attach
9	Current Business Permit from respective Local Authority	Attach

NB: A bidder who will not meet all the mandatory requirements will not be registered.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

You are advised that it is a serious offence to give false information on this form.

Business Name.....
 Location of Business Premises
 Plot No, Street/Road.....
 Postal address Tel No. E-mail
 Nature of Business
 Registration Certificate No.....
 Maximum value of business which you can handle at any one time – Kshs.....
 Name of your bankers
 Branch.....

	<p>Part 2 (a) – Sole Proprietor Name in full.....Age..... Nationality.....Country of Origin..... Citizenship details.....</p>																				
	<p>Part 2 (b) – Partnership details of partners</p> <table border="0"> <thead> <tr> <th data-bbox="203 1024 284 1056">Name</th> <th data-bbox="461 1024 602 1056">Nationality</th> <th data-bbox="737 1024 967 1056">Citizenship details</th> <th data-bbox="1081 1024 1166 1056">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.				2.				3.				4.			
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	<p>Part 2 (c) – Registered Company Private or Public State the nominal and issued capital of company Nominal Kshs. Issued Kshs. details of directors</p> <table border="0"> <thead> <tr> <th data-bbox="203 1528 284 1560">Name</th> <th data-bbox="461 1528 602 1560">Nationality</th> <th data-bbox="737 1528 967 1560">Citizenship details</th> <th data-bbox="1081 1528 1166 1560">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.				2.				3.				4.			
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1.																					
2.																					
3.																					
4.																					
	<p>Date.....Signature</p>																				
	<p>Business/ Company Stamp</p>																				

SELF-DECLARATION FORM

Date

To:

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

The tenderer i.e. (name and address)

.....

..... declare the following:

- a) Has not been debarred from participating in public procurement.
- b) Has not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

Name.....

Title.....

Signature.....

Date.....

Official Stamp.....

DECLARATION NOT TO ENGAGE IN CORRUPTION

I hereby declare that I will not engage in corrupt or fraudulent practices and I have not been debarred from participating in procurement proceedings.

SIGNED..... DATE.....

STAMP.....

APPLICATION FORM
LITIGATION HISTORY

Name of Applicant or partner of a joint venture

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last three years or currently under execution. A separate Sheet should be used for each partner of a joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (Current value Kshs.)

