

Laikipia East Technical and Vocational College is in the process of pre-qualifying/registering suppliers of Goods, Works and Services for the financial years 2025-2027. 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 2025/ 2027** |
|  | Supply & delivery of general Stationery and other related items. | LETVC-REG001-2025/2027 | Open |
|  | Supply & delivery of fresh milk. | LETVC -REG002-2025/ 2027 | Reserved |
|  | Supply & delivery of cooking gas. | LETVC -REG003-2025/2027 | Open  |
|  | Supply & delivery of hardware, workshop equipment’s and plumbing materials. | LETVC -REG004-2025/2027 | Open |
|  | Supply & delivery of beauty and cosmetic products and equipment’s | LETVC -REG005-2025/2027 | Reserved  |
|  | Provision for insurance services  | LETVC -REG006-2025/2027 | Open  |
|  | Supply & delivery of Computers & Printers, toners and related Items. | LETVC-REG007-2025/2027 | Reserved  |
|  | Supply & delivery of cleaning materials, detergents and disinfectants | LETVC-REG008-2025/2027 | Reserved  |
|  | Supply & delivery of timber, wood, Charcoal and allied products | LETVC-REG009-2025/2027 | Open |
|  | Supply & delivery of office and trainees Furniture, Fitting and Equipment | LETVC-REG010-2025/2027 | Open |
|  | Supply & delivery of hospitality equipment (i.e.) cutlery, crockery, and kitchen appliances | LETVC-REG011-2025/2027 | Open |
|  | Supply & delivery of games and staff uniform, curtain and protective clothing | LETVC-REG012-2025/2027 | Open |
|  | Supply & delivery of Electrical items and fittings | LETVC-REG013-2025/2027 | Open |
|  | Supply & Delivery of Building materials(e.g.) sand, Ballast, Hardcore, stone materials | LETVC-REG014-2025/2027 | Open |
|  | Supply and delivery of promotional materials(e.g.).posters, banners, stamps, T-shirts lpos, payment vouchers, receipts books, printing services etc | LETVC-REG015-2025/2027 | Open |
|  | Supply & Delivery of Library books, Periodicals and newspapers | LETVC-REG016-2025/2027 | Open |
|  | Provision for small works and construction. | LETVC-REG017-2025/2027 | Open |
|  | Provision of Security Services  | LETVC-REG018-2025/2027 | Open |
| 1. pr
 | Provision of consultancy services | LETVC-REG019-2025/2027 | Open |
|  | Provision for repair , maintenance and servicing of equipment | LETVC-REG 020- 2025/2027 | Open |
|  | Supply and delivery of hospitality services | LETVC-REG021-2025/2027 | Open |
|  | Provision of Valuation, Tagging and Labeling of Assets | LETVC-REG 022-2025/2027 | Open |
|  | Provision of management information system | LETVC-REG023-2025/2027 | Reserved |
|  | Supply and delivery of Beverages and foodstuffs e.g. fish, eggs, meat ,sugar, dry foodstuffs etc | LETVC-REG024-2025/2027 | Reserved |
|  | Supply and delivery of sports equipment | LETVC-REG025-2025/2027 | Reserved |
|  | Provision of internet and network maintenance  | LETVC-REG026-2025/2027 | Reserved |
|  | Supply and delivery of motor vehicle spare parts | LETVC-REG027-2025/2027 | Open |

**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 2025** 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.



**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.
4. Bidders must provide reliable email addresses and mobile phones in the confidential Business Questionnaire form attached for communication purposes.
5. Bidders should meet the criteria attached and complete the attached documents.
6. Registration documents indicating the category the bidder is interested in may be submitted to Office during working hours and be addressed to;

PRINCIPAL

Laikipia East Technical and Vocational College

P. O. BOX 14-10129, Mugunda.

The Laikipia East Technical and Vocational College invites interested and eligible suppliers and service providers to submit their bids for Supply and Delivery of Goods and Services through for the Financial Years **2025/2027** Bidder are informed that Goods, Services and Consultancy will be procured on **“As and when required basis’’.**

|  |  |  |
| --- | --- | --- |
| CATEGORY A: | REGISTRATION OF SUPPLIER | TARGET GROUP |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**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

|  |  |
| --- | --- |
|  | **Part 2 (a) – Sole Proprietor** Name in full……………………………………………….Age………………………………………….Nationality………………………………………...………Country of Origin……………………………..Citizenship details…………………………………………….……………………….……………………….. |
|  | **Part 2 (b) – Partnership** details of partners Name Nationality Citizenship details Shares1. …………………………………………………………………………………………………………………
2. …………………………………………………….……………………………………………………………
3. ………………………………………………….………………………………………………………………
4. ……………………………………………….…………………………………………………………………
 |
|  | **Part 2 (c) – Registered Company**Private or PublicState the nominal and issued capital of companyNominal Kshs.Issued Kshs. details of directorsName Nationality Citizenship details Shares1. ……………………………………………….…………………………………………………………………
2. ……………………………………………….…………………………………………………………………
3. ……………………………………………….…………………………………………………………………
4. …………………………………………………………………………………………
 |
|  | Date……………………………………….Signature ……………………….. |
|  | Business/ Company Stamp |

**SELF-DECLARATION FORM**

 Date ……………………………………..

To:

**……………………………………………….**

**……………………………………………….**

**……………………….………………………**

……………………………………………..….

The tenderer i.e. (name and address) ……………………………………………………………………………………………………………………………………………………………………………………………………………………………. declare the following:

1. Has not been debarred from participating in public procurement.
2. 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……………………………………**

Continuous Registration as Per Public Procurement and Asset Disposal Act 2020

**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.)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Continuous Registration as Per Public Procurement and Asset Disposal Act 2020