



MINISTRY OF EDUCATION, STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL
TRAINING

KASARANI TECHNICAL AND VOCATIONAL COLLEGE

P.O. BOX 51898 – 00200, MOBILE: 0716685054, NAIROBI

Email: kasaranitechnical@gmail.com

PRE-QUALIFICATION DOCUMENT

**REGISTRATION OF SUPPLIERS & CONTRACTORS FOR SUPPLY & DELIVERY OF
GOODS, SERVICES AND SMALL WORKS FOR FINANCIAL YEAR 2025-2027**

CLOSING DATE: 18TH JUNE 2025 AT 1200NOON

FIRM'S NAME:

CATEGORY CODE NO:

CATEGORY DESCRIPTION:

IF SPECIAL GROUP PLEASE INDICATE BELOW:

WOMEN []

YOUTH []

PERSON WITH DISABILITY []

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REGISTRATION OF SUPPLIERS NOTICE

Kasarani Technical and Vocational College invites applications from interested, eligible, and capable firms for Registration of suppliers and small works contractors in the following categories:

REGISTRATION OF SUPPLIERS NOTICE – FINANCIAL YEAR 2025-2027

S/NO	TENDER NUMBER	TENDER NAME	ELIGIBILITY
1	KTVC/01/2025-2027	Provision and supply of General Stationery	Reserved (YOUTH,WOMEN,PWD)
2	KTVC/02/2025-2027	Provision and supply of Design and Printing and Branded Promotional Materials	Reserved (YOUTH,WOMEN,PWD)
3	KTVC/03/2025-2027	Provision and supply of Tools, Building Materials and Accessories	Open Tendering
4	KTVC/04/2025-2027	Provision and supply of Tools, Automotive Materials and Accessories	Open Tendering
5	KTVC/05/2025-2027	Provision and supply of Tools, Materials and Accessories for welding and fabrication	Open Tendering
6	KTVC/06/2025-2027	Provision and supply of Food products, Beverages, Herbs, Vegetables, Fruits(Hospitality)	Reserved (YOUTH,WOMEN,PWD)
7	KTVC/07/2025-2027	Provision and supply of Electrical and Electronic Tools, Materials and Equipment	Open Tendering
8	KTVC/08/2025-2027	Provision and supply of Sanitary Bins and Disposal Services	Reserved (YOUTH,WOMEN,PWD)
9	KTVC/09/2025-2027	Provision and supply of Security Services	Open Tendering
10	KTVC/10/2025-2027	Provision and supply of Computers, Computer Accessories and Consumables	Open Tendering
11	KTVC/11/2025-2027	Provision and supply of Students Insurance Cover Services	Open Tendering
12	KTVC/12/2025-2027	Provision and supply of Sports Equipments and Games Kits	Open Tendering
13	KTVC/13/2025-2027	Provision and supply of General Cleaning Materials	Reserved (YOUTH,WOMEN,PWD)
14	KTVC/14/2025-2027	Provision and supply of Office Furniture and Student Lecture Chairs	Open Tendering
15	KTVC/15/2025-2027	Printing Services for Student ID, Business Cards & other related	Reserved (YOUTH,WOMEN,PWD)
16	KTVC/16/2025-2027	Supply and Delivery of Farm Chemicals and Equipment for Agriculture	Open Tendering
17	KTVC/17/2025-2027	Provision and supply of Fire Fighting Equipment, Servicing and Maintenance for Workshops	Open Tendering
18	KTVC/18/2025-2027	Supply and Delivery for Meat, Fish and Poultry Products	Open Tendering
19	KTVC/19/2025-2027	Provision and supply of Contracts for Small Works	Open Tendering

20	KTVC/20/2025-2027	Provision and supply of a college Motor Vehicle 33 Seater Isuzu	Open Tendering
21	KTVC/21/2025-2027	Provision and supply of a MIS System and maintenance	Open Tendering
22	KTVC/22/2025-2027	Provision and supply of a Gas and other accessories	Reserved (YOUTH,WOMEN,PWD)
23	KTVC/23/2025-2027	Provision and supply of Staff Medical Group Cover Scheme	Open Tendering
24	KTVC/24/2025-2027	Provision and supply of a Cutlery & Equipments	Reserved (YOUTH,WOMEN,PWD)
25	KTVC/25/2025-2027	Provision and supply of textbooks, journal and newspapers	Open Tendering
26	KTVC/26/2025-2027	Provision and supply of Hair and Beauty equipments and accessories	Reserved (YOUTH,WOMEN,PWD)
27	KTVC/27/2025-2027	Provision and supply of Fashion Design equipments and accessories	Reserved (YOUTH,WOMEN,PWD)
28	KTVC/28/2025-2027	Supply and delivery of tonners and cartridges	Reserved (YOUTH,WOMEN,PWD)
29	KTVC/29/2025-2027	Provision and supply of asset tagging services	Open Tendering
30	KTVC/30/2025-2027	Provision of PC project activities-cabros	Open Tendering

Youth, Women and PwD are encouraged to apply

Interested eligible bidders may further obtain information and acquire the tender documents from the Procurement Office, Kasarani Technical and Vocational College, Kangundo Road during working hours,

I.e. Monday to Friday from 8.00 a.m to 4.00pm at a fee of **KSH 1,000/-** or from the Institution's website (www.kasaranitechnical.ac.ke) or [Public Procurement Information Portal \(PPIP\)](#) under Tenders – Pre-Qualification Notices, where the pre-qualification document may be obtained free of charge from the

Websites. Bidders who choose to get the document online should notify the Institution by emailing kasaranitechnical@gmail.com of its acquisition for the purpose of registration.

Pre-qualification documents to be enclosed in plain sealed envelopes, marked “**Category code**

No”..... & “Category description”..... and should be deposited in the Tender Box situated at the Administration Block of Kasarani Technical and Vocational College while addressed and posted to:

The Principal
Kasarani Technical and Vocational
College P.O BOX 51898-00200
NAIROBI.
Email: kasaranitechnical@gmail.com

So as to reach on or before **18TH JUNE 2025 1200 NOON**. The closing/opening exercise will be conducted immediately thereafter in the presence of firms' representatives who choose to attend at the Institution's Boardroom, Kasarani Technical and Vocational College.

Late bids will be returned unopened.

1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Kasarani Technical and Vocational College would like to invite interested candidates who will qualify by meeting the set criteria as provided for in this Pre-qualification Document and eligible to perform the contract for the supply of goods, services and works.

1.2 Pre-qualification Objective

The main objective is to supply goods, services and works under relevant tenders/quotations to Kasarani Technical and Vocational College, on 'as and when required basis' during the Year 2025-2027.

1.3 Invitation of Pre-qualification

Suppliers registered under the Laws of Kenya to supply or provide respective goods, services and works are invited to submit their PRE-QUALIFICATION documents to Kasarani Technical and Vocational

College so that they can be pre-qualified for submission of quotations

The prospective Suppliers are required to share mandatory information for pre-qualification.

1.4 Experience

Potential suppliers and contractors must demonstrate the competency, capacity, willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

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

1.6 In order to be considered for pre-qualification, prospective suppliers and contractors must submit all the information herein requested.

1.7 Submission of Pre-qualification Documents

Original completed pre-qualification data and other requested information shall be submitted to reach:

**The Principal
Kasarani Technical and Vocational
College P.O BOX 51898-00200
NAIROBI.**

Not later than, **18TH JUNE 2025 1200 NOON**

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be addressed to THE PRINCIPAL whose address is given in par 1.7 and directed to procurement@kasaranitechnical.ac.ke

1.9 Additional Information

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

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier/ contractor will have to pay all taxes payable as applicable for all materials to be supplied.

2.2 Customs Clearance

The Supplier/ contractor shall be responsible for custom clearance of their imported materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required.

Prices quoted must be inclusive of all delivery charges and taxes.

2.4 Payments

All local purchase shall be on credit for a period of thirty to ninety (30-90) days or as may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

3.1.1 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 shall be submitted in English

3.2 Qualification

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

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Kasarani Technical and Vocational College, they possess the competency, capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for services.

3.2.3 Prospective bidders are required to apply for **NOT MORE THAN THREE category** per firm and submit only **ONE** pre-qualification document for each category.

3.3 Essential Criteria for Pre-qualification

Experience: Prospective bidders shall have experience in the supply of goods, services and allied items and hence should show competence, willingness and capacity to service the contract.

Prospective supplier requires experience and capability to organize supply and delivery of items, or services at short notice.

3.3.2 Personnel

The names and pertinent information of the key personnel to execute the contract must be indicated.

3.3.3 Financial Condition

The Supplier's/ contractor's financial condition will be determined by latest financial statement submitted with the prequalification 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.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. However, potential bidders should provide evidence of financial capability to execute the contract(s).

3.3.5 Past Performance

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

3.4 Statement

Application must include a sworn statement Form PQ-6 by the bidder ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of Kasarani Technical and Vocational College 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, Kasarani Technical and Vocational College reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 The firm must be registered in Kenya, with certificate of registration/ incorporation and copies attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have a valid Tax Compliance Certificate

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

NO.	CRITERIA	
	Mandatory Requirements:	score
1.	Copy of Certificate of Registration/ Incorporation	Mandatory
2.	Copy of Valid Tax Compliance Certificate	Mandatory
3.	Copy of PIN Certificate	Mandatory
4.	Current Business Permit / Trade License	Mandatory
5.	Attach CR12 /Directorship of the company	Mandatory
6.	Duly completed confidential Business Questionnaire Must Fill, Sign and Stamp Forms, PQ1, PQ2, PQ3, PQ4, PQ5, PQ6	Mandatory
7.	Copy of Current Access To Government Procurement Opportunity Certificate (AGPO)(For Special Groups Categories)	Mandatory
8.	Company Profile	Mandatory
9.	Audited Financial Report for two years (2020 and 2021) / Bank Statements for the last two years (Exempted for AGPO categories)	Mandatory
10.	For provision of security, safety, background check and due diligence services prospective bidders MUST be licensed by Private Security Regulatory Authority	Mandatory
11.	Attach (2) Two copies of recommendation letters from previous and current institution clients of works done, (Attach after form PQ-3)	Mandatory
12.	Membership in a professional body/relevant certificates in the area of specialization/ certificate of professional regulator i.e PPB, KEBS, NCA,NEMA, HP, IHRM, IRA etc (where applicable)	Mandatory
13.	Fully Filled, Signed and stamped Confidential Business Questionnaire	Mandatory

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

Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms are to be completed by prospective suppliers who wish to be registered for submission of tenders.

EVALUATION CRITERIA

	Requirements	Score
1	Duly filled Suppliers Application Form	20
2	Duly filled, Signed and Stamped Confidential Business Questionnaire	30
3	Relevant Past Experience	20
4	Financial Position and Terms of Trade	10
5	Litigation History (Provide current sworn affidavit)	10
6	Sworn Statement (Must Duly filled, Signed and Stamped)	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

PQ-1 REGISTRATION OF SUPPLIERS APPLICATION FORM

I/we.....

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

CATEGORY CODE NO. AND CATEGORY DESCRIPTION

.....

.....

Post Office Address.....Code.....

Town.....Street.....

Name of building.....

Room/OfficeNo.....Floor No.

Telephone No.Email Address.....
(Provide an active email address and phone number and ensure they are well captured)

Full Name of applicant.....

GenderAge

PWD (If any specify).....

SIGN.....DATE.....

Official stamp.....

2. Organization & Business Information

Chief Executive/Managing Director.....

Marketing/Sales

Manager/Technical.....

Other.....

(20points)

PQ-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 offence to give false information on this form.

Part 1- General: Business

BusinessName.....

Location of business premises.....

Plot No.

Street/Road.....

PostalAddress.....Tel.No.....

Nature of business.....

Current Trade License No. Expiring date.....

Maximum value of business which you can handle at any one time:

Kshs.....

Name of your bankers.....

Branch.....

Part2 (a) sole proprietor.....

Full Name.....

Nationality.....

Country of Origin.....

Citizenship

Details.....

Part2(b)Partnership.....

Name.....

Nationality.....

Country of Origin.....

Contact Details

Shares.....

Part2(c) Registered Company

Private or Public

State the nominal issue capital of the company

Nominal

Ksh.....

Issued Ksh

Names.....

Nationality.....

..

Shares.....

.....

Date.....Signature of Candidate.....

*If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

(30points)

FORM PQ-3

**FORM PQ-3 - PAST EXPERIENCE NAMES OF THE APPLICANTS CLIENTS IN THE
LAST TWO YEARS AND VALUES OF CONTRACT/ORDERS**

1. Name of 1st Client (Organization)

- i) Name of Client (organization).....
- ii) Address of Client (organization).....
- iii) Narrative Description of project.....

- v) Name of Contact Person at the client organization.....
- vi) Telephone No. of Client.....
- vii) Value of Contract.....
- viii) Duration of Contract (date)..... (Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- i. Name of Client (organization).....
- ii. Address of Client (organization).....
- iii. Narrative Description of project:
- v. Name of Contact Person at the client (organization).....
- vi. Telephone No. of Client
- vii. Value of Contract
- viii. Duration Contract (date) (Attach documental evidence of existence of contract)

(20points)

FORM PQ-4 LITIGATION HISTORY

Name of Supplier/Service Provider should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

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

(10points)

FORM PQ-5 FINANCIAL POSITION AND TERMS OF TRADE

1. Assets and liabilities:-

- 1) Total assets in Kshs.....
.....
- 2) Current assets in Kshs.....
.....
- 3) Total liabilities in
Kshs.....
- 4) Net worth (total assets-total liabilities).....
.....
- 5) Working capital
Kshs.....

(Total asset- net worth)

Indicate terms of sales/trade:-

- (i) Cash on delivery
- (ii) Credit period Yes/No delete as appropriate.

If yes indicate number of days.....
- (iii) Upfront payment/down payment Yes/No delete as appropriate.

If yes state percentage.....

Referee:-

1. Name of the company.....Address.....
Name of contact person.....
Signature and date.....

(10 points)

FORM PQ-6 - SWORN STATEMENT

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 documents to follow.
- c. We will not engage in corrupt practices with any members of the Kasarani Technical and Vocational College staff.
- d. We have not been debarred from participating in Public Procurement Proceedings.
- e. When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the pre-qualification made.
- f. We enclose all the required documents and information for the pre-qualification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

(Full name Stamp and designation of the person signing)

(10points)