

TINDIRET TECHNICAL AND VOCATIONAL COLLEGE

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Website: www.ttvc.ac.ke



P.O. BOX 126 - 40110
SONGHOR.
Nandi County

Ref: TTVC/PQ/16/2025-2027

TENDER NAME: PRE-QUALIFICATION OF SUPPLIERS FOR PROVISION OF OUTDOOR EVENT SERVICES E.G. TENTS, CHAIRS, CARAVAN, PA SYSTEM, FLOWERS AND DECORATIONS

TENDER NO: TTVC/PQ/16/2025-2027

CLOSING DATE/OPENING DATE: 19TH JUNE, 2025

TIME: 12.00 NOON

COMPANY NAME.....

ELIGIBILITY.....

Receipt No.....

Serial

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ADVERTISEMENT FOR TENDER/PRE-QUALIFICATION NOTICE

Tindiret Technical and Vocational College wishes to invite applications for Tender & Pre-qualification of Suppliers for supply and Provision of goods/services from interested and eligible bidders for the financial year 2025-2027

CATEGORY A: TENDER FOR SUPPLY AND PROVISION OF GOODS & SERVICES			
S/N	TENDER NUMBER	DESCRIPTION OF GOODS/SERVICES	ELIGIBILITY
1.	TTVC/T/01/2025-2027	Supply and delivery of Tuition & General Stationery	OPEN
2.	TTVC/T/02/2025-2027	Supply and delivery of electrical, electronics, solar materials, appliances and equipment's	OPEN
3.	TTVC/T/03/2025-2027	Supply and delivery of Furniture's, Timber & Timber products	OPEN
4.	TTVC/T/04/2025-2027	Supply and delivery of Newspapers & Periodicals	OPEN
5.	TTVC/T/05/2025-2027	Provision of sanitary support services	Youth/Women/PWD
6.	TTVC/T/06/2025-2027	Supply of petroleum and petroleum products	OPEN
7.	TTVC/T/07/2025-2027	Provision of automotive spares and lubricants	OPEN
CATEGORY B: PRE-QUALIFICATION FOR SUPPLY AND PROVISION OF GOODS/SERVICES			
1.	TTVC/PQ/01/2025-2027	Supply and delivery of milk, meat products and perishable foodstuffs	Youth/Women/PWD
2.	TTVC/PQ/02/2025-2027	Supply and delivery of cutlery, utensils and kitchen appliances	Youth/Women/PWD
3.	TTVC/PQ/03/2025-2027	Supply and delivery of staff uniforms, protective clothing, textiles and curtains	Youth/Women/PWD
4.	TTVC/PQ/04/2025-2027	Supply and delivery of sports uniforms & games equipment's	Youth/Women/PWD

5.	TTVC/PQ/05/2025-2027	Supply and delivery of charcoal and firewood	Youth/Women/PWD
6.	TTVC/PQ/06/2025-2027	Supply and delivery of general and specialized printing materials	Youth/Women/PWD
7.	TTVC/PQ/07/2023-2025	Supply and delivery of cleaning materials and equipment's	Youth/Women/PWD
8.	TTVC/PQ/08/2025-2027	Supply and delivery of computers, printers and its associate accessories	OPEN
9.	TTVC/PQ/09/2025-2027	Supply and delivery of Building materials	OPEN
10.	TTVC/PQ/10/2023-2025	Supply and delivery of library books, e-books, journals and reference materials	OPEN
11.	TTVC/PQ/11/2025-2027	Supply and delivery of farm inputs and equipment's	Youth/Women/PWD
12.	TTVC/PQ/12/2025-2027	Supply and delivery of dry foodstuff and assorted items	OPEN
13.	TTVC/PQ/13/2025-2027	Supply and delivery of fuel, gases, oils, allied products and lubricants	OPEN
14.	TTVC/PQ/14/2025-2027	Provision and installation of CCTV cameras, intercom, biometrics	OPEN
15.	TTVC/PQ/15/2025-2027	Provision of asset tagging, labeling and valuation	OPEN
16.	TTVC/PQ/16/2025-2027	Provision of outdoor event services e.g. tents, chairs, caravan, PA system, flowers and decorations	OPEN
17.	TTVC/PQ/17/2025-2027	Provision of repairs, maintenance, servicing of ICT related items e.g. computers, printers, UPS	OPEN

Interested eligible candidates may obtain further information from and inspect the tender documents at the **Tindiret Technical & Vocational College P.O BOX 126- 40110 SONGHOR**, during normal working hours **8.00am to 5.00pm**.

A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of (Kshs.1, 000.00) to **(TINDIRET TECHNICAL & VOCATIONAL COLLEGE, KCB BANK ACCOUNT: 1263943721, NANDI HILLS BRANCH)** or download the tender documents free of charge from the TTVC website by visiting www.ttvc.ac.ke.

Completed tender documents are to be enclosed in plain sealed envelopes marked with '**tender reference number and name**' and be deposited in the Tender Box at the **Administration Block** and be addressed to the **Principal, Tindiret Technical & Vocational College** so as to be received on or before Thursday, 19th June 2025 at **12:00 Noon**

PRE-QUALIFICATION INSTRUCTIONS

2.1 INTRODUCTION

Tindiret Technical and Vocational College would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Institution to perform the contract of Supply and Provision of Goods/Services to the institution.

2.2 Pre-qualification Objective

The main Objective is to supply and deliver assorted items, and also to provide services under relevant tenders/quotations to The Tindiret Technical and Vocational College and when required during the period as required.

2.3 Invitation for Pre-qualification

Suppliers registered with Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION document to THE PRINCIPAL-THE TINDIRET TECHNICAL AND VOCATIONAL COLLEGE so that they be prequalified for submission or quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

2.4 Experience

Prospective suppliers/contractors MUST have carried out successful supply and delivery of similar items/services to Government institutions of similar size and Complexity.

Note: This may NOT apply for the Special Groups

Potential suppliers/contractors MUST demonstrate the willingness and commitment to meet the pre-qualification criteria.

2.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for Pre-qualification, prospective suppliers must submit all the information herein requested.

All the documents from prospective suppliers must be properly bound, no loose papers/documents will be allowed.

2.6 Distribution of Pre-qualification Document

Completed pre-qualification data and other requested information shall be submitted to reach

The Principal

Tindiret Technical and Vocational College

P.O Box 126-40110 Songhor.

Along Kopere - Meteitei Rd

Not Later than 19TH JUNE, 2025, At 12.00 Noon

2.7 Questions Arising from Documents.

Questions that may arise from the Pre-qualification documents should be directed to the Principal whose address is given in part 2.6.

2.8 Additional Information

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

2.9 Request for quotations (RFQ'S)

Will be made available only to those bidders whose qualifications are accepted by the college after scoring more than 80% points on the completion of the Pre-qualification process.

BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Taxes on Imported Materials

The supplier will have to pay custom duty and VAT as applicable of all imported materials to be supplied unless the item(s) is /are donor funded.

3.2 Customs Clearance

The contractor shall be responsible for customs clearance of their imported goods and materials.

3.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the approval of the client's Accounting Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges and taxes.

3.4 Payment

The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract.

Payments shall be made promptly by the Procuring entity as specified in the contract.

PRE-QUALIFICATION DATA INSTRUCTIONS

4.1 Pre-qualification data forms

The attached questionnaire forms.01A,01B-01C,01D,01E-01F,01G,01,are to be completed by prospective supplier/contractors who wish to be pre-qualified for submission of tender for the specific tender.

3.11 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 must be written in English and in ink.

4.2 Qualification

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

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

4.3 Essential Criteria for Pre-qualification

4.3.1(A) **Experience:** Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and Capacity to service the Contract.

(B)Prospective suppliers require special experience and capability to organize supply and deliver items, or services at short notice.

4.3.2 Personnel

The names and pertinent information and CV of the key personnel of individual of group to execute the contract must be indicated in form 01C.

4.3.3 Financial Condition

The supplier financial condition will be determined by latest financial statement submitted with the pre-qualification 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.

4.3.4 Special consideration will be given to the financial resource s available as working capital, taking into account the amount of uncompleted orders on contract and which in progress. Data to be filled/ provided on Form 01D. However, potential bidders should provide evidence of financial capability to execute the contract.

4.3.5 Past Performance

Past Performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form 01F.

4.4 Statement

Application must include a sworn statement form 01H by the Tenderer ensuring the accuracy of the information given.

4.5 Withdrawal Prequalification

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

4.6 The firm must have a fixed business premises and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Article of Association, copies of which must be attached.

4.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance certificate.

PRE-QUALIFICATION DOCUMENTS

5.1 Prequalification Criteria

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

ELIGIBILITY IN YOUTH, WOMEN AND PERSONS WITH DISABILITY (YWPWD'S)

	Requirements	Score (30)
1	Certificate of Business Registration /Incorporation	Mandatory
2.	A Valid Certificate of registration from Treasury (AGPO Certificate)	Mandatory
3.	A copy of VAT or PIN Certificate	Mandatory
4.	A valid copy of current Business Permit	Mandatory

ELIGIBILITY IN OPEN

	Requirements	Score (30)
1	Certificate of Business Registration /Incorporation	Mandatory
2.	A Valid Copy of Tax Compliance Certificate at the time of Opening	Mandatory
3.	A copy of VAT Certificate	Mandatory
4.	A valid copy of current Business Permit	Mandatory
5.	An abstract of the candidates audited accounts for the last two years OR Bank statement of the company for the last six(6)months	Mandatory
6.	Provide at least two (2) letters of recommendation from your corporate clients other than CAK	Mandatory
7.	For services of professional nature as specified (Air ticketing, Legal services, Valuation among Others)Bidders must provide certification and registration with relevant authorities)	Mandatory

B :) OTHER REQUIREMENTS

	Requirements	Score
1	Duly filled Pre-qualification Data	10
2	Supervisory Personnel	

	i) Graduate -10	10
	ii) Professional/Diploma -6	
	iii) Certificate - 4	
	iv) High school -3	
3	Financial Position	
	Firm's audited accounts/Bank Statements for previous one year.(attach proof)	10
	Letter of reference from the banker regarding supplier's credit position.	10
4	Duly filled Confidential Business Questionnaire	10
5	Relevant Past Experience	10
	a) Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	
	ii) Second client Organization (Attach documental evidence)	
	iii) Third client Organization (Attach documental evidence)	
6	Litigation History (Provide current sworn affidavit)	10

Required Information	Form	Points
1. Registration	01A	30
2. Pre-qualification Data	01B	10
3. Supervisory Personnel	01C	10
4. Financial Position	01D	20
5. Business questionnaire	01E	10
6. Past Experience	01F	10
7. Litigation History	01G	10

TOTAL 100

3.8 The qualification is 80 points and above

PRE-QUALIFICATION

Form 01A

All firms must provide:-

ELIGIBILITY IN YOUTH, WOMEN AND PERSONS WITH DISABILITY

Certificate of Business Registration/Incorporation
A Valid Certificate of registration from Treasury(AGPO)
A Copy of VAT or PIN Certificate
A valid copy of the current Business permit
Valid Tax Compliance Certificate at the time of opening

ELIGIBILITY IN OPEN

Certificate of Business Registration/Incorporation
A Valid Certificate of registration from Treasury(AGPO)
A Copy of VAT & PIN Certificate
A valid copy of the current Business permit
An abstract of the candidates audited accounts for the last two years OR Bank statement of the company for the last six(6)months
For services of Professional nature as specified (Air ticketing, Legal Services, Valuation, among others) bidders must provide certification & registration with relevant authorities)

(30 POINTS)

PRE-QUALIFICATION DATA
FORM 01B

REGISTRATION OF SUPPLIERS APPLICATION FORM

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

Of.....
(Item Description)

.....
(Category No.)

Post Office Address.....

Town.....

Street.....

Name of building.....

Room/Office no.....Floor No.....

Telephone No.

Full Name of applicant.....

Other branches location.....

2. Organization & Business Information

Management Personnel.....

President (chief Executive).....

Secretary.....

General Manager.....

Treasurer.....

Other.....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated.....
4. Under present management since.....
5. Net worth equivalent KShs.....
6. Bank reference and address.....
7. Bonding company reference and
address.....
8. Enclosed copy of organization chart of the firm indicating the main filed of
activities.....
9. State any technological innovations or specific attributes which distinguish you from
your competitors.....
10. Indicate terms of trade/sale.....

(10 Points)

SUPERVISORY PERSONNEL

FORM 01C-

Name.....

Age.....

Academic Qualification.....

Profession Qualification.....

Length of service with Contractor or Supplier position held.....

(Attached copies of certificate & CV of key personnel in the organization)

(10 Points)

FINANCIAL POSITION AND TERMS OF TRADE

FORM 01D-

- (1) Attach a copy of firm's two latest certified financial statements giving summary of assets and current liabilities/or any other financial support.
- (2) Attached letters of reference from the bankers regarding supplier's credit position.
- (3) State credit period(minimum proposed is 30days)

(20 Points)

CONFIDENTIAL BUSINESS QUESTIONNAIRE

FORM 01E

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 I- General : Business Name	Phone
Postal Address	Fax
Location of business premises	Plot No.
	Street/Road
Email	
Current Trade License No.....Expiring date	PIN
	VAT No.
Nature of Business	
Maximum value of business which you can handle at any one time: KShs.	
Name of your bankers	Branch

5

2.
.....

3.
.....

**if Kenya Citizen, indicate under “Citizenship Details” whether by Birth,
Naturalization or
Registration Certification:*

I, undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible.

Name.....Title.....

Date

.....Signature.....

Stamp.....

(10 Points)

PAST EXPERIENCE

FORM 01F

NAMES OF THE APPICANTS CLIENTS IN THE LAST TWO YEARS AND VALUES OF CONTRACT/ORDERS.

1) Name 1st Client (Organization

- i) Name of Client (organization).....
- ii) Address of Client (Organization).....
- iii) Name if Contact Person at the client (Organization).....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract and recommendation letter)

2) Name 2nd Client (Organization)

- i) Name of Client (organization).....
- ii) Address of Client (Organization).....
- iii) Name if Contact Person at the client (Organization).....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract and recommendation letter)

3) Name 3rd Client (Organization)

- i) Name of Client (organization).....
- ii) Address of Client (Organization).....

- iii) Name if Contact Person at the client (Organization).....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract and recommendation letter

- 4) Name 4th Client (Organization)
 - i) Name of Client (organization).....
 - ii) Address of Client (Organization).....
 - iii) Name if Contact Person at the client (Organization).....
 - iv) Telephone No. of Client.....
 - v) Value of Contract.....
 - vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract and recommendation letter)

(10 Point

LITIGATION HISTORY

FORM 01G -

Name of Contract Supplier

Contract/Suppliers should provide information on any history of litigation or arbitration resulting from contract 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, KSHS. EQUIVALENT)

(10 Points)

SWORN STATEMENT

FORM 01H -

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 document to follow.
- c) We enclose all the required documents and information required for the prequalification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal)