



RANGWE TECHNICAL & VOCATIONAL COLLEGE

P.O. BOX 396-40300

HOMA BAY

Tel: 0718 035 475

E-mail: rangwetechnical@gmail.com



REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEAR 2023/2024

COMPANY NAME.....

CATEGORY NO.....

CATEGORY DESCRIPTION.....

IF IN RESERVED GROUPS PLEASE INDICATE BELOW (tick)

WOMEN

YOUTH

PERSONS WITH DISABILITY ☐

TO:

RANGWETECHNICAL AND VOCATIONAL COLLEGE

TEL NO. 0718035475

EMAIL: rangwetechnical@gmail.com

Website: www.rangwetvc.ac.ke

DATED: 02 MAY2023

CLOSE DATE: 14 JULY2023

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REGISTRATION OF SUPPLIERS FOR FY 2023-2024

TENDER NOTICE

INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS FOR FY2023/2024

Rangwe Technical AND Vocational College is a public TVET College under the State Department of Vocational AND Technical Training. The college is situated about **6km** off **kodhoch junction** along **Homabay-Kisumu** highway, kadel station.

The college invites sealed applications for prequalification of suppliers for the provision of goods, services and works.

Interested eligible suppliers'/service providers are invited to apply in the category below.

CATERGORY A: SUPPLY OF GOODS

S/N	TENDER NO	ITEM DESCRIPTION	ELIGIBILITY
001	RTVC/TN/01/2023-2024	SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY.	OPEN
002	RTVC/TN/02/2023-2024	SUPPLY AND DELIVERY OF TONNERS	RESERVED
003	RTVC/TN/03/2023-2024	SUPPLY AND DELIVERY OF HARDWARE MATERIALS.	OPEN
004	RTVC/TN/04/2023-2024	SUPPLYAND DELIVERY OF PROCESSED FOOD STUFFS (milk, tea leave, sugar, salt, cooking oil AND etc.)	OPEN
005	RTVC/TN/05/2023-2024	SUPPLY AND DELIVERY OF GROCERIES (fruits, assorted vegetables etc.)	RESERVED
006	RTVC/TN/06/2023-2024	SUPPLY AND DELIVERY OF CLEANING MATERIALS AND DETERGENTS.	OPEN
007	RTVC/TN/07/2023-2024	SUPPLY AND DELIVERY OF CHARCOAL AND FIREWOOD. AND GAS REFILL	OPEN
008	RTVC/TN/08/2023-2024	SUPPLY AND DELIVERY OF CEREALS (dry maize, dry beans, green grams etc.)	OPEN
009	RTVC/TN/09/2023-2024	SUPPLY AND DELIVERY OF ELECTRICAL AND ELECTRONIC MATERIALS.	OPEN
010	RTVC/TN/10/2023-2024	SUPPLY AND DELIVERY OF ICT MATERIALS	OPEN
011	RTVC/TN/11/2023-2024	SUPPLY AND DELIVERY OF PRINTED MATERIALS (brochures ,answer booklets ,cards, diaries)	OPEN
012	RTVC/TN/12/2023-2024	SUPPLY AND DELIVERY OF HOSPITALITY TRAINING EQUIPMENTS AND CUTLERY.	OPEN
013	RTVC/TN/13/2023-2024	SUPPLY ANDDELIVERY OF GENERAL OFFICE FURNITURE	OPEN
014	RTVC/TN/14/2023-2024	SUPPLY AND DELIVERY OF AGRICULTURAL EQUIPMENTS.	OPEN

015	RTVC/TN/15/2023-2024	SUPPLY AND DELIVERY OF STUDENTS AND STAFF IDENTIFICATION CARDS.	RESERVED
016	RTVC/TN/16/2023-2024	SUPPLY AND DELIVERY OF SPORTS MATERIALS	OPEN
017	RTVC/TN/17/2023-2024	SUPPLY AND DELIVERY OF BEAUTY AND HAIR THERAPY EQUIPMENTS	OPEN
018	RTVC/TN/18/2023-2024	SUPPLY AND DELIVERY OF STAFF UNIFORMS,CURTAIN,PROTECTIVE WEARS, AND OTHER RELATED MATERIALS	OPEN
CATERGORY B:PROVISION OF SERVICES			
019	RTVC/TN/19/2023-2024	PROVISION OF REPAIR, MAINTAINANCE OF FIRE FIGHTING EQUIPMENTS. AND FIRE DRILL	OPEN
020	RTVC/TN/20/2023-2024	PROVISION FOR REPAIR , MAINTAINANCE OF ICT EQUIPMENTS.	OPEN
021	RTVC/TN/21/2023-2024	PROVISION OF WEBSITE DESIGN, HOSTING AND MAINTAINACE.	OPEN
022	RTVC/TN/22/2023-2024	PROVISION OF MOTORVEHICLE REPAIRS AND SERVICES.	OPEN
023	RTVC/TN/23/2023-2024	PROVISION FOR SERVICING GENERATOR AND MAITAINANCE.	OPEN
024	RTVC/TN/24/2023-2024	PROVISION FOR SECURITY SERVICES	OPEN
025	RTVC/TN/25/2023-2024	PROVISION FOR AUTOMOTIVE WORKSHOP MACHINES REPAIR AND MAINTAINANCE.	OPEN
026	RTVC/TN/26/2023-2024	PROVISION FOR INSURANCE SERVICES	OPEN
027	RTVC/TN/27/2023-2024	PROVISION FOR (MIS) MANAGEMENT INFORMATION SYSTEM AND (ERP) ENTERPRISE RESOURCE PLANING SERVICES	OPEN
CATERGORY C: SMALL WORKS			
028	RTVC/TN/28/2023-2024	PROVISION FOR WELDING AND FABRICATION WORKS.	OPEN
029	RTVC/TN/29/2023-2024	PROVISION FOR CARPENTRY AND JOINERY WORKS.	OPEN
030	RTVC/TN/30/2023-2024	PROVISION FOR PAINTING.	OPEN

RESERVED

Set aside for the youth, women and persons with disability.

Requirement: Registration certificate with relevant body, National Council with disabilities and Ministry of Public Service and Gender Affairs, Company registration certificate, Tax compliance, Tax pin certificate, Business permit.

OPEN

Application is open to the general public.

Requirements: Registration certificate, Company registration certificate, Tax Pin certificate, Tax compliance/exemption certificate, Tender purchase receipt, Business permit, At least 2 years' relevant experience, Two years' recent bank statements.

Detailed tender document may be obtained from our offices during normal working hours upon payment of non-refundable fee of 1000/- (One thousand Kenya Shilling **KCB BANK, ACCOUNT NAME RANGWE TECHNICAL AND VOCATIONAL COLLEGE, ACCOUNT NUMBER 1265847177--HOMABAY BRANCH**) OR BE DOWNLOADED FOR FREE FROM SCHOOL WEBSITE www.rangwetvc.ac.ke
special groups are encouraged to apply.

Duly completed bid document in plain sealed envelopes, clearly marked with category number bearing no other mark, name or indication of the applicant should be addressed to: -

THE PRINCIPAL/SECRETARY B.O.G,
RANGWE TECHNICAL AND VOCATIONAL COLLEGE,
P.O. BOX 396-40300,
HOMABAY.

Approved for Circulation



So as to be received on or before **14/JULY/2023 at 12:00 noon East Africa Time**. Applications will be opened immediately thereafter at the institutions Hall in the presence of bidders who wish to attend. Any canvassing in whatever way will render the prospective bidders'/application ineligible for participation. The Institution reserves the right to accept/reject any application in whole or in part giving reason(s) for its decision.

NOTE:

- i. Submission of the names shall be continuous, and the registration list shall be updated periodically as prescribed in the regulations and the Public Procurement and Asset Disposal ACT 2015.
- ii. Reserved is open to youth, women, and persons with disability only.
- iii. In the open category, Youth, women, and persons with disability are eligible to participate.
- iv. Tenderer/bidders must serialize/number all the pages and copies of documents attached and indicate the documents submitted on their own attached table of contents.

SECTION 2 – INSTRUCTION TO APPLICANTS

2. Introduction

Rangwe TVC referred to as the procuring entity intends to register suppliers for the mentioned goods, services, and small works.

- Registration is open to eligible firms and voluntary formed ventures as indicated in appendix instruction to applicants. Suppliers registered with Registrar of companies under the laws of Kenya in respective services are invited to submit their registration documents to the Principal Rangwe TVC so that they may be registered for submission of a quotation/tender for the provision of goods, works and services.
- Prospective suppliers and contractors must have carried out successful delivery of similar services to Government/ corporate/institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

2.1 Submission of application

Applications for registration shall be submitted in a plain sealed envelope marked with the category name and reference number and deposited in the Tender Box located at the Administration Block Rangwe TVC, or be addressed and posted by registered mail to:

THE PRINCIPAL/SECRETARY, BOG,

RANGWETECHNICAL AND VOCATIONAL COLLEGE

P.O. BOX 396-40300

HOMABAY.

- The tender prepared by the tenderer, as well as correspondence and documents relating to the tender, exchanged by the tenderer and the Procuring entity, shall be written in English language.

2.2 Eligibility of applicants

This invitation for the registration is open to all candidates who are eligible as defined in the Kenya Public Procurement Law and Regulations.

- The Rangwe TVC employees, committee members, board members and their relatives' (spouse and children) are not eligible to participate.

2.3 Qualification Criteria

- The attached questionnaire forms described are to be completed by respective suppliers/contractors who wish to be registered as suppliers.

- The registration application forms if not filled out completely and submitted in the prescribed manners will not be considered. All the documents that form part of the proposal must be written in English.

General experience: The applicant shall meet the following minimum criteria:

- i. **The audited accounts:** The supplier's financial condition will be determined by the last two years audited financial statement submitted with the application documents as well as letters of reference from previous performances. Potential suppliers/contractors will be prequalified on the satisfactory information given.

Special consideration will be given to the financial resources available as working capital, considering the number of uncompleted orders on contract and now in progress. Potential bidders shall provide evidence to execute the contract.
- ii. **Litigation history:** the applicant should provide accurate information about litigation or arbitration resulting from contracts completed or uncompleted under its execution.
- iii. **Past Performance:** will be given due to consideration in registration of suppliers. Letters of reference from past customers should be included.
- iv. **Business premises:** The firm must have a fixed Business premises and must be registered in Kenya with certificate of Registration, Incorporation/Memorandum, and articles of Association. Copies must be attached.
- v. Youth, Women, and people with disability registered with the Treasury under Access to Government Procurement Opportunities must submit a copy of the AGPO registration certificate for the respective category.
- vi. vi. The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance or exemption Certificate.

SECTION 3: APPLICATION FORMS**FORM 1 LETTER OF REGISTRATION**

REGISTRATION CATEGORY REF NO:

CATEGORY DESCRIPTION.....

TO: **THE PRINCIPAL/SECRETARY, BOG,****RANGWETECHNICAL AND VOCATIONAL COLLEGE****P.O. BOX 396- 40300,****HOMABAY.**

Dear Sir:

1. Having examined the application documents, we the undersigned, offer to supply and deliver goods, works or services to Rangwe TVC and as may otherwise be directed (Category Number and name)

.....

And in conformity with the said application documents all or part of the items/supply/services/works in this category or such other items that may be required and are within our capability to supply.

2. We undertake if our application is acceptable to deliver goods/services in accordance with the delivery schedule of requirement or official order signed by authorized officer/s of the Institute.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with acceptance thereof shall constitute a binding agreement between us.
4. We understand.
 - a) That this is not a tender or quotation but an application for consideration to be Registered as Rangwe TVC Supplier for the period between June 2023 and June 2024
 - b) That you are not bound to accept this application or any other that you may receive.
5. We have attached to this application copies of original documents of:
 - a) Registration/ incorporation certificate

- b) Valid tax compliance certificate
- c) VAT Certificate
- d) PIN Certificate
- e) Audited account for the last two (2) financial years OR
- f) Bank statement of the last six (6) months (special groups) We make this application with full understanding that:

- i. Request for quotations and bids will only be called from registered bidders who meet the requirements.
- ii. Bids by registered applications will be subject to verification of all information submitted.
- iii. Rangwe TVC reserves the right to accept or reject any application, cancel the registration process, and reject all applications.

The undersigned declare that the statements made, and information provided in the duly completed application are complete made, true and correct in every detail.

Sign and stamp.....

Witnessed by.....

Designation.....

Date.....

Form II – CONFIDENTIAL BUSINESS QUESTIONNAIRE

1.	Name of the firm
2.	Official telephone number: Mobile no:
3.	Legal Status (Partnership/Sole/Company)
4.	Email Address:
5.	Website (if any)
6.	Legal Status (Partnership/Sole/Company)
7.	VAT Registration No: (Fill and Attach Copy)
8.	PIN Certificate No: (Fill and Attach Copy)
9.	Company RegNo/Registration of Business/Legal Notice (Fill and attach Copy) Year of Registration/Incorporation:
10.	Current Tax Compliance Certificate/VAT Exemption Certificate (Attach Copy)
11.	Nature of Business
12.	AGPO Certificate No:
13.	Current Trade License (Fill and attach Copy)
14.	Your Credit Terms: (Credit Period)
15.	Maximum Value of Business You Can Handle at a Time Ksh.

Company profile (attach copies)

A. Nature of the company (sole proprietorship, partnership, or registered Company)

.....

Name of Directors/Partners/Owners

i. Name.....Nationality..... ID/Passport no..... ii.

Name.....Nationality.....ID/Passport no..... iii.

Name.....Nationality..... ID/Passport no

B. Contact persons

i. Name.....Nationality.....ID/Passport no.....

ii. Name..... Nationality.....ID/Passport no..... iii.

Name..... Nationality..... ID/Passport no

FORM III CAPABILITY AND COMPETENCE TO DELIVER GOODS, SERVICES AND SMALL WORKS

1. Products/Services you want to be considered to supply.....
.....
2. Are you a manufacture/wholesaler/retailer or distributor?
.....
3. Number of staff
4. What is your average response time to request for quotation/proposal?
.....
5. What is your average response time delivery of goods/service after issuance of a purchase order/s?.....
6. If you are a current or previous supplier of goods and services to Rangwe TVC, have you at one time been issued with a purchase order and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?
.....
.....
7. Have you at any time been requested for the supply of goods and services and failed to return the quotation without assigning reason for your action?
.....
8. Indicate the maximum amount of business with (in financial terms) your company can handle at any time
Ksh.....

Form IV – SUPERVISORY PERSONNEL

Name	Gender	Position/Job title	Academic Qualification	Professional Qualification

FORM V: EXPERIENCE

1. Number of years the company has been in operation.....

Referees:

Applicant's three reputable clients in the last 3 years (filled, signed and rubber stamped by the clients)

i. Name of clients (Organization) ii.

Address of client (Organization) iii.

Name of the contact person at the client (Organization) iv.

Telephone No. of client..... v.

Value of contract..... vi.

Duration of contract (date)

i. Name of clients (Organization) ii.

Address of client (Organization) iii.

Name of the contact person at the client (Organization) iv.

Telephone No. of client..... v.

Value of contract..... vi.

Duration of contract (date)

3.

i. Name of clients (Organization) ii.

Address of client (Organization) iii.

Name of the contact person at the client (Organization) iv.

Telephone No. of client..... v.

Value of contract.....

vi. Duration of contract (date)

Applicants must attach proof of experience relevant to the category they choose to apply.

They may attach any of the following documents:

i.) Copies of LPOs

ii.) Letter of award

iii.) Completion certificates

iv.) Signed contract

Form VI – FINANCIAL CAPABILITY

Name of applicant.....

You are required to demonstrate that the company's financial positions are healthy enough to enable you transact business with Rangwe TVC by showing it has the access to or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide audited accounts or banks statements for the last six months)

1. Attach a copy of firm's two audited accounts/certified financial statements giving summary of assets and current liabilities/ or any other financial support.

2. Credit period: please indicate the credit period you are willing to offer Rangwe TVC.....

3. Annual turnover: what is your annual turnover?

.....

4. Banker- Name of the bank

Address of the bank.....

Telephone number.....

Contact name and title.....

Email address.....

FORM VII PROCLAMATION /SWORN STATEMENT/ DECLARATION (To Be Certified by Commissioner of Oaths)

I/We the undersigned, state that ALL the information we have given provided in this document is correct/ accurate to the best of our knowledge and that I/We give Rangwe TVC authority to seek any reference it may deem vital carrying out their evaluation. I/We also hereby declare that the company is not debarred from participating in any procurement proceeding.

Name of applicant..... Designation..... Signature.....

Witnessed by..... Designation.....Signature.....

Official rubber stamp

State if you have any relationship with Rangwe TVC employee (which relationship)

.....

Information submitted by.....

Title

Signature.....

Stamp

DETAILS OF LITIGATIONS OR ARBITRATION PROCEEDINGS IN WHICH THE TENDERER IS INVOLVED AS ONE OF THE PARTIES (certified by commissioner of oaths)

1.....

2.....

3.....

4.....

5.....

6.....

SECTION 4: Registration Criteria

1	PRELIMINARY	SCORE	CRITERIA APPLICABLE
	a) Copy of registration/incorporation certificate – 05	30mks	Open & special group

	b) Copy of KRA compliance certificates- 05mks		Open & special group
2	REGISTRATION		
	a) Relevant evidence of registration with professional bodies in case of special group AGPO certificate-15mks		open & special group
3	REGISTRATION APPLICATION		
	a) Name of company/firm- 2mks		open & special group
	b) Email address- 1mk		open & special group
	c)Postal address - 1mk		open & special group
	d) Mobile no/Tel no - 1mk		Open & special group
4	BUSINESS QUESTIONNAIRE	10mks	Open & special group
5	SUPEVISORY PERSONNEL (Compulsory)	10mks	Open & special group
6	PAST EXPERIENCE	20mks	
	a) At least 3 names of clients in the past two years and values of contracts and duration of contract12mks		Open
	b) Signed contracts/LPO/LSO - 8mks		Open
7	FINANCIAL CAPABILITY	20mks	
	a) Audited and certified financial statements for the last 2years - 6mks		Open
	b) Bank statement for the last two years - 10mks		Open
	c) Credit period (not less than 30days) - 4mks		Open
8	SWORN STATEMENT	5mks	Open & special group
9	LITIGATION HISTORY - IF ANY	5mks	Open & special group

TOTAL 100 Marks for Open Category (pass mark is 75 marks and preliminary section is Mandatory).

50 Marks for Special Category (Pass mark is 35marks and preliminary section is Mandatory)

MANDATORY REQUIREMENTS

1. Copies of Certificate of registration of business Name/

2. Tax Compliance Certificate from KRA (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application.
3. Copy of PIN Certificate of Firm/company or individual.
4. Copy of Business Permit. - Special category exempted
5. Letters of recommendation/LSOs'/LPOs'/Contracts forms from previous organization served for in case of Provision of services. - Special category exempted
6. A profile of the owners or shareholders. - Special category exempted
7. Practicing Certificate for all professionals. - Special category exempted
8. When mandatory for service provision, each firm must attach evidence of registration with professional bodies/authorities. In the case of Special Group AGPO Certificate
9. E-mail Contacts—a valid and active e-mail address, postal address, and telephone number MUST be provided.