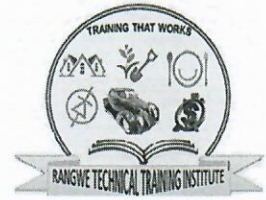




RANGWE TECHNICAL & VOCATIONAL COLLEGE
P.O. BOX 396-40300
HOMA BAY
Tel: 0721 498 737/0718 035 475
E-mail: rangwetechnical@gmail.com



REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEAR 2026/2027 – 2027/2028

COMPANY NAME.....

CATEGORY NO.....

CATEGORY DESCRIPTION.....

IF IN RESERVED GROUPS PLEASE INDICATE BELOW (tick)

WOMEN

YOUTH

PERSONS WITH DISABILITY

TO:

RANGWE TECHNICAL AND VOCATIONAL COLLEGE

TEL NO. 0718035475

Email: rangwetechnical@gmail.com

Website: rangwetechnical.ac.ke

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RANGWE TECHNICAL AND VOCATIONAL COLLEGE

P.O. BOX 396 – 40300

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TENDER NOTICE

INVITATION TO TENDER FOR THE FINANCIAL YEAR 2026-2027/2027-2028

RANGWETECHNICAL AND VOCATIONAL COLLEGE is a public TVET College under the State Department of Vocational and Technical Training. The college is situated about **6km** off **Kisumu-Homabay** highway at **Kodhoch Junction**. The college hereby invites sealed applications for registration of suppliers for the provision of goods, services and works. Interested eligible suppliers/service providers are invited to apply in the categories listed below:

CATEGORY A: SUPPLY OF GOODS

S/N	TENDER NUMBER	ITEM DESCRIPTION	ELIGIBILITY
1.	RTVC/TN/01/2026-2028	SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY	YOUTH, WOMEN, PWDS
2.	RTVC/TN/02/2026-2028	SUPPLY AND DELIVERY OF TONNERS, CARTRIDGES, PRINTING INKS	YOUTH, PWD, WOMEN
3.	RTVC/TN/03/2026-2028	SUPPLY AND DELIVERY OF HARDWARE AND PLUMBING MATERIALS	OPEN
4.	RTVC/TN/04/2026/2028	SUPPLY AND DELIVERY OF PROCESSED FOOD STUFF (MILK, TEA LEAVES, SUGAR, SALT, COOKING OIL ETC	WOMEN, PWD
5.	RTVC/TN/05/2026-2028	SUPPLY AND DELIVERY OF GROCERIES (FRUITS, ASSORTED VEGETABLES, POTATOES, YAMS, ONIONS, TOMATOES)	WOMEN, YOUTH, PWD
6.	RTVC/TN/06/2026-2028	SUPPLY AND DELIVERY DETERGENTS, DISINFECTANTS AND CLEANING MATERIALS	WOMEN, YOUTH.PWD
7.	RTVC/TN/07/2026-2028	SUPPLY AND DELIVERY OF AUTOMOTIVE AND MECHANICAL ENGINEERING MATERIALS	OPEN
8.	RTVC/TN/08/2026-2028	SUPPLY AND DELIVERY OF FOOD SCIENCE PRODUCTS AND HOSPITALITY MATERIALS	OPEN
9.	RTVC/TN/09/2026-2028	SUPPLY AND DELIVERY OF CHARCOAL AND WOOD FUEL	OPEN
10.	RTVC/TN/10/2026-2028	SUPPLY AND DELIVERY OF FRESH MEAT, MEAT PRODUCTS	YOUTH
11.	RTVC/TN/11/2026-2028	SUPPLY AND DELIVERY OF FUEL LABRICANTS AND LPG	OPEN
12.	RTVC/TN/12/2026-2028	SUPPLY AND DELIVERY OF TEXTBOOKS AND REFERENCE MATERIALS	OPEN
13.	RTVC/TN/13/2026-2028	SUPPLY AND DELIVERY OF BREAD	OPEN

Approved for circulation



14	RTVC/TN/14/2026-2028	SUPPLY AND DELIVERY OF CHICKEN, CHICKEN PRODUCT, FISH AND FISH PRODUCTS	WOMEN, YOTH
15	RTVC/TN/15/2026-2028	SUPPLY AND DELIVERY OF CEREALS (DRY MAIZE, DRY BEANS, GREEN GRAMS ETC.)	WOMEN, PWD, YOUTH
16	RTVC/TN/16/2026-2028	SUPPLY AND DELIVERY OF ELECTRICAL AND ELECTRONIC MATERIALS AND APPLIANCES	OPEN
17	RTVC/TN/17/2026-2028	SUPPLY AND DELIVERY OF COMPUTER HARDWARE, COMPUTER SOFTWARE ACCESSORIES, PRINTERS, UPS, COMPUTERS, LAPTOPS	OPEN
18	RTVC/TN/18/2026-2028	SUPPLY AND DELIVERY OF PRINTED MATERIALS (BRONCHURES, ANSWER BOOKLETS, CARDS AND DIARIES.	YOUTH
19	RTVC/TN/19/2026-2028	SUPPLY AND DELIVERY OF HOSPITALITY TRAINING EQUIPMENT I.E CUTLERY, COOKERY AND KITCHEN EQUIPMENTS	OPEN
20	RTVC/TN/20/2026-2028	SUPPLY AND DELIVERY OF GENERAL OFFICE FURNITURE, FITTINGS, TENTS	OPEN
21	RTVC/TN/21/2026-2028	SUPPLY AND DELIVERY OF AGRICULTURAL PRODUCTS AND EQUIPMENT(FARM INPUTS)	OPEN
22	RTVC/TN/22/2026-2028	SUPPLY AND DELIVERY OF STUDENTS AND STAFF IDENTIFICATION CARD	YOUTH
23	RTVC/TN/23/2026-2028	SUPPLY AND DELIVERY OF FIRE FIGHTING EQUIPMENTS AND MAINETANANCE SERVICES	OPEN
24	RTVC/TN/24/2026-2028	SUPPLY AND DELIVERY OF SPORTS UNIFORM AND GAMES EQUIPMENTS	OPEN
25	RTVC/TN/25/2026-2028	SUPPLY AND DELIVERY OF HAIR DRESSING AND BEAUTY THERAPY PRODUCTS AND EQUIPMENT	OPEN
26	RTVC/TN/26/2026-2028	SUPPLY AND DELIVERY OF STAFF UNIFORMS, CURTAIN, PROTECTIVE WEARS, MATTRESSES AND OTHER RELATED MATERIALS	OPEN
27	RTVC/TN/27/2026-2028	SUPPLY AND DELIVERY OF GENERAL BUILDING MATERIALS-SAND, BALLAST, TIMBER, HARD CORE	OPEN

CATEGORY B: PROVISION OF SERVICES

1.	RTVC/TN/28/2026-2028	PROVISION FOR REPAIR SERVICES, GENERATOR, GRASS CUTTER, REFRIGERATORS, FREEZER, GAS COOKER ETC	OPEN
2.	RTVC/TN/29/2026-2028	PROVISION FOR REPAIR AND MAINTENANCE OF ICT EQUIPMENT	OPEN
3.	RTVC/TN/30/2026-2028	PROVISION FOR TAGGING AND LABELLING OF ASSETS	
4.	RTVC/TN/31/2026-2028	PROVISION FOR WEBSITE DESIGN, HOSTING AND MAINTENANCE	OPEN
5.	RTVC/TN/32/2026-2028	PROVISION FOR MOTOR VEHICLE REPAIR AND SERVICES	OPEN
6.	RTVC/TN/33/2026-2028	PROVISION FOR AUTOMOTIVE WORKSHOP MACHINES REPAIR AND MAINTENANCE	OPEN
7.	RTVC/TN/34/2026-2028	PROVISION FOR INSURANCE SERVICES FOR STUDENTS ON ATTACHMENT	OPEN
8.	RTVC/TN/35/2026-2028	PROVISION FOR CONSULTANCY SERVICES ON ENTERPRISE RESOURCE PLANNING SERVICES (ERP) MANAGEMENT INFORMATION SYSTEMS (MIS) HUMAN RESOURCE ETC.	OPEN

CATEGORY C: SMALL WORKS

1.	RTVC/TN/36/2026-2028	PROVISION FOR WELDING AND FABRICATION OF WORKS	OPEN
2.	RTVC/TN/37/2026-2028	PROVISION FOR CARPENTRY AND JOINERY OF WORKS	OPEN
3.	RTVC/TN/38/2026-2028	PROVISION FOR PAINTING	OPEN
	RTVC/TN/39/2026-2028	PROVISION FOR BUILDING AND PLUMBING WORKS	OPEN

Open: application is open to the public

Detailed tender document may be obtained from our office during normal working hours upon payment of non-refundable fee of 1000/- (One Thousand Kenyan Shilling) **KCB BANK, ACCOUNT NAME RANGWE TECHNICAL AND VOCATIONAL COLLEGE, ACCOUNT NUMBER 1265847177-HOMABAY BRANCH**) or be downloaded free from school website www.rangwetvc.ac.ke

Duly completed bid document in plain sealed envelopes, clearly marked 'title and bid reference number' should be addressed to the undersigned and dropped into the tender box located at the administration block Rangwe TVC next to the principal's office on or before **18th June at 12:00** p.m. the bid document will be opened immediately thereafter in college boardroom in the presence of bidders /their representatives who chose to attend

Late bids shall not be accepted or opened

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

Requirements: 1. Registration certificate with relevant body i.e., National council of people with disability and ministry of public service youth and gender affairs. 2. Company registration certificate. 3. Tax pin certificate. 4. Tax compliance/exemption certificate. 5. Tender Purchase Receipt. 6. Business permit

OPEN: Application is open to the public

Requirements: 1. Registration certificate. 2. Company registration certificate. 3. Tax pin certificate. 4. Tax compliance/ exemption certificate. 5. Business permit. 6. At least two years' experience.

SECTION II – 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 next to the principal's office, or be addressed and posted by registered mail to:

THE PRINCIPAL/SECRETARY, BOG,

RANGWE TECHNICAL 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. The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance or exemption Certificate.
- vii. **Payments:** All purchases shall be on credit of a minimum of **thirty days (30) days and maximum of ninety days (90) days** or as may be stipulated in the Contract Agreement.

SECTION III: APPLICATION FORMS

FORM 1 LETTER OF REGISTRATION

REGISTRATION CATEGORY REF NO:

CATEGORY DESCRIPTION.....

**TO: THE PRINCIPAL/SECRETARY, BOG,
RANGWE TECHNICAL 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 2026
 - 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. RangweTVC 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

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.

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

PART 1- GENERAL:

Business Name.....

Plot No.....

Location of Business Premises.....

Street/Road.....
Postal Address..... Tel No.....
Nature of Business..... Current Trade
license.....
Expiring.....

PART 2 (A) SOLE PROPRIETORS

Your Name in Full..... Age.....
Nationality..... Country of Origin.....
Citizenship Details.....

PART 2 (B) PARTNERSHIPS

Given Details of partners as follows:

Name
.....

..
Nationality
.....

Citizenship
Details.....

...
Shares.....
...

Name
.....

..
Nationality
.....

Citizenship
Details.....

...
Shares.....
...

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)

1.
 - 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)

2.
 - 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..... (30, 60 or 90 days)

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 V

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 ay procurement proceeding.

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

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

Official rubber stamp

State if you have any relationship with R 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.....

ANTI CORRUPTION DECLARATION PLEDGE

I/WE..... declare that I/WE recognize that Public Procurement is based on a free and fair competitive Tendering process which should not be opened to abuse.

I/WE.....
..... Declare that:
I/WE..... will not offer or facilitate directly or indirectly any inducement to any public officer, their relations or business associates in accordance with tender number..... for or in the subsequent

performance of the contract if I/we/am are successful.

Signature.....

(By Chief Executive Officer or Authorized representative).

DATE:.....

TENDER EVALUATION CRITERIA FOR (OPEN)

1	PRELIMINARY	Score (Marks)
	a) Copy of registration/incorporation certificate-05	05
	b) Copy of KRA compliance certificate-05	05
2	REGISTRATION	
	a) Relevant evidence of registration with professional bodies in case of special group(AGPO) certificate	15
3	REGISTRATION APPLICATION	
	a) Name of company/firm	2
	b) Email address-	1
	c) Mobile No/Tel No-	1
	d) Postal Address	1
4	BUSINESS QUESTIONNAIRE DULLY FILLED	10
5	Supervisory personnel(compulsory)	10
6	Past experience At least 3 names of clients in the past two years and values of contracts and duration of contract	12
	Sighed contracts LPO/LSO	8
7	FINANCIAL CAPABILITY	
	Audited and certified financial statements for the last 2years	6
	Bank statement for the last two years	10
	Credit period (not less than 30 days)	4
8	SWORN STATEMENT	5
9	LITIGATION HISTORY-IF ANY	5

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 hence shall not be registered a supplier, contractor, or service provider for the financial year 2024/2026

REGISTRATION FORM

Company/Business Name:

Category No:

Category Description:

NOTE: Bidders are required to provide their contact details as shown below.

Name of the firm:

Contact Person:

Telephone:

Email address:

Postal Address: P.O. Box Code:

City/Town.....

Location of Business:

FOR OFFICIAL USE

Tender Evaluation Committee Comment

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

APPLICATION

APPROVED

APPLICATION

NOT APPROVED