



MINISTRY OF EDUCATION
State Department for Vocational & Technical Training
BUNYALA TECHNICAL AND VOCATIONAL COLLEGE



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**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS
 AND SERVICES FOR THE FINANCIAL YEAR 2022/2023 TO
 2023/2024**

BTVC/PRC/01/2022-2024

COMPANY NAME:.....

CATEGORY NO:.....

CATEGORY NAME:.....

IF SPECIAL GROUP PLEASE CHECK IN THE

BOX: (√)

WOMEN

YOUTH

PERSONS WITH DISABILITY (IES)

CLOSING DATE: 23RD JUNE 2022

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INVITATION FOR REGISTRATION

06/06/2022

Tender No: **BTVC/PRC/01/2022-2024**Tender name: **REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2022-2024**

BUNYALA TECHNICAL AND VOCATIONAL COLLEGE invites applications for the registration of interested and qualified Suppliers, Contractors and Consultants in the following categories for the financial years **2022 -2024**.

A) SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	CATEGORY
BTVC/PRC/2/2022-2024	Supply and delivery of textbooks, e-books & periodicals	Open
BTVC/PRC/3/2022-2024	Supply and Delivery of Office Furniture & Furnishings	Open
BTVC/PRC/4/2022-2024	Supply and delivery of motor vehicle spares, Automobile Equipment & Accessories	Open
BTVC/PRC/5/2022-2024	Supply, Delivery and Installation of Office Equipment e.g., Computers, Laptops, Computer Software and Licenses, Printers, Photocopiers, Scanners, and other related ICT Hardware and Accessories	Open
BTVC/PRC/6/2022-2024	Supply and delivery of sports accessories and equipment	Youth, Women & PLWD
BTVC/PRC/7/2022-2024	Supply and Delivery of Newspapers, Publications, magazines and Periodicals	Youth, Women & PLWD
BTVC/PRC/8/2022-2024	Supply, Installation and commissioning of CCTV, Access Control System, ICT Security & Alarm Systems.	Open
BTVC/PRC/9/2022-2024	Supply and Delivery of Animal, Human Drugs & Non Pharmaceuticals	Open
BTVC/PRC/10/2022-2024	Supply and Delivery of Detergents, Disinfectants, Reagents & Cleaning Materials	Youth, Women & PLWD
BTVC/PRC/11/2022-2024	Supply and Delivery of Groceries	Open

BTVC/PRC/12/2022-2024	Supply and Delivery of Cereals	Youth, Women & PLWD
BTVC/PRC/13/2022-2024	Supply and Delivery of Petroleum products (Diesel, Oil & Petrol fuel)	Open
BTVC/PRC/14/2022-2024	Supply and Delivery of Hair Dressing and Beauty Therapy Materials & Equipment	Open
BTVC/PRC/15/2022-2024	Supply and Delivery of Farm Machinery, Tools & Equipment, Tractor Spares & Other related Accessories	Open
BTVC/PRC/16/2022-2024	Supply and Delivery of Kitchenware	Open
BTVC/PRC/17/2022-2024	Supply and Delivery of Branded Staff Uniform	Youth, Women & PLWD
BTVC/PRC/18/2022-2024	Supply and Delivery of Electrical and Electronics equipment	Open
BTVC/PRC/19/2022-2024	Supply and Delivery of Fresh Bread	Open
BTVC/PRC/20/2022-2024	Supply and Delivery of Hardware, Building and Construction Materials	Open
BTVC/PRC/21/2022-2024	Supply and Delivery of Security Equipment	Open
BTVC/PRC/22/2022-2024	Supply and Delivery of Stationery and General Office Supplies	Youth, Women & PLWD
BTVC/PRC/23/2022-2024	Supply and Delivery of Fresh Vegetables	Youth, Women & PLWD
BTVC/PRC/24/2022-2024	Supply and Delivery of Fresh Fish and Poultry Products	Youth, Women & PLWD
BTVC/PRC/25/2022-2024	Supply and Delivery of Fresh Milk	Open

B) PROVISION OF SERVICES

CATEGORY NO.	Item Description	CATEGORY
BTVC/PRC/26/2022-2024	Repair and maintenance services of printers, laptops, typewriters, photocopying machines, Tele-communication equipment and offset printing machines.(ICT Equipment).	Open
BTVC/PRC/27/2022-2024	Drilling and Construction of boreholes and Related Works	Open
BTVC/PRC/28/2022-2024	Repair of Office Furniture and Fittings	Open
BTVC/PRC/29/2022-2024	Supply, Installation and Maintenance of Fire Fighting Equipment and Related Accessories	Open
BTVC/PRC/30/2022-2024	Repairs, servicing and Maintenance of Tractors	Open
BTVC/PRC/31/2022-2024	Insurance Services	Open

REQUIREMENTS

Prospective suppliers shall be required to submit the following **MANDATORY** documents as proof of their eligibility: -

- 1. Certificate of Registration/Incorporation**
- 2. Valid Tax Compliance Certificate**
- 3. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)**
- 4. Copy of CR 12 certificate from registrar of companies**
- 5. Copy of Current Trade License.**
- 6. Company profile**
- 7. Valid AGPO Certificate for the reserved groups**
- 8. Duly Completed Confidential Business Questionnaire**
- 9. For Repair & Maintenance works Firms MUST be registered by NCA**

Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and proof of membership to a professional body where relevant should be attached.

The registration documents, containing submission information, detailed terms and conditions of qualification can be obtained from Procurement/Accounts Office during normal working hours between 8:00 am – 5:00 pm upon payment of a non-refundable fee of Kshs. 1,000.00 (One thousand shillings only) per set of tender item listed. Payment should be made to **KCB Bank, Port Victoria Branch Account Number 1252563787**. No cash payment shall be accepted. Bidders can also view and download the document **free of charge** from our website on the following link: www.bunyalatvc.ac.ke. Upon download, bidders are required to register their bids with the Procurement Section at the College.

Duly completed Registration Documents in plain sealed envelopes clearly marked “Category No.....For the Supply/Provision of ” should be addressed to:

**THE PRINCIPAL/SECRETARY, BOG
BUNYALA TECHNICAL AND VOCATIONAL COLLEGE
P. O. Box 104-50410,
PORT VICTORIA.**

and be deposited in the College Tender Box located at the Main entrance so as to be received on or before **Thursdays, 23rd June 2022, at 10.00am.**

This exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

Yours sincerely,

Principal
Bunyala Technical & Vocational
College

Sign. _____ Date _____

Emmanuel Wamalwa
The Principal/Secretary, BoG

SECTION 2: INSTRUCTIONS TO CANDIDATES

Introduction

Bunyala Technical And Vocational College would like to invite interested candidates who must qualify by meeting the set criteria as provided by Bunyala Technical And Vocational College to perform the contract of provision of goods, services and works to the Bunyala Technical And Vocational College.

Format and Signing of Applications

The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**. In addition, the applicant shall submit one copy of the same registration document clearly marked **COPY**. In the event of discrepancy between them, the original shall prevail.

The original and copy of the registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

Submission of Applications

Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Thursday, 23rd June, 2022 at 10.00am**. Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

The Candidate shall seal the original and the copy of the registration document in separate envelopes duly marking the envelopes **ORIGINAL** and **COPY**. The envelopes shall then be sealed in an outer separate envelope. The inner and outer envelopes shall:

- (a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.
- (b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub-Clause 2.2.1, the inner envelopes shall indicate the name and address of the applicant to

enable the application to be returned unopened in case it is declared "late" pursuant to Clause 2.3.1.

If the outer envelope is not sealed and marked as instructed above, Bunyala Technical And Vocational College will assume responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidates identity Bunyala Technical And Vocational College will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

Eligible Candidates

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to Bunyala Technical And Vocational College so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.

Candidates shall provide such evidence of their continued eligibility satisfactory to Bunyala Technical And Vocational College, as the Bunyala Technical And Vocational College shall reasonably request.

Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

The registration 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.

Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

Financial Condition

The Suppliers financial condition will be not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ -2.

Past Performance

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

Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and Bunyala Technical And Vocational College will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

Clarification of Registration Documents

The prospective applicant requiring any clarification of the registration documents may notify Bunyala Technical And Vocational College in writing or by email at the Bunyala Technical And Vocational College's email address indicated in the registration data.

Bunyala Technical And Vocational College will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the Bunyala Technical And Vocational College's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

Amendment of Registration Documents

At any time prior to the deadline for submission of applications, Bunyala Technical And Vocational College may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

The Addendum thus issued shall be part of the registration documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the Bunyala Technical And Vocational College.

In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, Bunyala Technical And Vocational College may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

Deadline for Submission of Registration Documents

Applications must be received by Bunyala Technical And Vocational College at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

Bunyala Technical And Vocational College may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of Bunyala Technical And Vocational College and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

Opening of Registration Documents

Bunyala Technical And Vocational College will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

Bunyala Technical And Vocational College shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances. Applications sent online shall also be noted down and read out during the opening.

Process to be Confidential

Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced.

Any effort by an applicant to influence Bunyala Technical And Vocational College's processing of applications or approval decisions may result in the rejection of the applications.

Clarification of Applications and Contacting of BUNYALA TECHNICAL AND VOCATIONAL COLLEGE

To assist in the examination, evaluation, and comparison of applications, Bunyala Technical And Vocational College may, at its discretion, ask any applicant for clarification of his/her application.

Subject to Sub-Clause 2.11.1, no applicant shall contact Bunyala Technical And Vocational College on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of Bunyala Technical And Vocational College, he/she should do so in writing.

Any effort by any applicant to influence Bunyala Technical And Vocational College in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

Examination of Registration Documents and Determination of Responsiveness

Prior to the detailed evaluation of applications, Bunyala Technical And Vocational College will determine whether each application

- (a) has been properly signed and delivered pursuant to clause 2.3;
- (b) is substantially responsive to the requirements of the registration documents; and
- (c) provides any clarification and/or substantiation that Bunyala Technical And Vocational College may require to determine responsiveness pursuant to Sub-Clause 2.15

A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one

- (a) Which limits in any substantial way, inconsistent with the registration documents, the Bunyala Technical And Vocational College rights or the applicant obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

If an application is not substantially responsive, it will be rejected by Bunyala Technical And Vocational College and may not subsequently be made responsive by correction or

withdrawal of the nonconforming deviation or reservation.

Bunyala Technical And Vocational College, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

Notification of Qualified Applicants

Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by Bunyala Technical And Vocational College within thirty (30) days from the date of opening of registration documents.

At the same time Bunyala Technical And Vocational College notifies qualified Applicants that their applications are responsive, Bunyala Technical And Vocational College shall notify the other Applicants whose applications are not responsive.

Evaluation and Comparison of Applications

Bunyala Technical And Vocational College will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

Registration will be based on meeting the minimum requirements to pass in the criteria set.

Bunyala Technical And Vocational College Right to accept any Application and to reject any or all Applications

Bunyala Technical And Vocational College reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

Notification of Approval

Prior to expiration of the period of registration validity prescribed by Bunyala Technical And Vocational College, Bunyala Technical And Vocational College will notify successful applicants through a list to be uploaded on Bunyala Technical And Vocational College website.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document and **ONE COPY**. (Unless submitting online)
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1.	Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
3.	For works Firms MUST be registered by NCA The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)	Mandatory
4.	Company profile	Mandatory
5.	Copy of Current Trade License.	Mandatory
6.	Valid AGPO Certificate for the reserved groups	Mandatory
7.	Duly Completed Confidential Business Questionnaire	Mandatory
8.	Copies of registration with relevant regulatory bodies where applicable e.g., KCAA, IRA, LSK, CMTE, IHRM, etc.	Mandatory

11.	Current practicing certificates for professionals where applicable	Mandatory
12.	AGPO Certificate where applicable	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 RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

EVALUATION CRITERIA

	Requirements	Score
1	Duly filled Registration Data	25
2	Duly filled Confidential Business Questionnaire	30
3	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	15
	ii) Second client Organization (Attach documental evidence)	15
	iii) Third client Organization (Attach documental evidence)	15
	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 RQ-1 - REGISTRATION DATA
SUPPLIERS APPLICATION FORM

I/Wehereby apply for registration
(*Name of Company/Firm*)

as suppliers of.....
(*Item Description*)

Category No.....

Other branches and location

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners
.....
.....
.....

Indicate terms of trade/ sale /Payment.....
(20 points)

Enclose copy of profile of the firm indicating the main fields of activities

RQ-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 Name.....
Plot No.....
Location of Business Premises.....
Street/Road.....
Postal Address.....Tel No.....
Nature of Business..... Current Trade license.....
Expiring.....
Maximum Value of Business which you can Handle at Any Given Time: Ksh.....
Name of Your Bankers.....Branch.....

Part 2 (a) Sole Proprietor

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

Part 2 (b) Partnership

Given Details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....
.....
.....
.....
.....
.....
.....

(40 Points)

FORM RQ-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS

1. Name of 1st Client (organization)

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

2. Name of 2nd Client (organization)

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

3. Name of 3rd Client (organization)

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

(30 points)

FORM RQ-4 - LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year 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)

FORM RQ-5 - SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

Applicant's Name/Company

Name.....

Represented

By.....

Date.....

Signature &

Stamp.....

(Full Name and Designation of the person Signing, Stamp/Seal)