

MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL & TECHNICAL TRAINING



MBITA TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX 320 - 40305 MBITA KENYA

TEL: +254743732583 , +254750076282

Email: mbitatechnical@gmail.com Website: www.mbitatvc.ac.ke



**REGISTRATION OF SUPPLIERS, CONTRACTORS AND SERVICE PROVIDERS
FOR THE PROVISION OF GOODS, WORKS AND SERVICES FY 2026 – 2027- 2028**

TENDER NO. MTVC/REG/001/2026-2028

TENDERERS NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

IF SPECIAL GROUP PLEASE INDICATE BELOW: ()

WOMEN

YOUTH

PERSONS WITH DISABILITY

REGISTRATION OF SUPPLIERS, CONTRACTORS AND SERVICE PROVIDERS FOR THE PROVISION OF GOODS, WORKS AND SERVICES FY 2026 – 2027- 2028

SECTION I: INVITATION FOR REGISTRATION OF SUPPLIERS, CONTRACTORS AND SERVICE PROVIDERS

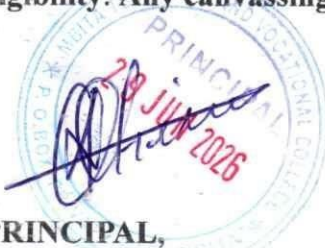
- 1) Mbita Technical and Vocational College intends to register interested and eligible firms for the supply of the goods, works and services for the period **2026-2027-2028** financial years.
- 2) Interested eligible bidders may obtain tender documents by downloading from the college's website www.mbitatvc.ac.ke or the PPIP portal at www.tenders.go.ke.
- 3) Upon download bidders will be required to register their tenders with the **Procurement Office at Mbita Technical and Vocational College** or obtain documents from procurement office upon payment of non-refundable fee of **Ksh. 1,000** per category of tender to the account's office in cash or banker's cheque to KCB A/C NO. **1336722568 Mbita Technical and Vocational College** during normal working hours.
- 4) Completed registration documents (**separated for each tender**) bearing no indication of tenderer name should be enclosed in plain sealed envelopes clearly marked with **relevant category number and category description** and be placed in the **Tender Box** at the **Administration Block** not later than **13th July 2026**. The sealed envelope should be addressed to:

**The principal,
Mbita Technical and Vocational College
P.O. Box 320-40305 Mbita.**

Bids will be opened immediately thereafter in the presence of applicants or their representatives who wish to attend. Please note that:

- Reserved groups include Youth, Women and People with Disability.
- Those who wish to be registered in more than one category will be required to download additional registration documents for each category

NB: Youths, Women and Persons with disabilities are encouraged to apply attaching documents of eligibility. Any canvassing or giving false information will lead to automatic disqualification



**PRINCIPAL,
MBITA TECHNICAL AND VOCATIONAL COLLEGE**

SECTION 1 - EVALUATION CRITERIA

Mbita Technical and Vocational College will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness. Applicants will be required to comply with ALL mandatory requirements as follows:

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

S/No	REQUIREMENTS	COMPLIANCE (YES/NO)
.	Copy of certificate of registration/incorporation	YES/NO
2.	Copy of valid tax compliance certificate from KRA	YES/NO
3.	A copy of CR12 for companies issued within the last 6 months	YES/NO
4.	Valid registration certificate from The National Treasury for firms owned by Youth, Women and Persons with Disabilities (AGPO Certificate) for the reserved group	YES/NO
5.	Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, NCA, AAK, MISK, CA, LSK, ACPAK, ACPSK, ISPAK, PCB etc.	YES/NO
6.	All the pages of the tender document/attachments must be serialized	YES/NO
7.	Form 1. Duly filled, signed and stamped Disclosure of Interest Form	YES/NO
8.	Form 2: Duly filled, signed and stamped Certificate of Independent Tender	YES/NO
9.	Form 3: Duly filled, signed and stamped Self-Declaration form	YES/NO
10.	Form 4: Duly filled, signed and stamped Letter of registration	YES/NO
11.	Form 5: Duly filled, signed and stamped Confidential Business Questionnaire	YES/NO

NB: Bidders must meet **ALL** applicable mandatory requirements to qualify.

(The Evaluation Committee will verify the information submitted by applicants and may visit the physical premises of the applicants. Findings from such visits will form part of the evaluation process).

SECTION II- DECLARATIONS

FORM 1: FOR DISCLOSURE OF INTEREST- Interest of the Firm in Mbita Technical and Vocational College.

i) Are there any person/persons in Mbita Technical and Vocational College who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in Mbita Technical and Vocational College	Interest or Relationship with Tenderer
1			
2			
3			

Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of Mbita Technical and Vocational College. regarding this tendering		
5	Any of the Tenderer’s affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of Mbita Technical and Vocational College who are directly or indirectly involved in the preparation of the Registration document or specifications of the Contract, and/or the Quotation/Tender evaluation process of such		
8	Tenderer has a close business or family relationship with a professional staff of Mbita Technical and Vocational College who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to Mbita Technical and Vocational College throughout the quotation/tender process and execution of		

Certification

On behalf of the Tenderer, I certify that the information given above is correct. Full Name

Title or Designation

(Signature)

(Date)

FORM 2: CERTIFICATE OF INDEPENDENT TENDER D E T E R M I N A T I O N

I, the undersigned, in submitting the accompanying Letter of quotation/tender to the Mbita Technical and Vocational College for: _____ [Name and number of tender] in response to the request for tenders made by: _____ [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect: I certify, on behalf of _____ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;
4. For the purposes of this Certificate and the quotation, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) Has been requested to submit a tender in response to this registration tender;
 - b) Could potentially submit a tender in response to this registration tender based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs(5)(a) or(5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, the tender;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph(5)(b) above;
8. The terms of the tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph(5)(b) above.

Name _____

Title _____

Date _____

Signature _____

[Name, title and signature of authorized agent of Tenderer and

Date]

FORM 3: SELF-DECLARATION FORM

I/We, the Tenderer _____ (*insert name*) submitting our tender in respect of registration tender No for _____ (*insert registration tender Title Description*) for Mbita Technical and Vocational College **DECLARE AS FOLLOWS:**

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above tender:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above tender as defined and/or described in the following:
 - i) the registration tender for the above tender;
 - ii) Kenya's Public Procurement and Asset Disposal Act,2015 and its attendant Regulations; iii) Kenya's Anti-Corruption and Economic Crimes Act,2013; and iv) Any such other Acts or Regulations of Government of Kenya;
- b) Have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of Mbita Technical and Vocational College;
- c) Have not engaged/ will not engage in any collusive or corrosive practice with other tenderers participating in the subject tender;
- d) Have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief. **Name of the Tenderer**

.....
[Insert complete name of tenderer signing the tender]

Name of the person duly authorized to sign the tender on behalf of the Tenderer:

.....
[Insert complete name of person duly authorized to sign the tender]

Title of the person signing the Tender

.....
[Insert complete title of the person signing the tender]

Signature of the person named above

.....
[Insert signature of person whose name and capacity are shown above]

FORM 4: LETTER OF REGISTRATION

Registration Category Ref No.....

The Principal/BOG Secretary
Mbita Technical and Vocational College,
P.O. Box 320-40305 Mbita.
Tel: 0743732583
mbitatechnical@gmail.com

Dear Sir,

1. Having examined the application documents including Addenda Nos..... of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to Mbita Technical and Vocational College and as may otherwise be directed,(Insert Category).

And conformity with the said application documents all or part of the items/services 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 with accordance with the delivery schedule in the 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 written 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 at Mbita Technical and Vocational College's suppliers for goods, works & services included or related to this category during the period of two (2) years.
 - b. That you are not bound to accept this application or any that you may receive.
5. We have attached to this letter are copies of original documents of:
 - a) Valid Certificate of Incorporation/Business Registration
 - b) PIN Certificate
 - c) Certificate of registration (AGPO Certificate) (where applicable) of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)
 - d) Valid Tax Compliance Certificate
 - e) Current form CR12 (for companies) and identity documents (National ID's or Passports) for the directors/proprietor (Copy)
 - f) Duly filled, signed and stamped Disclosure of Interest Form
 - g) Duly filled, signed and stamped Certificate of Independent Tender Determination Form
 - h) Duly filled, signed and stamped Self-Declaration Form
 - i) Duly filled, signed and stamped Letter of Registration
 - j) Duly filled, signed and stamped Confidential Business Questionnaire
 - k) E- Government Procurement (E-GP) profile
6. We make this application with the full understanding that;
 - a. Bids by registered applicants will be subject to verification of all information submitted.

- b. Mbita Technical and Vocational College reserves the right to accept or reject any application, cancel the registration process and reject all applications.
- c. Request for quotations and bids will only be called from registered bidders who meet the requirements as and when need arises.

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

Name.....

Designation.....

Sign

Date

Stamp.....

In the presence of:

Name.....

Designation.....

Sign.....

Date

FORM 5: TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tenderer is instructed to complete the particulars required in this Form. Tenderer is further reminded that it is an offence to give false information on this Form. **Tenderer's Details**

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Name of the Tenderer	
4	Date and Time of Tender Opening	
5	Full address and Contact Details of the Tenderer	Country City Location Building Floor Postal Address Name of Contact Person Email of Contact Person
6	Current Trade License Number Registration and Expiring Date	
7	Name, Country and Full Address (<i>postal and physical addresses, email and telephone number</i>) of registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of Business which the Tenderer Handles	
10	State if Tenders Company is listed in stock exchange, give full name and full address (<i>postal and physical address, email and telephone number</i>) of	

General and Specific Details

a) **Sole Proprietor**, provide the following details.

Name in full

..... Age

.....

Nationality

Country of Origin

Citizenship

b) **Partnership**, provide the following details.

	Name of Partners	Nationality	Citizenship	% Shares
1				
2				
3				
4				
5				
6				
7				
8				

c) **Registered Company**, provide the following details.

i) Private or public Company ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii) Give details of Directors as follows

	Name of Directors	Nationality	Citizenship	% Shares Owned
1				
2				
3				
4				
5				
6				
7				
8				

SECTION III- QUALIFICATION CRITERIA AND REQUIREMENTS

This section contains all the methods, criteria, and requirements that the Procuring Entity shall use to evaluate Applications, all in one Form “Eligibility and Qualification Criteria”. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the Form.

REGISTRATION OF SUPPLIERS FY 2026 – 2027- 2028

Mbita Technical and Vocational College is in the process of registering its suppliers from interested/eligible bidders for supply and delivery of the under listed goods, works and services for the period ending **30th June 2028**.

CATEGORY A – GOODS AND MATERIALS			
NO	TENDER NO.	DESCRIPTION	TARGET GROUP
1.	MTVC/SR/1/2026-2028	Supply and delivery of General Office stationery	OPEN
2.	MTVC/SR/2/2026-2028	Supply and delivery of General shop items ie milk and bread etc	OPEN
3.	MTVC/SR/3/2026-2028	Supply and delivery of dry cereals, grains, green groceries and dry groceries ie fruits, vegetables, tomatoes etc	Reserved (Women)
4.	MTVC/SR/4/2026-2028	Supply and delivery of soft drinks and sugar	Reserved (PWD)
5.	MTVC/SR/5/2026-2028	Supply and delivery of Newspapers and Airtime	Reserved (Youth)
6.	MTVC/SR/6/2026-2028	Supply and delivery of Tonners, photocopier ink and printer’s cartridges	OPEN
7.	MTVC/SR/7/2026-2028	Supply and delivery of cleaning materials, Disinfectant and detergents	Reserved (Women)
8.	MTVC/SR/8/2026-2028	Supply and delivery of Sport uniforms and Games equipment, staff uniform and badges	Reserved (Youth)
9.	MTVC/SR/9/2026-2028	Supply and Delivery of Office furniture and fittings ie staff workstations, chairs, executive chairs and tables, teachers’ desks with and without drawers, student’s chairs, furnishings and fittings.	OPEN
10.	MTVC/SR/10/2026-2028	Supply and delivery of laptops, printers, computers and their accessories	OPEN
11.	MTVC/SR/11/2026-2028	Supply and delivery of ICT and other networking equipment and other related accessories	OPEN
12.	MTVC/SR/12/2026-2028	Supply and Delivery of Text books/Library books and E-books	OPEN
13.	MTVC/SR/13/2026-2028	Supply and Delivery of Firefighting equipment, training and maintenance	OPEN

14	MTVC/SR/14/2026-2028	Design and supply of branded materials (t-shirts, caps, umbrellas, notebooks, diaries, brochures, billboards, banners, biro pens, envelopes etc)	Reserved (Youth)
15	MTVC/SR/15/2026-2028	Supply and delivery of printed stationery materials ie Office Stamps, Students Ids, Office Tags and Related Printed Materials	Reserved (Youth)
16	MTVC/SR/16/2026-2028	Supply and Delivery of kitchen ware items, cutlery and home appliances	Reserved (Women)
17	MTVC/SR/17/2026-2028	Supply and delivery of generator	OPEN
18	MTVC/SR/18/2026-2028	Supply and delivery of automotive materials, tools, equipment and spare parts	OPEN
19	MTVC/SR/19/2026-2028	Supply and delivery of welding materials, tools and equipment's ie welding gas, spraying gun etc	OPEN
20	MTVC/SR/20/2026-2028	Supply and Delivery of hairdressing equipment's and materials	Reserved (Women)
21	MTVC/SR/21/2026-2028	Supply and Delivery of fashion and design materials and equipment's	Reserved (Women)
22	MTVC/SR/22/2026-2028	Supply and Delivery of Electrical and Electronic materials	OPEN
23	MTVC/SR/23/2026-2028	Supply and Delivery of Carpentry tools and equipment's	OPEN
24	MTVC/SR/24/2026-2028	Supply and Delivery of Agriculture tools, equipment's and farm inputs , animal feeds	OPEN
25	MTVC/SR/25/2026-2028	Supply and delivery of Plumbing Materials And Fittings	Reserved (PWD)
26	MTVC/SR/26/2026-2028	Supply and Delivery of Building and Construction Materials Ie Building Stones, Blocks, Bricks, Dust, Ballast, Murram and Sand	OPEN
27	MTVC/SR/27/2026-2028	Supply and Delivery of Assorted Timber	OPEN
28	MTVC/SR/28/2026-2028	Supply and delivery of software	OPEN
29	MTVC/SR/29/2026-2028	Supply and delivery of poultry and poultry products	Reserved (Youth)

CATEGORY B-WORKS AND SERVICES

30	MTVC/SR/30/2026-2028	Provision of High-Speed Internet and networking services	OPEN
31	MTVC/SR/31/2026-2028	Provision of Repairs and maintenance of computers, Laptops, PS and printers	OPEN
32	MTVC/SR/32/2026-2028	Provision of Painting Services	Reserved (Youth)
33	MTVC/SR/33/2026-2028	Provision of repair and maintenance of sewing machine services	OPEN
34	MTVC/SR/34/2026-2028	Provision of printing services ie signages, brochure, LPO books, etc	OPEN
35	MTVC/SR/35/2026-2028	Provision of Asset Tagging and Labelling	OPEN

36	MTVC/SR/36/2026-2028	Provision of Asset valuation services	OPEN
37	MTVC/SR/37/2026-2028	Provision of supply and delivery, installation, testing and commissioning , repair, maintenance and servicing of CCTVs and Bio-metric Services	OPEN
38	MTVC/SR/38/2026-2028	Provision of supply and delivery, installation, testing, repair , maintenance and servicing of solar energy Services	OPEN
39	MTVC/SR/39/2026-2028	Provision of Electrical works /Installation Services	OPEN
40	MTVC/SR/40/2026-2028	Provision of event management services (tents, decoration services, sound system and other entertainment services)	OPEN
41	MTVC/SR/41/2026-2028	Provision of redesigning /development, upgrading, hosting and maintenance of website	OPEN
42	MTVC/SR/42/2026-2028	Provision of Security Services	OPEN
43	MTVC/SR/43/2026-2028	Provision of Building and Plumbing works and services	OPEN
44	MTVC/SR/44/2026-2028	Provision of automotive and mechanical works and services,	OPEN
45	MTVC/SR/45/2026-2028	Provision of insurance cover for students proceeding for attachments (Group Cover)	OPEN
46	MTVC/SR/46/2026-2028	Provision of Management information system modules (ERP)	OPEN
47	MTVC/SR/47/2026-2028	Provision of insurance cover for college building and assets	OPEN
48	MTVC/SR/48/2026-2028	Provision of Advertisement Services ie Print Media, Radio and TV	OPEN
49	MTVC/SR/49/2026-2028	Provision and supply of music and drama materials eg.play/script writing, choreography, props, costumes etc	OPEN
50	MTVC/SR/50/2026-2028	Provision of landscaping and beautification of the college	OPEN

MANDATORY REQUIREMENTS

- 1.** Business Registration certificate
- 2.** Pin certificate and tax compliance certificate
- 3.** Sign form of tender
- 4.** Registration certificate with relevant body i.e AGPO certificate National council of people with disability and ministry of public service youth and gender affairs
- 5.** Current trade business permit
- 6.** MUST attach E- Government Procurement (E-gp) Profile
- 7.** Bidders applying for insurance services should have a certificate from insurance regulatory authority
- 8.** Copy of valid trade license from relevant authorities
- 9.** Dully filled confidential business questionnaire with disclosure of directors.

- Interested eligible bidders may obtain tender documents by downloading from the college's website www.mbitatvc.ac.ke or the PPIP portal at www.tenders.go.ke.
- Upon download bidders will be required to register their tenders with the Procurement Office at Mbita Technical and Vocational College or obtain documents from procurement office upon payment of non-refundable fee of **Ksh. 1,000** per category of tender to the account's office in cash or banker's cheque to KCB A/C NO. **Mbita Technical and Vocational College** during normal working hours.
- Completed registration documents (separated for each tender) bearing no indication of tenderer name should be enclosed in plain sealed envelopes clearly marked with **relevant category number and category description** and be placed in the **Tender Box** at the **Administration Block** not later than **13th July 2026**. The sealed envelope should be addressed to:

**The principal,
Mbita Technical and Vocational College
P.O. Box 320-40305 Mbita.**

Bids will be opened immediately thereafter in the presence of applicants or their representatives who wish to attend. **Please note that:**

- **Reserved groups include Youth, Women and People with Disability.**
- Those who wish to be registered in more than one category will be required to download additional registration documents for each category

Request For Review

FORM FOR REVIEW (r.203 (1))

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD
APPLICATION**

NO..... of.....20.....

BETWEEN

..... **APPLICANT**

AND

..... **RESPONDENT (Procuring Entity)**

Request for review of the decision of the (Name of the Procuring Entity of
.....
date d the...day of
.....20.....in the matter of Tender No.....of20....for
..... (Tender
description). **REQUEST FOR REVIEW** I/We....., the above
named Applicant(s), of address: Physical address.....P. O. Box No..... Tel.
No.....Email, hereby
request the Public Procurement

Administrative Review Board to review the whole/part of the above mentioned decision
on the following grounds, namely:

1. By this memorandum, the Applicant requests the
2. Board for an order/orders that:
 - 1.
 - 2.

SIGNED (Applicant) Dated on.....day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public
Procurement Administrative Review Board on.....day of
.....20.....

SIGNED

Board Secretary