



NUU TECHNICAL AND VOCATIONAL COLLEGE

P.O. Box 376 - 90400, Mwingi. Tel: 0758 001 730

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TENDER DESCRIPTION: REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR THE FINANCIAL YEAR 2025-2026.

COMPANY/BUSINESS NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

Tick where applicable

Open

☐

Reserved (Youth/PWD/Women)

☐

CLOSING DATE AND TIME: 23rd JUNE, 2025 AT 11:00 AM

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INVITATION TO TENDER NOTICE/REGISTRATION

INVITATION TO TENDER NO.:

DESCRIPTION: TENDERS AND REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR THE FINANCIAL YEARS 2025-2026

- 1. NUU TECHNICAL AND VOCATIONAL COLLEGE invites** sealed applications for the tenders and Pre-qualification/Registration from interested and eligible firms for supply of goods and provision of services and works under the following categories for the financial years **2025-2026**.

SECTION A: REGISTRATION CATEGORIES FOR THE FINANCIAL YEAR 2025-2026

A. SUPPLY AND DELIVERY OF GOODS		
CATEGORY NO.	CATEGORY DESCRIPTION	ELIGIBILITY
NUUTVC/T/01/2025-2026	Supply and delivery of Printers, UPS, Laptop and Desktop Computers, Scanners, Projectors, Photocopier, Servers, Computer Spare Parts & Network Equipment, Computer Software Licenses and ICT related accessories	Open
NUUTVC/T/02/2025-2026	Supply & delivery of office furniture & lecture chairs	Open
NUUTVC/T//2025-2026	Supply & delivery of hardware materials	Open
NUUTVC/T//2025-2026	Supply & delivery of first aid kit/firefighting equipment	Reserved (Youth/PWD/Women)
NUUTVC/T//2025-2026	Supply & delivery of general shop items rice, sugar, tea leaves	Open
NUUTVC/T//2025-2026	Supply & delivery of plumbing tools & equipment	Open
NUUTVC/T//2025-2026	Supply and delivery of Games Equipment, Sportswear, Balls & Allied Products	Open
NUUTVC/T//2025-2026	Supply & delivery of general stationeries, toners and cartridges	Reserved (Youth/PWD/Women)

NUUTVC/T//2025-2026	Supply & delivery of electrical and electronics tools, materials & equipment	Open
NUUTVC/T//2025-2026	Supply & delivery of construction materials ; hardcore, machine cut stones, ballast, quarry stone, sand and quarry dust	Reserved (Youth/PWD/Women)
NUUTVC/T//2025-2026	Supply and delivery of Hairdressing Materials and Equipment	Open
NUUTVC/T//2025-2026	Supply & delivery of clothing and fashion design, tie & dye materials	Open
NUUTVC/T//2025-2026	Supply & delivery of cleaning materials/detergent	Reserved (Youth/PWD/Women)
NUUTVC/T//2025-2026	Supply and delivery of Library Books, periodicals & Journals etc.	Open
NUUTVC/T//2025-2026	Supply & delivery of automotive / mechanical tools and related equipment	Open
NUUTVC/T//2025-2026	Supply and delivery of Staff uniforms, Branded Shirts, T-shirts, Caps and Personal Protective Equipment & Other promotional items	Open
NUUTVC/T//2025-2026	Supply and delivery of Agricultural Tools, Equipment and Machinery.	Reserved (Youth/PWD/Women)
NUUTVC/T//2025-2026	Supply and delivery of Firewood and Charcoal	Reserved (Youth/PWD/Women)
NUUTVC/T//2025-2026	Supply and delivery of Kitchen/ catering cutlery, Kitchen Utensils & Specialized Kitchen Equipment/Appliances etc.	Reserved (Youth/PWD/Women)
NUUTVC/T//2025-2026	Supply and delivery of Firefighting Equipment and maintenance services	Open
NUUTVC/T//2025-2026	Provision of sanitary disposal services	Reserved (Youth/PWD/Women)
NUUTVC/T//2025-2026	Supply of water (water bowser)	Open

B. PROVISION OF SERVICES

CATEGORY NO.	CATEGORY DESCRIPTION	ELIGIBILITY
NUUTVC/T//2025-2026	Provision of Catering Services	Open
NUUTVC/T//2025-2026	Provision of General Insurance Services for students on industrial attachment	Open
NUUTVC/T//2025-2026	Provision of Asset Tagging and labeling services, Valuation and Updating the Institute's Asset Register	Open
NUUTVC/T//2025-2026	Provision of Servicing, Repair and Maintenance of Equipment, Tools, Machines Appliances e.g. Generator, Printers, Photocopiers, lawn mowers, sewing machines etc.	Open
NUUTVC/T//2025-2026	Provision of Servicing, Repair and Maintenance of Institute Motor vehicles.	Open
NUUTVC/T//2025-2026	Provision of event organizing services, Hire of tents, Chairs, Tables, Decorations(Tent drapery), Public address system.	Reserved (Youth/PWD/ Women)
NUUTVC/T//2025-2026	Provision of Publication, Advertisement Services and live streaming and related services.	Open
NUUTVC/T//2025-2026	Provision of Repair and Maintenance of CCTV Cameras and Bio-metric Services and internet services	Open
NUUTVC/T//2025-2026	Provision of Consultancy Services (including baseline surveys, team building, ISO trainings, Management Training, HR Training, IT Infrastructure, Capacity Building, OSHA Training, Audit, Fire & First Aid Equipment Training Services & Work Environment Survey (NEMA Certified Firms)	Open
NUUTVC/T//2025-2026	Provision of Air Ticketing and Transport services	Open

C. PROVISION OF S M A L L WORKS

CATEGORY NO.	CATEGORY DESCRIPTION	ELIGIBILITY
NUUTVC/T//2025-2026	Provision of Small Contractual Works; General Building & Construction, General Civil Works, Electricals, Plumbing, Tile works, repainting, landscaping, Field Leveling & grading and Repairs and Maintenance Works (Registered building & Civil contractors with NCA 7 and above)	Reserved (Youth/PWD/Women)

All prices must include cost of delivery and taxes where applicable.

Tender documents can be obtained from the institute's Procurement office during official working hours 8.00 A.M-5.00 P.M. Monday to Friday or downloaded from our website

www.nuutechnicalandvocationalcollege.ac.ke, upon payment of a non-refundable fee of Kshs. 1000. The amount to be deposited in the college's account KCB Bank A/C No: 1254590196.

Interested applicants must provide the following :

S/NO	Requirements	Remark
1.	Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	Copy of valid Business Permit	Mandatory
4.	Company profile	Mandatory
5.	CR12 for limited company or ID Card for sole-proprietorship	Mandatory
6.	Valid AGPO Certificate for the Reserved groups	Mandatory
7.	Duly Completed Confidential Business Questionnaire	Mandatory
8.	For Repair & Maintenance works Firms MUST be registered by NCA 7 and above	Mandatory
9.	Must have valid Practicing License from relevant bodies where applicable. (Registration with the Insurance Regulatory Authority for provision of insurance)	Mandatory
10.	For provision of Ticketing Services prospective service providers MUST be registered with KCAA	Mandatory
11.	The document should be legible and presentable. All pages of the bid document submitted MUST be sequentially serialized or paginated from 1 st page to the last page.	Mandatory

Completed registration documents should be enclosed in a plain sealed envelope clearly marked with the registration category number and name and deposited in the tender box provided at NuU Technical and Vocational College, addressed to:

THE PRINCIPAL, NUU TECHNICAL AND VOCATIONAL COLLEGE P.O BOX 376 – 90400, MWINGI.

So as to be received on or before **23rd June, 2025 at 11.00 A.M.**

Submitted applications will be opened at 11:30 A.M. in the college's boardroom in the presence of candidates/representatives who choose to attend.

People with disabilities are encouraged to apply.

Any canvassing or giving of false information will lead to automatic disqualification.

1. TENDER REGISTRATION GUIDELINES

1.1 Introduction

The NUUTVC would like to invite interested bidders to supply and deliver various goods, services and works on need basis. Interested bidders must qualify by meeting the set criteria provided in this tender document.

1.2 Tender/Registration objective

The main objective is to supply and deliver assorted items and also provide services or works under the relevant tenders/quotations to NUUTVC as and when required during the stated period.

1.3 Invitation of Tender/Registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Tender / registration documents to The **Principal, NuU Technical and Vocational College, P.O. Box 376-90400, Mwingi**. The prospective suppliers are required to provide mandatory information for registration.

1.4 Experience

Prospective suppliers must have carried out successful supply and delivery of similar items/services to Government/Corporation/institutions of similar size and complexity **except for Youth, Women and Persons with Disabilities companies**. All potential suppliers must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Tender/Registration Document

- a) This Tender document includes the advert, the questionnaire and price quotations.
- b) The Registration document includes the advert and the questionnaire.
- c) In order to qualify, prospective suppliers must submit all the information and documents as prescribed by the tender document.

1.6 NUUTVC Obligation

NUUTVC reserves the right to accept or reject any tender either in whole or part and is not bound to give reasons for its decision.

1.7 Submission of Tender/Registration Documents

A copy of the tender/registration documents shall be submitted to reach:

PRINCIPAL

NUU TECHNICAL AND VOCATIONAL

COLLEGE P.O BOX 376-90400

MWINGI

On or before **23rd June, 2025 at 11.00 A.M**

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the **Principal, Nuutvckitui Technical and Vocational College** on the email; nuutvckitui@gmail.com

1.9 Additional Information

Nuutvckitui Technical and Vocational College may request submission of additional information from prospective bidders when need arises, during the evaluation process for the registration.

1.10 Category B Suppliers

Request for quotations will be made available only to those bidders whose qualifications are accepted by Nuutvckitui Technical and Vocational College after scoring at least **70% of total rating for bidders in the Open categories.**

1.11 Reserved categories

Youth, Women and Persons with Disabilities Companies shall be required to submit all the relevant and applicable documents for the respective categories as listed under **Form T-1.**

2. BRIEF TENDER REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty, V.A.T and all other applicable taxes as required by the law.

2.2 Customs Clearance

The Supplier shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required and **the contract price shall not be varied during the contract period**. Quantities may increase or decrease as determined by demand on the authority of the Principal NUU TVC. Prices quoted should be inclusive of all delivery charges and taxes applicable.

2.4 Payments

All purchases shall be on credit of a minimum of **sixty (60) days** or as may be stipulated in the Contract Agreement.

3. TENDER REGISTRATION DATA INSTRUCTIONS

3.1 Tender data forms

The attached questionnaire forms T-1, T-2, T-3, T-4, T-5, T-6, T-7, T-8, and T-9 are to be completed by prospective suppliers/contractors who wish to tender for the specific tender.

3.1.1 Tender forms which are not duly filled and submitted in the prescribed manner will not be considered. All the documents that form part of the tender must be legible and written in ink.

3.2 Qualification

3.2.1 The tender data on prospective bidders is to be used by NUU TVC in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender as described.

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

3.3 Essential Criteria for Tendering

3.3.1 Experience

Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items. Potential supplier/contractor should show competence, willingness and capacity to service the tender. **(Not applicable for Tenders to youth, women and persons with disabilities).**

3.3.2 Past Performance

Past performance of the bidders will be given due consideration. Letter of reference from at least three (3) past customers should be included in Form T- 6. **(Not applicable for Tenders to youth, women and persons with disabilities).**

3.3.3 Personnel

The names, pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form T-3.

3.3.4 Financial Condition

3.3.4.1 The Supplier's financial condition will be determined by the last **two (2)** years financial statements submitted with the tender documents as well as letters of reference from their bankers regarding the bidders' credit position. **(Not applicable for Tenders to youth, women and persons with disabilities).**

3.3.4.2 Potential bidders should provide evidence of financial capability to execute the tender. Information to be filled in Form T-4 **(Not applicable for Tenders to youth, women and persons with disabilities).**

3.4 Anti-Corruption Declaration Pledge form

Potential bidders should affirm not to engage in corrupt or fraudulent practices and a declaration that the bidder or his sub-contractors or personnel are not debarred from participating from procurement proceeding. Information to be filled in Form R-8.

3.5 Statement

Application must include a sworn statement Form T-9 by the bidder.

3.6 Withdrawal of Tender.

Should a condition arise between the time the firm is registered to bid and the bid Opening date or during the contract period which could substantially change the performance and qualification of the bidder or the ability to perform, then NUU TVC will disqualify the tender from such a bidder.

3.7 Bidders documentations

3.7.1 The firm must have a fixed Business Premise, valid post office address, valid telephone, valid email address and must have valid registration documents as required (copies of which must be attached).

3.7.2 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate (copies of which must be attached).

3.7.3 TENDER EVALUATION CRITERIA FOR (OPEN)

	Requirements	Score (Marks)
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	40
3	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
4	Dully filled and stamped Sworn Statement	10
	TOTAL	100

TECHNICAL EVALUATION CRITERIA: RESERVED (YOUTH/PWD/WOMEN) CATEGORIES

	Requirements	Score (Marks)
1	Duly filled Registration Data	30
2	Duly filled Confidential Business Questionnaire	40
2	Dully filled and stamped Sworn Statement	15
3	Dully filled -Letter of Application -Declaration form	15
	TOTAL	100

NB

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 as supplier, contractor or consultants for the financial year 2025-2026

FORM T-1 TENDER DOCUMENTATION

Interested applicants must:

S/NO	Requirements	Remark
1.	Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	Copy of valid Business Permit	Mandatory
4.	Company profile	Mandatory
5.	CR12 for limited company or ID Card for sole-proprietorship	Mandatory
6.	Valid AGPO Certificate for the Reserved groups	Mandatory
7.	Duly Completed Confidential Business Questionnaire	Mandatory
8.	For Repair & Maintenance works Firms MUST be registered by NCA 7 and above	Mandatory
9.	Must have valid Practicing License from relevant bodies where applicable. (Registration with the Insurance Regulatory Authority for provision of insurance)	Mandatory
10.	For provision of Ticketing Services prospective service providers MUST be registered with KCAA	Mandatory
11.	The document should be legible and presentable. All pages of the bid document submitted MUST be sequentially serialized or paginated from 1 st page to the last page.	Mandatory

(30points)

Firms that do not submit the specified mandatory documents will be deemed to be unresponsive

FORMT-2-REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We.....

(Name of

Company/Firm)Here by apply for registration as
supplier(s) of;

a. **Item description**.....

b. **Tender No.**

c. **Post office address**

d. **Email address**

e. **Telephone Number**

f. **Town**

g. **Street**

h. **Name of building**

i. **Room/Office Number**.....**Floor Number**

j. **Full name of the applicant**

k. **Other branches location**

ORGANIZATION & BUSINESS INFORMATION MANAGEMENT PERSONNEL

Chief Executive officer

Secretary.....

General Manager.....

Treasurer.....

Other

Names of Partners (if available)

1.

2.

3.

Business founded or incorporated in year.....

Under present management since Year.....**Month**.....**Day**.....

Net worth equivalent Kshs.....

Bank reference and address

Indicate terms of trade/sale:

Name of firm:

Name of designated Officer:

Signature, date and official stamp.....

(5 Points)

FORM T-3 FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach copies of the last two years Audited accounts or two year's certified bank statements for sole proprietors (7) marks
- (2) Attach letters of recommendation from the firm's bankers- (7) marks.
- (3) State Credit period (minimum proposed is 60 days) – (6) marks

(Not applicable for Youth, Women and Persons with Disability)

(20 Points)

T-4 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.....

Maximum Value of Business which you can Handle at Any Given Time: Ksh.....

Name of Your Bankers.....Branch.....

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 T-5 PAST EXPERIENCE

Names of The Bidder's Clients in the Last Two Years and Values of tenders

1. Name of 1st Client (organization)

- a) Name of Client (organization)
- b) Address of Client (organization)
- c) Name of Contact Person at the Client (organization)
- d) Telephone No. of Client
- e) Duration of Contract (date)
- f) Signature and Stamp of Organization.....

2. Name of 2nd Client (organization)

- a) Name of Client (organization)
- b) Address of Client (organization)
- c) Name of Contact Person at the Client (organization)
- d) Telephone No. of Client
- e) Duration of Contract (date)
- f) Signature and Stamp of Organization.....

3. Name of 3rd. Client (organization)

- a) Name of Client (organization)
- b) Address of Client (organization)
- c) Name of Contact Person at the Client (organization)
- d) Telephone No. of Client
- e) Duration of Contract (date)
- f) Signature and Stamp of Organization.....

4. ATTACH DOCUMENTAL EVIDENCES OF EXISTENCE OF CONTRACTS.(MANDATORY)

(10 Points)

3 Marks for each an additional document

(Not applicable for Youth, Women and Persons with Disability)

FORM T-6-LITIGATION HISTORY

Name of Bidder.....

Bidders should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed amount (current value, Ksh. Equivalent

(5 Points)

FORM T-7: 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 or reward to any public officer, their relations or business associates, in accordance with the tender No..... for or in the subsequent performance of the contract if I/WE/am/are successful.

Signature.....

(By Chief Executive Officer or Authorized representative).

Date.....

(5 marks)

FORM T-8- SWORN STATEMENT

Having studied the tender information above I/We hereby state:

The information furnished in our application is accurate to the best of our knowledge.

FOR CATEGORY A

I/We acknowledge that if successful, this grants the right to fulfill the tender on the basis of provisions in the tender contract document.

FOR CATEGORY B

I/We acknowledge that if successful, this grants the right to participate in due time in the submission of quotation on the basis of provisions in the quotation documents.

We enclose all the required documents and information required for the tender evaluation.

Date;

Applicant's Name;

Represented by;

Signature;

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

(5 marks)