



MINISTRY OF EDUCATION

STATE DEPARTMENT FOR TECHNICAL VOCATIONAL EDUCATION AND TRAINING

CARDINAL MAURICE OTUNGA

TECHNICAL AND VOCATIONAL COLLEGE

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REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEAR 2025-2026 & 2026-2027

REFERENCE NUMBER: CMOTVC/REG/001/2025/2026 & 2026/2027

COMPANY NAME.....

CATEGORY APPLIED FOR:.....

CATEGORY NO/TENDER NO.....

CATEGORY DESCRIPTION.....

IF SPECIAL GROUP, PLEASE INDICATE BELOW (✓)

1. WOMEN

2. YOUTH

3. PERSONS WITH DISABILITY

NOTE: Suppliers are advised to register with Electronic Government Procurement as per the government directives.

**CLOSING DATE: 14TH NOVEMBER 2025
AT 02:00PM**

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INVITATION FOR REGISTRATION OF SUPPLIERS

REGISTRATION OF SUPPLIERS FOR 2025-2026 /2026-2027 FINANCIAL YEARS

OUR REFERENCE NO.: CMOTVC/REG/001/2025/2026 & 2026/2027

1. Cardinal Maurice Otunga Technical & Vocational College intends to register suppliers for various Goods, Works and Services for the financial years **2025/2026** and **2026/2027**. Interested eligible suppliers are invited to apply for registration, indicating the category of goods, works or services they wish to apply for.

2. Completed Registration Documents are to be enclosed in plain sealed envelopes, marked with the respective Category name and Reference Number and be deposited in the **Tender Box** provided at the **Administration Block entrance** addressed:-

TO:

PRINCIPAL

THE BOG SECRETARY

CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE

P.O BOX 2047-50200,

BUNGOMA.

3. A complete set of pre-qualification documents may be obtained by interested candidate from **Cardinal Maurice Otunga Technical & Vocational College website**

<https://Cardinalmauriceotungatvc.ac.ke/Tenders> OR can be collected from procurement office during normal working hours upon payment of non-refundable fee of **Kshs. 1,000 (One thousand shilling only) per category.**

PAYMENT DETAILS

ACCOUNT NAME: **CARDINAL MAURICE OTUNGA TECHNICAL AND VOCATIONAL COLLEGE**

PAYBILL NUMBER: **247247**

ACCOUNT NUMBER: **0480282385965**

N/B: Make payments through the above paybill and attach evidence to the tender document

4. Complete tenderers documents put in a plain sealed envelope, clearly marked “**TENDER REGISTRATION NO.....**”, should be deposited in the Tender Box at Cardinal Maurice Otunga Technical & Vocational College on or before **14th November 2025 FRIDAY at exactly 02:00pm:**

5. **Special groups** i.e. Youth, Women and Persons living with Disability (PWDs) who have been duly registered with the National Treasury (or County Governments) must show proof of

registration. Special groups firms who meet criteria set for other categories **open to the public** are encouraged to apply. **However, all applications for categories open to the public will be subjected to the same evaluation criteria without regard for preference or reservation.**

6. Those wishing to be registered **in more than one category** will be required to download additional registration documents **for each category**.

7. Competent suppliers are allowed to register up to a Maximum of three (3) categories in any of the categories.

8. Interested Competent suppliers may obtain further information from the Procurement Office during official working hours between 8.00am and 5.00pm Monday to Friday.

9. Applications for Registration will be opened immediately thereafter in the **ICT room** , in the presence of candidates’/ representatives, who choose to attend. Any canvassing or giving of false information will lead to automatic disqualification.

10. Enquiries that may arise from the registration document should be addressed to cardinalmauriceotungatvc@gmail.com

11. The registration document **MUST** be properly bound and serialized on every page.

12. Late applications will be rejected.

13. Address where to submit Applications

NOTE: Registered candidates will be asked to give quotations for items required during the financial years on “as and when need arises” basis.

SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

A. General

1. Scope of Application

1.1 CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE invitation for applications is defined in the Registration Documents (**RDS**). The particular type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the **RDS**. If the scope of contract so defined is in multiple contracts, it will be specified in the **RDS** if Registration will be based on individual contracts or multiple contracts. The Full scopes of Works or Goods or Non- Consulting Services are described in Section III (Scope of Works or goods contract).

2. Source of Funds

2.1 To be specified in the RDS, if deemed necessary.

3. Fraud and Corruption

3.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.

3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their

personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, Registration process, tender submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

4 Collusive practices

4.1 CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination” annexed to the Form of applicant.

5 Eligible Applicants

5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9 or any combination of such entities in the form of a joint venture (“JV”) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Registration process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the RDS.

5.2 Public Officers of CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.

5.3 A firm may apply for Registration both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.

5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for Registration either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for them. All Tenders submitted in violation of this procedure will be rejected.

5.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2.

An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or

association) and its registration documents, as the case may be. Sub -contractors or suppliers for any part of the Contract including related Non-Consulting Services.

5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE as Engineer for contract implementation of the contract(s) that are the subject of this Registration. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE who:

a. are directly or indirectly involved in the preparation of the Registration Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or

b. Would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE throughout the Registration, ITT process and execution of the Contract.

5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at www.ppra.go.ke

5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.

5.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.

5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to Procuring Entity, as the Procuring Entity shall reasonably request.

6. Eligibility

6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are in eligible if:

a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or

b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.

6.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross jurisdictional boundary (and more than one country is a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual on the basis of ITA 5.1 (a) above by

any country may be applied to that procurement a cross other countries involved, if the Procuring Entities involved in the procurement so agree.

6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

B. Contents of the Registration Documents

7 Sections of Registration Document

7.1 This Registration Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with IT A8.

PART 1 - Registration Procedures

- i) Section I- Instructions to Applicants (ITA)
- ii) Section II - Registration Data Sheet (RDS)

PART 2 - Works, Goods, or Non-Consulting Services Requirements

- iii) Section III - Qualification Criteria and Requirements
- iv) Section IV- Prequalification instructions to applicants
- v) Section V- Application Forms
- vi) Section VI – Evaluation criteria

7.2 Unless obtained directly from the Procuring Entity, Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre- Application meeting (if any), or Addenda to the Registration Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.

7.3 The Applicant is expected to examine all instructions, forms, and terms in the Registration Document and to furnish with its Application all information or documentation as is required by the Registration Document.

8 Clarification of Registration Documents, site visit(s) and Pre-Application Meeting

8.1 An Applicant requiring any clarification of the Registration Document shall contact the Procuring Entity in writing at the Procuring Entity address indicated in the **RDS**. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Registration Document directly from the CMOTVC, including a description of the inquiry but without identifying its source. If so indicated in the **RDS**, the Procuring Entity shall also promptly publish its response at the webpage identified in the **RDS**. Should the Procuring Entity deem it necessary to amend the Registration Document as a result of a clarification, it shall do so following the procedure under ITA

8. And in accordance with the provisions of ITA 17.2.

8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify in the **RDS** if a pre-application meeting will be held, when and where. The Procuring Entity shall also specify in the **RDS** if a pre-arranged Site

visit will be held and when. The Applicant's designated representative is invited to attend a pre-application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.

8.3 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **RDS** before the submission date of applications.

8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the Registration documents. Minutes shall not identify the source of the questions asked.

8.5 The Procuring Entity shall also promptly publish anonym zed (*no names*) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page identified **in the RDS**. Any modification to the Registration Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to RDS 8 and not through the minutes of the pre- application meeting. Non-attendance at the pre- arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

9 Amendment of Registration Document

9.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the Registration Document by issuing an Addendum.

9.2 Any Addendum issued shall be part of the Registration Document and shall be communicated in writing to all Applicants who have obtained the Registration Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity webpage identified in the RDS.

9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

C. Preparation of Applications

10 Cost of Applications

10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Registration process.

11 Language of Application

11.1 The Application as well as all correspondence and documents relating to the Registration exchanged by the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

12 Documents Comprising the Application

12.1 The Application shall comprise the following:

- a. Application Submission Letter, in accordance with ITA 13.1;

- b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;
- c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and
- d. Any other document required as specified in the RDS.

12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

13 Application Submission Letter

13.1 The Applicant shall complete an Application Submission Letter as provided in Section V (Application Forms). This Letter must be completed without any alteration to its format.

14 Documents Establishing the Eligibility of the Applicant

14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section V (Application Forms).

15 Documents Establishing the Qualifications of the Applicant

15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section V (Application Forms).

15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a. For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
- b. Value of single Contract-Exchange rate prevailing on the date of the contract.

15.3 Exchange rates shall be taken from the publicly available source identified in the RDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.

15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.

15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.

15.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

15.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

15.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.

15.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any Conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:

a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,

b. If the contract has been awarded to that Applicant, the contract award will be set aside,

15.10 The Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.

15.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

16 Signing of the Application and Number of Copies

16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16.2 The Applicant shall submit copies of the signed original Application, in the number specified in the RDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

17 Sealing and Marking of Applications

17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall: a Bear the name and address of the Applicant;

- b Be addressed to CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE, in accordance with ITA 17.1; and
- c Bear the specific identification of this Registration process indicated in the RDS1.1.

17.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

18 Deadline for Submission of Applications

18.1 Applicants shall submit their **Applications physically in hardcopies**. Applications shall be received by CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE at the address and no later than the deadline indicated in the RDS. When so specified in the RDS, Applicants don't have the option of submitting their Applications electronically.

18.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Registration Document in accordance with ITA 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

19 Late Applications

19.1 The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the **RDS**. If late applications will be accepted, they must be received not later than the date specified in the **TDS** after the deadline for submission of applications.

20. Opening of Applications

20.1 The Procuring Entity shall open all Applications at the date, time and place specified in the **RDS**.

Late Applications shall be treated in accordance with ITA 19.1.

20.2 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

21 Confidentiality

21.1 Information relating to the Applications, their evaluation and results of the Registration shall not be disclosed to Applicants or any other persons not officially concerned with the Registration process until the notification of Registration results is made to all Applicants in accordance with ITA 28.

21.2 From the deadline for submission of Applications to the time of notification of the results of the Registration in accordance with ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the Registration process may do so only in writing.

22 Clarification of Applications

22.1 To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.

22.1 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

23 Responsiveness of Applications

23.1 CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE may reject any Application which is not responsive to the requirements of the Registration Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

24 Margin of Preference

24.1 Unless otherwise specified in the **RDS**, a margin of preference shall not apply in the Tendering process resulting from this Registration.

25 Nominated Subcontractors

25.1 Unless otherwise stated in the RDS, the Procuring Entity does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Procuring Entity (so-called “Nominated Subcontractors”).

25.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as (“Specialized Subcontractors”). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

F. Evaluation of Applications and Registration of Applicants

26 Evaluation of Applications

26.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.

26.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non- consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non- consulting services unless their parts of the Works or Goods or non- consulting services were previously designated by the procuring Entity in the RDS as can be met by Specialized Subcontractors, in which case:

The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and IV) the qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualifications of the Applicant for the purpose of the evaluation. Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant

and approved by the Procuring Entity subsequent to Registration but before the tender submission deadline in accordance with ITA 30.

26.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.

26.4 Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each Lot, to be completed by applicants.

26.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

27 Procuring Entity's Right to Accept or Reject Applications

27.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the Registration process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

28 Registration of Applicants

28.1 All Applicants who's Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

28.32 Applicants that have not been prequalified may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

28 Invitations to Tender

29.1 Promptly after the notification of the results of the Registration, the CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.

28.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE in the form and an amount to be specified in the tendering document.

28.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

29 Changes in Qualifications of Applicants

30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a

disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or (iii) in the opinion of CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE, the change may result in a substantial reduction in competition. Any such change should be submitted to CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE not later than fourteen (14) days after the date of the Invitation to Tender.

31 Procurement Related Complaints and Administrative Review

31.1 The procedures for making a Procurement-related Complaint are as specified in the RDS.

31.2 A request for administrative review shall be made in the form provided.

SECTION II - REGISTRATION DATA SHEET (RDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITA 1.1	The Procuring Entity is: - CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE, P.O BOX -2047- 50200, BUNGOMA E-MAIL; cardinalmauriceotunga@gmail.com WEBSITE: https://cardinalmauriceotungatvc.ac.ke The identification of the Invitation for Registration is: VARIOUS CATEGORIES The application is for Registration of Suppliers for supply of goods, Service Providers and Contractors. Registration will be based on individual contracts The particular type of Registration is on: VARIOUS CATEGORIES
ITA 5.2	Maximum number of members in the JV shall be: NOT APPLICABLE
B. Contents of the Registration Document	
ITA 8.1	For clarification purposes, CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE address is 2047-50200 BUNGOMA
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE not later than Seven (7) days from closing date.
ITT 9.2	Addendum issued shall be published at the website https://cardinalmauriceotungatvc.ac.ke
C. Preparation of Applications	
ITA 12.1 (d)	The Applicant shall submit with its Application, the following additional documents: (NOT APPLICABLE)
ITA 15.2(b)	The source for determining exchange rates is [NOT APPLICABLE]
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: ONE COPY
D. Submission of Applications	
ITA 17.1	The deadline for Application submission is: FRIDAY 14TH NOVEMBER, 2025 at exactly 2:00 PM
ITA 18.1	Late Applications will be returned unopened to the Applicants.
ITA 19.1	CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE will not accept late applications.

ITA 20.1	The opening of the Applications shall be on FRIDAY 14TH NOV.2025 at 2.00 PM CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE, ICT ROOM.
E. Procedures for Evaluation of Applications	
ITA 25.1	At this time CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE <i>does not intend</i> to execute certain specific parts of the Works by sub-contractors selected in advance.
ITA 31.1	An Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email), to the address below;
Principal CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE P.O BOX 2047-50200 –BUNGOMA	

SECTION III; QUALIFICATION CRITERIA AND REQUIREMENTS

1. This section contains all the methods, criteria, and requirements that Cardinal Maurice Otunga Technical & Vocational College 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.

2. Cardinal Maurice Otunga Technical & Vocational College shall insert one Form for each Lot or Contract in case of multiple contracts.

3. This form is generic and refers to works and construction. In case of Supply of Goods or Non-Consulting Services, the form shall be amended to read Goods or Non-Consulting Services as appropriate.

(a) REQUIREMENTS FOR REGISTRATION OF SUPPLIERS FOR 2025-2026 & 2026-2027

CATEGORY A: TENDER FOR GOODS AND MATERIALS			
S/NO	Category Reference No.	Category Name	Eligibility (Open/Reserved)
1	CMOTVC/REG/01/2025-2027	Supply and Delivery of General Office Stationery.	Open
2	CMOTVC/REG/02/2025-2027	Supply and Delivery of Cooking & Welding Gas	Open
3	CMOTVC/REG/03/2025-2027	Supply and Delivery of Hardware, Plumbing Materials & Fittings.	Open
4	CMOTVC/REG/04/2025-2027	Supply and Delivery of Beauty & Hairdressing Tools & Equipment.	Reserved AGPO registered
5	CMOTVC/REG/05/2025-2027	Supply and Delivery of Desktop Computers, Laptops, Printers, Phones	Open
6	CMOTVC/REG/06/2025-2027	Supply and Delivery of Printing Services & Promotional/Advertising Materials I.E. Banners, Caps, & Branded T-Shirts.	Open
7	CMOTVC/REG/07/2025-2027	Supply and Delivery of Games & Staff Uniform, Curtains & Protective Clothes	Open

8	CMOTVC/REG/08/2025-2027	Supply and Delivery of General Office Furniture & Fittings.	Open
9	CMOTVC/REG/09/2025-2027	Supply and Delivery of Electrical and Electronic materials.	Open
10	CMOTVC/REG/10/2025-2027	Supply and Delivery of Building & Construction Materials I.E. Ballast, Building Stones, Marram & Quarry Dust.	Open
11	CMOTVC/REG/11/2025-2027	Supply and Delivery of Library Books, Periodicals & E-Books	Open
12	CMOTVC/REG/12/2025-2027	Supply and Delivery of Assorted Timber.	Open
13	CMOTVC/REG/13/2025-2027	Supply and Delivery of Fuel (Petrol, Diesel and Lubricants)	Open
14	CMOTVC/REG/14/2025-2027	Provision and installation of CCTV And Alarm Services.	Open
15	CMOTVC/REG/15/2025-2027	Provision of Marketing & Promotional Services.	Open
16	CMOTVC/REG/16/2025-2027	Supply and Delivery of Firefighting Equipment's, Training & Maintenance.	Open
17	CMOTVC/REG/17/2025-2027	Supply and Delivery of Sports & Games Equipment.	Reserved AGPO registered
18	CMOTVC/REG/18/2025-2027	Supply and Delivery of Dry Cereals.	Reserved AGPO registered
19	CMOTVC/REG/19/2025-2027	Supply and Delivery of Branded Mineral Water.	Open
20	CMOTVC/REG/20/2025-2027	Supply and Delivery of Cutlery, Utensils & Kitchen Appliances.	Reserved AGPO registered
21	CMOTVC/REG/21/2025-2027	Supply and Delivery of Lab Equipment & Chemicals	Open
22	CMOTVC/REG/22/2025-2027	Supply of Workshop Tools and Equipment	Open
24	CMOTVC/REG/24/2025-2027	Supply and Delivery of Beverages, Groceries, Fruits, and Vegetables.	Reserved AGPO registered
25	CMOTVC/REG/25/2025-2027	Supply and Delivery of Milk	Reserved AGPO registered
26	CMOTVC/REG/26/2025-2027	Supply and Delivery of Meat	Reserved AGPO registered
27	CMOTVC/REG/27/2025-2027	Supply and Delivery of Bread	Reserved AGPO registered
28	CMOTVC/REG/28/2025-2027	Supply and Delivery of Farm Inputs and Agricultural Equipment	Reserved AGPO registered
29	CMOTVC/REG/29/2025-2027	Supply and delivery of water tanks.	Open
30	CMOTVC/REG/30/2025-2027	Supply and delivery of dry firewood and charcoal	Reserved AGPO registered
CATEGORY B: TENDER FOR SERVICES			
S/NO	Category Reference No.	Category Name	Eligibility (Open/Reserved)
31	CMOTVC/REG/31/2025-2027	Provision of Electrical Works and Maintenance Services	Open

32	CMOTVC/REG/32/2025-2027	Provision of Sanitary Bins Servicing.	Reserved AGPO registered
33	CMOTVC/REG/33/2025-2027	Provision of Repair, Maintenance & Servicing of Computers & ICT Equipment/Laptops, Printers. (valid certificate/ licence from ICT authority)	Open
34	CMOTVC/REG/34/2025-2027	Provision of Fabrication, Welding & Repair of Furniture & Fittings	Reserved AGPO registered
35	CMOTVC/REG/35/2025-2027	Provision of Insurance Services to Students and Properties	Open
36	CMOTVC/REG/36/2025-2027	Provision of Renovation of Buildings, Cabro Making and Construction Work	Open
37	CMOTVC/REG/37/2025-2027	Provision of Asset Valuation Services & Asset Tagging (attach valid practicing certificate for valuation)	Open
38	CMOTVC/REG/38/2025-2027	Provision of Painting and Sign Writing Services	Reserved AGPO registered
39	CMOTVC/REG/39/2025-2027	Provision of Event Organizing Services i.e. Public Address Systems, Tents, Chairs and Decoration.	Reserved AGPO registered
40	CMOTVC/REG/40/2025-2027	Provision of Office Equipment Maintenance & Repair Services.	Open
41	CMOTVC/REG/41/2025-2027	Provision of Networking, Internet Maintenance Services	Open
42	CMOTVC/REG/42/2025-2027	Provision of Internet Services and Airtime	Open
43	CMOTVC/REG/43/2025-2027	Provision of E-Papers/ Newspapers	Reserved AGPO registered
44	CMOTVC/REG/44/2025-2027	Provision of Calibration Services and Maintenance of Electronic Equipment	Open
45	CMOTVC/REG/45/2025-2027	Provision of bore hole drilling services	Open
46	CMOTVC/REG/46/2025-2027	Provision of grading of play ground	Open
47	CMOTVC/REG/47/2025-2027	Provision of Catering services and posh mill services	Reserved AGPO registered
CATEGORY C: TENDER FOR SMALL WORKS			
S/NO	Category Reference No.	Category Name	Eligibility (Open/Reserved)
48	CMOTVC/REG/48/2025-2027	Carpentry & Joinery Works	Open
49	CMOTVC/REG/49/2025-2027	Welding and Fabrication Works	Reserved AGPO registered
50	CMOTVC/REG/50/2025-2027	Building and Plumbing Works	Open

SECTION IV: PRE-QUALIFICATION INSTRUCTIONS TO APPLICANTS

2.0 Introduction

Cardinal Maurice Otunga Technical and Vocational College would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Institution to perform the contract of Supply and Provision of Goods/Services to the institution.

2.1 Pre-qualification Objective

The main Objective is to supply and deliver assorted items, and also to provide services under relevant tenders/quotations to **The Cardinal Maurice Otunga Technical and Vocational College** and when required during the period as required.

2.2 Invitation for Pre-qualification

Suppliers registered with Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their **PRE-QUALIFICATION** document to **THE PRINCIPAL-THE CARDINAL MAURICE OTUNGA TECHNICAL AND VOCATIONAL COLLEGE** so that they be prequalified for submission or quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

2.3 Experience

Prospective suppliers/contractors **MUST** have carried out successful supply and delivery of similar items/services to Government institutions of similar size and Complexity.

Note: This may NOT apply for the Special Groups

Potential suppliers/contractors **MUST** demonstrate the willingness and commitment to meet the pre-qualification criteria.

2.4 Eligibility of applicants

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

2.4.2 Public Officers of **CARDINAL MAURICE OTUNGA TECHNICAL & VOCATIONAL COLLEGE**, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.

2.4.3 Any public owned sector or Company may be eligible to qualify if in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a defendant agency of another public entity

2.4.4 A firm may apply for Registration both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.

2.4.5 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by CARDINAL MAURICE OTUNGA TECHNICAL AND VOCATIONAL COLLEGE as Engineer for contract implementation of the contract(s) that are the subject of this Registration. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the CARDINAL MAURICE OTUNGA TECHNICAL AND VOCATIONAL COLLEGE who:

- i. are directly or indirectly involved in the preparation of the Registration Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
- ii. Would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to CARDINAL MAURICE OTUNGA TECHNICAL AND VOCATIONAL COLLEGE throughout the Registration, ITT process and execution of the Contract.

2.5 Qualification Criteria

2.5.1 The attached questionnaire forms described are to be completed by prospective suppliers/contractors who wish to be registered as suppliers

2.5.2 The registration application forms which are 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 and indelible ink.

2.5.3 The Pre-qualification documents 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

2.6 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the tender documents. Potential suppliers/contractors will be awarded for tender on the satisfactory information given.

Special consideration will be given to the financial resources available as working capital, Taking into account the amount of uncompleted orders on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the Contract

2.7 Litigation history

The applicant should provide accurate information about ligation or arbitration resulting from contracts completed or uncompleted under its execution.

2.7.1 Past performance: Past performance will be given due consideration in qualified bidders. Letter of reference and or copies of order/contracts from past customers should be included in form PQ-4.

2.7.2 Statement: Application must include a sworn statement Form PQ-6 by the tendered ensuring the accuracy of the information given.10

2.8 Withdrawal of tender

Should a condition arise between the time the firm is inviting to bid and the bid opening date which in the opinion of the client/Cardinal Maurice Otunga Technical & Vocational College could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, Cardinal Maurice Otunga Technical & Vocational College reserves the right to reject the tender from such a bidder even though he was initially awarded for tender.

2.8.1 The firm must have a fixed business premise and must be registered in Kenya, with Certificate of Registration, Incorporation/Memorandum and Article of Association, copies of which must be attached.

2.8.2 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory

2.9 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

In order to be considered for Pre-qualification, prospective suppliers must submit all the information herein requested.

All the documents from prospective suppliers must be properly bound, no loose papers/documents will be allowed.

2.10 Distribution of Pre-qualification Document

Completed pre-qualification data and other requested information shall be submitted to reach
The Principal
Cardinal Maurice Otunga Technical and Vocational College
P.O Box 175-20152 Bungoma.

Not Later than 14th November 2025, At exactly 02.00 P.M

2.11 Request for quotations (RFQ'S)

The document will be made available only to those bidders whose qualifications are accepted by the college after scoring more than 80% points on the completion of the Pre-qualification process.

SECTION V: APPLICATION FORMS

FORM 1: Letter of Registration

Registration category Ref No: _____

Category Description: _____

TO:

PRINCIPAL/BOG SECRETARY

Cardinal Maurice Otunga Technical & Vocational College,

P.O Box 2047-50200,

Bungoma

Dear Sir:

- 1.1 Having examined the application documents including Addenda No/s _____ of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver goods, works or services to Cardinal Maurice Otunga Technical & Vocational College 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.
- 1.2 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 technical.
- 1.3 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.

1.4 We understand;

- a) That this is not a tender or quotation but an application for consideration to be Registered as a Cardinal Maurice Otunga Technical & Vocational College Supplier for goods, services and works included or related to this category during the period between 1st July 2025 and 30th June 2027.
- b) That you are not bound to accept this application or any other that you may receive.

1.5 We have attached to this application copies of original documents of;

- a) Registration/ incorporation certificate
- b) PIN Certificate
- c) VAT Certificate
- d) Valid tax compliance certificate¹²
- e) Audited account for the last two (2) financial years OR Bank statement of the last six (6) months

(Special groups)

We make this application with full understanding that:

- I. Bids by registered applicants will be subject to verification of all information submitted.
- II. Request for quotations and bids will only be called from registered bidders who meet the requirements.

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

Sign and stamp

Witnessed by

Designation

Date

FORM 2: Confidential Business Questionnaires

You are requested to give the particulars indicated in part 1 and either part 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.....
Location of business Premises.....
Plot No. Street /Road
Postal Address Tel. No.....
Nature of business
Current Trade License NO..... Expiring date
Maximum value of business which you can handle at any one time: Kshs.....
Name of your bankers..... Branch.....
Account Number:.....

Part 2 (a) – Sole Proprietors

Your name in fullAge.....
Nationality.....Country of origin.....Email
Citizenship
details.....

Part 2(b) – Partnership

Give details of partners as follows:

Name	Nationality	Citizenship	Details	Shares
1.....				
2.....				
3.....				
4.....				
5.....				

Part 2 (c) – Registered Company

Private or Public

.....
.....

State the nominal and issued capital of company: -

Nominal's... Issued..... Give details of all directors as follows: -

Name	Nationality	Citizenship	Details	Shares
1.....				
2.....				
3.....				
4.....				
5.....				

Date: _____ Signature of Candidate _____

If Kenya citizen, indicate under “Citizenship Details” whether by birth, Naturalization or Registration.

FORM 3: Capability and Competence to Deliver Goods, Services and Small Works

- 1) Products/services you want to be considered to supply.....
- 2) Number of staff
- 3) Are you a manufacture/wholesaler/retailer or distributor?
- 4) Can we trade on e-procurement platform with your company (yes/No)? _____
- 5) What is your average response time to a request for quotation/proposal?
.....
- 6) What is your average response time to delivery of goods/service after issuance of a purchase order/s?
- 7) Have you at any one time been requested to quote for the supply of goods services and failed to return the quotation without assigning reason for your action?.....
- 8) If you are a current or previous supplier of goods and services to Cardinal Maurice Otunga Technical & Vocational College, have you at any time been issued with a purchase order and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?

- 9) Indicate the maximum amount of business with (in financial terms) your company can handle at any given time Ksh.....

FORM 4- Past Experiences

1. Number of years the company has been in operation

Referees:

Applicant’s three reputable clients in the last 3 years (filled and signed by the clients)

1. Name of Client (organization)
- Address of Client (organization).....
- Name of contact person at the client (organization).....
- Signature
- Company rubber stamp.....
- Telephone No. of client.....

2. Name of the company.....
 Postal Address of client.....
 Name of contact person at the client.....
 Signature
 Company rubber stamp.....
 Telephone No. of client.....
 3. Name of the company.....
 Postal Address of client.....
 Name of contact person at the client.....
 Signature
 Company rubber stamp.....
 Telephone No. of client.....

(Attach documental evidence of existence of contract) e.g. L.P.Os/L.S.Os, completion Certificates, letter of award, signed contract.)

FORM 5- Financial Capability

Name applicants

You are required to demonstrate that the company's financial position is healthy enough to enable you transact business with sot technical training institute by showing that it has 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 bank statement 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 Cardinal Maurice Otunga Technical & Vocational College
3. Annual turnover: What is your annual turnover.....
4. Banker: Name of the bank.....
 Address of the banker
 Telephone No.....
 Contact name and title
 Fax
 Email address

FORM 6: 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 Cardinal Maurice Otunga Technical & Vocational College to seek reference it may deem vital while carrying out their evaluation. I/we also hereby declare that the company is not debarred from participating in any public procurement proceeding.

Name of the applicant **Designation**

Signature.....

Witnessed by **Designation**

Signature

Official stamp

State if you have relationship with or related to Cardinal Maurice Otunga TVC (how)

.....
.....

Information submitted by

Title

Signature

Stamp

FORM 7: Details of Litigation or Arbitration Proceedings

DETAILS OF LITIGATION OR ARBITRATION PROCEEDINGS IN WHICH THE

TENDERER IS INVOLVED AS ONE OF THE PARTIES (to be certified by commissioner of oaths)

1.
2.
3.
4.
5.
6.
7.
8.

9.
10.
11.

SECTION VI: EVALUATION CRETERIA

Evaluation criteria for AGPO (registered special group for women, youth and people with disability)

MANDATORY REQUIREMENT

- i. Valid Business Registration Certificate
- ii. PIN certificate/VAT Certificate
- iii. Valid AGPO certificate
- iv. Duly filled and confidential business questionnaire with disclosure of directors/partners, sole proprietors
- v. Valid/ current tax compliance
- vi. payment of non-refundable fee of **Ksh. 1000** (registration and processing fee)

NOTE:

1. *All these documents must be submitted for the company or organization to be registered as a supplier.*
2. *Submission of the tender document physically is mandatory i.e must not be through emails or any social media handles.*

Evaluation criteria for open group or organization to be registered as a supplier.

- a) Company Registration Certificate (Registration Certificate/ Certificate of Incorporation)
- b) PIN certificate/VAT Certificate
- c) Duly filled and confidential business questionnaire with disclosure of directors/partners, sole proprietors
- d) Valid/ current tax compliance
- e) Certified copies of the audited account for the last 2 financial years
- f) Current/ valid business permit
- g) Availability of physical office.
- h) Valid NCA registration certificate

NOTE: The suppliers who do not satisfy any of the above requirements shall be considered non- responsive.

Cardinal Maurice Otunga TVC is a corruption free zone.