



**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE  
FINANCIAL YEARS 2025-2026 and 2026-2027**

**CLOSING DATE: 27<sup>th</sup> JUNE, 2025 AT 2.00 PM**

**COMPANY NAME .....**

**CATEGORY NO .....**

**CATEGORY DESCRIPTION .....**

**IF SPECIAL GROUP PLEASE INDICATE BELOW: ()**  
**PERSONS WITH DISABILITIES**

**WOMEN ( )**

**YOUTH ( )**

**PERSONS WITH DISABILITIES ( )**



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| REGISTRATION NUMBER   | DESCRIPTION OF GOODS/WORKS/SERVICES                                                     | ELIGIBILITY        |
|-----------------------|-----------------------------------------------------------------------------------------|--------------------|
| ORTVC/RG/1/2025-2027  | SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY AND RUBBER STAMPS                      | YOUTH, WOMEN & PWD |
| ORTVC/RG/2/2025-2027  | SUPPLY AND DELIVERY OF BOTTLED MINERAL WATER AND SOFT DRINKS                            | YOUTH, WOMEN & PWD |
| ORTVC/RG/3/2025-2027  | SUPPLY AND DELIVERY OF BEAUTY & COSMETIC PRODUCT                                        | YOUTH, WOMEN & PWD |
| ORTVC/RG/4/2025-2027  | SUPPLY AND DELIVERY OF DETERGENT & CLEANING MATERIALS                                   | YOUTH, WOMEN & PWD |
| ORTVC/RG/5/2025-2027  | SUPPLY & DELIVERY OF HARDWARE MATERIALS, PLUMBING MATERIAL ,PAINTS AND ALLIED PRODUCTS  | YOUTH, WOMEN & PWD |
| ORTVC/RG/6/2025-2027  | DESIGN, PRINTING & DELIVERY OF PROMOTIONAL, COMMUNICATION & CORPORATE BRANDED MATERIALS | YOUTH, WOMEN & PWD |
| ORTVC/RG/7/2025-2027  | SUPPLY AND DELIVERY OF MECHANICAL/AUTOMOTIVE TOOLS & EQUIPMENTS                         | OPEN               |
| ORTVC/RG/8/2025-2027  | SUPPLY & DELIVERY OF GAMES EQUIPMENT, SPORTSWEAR & ALLIED PRODUCTS                      | OPEN               |
| ORTVC/RG/9/2025-2027  | SUPPLY AND DELIVERY OF COMPUTERS, LABTOPS, PRINTERS AND RELATED ACCESSORIES             | OPEN               |
| ORTVC/RG/10/2025-2027 | SUPPLY AND DELIVERY OF FURNITURE, FITTINGS AND ASSOCIATED ACCESSORIES                   | OPEN               |
| ORTVC/RG/11/2025-2027 | SUPPLY AND DELIVERY OF ELECTRICAL AND ELECTRONICS MATERIALS                             | OPEN               |
| ORTVC/RG/12/2025-2027 | PROVISION OF GROUP INSURANCE SERVICE                                                    | OPEN               |



|                       |                                                                                                        |                 |
|-----------------------|--------------------------------------------------------------------------------------------------------|-----------------|
| ORTVC/RG/13/2025-2027 | SUPPLY AND DELIVERY OF CLOTHING AND TEXTILE MATERIALS, TOOL, EQUIPMENTS AND RELATED ITEMS FOR TRAINING | OPEN            |
| ORTVC/RG/14/2025-2027 | SUPPLY & DELIVERY OF STUDENTS & STAFF IDENTIFICATION CARDS                                             | YOUTH/WOMEN/PWD |
| ORTVC/RG/15/2025-2027 | SUPPLY AND DELIVERY OF GREEN GROCERIES AND FRUITS                                                      | YOUTH/WOMEN/PWD |
| ORTVC/RG/16/2025-2027 | PROVISION OF REPAIR AND MAINTANCE, BUILDING PAINTING, RENOVATION AND GENERAL REPAIRS SERVICES.         | OPEN            |
| ORTVC/RG/17/2025-2027 | PROVISION OF SECURITY SERVICES                                                                         | OPEN            |
| ORTVC/RG/18/2025-2027 | SUPPLY AND DELIVERY OF LIBRARY BOOKS, JOURNALS AND PERIODICALS                                         | OPEN            |
| ORTVC/RG/19/2025-2027 | PROVISION OF FIRE EXTINGUISHING SERVICES                                                               | OPEN            |
| ORTVC/RG/20/2025-2027 | SUPPLY AND DELIVERY OF BUILDING MATERIALS (SAND, BALLAST, STONES, HARDCORE, TIMBER, ETC)               | OPEN            |
| ORTVC/RG/21/2025-2027 | SUPPLY AND DELIVERY OF SHOP ITEMS E.G SUGAR, RICE, COOKING OIL, TEA LEAVES, ETC.                       | OPEN            |
| ORTVC/RG/22/2025-2027 | SUPPLY AND DELIVERY AND INSTALLATION OF CCTV & GENERAL NETWORKING.                                     | OPEN            |
| ORTVC/RG/23/2025-2027 | PROVISION AND SUPPLY OF PUBLIC ADDRESS SYSTEM, DECORATION OF TENTS AND RELATED ITEMS.                  | OPEN            |



|                       |                                                                                       |      |
|-----------------------|---------------------------------------------------------------------------------------|------|
| ORTVC/RG/22/2025-2027 | SUPPLY AND DELIVERY AND INSTALLATION OF CCTV & GENERAL NETWORKING.                    | OPEN |
| ORTVC/RG/23/2025-2027 | PROVISION AND SUPPLY OF PUBLIC ADDRESS SYSTEM, DECORATION OF TENTS AND RELATED ITEMS. | OPEN |

Registration documents may be obtained from supply chain management upon payment of non-refundable fee of KSH 1,000 at the accounts office. The documents can also be downloaded from the college website [www.orogaretechnical.ac.ke](http://www.orogaretechnical.ac.ke). Special groups are those that have been registered with respective authorizing bodies.

Completed registration of documents enclosed in plain sealed envelope clearly marked with category No and category description as described in the tender notice and should be addressed to:

Principal/B.O.G secretary  
 Orogare Technical and Vocational College,  
 P.O BOX 356-40204,Ogembo.

And be placed in the tender box situated in the administration block, so as to reach the above address on or before 27<sup>th</sup> June 2025 2:00pm. Opening of registration documents will be done publicly soon after closing time at the college in the presence of bidders or their representatives who may choose to attend.





Interested bidders may obtain detailed registration documents with specific conditions from the institution upon payment a non-refundable fee of ksh.1,000 to

**BANK: KCB BANK**

**ACCOUNT NAME: OROGARE**

**ACCOUNT NUMBER: 1282491644**

**BRANCH: KEROKA**

Documents, containing detailed instructions and requirements may be downloaded from the Orogare Technical and Vocational college

website: [www.orogaretechnical.ac.ke](http://www.orogaretechnical.ac.ke) free of charge.

Applicants who download the tender and registration documents shall email their names, contact details and tender number to [orogaretvc@gmail.com](mailto:orogaretvc@gmail.com)

Those wishing to be registered in more than one category will be required to download additional registration documents for each category. Completed Registration document in plain sealed envelopes clearly marked **REGISTRATION DOCUMENTS FOR SUPPLIERS FOR SUPPLY/PROVISION OF GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2025-2027**

CATEGORY NO.....and addressed to:

**THE PRINCIPAL,**

**OROGARE TECHNICAL AND**

**VOCATIONAL COLLEGE P.O BOX 356-40204,**

**OGEMBO.**

The applications Should be deposited in the tender box located at the Administration block so as to be received on or before **2.00 PM, Friday, 27<sup>th</sup> JUNE 2025**

Any canvassing or late submission will lead to automatic disqualification.



## **REGISTRATION INSTRUCTIONS PART A**

### **1.1 Introduction**

Orogare Technical and Vocational College would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver of goods, works and services to the college.

### **1.2 Registration Objective**

The main objective is to supply and deliver assorted items and also provide services where the contract where bidders will be invited to quote for items as and when the procuring entity deem necessary to the **PRINCIPAL, Orogare Technical and Vocational College** as and when required during the period in the financial years **2025-2027**

### **1.3 Invitation of Registration**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their **REGISTRATION** documents to **PRINCIPAL, Orogare Technical and Vocational College** so that they may be registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply the mandatory information for registration as requested.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

### **1.5 Registration document**

This document includes question and reforms and documents required to be filled by the prospective suppliers.

### **1.6 Considerations**

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





## **1.7 Distribution of registration documents**

Two copies of the completed registration data and other requested information shall be submitted to reach:

**THE PRINCIPAL,  
OROGARE TECHNICAL  
AND VOCATIONAL  
COLLEGE,**

**P.O Box 356-40204,**

**OGEMBO.**

**Not later than, 27<sup>th</sup> June, 2025 at 2:00 PM**

## **1.8 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the **Principal, Orogare Technical and Vocational College** whose address is given in par. 1.7

## **1.9 Additional information**

Orogare Technical and Vocational College **reserves** the right to request submission of additional information from prospective suppliers.





## BRIEF CONTRACT REGULATIONS/GUIDELINES

### 2.1 Taxes on imported materials

The Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

### 2.2 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted shall be inclusive of all delivery charges and all taxes as well.

### 2.3 Payments

All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.





## **REGISTRATION INSTRUCTIONS PART B**

### **3.1 Registration Data forms**

**3.1.1** The attached questionnaire forms **REG-1, REG-2, REG-3, REG-4, REG-5** are to be completed by prospective suppliers/contractors who wish to be registration for submission of tender for the specific category.

**3.1.2** The registered application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English.

**3.1.3 The tenderer shall chronologically serialize all pages of the tender documents submitted.**

### **3.2 Qualification**

**3.2.1** It is understood and agreed that the registered data on prospective bidders is to be used by **Orogare Technical and Vocational College** in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the TenderCategory as described by the client.

### **3.3 Eligible Candidates/firms**

#### **3.3.1**

This invitation for registrations open to all candidates who are eligible as defined in Kenya's Public Procurement and Regulationsand as indicated in the appendix to instructions to candidates

#### **3.3.2**

The procuring entity's employees, Board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 66 (5) of PPADA, 2015.

#### **3.3.2**

All candidates found capable of performing the contract satisfactorily in accordance to the set evaluation criteria shall be registered.





### **3.3.3**

The Supplier's financial condition will be determined by provision of recommendation letters from the bankers with the registration documents as well as letters of reference from the bankers regarding suppliers/contractors credit position.

### **3.3.4 Past performance**

Past performance will be given due consideration in registering bidders. Certified Letters of reference and or certified copies of order/contracts from past customers should be included in Form REG-3.

## **3.4 Statement**

Applications must include as worn statement Form REG-4 bythe Tenderer ensuring the accuracy of the information given. Firms are advised to confirm whether they have been debarred by PPRA.

## **3.5 Withdrawal of registration**

Should a condition arise between the time the firm is registered to bid and the bid opening date which in theopinion of the client 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, the Government reserves the right to reject the tender from such a bidder even though he was initially registered.

## **3.6 Business Registration**

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.

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

P - K - 2  
2  
2



### 3.7 Registration Criteria

| Required Information                                       | Form Type | Points Score |
|------------------------------------------------------------|-----------|--------------|
| Registration Documentation                                 | REG-1     |              |
| COMPLIANCE Confidential Report                             | REG-2     |              |
| COMPLIANCE Past Experience                                 | REG-3     |              |
| COMPLIANCE Sworn Statement                                 | REG-4     |              |
| COMPLIANCE Bio Data Form in line with Executive Order No.2 | REG-5     |              |





## **FORM REG-EVALUATION CRITERIA**

Orogare Technical and Vocational College will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness

## **Instructions to Bidders**

- I. Bidders **MUST** complete the table below in the format provided
  - II. Bidders are allowed to register up to a maximum of four (4) in line **(A and B)** by indicating highlighting the preferred category
  - III. Bidders interested in registering for AGPO opportunities **MUST indicate** the preferred category
  - IV. Bids **MUST** meet all the requirements where applicable in the Table below in order to be considered for further evaluation

The points given to evaluation criteria are as per the following evaluation criteria matrix:

## **EVALUATION CRITERIA 1 - AGPO OPPORTUNITIES**

- A2. A copy of valid Business permit
  
  - A3. Valid certificate of registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)
  - A4. Current/Valid Tax Compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)





- A5. Registration of up to maximum of four (4) categories
- A6. Dully filled, signed and stamped business questionnaire in the format provided
- A7. Current CR12 showing the shareholding of the firm where applicable
- A8. Registration with National Construction Authority ( NCA) category 8 and above in building/civil works for those in building industry

## **EVALUATION CRITERIA II – General Public**

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

### **B. MANDATORY REQUIREMENTS COMPLIANCE (YES/NO)**

- B1 Certificate of Incorporation/Business Registration (Attach copy)
- B2 Registration with National Construction Authority (NCA) category 8 and above in building/civil works for those in building industry (attach copy)
- B3 Valid Tax Compliance Certificate (Attach copy)
- B4 Business Permit/License (Attach copy) Physical location
- B5 Copy of business permit
- B6 Current CR12 showing the shareholding of the firm  
Where applicable i.e. Not applicable to Sole proprietor
- B7 A valid certificate of EPRA for provision of Electrical Works-Class C-2 and above where applicable

### **B8 A valid certificate of registration of Valuers registration Board**

### **C. GENERAL REQUIREMENTS**

- C1. Company profile** 15  
Provide key details of the service rendered (6)
  - Postal Address (3) - Telephone Number (3)
  - Email Address (3)
- C2. Business Ownership:** 15  
Company/Business Profile
  - Disclosure of Directors/Partners /Sole Proprietor
- C3. Financial Capability:** 20





Recommendation letter from the bank

**C4. Experience:**

Indicate having undertaken similar assignment with at least 3 firms

30

**(Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts)** if applicable

**C7. Credit Period:**

Indicate Credit Period willing to offer

15

- 30 Days (15)

- Less than 30 days (10)

**C8 Eligibility & Disclosure of litigation history**

5

**TOTAL**

**100**

**NB:** Bidders must meet all the mandatory requirements to qualify.

**THE PASS MARK FOR REGISTRATION SHALL BE 70%**

(The Technical Evaluation Team will verify the information submitted by applicants and may visit the physical premises of the applicants. This will form part of the evaluation process).

**Declaration (For the Tenderer only)**

(The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria)

**Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (Tick appropriately below) No Yes**

**Official Stamp .....** **Sign.....**

**For Official Use Only**



(The Team Leader of Evaluation Team will make comments below based on the findings about the tenderer)

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

*Accept the Firm*

*Reject the Firm*

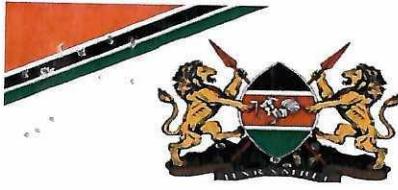
Sign ..... Date .....

**Approved /Not Approved**

1. Properly bound containing a table of contents for the required criteria, and maintain the proper sequence as per the criteria provided in **FORM REG-1-REG-5 (well labeled)**. Loose documents will not be accepted.

**All the above documents must be certified by a Commissioner of Oath**

Bidders should not amend the standard tender documents provided by the procuring entity.



## FORM REG-2: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

### FORM I- CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE

1. Name of Firm: .....
2. Postal Address: .....
3. Telephone:..... Mobile: .....

Name of Contact Person:

4. E-mail: ..... Website: .....
5. Exact Physical Location street, building: .....
6. Legal Status (partnership/sole proprietor /Ltd. Company): .....
7. Company Reg. Certificate No./Registration of Business Name (Attach a Copy) Year of Incorporation/Registration:
8. PIN Certificate No. (Attach copy)
9. Valid Tax Compliance Cert./Vat Exemption Cert. (Attach Copy)
10. Current trade license (Attach Copy)
  
11. Nature of business
  
12. Maximum Value of Business which you can handle at a time Kshs:

### FORM II - DETAILS OF DIRECTOR/PARTNERS

**Names**

**Nationality**

**%of Shares**

- 1 .....
- 2 .....
- 3 .....
- 4 .....
  
- 5 .....



## **BFORM REG-3 - PAST EXPERIENCE**

### **NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO YEARS**

#### **NAMES OF OTHER CLIENTS**

1. Name of Client (organization)

.....

i. Address of Client (organization)

.....

ii. Name of Contract Person at the client (organization)

.....

iii. Telephone No. of client .....

iv. Value of Contract .....

v. Duration of Contract (date)

.....

(Attach documental evidence of existence of contract)

2. Name of 2<sup>nd</sup> Client (organization)

.....

i. Address of Client (organization)

.....

ii. Name of Contract Person at the client (organization)

.....



- iii. Telephone No. of client .....
- iv. Value of Contract .....
- v. Duration of Contract (date)

.....  
(Attach documental evidence of existence of contract)

3.Name of Client (organization)

- .....  
i. Address of Client (organization)  
.....
- ii. Name of Contract Person at the client (organization)  
.....
- iii. Telephone No. of client .....
- iv. Value of Contract .....
- v. Duration of Contract (date)

.....  
(Attach documental evidence of existence of contract)

Others

.....



## FORM REG-4: SWORN STATEMENT

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

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That incase of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the college.
- c. When the call for quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the college and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process.

**Date:** .....

**Applicant's Name:** .....

**Represented**

by .....

**Signature** .....

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



## **FORM REG-5: BIO -DATA IN LINE WITH EXECUTIVE ORDER NO. 2 OF 2018**

### **Name of Supplier/Contractor/Consultant**

#### **Registration Details**

1. Registration Number

2. Incorporation Number **PIN**

#### **Number**

### **Valid Tax Compliance certificate**

### **Business Permit/License Number**

#### **For Companies, Names and ID Numbers of:-**

1. List of Directors

2. List of Shareholders

3. List of Beneficial Owners **For Partnerships,**  
**Names and ID Numbers of: -**

1. Partners

#### **For Sole Proprietors/Consultants, Name and ID Numbers of:**

1. Proprietor
2. Business name

#### **Business Contacts**

1. Telephone -Office
2. Telephone -Director
3. Email
4. Postal Address
5. Physical address
6. County of Operation
7. Marginalized Groups (where applicable)
  - a. AGPO Certificate Number
  - b. Category (Youth, Women, PWDs)