



MINISTRY OF EDUCATION
 (STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING)
NDIA TECHNICAL AND VOCATIONAL COLLEGE

P. O. Box 4 -10230, SAGANA
 Tel: 0799 906 614
 E-mail: ndiatechnical@gmail.com
 Website: www.ndiatvc.ac.ke



REGISTRATION DOCUMENT

**REGISTRATION OF SUPPLIERS FOR THE SUPPLY AND
 DELIVERY OF GOODS WORKS AND SERVICES FY 2025/2026**

APPLICANTS NAME:

CATEGORY NO:

ITEM NAME:

IF SPECIAL GROUP PLEASE INDICATE BELOW: ()

WOMEN

YOUTH

PERSONS WITH DISABILITY

CLOSING DATE: WEDNESDAY 18th JUNE, 2025 AT 10:00 A.M



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 for
 Circulation
 [Signature]*



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ADVERT FOR REGISTRATION OF SUPPLIERS FOR FY2025/2026,

26/05/2025

Ndia Technical and Vocational College invites sealed bids from eligible candidates/firms for the supply and delivery of Goods, works Services for the financial year **2025-2026** for the Registration of suppliers for the financial year **2025-2026**. Bidders are informed that goods, works, and services will be procured on “**As and when required basis**”

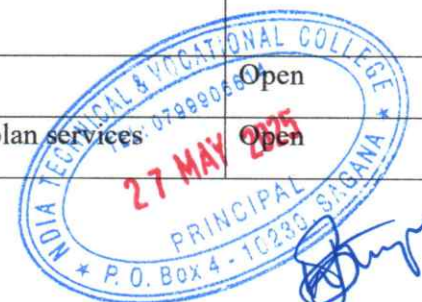
The Registration documents can be obtained from the **procurement office** at Ndia Technical and Vocational College upon payment of a non-refundable fee of **Kshs. 1,000** (One thousand shillings only) per document payable in the bank account No. **1222475065 KCB BANK LTD, Ndia Technical and Vocational College**, during office working hours (0830 to 1630) or download them from the college website www.ndiatvc.ac.ke free of charge.

NO	CATEGORY NUMBER	DESCRIPTION	ELIGIBILITY
1.	NDIATVC/REG01/2025/2026	Supply and Delivery of General stationery and office supplies.	Reserved
2.	NDIATVC/REG02/2025/2026	Supply and Delivery of Drinking water, Water dispensers. Water refilling and glasses	Reserved
3.	NDIATVC/REG03/2025/2026	Supply and Delivery of cleaning materials, toiletries, cleaning detergents, disinfectants, tissues etc.	Reserved
4.	NDIATVC/REG04/2025/2026	Supply and Delivery mobile phone airtime	Reserved
5.	NDIATVC/REG05/2025/2026	Supply and delivery of computers, laptops, printers, network equipment and other ICT related accessories	Open
6.	NDIATVC/REG06/2025/2026	Supply and Delivery of general Office & Student Furniture, fittings and Equipment	Open
7.	NDIATVC/REG07/2025/2026	Supply and delivery of baking and pastry products	Reserved
8.	NDIATVC/REG08/2025/2026	Supply and delivery of hospitality equipment, kitchen appliances, cutlery and utensils	Reserved
9.	NDIATVC/REG09/2025/2026	Supply and delivery of sugar, bread, groceries, dry food stuffs,	Open
10	NDIATVC/REG10/2025/2026	Supply and delivery of fresh milk and dairy products, eggs, meat products fish, fresh vegetables fruits etc.	Open
11	NDIATVC/REG11/2025/2026	Supply and Delivery of fuel and lubricants	Open
12	NDIATVC/REG12/2025/2026	Supply and Delivery of mechanical and automotive engineering equipments, materials and motor vehicle spare parts.	Open



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		gas	
14	NDIATVC/REG14/2025/2026	Supply and delivery of hairdressing and Beauty therapy materials and related accessories/equipment's	Open
15	NDIATVC/REG15/2025/2026	Supply and Delivery Textiles/Fabrics/Clothing materials/Equipments and related accessories	Open
16	NDIATVC/REG16/2025/2026	Supply and Delivery of assorted Games /sportswear and related items	Reserved
17	NDIATVC/REG17/2025/2026	Supply and Delivery of occupational safety equipments/kits, Staff Uniforms, Clothing and Protective Gears	Reserved
18	NDIATVC/REG18/2025/2026	Supply and delivery of house-keeping materials and equipments.	Open
19	NDIATVC/REG19/2025/2026	Supply and Delivery of electrical and electronic materials equipment and accessories.	Open
20	NDIATVC/REG20/2025/2026	Supply and Delivery of Building materials, paints, general hardware, plumbing, timber and allied products	Open
21	NDIATVC/REG21/2025/2026	Supply and delivery of window curtains, curtain rods, blinds, Window Tints, and other related items	Open
22	NDIATVC/REG22/2025/2026	Supply and delivery of arc and gas welding machines, acetylene gas and its accessories and refilling of cooking gas	Open
23	NDIATVC/REG23/2025/2026	Provision of Graduation gowns, Gifts and Trophies hospitality services, venue preparation and related.	Open
24	NDIATVC/REG24/2025/2026	Provision of Valuation, Tagging& Labeling of Assets	Open
25	NDIATVC/REG25/2025/2026	Provision of Graduation gowns, hospitality services, venue preparation etc.	Open
26	NDIATVC/REG26/2025/2026	Repair and maintenance and servicing of automotive and mechanical workshop machines and equipment, generator, and motor vehicle equipments	Open
27	NDIATVC/REG27/2025/2026	Provision for Repair and maintenance of projectors, printers and computers	Open
28	NDIATVC/REG28/2025/2026	Supply, delivery and Installation of Automation Software Installation and maintenance of Servers and Network Equipment.	Open
29	NDIATVC/REG29/2025/2026	Supply and Delivery, installation and servicing of firefighting Equipment	Open
30	NDIATVC/REG30/2025/2026	Repair and maintenance of electrical workshop and machines and equipment.	Open
31	NDIATVC/REG31/2025/2026	Provision of small works, general civil works, electrical works, plumbing, contractor for building and civil projects	Open
32	NDIATVC/REG32/2025/2026	Provision of security services	Open
33	NDIATVC/REG33/2025/2026	Provision of topography and physical plan services	Open



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34	NDIATVC/REG34/2025/2026	Provision of Insurance Services	Open
35	NDIATVC/REG35/2025/2026	Provision of transport and car hire services	Open
36	NDIATVC/REG36/2025/2026	Provision of Internet & networking services, installation of Lan & Wan etc.	Open

NB: Reserved groups include Youth, Women and People with Disability.

People living with disability, Youth, and Women who are duly registered and satisfy all the conditions of registration and prequalification documents shall have an added advantage.

Those who wish to be registered in more than one category will be required to download additional registration documents for each category.

2. MANDATORY REQUIREMENTS

1. Certificate of registration/Incorporation.
2. Pin certificate and valid Tax compliance certificate.
3. Dully Filled Confidential Business Questionnaire with Disclosure of directors/partners/sole proprietor.
4. Valid CR12 Certificate or equivalent - for limited companies.
5. Valid **AGPO** Certificate for the reserved groups (**Youth, Women & PWD**) attach a valid certificate of registration with the respective groups.
6. Current trade Business Permit /Copy of valid trade licence form relevant aauthorities.
7. Detailed Business profile.
8. Reference list of organisations/businesses served.
9. For provision of insurance services registration with Insurance Regulatory Authority (IRA) for current year and certified copy of the current licence must be provided.
10. Provision of small works must be registered with NCA.
11. The person/Firm must not be debarred by the PPRA(Public Procurement Regulatory Authority)
12. For building & small works /Repair & Maintenance works Firms **MUST** be registered by NCA.
13. For provision of Provision of Security, Safety, Background Check and Due diligence services prospective bidders **MUST** be licensed by Private Security Regulatory Authority.
14. For provision of Outside Catering Services, conference and accommodation- bidders **MUST** avail a certificate of health for food handling issued by the County Government.

Complete registration documents put in plain sealed envelopes and **marked**

“Cartegory Registration No” should be deposited in the Tender Box at Ndia Technical and Vocational College on or before Wednesday 18/6/2025 at 10:30a.m and be addressed to;

**The Principal
Ndia Technical and Vocational College
P.o Box4-10230
Sagana.**

Tenders will be opened immediately thereafter in the presence of the applicants or their representatives who choose to attend at Ndia T.V.C lecturer hall.



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3: SUPPLIERS APPLICATION FORM

Full name of applicant.....

Gender:.....

F/M..... Age.....

PWD (if any specify)

AGPO Certificate

NO:.....

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We.....

(Name of the Soleproprietor/company/firm)

Postal Address..... Code

..... Mobile/Tel No..... Email

Address..... (Provide an active email address and phone number and ensure they are captured well) Town.....

Street..... Name of

Building.....

Floor No..... Room/Office

No.....

Gender..... F/M..... Age..... PWD

(if any

specify).....

Hereby apply for registration as supplier(s)

of.....

.....

.....

Signature of Applicant..... Date:

Official stamp:

Other Branches Location includes:

1.

2.



4: COMPLIANCE WITH STATUTORY REQUIREMENTS STATUS OF COMPLIANCE

WITH STATUTORY REQUIREMENTS

1. State VAT Registration No Pin
No.....attach proof of being up-to-date in VAT and income tax returns

2. State any technological innovations or specific attributes which distinguishes you
with your
competitors.....
.....

State any quality assurance certification e.g. ISO 9000 held by the company

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



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5. BUSINESS QUESTIONNAIRE CONFIDENTIAL

BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in part 1 and either part 2(a), 2(b) or 2c) 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.....
PostalAddress.....
TelNo.....
NatureofBusiness.....
Current Trade License No..... Expiring Date.....
Maximum value of business which you can handle at any one time, Ksh..... Name of your bankers..... branch.....
Are you an agent of Kenya national trading corporation? Yes/no.....

Part 2 (a) Sole Proprietor

Yournameinfull.....
Age.....
Nationality.....
CountryofOrigin.....



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Part 2 (b) Partnership

Give details of partner as follows:-

Name nationality citizenship details share

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

Part 2 (c) Registered Company

Private or

Public.....

State the nominal and issued capital of the company-

Nominal

Kshs.....

Issued

Ksh.....

.... Give details of directors as follows: -

Name your nationality and citizenship details

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

Date.....

Signature of the tenderer.....

*if a Kenyan citizen, indicate under "citizenship" whether by birth, naturalization or registration.



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6: PAST EXPERIENCE NAMES OF AT LEAST TWO CLIENTS

1. Name of 1st Client (organization)

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

2. Name of 2nd Client (organization)

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



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7: FINANCIAL POSITION AND TERMS OF TRADE FINANCIAL POSITION AND

TERMS OF TRADE

1. Assets and liabilities:-

- 1) Total assets in Kshs.....
- 2) Current assets in Kshs.....
- 3) Total liabilities in Kshs.....
- 4) Net worth (total assets-total liabilities).....
- 5) Working capital Kshs..... (Total asset- net worth)

Indicate terms of sales/trade:-

- (i) Credit period Yes/No delete as appropriate.
If yes indicate number of days.....
- (ii) Upfront payment/down payment Yes/No delete as appropriate.
If yes state percentage.....

Referee:-

1. Name of the company.....
- Address.....
- Name of contact person.....
- Signature and date.....

Declaration:

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to so. Any inaccuracy in the information filled here will be used as ground for removal from or termination of the qualification process.

Signature: For and on behalf of:

Position in Company/Business:

Date:



8- LITIGATION HISTORY

Name of Contractor/
Supplier.....

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

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)



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