

# KAMWENJA TEACHERS' COLLEGE

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## REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND NON CONSULTANCY SERVICES FOR THE FINANCIAL YEAR 2026/2028

### INCORPORATED COMPANY/REGISTERED BUSINESS

NAME OF FIRM:.....

CATEGORY NO:.....

CATEGORY DESCRIPTION: .....

IF A SPECIAL GROUP, PLEASE INDICATE (√) BELOW:

WOMEN

YOUTH

PERSONS WITH DISABILITY

P.O BOX 152-10100 NYERI

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**CLOSING DATE: 3<sup>RD</sup> JUNE 2026 AT 10.00AM**

**OPENING DATE: 3<sup>RD</sup> JUNE 2026 AT 10.30 AM AT TAFAKARI ROOM**

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## INVITATION TO REGISTER AS SUPPLIERS

### REGISTRATION OF SUPPLIERS FOR 2026-2028 FINANCIAL YEARS

Registration Reference No.: **VARIOUS CATEGORIES**

1. Kamwenja Teachers' College intends to register interested eligible firms for the supply of the goods, works and services listed in Section III under (a) **“Requirements for Registration of Suppliers for FY 2026-2028”**.
2. Registration documents with detailed information shall be obtained from the Procurement office located at Administration block, during normal working hours upon payment of non-refundable fee of kshs.1000.00 or downloaded for free from the college website [www.kamwenjattc.ac.ke](http://www.kamwenjattc.ac.ke) or the public procurement information portal (PIIP)
3. **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 – a Valid AGPO Certificate**. 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.**
4. 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,

**The Chief Principal,  
Kamwenja Teachers' College  
P.O Box 152 – 10100,  
Nyeri**

so as to be received on or before Wednesday 3<sup>rd</sup> June , 2026 at 10.00am

5. Applications for Registration will be opened on 3<sup>rd</sup> June 2026 in the college **Tafakari Centre at 10.30am** in the presence of candidates'/ representatives, who choose to attend. Any canvassing or giving of false information will lead to automatic disqualification.
6. Late applications will be rejected.
7. Address where to submit Applications

***KAMWENJA TEACHERS' COLLEGE  
P.O BOX 152 – 10100, NYERI***

## SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

### A. General

#### 1. Scope of Application

- 1.1 The name of the Procuring Entity inviting 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 scope of works or goods will be provided.
3. **Source of Funds** to be specified in the RDS, if deemed necessary.

#### 4. 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, application 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 The Procuring Entity 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 the Procuring Entity, 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 apply 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 application, but only in that capacity. Applications 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 the. 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 the Procuring Entity 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 Procuring Entity 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 the Procuring Entity 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](http://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 accept able to the Procuring Entity, 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 the 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) iii) Section III - Qualification Criteria and Requirements and Evaluation
- iv) Section IV- Application Forms

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

- i) Section VII- Scope of Works, Goods, or Non-Consulting Services

- 7.2 Unless obtained directly from the Procuring Entity, the 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's 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 Procuring Entity, 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 anonymized (*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's 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 Applicant and 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 IV (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 IV (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 IV (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 ITA 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 in formation 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 ITA 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 ITA 11 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 the Procuring Entity, in accordance with ITA 17.1; and
  - (c) Bear the specific identification of this Registration process indicated in the RDS 1.1.
- 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 may either submit their applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the RDS. When so specified in the RDS, Applicants have no 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 RDS 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 Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the **RDS**.
- 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 The Procuring Entity 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. The Procuring Entity, 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 min or 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:
- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and ii) 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 application submitted by the Applicant shall include the same specialized sub-contractor failing which, such application 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 application submission deadline in accordance with ITA 30.
- 26.3 In case of multiple applications, Applicants should indicate in their applications the individual application or combination of applications in which they are interested. The Procuring Entity shall prequalify each Applicant for each lot and for a combination of applications 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 applications, 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 whose 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.

**29 Procurement Related Complaints and Administrative Review**

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

**29.2** 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
<b>A. General</b>	
ITA 1.1	<p>The Procuring Entity is: <b>KAMWENJA TEACHERS’ COLLEGE</b>  <b>P.O BOX 152 – 10100, NYERI</b></p> <p>The identification of the Invitation for Registration is: <b>VARIOUS CATEGORIES</b></p> <p>The application is for Registration of Suppliers for supply of goods, Service Providers and works</p> <p>Registration will be based on individual contracts</p> <p>The particular type of Registration is on: <b>VARIOUS CATEGORIES</b></p>
<b>B. Contents of the Registration Document</b>	
ITA 8.1	<p>For clarification purposes, the Procuring Entity's address is:</p> <p style="text-align: center;"><a href="mailto:kamwenjacollege@gmail.com/kamcoprocurement@gmail.com">kamwenjacollege@gmail.com/kamcoprocurement@gmail.com</a></p>
ITA 8.3	<p>Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than <b>Seven (7) days from closing date.</b></p>
<b>C. Preparation of Applications</b>	
ITA12.1 (d)	<p>The Applicant shall submit with its Application, the following additional documents:  <i>(AS PER CATEGORY REQUIREMENTS)</i></p>
ITA 15.2(b)	<p>The source for determining exchange rates is <i>[NOT APPLICABLE]</i></p>
ITA 16.2	<p>In addition to the original, the number of copies to be submitted with the Application is: <i>N/A</i></p>
<b>D. Submission of Applications</b>	
ITA 17.1	<p>The deadline for Application submission is: <b>Wednesday 3<sup>rd</sup> June 2026 at 10.00am</b></p>
ITA 18.1	<p>Late Applications will be returned unopened to the Applicants.</p>
ITA 19.1	<p>The Procuring Entity will not accept late applications.</p>
ITA 20.1	<p>The opening of the Applications shall be at <b>Wednesday 3<sup>rd</sup> June 2026 at 10.30 Am, Kamwenja Teachers’ College – Tafakari room</b></p>
<b>E. Procedures for Evaluation of Applications</b>	
ITA 25.1	<p>As per attached Evaluation tool</p>

ITA 31.1	<p>An Applicant wishing 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;</p> <p><b><i>The Chief Principal, Kamwenja Teachers' College, P.O Box 152 – 10100, Nyeri Or email to <a href="mailto:kamwenjacollege@gmail.com">kamwenjacollege@gmail.com</a> or <a href="mailto:kamcoprocedurement@gmail.com">kamcoprocedurement@gmail.com</a></i></b></p>
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### SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

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

1. The Procuring Entity shall insert one Form for each Lot or Contract in case of multiple contracts.

#### (a) CATEGORIES FOR REGISTRATION OF SUPPLIERS FOR FYs 2026 -2028

	<b>ITEM DESCRIPTION</b>	<b>ELIGIBILITY</b>
	<b>REGISTRATION/PREQUALIFICATION FOR SUPPLY OF GOODS</b>	
1. KAMCO 001 - 2026/28	Supply & delivery of Bread	Open
2. KAMCO 002 - 2026/28	Supply& delivery of Eggs and chicken	Reserved
3. KAMCO 003 - 2026/28	Supply & delivery of Meat	Open
4. KAMCO 004 -2026/28	Supply of fuel & Lubricants & motor vehicle servicing	Open
5. KAMCO 005 – 2026/28	Supply & delivery of fruits & vegetables	Reserved
6. KAMCO 006 - 2026/28	Supply & delivery of Building materials (Sand & Quarry Materials)	Open
7. KAMCO 007 -2026/28	Supply & delivery of Animal feeds, chemicals & drugs	Open
8. KAMCO 008 2026/28	Supply & delivery of Water Treatment Chemicals	Open
9. KAMCO 009-2026/28	Supply & delivery of Electrical Materials, fittings& Electronics	Reserved
10. KAMCO 010 -2026/28	Supply & delivery of Pharmaceuticals	Open
11. KAMCO 011 -2026/28	Supply & delivery of Hardware Materials	Open
12. KAMCO 012 - 2026/28	Supply & delivery of Uniforms ( Staff uniforms & students tracksuits)	Open
13. KAMCO 013 - 2026/28	Printing of meal cards, Teaching practicum requirements and other booklets	Reserved
14. KAMCO 014 - 2026/28	Supply& delivery of Sugar, Cooking Oil, Salt and other shop items	Open
15. KAMCO 015- 2026/28	Supply & delivery of Maize meal, Rice, Tea leaves & other items	Open
16. KAMCO 016- 2026/28	Supply & fitting of Vehicle tyres	Open
17. KAMCO 017 -2026/28	Supply & delivery of toners, cartridges & other related items	Reserved
18. KAMCO 018 -2026/28	Supply& delivery of Sports Equipment and Gears	Open
19. KAMCO 019 - 2026/28	Supply& delivery of Computers, LCD projectors, laptops & related items	Reserved
20. KAMCO 020 - 2026/28	Supply& delivery of cleaning materials, disinfectants, detergents & Tissue papers	Reserved
21. KAMCO 021 -2026/28	Supply & delivery of dry maize, beans and other cereals	Reserved
22. KAMCO 022 2026/28	Supply & delivery of General stationery & learning matrials	Open
23. KAMCO 023 -2026/28	Supply & delivery of furniture ( office & students furniture)	Open
24. KAMCO 024 -2026/28	Supply and delivery of sanitary equipments & sanitary disposal services	Reserved
25. KAMCO 025 -2026/28	Supply and delivery of bakery items	Open
26. KAMCO 026 -2026/28	Supply and delivery of farm inputs (assorted)	

	<b>B. REGISTRATION/PREQUALIFICATION FOR PROVISION OF NON CONSULTANCY SERVICES</b>	
27. KAMCO 027 -2026/28	Provision of veterinary services	Open
28. KAMCO 028 - 2026/28	Provision of Insurance Services	Open
29. KAMCO 029 -2026/28	Repair & Maintenance of Motor vehicles	Open
30. KAMCO 030 - 2026/28	Provision of fumigation and pest control Services	Reserved
31. KAMCO 031 - 2026/28	Pre-qualification of contractors for small works, painting , repairs, renovations and maintenance of buildings, carpentry, masonry, electrical & plumbing services and general repair works.	Open
32. KAMCO 032 -2026/28	Provision of repairs, Maintenance & servicing of kitchen equipment	Open
33. KAMCO 033 - 2026/28	Repairs & Maintenance of tools & equipments (Lawn mowers, brush cutters,powersaws)	Open
34.KAMCO 034 – 2026/28	Provision of services for repairs of computers, printers and other office machines.	Reserved
35. KAMCO 035 -2026/28	Provision of catering services	Open
36. KAMCO 036 - 2026/28	Compound maintenance and clearing services	Reserved
37. KAMCO 037 - 2026/28	Servicing & Maintenance & Supply of Fire extinguishers	Open
38. KAMCO 038 - 2026/28	Servicing, repairs and Maintenance of 100 KVA Generator	Open

**EVALUATION CRITERIA**

Kamwenja Teachers’ College will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

Applicants will be required to comply with ALL mandatory requirements as follows:

**STAGE1 -Preliminary Evaluation**

No	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
<b>GENERAL REQUIREMENTS</b>		
1	Copy of Valid Certificate of Incorporation/Business Registration and valid Tradig license	
2	Valid PIN Certificate	
3	Current/Valid Tax Compliance Certificate for the Business/enterprise as obtained free of charge from the KRA	
4	Form 1. Duly filled, signed and stamped Disclosure of Interest Form	
5	Form 2: Duly filled, signed and stamped Certificate of Independent Tender Determination Form	
6	Form 3: Duly filled, signed and stamped Self-Declaration form	
7	Form 4: Duly filled, signed and stamped Letter of registration	
8	Form 5: Duly filled, signed and stamped Confidential Business Questionnaire	
<b>SPECIAL CONDITIONS (for specific categories as indicated)</b> <b>Food handling certificate for category 002 &amp; 003</b>		
9	Copies of <b>Valid AGPO</b> Registration Certificates for Special Groups (Youth, Women & PWDs) owned firms for <b>RESERVED TO SPECIAL GROUPS categories only</b>	
10	Authorization of garage/Dealer in motor vehicle repair and servicing Valid License by Chief Mechanical and Transport Engineer Department <b>(CMTE) (category 29 only)</b>	
11	Valid NCA certificate for <b>Provision of Small Works for relevant works: Building Construction, General Civil Works (category 31 only)</b>	

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

**For Official Use:** Bidder Qualified for Technical evaluation. YES



NO



**REASON FOR DISQUALIFICATION WHERE APPLICABLE**

.....

.....

**STAGE 2: Technical evaluation**

Bidders will be evaluated on a scoring basis as follows:

C.	GENERAL REQUIREMENTS	Marks Awarded
C1.	<b>Indicate having undertaken similar assignments</b> Attach copies of dully signed contracts / LPOs /LSOs of similar assignments from organizations / procuring entities within the last 2 years (each provision = 6mks) <b>Maximum marks= 30</b>	
C2.	<b>Evidence</b> Evidence of having delivered/executed to completion of the above-named assignments in Item No. 1 above. Attach 5 copies of dully signed and stamped delivery notes or contract completion certificates from the organizations / the procuring entities confirming you delivered / executed the assignments fully (Each Copy = 6mks) <b>Maximum marks= 30</b>	
C4.	Financial Capability - Reference letter from your bank on financial and credit position or access to credit <b>Maximum = 15</b>	
C3.	<b>Business Efficiency</b> – Client feedback on your executed assignments. Provide recommendation letters from at least 2 of your clients served within the past 2 years. (Each 5 marks) <b>Maximum marks= 15</b>	
C4.	<b>Delivery Period</b> Indicate delivery period after receipt of an LPO/LSO - <b>Max 10 Marks</b> In number of days:   ii) Within 14 days – 10 Mks iii) Within 21 days – 5 Mks i) Beyond 28 days – 3 Mks	
	<b>TOTAL - Max 100 Mks.</b>	

**THE PASS MARK FOR TENDER SHALL BE 70 MARKS**

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

**Declaration (For the Applicant only)**

(The applicant 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)

Yes  No

**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 Sign:**.....

**Reject the Firm:Sign:**.....

**Date:**.....

**Date:**.....

## EVALUATION CRITERIA FOR INSURANCE SERVICE PROVIDERS

To be eligible for this registration the Insurance provider must provide the following documents with their technical proposal (Mandatory qualifying requirements for Insurance provider s): -

- i. Certificate of business registration [certificate of incorporation for the insurance provider.
- ii. Current certificate of registration with the Insurance Regulatory Authority for year 2026- Attached copy must be certified by the issuing office.
- iii. Duly filled, signed and stamped Form of registration which comprises three Documents :(a) *Form Of registration* (b) *Applicants Eligibility –Confidential Business Questionnaire* (c) *Certificate Of Independent Determination and* (d) *Self Declarations Of The applicant* (Form SD 1) &(Form SD2).
- iv. A self-declaration signed stating that:
  - a) The Person/firm has not been debarred from participating in any procurement proceeding by PPRA (Form SD 1)
  - b) No person related to the firm has any spouse or children working at Kamwenja Teachers' College.

The person/firm shall not engage in any unethical, corrupt, collusive or fraudulent activities in public procurement matters (Form SD2).

- c) The firm has not been declared bankrupt, insolvent or under receivership.
- d) The firm is not guilty of any violation of fair employment law practices
- v. Current membership certificate from Association of the relevant Insurance providers of Kenya for year 2026 eg AKI, AIBK. Attached copy must be certified by the issuing office.
- vi. Must submit evidence of having a current Reinsurance cover for the General Insurance .
- vii. A bid security of Kshs ..... in its original form, from a bank incorporated in Kenya.N/A
- viii. Copy of the Current professional indemnity policy. The insurance cover shall be valid within the proposed contract period and obtained from reputable insurance company. Compensation shall be claimed against this cover if the Insurance provider is negligent or fails to perform any of its obligations or provides services falling below the standard set out herein or is in breach of any of its material obligations under the contract.
- ix. Evidence that the candidate has paid the required taxes. The Insurance provider to submit a copy of the current valid Tax Compliance Certificate from KRA for the Insurance providers.
- x. Insurance providers shall also submit as part of the technical proposal, their latest audited financial statements for the two year period 2024 and 2025
- xi. A disclosure of at least five (5) reputable clients (public entities) that have engaged your services in the last 3 years. The listing of public procurement entities must include their location, period of service, type of policy and the underwriter, amount insured, and claims turnaround time based on the experience.
- xii. The CVs/resumes of the four (4) Key professional staff named under section 9.2 (b) of the technical proposal -*Staff qualifications and experience:*
- xiii. A written declaration signed by the Firm's Principal Officer that: -
  - i. the Insurance provider age Firm has no unpaid claims that fall under their period of insurance services at Kamwenja Teachers' College.

- ii. The Insurance provider will render services to Kamwenja Teachers' College until the claims that fall under the Insurance provider's period of insurance are fully settled.
- iii. All information provided is accurate and that any material misrepresentation could lead to disqualification or policy cancellation.

NB:

Insurance providers must qualify on Mandatory evaluation for Insurance providers and the Proposed Underwriter to qualify for Technical Evaluation.

### Stage 2 TECHNICAL EVALUATION

Technical Scores will be given as below

	General Requirements:	Max Points (Marks)	Weighting Of Items for Marks Allocation	Bidder Score
1.	PROPOSED	10 for part 1		
A.	INSURANCE SERVICES AS PER THE TENDER DOCUMENT SCHEDULE	10	Avail a Sample policy document- 5 marks With Details on applicable excess if any a. No excess (3mks) b. where there is excess (1mk) c. for no response(0mk) List of exclusions a. for No Exclusion (2 m k s) b. for a cover with exclusions(1mk) c. for no response (0mk)	
2.	SPECIFIC EXPERIENCE	90 for part 2.		
A.	Years of experience of the firm (Maximum 10 marks)  Attach a copy of Certificate of Registration as evidence.	10	a. Between 2 – 4 years' experience (3marks) b. Between 5 – 9 years' experience (5marks) c. Over 10 years' experience (10 Marks)	
B.	Establishment and implementation of a Quality Management System e.g. ISO 9001:2008.	5	Avail certificate of the Quality Management System from a recognized body (5 marks)	
C.	A disclosure of at least five (5) reputable clients (public entities) that have engaged your services in the last 3 years. The listing of public procurement entities must include their references, contacts	20	Each client is (4Mks)	

D.	Rated by a reputable rating agency like, AIBK or AKI within the last 18 months.	5	Avail copy of the certificate issued by the rating agency with rating score. a. 3-5 score is -1 mark b. 5-8 score - 3 marks c. 9-10 score – 5 marks	
E.	Evidence of value Addition Services and Other concessions/Wider Coverage, e.g. better Extensions for all the covers	5	Avail write up providing additional benefits  a. At least 5 additional benefits that are free of charge – (5mks) b. 3 benefits - 3 marks 2 benefits, 2 marks	
F.	The CVs/resumes of the four (4) Key professional staff named under section 9.2 (b) of the technical proposal - <i>Staff qualifications and experience:</i>	20	Each Staff is (5Mks)	
G.	Quality of Service provision, handling of underwriting and claims services as per our schedule of requirements for all the covers	5	Avail write up including proof of prompt claims settlement (attach evidence in form of discharge voucher and remittance advice within the last 3 years) a. Provide claims procedure – (1 m k s ) b. Shortest turnaround period of 5 days or less - 3 marks c. Turn around period of 6-15 days - 1 mark Turn around period of more than 15 days - 0 marks	
H	Financial soundness and Capability of the insurance Provider.	20	Avail Certified audited accounts for the past 3 years, 2023,2024,2025 – (Each 5mks)  And A reference letter from your bank on your liquidity ratio and your credit position – (5mks)	
	TOTAL SCORE	100		

## SECTION IV- APPLICATION FORMS

### FORM 1: FOR DISCLOSURE OF INTEREST- Interest of the Firm in KAMWENJA TEACHERS' TRAINING COLLEGE.

i) Are there any person/persons in **KAMWENJA TEACHERS' COLLEGE** who has/have an interest or relationship in this firm?

Yes/No.....

If yes, provide details as follows.

	<b>Names of Person</b>	<b>Designation at KAMWENJA TEACHERS' TRAINING COLLEGE.</b>	<b>Interest or Relationship with Tenderer</b>
1			
2			
3			

#### Conflict of interest disclosure

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
1	Applicant is directly or indirectly controlled by or is under common control with another applicant.		
2	Applicant receives or has received any direct or indirect subsidy from another applicant.		
3	Applicant has the same legal representative as another applicant		
4	Applicant has a relationship with another applicant, directly or through common third parties that puts it in a position to influence the application of another applicant, or influence the decisions of KAMWENJA TEACHERS' COLLEGE regarding this registration process.		
5	Any of the applicant's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the application.		
6	Applicant would be providing goods, works, non-consulting services or consulting services during implementation of the registration specified in this application Document.		
7	Applicant has a close business or family relationship with a professional staff of KAMWENJA TEACHERS' TRAINING COLLEGE who are directly or indirectly involved in the preparation of		

the Registration document or specifications of the Contract, and/or the Quotation/Tender evaluation process of such contract.			
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	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
8	Applicant has a close business or family relationship with a professional staff of KAMWENJA TEACHERS' COLLEGE who would be involved in the implementation or supervision of the registration.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to KAMWENJA TEACHERS' COLLEGE throughout the registration process and execution of the prequalification?		

**Certification**

On behalf of the Applicant, I certify that the information given above is correct.

Full Name \_\_\_\_\_

Title or Designation \_\_\_\_\_

*(Signature)*

*(Date)*

## FORM 2: CERTIFICATE OF INDEPENDENT APPLICATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation/tender to the \_\_\_\_\_  
[Name of Procuring Entity] for: \_\_\_\_\_

[Name and number of tender] in response to the request for applications made \_\_\_\_\_ [Name of  
by: \_\_\_\_\_  
applicant] do hereby make the following statements that I certify to be true and complete in every  
respect:

I certify, on behalf of \_\_\_\_\_ [Name of applicant] that:

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

Name \_\_\_\_\_ Title \_\_\_\_\_  
Date \_\_\_\_\_ [Name, title and signature of authorized agent of Tenderer and Date]

**FORM 3: SELF-DECLARATION FORM**

We, the \_\_\_\_\_ (insert name) submitting our application in respect of registration application  
No \_\_\_\_\_ for \_\_\_\_\_ (insert registration Title Description) for

(insert Name of Procuring Entity) **DECLARE AS FOLLOWS:**

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

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above application as defined and/or described in the following:
  - i) the-registration for the above application;
  - ii) Kenya'sPublicProcurementandAssetDisposalAct,2015) and its attendant Regulations;
  - bi) Kenya'sAnti-CorruptionandEconomicCrimesAct,2013; and iv) Any such other Acts or Regulations of Government of Kenya;
- b) Have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of KAMWENJA TEACHERS' COLLEGE.
- c) Have not engaged/ will not engage in any collusive or corrosive practice with other applicants participating in the subject application;
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponent to herein above is true to the best of our knowledge, information and belief.

**Name of the Applicant**..... [Insert complete name of applicant signing the application]

**Name of the person duly authorized to sign the application on behalf of the applicant:** ..... [Insert complete name of person duly authorized to sign the application]

**Title of the person signing the application** ..... [Insert complete title of the person signing application] **Signature of the person named above** ..... [Insert signature of person whose name and capacity are shown above]



## FORM 4: LETTER OF REGISTRATION

Registration Category Ref No.....

To The Chief Principal,  
Kamwenja Teachers College  
P.O. Box 152– 10100, NYERI

Dear Sir,

1. Having examined the application documents including Addenda Nos. .... of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to KAMWENJA TEACHERS' COLLEGE and as may otherwise ..... be directed, ..... (Category). And conformity with the said application documents all or part of the items/services in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services with accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer(s) of the school.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.
4. We understand: -
  - a) That this is not a tender or quotation but an application for consideration to be registered as Kamwenja Teachers' College suppliers for goods/services included or related to this category during the period of two (2) years.
  - b) That you are not bound to accept this application or any that you may receive.
5. We have attached to this letter copies of original documents of:
  - a) Valid Certificate of Incorporation/Business Registration
  - b) PIN Certificate
  - c) Certificate of registration (AGPO Certificate) (where applicable) of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)
  - d) Valid Tax Compliance Certificate
  - e) Current form CR12 (for companies) and identity documents (National ID's or Passports) for the directors/proprietor (Copy)
  - f) Duly filled, signed and stamped Disclosure of Interest Form
  - g) Duly filled, signed and stamped Certificate of Independent application Determination Form
  - h) Duly filled, signed and stamped Self-Declaration Form
  - i) Duly filled, signed and stamped Letter of Registration
  - j) Duly filled, signed and stamped Confidential Business Questionnaire
  - k) Duly filled, signed and stamped Manufacturer's Authorization Form if applicable
6. We make this application with the full understanding that;

- a) Bids by registered applicants will be subject to verification of all information submitted.
- b) Kamwenja Teachers' College reserves the right to accept or reject any application, cancel the registration process and reject all applications.
- c) Request for quotations and bids will only be called from registered bidders who meet the requirements.

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

**Sign and stamp**.....

**In the presence of: Name**..... **Sign** .....

**Designation** .....**Date** .....

## FORM 5: APPLICANTS ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

### Instruction to Applicant

Applicant is instructed to complete the particulars required in this Form. Applicant is further reminded that it is an offence to give false information on this Form.

### Tenderer's Details

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

### General and Specific Details

- a) **Sole Proprietor**, provide the following details. Name in full \_\_\_\_\_
- Age \_\_\_\_\_
- Nationality \_\_\_\_\_
- Country of Origin \_\_\_\_\_
- Citizenship \_\_\_\_\_

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

	<b>Name of Partners</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares Owned</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				

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

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

Nominal Kenya Shillings (Equivalent) .....

Issued Kenya Shillings (Equivalent) .....

iii) Give details of Directors as follows

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

**FORM 6: MANUFACTURER’S AUTHORIZATION FORM**

*[The tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The tenderer shall include it in its Tender, if so indicated in the RDS.]*

Date:.....*[insert date (as day, month and year) of Tender submission]*

ITT No.:.....*[insert number of ITT process]* Alternative

No.:.....*[insert identification No if this is a Tender for an alternative]*

To: ..... *[Insert complete name of Procuring Entity]* WHEREAS

We..... *[insert complete name of Manufacturer]*, who are official manufacturers of ..... *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of tenderer]* to submit a Tender the purpose of which is to provide the following Goods, manufactured by us..... *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed ..... *[Insert signature(s) of authorized representative(s) of the Manufacturer]*

Name:..... *[Insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: ..... *[Insert title]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

**Request For Review**

**FORM FOR REVIEW (r.203 (1))**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

**APPLICATION NO.....OF.....20.....**

**BETWEEN**

..... **APPLICANT**

**AND**

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

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

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

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that:

- 1.
- 2.

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

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

**SIGNED**

**Board Secretary**