



MAASAI MARA TECHNICAL AND VOCATIONAL COLLEGE

**REGISTRATION OF SUPPLIERS FOR
SUPPLY/PROVISION OF GOODS, WORKS AND SERVICES
FOR THE FINANCIAL YEARS 2025/2026, 2026/2027**

CLOSING DATE: 17TH JUNE, 2025

CLOSING TIME: 12:00 NOON

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MAASAI MARA TECHNICAL AND VOCATIONAL COLLEGE (MMTVC)

P.O BOX 577-20500 NAROK

PHONE NO: 0799-213-300/0774-213-300

E-mail: principalmmtvc@gmail.com/www.mmtvc.ac.ke:



TENDER NOTICE

INVITATION FOR REGISTRATION OF SUPPLIERS

Maasai Mara Technical and Vocational College is in the process of registering suppliers for the under listed goods, services and works for the financial years **2025/2026-2026/2027**.

Category Number	Category Description	Eligibility
CATEGORY A: SUPPLY OF GOODS		
MMTVC/RS/01/2025-2027	Supply & delivery of general office stationery & rubber stamps	Special Group
MMTVC/RS/02/2025-2027	Supply, delivery and installation of computers, laptops, printers.	Open
MMTVC/RS/03/2025-2027	Supply & delivery of assorted hardware materials.	Open
MMTVC/RS/04/2025-2027	Supply & delivery of building materials (building sand, stones, hardcore, etc	Open
MMTVC/RS/05/2025-2027	Supply & delivery of electrical items, fittings & electronics	Open
MMTVC/RS/06/2025-2027	Supply & delivery of office & students' furniture e.g. Chairs, beds, tables	Open
MMTVC/RS/07/2025-2027	Supply & delivery of cleaning materials. detergents, kerrol etc	Special Group
MMTVC/RS/08/2025-2027	Supply & delivery of uniforms, other linens e.g. staff uniform.	Open
MMTVC/RS/09/2025-2027	Supply & delivery of charcoal & dry firewood	Special Group
MMTVC/RS/10/2025-2027	Supply & delivery of fruits, Vegetables, Onion, Tomatoes, Green groceries.	Special Group
MMTVC/RS/11/2025-2027	Supply & delivery of meat and milk allied products.	Special Group
MMTVC/RS/12/2025-2027	Supply & delivery of Mechanical, plumbing training materials.	Open
MMTVC/RS/13/2025-2027	Supply & delivery of general shop items, rice, sugar, cooking oil etc	Open
MMTVC/RS/14/2025-2027	Supply & delivery of cereals (Beans, Green grams, maize etc.)	Special Group
MMTVC/RS/15/2025-2027	Supply & delivery of library books, journal & periodicals.	Open
MMTVC/RS/16/2025-2027	Supply & delivery of games equipment, sportswear & allied products	Open
MMTVC/RS/17/2025-2027	Supply & delivery of hospitality items cutlery, fridges, deep freezer etc	Open
MMTVC/RS/18/2025-2027	Supply & delivery of general tonners.	Special Group
MMTVC/RS/19/2025-2027	Supply & delivery of pharmaceutical drugs	Open
MMTVC/RS/20/2025-2027	Supply & delivery of farm inputs i.e pesticides, seedlings	Special Group
MMTVC/RS/21/2025-2027	Supply & delivery of student mattresses.	Open
MMTVC/RS/22/2025-2027	Supply & delivery of bread.	Open
MMTVC/RS/23/2025-2027	Supply , delivery and installation of CCTVs and general networking.	Open
MMTVC/RS/24/2025-2027	Supply & delivery of branded materials. e.i brochures, flyers etc	Open
MMTVC/RS/25/2025-2027	Supply & delivery of Textile materials and equipment.	Open
MMTVC/RS/26/2025-2027	Supply & delivery of Beauty and cosmetic products and equipment.	Open

MMTVCRS/27/2025-2027	Supply & delivery of gas, diesel & petroleum products.	Open
CATEGORY B. PROVISION OF SERVICES		
MMTVCRS/28/2025-2027	Provision of sanitary disposal services, pest control, fumigation services.	Open
MMTVCRS/29/2025-2027	Supply, delivery and installation & maintenance of firefighting equipment.	Open
MMTVCRS/30/2025-2027	Provision of insurance cover for students and college assets.	Open
MMTVCRS/31/2025-2027	Provision of minor works services, building, painting, renovation, general repairs.	Open
MMTVCRS/32/2025-2027	Provision of college asset tagging	Open
MMTVCRS/33/2025-2027	Provision of repair, maintenance and servicing of motor vehicle and generator.	Open
MMTVCRS/34/2025-2027	Provision of Exhauster services & water bowser services.	Open
MMTVCRS/35/2025-2027	Provision of supply and delivery of public address systems, decorations of tents and related items.	Open

Registration documents may be obtained from Supply Chain Office upon payment of non-refundable fee of Kshs 1,000 at Accounts office. The documents can also be downloaded from the college website www.mmtvc.ac.ke or The public Procurement Information Portal at <https://tenders.go.ke> The Special groups are who have been registered with their respective authorizing bodies are encouraged to apply.

Completed registration of documents enclosed in plain sealed envelopes clearly marked with **“Category No. and Category Description”** as described in the Tender Notice should be addressed to:

**Principal/Secretary BOG,
Maasai Mara Technical and Vocational College
P.O Box 577, NAROK**

And be placed in the **Tender Box** situated at the Administration block so as to reach the above address on or before **17th June 2025 12.00 noon**. Opening of the registration documents will be done publicly soon after closing time at the college in the presence of the bidders or their representatives who choose to attend.

REGISTRATION INSTRUCTIONS

1.1 Introduction

Maasai Mara Technical and Vocational College would like to invite interested and eligible bidders who must qualify by meeting the set criteria as provided in this Registration Document to supply and deliver or provision of goods and services to Maasai Mara and Vocational College.

1.2 Registration Objective

The main objective is to supply and deliver a specified items and also provide services under relevant Quotations to Maasai Mara and Vocational College as and when required during the period ending FY 2025-2027

1.3 Invitation of Registration

Suppliers registered with the Registrars of Companies under the laws of Kenya in respective merchandise or services are invited to submit their Registration Documents to **Maasai Mara Technical and Vocational College** so that they may be registered for submission of **Quotations** during the period.

1.4 Experience

Potential suppliers must demonstrate the capacity, willingness and commitment to meet the Registration Criteria.

1.5 Registration Document

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

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

1.6 Submission of Registration Documents

Original copy of completed registration data and other requested information shall be submitted to reach:

**PRINCIPAL /BOG SECRETARY
MAASAI MARA TECHNICAL AND VOCATIONAL COLLEGE.
P.O BOX 577-20500 NAROK.
CELL PHONE NO: 0799213300**

1.7 Questions arising from documents

Questions that may arise from the Registration Documents should be directed to MAASAI MARA TECHNICAL AND VOCATIONAL COLLEGE **whose** address is given above.

1.8 Additional information

Maasai Mara Technical and Vocational College reserves the right to request submission of additional information from prospective bidders.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINE

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 Customs clearance

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

2.3 Contract price

The contract shall be of unit price type or cumulative of computed unit price and Quantities required.

Prices quoted should be inclusive of all delivery charges and taxes.

2.4 Payments

All local purchase orders shall be on credit between the procuring Entity and the supplier 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 in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category 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 Regulations and as indicated in the appendix to instructions to candidates

3.3.2 The procuring entity's employees are not eligible to participate in the tender unless where specially allowed under section 66 (5) of PPADA, 2015.

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

3.3.4 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.

3.3.5 Past Experience

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 a sworn statement Form REG-4 by the 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 the opinion 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 MMTVC 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)

3.7 Registration Criteria

Required Information - Form Type

Registration Documentation - REG-1

Confidential Report - REG-2

Past Experience - REG-3

Sworn Statement - REG-4

FORM REG-1: EVALUATION CRITERIA

Maasai Mara 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 required to fill separate registration documents for each category.
- iii) Bidders interested in registering for AGPO opportunities **MUST** indicate the preferred category on cover page
- iv) Bids **MUST** meet the entire requirement 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 matrixes below:

EVALUATION CRITERIA

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

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
A1	Certificate of Incorporation/Business Registration (Attach copy)	
A2	Registration with National Construction Authority (NCA) category 8 and above in building/civil works for those in building industry (attach copy)	
A3	Valid Tax Compliance Certificate (Attach copy)	
A4	Business/Company Profile	
A5	Current CR12 showing the shareholding of the firm where applicable i.e Not applicable to Sole proprietor	
A6	A valid certificate of relevant regulatory bodies where applicable e.g EPRA, Valuers Registration Board, Drugs & Poisons Board	

B	GENERAL REQUIREMENTS (ATTACH COPIES)	MARKS
B1	Company Profile Provide key details of the service rendered (6) - Postal Address (3) - Telephone Number (3) - Email Address (3)	15
B2	Business Ownership: Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor	15
B3	Financial Capability Recommendation letter from the bank/ Bank Statement (s)	20
B4	Experience Indicate having undertaken similar assignment with at least 3 firms (Attach copies of LPOs, Letters of Award Etc)	30

B5	Credit Period Indicate Credit Period willing to offer - 30 Days and more (15) - Less than 30 days (5)	15
B6	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 60%,
Suppliers under AGPO may be exempted from some of requirements on General Requirements**

(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 StampSign.....

For Official Use Only

Approved /Not Approved

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)**.

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 Office: 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 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:	
13.	Name of your Bankers: Branch:	
14.	Your trade terms (mode or payment- cash..... or credit.....credit period allowed	

FORM II - DETAILS OF DIRECTOR/PARTNERS

	Names	Nationality	%of Shares
1			
2			
3			
4			

REG-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS**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)

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)

Name of 3rd 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)

REG-4 SWORN STATEMENT

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

That the information furnished in our/my application is accurate to the best of my/our knowledge.

That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.

When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.

We/I enclose all the required documents and information required for the Registration evaluation.

Applicant's Name/Company Name.....

Represented By.....

Date

Signature &Stamp.....

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

REG- 5 LITIGATION HISTORY

Name of Contract

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	DISPUTE DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

POST QUALIFICATION- (DUE DELIGENCE)

Documentation may be subjected to verification for confirmation of the authenticity from relevant institutions.