

KITUTU MASABA TECHNICAL AND VOCATIONAL COLLEGE



PO. BOX 189 – 40202 KEROKA
Mobile: 0743 480 999, 0782 490 068
Email: kitutumabatvc@gmail.com
Website: www.kmtvc.ac.ke



INVITATION TO TENDER

Kitutu Masaba Technical and Vocational College invites eligible bidders to tender for pre-qualification and registration for provision of goods and services for the period 2026/2027-2027/2028 in the categories listed below.

A: SUPPLY AND DELIVERY OF GOODS

CATEGORY NO.	CATEGORY NAME	ELIGIBILITY
KMTVC/PRE/1/2026-2028	Supply and delivery of newspapers and periodicals	Open
KMTVC/PRE/2/2026-2028	Supply and delivery of general hardware materials, building, construction, and plumbing materials and equipment	Open
KMTVC/PRE/3/2026-2028	Supply and delivery of kitchen appliances and utensils	Reserved
KMTVC/PRE/4/2026-2028	Supply and delivery of agricultural equipment and farm inputs	Open
KMTVC/PRE/5/2026-2028	Supply and delivery of electrical and electronics materials, fittings and appliances	Reserved
KMTVC/PRE/6/2026-2028	Supply and delivery of sportswear and sports equipment	Open
KMTVC/PRE/7/2026-2028	Supply and delivery of tents and chairs	Open
KMTVC/PRE/8/2026-2028	Supply and delivery of meat, eggs, fresh vegetables and fruits	Reserved
KMTVC/PRE/9/2026-2028	Supply and delivery of foodstuff and kitchen supplies such as sugar, flour, cooking oil, etc.	Open
KMTVC/PRE/10/2026-2028	Supply and delivery of general cleaning materials such as detergents, disinfectants, etc	Reserved
KMTVC/PRE/11/2026-2028	Supply and delivery of textbooks and reference materials; printed and electronic	Open
KMTVC/PRE/12/2026-2028	Supply and delivery of computers, UPS, printers, photocopying machines and their associated accessories such as software, toners and printer inks, and ICT training materials	Open
KMTVC/PRE/13/2026-2028	Supply and delivery of hairdressing and beauty therapy materials, machines and equipment	Open
KMTVC/PRE/14/2026-2028	Supply and delivery of workshop equipment and machinery	Open
KMTVC/PRE/15/2026-2028	Supply and delivery of bottled water and other refreshments like soda, juices, etc.	Reserved

KMTVC/PRE/16/2026-2028	Supply and delivery of fashion and design materials, textiles, tools and equipment	Reserved
KMTVC/PRE/17/2026-2028	Supply and delivery of office stationery	Reserved
KMTVC/PRE/18/2026-2028	Supply and delivery of automotive, welding and mechanical engineering materials, tools and equipment	Open
KMTVC/PRE/19/2026-2028	Supply and delivery of office furniture and equipment such as cabinets	Open
KMTVC/PRE/20/2026-2028	Supply and delivery of refrigeration materials tools and equipment	Open
KMTVC/PRE/21/2026-2028	Supply and delivery of uniforms and other branded materials	Reserved

B: PROVISION OF SERVICES/WORKS

CATEGORY NO.	CATEGORY NAME	ELIGIBILITY
KMTVC/PRE/22/2026-2028	Provision of civil works and construction services	Open
KMTVC/PRE/23/2026-2028	Provision of advertisement services; print media and radio	Open
KMTVC/PRE/24/2026-2028	Provision of insurance services/cover for college property and equipment and for students on attachment	Open
KMTVC/PRE/25/2026-2028	Provision and servicing of fire-fighting equipment	Open
KMTVC/PRE/26/2026-2028	Provision of website development and maintenance	Open
KMTVC/PRE/27/2026-2028	Provision of internet and networking services	Open
KMTVC/PRE/28/2026-2028	Provision of sanitary and waste disposal services	Open
KMTVC/PRE/29/2026-2028	Provision of Management Information System (MIS)	Open
KMTVC/PRE/30/2026-2028	Provision of event management, catering services and conference facilities	Reserved
KMTVC/PRE/31/2026-2028	Servicing and repair of office equipment such as photocopying machines and printers	Open
KMTVC/PRE/32/2026-2028	Provision of security services	Open
KMTVC/PRE/33/2026-2028	Provision of printing services for items such as posters, banners, student log books, student IDs and branded envelopes	Reserved
KMTVC/PRE/34/2026-2028	Provision of interior design, landscaping and gardening services	Reserved
KMTVC/PRE/35/2026-2028	Provision of installation of CCTV cameras, intercom and biometrics	Open
KMTVC/PRE/36/2026-2028	Provision of consultancy services (specify category)	Open
KMTVC/PRE/37/2026-2028	Provision of repairs and maintenance of buildings, small construction works, electrical works, carpentry and welding services (specify category)	Open
KMTVC/PRE/38/2026-2028	Provision of manual/casual labour services	Reserved
KMTVC/PRE/39/2026-2028	Provision of asset valuation, coding, tagging and related services	Open
KMTVC/PRE/40/2026-2028	Servicing of workshop equipment, tools and machinery	Open

NOTE:

- The following requirements should be met and the relevant copies enclosed.
 - (a) Registration Certificate/Certificate of Incorporation
 - (b) Business Permit
 - (c) Pin Certificate
 - (d) A valid Tax Compliance Certificate
 - (e) Tender purchase receipt (where applicable)
 - (f) Letter(s) of recommendation from your current corporate clients
 - (g) Detailed company profile
 - (h) Duly filled form of tender.
- Reserved categories are for youth, women and persons with disabilities' owned enterprises registered by the public procurement directorate. They must show proof of registration by providing a valid AGPO certificate.
- Suppliers applying for provision of insurance services must attach valid certificates from the Insurance Regulation Authority
- Contractors applying for provision of construction services must be registered with the National Construction Authority
- Tender documents are available on our website www.kmtvc.ac.ke, the Public Procurement Information Portal or can be collected physically from our procurement office during normal working hours, Monday to Friday, upon payment of a non-refundable fee of Ksh. 1000.00 (one thousand shillings only) per category, to the accounts office strictly in bankers cheque payable to Kitutu Masaba Technical and Vocational College, or can be deposited in the college bank account; KCB Account Number 1284015963.
- Suppliers who wish to tender for more than one category will be required to fill separate forms for each tender.
- Completed tender documents should be enclosed in plain sealed envelopes clearly marked with the tender number and should not bear any indication of the tenderer's name. They should be deposited in the tender box at the administration block or addressed to the undersigned to reach the institution not later than **12th June, 2026 at 11:00 am**. Tenders will be opened soon after in the presence of bidders who choose to attend or their representatives. The institution reserves the right to accept or reject any tender(s) in part or whole. Late tenders will be rejected.

**THE PRINCIPAL/SECRETARY, BOG
KITUTU MASABA TECHNICAL AND VOCATIONAL COLLEGE
P.O.BOX 189-40202
KEROKA.**

KITUTU MASABA TECHNICAL & VOCATIONAL COLLEGE P. O. Box 189 - 40202, KEROKA.
21 MAY 2026
PRINCIPAL
Sign:.....

[Handwritten signature]
Approved for
circulation.



KITUTU MASABA TECHNICAL AND VOCATIONAL COLLEGE

PO BOX 189 – 40202 KEROKA

Mobile: 0743480999, 0782490068

Email: kitutumasabatvc@gmail.com, website: www.kmtvc.ac.ke



FORM OF TENDER

PRE-QUALIFICATION OF SUPPLIERS AND SERVICES FOR PERIOD ENDING 30TH JUNE 2028

PRE-QUALIFICATION CATEGORY NUMBER

PRE-QUALIFICATION CATEGORY NAME

.....

SUBMIT TWO COPIES;

ORIGINAL AND COPY

TO

PRINCIPAL/SECRETARY BOG

KITUTU MASABA TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX 189-40202

KEROKA

NB If in the reserve category/group(s) please indicate (tick)

Women

Youth

PWD

CLOSING DATE AND TIME: 12TH JUNE, 2026 AT 11.00 AM

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
1.1 SCOPE OF THE TENDER	3
1.2 SUBMISSION OF APPLICATION	3
1.3 ELIGIBILITY OF CANDIDATES	3
1.4 QUALIFICATION CRITERIA	3
1.5 OBJECTIVES OF THE ASSIGNMENT	3
1.6 CLARIFICATIONS.....	3
1.7 PREPARATIONS OF PRE-QUALIFICATION DOCUMENTS	3
1.8 PERIOD OF VALIDITY.....	4
1.9 SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS	4
1.10 DEADLINE FOR SUBMISSION	4
1.11 LITIGATION HISTORY	4
SECTION II.....	5
2.1 EVALUATION CRITERIA	5
2.2 EVALUATION CRITERIA FOR GENERAL PUBLIC	5
2.3 EVALUATION CRITERIA FOR REGISTERED SPECIAL GROUPS.....	6
2.4 GENERAL REQUIREMENTS.....	6
2.5 CONFIDENTIALITY	6
SECTION III	7
LETTER OF APPLICATION	7
SECTION IV – DECLARATION	8
SECTION V –CONFIDENTIAL BUSINESS QUESTIONNAIRES.....	9
CERTIFICATION.....	9
REFERENCES	10
FIRMS’ REFERENCE	10
SECTION VI- LITIGATION HISTORY.....	11

SECTION I – INSTRUCTIONS OF THE TENDER

1.1 SCOPE OF THE TENDER

Kitutu Masaba Technical and Vocational College (hereinafter referred to as the college) intends to pre-qualify suppliers for supply and delivery of goods and services for various categories for the financial years 2026/2027 and 2027/2028.

1.2 SUBMISSION OF APPLICATION

Application for pre-qualification shall be submitted in a sealed envelope clearly marked with the tender category name and tender number and deposited in the tender box situated at the administration block, Kitutu Masaba Technical and Vocational College, so as to be received on or before **12th June 2026, at 11:00am.**

1.3 ELIGIBILITY OF CANDIDATES

Incorrectly addressed envelopes will not be opened. Late submissions will be rejected. All information requested for shall be provided in English language. Failure to provide information that is essential for effective evaluation of the applicant's qualification and documentation will result to the application being disqualified. This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's public procurement law as indicated in the tender documents.

The college's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in tender. All applicants found capable of performing the contract satisfactorily in accordance to the set pre -qualification criteria shall be prequalified.

1.4 QUALIFICATION CRITERIA

Pre-qualification will be based on meeting the minimum requirements to pass in the criteria. The declaration will either be pass or fail based on applicants' letter of application, mandatory requirements, company information and capability and litigation history. The college requires that tenderers to observe highest standards of ethics during selection and execution of contracts.

The following rules will apply;

- a) The College will reject a tenderer for prequalification if it determines that a tenderer has engaged in corrupt or fraudulent activities in competing for contract in question.
- b) The College will have the right to inspect the business premises of the tenderer and declare the tenderer ineligible for pre-qualification if any time it determines that the tenderer has no known official address.

1.5 OBJECTIVES OF THE ASSIGNMENT

The main objective of pre-qualifying suppliers is to have a standby list of suppliers for the years 2026-2028 for provision of goods, services and works for the effective delivery of services within the college.

1.6 CLARIFICATIONS

Applicants may request for clarification on pre- qualification document up to three days before due date of submission, any clarification request must be sent in writing via email; kitutumasabatvc@gmail.com.

1.7 PREPARATIONS OF PRE-QUALIFICATION DOCUMENTS

- a) Applicants are required to meet the qualification criteria stipulated in this document. Those who do not meet requirements need not to submit the applications. Only applicants who fulfill these requirements will be prequalified.

b) The prequalification documents shall not include any financial information other than either audited accounts for the last two (2) years for firms that have been operational for more than two years, or certified management accounts by certified accountants, or last six months certified bank statements for businesses that have been operational for less than two years.

1.8 PERIOD OF VALIDITY

The request for pre-qualification must remain valid from the date of submission and candidates shall be pre-qualified for a period of two financial years.

1.9 SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS

The original pre-qualification documents shall be prepared using indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by applicant, any such corrections must be initiated by the person who signs the pre-qualification documents. The pre-qualification documents should be prepared and submitted in **one original** and **one (1) copy** in a plain sealed envelope clearly marked; **TENDER NO; KMTVC/PRE/...../2026-2028.**

Completed pre-qualification documents should be deposited in the tender box provided at the administration block, Kitutu Masaba Technical and Vocational College or be addressed and posted to;

**THE PRINCIPAL/SECRETARY BOG
KITUTU MASABA TECHNICAL AND VOCATIONAL COLLEGE
P.O BOX 189-40202
KEROKA**

1.10 DEADLINE FOR SUBMISSION

The closing date and time for submission of the pre-qualification documents shall be **12th June 2026** at **11:00 am**. Late applications received after the deadline shall be rejected and will not be considered for evaluation. The college tender opening committee shall open the tenders immediately after the closing time for submissions of the pre-qualification documents in the presence of the applicants or their representatives who choose to attend.

1.11 LITIGATION HISTORY

The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years.

SECTION II

2.1 EVALUATION CRITERIA

Kitutu Masaba Technical and Vocational College will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness. There shall be two phases of carrying out the evaluation of pre-qualification applications

Phase 1-Preliminary evaluation

The committee will do a preliminary evaluation to ascertain whether the documents submitted have been submitted in a sealed plain envelop clearly marked denoting the supply category tender number and category name of desired supply items(s). Incorrectly addressed envelopes or those lacking details shall remain unopened and not evaluated.

Phase 2-Detailed evaluation phase

Completeness and sufficiency in responsiveness will be examined in this phase on: Company and general information, registration particulars i.e. certificate with relevant regulatory boards/professional associations

- a) Duly filled signed and stamped letter of application
- b) Duly filled, signed and stamped declaration
- c) Duly filled, signed and stamped confidential business questionnaires
- d) Duly filled and stamped reference
- e) Duly filled, signed and stamped firms references

Notification of prequalification result will be done once the list of those who succeeded to be pre-qualified has been approved and ratified by the authorizing officials of Kitutu Masaba Technical and Vocational College

NB For reserved category for youth, women and persons with disability should be registered with national treasury or any other relevant bodies. Failure to provide the mandatory documents tabulated will lead to disqualification

2.2 EVALUATION CRITERIA FOR GENERAL PUBLIC

NO	MANDATORY REQUIREMENTS	COMPLIANCE YES/NO
i	Valid certificate of incorporation/business registration (attach a copy)	
ii	Personal Identification Number (PIN)certificate (attach a copy)	
iii	Current valid tax compliance certificate (attach a copy)	
iv	Physical location of the business premises (see confidential business questionnaires)	

NO	GENERAL REQUIREMENTS	MAXIMUM SCORES
i	Supplier availability Postal address (3.5) Telephone number (3.5) Email address (3.0)	10
ii	Business ownership Company/business profile (5) Disclosure of directors/partners/sole proprietor (5)	10
iii	Financial capability -audited reports for the last 2 years (5) Bank statements (5)	10

iv	Personal capability, Indicative qualification of key personnel, education, professional qualifications, experience and their functions	10
v	Experience: Having undertaken similar assignment with at least 3 firms (5) Attach a copy of proof of LPOs, LSOs completion certificate contracts (5)	10
vi	Supply capacity: Maximum volume of business handled in the last two years 2 million and above – (12), 1-2 million – (9) 250,000 – (6)	12
vii	Credit period: Indicate credit period willing to offer 90 days-(12) 60 days-(9) 30 days-(6)	12
viii	Presentation of prequalification documents	5
ix	Duly filled -letter of application -declaration form -confidential business Questionnaire -reference	15
x	Eligibility and disclosure of litigation history	6

2.3 EVALUATION CRITERIA -FOR REGISTERED SPECIAL GROUPS

NO	MANDATORY: REQUIREMENTS	COMPLIANCE YES/ NO
i.	Reserved for youth, women and persons with disability should be registered with national treasury or any other relevant bodies	
ii.	Physical location of business premises (see confidential business questionnaires)	
iii.	Duly filled ▪ Letter of application ▪ Declaration form confidential business ▪ Questionnaires ▪ Reference	

Additional information for category under provision of insurance services, the applicant shall;

- a) Provide certificate of registration as an insurance company
- b) Certificate of membership of the Association of Insurance Brokers of Kenya

Additional information for category under provision of Building and Construction, the applicant shall; provide certified current registration by National Construction Authority (NCA).

The pass mark for pre-qualification is 60%

2.4 GENERAL REQUIREMENTS

The College will examine all applications to determine completeness, general orderliness and sufficiency in responsiveness. Pre-qualification will be based on meeting the minimum criteria. The applicants must have registered offices and the college reserves the discretion of visiting physical premises from which applicants conducts business if so desired to confirm existence and capability to deliver services. The college does not bind itself to assign services but shall endeavor to ensure that applicants are treated fairly when opportunities arise. The applicant shall submit documents that are current and valid. All documents as copies must be certified.

2.5 CONFIDENTIALITY

Information relating to evaluation and recommendation concerning pre-qualification shall not be disclosed to the applicants until the pre-qualified firms have been advised accordingly.

**SECTION III
LETTER OF APPLICATION**

DATE.....

TO: KITUTU MASABA TECHNICAL TRAINING AND VOCATIONAL COLLEGE

P.O BOX 189-40202

KEROKA

Ladies/Gentlemen,

Being duly authorized to represent and act on behalf of.....
(Hereinafter referred to as the applicant), and having reviewed and fully understood all of the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourself as a bidder for the following supply category;

Category Number	Category Name

Attached to this letter are copies of original documents of;

- a) Certificate of Registration/Incorporation
- b) PIN certificate
- c) Valid tax compliance certificate, with current compliance invoices
- d) Valid business permit
- e) Letter (s) of recommendation from your current corporate clients
- f) Detailed company profile
- g) Duly filled form of tender
- h) Tender purchase receipt (where applicable)

NB Special categories (youth, women and persons with disabilities) should be registered with the public procurement directorate, national treasury or any other relevant bodies.

The College is hereby authorized to conduct any inquiries or investigation to verify the statements, documents and information submitted in connection with this application and seeks clarifications from bankers and clients regarding any financial and technical aspect. This letter of applications will also serve as authorization to any individual or authorized representatives of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application. Kitutu Masaba Technical and Vocational College may contact the following entities, firm, and persons for further information/clarification

NameTitle

Email address.....Mobile number.....

NameTitle

Email address.....Mobile number.....

NameTitle

Email address..... Mobile number.....

This application is made with fully understanding that;

- a) Bids by pre-qualified applicants will be subject to verification of all information submitted
- b) The College reserves the right to reject or accept any application, cancel the prequalification process and reject all applications

Request for quotations and bids will only be called from pre-qualified bidders who meet the requirements.

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

Signed:	Signed:
Name:	Name:
Position:	Position:

Official Stamp

SECTION IV – DECLARATION

I/We the undersigned state that the above information is correct and that I/we give the college, authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. company registrar’s office, banks etc.

Signed.....

For and on behalf of.....

In the capacity of

Date.....day of.....2026

Company rubber stamp.....

SECTION V

5.1 CONFIDENTIAL BUSINESS QUESTIONNAIRES

You are requested to give the particulars indicated in part 1 and either part 2 (a), 2(b) or 2(c) whichever is applicable to your type of business.

<p>PART I GENERAL</p> <p>Business name.....</p> <p>Location of business premises (a MUST)</p> <p>Postal address (a MUST)</p> <p>Tel no(s) (a MUST)</p> <p>Email (a MUST)</p> <p>Nature of the business.....</p> <p>Registration certificate no.....</p> <p>Maximum value of business which you can handle at one time -KSH.....</p> <p>Name of your bankers.....</p> <p>Branch</p> <p>NOTE (a must) is requirement for every purpose for ease location and communication,</p>
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<p>PART 2 (a) SOLE PROPRIETOR</p> <p>Your name in full.....Age.....</p> <p>NationalityCountry of origin.....</p> <p>Citizenship details.....</p> <p>Youth /women/person with disability (indicate).....</p> <p>Citizen contactor (indicate).....</p>

<p>PART 2 (b) PARTNERSHIP</p> <p>Give details of partners as follows;</p> <table><thead><tr><th>Name</th><th>Nationality</th><th>Shares</th></tr></thead><tbody><tr><td>1.....</td><td></td><td></td></tr><tr><td>2.....</td><td></td><td></td></tr><tr><td>3.....</td><td></td><td></td></tr><tr><td>4.....</td><td></td><td></td></tr></tbody></table> <p>Youth/woman/person with disability (indicate).....</p> <p>Citizen contractor (indicate).....</p>	Name	Nationality	Shares	1.....			2.....			3.....			4.....		
Name	Nationality	Shares													
1.....															
2.....															
3.....															
4.....															

<p>PART 2 (c) REGISTERED COMPANY</p> <p>Private or public</p> <p>State the nominal and issued capital of company</p> <p>Nominal KSHS. Give details of all directors follows</p> <table><thead><tr><th>Name</th><th>nationality</th><th>citizenship</th><th>details</th><th>shares</th></tr></thead><tbody><tr><td>1.....</td><td></td><td></td><td></td><td></td></tr><tr><td>2.....</td><td></td><td></td><td></td><td></td></tr><tr><td>3.....</td><td></td><td></td><td></td><td></td></tr></tbody></table> <p>Youth /women /persons with disability (indicate).....</p> <p>Citizen contactor (indicate).....</p>	Name	nationality	citizenship	details	shares	1.....					2.....					3.....				
Name	nationality	citizenship	details	shares																
1.....																				
2.....																				
3.....																				

5.2 CERTIFICATION

I, the undersigned certify that this data correctly describes me, my qualification and my experience
.....date.....

(Signature of staff member)

.....date.....

(Signature of authorized representatives of the firm)

Full name of the staff member

Tel No.....

Full name of authorized representatives.....

5.3 REFERENCES

Submit details of organizations where you have undertaken similar services in the format given below:

No	Contact information	Details
1	Name of the company	
	Name of the contact person	
	Designation	
	Telephone number	
	Email address	
2	Name of the company	
	Name of the contact person	
	Designation	
	Telephone number	
	Email address	
3	Name of the company	
	Name of the contact person	
	Designation	
	Telephone number	
	Email address	
4	Name of the company	
	Name of the contact person	
	Designation	
	Telephone number	
	Email address	

Ensure you have provided letters for all the above organization, duly filled and stamped by relevant officer and provide details of the organizations in the format provided. The reference letter must be on the organization letterhead

5.4 FIRMS' REFERENCE

Relevant services carried out in the last three years that best illustrate qualifications.

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment name	Country
Location within the country	Professional staff provided by your firm/entity (profiles)
Name of the client	Clients contacts persons for assignment
Address	No of staff -months; duration of assignment
Start completion date Month/year Month/year	Approx. Value of services KSHs
Name of associated consultants, if any	No of months of professional staff provided by associated consultants
Name of senior staff (project director/coordinator, team leader) involved and functions	
Narrative description of the project	
Description of actual services provided by your staff	

Firm's Name.....

Name and Title of Signatory.....

Telephone no.....
(May be amended as necessary)

**SECTION VI
LITIGATION HISTORY**

Contractors/supplier should provide information on any history of litigation or arbitration resulting from contracts executed in the last three years or currently under execution

Year	Award for or against	Name of client, cause of litigation and matter in dispute	Dispute amount (current value equivalent)