KITUTU MASABA TECHNICAL AND VOCATIONAL COLLEGE

P.O. BOX 189 – 40202 KEROKA
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TENDER DOCUMENT

SUPPLY AND DELIVERY OF A MOTOR VEHICLE

DESCRIPTION	**DETAILS**
Tender Number	KMTVC/ADM//1/2026–2027
Tender date	23/10/2026
Tendering method	Open tendering
Tender closing date and time	6/11/2026, at 11:00am
Tender validity period	30 days from the tender closing date
Delivery period	Within 30 days/weeks after contract commencement

SUBMIT TWO COPIES; ORIGINAL AND COPY TO

PRINCIPAL/SECRETARY BOG

KITUTU MASABA TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX 189-40202

KEROKA

SECTION I – INSTRUCTIONS TO TENDERERS

1.1 Invitation to tender and scope

Kitutu Masaba Technical and Vocational College (hereinafter referred to as "the Procuring Entity") invites sealed tenders from eligible and qualified tenderers for the supply and delivery of a motor vehicle as described in the Technical Specifications and Price Schedule in this document. The tender includes delivery to the College, handover, agreed accessories, manuals, warranty documentation and all other items expressly required in the specifications.

The tenderer shall quote for the complete requirement. The vehicle shall meet the minimum technical requirements set out in Section II. Any proposed equivalent shall be clearly described and supported by manufacturer's literature so that compliance can be assessed objectively.

1.2 Tender document and examination

Tenderers are expected to examine all instructions, forms, terms, conditions and specifications in this document. Failure to provide information requested may lead to rejection where the information is a mandatory requirement or is necessary to determine responsiveness. The tenderer shall bear all costs associated with preparation and submission of its tender; the Procuring Entity shall not be responsible for such costs.

1.3 Clarification and addenda

A tenderer requiring clarification shall submit a written request to the Procuring Entity through kitutumasabatvc@gmail.com at least three (3) days before the closing date, where practicable. Responses and any addenda issued by the Procuring Entity shall be communicated in accordance with applicable procurement requirements and shall form part of the tender document. Tenderers are responsible for taking account of all addenda in their submissions.

1.4 Eligible tenderers and conflict of interest

Participation is open to tenderers eligible under the Public Procurement and Asset Disposal Act, 2015, the applicable Regulations and other relevant laws of Kenya. A tenderer shall disclose any actual, potential or perceived conflict of interest and any relationship that may affect fair competition. Persons or entities disqualified by law, including those subject to applicable debarment, shall not participate.

The Procuring Entity's employees, members of its tender processing committees, members of the Board of Governors and their spouses or children shall not participate where prohibited by applicable law. Tenderers shall provide truthful information and shall not engage in corrupt, fraudulent, collusive, coercive or obstructive practices.

1.5 Mandatory eligibility documents

Tenderers shall submit the documents listed below.

- Duly completed, signed and stamped Form of Tender.
- Copy of a valid certificate of incorporation or business registration.
- Copy of the tenderer's KRA PIN certificate.

- Valid Tax Compliance Certificate.
- Valid business permit or other applicable licence.
- Duly completed and signed tenderer's declaration and conflict-of-interest disclosure.
- Completed technical compliance schedule and manufacturer's brochure/catalogue or other credible technical literature for the vehicle offered.
- Any other document expressly listed as mandatory in the tender notice.

The College may verify submitted information with relevant authorities, clients, manufacturers, financial institutions or other appropriate sources in accordance with the law. A tenderer shall provide clarification when lawfully requested; clarification shall not be used to materially alter the tender.

1.6 Preparation and signing of tenders

The tender and supporting documents shall be prepared in English. The Form of Tender and other forms requiring signature shall be completed by a person duly authorized to bind the tenderer. Any correction, deletion or alteration in the tender shall be initialed by the authorized signatory. The tender shall include all information and supporting evidence requested in this document.

Where an original and copy are required, the tenderer shall mark them "ORIGINAL" and "COPY" respectively. In the event of a discrepancy, the original shall prevail unless the tender document or applicable law provides otherwise.

1.7 Tender prices, taxes and currency

All prices shall be quoted in Kenya Shillings (KSh). The tender price shall be firm for the tender validity period and shall be inclusive of all applicable taxes and all costs necessary to supply and deliver the vehicle in accordance with the tender, including transport, delivery, agreed accessories, inspection, pre-delivery preparation, registration/number plates and documentation where these are included in the required scope. Any excluded cost must be expressly identified; an incomplete or conditional price may be treated in accordance with the tender conditions and applicable law.

The tenderer shall state the total price in figures and words. Where the amounts differ, the discrepancy shall be dealt with in accordance with the applicable tender rules. Any optional item not requested shall be priced separately and shall not form part of the evaluated price unless the tender document expressly provides otherwise.

1.8 Tender validity

Tenders shall remain valid for the period specified on the cover page, calculated from the tender closing date. A tender offering a shorter validity period may be treated as non-responsive. Any extension of validity shall be requested and handled in accordance with applicable procurement law; a tenderer shall not be required to change its tender price as a condition of an extension.

1.9 Sealing, marking and submission

The tender shall be enclosed in a sealed envelope, with no indication of the tenderer's name and clearly marked:

TENDER FOR SUPPLY AND DELIVERY OF A MOTOR VEHICLE
TENDER NO. KMTVC/ADM/1/2026–2027

The envelope shall be deposited in the tender box at the Administration Block, Kitutu Masaba Technical and Vocational College, or delivered to the address below before the deadline stated in the tender notice:

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

The tenderer is responsible for ensuring that its tender is received before the deadline. Tenders submitted after the deadline shall be rejected. The Procuring Entity shall not be responsible for a tender delivered to an incorrect location.

1.10 Deadline, withdrawal and modification
The deadline for receipt of tenders is the date and time stated in the tender notice. A tenderer wishing to withdraw or modify a tender shall do so in writing before the deadline, in a manner that clearly identifies the tender and is received before the deadline. No tender may be withdrawn or modified after the deadline except as permitted by applicable procurement law.

1.11 Tender opening
Tenders shall be opened at the date, time and place stated in the tender notice, following the applicable procurement procedures. Tenderers or their representatives may attend if they choose to. The opening committee shall record the details required by the applicable rules. Information not required to be announced at opening shall remain subject to the evaluation and confidentiality provisions of the law.

1.12 Evaluation and comparison
Evaluation shall be carried out in the stages required by the applicable procurement legislation and the evaluation criteria disclosed in the tender document. The evaluation shall ordinarily consider:

- Preliminary examination of submission and mandatory requirements.
- Eligibility and compliance with statutory requirements.
- Technical responsiveness to the vehicle specifications and required supporting documents.
- Financial evaluation and comparison of responsive tenders, including applicable taxes and other costs included in the stated evaluation method.

A tender shall not be rejected on the basis of an undisclosed criterion. The Procuring Entity may seek clarification in accordance with the law but shall not permit a tenderer to materially change its offer or price through clarification. Award shall be made in accordance with the disclosed criteria and applicable law.

1.13 Notification of award and contract

The successful tenderer shall be notified in writing in accordance with the applicable procurement requirements. The tenderer shall complete the required contract formalities within the period stated in the notification. No tenderer shall assume that a contract exists until the required award and contract procedures have been completed.

1.14 Right to reject or cancel

The Procuring Entity reserves the right to reject a tender in part or whole, or cancel the procurement, only on grounds and through procedures permitted by the Public Procurement and Asset Disposal Act, 2015, the applicable Regulations and other relevant law. Any such decision shall be communicated as required by law.

1.15 Ethics, confidentiality and complaints

Tenderers shall observe the highest standards of ethics during the procurement and contract execution. Information relating to evaluation and recommendations shall be handled in accordance with applicable confidentiality requirements. A tenderer wishing to challenge a procurement decision shall use the review and complaint mechanisms provided under Kenyan procurement law.

1.16 Litigation and performance history

Tenderers shall disclose material litigation, arbitration, termination for default or other relevant contract-performance issues requested in the forms in this document. Information shall be accurate and shall cover the period specified in the relevant form. The Procuring Entity may verify the information as permitted by law.

SECTION II – TECHNICAL SPECIFICATIONS AND PRICE SCHEDULE

2.1 Vehicle requirement

The Procuring Entity intends to purchase one (1) motor vehicle for use by the College. The precise vehicle type, seating capacity, engine, fuel type, transmission, drive type and other operational requirements are listed below.

Note: Indicate the particular model you are offering in number 2 below (9L or 7), fill both if offering both options

No.	Specification / requirement	Minimum requirement to be completed by KMTVC	Tenderer's offer / evidence
1	Quantity	1 motor vehicle	
2 (a)	Make and model	Toyota Hiace 9L, high roof	
(b)	Make and model	Toyota Hiace 7L	
3	Vehicle status	Used (Ex-Japan or Ex-UK)	
4	Condition	Low mileage; tenderer to state actual odometer reading	
5	Seating capacity, excluding driver	16 persons	
6	Engine capacity / power	3000cc	
7	Fuel type	Diesel	
8	Engine type	1KD-FTV	
9	Year of manufacture	2019 or later	
10	Transmission	Manual	
11	Drive configuration	2-wheel drive (2WD)	
12	Safety equipment	Seat belts, airbags, ABS and other applicable safety features	
13	Tyres and spare wheel	Tyres should be in good condition	
14	Delivery period	Within days 30 of contract commencement	
15	Documentation	Delivery documents and other ownership records	

2.2 Technical compliance schedule

The tenderer shall complete the last column and attach supporting manufacturer's literature. A response of "Comply" should be supported by sufficient details where the requirement is measurable.

Note: In No.1 below, tick as appropriate, tick both if offering both options.

No.	Requirement	Comply (Yes/No)	Details / reference to brochure
1 (a)	Vehicle offered is Toyota Hiace 9L, high roof, with 16-seat capacity		
(b)	Vehicle offered is Toyota Hiace 7L, with 16 seat capacity		
2	Year of manufacture is 2019 or later		
3	Vehicle meets the specified condition and has low mileage; tenderer states odometer reading		
4	Engine type 1KD, diesel fuel, manual transmission and 2-wheel drive (2WD)		
5	Safety features meet the stated requirements		
6	Delivery period meets the requirement		
7	Required vehicle documentation will be supplied		

2.3 Price schedule

Tenderers shall complete all columns. The price shall include all costs required by the stated scope and shall be inclusive of applicable taxes. Fill in the appropriate table. Fill in both tables if offering both options.

1. Toyota Hiace 9L

Item	Description	Qty	Unit price (KSh)	Total price (KSh)
1	Supply and delivery of the motor vehicle meeting Section II, including specified accessories, delivery and all included costs	1		
2	Registration, number plates, documentation or other separately priced item, if required and not already included	1		
3	1 year Comprehensive Insurance	1		
	TOTAL TENDER PRICE INCLUSIVE OF APPLICABLE TAXES			

Total tender price in words: Kenya Shillings

_____

VAT and other applicable taxes included in total: YES / NO (if no, explain):

_____

Any exclusions or exemptions:

_____

2. Toyota Hiace 7L

Item	Description	Qty	Unit price (KSh)	Total price (KSh)
1	Supply and delivery of the motor vehicle meeting Section II, including specified accessories, delivery and all included costs	1		
2	Registration, number plates, documentation or other separately priced item, if required and not already included	1		
3	1 year Comprehensive Insurance	1		
	TOTAL TENDER PRICE INCLUSIVE OF APPLICABLE TAXES			

Total tender price in words: Kenya Shillings

_____

VAT and other applicable taxes included in total: YES / NO (if no, explain):

_____

Any exclusions or exemptions:

_____

SECTION III – TENDER SUBMISSION FORM AND DECLARATION

To: The Principal/Secretary, Board of Governors,

Kitutu Masaba Technical and Vocational College,

P.O. Box 189–40202, Keroka.

Tender Number: KMTVC/ADM/1/2026–2027

Tender Title: Supply and Delivery of a Motor Vehicle

Having examined the tender document, including the instructions, technical specifications, price schedule and contract conditions, we the undersigned offer to supply and deliver the required motor vehicle in conformity with the tender document for the total price of Ksh _____

(In words: _____), inclusive of applicable taxes and costs stated in our price schedule.

We confirm that:

- Our tender shall remain valid for the period specified in the tender document;
- We have examined the tender requirements and have included the costs necessary to perform the contract as offered;
- The information and supporting documents submitted with this tender are true and accurate;
- We have disclosed any conflict of interest required to be disclosed;
- We have not engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in connection with this tender;
- If our tender is accepted, we shall enter into the required contract and deliver the vehicle in accordance with the accepted tender and contract.

Name of tenderer/company:

_____

Business registration number: _____

KRA PIN: _____

Name of authorized signatory: _____

Designation: _____

Signature: _____ Date: _____

Official stamp:

SECTION IV – TENDERER'S DECLARATION AND CONFLICT OF INTEREST

4.1 Declaration

I/We, the undersigned, declare on behalf of the tenderer that the information supplied in this tender is true and complete to the best of our knowledge; that the tenderer is eligible to participate in this procurement under applicable Kenyan law; and that the tenderer has not engaged in any prohibited practice in connection with this tender. I/We understand that a material false statement or concealment may result in action permitted by law.

4.2 Conflict of interest disclosure

Does the tenderer, its owners, directors, partners, proposed subcontractors or agents have any relationship or interest that may create an actual, potential or perceived conflict of interest with the Procuring Entity or persons involved in this procurement?

☐ No ☐ Yes (give full details):

_____

_____

_____

Tenderer's name:

_____

Authorized signatory: _____ Designation: _____

Signature: _____Date: _____

Official stamp:

SECTION V – CONFIDENTIAL BUSINESS QUESTIONNAIRE

Tenderers are requested to provide the following particulars. Attach additional sheets where necessary.

PART I – GENERAL INFORMATION

Information required	Tenderer's response
Registered business / company name	
Trading name, if different	
Registration / incorporation number and date	
KRA PIN	
Business permit number and expiry date	
Physical location of business premises (required)	
Plot / building and street / road	
Postal address	
Telephone number	
Email address	
Nature of business / vehicle supply business	
Maximum value of business that can be handled at one time (KSh)	
Bank name and branch (if relevant to due diligence)	
Name and contact of person authorized to receive correspondence	
Manufacturer / dealer / distributor status; give details	

PART II – OWNERSHIP DETAILS

A. Sole proprietor (if applicable): Full name _____ Nationality _____

B. Partnership (if applicable):

Name of partner	Nationality / citizenship details	Share / interest
1.		
2.		
3.		
4.		

C. Registered company: ☐ Private ☐ Public. Issued share capital (if applicable): KSh _____

Name of director / beneficial owner	Nationality / citizenship details	Shareholding / beneficial interest
1.		
2.		
3.		
4.		

Attach ownership particulars where required by the tender notice.

PART III – FINANCIAL AND BUSINESS CAPABILITY

Provide the financial or business-capability information specifically required in the tender notice, if any. Brief description of vehicle supply experience, dealership arrangements, stock / sourcing capability and after-sales support:

_____

_____

_____

SECTION IV – EXPERIENCE AND REFERENCES

6.1 Relevant supply experience

List relevant completed or ongoing contracts for supply and delivery of motor vehicles or comparable goods within the period specified in the tender notice. Where the tenderer has no previous comparable contract, state this clearly. Experience shall be assessed only in accordance with the disclosed evaluation criteria.

No.	Client / organization	Description of supply	Contract value (KSh)	Year	Contact person / telephone / email
1					
2					
3					

6.2 Client references

The Procuring Entity may verify the references provided. Reference letters or completion certificates should be attached.

No.	Name of client / organization	Contact person and designation	Telephone / email	Contract / supply reference
1				
2				
3				

SECTION VII – LITIGATION AND CONTRACT PERFORMANCE HISTORY

The tenderer shall disclose material litigation, arbitration, termination for default or other contract-performance disputes during the last five (5) years, or such other period as specified in the tender notice. If none, write "NIL".

Year	**Client / contracting entity**	**Nature of dispute / cause**	**Amount (KSh)**	**Outcome / status**

I/We certify that the information above is accurate and complete. The Procuring Entity may verify it as permitted by law.

Name of authorized signatory: _____ Designation: _____

Signature: _____Date: _____

Official stamp:

SECTION VIII – DELIVERY, INSPECTION, WARRANTY AND CONTRACT CONDITIONS

8.1 Delivery

The successful tenderer shall deliver the vehicle to Kitutu Masaba Technical and Vocational College, Birongo, within the delivery period stated in the accepted tender and contract. The vehicle shall be supplied with all agreed parts, accessories and the relevant registration and ownership documentation included in the contract. The supplier shall notify the College in advance of the intended delivery date.

8.2 Inspection and acceptance

The College shall inspect the vehicle and documentation to verify conformity with the contract, technical specifications and accepted tender. Delivery shall not be deemed accepted merely because the vehicle has arrived at the College. Where a defect, omission or non-conformity is identified, the supplier shall, at its own cost and within a reasonable period specified by the College, rectify the defect, replace the non-conforming item or otherwise remedy the failure in accordance with the contract.

8.3 Payment

Payment shall be processed in accordance with the written contract after delivery, inspection and acceptance and upon receipt of a valid invoice and required supporting documents, subject to applicable public finance and procurement requirements. Any advance payment, retention, performance security or other special payment arrangement shall apply only if expressly provided for in the tender document and contract and permitted by law.

8.4 Delay and remedies

The supplier shall meet the delivery period in the contract. If delay is anticipated, the supplier shall notify the College promptly in writing, stating the reasons and expected date of delivery. Any extension, liquidated damages, termination or other remedy shall be governed by the contract and applicable law; no term shall be implied where it is not included in the final contract.

8.6 Contract documents and order of precedence

The contract shall comprise the signed contract, notification of award, accepted Form of Tender, price schedule, technical specifications, any addenda or clarifications incorporated into the tender, and other documents expressly identified in the contract. In the event of inconsistency, the order of precedence shall be as stated in the signed contract and applicable law.

8.7 Applicable law

The procurement and resulting contract shall be governed by the laws of Kenya, including the Public Procurement and Asset Disposal Act, 2015, the applicable Regulations and other relevant laws.

SECTION IX – TENDER SUBMISSION CHECKLIST

- ☐ Tender envelope correctly sealed and marked with the tender title and tender number.
- ☐ Form of Tender completed, signed and stamped.
- ☐ Business registration / incorporation certificate attached.
- ☐ KRA PIN certificate and valid Tax Compliance Certificate attached.
- ☐Valid business permit or applicable license attached.
- ☐ Tenderer's declaration and conflict-of-interest disclosure completed.
- ☐ Technical compliance schedule completed and supporting vehicle brochure / technical literature attached.
- ☐ Price schedule fully completed in Kenya Shillings, including applicable taxes and required delivery costs.
- ☐ Manufacturer's authorization or dealership evidence attached, where applicable.
- ☐ Experience, references, ownership and litigation forms completed.
- ☐ Original and copy identified and included.