

REPUBLIC OF KENYA



LANGATA TECHNICAL AND
VOCATIONAL COLLEGE.



REGISTRATION OF SUPPLIERS FOR PROVISION OF GOODS, SERVICES AND WORKS FOR
FINANCIAL YEARS 2025/2026-2026/2027.

REFERENCE NUMBER: LTVC/REG/2025/2026-2026/2027

COMPANY/BUSINESS NAME:

CATEGORY NO:

CATEGORY NAME

IF IN RESERVED GROUP PLEASE INDICATE BELOW:

WOMEN

YOUTH

PERSONS WITH DISABILITY

First cut submission of Registration is **14th Oct 2025 at 10AM**

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS & SERVICES FOR THE FINANCIAL YEAR
2025/2026-2026/2027**

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**LANGATA TECHNICAL AND VOCATIONAL COLLEGE REGISTRATION OF SUPPLIERS FOR FY
2025/2026-2026-2027**

SECTION A: GENERAL INFORMATION AND INSTRUCTIONS TO APPLICANTS

1.1 Introduction

Langata Technical and Vocational College is a government college under the Technical Vocation Education Training Authority(TVET) Located in Nairobi County –Langata Constituency Madaraka West Estate, the Institution intends to prequalify candidates for the supply of goods, services and works for the next financial years 2025/2026-2026/2027.

1.2 Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the Institution. Suppliers who fail to meet the prequalifying criteria will not be allowed to participate in the Tenders/RFQs/RFPs

1.3 The application should be in a sealed envelope to maintain confidentiality and addressed to: -

The Principal

**Langata Technical and Vocational College
P.O. Box 5665-0506, NAIROBI.**

The envelope should be clearly marked with the “**Prequalification Number applied for and the category description**” upon submission, and must be dropped in the Tender box **on or before Tuesday 14th October, 2025.**

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items / services to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Prequalification Documents

The document includes questionnaires and instructions for prospective Suppliers. In order to be considered for pre-qualification, prospective supplier must provide requested proof and all other information requested. Enquiries that may arise from the pre-qualification document should be channeled to the Principals office, through the above address.

All Pre-Qualification documents shall be downloaded from our website www.langatatvc.ac.ke. Duly completed Pre-qualification documents shall be sealed in a plain envelope, **clearly marked with the Prequalification/tender category number and name** should be addressed to the above address. And shall be deposited at the tender box at the reception of Langata Technical and Vocation College located at Langata Constituency, Madaraka West Estate. The Institute borders Madaraka Primary School and is accessed via Hima Garden Estate Access Road off Keri Road –next to Strathmore University so as to reach the Institution on or before **Tuesday the 14th October, 2025 at 10:00am.**

1.6 Preference and Reservation

Suppliers, Contractors and Service Providers wishing to be considered under the Access to Government Procurement Opportunities(AGPO) program are advised that AGPO registration is open and ongoing throughout the Year.

Late bids shall not be accepted.

SECTION B: REGISTRATION OF SUPPLIERS/ SERVICE PROVIDERS TENDER NO.
LTVC/REG/2025/2026-2026/2027

The Institution invites sealed applications from eligible candidates for purposes of prequalifying suppliers for goods, works and services for the period 2025/2026-2026/2027 under the following categories:

S/NO	TENDER NUMBER	TENDER NAME	ELIGIBILITY
GOODS			
1	LTVC/REG/1/2025/2026-2027	Supply and Delivery of General Stationery	AGPO
2	LTVC/REG/2/2025/2026-2027	Supply and Delivery of Tools, Materials and Accessories for Automotive Engineering	Open
3	LTVC/REG/3/2025/2026-2027	Supply and Delivery of Meat, fish and Poultry Products	AGPO
4	LTVC/REG/4/2025/2026-2027	Supply and Delivery of Vegetables and Fruits	AGPO
5	LTVC/REG/5/2025/2026-2027	Supply and Delivery of Dry Food Stuff, Beverages and Herbs	AGPO
6	LTVC/REG/6/2025/2026-2027	Supply and Delivery of Milk and Dairy Products	AGPO
7	LTVC/REG/7/2025/2026-2027	Supply and Delivery of Cooking and Industrial Gases	AGPO
8	LTVC/REG/8/2025/2026-2027	Supply and Delivery of Electrical & Electronics Materials and Tools	Open
9	LTVC/REG/9/2025/2026-2027	Supply and Delivery of Sports and Games Kits	Open
10	LTVC/REG/10/2025/2026-2027	Supply and Delivery of General Cleaning Materials	AGPO
11	LTVC/REG/11/2025/2026-2027	Supply, Installation and Maintenance of CCTV Cameras.	AGPO
12	LTVC/REG/12/2025/2026-2027	Hiring of Tents, Chairs and Portable Toilets	AGPO
13	LTVC/REG/13/2025/2026-2027	Supply and Delivery of Library Books	Open
14	LTVC/REG/14/2025/2026-2027	Supply and Delivery of Plumbing Materials	Open
15	LTVC/REG/15/2025/2026-2027	Supply and Delivery of Tools, Materials and Accessories for Mechanical Engineering Department	Open
16	LTVC/REG/16/2025/2026-2027	Supply and Delivery of Textile Materials and Accessories	Open
17	LTVC/REG/17/2025/2026-2027	Supply and Delivery of Airtime	AGPO
18	LTVC/REG/18/2025/2026-2027	Supply and Delivery of Office Furniture and related Office fittings	Open

19	LTVC/REG/19/2025/2026-2027	Fabrication, Supply and Delivery of Student Lecture Chairs and Technical Drawing Tables	Open
20	LTVC/REG/20/2025/2026-2027	Provision of Design and Printing Services	AGPO
21	LTVC/REG/21/2025/2026-2027	Supply and Delivery of Pharmaceutical Products	Open
22	LTVC/REG/22/2025/2026-2027	Supply and Delivery of Bottled Water	AGPO
23	LTVC/REG/23/2025/2026-2027	Supply and delivery of Computers, Laptops, Printers, UPS, Servers, Computer Spare Parts & Accessories	AGPO
24	LTVC/REG/24/2025/2026-2027	Supply and Delivery of Tonners and Cartridges	AGPO
25	LTVC/REG/25/2025/2026-2027	Supply and Delivery of Kitchen Utensils and equipment	AGPO
26	LTVC/REG/26/2025/2026-2027	Supply and Delivery of Personal Protective Equipment	AGPO
27	LTVC/REG/27/2025/2026-2027	Supply and Delivery of Staff Uniform and Branded Shirts and T-shirts	AGPO
28	LTVC/REG/28/2025/2026-2027	Supply and Delivery of Hairdressing and Therapy	AGPO
SERVICES			
29	LTVC/REG/29/2025/2026-2027	Provision of Air Ticketing and Travel	Open
30	LTVC/REG/30/2025/2026-2027	Provision of Asset Maintenance Office Equipment, Valuation, Tagging and Updating the Asset Register	AGPO
31	LTVC/REG/31/2025/2026-2027	Provision of Conference and Meeting Facilities	Open
32	LTVC/REG/32/2025/2026-2027	Provision of fumigation Services	Open
33	LTVC/REG/33/2025/2026-2027	Provision of Consultancy Services	Open
34	LTVC/REG/34/2025/2026-2027	Provision of Small Works	Open
35	LTVC/REG/35/2025/2026-2027	Provision of Repair and Maintenance of Sewing Equipment	Open
36	LTVC/REG/36/2023/2024	Provision of Maintenance and repair of Mechanical, Automotive and Electrical tools, Equipment and device	Open
37	LTVC/REG/37/2025/2026-2027	Provision of Repair and Maintenance, Replacement of Occupational Safety Equipment and Firefighting	Open

38	LTVC/REG/38/2025/2026-2027	Provision of Repair and Maintenance of Health and Applied science tools, equipment and devices	Open
39	LTVC/REG/39/2025/2026-2027	Provision of Repair and maintenance of Gas Range and Kitchen equipment	Open
40	LTVC/REG/40/2025/2026-2027	Provision of Publication And Advertisement Services	Open
41	LTVC/REG/41/2025/2026-2027	Provision of website Maintenance Services	Open
42	LTVC/REG/42/2025/2026-2027	Provision of Legal Services	Open
43	LTVC/REG/43/2025/2026-2027	Provision of Students Insurance	Open
45	LTVC/REG/44/2025/2026-2027	Provision of General Cleaning and Maintenance of Institute field and Flowers	Open
46	LTVC/REG/45/2025/2026-2027	Provision of Sanitary Disposal Services	Open
47	LTVC/REG/46/2025/2026-2027	Provision of WIBA Services	Open
48	LTVC/REG/47/2025/2026-2027	Provision of Security Services	Open

Note: Special groups represent youths, women and people living with disabilities as described in the Public Procurement and Asset Disposal (Amendment) Regulations 2020.

Submission should be **serialized** i.e. with page numbers and must contain copies of mandatory statutory documents among others requirements.

A complete set of pre-qualification documents can be **downloaded** from the Langata Technical and Vocation College Website www.langatatvc.ac.ke.

Complete pre-qualification documents in plain sealed envelopes clearly labeled “**PRE- QUALIFICATION FOR SUPPLIERS OF GOODS, WORKS AND SERVICES LTVC/REG/2025/2026-2026/ 2027**” be deposited in the tender box situated at the Institutions reception Langata Technical and Vocation College located at Langata Constituency, Madaraka West Estate via Hima Garden Estate Access Road off Keri Road –next to Strathmore University and addressed to: -

**The Principal
Langata Technical and Vocational College
P.O. Box 5665-0506, NAIROBI**

Opening of the submissions will be done immediately thereafter in the presence of the committee, tenderers or their representatives who choose to attend.

ALL with registered Businesses are encouraged to Participate.

Prequalification received after the stated time or date will be rejected.

SECTION C: INFORMATION TO BIDDERS

2.0 Introduction

2.1 Langata Technical and Vocational College will pre-qualify and enlist bidders for the supply of goods, works and services from among those who will have submitted their tenders in accordance with the tender requirements to undertake the assignments described herein.

2.2 Bidders are invited to submit a prequalification tender for the supply of goods, works and services in the categories.

2.3 The Pre-Qualification Tender document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.

2.4 The Institute does not bind itself to assign supply of goods, works and services but shall endeavor to ensure tenders for specific goods, works and services will be treated equitably.

2.5 Applicants will be informed through the website of the results of the application without assigning any reason for the Institute's decision thereof.

2.6 Tenderers will meet all costs associated with preparation and submission of their applications.

2.7 It is the Institution's policy to require that tenderers observe the highest standard of professional and moral ethics during the selection and execution of such contracts. In pursuance of this policy, the Institute:

a) Defines for the purpose of this provision, the terms set forth below as follows:

i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the prequalification process; and

ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser (the Institute) of the benefits of free and open competition.

b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities for the contract in question;

c) Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing a similar contract;

d) Will have the right to examine financial records relating to the performance of such services to determine capability;

e) Will have the right to inspect the business premises of the tenderer;

f) Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has no legal capacity to enter into a contract for the procurement;

g) Will declare a Tender ineligible for prequalification if at any time the Institute determines that the tenderer is insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings related to the foregoing;

h) Will declare a Tender ineligible for pre-qualification if at any time the institute determines that the tenderer is related to an employee of the company or a Member of Board or Tender/Procurement committees of the institute unless otherwise pre-declared to avoid conflict of interest.

i) Will declare a Tender ineligible for pre-qualification if at any time it determines that the tenderer has committed an offence relating to procurement, has breached a contract for procurement before by another public company, has in procurement proceedings given false information about its actions and has been blacklisted before by another public entity.

2.8 Tenderers shall furnish information as described in the pre-qualification tender document.

2.9 Tenderers shall be aware of the provisions of corrupt and fraudulent practices as spelt out in the Public Procurement and Disposal Act, 2015 and the Public Procurement and Disposal Regulations, 2020.

3. Clarification of Documents

3.1 A prospective tenderer making inquiries of the tender document may notify the Institute by post, fax or by email at the Institute's address indicated in the Invitation to Tender. The Institute will respond in writing to any request for clarification of the tender document which it receives not later than five (5) days prior to the deadline for the submission of the tenders prescribed by the Institute. Written copies of the Institute's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender document.

3.2 The Institute shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

4. Amendment of the Tender Document

4.1 At any time prior to the deadline for submission of the tenders, the institute, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tendering documents by amendment.

4.2 All prospective tenderers that have received the tendering documents will be notified of the amendment in writing and it will be binding on them. It is therefore important that tenderers give the correct details when collecting the tender document.

4.3 In order to allow prospective tenderers reasonable time to take any amendments into account in preparation of their tenders, the institute may at its sole discretion extend the deadline for the submission of tenders based on the nature of the amendments.

5. Language of Tender

5.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Institute shall be in Written English language.

6. Documents Comprising the Tender

6.1 This document includes questionnaire forms and documents required from the prospective bidders. In order to be considered for pre-qualification prospective bidders must submit all the information herein requested.

7. Submission of Application

7.1 The Pre-qualification document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer. Any such corrections must be initialed by the person(s) who signs the pre-qualification document.

7.2 The Pre-qualification document should be prepared and submitted as specified in the Invitation for Pre-qualification of Suppliers on or before **Tuesday 14th October, 2025**

7.3 Any tender received after the deadline in clause 7.2 shall be rejected as a late tender and shall not be considered

8. Eligible Candidates

8.1 This prequalification document is open to all candidates who are eligible including youth, women and persons with disability as defined in Kenya's Public Procurement Law and regulations. All bidders who pass the set criteria shall be prequalified. Due diligence will be undertaken and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

9. Tender Evaluation

9.1 The Institute will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

9.2 Tenderers shall not contact the Institute on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the tenderer to influence the Institute in the evaluation shall result in the cancellation of their tender.

9.3 Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

9.4 The applicants must have registered offices and the Institute reserves the discretion of visiting physical premises from which the applicant conducts business if

so desired to confirm existence and capability to deliver the said goods, works or services.

9.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods, works or services as and when required.

9.6 The Institute reserves the right to accept or reject any or all tenders.

SECTION D. PREQUALIFICATION CRITERIA

10. There shall be two phases of carrying out the evaluation of pre-qualification applications:

1. Preliminary Evaluation (**All Bidders**)
2. Technical Evaluation (**Open Group only**)

10.1 Preliminary Evaluation

a) All the applications shall be sorted out according to the various categories and levels contained in the application for pre-qualification form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

1. Certificate of Incorporation / Registration
2. Valid P I N /VAT Certificate
3. Valid Tax Compliance Certificate
4. EPRA Certificate.
5. NCA Certificate
6. Completed Confidential Business Questionnaire
7. Company profile
8. Valid AGPO certificate from National Treasury (**Where Applicable**)

c) Applications that do not meet the above requirements shall be considered substantially non-responsive and shall be excluded from those considered for technical evaluation.

d) A list shall be compiled for those tenderers who pass the preliminary evaluation to be evaluated in detail.

10.2 Technical Evaluation (Open Group Only)

a) The evaluation committee shall undertake a thorough and objective analysis of the Suppliers contained in the list.

b) A detailed assessment of each applicant will be made in the course of evaluating the application.

c) Details of the applicant's financial capability, past experience, physical facilities and performance in the relevant field will be assessed as follows:

NO	Required Information	Allocated Scores
1	Financial capacity • Audited reports for the last 3 years (2021/2022,2022/2023,2023/2024) (5 marks for each audited report) • Demonstrate capacity to access credit facilities (bank statements, letter of credit from the bank etc.)	15
		10
2	Past experience & performance • No. of years in business (Maximum score for 8 years and above) • Five referees (mostly clients) within the last two years- attach proof (2 marks for each referee)	15
		10
3	Physical Facilities. Evidence of availability of office premise (Copy of title deed, lease/tenancy agreement or a current utility bill),	15
4	Certification by regulatory bodies. e.g. KEBS, registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent) (General), EPRA and NCA .	10
5	Qualifications and experience of 3 key personnel. (Attach CVs)- 5 marks for each CV	10
6	Dully filled and stamped declaration form	15
	Total Marks	100

NB: To qualify, the prospective supplier (open group), consultant or contractor must score **70 points and above**.

10.3 Information relating to preliminary evaluations of all the applications and also those who qualify for pre-qualification shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of pre- qualification results is made to all applicants.

10.4 Once the list of those who succeeded to be prequalified has been approved and ratified by the Accounting Officer, the Institute shall notify through the website all those applicants who have been pre-qualified.

11 Confidentiality

11.1 Information relating to evaluation of tenders and recommendations concerning pre- qualification shall not be disclosed to the tenderers until the pre-qualified firms have been advised accordingly.

SECTION E: APPLICATION FORM REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Firm Name)hereby
apply for registration as a supplier for

(Category No.)

Postal Address.....

Telephone Number (Fixed Line)

Mobile.....

Email Address.....

Fax..... Town.....

Street..... Building..... Floor.....

Room/Office.....

Other branches/Locations.....

Full name of authorized signatory.....

Designation.....

Official Rubber Stamp and Signature.....

SECTION F: STANDARD FORMS – CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form.

Part 1 – General:

Business Name.....

Location of business premises.....

Plot No..... Street/Road..... Postal AddressTel No.
..... Fax

E mail

Nature of Business Registration Certificate No.
.....

Maximum value of business which you can handle at any one time – Kshs.....

Name of your bankers Branch

Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of origin

Citizenship details.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship	Details	Shares.
------	-------------	-------------	---------	---------

1.....				
--------	--	--	--	--

2.....				
--------	--	--	--	--

3.....				
--------	--	--	--	--

4.....				
--------	--	--	--	--

Part 2 Registered Company (c)

Private or Public.....

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.....

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

*** If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.**

YOU ARE ADVISED THAT IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

SECTION G: TENDER SUBMISSION FORM

Having studied the pre-qualification information for the above tender category We/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. Those pre-qualified bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the pre- qualification evaluation.
- e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
- f. We understand you are not bound to accept either in part or whole any tender you receive.

Date:

Applicant's Name.....

Represented by.....

Signature and Stamp.....

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

PART 1(A): PREQUALIFICATION DATA/GENERAL INFORMATION

Business Name	
Nature of Business	
Directors Name	
Category (Y, W, PWDs if applicable)	
AGPO certificate No. (if applicable)	
Postal Address	
Telephone Number	
Contact Person	
Physical Location of the business	Town..... Street..... Building..... Floor.....
Maximum value of business which you can handle at any one time	Kshs.....

PART 1(B). SOLE PROPRIETOR

Your name in full	
Age	
Nationality	
Country of origin	

PART 1(C) – PARTNERSHIP

Give details of partners as follows:

No	Name	Nationality	Citizenship details	Share
1				
2				
3				
4				

PART 1(D) – REGISTERED COMPANY

Private or Public				
State the nominal and issued capital of the company	Nominal Kshs..... Issued.....			
Give details of all directors	Name	Nationality	Citizenship details	Share

Date.....Signature of tenderer.....

If Kenyan, indicate “citizenship details”, whether by Birth, Naturalization or Registration. (You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

PART 1(E): STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. Certificate of Registration/ Incorporation... (Attach copy)
2. Valid Trade License... (Attach copy)
3. State VAT Registration No..... (Attach copy)
4. PIN NO (Attach copy)
5. Attach proof of being up to date in VAT and Income Tax Returns..... (Attach copy of current Tax Compliance Certificate)

PART 2. DECLARATION

I/ We have completed these forms accurately at the time application and it is agreed that all responses can be sustained if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped

Name.....

Position in the Company.....

Date.....