



# SEME TECHNICAL AND VOCATIONAL COLLEGE

P.O.BOX 47- 40102  
KOMBWEA  
Email Address: semetvc2019@gmail.com



## PREQUALIFICATION OF SUPPLIERS FOR FINANCIAL YEAR 2021/2022

COMPANY NAME.....

CATEGORY NO.....

CATEGORY DESCRIPTION.....

IF IN RESERVED GROUPS PLEASE INDICATE BELOW (tick)

WOMEN	<input type="checkbox"/>
YOUTH	<input type="checkbox"/>
PERSONS WITH DISABILITY	<input type="checkbox"/>

TO:

SEME TECHNICAL AND VOCATIONAL COLLEGE

TEL NO. 0775261202

EMAIL: [semetvc2019@gmail.com](mailto:semetvc2019@gmail.com)

Website: semetechnical.ac.ke

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**SEME TECHNICAL AND VOCATIONAL COLLEGE**

P.O.BOX 47- 40102

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Email Address: semetvc2019@gmail.com

**SECTION I****TENDER NOTICE****REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEAR 2021/2022**

Seme Technical and Vocational College invites sealed applications from interested, competent and eligible firms for the supply and delivery of goods, provision of services and works as listed below:

S/NO	TENDER NO	ITEM DESCRIPTION	ELIGIBILITY
1	STVC/P/01/2021-2022	Supply and delivery of computer accessories, ICT Equipment and software	OPEN
2	STVC/P/02/2021-2022	Supply and delivery of electrical equipment, materials and electronics	OPEN
3	STVC/P/03/2021-2022	Supply and delivery of general office stationery	OPEN
4	STVC/P/04/2021-2022	Supply and delivery of cleaning materials and detergents	OPEN
5	STVC/P/05/2021-2022	Supply and delivery of garment making material and accessories	OPEN
6	STVC/P/06/2021-2022	Supply of hair dressing and beauty therapy equipment and materials	OPEN
7	STVC/P/07/2021-2022	Supply and delivery of general building/hardware materials	OPEN
8	STVC/P/08/2021-2022	Supply, delivery and repair of office furniture, lecture chairs & fittings	OPEN
9	STVC/P/09/2021-2022	Supply and delivery of sport accessories and equipment	OPEN
10	STVC/P/10/2021-2022	Supply and delivery of agricultural inputs ,pesticides and herbicides	OPEN
11	STVC/P/11/2021-2022	Supply and delivery of plumbing materials	OPEN
12	STVC/P/12/2021-2022	Supply and delivery of staff uniform, protective wears, curtains beddings and other related materials	OPEN
13	STVC/P/13/2021-2022	Supply and delivery of library text books/E-books	OPEN
14	STVC/P/14/2021-2022	Supply and delivery of machine oil and lubricants	OPEN
15	STVC/P/15/2021-2022	Supply and delivery of newspaper &airtime	RESERVED
16	STVC/P/16/2021-2022	Supply and delivery of hospitality training equipment, materials and cutlery	OPEN
17	STVC/P/17/2021-2022	Supply and delivery of firewood, charcoal and gas refill	RESERVED
18	STVC/P/18/2021-2022	Supply and delivery of processed food i.e. sugar, maize flour, wheat flour, salt, rice and milk	RESERVED
19	STVC/P/19/2021-2022	Supply and delivery of groceries (fruits, vegetables etc.)	RESERVED

		<b>Category B: Provision of services</b>	ELIGIBILITY
20	STVC/P/20/2021-2022	Provision of maintenance and servicing of training equipment	OPEN
21	STVC/P/21/2021-2022	Provision of printed materials(Local Purchase order, local Service order , Payment Vouchers ,Diaries, students' logs books etc.)	OPEN
22	STVC/P/22/2021-2022	Provision of networking, internet & server maintenance services	OPEN
23	STVC/P/23/2021-2022	Provision of repair, maintenance and servicing of computer and ICT equipment	OPEN
24	STVC/P/24/2021-2022	Provision of insurance services	OPEN
25	STVC/P/25/2021-2022	Provision of management information systems	OPEN
26	STVC/P/26/2021-2022	Provision of fire drill & fire extinguishers and maintenance	OPEN
27	STVC/P/27/2021-2022	Provision of security services	OPEN
		<b>Category C: Small works</b>	
28	STVC/P/28/2021-2022	Carpentry and joinery works	OPEN
29	STVC/P/29/2021-2022	Electrical and solar installation works	OPEN
30	STVC/P/30/2021-2022	Welding and fabrication works	OPEN
31	STVC/P/31/2021-2022	Building and plumbing works	OPEN

**NOTE:** interested bidders MUST attach documentary evidence of the following:

1. Certificate of registration/ incorporation
2. KRA tax compliance/exemption certificate
3. Copies of original payment receipt for bought tenders
4. Detailed company/business profile
5. Current single business permit
6. Current copy of VAT and PIN certificate from KRA
7. Candidates applying for insurance service tender must attach current certificate from Insurance Regulatory Authority (IRA)
8. Recommendation letters from at least three (3) clients
9. Copy of AGPO Certificate for special groups.

Detailed tender documents may be obtained from Finance Office during normal working hours upon payment of nonrefundable fee of Ksh1000/= (Kenya shillings one thousand) or downloaded FREE of charge from the Institute website; [www.semetechnical.ac.ke](http://www.semetechnical.ac.ke)

**Special groups are encouraged to apply.**

Duly completed bid documents in plain sealed envelopes, clearly marked with category number and category name bearing no other mark, name or indication of the applicant should be addressed to

**THE PRINCIPAL/SECRETARY, BOG,**

**SEME TECHNICAL AND VOCATIONAL COLLEGE**

**P.O. BOX 47- 40102,**

**KOMBEWA.**

So as to be received on or before 9<sup>th</sup> JULY, 2021 at 11:00am East African Time. Applications will be opened immediately thereafter at the Institution's Library in the presence of bidders who wish to attend. (NB: The Government measures on Containment of Covid-19 shall be applied in full) Any canvassing in whatever way will render the prospective bidder(s)/applicant(s) ineligible for participation. The Institution reserves the right to accept or reject any application/tender in whole or in part without giving reason(s) for its decision.

1. Documents containing detailed instructions and requirements may be downloaded from the Seme TVC website [www.semetechnical.ac.ke](http://www.semetechnical.ac.ke) free of charge. Applicant who downloads the tender and registration documents MUST immediately email their names, contact details and tender number to [semetvc2019@gmail.com](mailto:semetvc2019@gmail.com)

Those wishing to register in more than one category will be required to download documents for each category.

**NOTE:**

- i. Submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the regulations and the Public Procurement and Asset Disposal ACT 2015.
- ii. Reserved is open to youth, women and persons with disability only.
- iii. In the open category; Youth, women and persons with disability are eligible to participate.
- iv. Tenderer/bidders must serialize/number all the pages and copies of documents attached and indicate the documents submitted on their own attached table of contents.
- v. All attachments shall be from the last page of this document, starting with the tenderer table of contents and all paged.

## **SECTION 2 – INSTRUCTION TO APPLICANTS**

### **2.0 Introduction**

Seme TVC referred to as the procuring entity intends to register suppliers for the mentioned goods, services and small works.

- Registration is open to eligible firms and voluntary formed ventures as indicated in appendix instruction to applicants. Suppliers registered with Registrar of companies under the laws of Kenya in respective services are invited to submit their registration documents to the Principal Seme TVC so that they may be registered for submission of a quotation/tender for the provision of goods, works and services.
- Prospective suppliers and contractors must have carried out successful delivery of similar services to Government/ corporate/institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

### **2.1 Submission of application**

Applications for registration shall be submitted in a plain sealed envelope marked with the category name and reference number and deposited in the Tender Box located at the Administration Block, next to the principal's office or be addressed and posted by registered mail to:

**THE PRINCIPAL/SECRETARY, BOG,  
SEME TECHNICAL AND VOCATIONAL COLLEGE  
P.O. BOX 47- 40102,  
KOMBEWA.**

- The tender prepared by the tenderer, as well as correspondence and documents relating to the tender, exchanged by the tenderer and the Procuring entity, shall be written in English language.

### **2.2 Eligibility of applicants**

This invitation for the registration is open to all candidates who are eligible as defined in the Kenya Public Procurement Law and Regulations.

- The Seme TVC employees, committee members, board members and their relatives' (spouse and children) are not eligible to participate.

## 2.3 Qualification Criteria

- The attached questionnaire forms described are to be completed by respective suppliers/contractors who wish to be registered as suppliers.
- The registration application forms if not filled out completely and submitted in the prescribed manners will not be considered. All the documents that form part of the proposal must be written in English.

**General experience:** The applicant shall meet the following minimum criteria:

- i. **The audited accounts:** The supplier's financial condition will be determined by the last two years audited financial statement submitted with the application documents as well as letters of reference from previous performances. Potential suppliers/contractors will be prequalified on the satisfactory information given.

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Potential bidders shall provide evidence to execute the contract.

- ii. **Litigation history:** the applicant should provide accurate information about litigation or arbitration resulting from contracts completed or uncompleted under its execution.
- iii. **Past Performance:** will be given due to consideration in registration of suppliers. Letters of reference from past customers should be included.
- iv. **Business premises:** The firm must have a fixed Business premises and must be registered in Kenya with certificate of Registration, Incorporation/Memorandum and articles of Association. Copies must be attached.
- v. Youth, Women and people with disability registered with the Treasury under Access to Government Procurement Opportunities must submit a copy of the AGPO registration certificate for the respective category.
- vi. The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance or exemption Certificate.

**SECTION 3: APPLICATION FORMS**

**FORM I: LETTER OF REGISTRATION**

REGISTRATION CATEGORY REF NO: .....

CATEGORY DESCRIPTION.....

**TO: THE PRINCIPAL/SECRETARY, BOG,  
SEME TECHNICAL AND VOCATIONAL COLLEGE  
P.O. BOX 47- 40102,  
KOMBEWA.**

Dear Sir:

1. Having examined the application documents, we the undersigned, offer to supply and deliver goods, works or services to Seme TVC and as may otherwise be directed ( Category Number and name.....

And in conformity with the said application documents all or part of the items/supply/services/works 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 in accordance with the delivery schedule of requirement or official order signed by authorized officer/s of the Institute.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with 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 Seme TVC Supplier for the period between 17<sup>th</sup> June 2021 and 30<sup>th</sup> June 2022
  - b) That you are not bound to accept this application or any other that you may receive.



5. We have attached to this application copies of original documents of:
  - a) Registration/ incorporation certificate
  - b) Valid tax compliance certificate
  - c) VAT Certificate
  - d) PIN Certificate
  - e) Audited account for the last two (2) financial years OR
  - f) Bank statement of the last six (6) months (special groups)

We make this application with full understanding that:

- i. Request for quotations and bids will only be called from registered bidders who meet the requirements.
- ii. Bids by registered applications will be subject to verification of all information submitted.
- iii. Seme TVC reserves the right to accept or reject any application, cancel the registration process and reject all applications.

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

**Sign and stamp**.....  
**Witnessed by**.....  
**Designation**.....  
**Date**.....

**Form II – CONFIDENTIAL BUSINESS QUESTIONNAIRE**

1.	Name of the firm
2.	Official telephone number: Mobile no:
3.	Legal Status ( Partnership/Sole/Company)
4.	Email Address:
5.	Website( if any)
6.	VAT Registration No: (Fill and Attach Copy)
7.	PIN Certificate No: (Fill and Attach Copy)
8.	Company RegNo/Registration of Business/Legal Notice( Fill and attach Copy) Year of Registration/Incorporation:
9.	Current Tax Compliance Certificate/VAT Exemption Certificate (Attach Copy)
10.	Nature of Business
11.	AGPO Certificate No:
12.	Current Trade License (Fill and attach Copy)
13.	Your Credit Terms: (Credit Period)
14.	Maximum Value of Business You Can Handle at a Time in Ksh.

**Company profile (attach copies)**

A. Nature of the company (sole proprietorship, partnership or registered Company)  
.....

**Name of Directors/Partners/Owners**

- i.** Name.....Nationality..... ID/Passport no.....
- ii.** Name.....Nationality.....ID/Passport no.....
- iii.** Name.....Nationality..... ID/Passport no .....

B. Contact persons

- i.** Name.....Nationality.....ID/Passport no.....
- ii.** Name.....Nationality.....ID/Passport no.....
- iii.** Name.....Nationality..... ID/Passport no .....

**Form III: CAPABILITY AND COMPETENCE TO DELIVER GOODS, SERVICES AND SMALL WORKS**

1. Products/Services you want to be considered to supply .....  
.....
2. Are you a manufacture/wholesaler/retailer or distributor .....  
.....
3. Number of staff .....
4. What is your average response time to request for quotation/proposal?  
.....
5. What is your average response time delivery of goods/service after issuance of a purchase order/s?  
.....
6. If you are a current or previous supplier of goods and services to Seme TVC , have you at one time been issued with a purchase order and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?  
.....  
.....  
.....
7. Have you at any time been requested for the supply of goods and services and failed to return the quotation without assigning reason for your action?  
.....  
.....
8. Indicate the maximum amount of business with (in financial terms) your company can handle at any time  
Ksh.....

**Form IV – SUPERVISORY PERSONNEL**

Name	Gender	Position/Job title	Academic Qualification	Professional Qualification

{ Attach copies of certificate/CVs of key personnel in the organization }

**Form V: EXPERIENCE**

1. Number of years the company has been in operation.....

**Referees:**

Applicant’s three reputable clients in the last 3 years (filled, signed and rubber stamped by the clients)

1. Name of company.....

Postal address.....

Contact person.....

Signature .....

Company rubber stamp .....

2. Name of company.....

Postal address.....

Contact person.....

Signature .....

Company rubber stamp .....

3. Name of company.....

Postal address.....

Contact person.....

Signature .....

Company rubber stamp .....

**Applicants must attach proof of experience relevant to the category they choose to apply.**

They may attach any of the following documents:

- i. Copies of LPOs
- ii. Letter of award
- iii. Completion certificates
- iv. Signed contract

**Form VI – FINANCIAL CAPABILITY**

Name of applicant.....

You are required to demonstrate that the company’s financial positions is healthy enough to enable you transact business with Seme Tvc by showing it has the access to or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide audited accounts or banks statements for the last six months)

1. Attach a copy of firm’s two audited accounts/certified financial statements giving summary of assets and current liabilities/ or any other financial support.
2. Credit period: please indicate the credit period you are willing to offer Seme TVC.....
3. Annual turnover: what is your annual turnover? .....
4. Banker- Name of the bank .....
- Address of the bank.....
- Telephone number.....
- Contact name and title.....
- Email address.....

**PROCLAMATION /SWORN STATEMENT/ DECLARATION (To Be Certified By Commissioner of Oaths)**

I/We the undersigned, state that ALL the information we have given provided in this document is correct/ accurate to the best of our knowledge and that I/We give Seme Tvc authority to seek any reference it may deem vital carrying out their evaluation. I/We also hereby declare that the company is not debarred from participating in ay procurement proceeding.

Name of applicant.....Designation.....Signature.....

Witnessed by.....Designation.....Signature.....

Official rubber stamp

State if you have any relationship with Seme Tvc employee (which relationship)

.....  
.....

**Information submitted by**.....

**Title** .....

**Signature**.....

**Stamp** .....

**DETAILS OF LITIGATIONS OR ARBITRATION PROCEEDINGS IN WHICH THE TENDERER IS INVOLVED AS ONE OF THE PARTIES (certified by commissioner of oaths)**

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....



## **SECTION 4 – EVALUATION CRETERIA (PRELIMINARY STAGE)**

### **Evaluation criteria for AGPO (Registered Special Groups for Women, Youth and people with disability)**

<b>s/no</b>	<b>MANDATORY REQUIREMENT</b>
1.	Valid certificate of incorporation/Business Registration
2.	VAT/PIN Certificate for Organization
3.	Certificate of registration of Youth Women and people with disability owned business enterprises(AGPO Certificate)
4.	Current /Valid Tax Compliance Certificate
5.	Dully filled confidential business questionnaire with disclosure of directors/ partners/sole proprietors

**All these documents must be submitted for the company or organization to be registered as a supplier**

### **Evaluation criteria for open groups**

#### **MANDATORY REQUIREMENTS**

1.	Company Registration Certificate ( Registration Certificate/ Certificate of Incorporation)
2.	Valid trading License/Permit
3.	VAT/PIN Certificate for Organization
4.	Current /Valid Tax Compliance Certificate
5.	Dully filled confidential business questionnaire with disclosure of directors/ partners/sole proprietors

**The suppliers who do not satisfy any of the above requirements shall be considered Non-Responsive and their tenders will not be evaluated further.**

**Technical Evaluation**

S/no	REQUIREMENTS	POINTS
1.	Copies of audited accounts for the last 2 years Copies attached .....10 Copies not attached .....0	10
2.	Reference letters from 3 main Clients Attached .....20 Copies not attached .....0	20
3.	Credit period to be extended to Seme Tvc 30 Days.....5 60 Days.....10 90 Days .....20	20
4.	Proclamation /sworn statement. Fully filled, signed and rubber stamped.....10 Not filled.....0	10
5.	Supply capacity: Maximum volume of business one can handle on one order 4 Million and above.....20 2-4 Million.....15 1-2 Million.....10 0.5-1Million.....5 Less than 0.5 Million.....1	20
6.	Name, address and telephone of Tenders banks. Provide .....10 Not provided .....0	10
7.	Attached documents arranged in the prescribed format Documents in prescribed format .....10 Documents not in the prescribed format .....0	10
	<b>TOTAL POINTS</b>	<b>100</b>

**NOTE: Applicants must attain 70% points to qualify for any subsequent evaluation for special groups applicants must attain 30+ points to proceed to the next stage of evaluation.**

The evaluation team may verify the information given by the tenderer and may visit the premises of the applicants for more proof as part of evaluation process.

**OFFICIAL STAMP AND SIGNATURE OF THE TENDERER**

## **PRESCRIBED FORMAT OF ATTACHED DOCUMENT**

1. Registration certificate of company or Company Certificate of incorporation.
2. VAT/PIN Registration Certificate.
3. Business Permit with relevant County Government.
4. Tax compliance certificate.
5. Confidential Business Questionnaire.
6. Annual audited financial reports for the last three (3) years certified by the Commissioner of Oaths.
7. Reference letters from at least three (3) Clients.
8. Financial capability form.
9. Proclamation /Sworn Statement.
10. Litigation History signed by the Commissioner of Oaths.
11. Capability and Competence to Deliver Goods, Services and Small Works form.
12. Evidence of financial resources (cash in hand, lines of credit, overdraft etc.)
13. Name, Address and Telephone of Contractor's Banks