

EMSOS TECHNICAL VOCATION COLLEGE



CONTINUOUS APPLICATION FOR REGISTRATION OF SUPPLIERS FOR F/Y 2024-2025, 2025-2026

CLOSING DATE: 7TH JUNE 2024

TIME: 4.00 PM

Receipt No.....

Serial

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**SECTION I - NOTICE OF REGISTRATION OF SUPPLIERS
– CONTINUOUS REGISTRATION - SECTION -71
(4) (b) of PPADA 2015**

1. BACKGROUND

Emsos Technical and Vocation College (ETVC) invites applications for continuous registration of suppliers for goods, services and works in accordance with Section 71(4) (b). Interested suppliers/applicants are invited to apply for registration, indicating the goods, services and works they wish to supply/provide as listed below;

Interested applicants can download the application document free of charge from ETVC website www.emsostvc.ac.ke or Public Procurement Information Portal, www.tenders.go.ke.

REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICE PROVIDERS

	REGISTRATION CATEGORY NUMBER	REGISTRATION NAME	ELIGIBILITY
		Supply and delivery of good	
1.	ETVC /CR /01/2024-2025-2026	Supply and delivery of mechanical, automotive tools and other workshop equipment	OPEN
2.	ETVC /CR /02/2024-2025-2026	Supply and delivery of computers ,computer accessories and software's	OPEN
3.	ETVC /CR /03/2024-2025-2026	Supply and delivery of hospitality training equipment ,	OPEN
		CONSULTANCY/SERVICES PROVIDERS	
4.	ETVC /CR /04/2024-2025-2026	Provision of research based surveys and policy management,	OPEN
5.	ETVC /CR /05/2024-2025-2026	Provision of quantity survey services, developing master planning and environmental impact assessment.	YOUTH
6.	ETVC /CR /06/2024-2025-2026	Provision of fumigation and spraying services	YOUTH
7.	ETVC /CR /07/2024-2025-2026	Provision of sanitary support services and waste collection.	WOMEN
8.	ETVC /CR /08/2024-2025-2026	Provision of legal services	OPEN
9.	ETVC /CR /09/2024-2025-2026	Provision of outdoor event management Services, catering, Tents, Chairs, general decorations, public address, and Flowers& Related items.	WOMEN
10.	ETVC /CR /10/2024-2025-2026	Repair and Maintenance of automotive, mechanical equipment and laboratory equipment.	OPEN
11.	ETVC /CR /11/2024-2025-2026	Maintenance, Repair and servicing General office equipment	YOUTH
12.	ETVC /CR /12/2024-2025-2026	Provision of Insurance	OPEN
13.	ETVC /CR /13/2024-2025-2026	Supply and installation and maintenance of Intercom and CCTV security surveillance and maintenance service	OPEN
14.	ETVC /CR /14/2024-2025-2026	Provision of repair, maintenance, and servicing of ICT	OPEN

		related items –computers, printers, UPS etc	
15	ETVC /CR /15/2024-2025-2026	Installation , Repair, Maintenance and Servicing of WideArea Network (WAN) And Local Area Network (LAN) and installation of CCTV	OPEN
16	ETVC /CR /16/2024-2025-2026	Provision of internet services, server maintenance, networking, website maintenance and web hosting.	YOUTHS
17	ETVC /CR /17/2024-2025-2026	Provision of small works services (construction, Repairs, partitioning, renovation, welding & fabrication and painting services)	OPEN
18	ETVC /CR /18/2024-2025-2026	Provision of labeling and branding of assets	OPEN

Completed registration documents must be submitted in a plain sealed envelope ONE COPY (“original”only) clearly marked on the outer Envelope with the **registration name and number** as per instructions in the tender documents and addressed to:-

**The Principal
Emsos Technical and Vocational College
P O BOX 300-30100 ELDORET.**

and delivered to the Tender box located at College Admin block reception or send by post to address above on or before **6th June 2024 at 11.30 a.m. Local Time**

SECTION II - INSTRUCTIONS TO APPLICANTS

2.1 Scope of Tender

Emsos Technical and vocational College hereinafter referred to as the procuring entity invites applications for registration of contractors/service providers/Suppliers for various goods, works and services.

Completed registration documents must be submitted in a plain sealed envelope (“**original**” only) clearly marked on the outer Envelope with the **registration name and number** so as to be received between 8:30 am to 4:30 PM from Monday to Friday daily at - ETVC, at the the Tender box located at College Admin block reception or send by post to address above on or before **6th june2024 at 11.30 a.m Local Time.**

2.1.1 Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to applicants.

2.2 Submission of Applications

Applications for continuous registration shall be submitted in sealed envelopes marked with the registration name and registration number and be addressed to **Principal, Emsos Technical and vocational College P.O. Box 300– 30100 Eldoret** and be delivered at the office of the Procurement officer or tender box at Administration block **between 8:30am and 4:30 PM – Monday – Friday**

2.2.1 The submitted applications will be evaluated on **Monthly or Quarterly or half yearly** basis and the successful applicants will be updated to the College list of registered suppliers

2.2.2 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.2.3 Failure to provide information that is essential for effective evaluation of the applicant’s qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant’s disqualification.

2.3 Eligible Candidates

2.3.1 This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

2.3.2 ETVC employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 59 of the PPADA 2015.

2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set registration criteria shall be registered.

2.4 Qualification Criteria

2.4.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. ETVC reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.5 MANDATORY REQUIREMENTS

2.5.1 General requirements to all applicants

All applicants must submit /provide the following documents:-

1. Copy of Certificate of Business Incorporation/Registration
2. Copy of Company's CR 12/CR 13
3. Copy of Valid Tax Compliance Certificates
4. Copy of current Trade License/Business Permit from County Government
5. Duly filled and stamped Application Form
6. Duly completed, stamped and signed confidential business questionnaire
7. Duly completed, stamped and signed Self-Declaration Form
8. Duly completed, stamped and signed Anti-Corruption Declaration Form

2.6 OTHER RELEVANT MANDATORY REQUIREMENT FOR THE BELOW LISTED CATEGORIES;

2.6.1 Applicants for categories reserved for AGPO:

All applicants who wish to be registered under the categories reserved for **AGPO** –firms owned by Youth, Women and Persons with Disabilities **MUST:**

- 1) Submit/Provide a copy of valid AGPO Registration Certificate

2.6.2 Applications for registration for **WORKS RELATED SERVICES** applicants will be further required to submit the following mandatory requirements;

1. Must submit a copy registration with National construction Authority –NCA- any category

2.6.3 Applications for registration for **ICT RELATED GOODS/SERVICES** applicants will be further required to submit the following mandatory requirements;

1. Must submit registration with CAK and ICTA where applicable

2.6.5 Application for registration for provision of **CONSULTANCY RELATED SERVICES** Applicants will be further required to submit the following mandatory requirements;

1. Registration with IHRM and other relevant regulatory/professional bodies.
 - ii. At least three (3) copies of recommendation letters for provision of brokerage insurance services in the last three (3) years

2.6.6 Application for registration for **PROVISION MOTOR VEHICLE RELATED SERVICES/WORKS** applicants will be further required to submit the following mandatory requirements;

- 1) Registration with the State department of Public Works - Mechanical
- 2) At least three (3) copies of LSO/contract for repairs and maintenance of motor vehicles
- 3) At least three (3) copies of recommendation letters for provision of motor vehicle maintenance services in the last three (3) years by a Public or Private firm

SECTION III- LETTER OF APPLICATION

Date

To

 (*name and address of the procuring entity*)

Ladies and/or Gentlemen

- 1) Being duly authorized to represent and act on behalf of _____ (*name of firm*) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the registration information provided, the undersigned hereby apply to be registered by yourselves as a supplier for the following contract(s) under (Registration No. and Registration name)

Registration Number	Registration Name
1.	
2.	
3.	

NB// -ETVC –ALLOWS REGISTRATION BY APPLICANTS IN NOT MORE THAN THREE (3) CATEGORIES

- 2) Attached to this letter are copies of original documents defining
- (a) the Applicant’s legal status
 - (b) the principal place of business and
 - (c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).
- 3) Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

- 4) Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

- 5) . This application is made with the full understanding that:
- (a) Bids by registered applicants will be subject to verification of all informationsubmitted for registration at the time of bidding.
 - (b) Your Agency reserves the right to:
 - Amend the scope and value of any contracts bid under this project; in such event, bids will only be called from registered bidders who meet the revised requirements; and
 - Reject or accept any application, cancel the prequalification process, and rejectall applications
 - (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them
- 6) Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
- 7) We confirm that if we bid, that bid, as well as any resulting contract, will be:

- a. signed so as to legally bind all partners, jointly and severally; and
- b. Submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

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

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

SECTION IV - STANDARD FORMS

FORM 1 – REGISTRATION FORM

You are requested to give the particular 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 General:

Business Name of the Applicant:

Location of business premises:

Plot No:

Street/Road:

Postal Address:

Tel. No:

Phone No:

Email address:

Nature of business as per Business Permit Registration:

AGPO registration certificate No:.....(Where applicable)

Nature/Type of Business/Category of registration under AGPO registration:
.....(Where applicable)

Number of Employees:

Number of years of experience in the sector:

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

Name of your bankers Branch

Bank Account Number:AGPO registered Firms

Part 2(a) – Sole Proprietor:

Your name in full Age

Nationality Country of origin

Citizenship details.....

Party 2(b) – Partnership

Give details of partners as follows

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

Part 2c) – Registered Company:

Private or public
.....

State the nominal and issued capital of the company –

Nominal Kshs:

Issued Kshs.....

Give details of all directors as follows

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

Part 2d) – Directors Details

Name	Nationality	I/D/Passport No.	%Shares
1			
2			
3			
4			

Contact Person:

Telephone Number of Contact Person:

Date.....

Signature of Applicant

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

FORM 2 - SELF-DECLARATION FORM

Date

To:
The PRINCIPAL
EMSOS TECHNICAL
COLLEGE
P.O. Box 300-30100
Nairobi

The tenderer i.e. (name and address) declare the following:

- a) Has not been debarred from participating in public procurement.
- b) Has not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

Name.....

Title.....

Signature.....

Date.....

Official Stamp.....

(To be signed by authorized representative and officially stamped)

FORM 3 - ANTI-CORRUPTION DECLARATION COMITMENT/ PLEDGE

I/We/Messrs.....

of Street, Building, P O Box.....

.....

Contact/Phone/E mail.....

Declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We.....

Declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender/Tender No

For or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name of Signatory.....

Title of Signatory

Official Stamp.....