

**MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING
BUTULA TECHNICAL AND VOCATIONAL
COLLEGE**

P.O. BOX 44 – 50404, BUMALA (KENYA)

PHONE NO 0741969132

Email address: butulatechnical@gmail.com



REGISTRATION AND PREQUALIFICATION OF SUPPLIERS FOR GOODS WORKS AND SERVICES FOR FINANCIAL YEARS 2025/2026 AND 2026/2027.

NOTE; Suppliers/service providers are required to fill the table below.

FIRM NAME	
CATEGORY NUMBER	
CATEGORY DESCRIPTION	
COMPANY EMAIL ADDRESS	
MOBILE NUMBER	
AGPO CERTIFICATE NUMBER	
TAX COMPLIANCE NUMBER	
CERTIFICATE OF INCORPORATION/REGISTRATION NUMBER	
BUSINESS PERMIT NUMBER	
KRA PIN NUMBER	

Closing Date 10TH JUNE 2025

TO:

BUTULA TECHNICAL AND VOCATIONAL COLLEGE

P.O.BOX 44-50404, BUMALA

EMAIL: butulatechnical@gmail.com

WEB: butulatvc.ac.ke

TEL NO: 0741969132

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TENDER NOTICE 21ST MAY 2025. CLOSING DATE IS 10TH JUNE 2025.

Butula Technical and Vocational College invites bids for the supply of Goods, Works and Services for the Financial year 2025/2026 and 2026/2027 under the following Categories.

CATEGORY A: SUPPLY AND DELIVERY OF GOODS

NO	REFERENCE NUMBER	DESCRIPTION OF GOODS	ELIGIBILITY
1.	BUTTVOC/P/01/2025-2027	SUPPLY AND DELIVERY OF BUILDING MATERIALS.	OPEN
2.	BUTTVOC/P/02/2025-2027	SUPPLY AND DELIVERY OF HARDWARE AND PLUMBING MATERIALS.	OPEN
3.	BUTTVOC /P/03/2025-2027	SUPPLY AND DELIVERY OF CARPENTRY MATERIALS.	OPEN
4.	BUTTVOC /P/04/2023-2027	SUPPLY AND DELIVERY OF ELECTRICAL, ELECTRONICS, SOLAR MATERIALS, ACCESSORIES, APPLIANCES AND EQUIPMENT	OPEN
5.	BUTTVOC /P/05/2025-2027	SUPPLY AND DELIVERY OF MECHANICAL AND AUTOMOTIVE ENGINEERING MATERIALS	OPEN
6.	BUTTVOC /P/06/2025-2027	SUPPLY AND DELIVERY OF COMPUTERS, COMPUTER ACCESSORIES AND ERP /MIS SYSTEM	OPEN
7.	BUTTVOC /P/07/2025-2027	SUPPLY AND DELIVERY OF SPORTS EQUIPMENTS, SPORTS UNIFORMS, GAMES EQUIPMENT, FOOTWEAR AND PROTECTIVE CLOTHING	YOUTH, WOMEN & PWD
8.	BUTTVOC /P/8/2025-2027	SUPPLY AND DELIVERY OF LECTURE CHAIRS, TABLES AND OFFICE FURNITURE	PWD
9.	BUTTVOC /P/9/2025-2027	SUPPLY AND DELIVERY OF COOKING AND WELDING GAS	PWD

10.	BUTTVOC /P/10/2025-2027	SUPPLY AND DELIVERY OF DRY FOOD STUFFS AND ASSORTED ITEMS	OPEN
11.	BUTTVOC /P/12/2025-2027	SUPPLY AND DELIVERY OF STAFF UNIFORMS, FOOT WEAR AND PROTECTIVE CLOTHES	OPEN
12.	BUTTVOC /P/13/2025-2027	SUPPLY AND DELIVERY OF TEXT BOOKS, PERIODICALS AND E-BOOKS	OPEN
13.	BUTTVOC /P/14/2025-2027	SUPPLY AND DELIVERY OF AUTO MOBILE TOOLS, AUTO BODY SPRAY PAINTING PANEL BEATING MATERIAL	OPEN
14.	BUTTVOC /P/15/2025-2027	SUPPLY AND DELIVERY OF BEAUTY THERAPY EQUIPMENT AND ACCESSORIES	YOUTH, WOMEN & PWD
15.	BUTTVOC /P/16/2025-2027	SUPPLY AND DELIVERY OF HAIR DRESSING EQUIPMENT AND ACCESSORIES	YOUTH, WOMEN & PWD
16.	BUTTVOC /P/17/2025-2027	SUPPLY AND DELIVERY OF FASHION AND DESIGN EQUIPMENT AND ACCESSORIES	YOUTH, WOMEN & PWD
17.	BUTTVOC /P/20/2025-2027	SUPPLY OF BUILDING STONES, BLOCKS, BRICKS, SAND, BALLAST AND HARD CORE	OPEN
18.	BUTTVOC /P/21/2025-2027	SUPPLY AND DELIVERY OF AGRICULTURE EQUIPMENT AND ACCESSORIES	YOUTHS, WOMEN & PWD
19.	BUTTVOC /P/22/2025-2027	SUPPLY AND DELIVERY OF CATERING AND ACCOMMODATION EQUIPMENT AND ACCESSORIES	PWD
20.	BUTTVOC/P/23/2025-2027	SUPPLY AND DELIVERY OF STATIONARY AND GENERAL OFFICE SUPPLIES	OPEN
FRAMEWORK AGREEMENT			
21.	BUTTVOC /P/18/2025-2027	SUPPLY AND DELIVERY OF FOOD AND BEVERAGE MATERIALS, EQUIPMENT AND ACCESSORIES	OPEN
22.	BUTTVOC /P/11/2025-2027	SUPPLY AND DELIVERY OF CLEANING MATERIALS, DETERGENTS AND DISINFECTANTS	YOUTH AND WOMEN

CATEGORY B: PROVISION OF SERVICES

23.	BUTTVOC /P/24/2025-2027	PROVISION OF MAINTANCE SERVICES FOR COMPUTERS, PRINTERS AND OTHER ELECTRONIC GADGETS	YOUTH, WOMEN & PWD
24.	BUTTVOC /P/25/2025-2027	PROVISION OF GENERAL PRINTING SERVICES	YOUTH, WOMEN AND PWD

25.	BUTTVOC /P/26/2025-2027	PROVISION OF MOWING, LANDSCAPING AND AESTHETIC SERVICES	OPEN
26.	BUTTVOC /P/27/2025-2027	PROVISION OF SECURITY SERVICES	OPEN
27.	BUTTVOC /P/28/2025-2027	SUPPLY AND MAINTENANCE OF FIRE EXTINGUISHERS AND HOSE REELS	OPEN
28.	BUTTVOC/P/29/2025-2027	PROVISION AND MAINTAINANCE OF CCTV CAMERAS	OPEN

CATEGORY C: PROVISION OF WORKS

30.	BUTTVOC /P/30/2023-2025	PROVISION OF ELECTRIC WORKS	YOUTHS
31.	BUTTVOC /P/31/2023-2025	PROVISION OF REPAIR AND MAINTANANCE WORKS	OPEN
32.	BUTTVOC /P/32/2023-2025	PROVISION OF WELDING WORKS	OPEN
33.	BUTTVOC /P/33/2023-2025	PROVISION OF DRILLING WORKS	OPEN

REQUIREMENTS

Prospective suppliers shall be required to submit the following mandatory documents as proof of their eligibility:

1. Certificate of registration/ incorporation
2. Valid tax compliance certificates
3. Copy of valid trade license
4. Company profile
5. Valid AGPO certificate for the YOUTH, WOMEN AND PWD
6. Duly completed confidential business questionnaire
7. Firm MUST NOT be debarred by public procurement regulatory authority(provide statement/declaration)

Tender documents can be obtained free of charge from Public Procurement Information Portal, College website butulatvc.ac.ke or at the college Procurement office during official hours upon payment of a non-refundable fee of **Ksh 1000 (One thousand shillings only)** through our **M pesa** Pay bill **247247** to college **Equity bank** A/C NO: **284480** A/C NAME: **BUTULA TVC** Place complete tender document with clearly marked **Tender Reference Number, Item description and M-pesa payment notification** addressed to:

**THE PRINCIPAL
BUTULA TECHNICAL AND VOCATIONAL COLLEGE
P.O BOX 14-50400,
BUMALA-KENYA.**

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.

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SECTION 2 - INSTRUCTIONS TO APPLICANTS (ITA)

2.1 Introduction

Butula Technical and Vocational College being the procuring entity intends to register Suppliers for various goods, works and services for financial year 2025-2027.

2.1.2 Registration is open to eligible firms. All suppliers registered with the registrar of companies under the

2.1.3 Applicants must have participated in successful deliveries of similar services to the government or Institutions of same size and capacity. Potential applicants must demonstrate the willingness and commitment to meet the institution's registration criteria.

2.2 Submission of application

2.2.1 Applications for registration shall be submitted in a plain sealed envelope marked with tender name, tender description and deposited in the Tender Box located at the Administration Block, Butula Technical and Vocational college or be addressed and posted by registered mail to:

**The Principal /Secretary BOG
Butula Technical and Vocational College
P.O Box 44-50404 BUMALA.**

So as to be received on or before 19th June 2025. Any tender received after the deadline pursuant to clause 6.3 shall be rejected as a late application and shall not be considered.

2.2.2 The prepared tender, documents relating to the tender and all correspondence shall be written in English language.

2.3 Eligibility of applicants

2.3.1 Applicants shall provide such evidence of their continued eligibility satisfactory to Butula T.V.C as shall be reasonably requested.

2.3.2 Invitation for prequalification/registration is open to all candidates who are eligible as defined in the Public Procurement Act and Regulations.

2.4 Qualification criteria

2.4.1 Registration will be based on meeting the minimum requirements and if the registration Application form is not completely filled and submitted as required then it will not be considered.

2.4.2 All documents forming part of the proposal must be written in English.

2.4.3 Experience

Apart from Bidders under the special group's categories, prospective bidders shall provide at least one-year experience in the supply of Goods, Works and Services.

2.4.4 Financial status

The Suppliers financial status will form part of the evaluation criteria to determine the supplier's capability at this stage.

2.4.5 Confidential business questionnaire

General information, nature of the business and location should be provided.

2.4.6 Past performance

Will be given due consideration in prequalifying bidders. Letters of reference from past customers should be attached.

2.4.7 Litigation History

The Application should include any history of Litigation or Arbitration resulting from previous contracts in the last one year or contracts under execution.

2.4.8 Statements

A sworn statement by the tenderer should be provided stating the accuracy of information given.

2.4.9 Business premises

The Business must have a physical location and registered in Kenya with certificate of registration, Incorporation/memorandum and Article of association. Copies of certificate to be attached.

2.4.10 Youth, Women and Persons with Disability registered with the treasury under Access to Government Procurement o-Opportunities must submit a copy of the AGPO registration certificate for the reserved categories.

2.4.11 The firm must show proof of complying with the statutory obligations and have a valid Tax Compliance or exemption certificate.



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**SECTION 3 – SUPPLIERS APPLICATION FORM
FORM I**

CATEGORY NUMBER:.....
CATEGORY DESCRIPTION.....

TO: The Principal/Secretary BOG
Butula Technical and Vocational College
P.O Box 44-50404
BUMALA

Dear Madam,

I of post office Box being a resident ofin the Republic of..... do here by make statement as follows:

1. THAT I am the Company secretary/ Chief Executive/ Managing director/principal officer/Director of (Insert name of Company) who is a bidder in respect of of **Tender No.**.....for..... (Insert Tender Description) for..... (Insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in Procurement proceedings under the Act.
3. THAT we have Attached Copies of original documents of
 - a) Registration /Certificate of incorporation
 - b) Pin Certificate
 - c) Vat Certificate
 - d) Valid Tax Compliance Certificate
 - e) Bank statements of the last one Year.
 - f) We make this Application with full understanding that:
 - i. Request for quotations and bids will be called from registered bidders who meet the stated requirements.
 - ii. Butula TVC Reserves the right to accept or reject any application, cancel the prequalification process and reject all applications.
 - iii. All bids by registered applications will be subject to verification of all certificates and information provided.
4. THAT What I have stated above is true to the best of my Knowledge, information and belief.

.....

(Title)

(Signature)

(Date)

Bidder official stamp

FORM II CONFIDENTIAL BUSINESS QUESTIONNAIRE

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	
8	AGPO CERTIFICE NO	
9	VAT Registration number(fill and attach copy	
10	Pin Certificate number(fill and attach copy)	
11	Current Tax Compliance Certificate/VAT Exemption Certificate(Attach Copy)	
12	Credit Terms(period)	
13	Maximum Value of business you can handle at a time in Kenyan currency	

General and Specific Details

a) Sole Proprietor, provide the following details.

Name in full _____

Age _____

Nationality _____

Country of Origin _____

Citizenship _____

b) Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

(d) Registered Company, provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

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SECTION 4 COMPLIANCE WITH STATUTORY REQUIREMENTS

**1. State VAT Registration No..... Pin No.....
attach proof of being up-to-date in VAT and income tax returns**

**2. State any technological innovations or specific attributes which distinguishes you with
your competitors.....**

.....
.....

State any quality assurance certification e.g. ISO 9000 held by the company

.....
.....
.....
.....
.....



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SECTION 5 FINANCIAL STATUS

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name:

Date:

Joint Venture Member Name:

ITT No. and title:

Page.....*[Insert page number]* of *[insert total number]* pages

1. Financial data

2. The applicant to provide evidence of financial statement for the past one year

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					

Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

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SECTION 6 EXPERIENCE

The number of years the Company has been in operation.....

Referees: The Applicant should state names of at least two clients and attach copies of LPOs, Letter of Award, Completion Certificates and Signed Contracts.

Name of 1st Client (Organization)

- i. Name of Client (Organization).....
- ii. Address of Client (Organization).....
- iii. Name of contact person in the Organization.....
- iv. Telephone number of Client.....
- v. Duration of Contract (dates)
- vi. Signature and stamp of client.....

Name of 2nd Client (Organization)

- i. Name of client (Organization).....
- ii. Address of client (Organization).....
- iii. Name of Contact Person in the organization.....
- iv. Telephone number of Client.....
- v. Duration of Contract.....
- vi. Signature and stamp of Client.....

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SECTION 7 LITIGATION HISTORY

[The following table is to be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name:

Date:

Joint Venture Member's Name:

ITT No. and title:.....

YEAR	AWARD FOR/AGAINST	CLIENT NAME, CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE KSH EQUIVALENT)

SECTION 8 EVALUATION CRITERIA

MANDATORY REQUIREMENTS

Certificate of registration/ incorporation
Valid tax compliance certificates
Copy of valid trade license
Company profile
Valid AGPO certificate for the YOUTH, WOMEN AND PWD
Duly completed confidential business questionnaire

The suppliers who do not satisfy the above Requirements shall be considered Non- responsive and their Tenders disqualified.

TECHNICAL EVALUATION

S/N	REQUIREMENTS	POINTS
1	Duly filled Suppliers Application form	20
2	Duly filled, signed and stamped confidential Questionnaire	30
3	Relevant Past Experience	20
4	Evidence of Financial status	10
5	Compliance with the Statutory Requirements	10
6	Litigation History (provide current sworn Affidavit)	10
	TOTAL	100

The minim expected pass mark to qualify for Registration shall be 70. Applicants who will not meet this pass mark shall be disqualified at this stage.

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SPECIFICATIONS FOR PROVISION OF SECURITY SERVICES.

Butula Technical and Vocational College Expects all its Property, Staff, Students and Visitors to be secure at all times. This can be achieved through Effective Guarding and Supervision.

EXPECTATIONS

The Service Provider shall be responsible for the provision of appropriate Equipment to ensure provision of quality security services. All guards must be equipped as Follows

- a) Peak Caps/berets
- b) Well working Torches and Batteries
- c) Whistles
- d) Military boots
- e) Clean presentable Company uniform
- f) Sweaters/Rain coats
- g) Communication equipment's
- h) Identification Tags
- i) Any other Protective gear

REQUIREMENTS FOR GUARDS, SUPERVISORS AND PROJECT MANAGERS

i. At least O Level Education

ii. Well trained by the Company

iii. Good Communication Skills and disciplined

iv. Project manage to have at least a Diploma in any Security Related Courses.

NOTE:

- a) **The Company to Avail the guard's salary structure**
- b) **The company shall ensure that all regulations of Butula t.v.c affecting surety and property in guarded premises are adhered to strictly'**
- c) **Daily Reports to are to be presented to the employer on work programs and personnel assignment clearly indicating the areas of operations. The reports to be based on site inspections.**

All prices to be inclusive of VAT and all Government taxes.

This tender is for financial year 2025-2027 with a yearly renewable award subject to Performance

S/N	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	DISCOUNT	TOTAL MONTHLY COST	TOTAL ANNUAL COST
	Day Guard		Guard per Month				
	Night Guard		Guard per month				
	Day time Supervisor (s)		Supervisor per month				
	Night time supervisor (s)		Supervisor per month				

EVALUATION CRITERIA

PART 1 MANDATORY REQUIREMENTS

1. Available physical Office (Evaluation team may visit)
2. Valid Certificate of GGOD Conduct for Management and supervisory staff.

PART 2 TECHNICAL EVALUATION

The Evaluation team shall consider the list below

1. Current bank statements
2. Copies of NHIF Compliance certificate
3. Copies of NSSF Compliance Certificate
4. Membership to a Professional Security governing body in Kenya
5. Provide CVs of at least two personnel in the organization (Directors and supervisors)
6. Reference from two clients
7. Litigation History
8. Equipments
9. Credit Period
10. Current bank statements
12. Detailed Project Plan on SCOPE OF WORK

PART 3 FINANCIAL EVALUATION

1. Checking validity of tender prices

2. **Arithmetic accuracy**
3. **Capability**
4. **Financial status.**