



Ministry of Education
State Department for Vocational and Technical Training
RUIRU TECHNICAL AND VOCATIONAL COLLEGE
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RTVC/TENDER/001/2026

**RUIRU TECHNICAL AND VOCATIONAL COLLEGE
TENDERS/REGISTRATION OF SUPPLIERS FOR
SUPPLY/PROVISION OF GOODS, WORKS AND SERVICES FOR THE YEAR
2026/2027-2027/2028.**

**CLOSING DATE:
14TH JULY 2026**

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REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE FY 2026/2027

and 2027/2028

Ruiru TVC invites applications from interested, eligible and capable individuals and firms for registration as suppliers and service providers for the financial years **2026/2027 and 2027/2028** in the following categories:

	CATEGORY	Registration Of Suppliers	
S/N	TENDER NO	Item Description	Eligibility
1	RTVC/REG/01/2026 – 2028	Supply and Delivery of Milk and Dairy Products	Open
2	RTVC/REG/02/2026 – 2028	Supply and Delivery of hospitality food and beverage materials and cutlery.	Open
3	RTVC/REG/03/2026 – 2028	Supply and Delivery of Games and Sports Uniform, Equipment's and kits	Open
4	RTVC/REG/04/2026 – 2028	Supply and Delivery of Electrical Fittings, Electronics Materials and Equipment.	Open
5	RTVC/REG/05/2026 – 2028	Supply and Delivery of Building and Hardware Materials, Plumbing Materials Fittings and Accessories	Open
6	RTVC/REG/06/2026 – 2028	Supply and Delivery of Text Books , Journals, Digital Materials and Periodicals	Open
7	RTVC/REG /07/2026 – 2028	Supply and Delivery of ICT Accessories, Related Equipment for Both Learning and Office Work.	Youth, Women & PWDs
8	RTVC/REG/08/2026 – 2028	Supply and Delivery of Staff Uniforms, Protective Gear, Clothing Materials, Curtains, Linens and Upholstery	Youth, Women & PWDs
9	RTVC/REG/09/2026 – 2028	Supply and Delivery of Office Furniture and related Office Fittings	Open
10	RTVC/REG/10/2026 – 2028	Supply and Delivery of Firefighting Equipment's, Training, Repair, Maintenance and Servicing	Open
11	RTVC/REG/11/2026 – 2028	Provision of Repairs and Maintenance Services for Computers and Printers.	Open
12	RTVC/REG/12/2026 – 2028	Design, Supply and Delivery of Branded Marketing and Promotional Materials (T- Shirts, Caps, Carrier Bags, Logos Brochure's, Banners, School Ids.	Youth, Women & PWDs

13	RTVC/REG/13/2026 – 2028	Supply and Delivery of Acetylene Gas, Welding Equipment and assorted Materials	Open
14	RTVC/REG/14/2026 – 2028	Supply and Delivery of Hairdressing, Beauty Therapy and Cosmetology Products and Equipment	Youth, Women & PWDs
15	RTVC/REG/15/2026 – 2028	Supply and Delivery of Agriculture Farm Inputs, Machinery and Equipment.	Youth, Women & PWDs
16	RTVC/REG/16/2026 – 2028	Supply and Delivery of Automotive, Mechanical Welding and Fabrication Materials, Tools and Equipment	Youth, Women & PWDs
17	RTVC/REG/17/2026 – 2028	Provision of Graphic Design and Sign Writing Works i.e Door Labels, Sign Boards Etc.	Open
18	RTVC/REG/18/2026 – 2028	Provision of Small Works and Construction Services	Open
19	RTVC/REG/19/2026-2028	Supply and Delivery of Cleaning Materials, Disinfectant and Detergents	Youth, Women & PWDs
20	RTVC/REG/20/2026-2028	Supply and Delivery of Stationery, Pre- Printed Office Stationery and Tonner Ink and Cartridges	Youth, Women & PWDs
21	RTVC/REG/21/2026-2028	Supply and Delivery of Hospitality Equipment i.e, Cookery & Kitchen Equipment	Open
22	RTVC/REG/22/2026-2028	Supply and Delivery of Fashion and Design Textile/Fabric/Clothing Materials, Knitting Materials, Accessories and Equipment.	Open
23	RTVC/REG/23/2026-2028	Provision of Asset Maintenance, Valuation, Tagging, labelling of Assets and Bar Code services	Open
24	RTVC/REG/24/2026-2028	Supply and Delivery of Caregiving materials, Diagnostic kits and Equipment	Open
25	RTVC/REG/25/2026-2028	Provision of Website Redesign, Upgrading and Maintenance services	Open
26	RTVC/REG/26/2026-2028	Supply, Installation and Maintenance of CCTV Cameras	Open
27	RTVC/REG/27/2026-2028	Provision of Internet Cabling Services and internet connection	Open
28	RTVC/REG/28/2026	Provision of Sanitary Bins, Fumigation, Pest Control and Related Services	Youth, Women & PWDs
29	RTVC/REG/29/2026 – 2028	Provision of Medical and Insurance Cover for Students Both in Session and Students Proceeding for Attachment	Open
30	RTVC/REG/30/2026 – 2028	Provision of tents, chairs, decoration, and catering services.	Youth, Women & PWDs
31	RTVC/REG/31/2026 – 2028	Supply and delivery of farm inputs, animal feeds, supplements, seeds and fertilizers.	Youth, Women & PWDs
32.	RTVC/REG/32/2026 – 2028	Supply and delivery of petrol, diesel, gas and allied products.	Open
33.	RTVC/REG/33/2026 – 2028	Provision of general printing services i.e. calendars, diaries, student IDs, brochures and magazines	Open
34	RTVC/BOG/34/2026 – 2028	Provision of Guarding/Security Services	Open

A complete set of Tender /Prequalification Document in English may be purchased or obtained by interested applicants upon payment of a non-refundable fees of **1000/= (One thousand Kenyan Shillings only)** Payment should be made to COOPERATIVE Bank. (**Account Number 01139244835000, Account name: Ruiru Technical and Vocational College) Ruiru Branch.**

Documents obtained electronically will be free of charge. Documents sent electronically WILL NOT be accepted

Tender/Registration Documents may be viewed and downloaded for free from the college website www.rtv.ac.ke. Applicants who download the Documents must forward their particulars immediately to ruirutvcprocurement@gmail.com or ruirutvc@gmail.com to facilitate any further clarification or addendum.

Completed Tender/Registration documents are to be enclosed in a plain sealed envelope marked with category name and reference number and deposited in the Tender Box situated at reception area at **RUIRU TECHNICAL AND VOCATIONAL COLLEGE**, located 1KM off Karuguru Kwihota stage or 5km from Ruiru Town via Rainbow Hotel on or before **14th JULY 2026 at 10.00 a.m** or be addressed to: -

**THE PRINCIPAL,
RUIRU TECHNICAL AND VOCATIONAL COLLEGE,
P.O BOX 416-00232
RUIRU
TEL:0746319919**

Tender documents will be opened immediately thereafter in the presence of the Bidders or their representatives who choose to attend Tender opening exercise at **RUIRU TECHNICAL AND VOCATIONAL COLLEGE DATE: 14/07/2026 TIME: 10:00am.**

NB: LATE TENDERS WILL NOT BE ACCEPTED.

**IRUNGU J.C CHEGE
PRINCIPAL/SECRETARY BOG**

PRE-QUALIFICATION

INSTRUCTIONS

1.0 Introduction

Ruiru Technical and Vocational College invites interested and qualified candidates for registration to supply, deliver or provide services to Ruiru Technical and Vocational College.

1.1 Registration Objective

The main objective is to register suppliers for supply and delivery of assorted items and also provide services under relevant Quotations to Ruiru Technical and Vocational college as and when required during the period ending from 1st July 2026 to 30th June 2028.

1.2 Invitation for Registration

Eligible and legally registered business entities, are invited to submit their Registration documents to **RUIRU TECHNICAL AND VOCATIONAL COLLEGE**.

1.3 Experience

Potential suppliers must demonstrate the capacity, willingness and commitment to meet the prequalification Criteria.

1.4 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre- qualification/registration, prospective suppliers must submit all the Information herein requested. The suppliers are also required to be registered through the **Electronic Government Procurement System (EGP)**

1.7 Submission of Registration Documents

Original copy of the Completed registration data and other requested information shall be submitted to reach:

**RUIRU TECHNICAL AND VOCATIONAL COLLEGE,
P.O BOX 416-00232,
RUIRU TEL:0746319919**

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to ruirutvcprocurement@gmail.com or ruirutvc@gmail.com

1.9 Additional Information

Ruiru Technical and Vocational college reserves the right to request submission of additional information from prospective bidders.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay all taxes payable as applicable for all materials to be supplied.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges and taxes.

2.4 Payments

All local purchase orders shall be on credit of a minimum of ninety (90) days or as may be stipulated in the Contract Agreement.

2.5 All overseas purchases shall be by irrevocable letter of credit (ILC) or as it may be stipulated in the Contract Agreement.

3.0 PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaires are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of Tender for a specific category.

3.1.2 The pre-qualified/registered application forms which are not filled out completely and Submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by Ruiru Technical and Vocational college in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the College they possess capability, experience, qualified personnel available and suitability of equipment and net current asset or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre- Qualification/Registration

3.3.1 Experience

- a) Prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items. Unless under reserved or preference category. Potential supplier/contractor should show competence, willingness and capacity to service the contract.

- b) Prospective bidders shall have experience in the supply of goods, services and Allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Financial Condition

The supplier's financial condition will be determined by the latest financial statement submitted with the pre-qualification documents as well as letters of reference from their bankers regarding the supplier's credit position. Potential suppliers/ contractors will be pre-qualified on the satisfactory information given. Special consideration will be given to the financial resources available as working capital, taking into account the number of uncompleted orders on contract and now in progress given. However, potential bidders should provide evidence of financial capability to execute the Contract.

3.3.3 Past performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included.

3.4 Statement

Application must include a sworn statement by the tenderer ensuring the accuracy of the information provided.

3.5 Withdrawal of pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client (Ruiru Technical and Vocational college) could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, Ruiru Technical and Vocational college reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 Business Location

The firm must have a fixed business premise and must be registered in Kenya, with Certificate of Registration, Incorporation/Memorandum and Article of Association, copies of which must be attached.

3.7 Payment of Statutory Obligations

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory

4.0 PREQUALIFICATION CRITERIA

	Required information	Allocated scores
1	Registration documentation • Certificate of incorporation/Registration certificate • PIN Certificate	15 10
2	Valid Tax Compliance Certificate	20
3	Financial capacity • Audited reports for the last 2 years (General) • Mode of payment & willingness to give credit	5 5
4	Past experience & performance • No. of years in business (General) • Referees (clients) attach proof (General)	5 5
5	Confidential business questionnaire • Dully filled • Fixed premises with telephone facilities (will be inspected/verified by a team from Ruiru TVC)	10
6	Litigation History (General)	5
7	Valid Business permit	5
8	Other certificates e.g. KEBS, registration with Professional Bodies certification (Attach Copies) Insurance service providers to attach current certificate from the Insurance Regulation Authority (IRA)	10
9	Declaration and Company Stamp	5
	TOTAL	100

**5.0 MANDATORY REQUIREMENTS FOR PERSONS WITH DISABILITIES (PWD'S),
YOUTH AND WOMEN**

- 1) Attach copy of Valid Business Registration Certificate
- 2) Attach copy of Valid PIN certificate and VAT Certificate
- 3) Valid Registration Certificate by National Treasury/County Government (**AGPO**)
- 4) Duly filled and completed Tender submission document.

N/B

1. Previous Experience is not a requirement for special groups (Youth, Women& PWDs,) Audited Accounts for this special group is not a requirement. Also under this special group the bidders should specify on the document whether the firm is owned by Youth, Women or PWDs (be specific)
2. To qualify the prospective supplier, consultant or contractor must score 60 points and above.

FORM PQ -1 PRE-QUALIFICATION DOCUMENTATION

All firms must provide:

1. Copies of Valid Certificate of Registration/Incorporation
2. Copy of valid V.A.T. Registration Certificate/ PIN certificate of Firm/Company/Individual
3. Copy of Valid Certificates (AGPO)for special groups from the National Treasury.
4. Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority
5. Valid CR12 where applicable
6. Copy of valid Business permit
7. Dully completed Confidential Business Questionnaire
8. For Provision of Small Works Firms MUST be registered by NCA
9. Registration with the Insurance Regulatory Authority (IRA)for Current year and a Certified Copy of the current License be submitted (For Provision of Insurance Services)

FORM PQ -2: PREQUALIFICATION DATA

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.....

FORM PQ -3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

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.....

Nature of Business.....Current Trade Licence No.

.....Expiry Date

Maximum value of business that you can handle at any one time: Ksh.....

Name of your banker Branch

Are you an agent of the Kenya National Trading Corporation? YES/NO

Part 2 (a) – Sole Proprietor:

Your name in full Age..... Nationality

.....Country of origin

Citizenship details

Part 2 (b)- **Partnership:**

Give details of partners as follows:

S/N	NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARES

Part 2 (c) – **Registered Company**

Private or Public

State the nominal and issued capital of the company –

Nominal Ksh Issued KshGive details of all directors

as follows:

S/N	NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARES

Date

Signature of Tenderer

If Kenyan Citizen, indicate under “Citizenship Details” whether by **Birth, Naturalization** or **Registration**.

**NB: IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON
THIS FORM**

PART 1: GENERAL INFORMATION

Business Name	
Physical Location of Business Premises (Note that a visit to your office may be made to confirm information provided as part of the Evaluation)	Town..... Street..... Building..... Floor.....
Business operations	Year established Duration of business operations.....
Principal Contact Person	Name.....
	Position.....
Contacts (Business)	TEL EMAIL P.O. Box.....Code.....
Nature of business	
Maximum value of business which you can handle at any one time	Kshs.....
Name of your banker	Name..... Branch.....

PART 2 (A) – SOLE PROPRIETOR

Your name in full	
Age	
Nationality	
Country of origin	
Citizenship details	

PART 2(B) – PARTNERSHIP**Give details of partners as follows:**

No	Name	Nationality	Citizenship details	Share
1				
2				
3				
4				
5				

PART 2(C) – 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)

6.0 STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. Valid 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)

S/N	STATUTORY REQUIREMENT	NO	DATE ISSUED	EXPIRY DATE	STATUS	EVIDENCE ATTACHMENT(Y ES/NO)

FORM PQ -4 CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

1. State if the company is a subject of bankruptcy proceeding, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law

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

2. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent),

Wholesaler, Retailer

etc.....

.....
.....

3. State any technological innovations or specific attributes which distinguishes you from your competitors.....

4. Tax Compliance Certificate (Attach copy)

5. Other important certificates e.g. KEBS, registration with MOPW, Professional bodies certification Please attach proof

6. To what extent is your firm /company e-enabled with your clients and suppliers and how do you intend to carry out business with Ruiru Technical and vocational college.....

...

.....

7. What is the Maximum Value of Business, which you can handle at any one time? Kshs

.....

8. What is the average response time to a request for quotation /proposal ?

9. What is the average response time to delivery of goods /services after issuance of an LPO/LSO?.....

10. Your trade terms (include mode of payment, credit allowed and discounts)

.....

FORM PQ- 5 FINANCIAL POSITION & TERMS OF TRADE

PART I: AUDITED REPORTS

Attach copies of audited reports for the last 3 years.

PART II: TERMS OF TRADE PAYMENTS

RUIRU TECHNICAL AND VOCATIONAL COLLEGE would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made later.

Confirm acceptance of this:

Acceptable/Not Acceptable

SIGN.....

DATE.....



FORM PQ- 6 LITIGATION/ARBITRATION INCIDENCES (IF ANY)

Litigation and Arbitration incidences

- b) Enumerate any past litigation and arbitration incidences encountered by the firm.
- c) State if the company is/ was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

CLIENTS DETAILS

Give details of at least 5 Reputable Organizations where you are supplying the category of goods/service applied for. (Attach Proof)

1. Organization Name.....

Address.....

Name of Contact Person.

Position in the organization.....

Tel no

E-mail Address.....

Duration of Contract.....

2. Organization Name.....

Address.....

Name of Contact Person.

Position in the organization.....

Tel no

E-mail Address.....

Duration of Contract.....

3. Organization Name.....

Address.....

Name of Contact Person.

Position in the organization.....

Tel no

E-mail

Address.....

Duration of Contract.....

4. Organization Name.....

Address.....

Name of Contact Person.

Position in the organization.....

Tel no.....

E-mail Address.....

Duration of Contract.....

5.Organization Name.....

Address.....

Name of Contact Person.

Position in the organization.....

Tel no

E-mail Address.....

Duration of Contract.....

FORM PQ -7 PAST PERFORMANCE

Have you previously been supplying goods/services to Ruiru Technical and Vocational College? If yes, give details

.....

.....

.....

Indicate three of the latest orders with RTVC

.....

.....

.....

Do you have any pending orders with RTVC? If so give details

.....

.....

.....

Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?

.....

If you are a current or previous supplier of goods and services to Ruiru Technical and Vocational College, have you at any one time been issued with an LPO and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?.....

FORM PQ -9 SWORN STATEMENTS

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.....

