

REPUBLIC OF KENYA



**ROTARY VOCATIONAL TRAINING CENTRE
TENDER DOCUMENT
FOR**

**REGISTRATION OF SUPPLIERS FOR SUPPLY OF
GOODS AND PROVISION OF SERVICES
FOR A PERIOD OF TWO (2) YEARS**

TENDERER'S NAME:

.....

CATEGORY NO:

ITEM DESCRIPTION:

**MANAGER
ROTARY VOCATIONAL TRAINING CNETRE
P.O.BOX.366-40100, KISUMU**

JULY 2026

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SECTION I- INVITATION FOR REGISTRATION

1. Rotary Vocational Training Centre (RVTC) intends to register Suppliers, Contractors and Consultants for supply and provision of various Goods and Services for a period of two (2) years. Interested eligible suppliers are invited to apply for Registration, indicating the category of goods, works or services they wish to apply for. Suppliers currently in the Vocational Training Centre database who wish to be retained are required to apply and submit up to date information required in the registration of suppliers document as follows:

S/No	CATEGORY No.	ITEM DESCRIPTION	ELIGIBILITY
1.	RVTC/REG/ 2026-2027/&2027-2028/01	Supply and Delivery of Stationery and Other Office Equipments	Reserved Groups
2.	RVTC/REG/ 2026-2027/&2027-2028/02	Supply and Delivery of Computers, Laptops, Software, Printers and accessories, Projector	Open to all
3.	RVTC/REG/ 2026-2027/&2027-2028/03	Supply and Delivery of hardware, building materials and plumbing materials.	Open to all
4.	RVTC/REG/ 2026-2027/&2027-2028/04	Supply and Delivery of Hairdressing and Beauty Training Materials	Reserved Groups
5.	RVTC/REG/ 2026-2027/&2027-2028/05	Supply and Delivery of Sports Equipments and attires	Reserved Groups
6.	RVTC/REG/ 2026-2027/&2027-2028/06	Provision of Security Services	Open to all
7.	RVTC/REG/ 2026-2027/&2027-2028/07	Repair and Maintenance of Computers And Sewing Machines	Open to all
8.	RVTC/REG/ 2026-2027/&2027-2028/08	Supply and Delivery of Kitchen Equipments	Open to all
9.	RVTC/REG/ 2026-2027/&2027-2028/09	Supply and Delivery of Mechanical and Electrical Materials	Open to all
10.	RVTC/REG/ 2026-2027/&2027-2028/10	Supply and Delivery of Motorcycles and Motor vehicles	Open to all
11.	RVTC/REG/ 2026-2027/&2027-2028/11	Supply and Delivery of Sewing Machines and Garment making materials	Reserved Groups
12.	RVTC/REG/ 2026-2027/&2027-2028/12	Supply and Delivery of Dry Food and Cereals	Reserved Groups
13.	RVTC/REG/ 2026-2027/&2027-2028/13	Supply and Delivery Fresh Foods: Vegetables, Fruits, Dairy products and Related Products	Reserved Groups
14.	RVTC/REG/ 2026-2027/&2027-2028/14	Repair and Maintenance of Motor vehicles	Open to all
15.	RVTC/REG/ 2026-2027/&2027-2028/15	Provision of Catering Services	Reserved Groups
16.	RVTC/REG/ 2026-2027/&2027-2028/16	Provision of Consultancy Services	Open to all

2. A complete set of Tender documents to be obtained electronically from the Website(www.rotaryvvc.co.ke)
3. Youth, Women and Persons with Disability who have been duly registered with the National Treasury(Directorate of Public Procurement) **MUST** show proof of registration by providing valid certificates of registration.
4. Completed Registration documents are to be enclosed in plain sealed envelopes, clearly marked ‘**Tender No. RVTC/REG/2026-2027/&2027-2028**’, **Respective Category** and **Item Description**, and be deposited in the Tender Box provided at , **ROTARY VOCATIONAL TRAINING CENTRE** or be addressed and posted to:

Rotary Vocational Training Centre
P.O. Box .366-40100
KISUMU

So as to be received **on or before Friday 17th July, 2026 at 10.00 Am**. Due to the number of category of tenders and expected output, opening of applications shall start immediately after closure time in the presence of the tenderers representatives who choose to attend at the institution boardroom;

Manager
For: ROTARY VOCATIONAL
TRAINING CENTRE

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SECTION II - INSTRUCTIONS TO CANDIDATES

1. General Instructions

- 1.1 You are requested to provide all the general information as per the registration document.
- 1.2 Rotary Vocational Training Center (RVTC) attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration.
- 1.3 The RVTC reserves the right to visit and inspect business premises of all the applicants to verify the information provided.
- 1.4 This document is eligible for **ONE CATEGORY ONLY**. *Those who apply using one document for several categories shall be declared ineligible for registration.*
- 1.5 All information provided will be treated as confidential.
- 1.6 Your registration document should be submitted **spiral/vevo bound** and **properly paginated**. The RVTC shall not be responsible for loss of documents not bound/loose.

2. Scope

- 2.1 Rotary Vocational Training Centre (RVTC) hereinafter referred to as the Procuring Entity intends to register Suppliers and Service providers in various categories as contained in the Invitation for Registration in Section 1. It is expected that applications will be submitted to be received by the procuring entity not later than ***date and time indicated in the Invitation for Registration***.
- 2.2.1 The lists of Registered Suppliers generated will be used for alternative procurement methods.

3. Eligible Candidates

- 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 under Invitation for Registration.
- 3.2 The procuring entity's employees and their relatives (spouses and children) are not eligible to participate in this registration process

4.0 Registration Instructions

4.1 Introduction

Rotary Vocational Training Center would like to invite interested candidates who must qualify by meeting the set criteria as provided by Rotary Vocational Training Center to perform the contract for the supply and delivery of goods and services.

4.2 Registration Objective

The main objective is to maintain and regularly update lists of registered suppliers, contractors and consultants in the identified categories for a period of two years for purposes of inviting them on rotational basis for subsequent tendering proceedings such as request for quotations or restricted tendering, that may arise during the period of listing. The applicants are required to submit mandatory information for Registration - Form REG -.

4.3 Invitation for registration

Suppliers and Service providers registered with Registrar of Companies under the Laws of Kenya in respective merchandise, works or services are invited to submit their registration documents to enable the County achieve its objective. The applicants are required to submit mandatory information for Registration - **Form REG -1**

4.4 Experience

It is desirable that Prospective Suppliers and Service providers have reasonable experience in respective categories applied for. Those that do not have experience should demonstrate competence, willingness and capacity to service contracts. AGPO Registered Firms are exempted from this criterion

Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

4.5 Additional Information

4.5.1 Rotary Vocational Training Centre reserves the right to request submission of additional information from prospective bidders.

4.5.2 Request for quotations/tenders will be made available only to those bidders whose qualifications are accepted by Rotary Vocational Training Centre after meeting all the mandatory criteria.

5. Qualifications

5.1 Registration data provided will be used by Rotary Vocational Training Centre in determining, according to its sole judgment and discretion, qualifications of applicants to perform in respect to each category.

6. Personnel

6.1 Candidates shall provide information on qualifications of key staff and shall also submit their CVs.

7. Financial Capability

7.1 Applicants shall submit the latest Audited Financial Statements (for the year 2023) or six (6) months current bank statements with their registration documents as well as letters of reference from their bankers regarding the candidate's credit position. Applicants will be registered on the satisfactory information given.

Data on Form **REG-5**.

8. Past Performance

8.1 Past performance is desirable and will be considered favourably in the registration process. Applicant's Letter of reference from past customers should be included in Form **REG -6**. AGPO Registered firms are however exempted from this requirement

9. Litigation History and Sworn Statement

9.1 Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution– **Form REG -4** and a sworn statement by the applicant ensuring the accuracy of the information given- Form **REG -7**

10. Confidential Business Questionnaire

10.1 The general information and details of nature of business and location should be included in **Form REG -2**

11. Withdrawal of registration

11.1 Should a condition arise during the period of Registration that could substantially change the performance and qualification of the applicant or the ability to perform such as but not limited to bankruptcy, change of ownership or new commitments, Rotary Vocational Training Centre reserves the right to de-register the firm.

11.2 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and articles of Association, copies must be attached.

11.3 The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance Certificate.

11.4 Youth, Women and Persons with Disability who have been duly registered with the National Treasury (Directorate of Public Procurement) **MUST** show proof of registration by providing the valid certificate of registration.

12. Clarification of Registration Documents

12.1 Prospective applicants requiring any clarification of the registration documents may notify RVTC inwriting or email at the RVTC mailing address indicated in the registration data.

12.2 RVTC will respond in writing to any request for clarification that it receives earlier than 7 days prior to the deadline for the submission of applications. Copies of RVTC response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) shall be uploaded **in the websites**.

13. Registration Data Forms

13.1 This document includes questionnaire forms and documents required of prospective bidders.

13.2 All the attached questionnaire forms REG.-1, REG.-2, REG.-3, REG.-4, REG.-5, REG.-6, and REG.-7 are to be completed by applicants who wish to be registered in the specific category.

13.3 Application forms that are not **duly completed / filled and submitted in the prescribed manner shall not be considered** and will lead to disqualification. All the documents that form part of the proposal must be written in English and in ink.

14. Qualification Requirements

14.1 In order to be considered for the registration, prospective bidders must submit all the information herein requested:

- i. **Mandatory Requirements - REG-1**
- ii. **Registration Data – REG-2**
- iii. **Confidential Business Questionnaire – REG-3**
- iv. **Litigation History – REG-4**
- v. **Financial Capability – REG-5.**
- vi. **Past Performance/Experience – Form REG-**
- vii. **Sworn Statement – REG-7**

15. Submission of Applications

15.1 Applications for registration shall be submitted in sealed envelopes clearly marked with the Category number and item Description, and deposited in the tender box as per instructions in the Invitation for Registration.

15.2 Electronic submission of documents shall not be accepted. Late submission of tender documents will be rejected.

15.3 All information requested for the supplier registration shall be provided in English Language.

16. Opening of Registration Documents

16.1 RVTC will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

16.2 RVTC shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

16.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

17. Process to be Confidential

- 17.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence RVTC processing of applications or approval decisions may result in the rejection of the applications.

18. Clarification of Applications and Contacting of RVTC

- 18.1 To assist in the examination, evaluation, and comparison of applications, RVTC may, at his discretion, ask any applicant for clarification of his/her application.
- 18.2 Subject to Sub-Clause 19, no applicant shall contact RVTC on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of RVTC, it should do so in writing.
- 18.3 Any effort by any applicant to influence RVTC in registration evaluation, registration comparison or registration approval decisions may result in the rejection of the candidate's application.

19. Evaluation of the Registration documents

- 19.1 Analysis of the applications will be based on meeting the minimum requirements in the qualification forms. Registration will be based on meeting the minimum requirements to pass in the criteria set: -.

S/N ^o	Required Information	Form Type	Points Score	Compliance Requirement
1.	Mandatory Requirements	REG-1	Mandatory	All documents required for the respective categories must be submitted
2.	Registration Data	REG -2	Mandatory	The Form must be duly completed, signed and stamped
3.	Confidential Business Questionnaire	REG -3	Mandatory	The Form must be duly completed, signed and stamped
4.	Litigation History	REG -4	10	The Form must be duly completed, signed and stamped
5.	Financial Capability	REG -5	15	Document(s) required must be submitted
6.	Past Experience	REG -6	15	Provide all information and documentation Requested for. <i>Special Groups Exempted from this criterion.</i>
7	Sworn Statement	REG -6	10	The Form must be duly completed, signed and stamped
TOTAL			50	

To Qualify for Registration, applicants must score at least 60% i.e.

- ***21 out of 35 for special groups (Women, Youth and PWD); and***
- ***30 out of 50 for others***

20. Notification of Qualified Applicants

20.1 Applicants whose applications are determined to be successful in accordance with sub-clause 19 will be notified by the RVTC within ninety (90) days from the date of opening of prequalification documents by uploading successful names in the County Website.

20.2 Those unsuccessful will be requested to pick debriefing letters through notice in the website.

SECTION III- FORMS

SECTION III - FORMS

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These include: -

1. Proof of Registration with Registrar of Companies. Companies Incorporated under the Company's Act must in addition submit Copy of recent Certificate of Confirmation of Directors and Shareholding (CR12) issued within the last 12 months from the date of opening. *(This may be verified with the Registrar of Companies.* Others (Partnerships and Business names) must submit copies of Directors National Identity Cards – mandatory to all categories.
2. Submit a copy of a **Copy of Valid Tax Compliance Certificate issued by the Kenya Revenue Authority** *(May be verified on the KRA TCC Checker)* - mandatory for all categories.
3. Submit a copy of relevant valid **business permit** from County Government in Area of operation – mandatory for all.
4. **Businesses owned by Special Groups i.e., Youth, Women and Persons Living with Disabilities (PWDs)** and that intend to be Registered and benefit from Opportunities reserved for Special Groups must submit a copy of Valid **AGPO Certificate from National Treasury**.

Note: **Failure to submit all the mandatory documents in the respective categories will lead to automatic disqualification**

FORM REG-2 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1. Company/Firm Data

I/We.....hereby apply for registration as supplier(s)
(Name of Company/Firm)

For
(Item Description)

.....
(Category No.)

Post Office Address:

E-mail Address:

Office Tel. No..... Mobile No.

Town..... Street

Name of building

Room/Office No. Floor No.

Full Name of Applicant:

Other branches location (if any)

IFMIS Registration No.

2. ORGANIZATION & BUSINESS INFORMATION

.....
.....
(Indicate Nature of Business)

AGPO DETAILS (Applicable for Special Groups Only)

AGPO Category of Registration
(Indicate either Youth, Women or PWD)

AGPO Registration No.

I/We confirm availability of financial resources to execute contract(s) once registered
(Indicate Yes/No.)

Signature of Applicant

Stamp

FORM REG -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 applied 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 address Tel No.				
.....				
Fax No. Email				
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 (c) – Registered Company				
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.				
Date Signature of Candidate				

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

NOTE: Attach copies of Directors’ identity cards / passports.

FORM REG-4 - LITIGATION HISTORY

Name of Contract Supplier:

Information regarding any litigation, current or during the last five years, in which the tenderer is involved, the parties concerned and disputed amount.

YEAR	AWARD FOR OR AGAINST APPLICANT	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE KSHS EQUIVALENT)

All pending litigation shall in total not represent more than fifty percent (50%)] of the Applicant's net worth and shall be treated as resolved against the Applicant.

Signature of Applicant

Stamp

1. **Financial Capability:** Applicants will be required to demonstrate that the company is stable financially to transact business with Rotary Vocational Training Centre and shall be expected to: -
 - i) Submit at least one of the following: -
 - Audited Financial Statements for the last financial year (i.e. 2024),
 - Copy of auditor's certificate confirming the candidate is not insolvent, in receivership, bankrupt or in the process of being wound up
 - Certified Bank Statement for the last six Months.
2. For firms in the special group category, a commitment indicating that one has the financial capacity to execute contract(s) once registered.

**FORM REG-6 - PAST EXPERIENCE NAMES OF THE APPLICANT'S
 CLIENTS (AT LEAST THREE) IN THE LAST TWO YEARS
 (NOT APPLICABLE TO SPECIAL GROUPS)**

1. Name of 1st Client (organization)

i) Name of Client (organization)

.....

ii) Address of Client (organization)

.....

iii) Name of Contact Person at the client

organization).....

iv) Telephone No. of Client

.....

v) Value of Contract

..... vi)

Duration of Contract (date)

.....

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

i) Name of Client (organization)

.....

ii) Address of Client (organization)

.....

iii) Name of Contact Person at the client (organization)

.....

iv) Telephone No. of Client

.....

v) Value of Contract

.....

vi) Duration of Contract (date)

.....

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

i) Name of Client (organization)
.....

ii) Address of Client (organization)
.....

iii) Name of Contact Person at the client (organization)
.....

iv) Telephone No. of Client
.....

v) Value of Contract
.....

vi) Duration of Contract (date)
.....

(Attach documental evidence of existence of contract)

FORM PQ-7 - SWORN DECLARATION /STATEMENT

Having studied the Registration information provided above I/We hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered, I/We acknowledge that this grants me/us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes I/We will come ourselves to inform you and acknowledge your right to review the registration made.
- d. I/We enclose all the required documents and information required for the registration evaluation.
- e. I/We hereby give Rotary Vocational Training Centre authority to seek any references it may deem vital while carrying out their evaluation.
- f. I/We also hereby declare that the company is not debarred from participating in any procurement proceeding.

Date:

Applicant's Name:

Represented by:

Designation:

Signature:

(Name and designation of the person signing and stamp or seal)