



**NGONG TECHNICAL AND VOCATIONAL COLLEGE**  
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**ADDRESS**

**Ngong Technical and Vocational College**  
**Located at: Ngong-Kiserian Road next to St. Joseph Catholic Church, Ngong Town**  
**- Kajiado North**  
**P .O. Box 1170 – 00208, Ngong Hills**  
**Tel: 254 781012977**  
Email: [procurement@ngongtvc.ac.ke](mailto:procurement@ngongtvc.ac.ke)

**REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS OWNED BY WOMEN, YOUTH AND PEOPLE WITH DISABILITY FOR THE FINANCIAL YEAR 2024/2025 & 2025/2026.**

**REF: NTVC/REG/2024/2025 & 2025/2026**

**ISSUE DATE : 18<sup>th</sup> JUNE 2024**

**CLOSING DATE : 2<sup>nd</sup> JULY 2024**

**Please indicate the item applied for as follows:**

**CATEGORY No.:** .....

**ITEM DESCRIPTION:** .....

**INVITATION TO APPLY FOR REGISTRATION**

**CONTRACT NAME : REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS**

**REGISTRATION REF : AS LISTED**

***(This document is for AGPO categories only and not for OPEN)***

1. NGONG TVC intends to register Suppliers, Service Providers and Contractors for two Financial Years, a period starting on 1<sup>st</sup> JULY 2024 to 30<sup>th</sup> June 2026.
2. Qualified and interested applicants may obtain further information and inspect the bidding document during office hours (0800 to 1700 hours) at the address given below.
3. A complete set of the bidding documents shall be obtained electronically from the **NGONG TVC website [www.ngongtvc.ac.ke](http://www.ngongtvc.ac.ke) or the Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke)** free of charge.
4. Tenderers are advised to regularly check the above provided websites (in No.3) for any addendum that may arise.
5. The Tenderer shall chronologically serialize all pages of the bid documents submitted. Where the pages are printed both sides, each side should be paginated.
6. Completed bids must be delivered to the address below by or before the date and time indicated;

**The Principal/ BOG Secretary,  
Ngong technical and Vocational College,  
P.O. Box 1170-00208,  
Ngong Hills.**

Tender box located at Ngong TVC Administration block, First floor in the boardroom.

So as to be received on or before 2<sup>nd</sup> July 2024 at 10:00AM.

Any document which shall not fit in the tender box slot shall dropped at the procurement office and be entered in the Tender Receiving Register for safe custody.

7. Bids will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. The bids will be publicly opened in the presence of the bidders or their designated representatives who choose to attend the opening exercise.
8. Late bids will be rejected.
9. For clarifications and inquires, kindly contact the below address;

**The Principal/ Secretary BOG,  
Ngong technical and Vocational College,  
P.O. Box 1170-00208, Ngong.  
HILLS**

**CELL: 0781012977**

**REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS**

| <b>TENDER NUMBER</b>  | <b>DESCRIPTION</b>                                                                               | <b>CATEGORY</b> |
|-----------------------|--------------------------------------------------------------------------------------------------|-----------------|
| NTVC/REG/01/2024-2026 | Supply and delivery of Laboratory Services, Equipment, Tools and Chemicals.                      | OPEN            |
| NTVC/REG/02/2024-2026 | Supply and Delivery of Electrical/ Electronic Teaching Materials and Equipment                   | OPEN            |
| NTVC/REG/03/2024-2026 | Supply and delivery of firefighting Equipment and Services.                                      | OPEN            |
| NTVC/REG/04/2024-2026 | Supply and Delivery of Sports Gear & Equipment.                                                  | OPEN            |
| NTVC/REG/05/2024-2026 | Supply and delivery of Timber, Metals, Building and Construction and General Hardware Materials. | OPEN            |

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|                       |                                                                                                                                                              |       |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| NTVC/REG/06/2024-2026 | Supply and delivery of Auto Spares, Petroleum products & Auto services.                                                                                      | OPEN  |
| NTVC/REG/07/2024-2026 | Supply and delivery of Textbooks.                                                                                                                            | OPEN  |
| NTVC/REG/08/2024-2026 | Supply and delivery of Student Insurance covers.                                                                                                             | OPEN  |
| NTVC/REG/09/2024-2026 | Provision of Financial, Procurement, Survey and IT Consultancy services.                                                                                     | OPEN  |
| NTVC/REG/10/2024-2026 | Supply of Software, Software Licenses and the provision of software development, Customization, support and other related services.                          | OPEN  |
| NTVC/REG/11/2024-2026 | Supply and delivery of Kitchen Equipment, Cutlery and Utensils.                                                                                              | OPEN  |
| NTVC/REG/12/2024-2026 | Works Contractors (Labor/ Full contract)                                                                                                                     | OPEN  |
| NTVC/REG/13/2024-2026 | Printing and supply of Publication, Promotional/ Branding materials (T-Shirts, student IDs, Caps, Banners, mementos) and printing general office stationery. | YOUTH |
| NTVC/REG/14/2024-2026 | Supply and delivery of Building and Civil Engineering Teaching Material, Tools and Equipment.                                                                | OPEN  |
| NTVC/REG/15/2024-2026 | Supply and delivery of firewood.                                                                                                                             | OPEN  |
| NTVC/REG/16/2024-2026 | Provision of Asset Tagging and Valuation Services.                                                                                                           | OPEN  |
| NTVC/REG/17/2024-2026 | Provision of Travel agency and Air Ticketing Services                                                                                                        | OPEN  |
| NTVC/REG/18/2024-2026 | Supply and delivery of Food science Teaching Equipment, materials and services.                                                                              | OPEN  |
| NTVC/REG/19/2024-2026 | Provision, Supply and Delivery of Media and advertising services and Equipment.                                                                              | OPEN  |
| NTVC/REG/20/2024-2026 | Provision of Internet and Domain Services.                                                                                                                   | OPEN  |
| NTVC/REG/21/2024-2026 | Provision of CCTV Installation, maintenance and repair services.                                                                                             | OPEN  |
| NTVC/REG/22/2024-2026 | Supply and delivery of Furniture.                                                                                                                            | OPEN  |
| NTVC/REG/23/2024-2026 | Supply and delivery of Agriculture Teaching Products, materials and Equipment.                                                                               | OPEN  |
| NTVC/REG/24/2024-2026 | Provision of Security Guarding and alarm Services.                                                                                                           | OPEN  |
| NTVC/REG/25/2024-2026 | Servicing and Maintenance of ICT Equipment.                                                                                                                  | OPEN  |
| NTVC/REG/26/2024-2026 | Provision of Legal Services.                                                                                                                                 | OPEN  |
| NTVC/REG/27/2024-2026 | Repair & Maintenance of buildings, plumbing, Electrical and Renovation works.                                                                                | OPEN  |
| NTVC/REG/28/2024-2026 | Supply, Repair & Maintenance of buildings, plumbing, Electrical                                                                                              | OPEN  |

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|                       |                                                                                                                                                                                                      |       |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|                       | appliances and fittings.                                                                                                                                                                             |       |
| NTVC/REG/29/2024-2026 | Provision of Networking Services and Supply and Repair of Networking Equipment.                                                                                                                      | OPEN  |
| NTVC/REG/30/2024-2026 | Repair of ICT Equipment Including Computers, laptops, Printers, Servers, Projectors and Ups.                                                                                                         | OPEN  |
| NTVC/REG/31/2024-2026 | Supply, Repairs and Maintenance of Generators.                                                                                                                                                       | OPEN  |
| NTVC/REG/32/2024-2026 | Supply of Computer hardware, Consumables, Printers, Photocopiers, Scanners, Cameras, CCTV Products, Projectors, Telecommunication equipment including telephone headsets and associated accessories. | OPEN  |
| NTVC/REG/33/2024-2026 | Supply and Delivery of Dry goods, Fast Moving Consumer Goods (FMGs) and Beverages.                                                                                                                   | OPEN  |
| NTVC/REG/34/2024-2026 | Supply and Delivery of Groceries - Fruits, Vegetables and Cereals.                                                                                                                                   | WOMEN |
| NTVC/REG/35/2024-2026 | Supply and Delivery of Stationery Items.                                                                                                                                                             | OPEN  |
| NTVC/REG/36/2024-2026 | Supply and Delivery of Cleaning Materials, detergents, toiletries and soaps.                                                                                                                         | WOMEN |
| NTVC/REG/37/2024-2026 | Supply and Delivery of Meat and Meat Products.                                                                                                                                                       | WOMEN |
| NTVC/REG/38/2024-2026 | Supply and Delivery of Newspapers.                                                                                                                                                                   | PWD   |
| NTVC/REG/39/2024-2026 | Supply and Delivery of Milk and Milk Products.                                                                                                                                                       | WOMEN |
| NTVC/REG/40/2024-2026 | Provision of Local Courier Services.                                                                                                                                                                 | YOUTH |
| NTVC/REG/41/2024-2026 | Provision of Garbage Collection and Disposal Services.                                                                                                                                               | OPEN  |
| NTVC/REG/42/2024-2026 | Provision of Sanitary bins and Related Services and Provision of Fumigation.                                                                                                                         | OPEN  |
| NTVC/REG/43/2024-2026 | Provision of Catering Services in the Institute cafeteria.                                                                                                                                           | OPEN  |
| NTVC/REG/44/2024-2026 | Hire of Chairs, Tents and Decorations.                                                                                                                                                               | OPEN  |
| NTVC/REG/45/2024-2026 | Provision of Exhaust Services.                                                                                                                                                                       | OPEN  |
| NTVC/REG/46/2024-2026 | Supply and Delivery of Fresh Drinking Water and other Refreshments.                                                                                                                                  | PWD   |
| NTVC/REG/47/2024-2026 | Supply and Delivery of Welding gas and LPG cooking gas.                                                                                                                                              | OPEN  |
| NTVC/REG/48/2024-2026 | Repair, Maintenance and Servicing of Furniture.                                                                                                                                                      | OPEN  |
| NTVC/REG/49/2024-2026 | Supply of Staff uniform, personal protective Equipment and Drama costumes.                                                                                                                           | OPEN  |
| NTVC/REG/50/2024-2026 | Supply and Delivery of Tailoring materials and equipment.                                                                                                                                            | OPEN  |

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|                       |                                                         |      |
|-----------------------|---------------------------------------------------------|------|
| NTVC/REG/51/2024-2026 | Provision of Laboratory Equipment Maintenance Services. | OPEN |
| NTVC/REG/52/2024-2026 | Provision of General Cleaning Services.                 | OPEN |
| NTVC/REG/53/2024-2026 | Repair and maintenance of machines and equipment.       | OPEN |
| NTVC/REG/54/2024-2026 | General Supplies.                                       | OPEN |

### ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES (AGPO)

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

### PART I: DETAILS OF THE APPLICANT

1. Name of Applicant .....
2. Physical Address .....
3. Postal Address: .....
4. Postal Code: .....
5. E-mail: .....
6. Mobile Phone No. ....
7. Are you applying for youth, women or persons with disabilities?  
.....
8. Contact Person .....

### 9. Overview of the Enterprise

|                                                         |                                                                                                                                                                                 |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type of ownership<br>(please tick one)                  | <input type="checkbox"/> [Sole proprietor]<br><input type="checkbox"/> [Partnership]<br><input type="checkbox"/> [Limited company]<br><input type="checkbox"/> [Others specify] |
| Number of employees                                     | <input type="checkbox"/> [0-5] <input type="checkbox"/> [6-25] <input type="checkbox"/> [26-49] <input type="checkbox"/> [50-59] <input type="checkbox"/> [100-250]             |
| Initial Investments (KES)                               |                                                                                                                                                                                 |
| Total Annual Sales for the previous year (Turnover KES) |                                                                                                                                                                                 |

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|                                   |  |
|-----------------------------------|--|
| Experience in the sector in years |  |
|-----------------------------------|--|

**Part 9 (a) - Sole Proprietor or name of registered business, where applicable**

|                       |  |
|-----------------------|--|
| Name in Full          |  |
|                       |  |
| Identity/Passport No. |  |

**Part 9 (b) – Partnership Details**

| NAME | NATIONALITY | ID/PASSPORT No. | % SHARES |
|------|-------------|-----------------|----------|
|      |             |                 |          |
|      |             |                 |          |
|      |             |                 |          |

**Part 9 (C) – Registered Company**

State the nominal and issued capital of company

Nominal KSh .....Issued KSh.....

| NAME | NATIONALITY | ID/PASSPORT No. | % SHARES |
|------|-------------|-----------------|----------|
|      |             |                 |          |
|      |             |                 |          |
|      |             |                 |          |

10. Bank Account Name: .....
11. Branch of the Bank: .....
12. Bank Account Number: .....
13. VAT Registration Number: .....
14. IFMIS Number, where applicable: .....

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**15. Type of business: SECTOR (TICK ONE)**

|               |          |                               |
|---------------|----------|-------------------------------|
| AGRIBUSINESS  | TRADE    | HOSPITALITY&<br>ENTERTAINMENT |
| MANUFACTURING | SERVICES | ICT                           |
| CONSTRUCTION  | OTHERS   | SPECIFY                       |
|               |          |                               |

Signature: .....Date .....

**PART II: LIST OF ATTACHMENTS**

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application may be rejected:

1. Copy of certificate of incorporation/registration
2. Valid Tax Compliance/ Exemption Certificate
3. Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability)
4. Business/Company profile
5. Directorship: Business Names (BN2) for sole trades, Partnership deed for partnerships and CR12 for registered companies.
6. AGPO Certificate for the target group
7. National IDs/ Passports.

**PART III: APPRAISAL CHECKLIST – FOR OFFICIAL USE ONLY**

| No. | Requirement                                                                                                                                                        | Met | Not Met |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|
| 1   | Copy of certificate of incorporation/registration                                                                                                                  |     |         |
| 3   | Valid Tax Compliance/ Exemption Certificate                                                                                                                        |     |         |
| 5   | Copy of Certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons With Disability) |     |         |
| 6   | Business/Company profile                                                                                                                                           |     |         |
| 7   | Directorship: Business Names (BN2) for sole trades, Partnership Deed for partnerships and CR12 for registered companies.                                           |     |         |
| 8   | AGPO Certificate for the target group;                                                                                                                             |     |         |
| 9   | National IDs/ Passports.                                                                                                                                           |     |         |

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**APPRAISAL REMARKS**

**Application for Registration Accepted/Rejected for the following reason (s):**

.....  
.....

**APPRAISEE DETAILS**

**NAME**.....

.....

**DESIGNATION**.....

.....

**SIGNATURE**.....

.....

**DATE**.....

.....