



NGONG TECHNICAL AND VOCATIONAL COLLEGE
P. O. BOX 1170-00208, NGONG HILLS
TEL: +254781012977
Email: ngongtvc@gmail.com OR info@ngongtvc.ac.ke
Website: ngongtvc.ac.ke



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

REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS
OPEN CATEGORY ONLY FOR THE FINANCIAL YEAR 2024/2025 & 2025/2026

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

ISSUE DATE : 18th JUNE 2024

CLOSING DATE : 2nd JULY 2024

Please indicate the item applied for as follows:

CATEGORY No.:

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ITEM DESCRIPTION:

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INVITATION TO APPLY FOR REGISTRATION

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

REF : AS LISTED;

1. NGONG TVC intends to register Suppliers, Service Providers and Contractors for two Financial Years, a period starting on 1st July 2024 to 30th 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 or the Public Procurement Information Portal www.tenders.co.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/Secretary BOG
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 2nd 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.

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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

TENDER NUMBER	DESCRIPTION	CATEGORY
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
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	Building/ 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,	YOUTH

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	mementos) and printing general office stationery.	
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 appliances and fittings.	OPEN
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

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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
NTVC/REG/51/2024-2026	Provision of Laboratory Equipment Maintenance Services.	OPEN
NTVC/REG/52/2024-2026	Provision of General Cleaning Services.	OPEN

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NTVC/REG/53/2024-2026	Repair and maintenance of machines and equipment.	OPEN
NTVC/REG/54/2024-2026	General Supplies.	OPEN

REGISTRATION FORM

COMPANY/ BUSINESS

NAME.....

CATEGORY NO:

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CATEGORY DESCRIPTION

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NOTE: You are required to fill and submit this form together with the following:

1. Certificate of Incorporation/Certificate of Registration
2. Valid Tax Compliance Certificate
3. Directorship (CR12 or BN2 or Partnership Deed)
4. Business/Company profile
5. Certificate from professional regulator e.g. NCA, IATA, Health where applicable etc.
6. Confidential Business Questionnaire
7. Declaration
8. Any other as may be required in the Evaluation Form

DECLARATION

We/I hereby declare that:

- a) The company is not insolvent, in receivership, bankrupt or in the process of being wound up.
- b) On being registered we acknowledge that we shall participate within the given time in the submission of a tender/quotation and as per the conditions given in that tender/quotation.
- c) We are not guilty of any serious violation of fair employment laws and practices.
- d) We are not debarred from participating in procurement proceedings under the Public Procurement And Asset Disposal Act, 2015
- e) The information furnished in our application is accurate.

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Applicant's Name / Company's Name:

.....
.....

Represented by:

.....
.....

Signature & Stamp:

.....

(Full name and designation of the person signing and stamp or seal)

Date

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) and 3 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 Address.....Tel. No.....

Nature of business

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

Part 2 (a) – Sole Proprietor:

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Your name in full.....Age.....

Nationality.....Country of origin.....

Citizenship details.....

Part 2 (b) Partnership:

Given details of partners as follows:

	<u>Name</u>	<u>Nationality</u>	<u>Citizenship</u>	<u>Details</u>	<u>Shares</u>
1.					
2.					
3.					
4.					
5.					