



MINISTRY OF EDUCATION
State Department for Technical Vocational Education and Training
KAIBOI NATIONAL POLYTECHNIC
Technology for Self-Empowerment

P.O. Box 937- 30100 Eldoret Kenya

Web: www.kaiboitech.ac.ke Email: kaiboi@kaiboitech.ac.ke
Tel.: +254 727937937/+254 734937937 whatsapp: 0114937937



REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS FOR THE PERIOD 2025-2027 CLOSING DATE: 29TH OCTOBER, 2025 AT 10:00AM

TABLE OF CONTENTS

	PAGE
A TENDER NOTICE.....	3
B INVITATION FOR REGISTRATION.....	4
C INSTRUCTIONS TO CANDIDATES	5-9
D LETTER OF APPLICATION	10
E BUSINESS QUESTIONNAIRE.....	11-12
F GENERAL PAST EXPERIENCE RECORD	13-14
G SUPERVISORY	15
H FINANCIAL CAPABILITY... ..	16
I LITIGATION HISTORY	17
J SWORN STATEMENT.....	18

TENDER NOTICE

KAIBOI NATIONAL POLYTECHNIC; invites sealed Registration Documents from Duly Registered, competent and qualified firms for the Supply and delivery of goods and provision of services listed below:

REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS FOR THE PERIOD 2025-2027			ELIGIBILITY
1	KANP/REG/031/2025/2027	SUPPLY AND DELIVERY OF TREE AND FLOWER SEEDLINGS	OPEN

SECTION I- INVITATION FOR REGISTRATION

1. **KAIBOI NATIONAL POLYTECHNIC** intends to register candidates for the supply and delivery of goods and provision of services for the period 2025-2027
2. Registration is open to interested eligible candidates
3. Eligible candidates may view and download free of charge Registration document from the public procurement and information portal (PIIP), at <https://tenders.go.ke> or from the Kaiboi KANP website www.kaiboitech.ac.ke or notify the Institute immediately by email on kaiboi@kaiboitech.ac.ke.
4. Interested eligible Candidates must meet the minimum requirements in accordance to instructions to candidates.
5. Applications for registration must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender box at KAIBOI NATIONAL POLYTECHNIC situated at the entrance of administration block or to be addressed to:

Kaiboi National Polytechnic

P.o box 937

Eldoret

So as to be received on or before 29TH OCTOBER, 2025 at 10:00am

6. All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Only candidates registered under this registration process will be invited to tender/ submit their Quotes.

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

- 2.1.1 KAIBOI NATIONAL POLYTECHNIC intends to register suppliers for the **supply and delivery of goods and provision of services for the period 2025-2027**. It is expected that registration applications will be submitted to be received by the procuring entity not later than **29TH October, 2025 at 10:00am**
- 2.1.2 Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.
- 2.1.3 General information on the climate, hydrology, topography, access to site, transportation and communications facilities, medical facilities, project layout, expected construction period, facilities, services provided by the procuring entity and (other relevant date) are as specified in the appendix to instructions to candidates. The contract will be a unit price/lump sum/turnkey contract. The tender documents will be used after prequalification

2.2 Submission of Application

- 2.2.1 Applications for registration shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at KAIBOI NATIONAL POLYTECHNIC situated at the entrance of the administration block so as to be received on or before **29TH October, 2025 at 10:00am**. The procuring entity reserves the right to accept or reject late applications.
- 2.2.2 The name and mailing address of the applicant may be marked on the envelope
- 2.2.3 All the information requested for registration shall be provided in English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

2.3 Eligible Candidates

- 2.3.1 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 in the appendix to instructions to candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

- 2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set registration criteria shall be registered

2.4 Qualification Criteria

- 2.4.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.4.2 The audited Accounts for the last 2 years shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers..
- 2.4.3 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

2.5 Joint Venture

- 2.5.1 The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.
- (c) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.
- 2.5.2 The registration of a joint venture does not necessarily register any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may register if it meets all the registration requirements, subject to a written approval of the procuring entity

2.6 Public Sector companies

- 2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

2.7. Conflict of Interest

- 2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other registration and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the disqualification of the applicant.

2.8. Updating Registration Information

- 2.8.1 Registered candidates shall be required to update the financial information used for registration at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

All Firms **MUST** provide copies of the following mandatory documents:

1. Provide e-GP registration Number
 2. Certificate of Registration/Incorporation
 3. KRA Pin Certificate of firm/Company.
 4. Current Trade License/Business Permit
 5. Current & Valid Tax Compliance Certificate.
 6. Evidence of a Physical registered office
 7. Dully Filled Forms
 8. Detailed Company profile
 9. Provide Atleast **(3)** recommendation letters from your Corporate clients
 10. Women, Youth and PWDs, must show proof of registration with the National Treasury
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
- (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
 - (b) Your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the prequalification process, and reject all applications
 - (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them

1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
2. We confirm that if we bid, that bid, as well as any resulting contract, will be:
 - (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
3. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

APPLICATION FORM (01)

LETTER OF APPLICATION

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

Of.....
(Item description)

.....
(Registration Reference No.)

Postal Address.....

Town.....

Street.....

Name of Building.....

Room/Office No.....

Telephone No.....

Full Name of applicant.....

Date

FORM (02)**BUSINESS QUESTIONNAIRE**

	Name of firm	
	Postal Address	
	Telephone	Contact
	Email	Fax
	Location of Business Premise	Plot No. Street/Road
	Current Trade License: No..... Expiry date.....	KRA Pin No. Tax Compliance No.
	Maximum value of business which you can handle at any given time: Ksh.	
	Name of your Bank: Branch:	

Part 2(a) Sole Proprietor

Your name in full.....

Nationality.....

Citizenship details.....

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

Part 2(b) Partnership**Give details of Partners as follows:**

Name	Nationality	Citizenship details	Shares
------	-------------	---------------------	--------

1..... 2.....																
3..... *If Kenyan Citizen indicate under “Citizenship details” whether by Birth, Naturalization or Registration																
Part 2(c)-Registered Company Private or Public State the nominal and issued capital of the company Nominal kshs..... Issued kshs..... Give details of all directors as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Nationality</th> <th style="text-align: center;">Citizenship details</th> <th style="text-align: center;">Shares</th> </tr> </thead> <tbody> <tr> <td colspan="4">1).....</td> </tr> <tr> <td colspan="4">2).....</td> </tr> <tr> <td colspan="4">3).....</td> </tr> </tbody> </table> *If Kenyan Citizen indicate under “Citizenship details” whether by Birth, Naturalization or Registration	Name	Nationality	Citizenship details	Shares	1).....				2).....				3).....			
Name	Nationality	Citizenship details	Shares													
1).....																
2).....																
3).....																

Certification:

I,undersigned ,Warrant that the information provided in this form is correct,and in the event of changes details will be provided as soon as possible

Name..... Title.....

Date.....Signature.....

Stamp

APPLICATION FORM (03)

GENERAL PAST EXPERIENCE RECORD

NAME OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS AND VALUES OF CONTRACT /ORDERS

1) Name 1st Client (Organization)

- (i) Name of Client (Organization).....
- (ii) Address of Client (Organization).....
- (iii) Name of Contact Person at the Organization served.....
- (iv) Telephone No. of Client.....
- (v) Value of Contract.....
- (vi) Duration of Contract (date).....

2) Name 2nd Client (Organization)

- (i) Name of Client (Organization).....
- (ii) Address of Client (Organization).....
- (iii) Name of Contact Person at the Organization served.....
- (iv) Telephone No. of Client.....
- (v) Value of Contract.....
- (vi) Duration of Contract (date).....

3) Name 3rd Client (Organization)

- (i) Name of Client (Organization).....
- (ii) Address of Client (Organization).....
- (iii) Name of Contact Person at the Organization served.....
- (iv) Telephone No. of Client.....
- (v) Value of Contract.....
- (vi) Duration of Contract (date).....

4) Name 4th Client (Organization)

- (i) Name of Client (Organization).....
- (ii) Address of Client (Organization).....
- (iii) Name of Contact Person at the Organization served.....
- (iv) Telephone No. of Client.....
- (v) Value of Contract.....
- (vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract and recommendation letters from the firms served in the past)

FORM (04)

SUPERVISORY PERSONNEL

Name.....

Age.....

Academic qualification.....

Professional qualification.....

Length of service with the Supplier/Service Provider in the position

NOTE : (Attach copies of Certificates and CV of the KEY personnel in the Organization)

FORM (05)

FINANCIAL CAPABILITY

- (1) Attach a copy of the Firm's two latest Certified financial statements giving summary of assets and current liabilities /or any other financial Support
- (2) Attach letters of reference from the bankers regarding supplier's credit position
- (3) State Credit period

FORM (06)

LITIGATION HISTORY

Name of Applicant or partner of a joint venture

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)

FORM (07)

SWORN

STATEMENT

Having studied the prequalification information for the above supplies we/I hereby State

- (a) The information furnished in our application is accurate to the best of our knowledge
- (b) That incase of being prequalified we acknowledge that this grants 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 document to follow.
- (c) We enclose all the required documents and information required for the prequalification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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