



RIAMO TECHNICAL AND VOCATIONAL
COLLEGE
P.O.BOX 2656-40200
KISII

Email: info@riamotvc.ac.ke

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REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2025/2026-2026/2027

TENDER NO. RTVC/001/2025/2026-2026/2027

CATEGORY APPLIED FOR.....

CATEGORY NO:

CLOSING/OPENING DATE: Thursday 3rd JULY 2025.

INVITATION FOR REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2025-2026 & 2026-2027.

Tender No: RTVC/001/2025/2026-2026/2027

Tender name: REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2025-2026 & 2026-2027.

Riamo Technical and Vocational College invites eligible bidders/vendors (including current suppliers) for registration of suppliers for supply of under listed **goods, works** and **services** “as and when required basis” for the financial year **2025/2026-2026/2027**.

The registration requirements with the tender documents can be downloaded free of charge from Riamo Technical and Vocational College website, www.riamotvc.ac.ke or Public Procurement Information Portal (PPIP) OR tender document containing full details and condition of tendering can also be obtained from the College’s procurement Office upon payment of non-refundable fee of Ksh 1000 at Co-operative Bank, Kisii Branch, and Account Name: Riamo Technical & Vocational College. Acc No. 01141924806700 during working hours 8.00am to 5.00pm from Monday to Friday .The categories are as listed below:

CATEGORY A: SUPPLY OF GOODS			
	PREQUALIFICATION	ITEM DESCRIPTION	ELIGIBLE GROUP
1.	RTVC/REG/001/2025/2027	Supply & delivery of news papers	PWD
2.	RTVC/ REG /002/2025/2027	Supply & delivery of general goods and stores	Women
3.	RTVC/ REG /003/2025/2027	Supply & delivery fresh vegetables, eggs and fruits	Women
4.	RTVC/ REG /004/2025/2027	Supply & delivery of electrical and electronic items and accessories	Open
5.	RTVC/ REG /005/2025/2027	Supply & delivery of Fashion design accessories and clothing material equipment.	Open
6.	RTVC/ REG /006/2025/2027	Supply & delivery of games uniform and equipment	Open
		Supply & delivery of students and staffs	

7.	RTVC/ REG /007/2025/2027	identity cards	Youths
8.	RTVC/ REG /008/2025/2027	Supply & delivery of meat i.e. beef, chicken, fish, bones	PWD
9.	RTVC/ REG /009/2025/2027	Supply & delivery of general cleaning items and equipment	Women
10.	RTVC/ REG /010/2025/2027	Supply & delivery of stationery and office supplies and equipment	Youths
11.	RTVC/ REG /011/2025/2027	Supply & delivery of ICT equipment/software, accessories, networking items and toners.	Open
12.	RTVC/ REG /012/2025/2027	Supply, delivery of building and hardware materials and equipment	Open
13.	RTVC/ REG /013/2025/2027	Supply & delivery of fresh milk	Youth
14.	RTVC/ REG /014/2025/2027	Supply & delivery of petroleum products i.e. gas, fuel etc.	Open
15.	RTVC/ REG /015/2025/2027	Supply & delivery of drinking water and other refreshments	PWD
16.	RTVC/ REG /016/2025/2027	Supply & delivery of hair dressing and beauty therapy product, equipment and accessories	Open
17.	RTVC/ REG /017/2025/2027	Supply & delivery of agricultural equipment and inputs	Open
18.	RTVC/ REG /018/2025/2027	Supply & delivery of text books and e-books	Open
19.	RTVC/ REG /019/2025/2027	Supply & delivery of apparatus and equipment's for applied science	Open
20.	RTVC/ REG /020/2025/2027	Supply & delivery of tents, chairs, P.A system , videography and photography	Open
21.	RTVC/ REG /021/2025/2027	Supply & delivery of furniture and fittings	Open
22.	RTVC/ REG /022/2025/2027	Supply & delivery of branded items (posters, banners, branded shirts, T-shirts, brochures, fliers etc.)	Open
CATEGORY B: PROVISION OF SERVICES			
23.	RTVC/ REG /023/2025/2027	Provision of internet and network maintenance services	Open
24.	RTVC/ REG /024/2025/2027	Provision of insurance services/cover	Open
25.	RTVC/ REG /025/2025/2027	Provision of firefighting equipment's and servicing	Open
26.	RTVC/ REG /026/2025/2027	Servicing of computers, photocopying machines , printers and projectors	Open
		Provision of website development,	

27.	RTVC/ REG /027/2025/2027	maintenance and improvement	Open
28.	RTVC/ REG /028/2025/2027	Servicing of food science equipment's and machines	Open
29.	RTVC/ REG /029/2025/2027	Provision of hotel reservation and booking services	Youths
30.	RTVC/ REG /030/2025/2027	Provision of consultancy services	Open
31.	RTVC/ REG /031/2025/2027	Provision of Asset valuation services	Open
32.	RTVC/ REG /032/2025/2027	Provision of Tagging of Assets services	Open
33.	RTVC/ REG /033/2025/2027	Provision of MIS/ERP system	Open
CATEGORY C: SMALL WORKS			
34.	RTVC/ REG /034/2025/2027	Provision of solar installation and electrical wiring services(N.C.A REGISTERED FIRMS ONLY)	Open
35.	RTVC/ REG /035/2025/2027	Provision of building and construction services (Welding, Plumbing, painting and Building)(N.C.A REGISTERED FIRMS ONLY)	Open

Mandatory Requirements:

1. A copy of Business Registration Certificate/incorporation.
2. A copy of Pin Certificate.
3. A copy of Valid Tax Compliant Certificate.
4. Tender Purchase Receipt in case of any.
5. A copy of Valid Business Permit.
6. Duly Completed Confidential Business Questionnaire.
7. Attach CR 12/ Directorship of the company.
8. A copy of Valid AGPO Certificate for reserved categories (PWD, Women and Youth).

The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority
(Provide Statement/Declaration)

Special groups are encouraged to apply.

Duly completed bid documents in plain sealed envelopes, clearly marked with category number and category name bearing no other mark, name or indication of the applicant should be deposited in the tender box at the **College Reception** on or before **Thursday 3rd JULY 2025, at 1100Hours** and shall be address to;

THE PRINCIPAL/SECRETARY B.O.G,

RIAMO TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX 2656-40200,

KISII.

Applications will be opened immediately thereafter at the College's Lecture Hall A in the presence of bidders who wish to attend. Any canvassing in whatever way will render the prospective bidder(s)/applicant(s) ineligible for participation.

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1 Riamo Technical and Vocational College would like to invite interested candidates who must qualify by meeting the set criteria as provided by Riamo TVC to perform the contract of provision of goods, services and works to Riamo Technical and Vocational College.

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked ORIGINAL.

2.2.2 The document of the registration shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub-Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

2.3 Submission of Applications

2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Thursday 3rd JULY 2025, at 1100Hours** Applications received after the closing date and time shall be rejected and returned to the applicant unopened. However, this exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

2.3.2 The Candidate shall seal the document of the registration duly marking the envelope as **ORIGINAL**. The envelope shall then be:

- (a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.
- (b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub-Clause 2.2.1,
- (c) The envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened if it is declared pursuant to Clause 2.3.1.

2.3.3 If the envelope is not sealed and marked as instructed above, Riamo TVC will assume no responsibility for the misplacement or premature opening of the registration document. If the envelope discloses the Candidates identity Riamo TVC will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the 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.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.3.6 Bidders who will wish to apply more than one category will be required to submit in separate envelopes.

2.4 Eligible Candidates

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to Riamo TVC so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to Riamo TVC, as the Riamo TVC shall reasonably request.

2.5 Qualification Criteria

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms **RQ-1, RQ-2, RQ-3, RQ4, RQ-5, and RQ-6** are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 The registration 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.

2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form **RQ-1** and **RQ- 4**

2.5.5 Financial Condition

The Suppliers financial condition will not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form **RQ 2**.

2.5.7 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form **RQ-3**.

2.5.8 Litigation History and Sworn Statement

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 **RQ-4** and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form **RQ-5**.

2.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and ORPP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify Riamo TVC in writing or by email at the Riamo TVC email address indicated in the registration data.

2.7.2 Riamo TVC will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the Riamo TVC's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, Riamo TVC may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the Riamo TVC.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, Riamo TVC may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 2. Deadline for Submission of Registration Documents

2.9.1 Applications must be received by Riamo TVC at the address specified in Sub Clause 10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 Riamo TVC may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause, In which case all rights and obligations of Riamo TVC and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Opening of Registration Documents

2.10.1 ORPP 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.

2.10.2 Riamo TVC shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

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

2.11 Process to be Confidential

2.11.1 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 Riamo TVC's processing of applications or approval decisions may result in the rejection of the applications.

2.12 Clarification of Applications and Contacting of the Institute

2.12.1 To assist in the examination, evaluation, and comparison of applications, Riamo TVC may, at its discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact Riamo TVC 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 Riamo TVC, he/she should do so in writing.

2.12.3 Any effort by any applicant to influence Riamo TVC in its registration evaluation or registration approval decisions may result in the rejection of the candidate's application.

2.13 Examination of Registration Documents and Determination of Responsiveness

2.13.1 Prior to the detailed evaluation of applications, Riamo TVC will determine whether each application.

(a) Has been properly signed and delivered pursuant to clause 2.3;

(b) Is substantially responsive to the requirements of the registration documents; and

(c) Provides any clarification and/or substantiation that Riamo TVC may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation. A material deviation or reservation is one;

(a) Which limits in any substantial way, inconsistent with the registration documents, Riamo TVC's rights or the applicant obligations under the contract; or

(b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications?

2.13.3 If an application is not substantially responsive, it will be rejected by Riamo TVC and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 Riamo TVC , prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.14 Notification of Qualified Applicants

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by Riamo TVC within thirty (30) days from the date of opening of registration documents.

2.14.2 At the same time Riamo TVC notifies qualified Applicants that their applications are responsive, Riamo TVC shall notify the other Applicants whose applications are not responsive.

2.15 Evaluation and Comparison of Applications

2.15.1 Riamo TVC will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.16 Riamo TVC's Right to accept any Application and to reject any or all Applications

2.16.1 Riamo TVC reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document.
- ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

No	Requirements	Score
1.	A copy of Business Registration Certificate/incorporation	Mandatory
2.	A copy of Pin Certificate	Mandatory
3.	A copy of Valid Tax Compliant Certificate	Mandatory
4.	Tender Purchase Receipt in case of any	Mandatory
5.	A copy of Valid Business Permit	Mandatory
6.	Duly Completed Confidential Business Questionnaire	Mandatory
7.	Attach CR 12/ Directorship of the company	Mandatory
8.	A copy of Valid AGPO Certificate for reserved categories (PWD, Women and Youth)	Mandatory
9.	The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)	Mandatory

Any applicant who fails to provide ALL the mandatory requirements shall NOT proceed to the next stage of the evaluation.

2.5 Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms **RQ-1, RQ-2, RQ-3, RQ-4, RQ-5**, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

EVALUATION CRITERIA

	Requirements	Score
1.	Duly filled Registration Data	30
2.	Duly filled, Signed and Stamped Confidential Business Questionnaire	30
3.	Relevant Past Experience	20
4.	Supervisory Personnel	10
5.	Litigation History (Provide current sworn affidavit)	10
	TOTAL	100

The minimum pass mark to qualify for registration shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

FORM RQ - 1 REGISTRATION DATA SUPPLIERS/SERVICE PROVIDER

APPLICATION FORM

I/We..... Hereby apply for registration (Name of Company/Firm) as suppliers of

(Item Description) Category No.....

Other branches and location

Organization & Business Information

Management Personnel

Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners

1.

2.

3.

Indicate terms of trade/ sale /Payment.....

(30 points)

Enclose copy of profile of the firm indicating the main fields of activities.

FORM RQ – 2 CONFIDENTIAL BUSINESS QUESTIONNAIRES

You are requested to give the particulars indicated in Part I 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.....

Plot No.....

Location of Business

Premises.....

Street/Road.....

Official Email address.....

Postal Address Tel No

Nature of Business..... Current Trade license.....

Expiring.....

Maximum Value of Business which you can handle at Any Given Time: Ksh.....

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.			
5.			
6.			

(30 Points)

FORM RQ -3 PAST EXPERIENCE NAMES OF AT LEAST TWO CLIENTS

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. Duration of Contract (date).....
- vi. Signature and Stamp of Organization.....

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. Duration of Contract (date)
- vi. Signature and Stamp of Organization.....

(20 points)

FORM RQ - 4 – SUPERVISORY PERSONNEL

1. Staff 1

Name Age

Academic Qualification

1.

2.

3.

Professional Qualification

1.

2.

3.

4.

Length of service with contractor or supplier

Position held

2. Staff 2

Name..... Age

Academic Qualification

1

2

3.

Professional Qualification

1.

2.

3.

4.....

Length of service with contractor or supplier

Position held

(10 Points)

FORM RQ - 5 - LITIGATION HISTORY

Name of Contractor/ Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

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

(10 Points)

RQ-6 - SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:

- a) That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b) That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c) When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d) We/I enclose all the required documents and information required for the Registration evaluation.

Applicant's Name/Company

Name.....

Represented By.....

Date.....

Signature & Stamp.....

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