

MINISTRY OF EDUCATION

STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL,
EDUCATION & TRAINING

UGENYA TECHNICAL AND VOCATIONAL COLLEGE



Cell 011510790

Email: ugenya.techcollege@gmail.com

P.O BOX 74-40614

SEGA-KENYA



REGISTRATION OF SUPPLIERS FOR PROVISION OF GOODS, SERVICES
& WORKS FOR 2026/2027 – 2027/2028 F/Y

DATED: 2ND JULY 2026

CLOSING DATE: 14TH JULY 2026

AT 12.00 P.M

SUBMIT “ORIGINAL” AND A “COPY”

TO:THE PRINCIPAL

UGENYA TECHNICAL AND VOCATIONAL COLLEGE

P.O.BOX 74 – 40614

SEGA - KENYA

INVITATION TO APPLY FOR REGISTRATION

Name of Contract: _____ Registration Reference No.:

1. Ugenya Technical & Vocational College intends to register Suppliers / Service Providers for the Supply and Delivery of Goods and Provision of Services & Small Works in various categories for 2026/2027-2027/2028 F/Y.
2. Qualified and interested applicants may obtain further information and inspect the Registration Document during office hours, i.e., 8.00 am – 5.00 pm from Monday to Friday at the address given below.
3. A complete set of Registration Document in English shall be downloaded by interested applicants from the Institution's website: www.utvc.ac.ke or from the Public Procurement Information Portal (PPIP) free of charge.
4. Applicants upon downloading the Registration Document must forward their particulars immediately to supplychain@utvc.ac.ke / ugenya.techcollege@gmail.com to facilitate any further clarification or addendum.
5. Applications for registration should be submitted by postal service or hand/courier delivery in clearly marked envelopes and delivered to the address given below by 14th July 2026 at 12.00 p.m.
6. Late applications are liable to be rejected.
7. Address where to submit Applications:

The Principal,

Ugenya Technical & Vocational College

P.O Box 74 – 40614 Segi, Kenya.



UGENYA TECHNICAL AND VOCATIONAL COLLEGE

Cell: 0115107907

Email: ugenya.techcollege@gmail.com

P.O BOX 74-40614

Sega-Kenya



RE – ADVERTISEMENT FOR REGISTRATION OF SUPPLIERS FOR PROVISION OF GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEARS 2026/2027 -2027/2028

Ugenda Technical and Vocational College wishes to source for and/or register suppliers for the supply and delivery of goods, services and works for the 2026/2027-2027/2028 following categories.

TENDER NO	TENDER DESCRIPTION	CATEGORY
CATEGORY A	PROVISION OF SERVICES & SMALL WORKS	
UTVC/A01/2026-2028	PROVISION OF SECURITY & GUARDING SERVICES	OPEN
UTVC/A04/2026-2028	PROVISION AND EMPTYING OF SANITARY BINS	OPEN
UTVC/A05/2026-2028	PROVISION AND INSTALLATION OF MANAGEMENT INFORMATION SYSTEM	OPEN
UTVC/A09/2026-2028	PROVISION OF FIRE DRILL & FIRE EXTINGUISHERS AND MAINTENANCE	OPEN
UTVC/A13/2026-2028	PROVISION OF AIR TICKET & TAXI SERVICES	OPEN
UTVC/A14/2026-2028	PROVISION OF REPAIR, MAINTENANCE & SERVICING OF COMPUTERS & ICT EQUIPMENT	OPEN
UTVC/A15/2026-2028	PROVISION OF E-LEARNING MATERIALS	OPEN
UTVC/A16/2026-2028	PROVISION OF EVENT MANAGEMENT SERVICES (TENTS, CHAIRS, TABLES, DECORATION, OUTSIDE CATERING, PUBLIC ADDRESS SYSTEMS, ETC	OPEN
UTVC/A17/2026-2028	PROVISION OF FUMIGATION SERVICES	OPEN
UTVC/A18/2026-2028	PROVISION OF ASSET VALUATION AND TAGGING	OPEN
UTVC/A19/2026-2028	PROVISION OF PHOTOGRAPHY, VIDEOGRAPHY & INTEGRATED DIGITAL COMMUNICATION SERVICES	YOUTH
UTVC/A20/2026-2028	PROVISION OF REPAIR OF FURNITURE & FITTINGS	OPEN
UTVCA45/2026-2028	PROVISION & MAINTENANCE OF INTERNET SERVICES	
	SUPPLY & DELIVERY OF GOODS	
UTVC/B34/2026-2028	SUPPLY AND DELIVERY OF AIRTIME (SCRATCH CARD)	WOMEN
UTVC/B35/2026-2028	SUPPLY AND DELIVERY OF ASSORTED DRINKS & GENERAL SHOP ITEMS	OPEN
UTVC/B37/2026-2028	SUPPLY AND DELIVERY OF MOTOR VEHICLE, TIRES, SPARES AND MECHANICAL PARTS	OPEN
UTVC/B41/2026-2028	SUPPLY & DELIVERY OF GROCERIES (TOMATOES, ONIONS, GHALIC, GINGER, VEGETABLES)	WOMEN
UTVC/B42/2026-2028	SUPPLY & DELIVERY OF ANIMAL PRODUCTS	OPEN
UTVC/B43/2026-2028	SUPPLY & DELIVERY OF FISH AND RELATED PRODUCTS	WOMEN
UTVC/B44/2026-2028	SUPPLY & DELIVERY OF CHICKEN AND RELATED PRODUCTS	OPEN

Detailed registration documents shall be downloaded from the College Website; www.utvc.ac.ke or from the Public Procurement Information Portal (PPIP).

Duly completed Bid Documents in plain sealed envelope, clearly marked “the title and the Bid Reference Number” should be addressed to the undersigned and dropped into the TENDER BOX next to the Registrar’s office on or before 14th July 2026 at 12.00 p.m. The bid documents will be opened immediately thereafter in Room 6 in the presence of bidders/their representatives who choose to attend.

Women, youth and persons with disability who are registered with respective bodies are encouraged to apply for the tenders indicated “WOMEN”, “YOUTH” and “PWD” respectively.

Late bids shall not be accepted or opened.

**THE PRINCIPAL,
UGENYA TECHNICAL & VOCATIONAL COLLEGE
P.O. BOX 74 – 40614 SEG**

PART 1 – APPLICATION PROCEDURES

SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

A. General

1 Fraud and Corruption

The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.

In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

2 Collusive practices

- 2.1 Ugenya Technical & Vocational requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and / or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination” annexed to the Form of applicant.

3 Eligible Applicants

- 3.1 Applicants shall meet the eligibility criteria as per this ITA.
- 3.2 Public Officers of Ugenya Technical & Vocational College, their Spouses, Child, Parent, Brothers or Sister, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be registered. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.
- 3.3 A firm may apply for registration both individually, and as part of a joint venture, or participate as a sub - contractor.
- 3.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for registration either individually, as joint venture or as a subcontractor among them for the same contract. However, if registered, only one Applicant will be allowed to tender for them. All Tenders submitted in violation of this procedure will be rejected.
- 3.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA Document.
- 3.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design nor technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of UTVC who:
- a are directly or indirectly involved in the preparation of the registration Document

or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or

- b Would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the UTVC throughout the registration, ITT process and execution of the Contract.
- 3.7 An Applicant that has been debarred shall be ineligible to be initially selected for registration during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at www.ppra.go.ke
- 3.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to be registered or compete only if they can establish, in a manner acceptable to UTVC, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.
- 3.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.
- 3.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.
- 3.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to UTVC, as the UTVC shall reasonably request.

B. Contents of the Registration Documents

4 Sections of Registration Document

- 4.1 This Registration Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued.

PART 1 - Registration Procedures

- i) Section I-Instructions to Applicants (ITA)
- ii) Section II- Registration Data Sheet (PDS)
- iii) Section III-Qualification Criteria and Requirements
- iv) Section IV-Application Forms

PART 2 - Works, Goods, or Non-Consulting Services Requirements

- 4.2 Unless obtained directly from the Institution, UTVC accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Registration Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by UTVC shall prevail.
- 4.3 The Applicant is expected to examine all instructions, forms, and terms in the Registration Document and to furnish with its application all information or documentation as is required.

5 Clarification of Registration Documents

- 5.1 An Applicant requiring any clarification on the Registration Document shall

contact UTVC in writing at the addresses provided. UTVC shall respond in writing to any request for clarification provided that such request is received before the deadline for the submission of the Registration Document.

- 5.2 The Applicant is requested to submit any questions in writing, to reach UTVC not later than the deadline for the submission of this document.

6 Amendment of Registration Document

- 6.1 At any time prior to the deadline for submission of Applications, UTVC may amend the Registration Document by issuing an Addendum, and if issued, it shall form part of the registration document.
- 6.2 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, UTVC may, at its discretion, extend the deadline for the submission of Applications.

C. Preparation of Applications

7 Cost of Applications

- 7.1 The Applicant shall bear all costs associated with the preparation and submission of its Application.

8 Language of Application

- 8.1 The Application as well as all correspondence and documents relating to the registration exchanged by the Applicant and UTVC, shall be written in English Language.

9 Documents Comprising the Application

- 9.1 The Application shall comprise the following:
- Application Submission Letter.
 - Eligibility: documentary evidence establishing the Applicant's eligibility.
 - Qualifications: documentary evidence establishing the Applicant's qualifications
 - Any other document required as specified in the PDS.
- 9.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

10 Application Submission Letter

- 10.1 *The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.***

11 Documents Establishing the Qualifications of the Applicant

- 11.1 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shillings.
- 11.2 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether,

according to the classification established by UTVC, a particular contractor or group of contractors' qualifies for a margin of preference. Further the information will enable UTVC identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement process or contract management.

- 11.3 The Applicant shall provide further documentary proof, information or authorizations that UTVC may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant.
- 11.4 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to UTVC.
- 11.5 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if UTVC is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.
- 11.6 If the information submitted by an Applicant pursuant to these requirements, or obtained by UTVC (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:
 - a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
 - b. If the contract has been awarded to that Applicant, the contract award will be set aside,
- 11.7 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.

12 Signing of the Application and Number of Copies

- 12.1 The Applicant shall prepare one original of the documents clearly mark "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.
- 12.2 The Applicant shall submit copies of the signed original Application, and a copy clearly marked "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

13 Sealing and Marking of Applications

- 13.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
 - a Bear the name and address of the Applicant;
 - b Be addressed to UTVC
 - c Bear the Registration Reference Number and Title

- 13.2 UTVC will accept no responsibility for not processing any envelope that was not identified as highlighted above.

14 Deadline for Submission of Applications

- 14.1 Applicants may either submit their applications by hand delivery/courier services or through post office services, to be received on or before 14th July 2026 at 12.00 p.m.
- 14.2 UTVC may, at its discretion, extend the deadline for the submission of Applications by amending the Registration Document if need be.

15 Late Applications

- 15.1 Applications received after the date and time specified in the Registration Document shall be rejected.

20. Opening of Applications

- 20.1 UTVC shall open all Applications on 14th July 2026, at 12.00 p.m. in Room 6.
- 20.2 UTVC shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

21 Confidentiality

- 21.1 Information relating to the Applications, their evaluation and results of the Registration shall not be disclosed to Applicants or any other persons not officially concerned with the registration process until the notification of registration results are made to all Applicants.
- 21.2 From the deadline for submission of Applications, any Applicant that wishes to contact UTVC on any matter related to the registration process may do so only in writing.

22 Clarification of Applications

- 22.1 *If an Applicant does not provide clarifications and/or documents requested in the registration Document, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.*

23 Responsiveness of Applications

- 23.1 UTVC may reject any Application which is not responsive to the requirements of the registration document.

24 Margin of Preference

- 24.1 Unless otherwise specified in the **PDS**, a margin of preference shall not apply in the Tendering process resulting from this registration.

F. Evaluation of Applications and Registration of Applicants

25 Evaluation of Applications

- 25.1 UTVC shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. UTVC reserves the right to waive min or deviation from the qualification criteria if they do not materially affect the technical capability and financial resources of an applicant to perform the contract.

25.2 Only the qualifications of the Applicant shall be considered

26 UTVC's Right to Accept or Reject Applications

27.1 UTVC reserves the right to accept or reject any Application, and to annul the registration process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

27 Registration of Applicants

28.1 All Applicants whose applications substantially meet or exceed the specified qualification requirements will be registered. UTVC shall notify all Applicants in writing of the names of those Applicants who have been registered and also those who have been disqualified, citing the reasons for disqualification.

28 Invitation to Tender

29.1 Promptly after the notification of the results of the registration, UTVC shall invite the registered suppliers from time to time to submit their quotations of the requested items.

28.2 The successful Applicant shall be issued the LPO/LSO/Contract Document.

SECTION II - REGISTRATION DATA SHEET (PDS)

A. General	
ITA 1.1	The Procuring Entity is: Ugenya Technical & Vocational College, P.O. Box 74 – 40614 Segia, ugenya.techcollege@mail.com, www.utvc.ac.ke, 0115107907 Registration Ref. No..... Registration Title:.....
ITA 1.2	Questions and requests for clarification made in writing or by email shall reach the UTVC not later than 10th July 2026 at 5.00 p.m.
ITA 1.3	Addendum issued shall be published at the website: www.utvc.ac.ke /Public Procurement Information Portal (PPIP)
B. Preparation of Applications	
ITA 2.1	The Applicant shall submit with its Application, the following additional documents: For preliminary evaluation: - Business Registration Certificate, Valid Tax Compliance Certificate, Valid Business Permit / Trading License, CR12 /CR13, Valid AGPO Certificate for special categories, NCA 8 for Building & Construction Works, Valid IRA License for Insurance Services, Valid PSRA Certificate for security & guarding services

A. General	
ITA 3.1	In addition to the original, submit one (1) copy of the registration document clearly marked“COPY”
D. Submission of Applications	
ITA 4.1	The deadline for Application submission is: Date:14/07/2026 Time: 12.00 p.m. Address: P.O Box 74 – 40614, Sega, Kenya Mobile No: 0115107907 Email: supplychain@utvc.ac.ke / ugenya.techcollege@gmail.com Applicants SHALL NOT have the option of submitting their application electronically.
ITA 4.2	Late Applications will be returned unopened to the Applicants
ITA 4.3	The opening of the Applications shall be on 14/07/2026 at 12.00 p.m. in Room 6

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

1. This section contains all the methods, criteria, and requirements that UTVc shall use to evaluate Applications, all in one Form “Eligibility and Qualification Criteria”.

E 2.1: PRELIMINARY EVALUATION CRITERIA

1. Attach the following Mandatory Documents:

- Business Registration Certificate
- Valid Tax Compliance Certificate/ Certificate of Exemption.
- Valid KRA Pin Certificate
- Valid Trading License/Business Permit
- Valid AGPO Certificate for Special Category.
- CR12 / CR13
- NCA 8 for provision of small works (Building & Civil Engineering)
- Valid IRA License for Insurance services
- Valid PSRA Certificate for provision of security & guarding services

N.B: Failure to attach any of the above documents will lead to automatic disqualification.

E. 3.0 TECHNICAL EVALUATION CRITERIA (SELECTION PROCEDURE)

Candidates are requested to read this section carefully before filling in any information. In this selection procedure, the firm that attains the pass mark of 70 points out of 100 points specified in the criteria will be considered for registration.

Supplier availability	:	20 Points
Supplier relevance of the business	:	20 Points
Supplier's experience	:	40 Points
Supplier capability	:	20 Points

E 3.1 SUPPLIER AVAILABILITY : :20 Points

Name
Physical Location.....
Town/ City.....
Street.....
Floor.....
Door No.....
Other Land Mark.....
Mobile No.....
Email Address.....
Postal Address.....

LIST OF DIRECTORS AND THEIR CONTACTS (MANDATORY)

<u>Name</u>	<u>Mobile Number</u>
-------------	----------------------

- 1.
- 2.
- 3.
- 4.
- 5.

E.3.2 SUPPLIER RELEVANCE : 20 Points

- Nature of Business related to the tender applied for. :5 Points
- Relevant Government tenders awarded in the last 2 years (at least 2, attach evidence) :10 Points
- Reputation of the firm (Attach at least two (2) recommendation letters) 5 Points

E.3.3 SUPPLIER'S EXPERIENCE : 40 Points

- Usual Business transacted for the last 3 years (attach authentic LPO's, LSO'S and Contract Documents from at least three Organizations) : 30 Points
- Submit fully authorized and duly signed C. Vs of staff. : 10 Points

E. 3.4 SUPPLIER CAPABILITY : 20 Points

Financial Capability	Authentic Audited reports for <i>the last one (1) year</i> or Bank statement for the last six months	10 Points
Credit Period (Please tick one)	One Month	3 Points
	Two Months	5 Points

	Three months and above	10 Points
--	------------------------	-----------

SECTION IV-APPLICATION FORMS

1. Application Submission Letter

Date:

Registration Ref. No:

Registration Title:

To Ugenya Technical & Vocational College We, the undersigned, apply to be registered for the contract referenced above.

- a) No reservations: We have examined and have no reservations to the Registration Document, including Addendum(s).
- b) No conflict of interest: We have no conflict of interest.
- c) Eligibility: We (and our subcontractors) meet the eligibility requirements as stated in ITADocument; we have not been suspended by UTVC based on execution of a Tender / Proposal-Securing Declaration in accordance with ITA Document.
- d) Suspension & Debarment: We, along with any of our sub – contractors , suppliers, consultants, manufacturers, or service providers for any part of the contract , are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council.
- e) Not bound to accept: We understand that UTVC may cancel the registration process at any time.
- f) True and Correct: All information, statements and description contained in the application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed by:.....
(Authorized Representative)

Name:.....
(Full name of the person signing)

In the Capacity of
(Capacity of the person signing)

Dully authorized to sign the application for and on behalf of:

Name:.....
(Applicant)

Address:

Dated on :.....

NB: For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached.