



LODWAR TECHNICAL AND VOCATIONAL COLLEGE

TENDER. NO. LTVC/REG/...../2026-2027

**REGISTRATION OF SUPPLIERS/CONTRACTORS/CONSULTANTS FOR THE
SUPPLY/PROVISION OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR
2026-2027 & 2027-2028**

ADVERTISEMENT DATE: 13TH JULY 2026 at 10.00am

CATEGORY NO.

CATEGORY DESCRIPTION.....

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LODWAR TECHNICAL AND VOCATIONAL COLLEGE



PUBLIC TENDER NOTICE

ADVERTISEMENT FOR SERVICE PROVIDERS/SUPPLIERS/CONTRACTORS /CONSULTANTS FOR THE YEAR 2026-2027 AND 2027-2028.

Lodwar Technical and Vocational College invites sealed applications from reputable, competent and interested bidders for the purpose of maintaining the suppliers' /contractors data base. Bidders are informed that goods, works and services will be procured on **“As and When Required Basis.”**

CATEGORY A: CONTRACTOR'S FOR WORKS		
Tender No	ITEM DESCRIPTION	CATEGORY
LTVC/W/001/2026-2028	Provision of repair, maintenance of air conditioners, firefighting equipment and related accessories	Open
LTVC/W/002/2026-2028	Contractors of mechanical and plumbing works	Open
LTVC/W/003/2026-2028	Contractors for Small works- Drainage, Bush clearing, culvert cleaning, fencing and paintings.	Youth, women and PWD firms
LTVC/W/004/2026-2028	Contractors for Building works –Construction, Repair, Renovation and maintenance of College houses and offices	Open
LTVC/W/005/2026-2028	Contractors for Repair of steel and masonry tanks	Open
CATEGORY B: PROVISION OF SERVICES		

Tender No	ITEM DESCRIPTION	CATEGORY
LTVC/S/001/2026-2028	Provision of signage and branding services	Youth, women and PWD firms
LTVC/S/002/2026-2028	Provision of documentary/features production, photography and videography services	Open
LTVC/S/003/2026-2028	Provision of fumigation and pest control services	Open
LTVC/S/004/2026-2028	Provision of car hire (Small cars saloon, SUVs, Lorries, Water bowsers and plant & Heavy Machinery)	Open
LTVC/S/005/2026-2028	Provision of event organization and management, exhibition, experimental/road show services	Youth, women and PWD firms

LTVC/S/006/2026-2028	Tender for Repair and maintenance of ICT equipment – computers, printers, Laptops, Tablets, Phones, servers, networks devices, Photocopiers Scanners, UPS and infrastructure etc.	Open
LTVC/S/007/2026-2028	Provision for Maintenance of CCTV	Open
LTVC/S/008/2026-2028	Provision of desludging (exhauster) services for sewerage and pit latrines	Open
LTVC/S/009/2026-2028	Provision of water tankering (Clean water) bowsers	Open
LTVC/S/010/2026-2028	Tender for Repair and maintenance of office furniture and fittings	Youth, women and PWD firms
LTVC/S/011/2026-2028	Provision of repair and maintenance of Electricals (Gensets, Solar, refrigerators)	Open
LTVC/S/012/2026-2028	Provision of Events organization (Plastic Chairs and Tents etc.)	Youth, women and PWD firms

CATEGORY C: SUPPLY AND DELIVERY OF GOODS		
Tender No	ITEM DESCRIPTION	CATEGORY
<i>LTVC/G/001/2026-2028</i>	Supply and Delivery of general office supplies.	Youth, women and PWD firms
<i>LTVC/G/002/2026-2028</i>	Supply and delivery of learning tools for ICT	Open
<i>LTVC/G/003/2026-2028</i>	Supply and delivery of sewing machines, hair dressing and beauty products.	Open
<i>LTVC/G/004/2026-2028</i>	Supply and Delivery of oil, lubricants and greases	Open
<i>LTVC/G/005/2026-2028</i>	Supply and delivery of dry foodstuff	Youth, women and PWD firms
<i>LTVC/G/006/2026-2028</i>	Supply and delivery of fresh fruits and vegetables	Youth, women and PWD firms
<i>LTVC/G/007/2026-2028</i>	Supply and delivery of perishables foodstuff (fish, meat, poultry, milk and eggs etc.)	Youth, women and PWD firms
<i>LTVC/G/008/2026-2028</i>	Supply and delivery of fire proof safes and cabinets	Open
<i>LTVC/G/010/2026-2028</i>	Supply of Computer Software, ERP and Licenses	Open
<i>LTVC/G/011/2026-2028</i>	Supply and delivery of computers, Laptops, Tablets and Phones and allied accessories.	Open
<i>LTVC/G/012/2026-2028</i>	Supply and Delivery of Genuine supplier authorized tonners and Printer cartridges	Open

<i>LTVC/G/018/2026-2028</i>	Supply and delivery of Water Pump Sets, Solars, gensets and hand pumps	Open
<i>LTVC/G/022/2026-2028</i>	Supply and delivery of Building/Hardware materials and paints.	Open
<i>LTVC/G/023/2026-2028</i>	Supply and Delivery of Plumbing materials and fittings	Open
<i>LTVC/G/025/2026-2028</i>	Supply and Delivery of clothing, material, staff uniforms, curtains and protective gear etc.	Youth, women and PWD firms
<i>LTVC/G/026/2026-2028</i>	Supply and delivery of light motor vehicles/cycle spare parts tires, tubes and batteries	Open
<i>LTVC/G/028/2026-2028</i>	Supply and delivery of cleaning materials and detergents	Youth, women and PWD firms

<i>LTVC/G/029/2026-2028</i>	Supply and delivery of audio visual systems and security equipment (scanners and detectors) and other security gadgets and systems	Open
<i>LTVC/G/030/2026-2028</i>	Supply and delivery of office furniture and fittings	Youth, women and PWD firms
<i>LTVC/G/031/2026-2028</i>	Supply and delivery of construction(local) materials.	Open
<i>LTVC/G/032/2026-2028</i>	Supply and delivery of Electrical fittings and appliances.	Open
<i>LTVC/G/033/2026-2028</i>	Supply and delivery of tree seedlings, dry manure, red soil and seedling polythene bags	Youth, women and PWD firms
<i>LTVC/G/034/2026-2028</i>	Supply and delivery of charcoal and wood fuel	Youth, women and PWD firms
<i>LTVC/G/035/2026-2028</i>	Supply and delivery of communication materials, branded stationery, library books and a periodicals	Open

<i>LTVC/G/036/2026-2028</i>	Supply and delivery of Designing and printing of educative, promotional, communication and advertising materials	Youth, women and PWD firms
<i>LTVC/G/037/2026-2028</i>	Supply and delivery of plastic tanks and collapsible tanks	Youth, Women, PWDs
<i>LTVC/G/038/2026-2028</i>	Supply and delivery of survey and planning equipment	Open
<i>LTVC/G/039/2026-2028</i>	Supply and Delivery of office Refreshments	Youth, Women, PWDs

LTVC/G/040/2026-2028	Supply and Delivery of Agricultural Farm tools and equipment	Open

Where to drop the duly completed tender documents

Tender Box	Category	Closing/Opening dates
Tender Box (LTVc)	A – Contractor for works, Goods and Services.	28 th JULY 2026 10:00 Am

Documents containing detailed terms, conditions and evaluation criteria can be accessed from procurement office (LTVc)

Important Note: Special category; People with Disability, Youth & Women Enterprises from Turkana County are encouraged to apply and must have the following Mandatory Requirements: -

1. Attach a copy of tax compliance certificate /Certificate of exemption from National council for people with disability.
2. Attach copy of business registration certificate/ Certificate of Incorporation
3. Copies of IDs must be attached for Company enterprise/CR12 for limited companies from Registrar of business names.
4. AGPO certificate given by National treasury.
5. Duly filled and signed Letter of Application Forms
6. Duly Filled and Signed Standard Forms (1-9)

Other categories (open)

1. Attach a copy of tax compliance certificate
2. Attach copy of business registration certificate/ Certificate of Incorporation
3. CR12 for Limited Company from registrar of business names /Copy of ID for company enterprise
4. Copies of certificate of registration with relevant authorized bodies e.g. NCA, EPRA etc. (Where applicable)
5. Duly filled and signed Letter of Application Forms
6. Duly Filled and Signed Standard Forms (1-9).
7. Valid Single business permit from any county

Duly completed Bid documents with attachments be returned in plain sealed envelopes marked with Tender No. and tender name addressed to: -

**TO THE PRINCIPAL,
LODWAR TECHNICAL AND
VOCATIONAL COLLEGE(LTVC).**

**P.O BOX 20-
30500
LODWAR**

The Bid documents should be deposited in the Tender Boxes (located outside Administration Office(LTVC) as detailed on the tender notice above not later than TUESDAY 28TH JULY 2026 **at 10.00 am. Tenders** will be opened immediately in the presence of the Bidders or their representatives who wish to witness the Opening Process.

Tenders submitted later than the indicated closing date and time shall automatically be disqualified.

Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend in the supply chain management department Boardroom. Any Canvassing or giving of false information will lead to automatic disqualification.

Lodwar Technical and Vocational College.

PRINCIPAL/B.O. G SECRETARY

1.1 REGISTRATION INSTRUCTIONS

1.2 Introduction

Lodwar Technical and Vocational College invites interested candidate who must qualify by meeting the set criteria provided so as to perform the contract of supply and delivery of goods and provision of services.

1.3 Registration Objective

The main objective is to supply and deliver assorted items and also provides services under relevant Tender/Quotations/Proposals to Lodwar Technical and Vocational College as and when required.

1.4 Invitation of Registration

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their registration documents to Lodwar Technical and Vocational College so that they may be registered for submission of tenders/proposals/quotations. Bids will be submitted in complete lots singly or in combination.

The client requires prospective suppliers to supply mandatory information for registration.

1.5 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other Institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

1.6 Registration Document

This document includes business questionnaire form and documents required of prospective suppliers.

1.7 In order to be considered for pre-qualification prospective supplier must submit all the information herein requested

1.8 Submission of Registration Documents

Completed pre-qualification data and other requested information shall be submitted so as to reach: -

**THE PRINCIPAL
LODWAR TECHNICAL AND VOCATIONAL COLLEGE
P.O. BOX 20 – 30500
LODWAR.**

Not later than 10.00am (Local time) on THURSDAY 28TH JULY 2026.

Registration documents will be opened immediately thereafter at the Board room (LTVC) in the presence of candidates or their duly authorized representatives who choose to attend. Late bid submission shall not be accepted and will be returned.

1.9 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Principal, attention to Procurement Officer, whose address is given in Part 1.7 above.

1.10 Additional Information

Lodwar Technical and Vocational College reserves the right to request submission of additional information from prospective bidders.

1.11 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) when necessary will be made available only to those bidders whose qualifications are accepted by the Lodwar Technical and Vocational College after scoring **50points** and above after the registration process.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1.1 Taxes on Imported Materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) are donor funded. (Where taxes are paid by the Government)

2.2.2 Custom Clearance

The suppliers shall be responsible for custom clearance of their imported goods and materials

2.2.3 Contract Price

The contract price shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on authority of the Accounting Officer. Prices quoted should be inclusive of all delivery charges.

2.2.4 Payments

All local purchases/services orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract agreement

3.0 REGISTRATION DATA INSTRUCTIONS

3.1.1 Registration Data forms

The attached questionnaire forms RG-1, RG-2, RG-3, RG-4, RG-5, RG-6, RG-7, RG-8, are to be completed by prospective suppliers/contractors who wish to be registered for submission of the specific tender.

The registration application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in English Language and in ink only.

3.2 QUALIFICATION

3.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by Lodwar Technical and Vocational College in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Tender category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the Lodwar Technical and Vocational College they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 ESSENTIAL CRITERIA FOR REGISTRATION

3.3.1 Experience:

(a) Prospective bidder shall have at least 2 years' experience in the supply of goods, services and allied items and in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery items, or services on short notice.

3.3.2 Personnel

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in Form RG.3.

3.3.3 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding supplier's credit position. Potential supplier/contractors will be registered on the satisfactory information given.

Special consideration will be given to the financial resources available as working capital, taking into account the amount of completed orders from various contract or order in progress. Data should be provided on Form RG-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.4 Past performance will be given due consideration in registering bidders. Letters of reference from past customers should be included in form RG 5 where applicable.

3.4 SWORN STATEMENT

Application must include a sworn statement form RG 6 by the Tender ensuring accuracy of the information given.

3.5 WITHDRAWAL OF REGISTRATION

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/ Lodwar Technical and Vocational College could substantially change performance and qualification of the bidder, but not limited to bankruptcy, change in ownership or new commitment, Lodwar Technical and Vocational College reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 PRE-QUALIFICATION EVALUATION CRITERIA

Required Information	Form Type	Maximum Point Score
1. Registration Documentation	RG-1	YES/NO
2. Pre-qualification on Business Data	RG-2	20
3. Supervisory Personnel	RG-3	20
4. Financial Position	RG-4	20
5. Past Experience	RG-5	20
6. Confidential Questionnaire	RG-6	YES/NO
7. Litigation History	RG-7	YES/NO
8. Sworn Statement	RG-8	YES/NO
9 Valid business permit		20
Total		100

3.8 QUALIFICATION MARK

The qualification mark is **50** points and above.

To qualify the prospective supplier must score not less than 50 Points

REQUIREMENTS FOR OPEN GROUP

FORM RG1 REGISTRATION DOCUMENTATION

MANDATORY REQUIREMENTS

All firms must provide:

1. Copies of Certificate of Registration/Incorporation
2. Tax Compliance Certificate from Kenya Revenue Authority (**failure to attach this certificate to prove compliance, will lead to automatic disqualification, thus no further evaluation of the application**).
3. Copies of Pin Certificate of Firm/Company /Individual.
4. Copy of current Trade License.
5. CR 12 –current list of Directors
6. Properly bound and paginated (Serialized) documents to comply with section 78 (5) of the Public Procurement and Asset Disposal Act 2015
7. NCA certificate for construction works is mandatory

Additional Pre-requisites for Specialized Categories

- i. Law firms and /or any other professional firms will be required to submit the following documents; Valid Practicing Certificate copies and be current member of good standing.
- ii. Practicing Certificate for all applicants for Consultancy services where applicable
- iii. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificates with relevant Professional bodies / Authorities e.g. Registration by Chief Mechanical and Transport Engineer for registered garages, Auctioneers Licensing Board, Valuers Registration Board, Pest Control Product Board etc.
(Failure to attach Valid Professional Certificate) will lead to automatic disqualification

**FORM RG-2 PRE-QUALIFICATION ON BUSINESS DATA REGISTRATION
OF SUPPLIERS APPLICATION FORM**

- 1.** I/We.....
hereby apply for registration as supplier/(s) of

.....
Indicate Category description and Category Number

Official email address.....

Post Office Address.....

Town.....

Street.....

Name of building.....

Room/Office No..... Floor No.....

Official Telephone Number / Mobile Number.....

Name of applicant.....

Other branches location.....

2. Organization & Business information

General Manager.....

Directors.....

Others.....

Partnership (if applicable)

Names of Partners.....

3. Year of Business Registration.....

4. Under present management since.....

5. Net worth equivalent Ksh.....

6. Bank reference and address.....

7. Bonding company reference and address.....

8. Enclose copy of the Organization chart of the Firm indicating the main fields of activities.....

9. State any technological innovations or specific attributes which distinguish you from

Your competitors

10. Indicate terms of trade / sale

(20 Points)

Full filled-20 marks

Partially filled =10 marks

Not filled = 0 mark

FORM RG-3 SUPERVISORY PERSONNEL

1.

Name.....

Gender.....

Academic qualification.....

Professional qualification.....

Length of service with supplier and position held.....

2.

Name.....

Gender.....

Academic qualification.....

Professional qualification.....

Length of service with supplier and position held.....

3.

Name.....

Gender.....

Academic qualification.....

Professional qualification.....

Length of service with supplier and position held.....

(Attach copies of certificates of key personnel in the organization) (10 Points)

FORM RG -4 FINANCIAL POSITIONS

1. Attach a copy of firm's financial statement giving summary of current assets and current liabilities/or any financial support for the past two (2) years. (20 marks)

OR

2. Attach letters of reference from the bankers regarding supplier's credit position. (20marks)

(20 Points)

Note: ONLY SPECIAL GROUPS EXEMPTED.

FORM RG 5: PAST EXPERIENCE

Obtain at least 3 Referees from the list of Organization you have worked with for the last 2years or those who know you (not a requirement for new businesses)

- (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) Value of Contract.....
 - (vi) Duration of Contract (date)
- (Attach documentary evidence of existence of contract) (3marks)*

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) Value of Contract.....
 - (vi) Duration of Contract (date)
- (Attach documentary evidence of existence of contract)(3marks)*

3. Name of 3rd 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) Value of Contract.....
 - (vi) Duration of Contract (date)
- (Attach documentary evidence of existence of contract) (3marks)*

4. Others

(Please note that documentary evidence could be in form of L.P. O's, L.S. O's, Agreements, Contracts, and Reference Letters from client etc.). (1mark)

(10 points) for the relevant documents attached

0 Mark for client details provided with no documentary evidence

RG-6- CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2 (b) or 2 (c) whichever applies in 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

Current Trade License No..... Expiry date

Maximum value of business which you handle at any one time K£.....

Name of your bankers Branch

Part 2 (a) Sole Partnerships

Your name in full Age

Nationality Country of Origin

Citizenship details

Part (b) – Partnership:

	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3.				
4.				
5.				

Part 2 (c) - Registered Company

Private or Public

State the nominal and issued capital of the company

Nominal K£.....

Issued K£

Give details of all directors as follows:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			D

ateSignature & Stamp of Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization of Registration.

Part 2 (d) - Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts regarding this or any other tender and any other public or private institutions

Full Name.....

Signature.....

Dated this.....day of2026

In the capacity of

Duly authorized to sign Tender for and on behalf of.....

SIGNATURE AND STAMP ON THIS FORM IS A MUST TO EARN THE ASSIGNED MARKS

FORM RG-7 - LITIGATION HISTORY

Name of Contract Supplier

Contractors / Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently

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

FORM RG-8 SWORN STATEMENT

Having studied the pre-qualification information for the above tender category we/the state:

- a) That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b) That in case of being pre-qualified we /I acknowledge that this grants us the opportunity to participate in due time in the submission of a tender or quotation
- c) Those pre-qualified bidders will be invited randomly to participate in the tender/ quotations as and when there is a requirement.
- d) We/ I enclose all the required documents and information required for the pre-qualification evaluation.

Name of Company:

Represented by

Category:

Please indicate the category on this form. ONLY ONE CATEGORY PER TENDER DOCUMENT SHALL BE INDICATED.

Signature and Official Rubber Stamp:.....

Date

REQUIREMENTS FOR AGPO GROUP

Please provide copies as a proof and sign the sworn statement

YOUTH

- Business Registration Certificate/Certificate of Incorporation
- CR12 for Limited Company from registrar of business names where applicable
- Valid Tax Compliance Certificate
- Bank statement/bank reference letter
- Valid target group certificate (AGPO Certificate)

WOMEN

- Business Registration Certificate/Certificate of Incorporation
- CR12 for Limited Company from Registrar of business names
- Valid Tax Compliance Certificate
- Bank statement/bank reference letter
- Valid target group certificate (AGPO Certificate)

PERSONS WITH DISABILITY (PWDs)

- Business Registration Certificate/Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Bank statement/bank reference letter
- Valid Tax Compliance Certificate OR Tax Exemption Certificate
- Valid target group certificate (AGPO Certificate)

EVALUATION CRITERIA FOR SPECIAL GROUPS WILL BE BASED ON YES/NO.

SWORN STATEMENT

Having studied the pre-qualification information for the above tender category we/I state:

- a) That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b) That in case of being pre-qualified we /I acknowledge that this grants us the opportunity to participate in due time in the submission of a tender or quotation or quotation on the basis of provisions in the tender or quotation document to follow.
- c) We/ I enclose all the required documents and information required for the pre-qualified evaluation.
- d) Our submission document has got..... Pages.

Date

Applicants Name.....

Represented by.....

Signature
.....

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