



**THE NYANDARUA NATIONAL POLYTECHNIC**  
**P.O BOX 2033-20300, NYAHURURU**  
TEL:0727256001 EMAIL: [nyandaruapolytechnic@gmail.com](mailto:nyandaruapolytechnic@gmail.com)

**CONTINUOUS REGISTRATION OF SUPPLIERS  
FOR PROVISION OF SERVICES AND SUPPLY  
OF GOODS FINANCIAL YEAR 2021-2022 & 2022-  
2023**

**CLOSING DATE: TUESDAY 29<sup>TH</sup> JUNE 2021  
AT 10.00A.M**

**CATEGORY TNNP/CR/001-049/2020-2022**

**COMPANY NAME:** .....

**TENDER NO:** .....

**TENDER DESCRIPTION:** .....

***PLEASE INDICATE YOUR GROUP BELOW: ( X )***

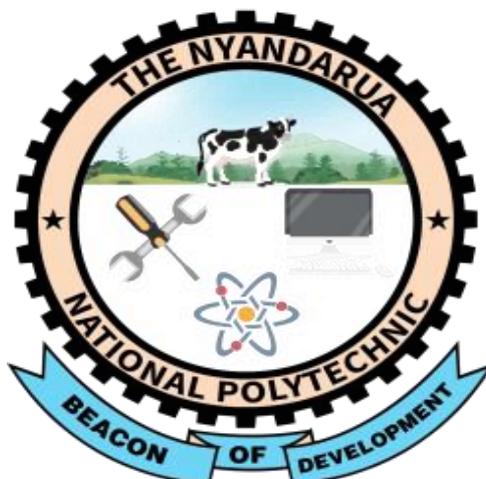
**WOMEN**

**YOUTH**

**PERSONS WITH DISABILITY**

**OPEN**

## SECTION 1



### INVITATION FOR REGISTRATION OF SUPPLIERS

**DATE 15<sup>TH</sup> JUNE 2021**

**THE NYANDARUA NATIONAL POLYTECHNIC** intends to register and update its suppliers list hence invites applications from interested, eligible, capable and competent firms for supply and delivery of GOODS, WORKS ,SERVICES, AND CONSULTANCY. for the years 2021-2022 & 2022-2023 in the following categories:-

<b>CATEGORY A ( TENDER FOR GOODS AND MATERIALS)</b>				
	<b>TENDER NO</b>	<b>DESCRIPTION</b>	<b>ELIGIBILITY</b>	
1	TNNP/CR/001/2021-2023	SUPPLY AND DELIVERY OF BREAD	OPEN	
2	TNNP/CR/002/2021-2023	SUPPLY AND DELIVERY OF BEEF MEAT	OPEN	
3	TNNP/CR/003/2021-2023	SUPPLY AND DELIVERY OF DRY CEREALS	RESERVED	
4	TNNP/CR/004/2021-2023	SUPPLY AND DELIVERY OF FRUITS AND VEGETABLES	RESERVED	
5	TNNP/CR/005/2021-2023	SUPPLY AND DELIVERY OF NEWS PAPERS	OPEN	
6	TNNP/CR/006/2021-2023	SUPPLY AND DELIVERY OF BUILDING AND HARDWARE MATERIALS	OPEN	
7	TNNP/CR/007/2021-2023	SUPPLY AND DELIVERY OF MEDICAL EQUIPMENT AND MATERIALS	OPEN	
8	TNNP/CR/008/2021-2023	SUPPLY AND DELIVERY OF FIRE FIGHTING EQUIPMENT	OPEN	
9	TNNP/CR/009//2021-2023	SUPPLY AND DELIVERY OF TONNERS,PRINTING CARTRIDGES AND PHOTOCOPIER INK	RESERVED	
10	TNNP/CR/010/2021-2023	SUPPLY AND DELIVERY OF OFFICE EQUIPMENT AND FURNITURE	OPEN	
11	TNNP/CR/011/2021-2023	SUPPLY AND DELIVERY OF OFFICE STATIONERY	RESERVED	
12	TNNP/CR/012/2021-2023	SUPPLY AND DELIVERY OF	OPEN	

		ELECTRICAL AND ELECTRONICS MATERIALS		
13	TNNP/CR/013/2021-2023	SUPPLY AND DELIVERY OF MOTOR VEHICLE FUEL(Petrol, diesel), LUBRICANTS AND LPG Gas	OPEN	
14	TNNP/CR/014/2021-2023	SUPPLY AND DELIVERY OF SPORT AND GAMES EQUIPMENT	OPEN	
15	TNNP/CR/015/2021-2023	SUPPLY AND DELIVERY OF UNIFORMS AND PROTECTIVE CLOTHES	OPEN	
16	TNNP/CR/016/2021-2023	SUPPLY AND DELIVERY OF CLEANING MATERIALS	RESERVED	
17	TNNP/CR/017/2021-2023	SUPPLY AND DELIVERY OF FARM INPUTS/AGRICULTURE MATERIALS AND EQUIPMENT	OPEN	
18	TNNP/CR/018/2021-2023	SUPPLY AND DELIVERY OF CATERING/HOSPITALITY EQUIPMENTS	RESERVED	
19	TNNP/CR/019/2021-2023	SUPPLY AND DELIVERY OF AUTOMOTIVE AUTO PAINTS	OPEN	
20	TNNP/CR/020/2021-2023	SUPPLY AND DELIVERY OF AUTOMOTIVE/MOTOR VEHICLE MATERIALS	OPEN	
21	TNNP/CR/021/2021-2023	SUPPLY AND DELIVERY OF SHOP/SUPERMARKET GROCERIES	RESERVED	
22	TNNP/CR/022/2021-2023	SUPPLY AND DELIVERY OF FLOUR AND COOKING FAT	RESERVED	
23	TNNP/CR/023/2021-2023	SUPPLY AND DELIVERY OF LIBRARY BOOKS AND MATERIALS	OPEN	
24	TNNP/CR/024/2021-2023	SUPPLY AND DELIVERY OF LAPTOPS,COMPUTERS AND COMPUTER ACCESSORIES	OPEN	
25	TNNP/CR/025/2021-2023	SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT AND MATERIALS	OPEN	
26	TNNP/CR/026/2021-2023	SUPPLY AND DELIVERY OF ANIMAL FEEDS AND SUPPLEMENTS	RESERVED	
27	TNNP/CR/027/2021-2023	SUPPLY AND DELIVERY OF TEXTILE EQUIPMENT AND MATERIALS	RESERVED	
28	TNNP/CR/028/2021-2023	SUPPLY AND DELIVERY OF SURVEYORS EQUIPMENT	OPEN	
29	TNNP/CR/029/2021-2023	SUPPLY AND DELIVERY OF MECHANICAL MATERIALS FOR MILLING MACHINE AND LATHE MACHINE	OPEN	
30	TNNP/CR/030/2021-2023	SUPPLY AND DELIVERY OF SOLAR AND MECHATRONICS MATERIALS	OPEN	
<b>CATEGORY B:( TENDER FOR SERVICES)</b>				
	<b>TENDER NUMBER</b>	<b>TENDER DESCRIPTION</b>	<b>ELIGIBILITY</b>	
31	TNNP/CR/031/2021-2023	PROVISION Of PRINTING And SUPPLY Of BRANDING MATERIALS(T-shirts, banners)	RESERVED	
32	TNNP/CR/032/2021-2023	PROVISION Of REPAIRS AND MAINTENANCE OF COMPUTERS,PHOTOCOPIERS AND PRINTERS	RESERVED	

33	TNNP/CR/033/2021-2023	PROVISION OF REPAIR AND MAINTENANCE OF INSTITUTE GENERATORS	OPEN	
34	TNNP/CR/034/2021-2022	PROVISION OF REPAIR AND MAINTENANCE OF INSTITUTE MOTOR VEHICLES	OPEN	
35	TNNP/CR/035/2021-2023	PROVISION OF VETERINARY SERVICES AND DRUGS	OPEN	
36	TNNP/CR/036/2021-2023	PREQUALIFICATION FOR CONSTRUCTION AND BUILDING RENOVATIONS	OPEN	
37	TNNP/CR/037/2021-2023	PROVISION OF SANITARY AND FUMIGATION	RESERVED	
38	TNNP/CR/038/2021-2023	INSTALLATION OF CCTV CAMERAS, ACCESSORIES AND EXPANSION OFFICE PHONES	OPEN	
39	TNNP/CR/039/2021-2023	PROVISION OF REPAIR AND MAINTENANCE OF MECHANICAL MACHINES i.e, MILLING AND LATHE MACHINE	OPEN	
40	TNNP/CR/040/2021/2023	PROVISION OF CONSULTANCY SERVICES	OPEN	
41	TNNP/CR/041//2021/2023	INSTALLATION OF KITCHEN GAS BOILERS/STEENLESS SUFURIA WITH GAS HEATED BURNER.	OPEN	
42	TNNP/CR/042/2021/2023	PROVISION OF ASSET TAGGING SERVICES	RESERVED	
43	TNNP/CR/043/2021/2023	PROVISION OF ASSET VALUATION	OPEN	
44	TNNP/CR/044/2021/2023	PROVISION OF SOLAR TUBE HOT WATER SYSTEM MAINTANANCE AND INSTALLATION	OPEN	
45	TNNP/CR/045/2021-2023	PROVISION OF PAINTING WORK	OPEN	
46	TNNP/CR/046/2021-2023	PROVISION OF WELDING SERVICES	OPEN	
47	TNNP/CR/047/2021-2023	PROVISION OF PLUMBING SERVICES	OPEN	
48	TNNP/CR/048/2021-2023	PROVISION OF CLEANING SERVICES	RESERVED	
<b>OPEN TENDER</b>				
49	TNNP/CR/049/2021/2023	PROVISION OF SECURITY SERVICES	OPEN	

50	TNNP/CR/050/2021/2023	PROVISION OF INSURANCE SERVICES	OPEN	
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Pursuant to Section 57 and 71 of the Public Procurement and Asset Disposal Act 2015, TNNP wishes to update list of registered suppliers, contractors and consultants in various specific categories of goods, works and services.

In order to be considered for procurement opportunities, interested firms are required to submit registration application documents for the specified category/ -ies. Registration document are downloaded free of charge from TNNP website: [nyandarupolytechnic.ac.ke](http://nyandarupolytechnic.ac.ke) or from the public procurement information portal(ppip): [www.tenders.go](http://www.tenders.go). OR obtained from **THE NYANDARUA NATIONAL POLYTECHNIC** upon payment of a non- refundable fee of **kshs.1, 000** AT **ACCOUNTS OFFICE** within working hours from 9:00 AM - 4:00 PM.

Completed registration documents enclosed in a plain sealed envelopes , clearly indicating:- “**TENDER NUMBER**” and “**NAME**” be deposited in the **TENDER BOX** situated at **ADMINISTRATION BLOCK** or be addressed to:-

**THE CHIEF PRINCIPAL  
THE NAYANDARUA NATIONAL POLYTECHNIC  
P.O. BOX 2033-20300  
NYAHURURU**

**To be received on or before 10:00AM on TUESDAY 29<sup>TH</sup> JUNE 2021,**

**Note:**

**LATE BIDS SHALL NOT BE ACCEPTED.**

**SECTION II: GENERAL REQUIREMENTS FOR REGISTRATION OF SUPPLIERS**

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

**PART I: DETAILS OF THE APPLICANT/BUSINESS QUESTIONNAIRES**

1. Name of Applicant/Firm.....
2. Physical Address .....
3. Postal Address: .....4. Postal Code: .....
5. E-mail: .....6. Mobile Phone No. ....
7. Are you applying for open, youth, women or persons with disabilities? .....
8. Contact Person .....

**9. Overview of the Enterprise**

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify] .....
Number of employees (please tick one)	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover Kshs)	
Experience in the sector in years	

Type of Ownership Details

Part 9 (a) - Sole Proprietor or name of registered business, where applicable

Name in Full..... Age.....

Identity/Passport No.....

Part 9 (b) - Partnership Details

NAMES	NATIONALITY	ID/PASSPORT NO	% SHARES

Part 9 (C) – Registered Company

State the nominal and issued capital of company

Nominal Kshs ..... Issued kshs.....

Directors' Details

NAMES	NATIONALITY	ID/PASSPORT NO	% SHARES

10. Bank Account Name: ..... Branch .....

11. Bank Account Number: .....

12. Current Trade Licence: .....

13. VAT Registration Number: .....

14. Type of business: SECTOR (TICK ONE)

AGRIBUSINESS	TRADE	HOSPITALITY & ENTERTAINMENT
MANUFACTURING	SERVICES	ICT
CONSTRUCTION	OTHERS ..... ....	SPECIFY ..... ....

15. Your trade terms (mode of payment- cash or credit) credit period allowed.....

Title: .....

Signature: ..... Date .....

**PART II: EXPERIENCE (OPEN)**

Applicant's three (3) reputable clients in the last three (3) years.

Attach proof of experience relevant to the category you choose to apply for by attaching the any of the following documents:-

- a) Copies of LPO
- b) Letter of award
- c) Completion certificate
- d) Contract document e.t.c

**PARTIII: FINANCIAL POSITION AND TERMS OF TRADE**

(1) Attach copy of Audited Accounts for the last two years (2) with auditors name and licence number (open tender)

(2) Attach certified letters of reference from the bankers regarding supplier's credit position(general)

(3) certified copy of Bank Statement/Bank reference of not more than three months from date of applying(general)

**LIST OF ATTACHMENTS**

**MANDATORY FOR RESERVED GROUP**

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application may be rejected:

1. Copy of certificate of incorporation/registration;
2. PIN Certificate;
3. Valid Tax Compliance/ Exemption Certificate;
4. Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability);
5. Business/Company profile;
6. Valid Certificate of Registration in a target group issued by the National Treasury (AGPO certificate);
7. National IDs/ Passports.
8. Valid NCA certificate for works
9. All forms should be filled in Section III

## **MANDATORY FOR GENERAL**

1. Copy of certificate of incorporation/registration;
2. PIN Certificate;
3. VAT Registration Certificate;
4. Valid Tax Compliance/ Exemption Certificate;
5. Copy of certificate of registration with relevant regulatory bodies (NCA, HEALTH CERTIFICATE, FOOD AND BEVERAGE BOARD CERTIFICATE e.t.c); Where applicable.
6. Copy of current Trade License.
7. Audited Accounts for the last two years
8. Business/Company profile;
9. All forms should be filled in Section III

**SECTION III:**

**FORM I: CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES.**

1. What products/services do you want to be considered to supply.....  
.....
2. Which quality standards certification have you attained in the last two years? (attach copies)
3. Are you a manufacturer/wholesaler/retailer/other? (please specify).....
4. What is your average response time to a request for quotation/proposal?.....
5. What is your average response to delivery of goods/services after issuance of an L.P.O?.....
6. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?.....  
.....
7. If you are a current or previous supplier of goods or services to THE NYANDARUA NATIONAL POLYTECHNIC ( **TNNP** ), have you at any one time been issued with L.P.O and failed to supply goods within the agreed time or supplied inferior goods not within the specification).....  
.....
8. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable Law.....  
.....
9. Must confirm that the firm, its servants or agents have not offered and shall not offer inducements to procuring entity.....  
.....

**FORM II: ELIGIBILITY & LITIGATION HISTORY**

Name of contractor/supplier.....

1. Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution. (If YES attach the Legal documentary evidence that you are cleared)

year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed Amount (current Value , ksh (Equivalent))

2. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the public procurement regulatory authority or related public bodies ?.....  
 .....

**FORM III: SWORN STATEMENT**

Having studied the pre-qualification /registered information, we/I hereby state that:-

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified/registered, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by THE NYANDARUA NATIONAL POLYTECHNIC.
- c. When the call for quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify The Nyandarua national polytechnic and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.
- f. Date.....

Applicant's Name

.....  
.....

Represented by

.....  
.....

Signature

.....  
.....

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

**FORM IV: SELF DECLARATION FORMS**

(r.47)

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, ....., of Post Office Box ..... being a resident of .....in the Republic of ..... do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ..... (insert name of the Company) who is a Bidder in respect of Tender No. .... for ..... (insert tender title/description) for .....( insert name of the Procuring entity) and duly authorized and competent to make this statement. Kenya Subsidiary Legislation, 2020 853

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief. ....  
..... (Title) (Signature)

(Date).....

Bidder Official Stamp

**FORM V: SELF DECLARATION FORMS**

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, .....of P. O. Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of ..... (insert name of the Company) who is a Bidder in respect of

Tender No. .... for ..... (insert tender title/description) for ..... ( insert name of the Procuring entity) and duly authorized and competent to make this statement.<sup>854</sup> *Kenya Subsidiary Legislation, 2020*

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....( insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.

5. THAT what is deponed to herein above is true to the best of my knowledge information and belief. ....

(Title) Signature..... Date.....

Bidder's Official Stamp

**FORM VI: CONFLICT OF INTEREST DECLARATION FORM**

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any The Nyandarua National Polytechnic employee.

Do you have a relationship with any employee that would cause conflict of interest?

.....  
.....

I .....declare, for and on behalf of.....(company/firm) that all the information furnished The Nyandarua National Polytechnic in connection with this registration is true and accurate in all material respect. The institute is hereby authorized to make such inquiries to the said information including with the firms/company’s clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by.....

Title.....

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

Stamp/seal.....

#### **SECTION IV: EVALUATION CRITERIA**

The Nyandarua National Polytechnic will examine the tenders to determine sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrix below:

#### **EVALUATION CRITERIA I - (AGPO) RESERVED ONLY**

<b>A</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE YES/NO</b>
A1	Copy of certificate of incorporation/registration	
A2	PIN Certificate	
A3	Valid Tax Compliance/ Exemption Certificate	
A4	Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability, Valid NCA certificate for works)	
A5	Valid Certificate of Registration in a target group issued by the National Treasury (AGPO certificate)	
A6	Business/Company profile	
A7	10. National IDs/ Passports.	

#### **EVALUATION CRITERIA II - GENERAL PUBLIC( OPEN)**

<b>B</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE YES/NO</b>
B1	Copy of certificate of incorporation/registration	
B2	PIN Certificate	
B3	Valid Tax Compliance/ Exemption Certificate	
B4	VAT Registration Certificate	
B5	Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities	

	registration with National Council for Persons with Disability, Valid NCA certificate for works)	
B6	Copy of certificate of registration with relevant regulatory bodies (NCA, HEALTH CERTIFICATE, FOOD AND BEVERAGE BOARD CERTIFICATE e.t.c); Where applicable.	
B7	Copy of current Trade License	
B8	Audited Accounts for the last two years	
B9	Business/Company profile	

**EVALUATION CRITERIA III - GENERAL REQUIREMENTS**

<b>C</b>	<b>GENERAL REQUIREMENTS</b>	<b>COMPLIANCE YES/NO</b>
C1	<b>PART 1: DETAILS OF THE APPLICANT/BUSINESS QUESTIONNAIRES</b>	
C2	<b>PART II: EXPERIANCE (for open)</b>  <b>Reserved not required</b>  Indicate having undertaken similar assignment with at least 3 firms. Attach proof: copies of LPOs/ LSOs, letter of awards, contract or completion certificate.	
C3	<b>PART III: FINANCIAL</b>  ➤ Attach certified letters of reference from the bankers regarding supplier's credit position(general)  ➤ Original Bank Statement/Bank reference of not more than three months from date of applying(general)	
C4	➤ <b>Capability and Competence to deliver goods or services.(12points)</b>  ➤ <b>Eligibility&amp;Litigation history</b>  ➤ <b>Sworn Statement</b>  ➤ <b>Self Declaration forms(SD1 and SD2)</b>  ➤ <b>Conflict of Interest Declaration form</b>	

**NB: Bidders must meet all the mandatory requirements to qualify.**

*(the technical evaluation team will verify the information submitted by applicants and may visit the physical premises. This will form part of the evaluation process).*

**Declaration( for tenderer only)**

The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria.

**Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender?(tick appropriately below)**

NO  YES

Sign.....Date.....Stamp.....

**FOR OFFICIAL USE ONLY**

**EVALUATOR 1**

ACCEPT

REJECT

**EVALUATOR 2**

ACCEPT

REJECT

**EVALUATOR 3**

ACCEPT

REJECT

The team leader of evaluation team will make comments below based on the findings

.....  
.....  
.....

**APPROVED**

**NOT APPROVED**

Evaluated on date.....

**By :-**

Name ..... sign.....

Name .....sign.....

Name .....sign.....

Name .....sign.....

Name .....sign.....