



**RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY**  
**P. O BOX 7182-20100, NAKURU**  
**TEL:0722668238 EMAIL: principal@rvist.ac.ke**

**TENDER, PREQUALIFICATION AND CONTINUOUS REGISTRATION OF  
SUPPLIERS FOR PROVISION OF SERVICES AND SUPPLY OF GOODS  
FOR THE FINANCIAL YEAR  
2023-2025 & 2025-2025**

**CATEGORY:** .....

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

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

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

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

**WOMEN**

**YOUTH**

**PERSONS WITH DISABILITY**

**OPEN**



**RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY**  
**P.O. BOX 7182 – 20100**  
**NAKURU**  
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**INVITATION FOR TENDERS, CONTINUOUS REGISTRATION OF SUPPLIERS.**

**RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY** invites applications from interested, eligible and competent firms for supply and delivery of **GOODS**, and **SERVICES** in the Open Tenders and Registration of suppliers for the Financial Years 2023-2025 & 2025-2025 Pursuant to section 57 and 71 of the Public Procurement and Asset Disposal Act 2015 in the following categories: -

**CATEGORY A – CONTINUOUS REGISTRATION OF SUPPLIERS**

1.	<b>RVIST/BOG/6/2023/2025</b>	SUPPLY & DELIVERY OF MEAT PRODUCTS	<b>OPEN</b>
2.	<b>RVIST/BOG/17/2023/2025</b>	SUPPLY AND DELIVERY OF ANIMAL AND CHICKEN FEEDS.	<b>OPEN</b>
3.	<b>RVIST/BOG/19/2023/2025</b>	SUPPLY & DELIVERY OF COOKING GAS	<b>OPEN</b>
4.	<b>RVIST/BOG/20/2023/2025</b>	SUPPLY & DELIVERY OF BULK SUGAR, RICE & COOKING FAT	<b>OPEN</b>
5.	<b>RVIST/BOG/22/2023/2025</b>	SUPPLY & DELIVERY OF MOTOR VEHICLE SPARES & ACCESSORIES	<b>OPEN</b>
6.	<b>RVIST/BOG/24/2023/2025</b>	SUPPLY & DELIVERY OF GENERAL STATIONERY	<b>OPEN</b>
7.	<b>RVIST/BOG/25/2023/2025</b>	SUPPLY & DELIVERY OF TONERS AND CATRIDGES	<b>OPEN</b>
8.	<b>RVIST/BOG/28/2023/2025</b>	SUPPLY & DELIVERY OF CLEANING MATERIALS, DETERGENTS & DISINFECTANTS	<b>YOUTH, WOMEN &amp; PWD</b>

9.	<b>RVIST/BOG/30/2023/2025</b>	SUPPLY AND DELIVERY OF BRANDED CORPORATE WEAR	<b>YOUTH, WOMEN &amp; PWD</b>
10.	<b>RVIST/BOG/32/2023/2025</b>	SUPPLY AND DELIVERY OF BUILDING MATERIALS	<b>OPEN</b>
11.	<b>RVIST/BOG/34/2023/2025</b>	HIRE OF TENTS, CHAIRS & DECORATIONS	<b>YOUTH, WOMEN &amp; PWD</b>
12.	<b>RVIST/BOG/37/2023/2025</b>	SUPPLY & DELIVERY OF CHARCOAL & DRY FIREWOOD	<b>YOUTH, WOMEN &amp; PWD</b>
13.	<b>RVIST/BOG/38/2023/2025</b>	SUPPLY AND DELIVERY OF DRY CEREALS- MAIZE AND BEANS	<b>YOUTH, WOMEN &amp; PWD</b>
14.	<b>RVIST/BOG/16/2023/2025</b>	SUPPLY & DELIVERY OF GREEN GROCERY -FRUITS, BANANAS ETC	<b>YOUTH, WOMEN &amp; PWD</b>
15.	<b>RVIST/BOG/33/2023/2025</b>	PROVISION OF GENERAL PRINTING SERVICES	<b>YOUTH, WOMEN &amp; PWD</b>
16.	<b>RVIST/BOG/40/2023/2025</b>	SUPPLY AND DELIVERY OF SPORTS EQUIPMENT AND SPORTS UNIFORM	<b>OPEN</b>

In order to be considered for procurement opportunities, interested firms are required to submit registration documents for the specified category/ies. Continuous Registration and Open Tender documents can be downloaded FREE of charge from 's website: [www.rvist.ac.ke](http://www.rvist.ac.ke) or from the Public Procurement Information Portal (PIIP): [www.tenders.go.ke](http://www.tenders.go.ke) OR obtained from **RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY** upon payment of a **non-refundable fee of kshs 1,000** at **Accounts Office** within working hours.

Completed tender documents enclosed in a plain sealed envelope, clearly indicating: - **"TENDER NUMBER"** and **"NAME"** be deposited in the **TENDER BOX** situated at **ADMINISTRATION BLOCK** addressed to: -

**THE CHIEF PRINCIPAL**

**RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY**

**P.O BOX 7182-20100**

**NAKURU**

To be received on or before **10:00 AM** on **TUESDAY 29<sup>TH</sup> JUNE 2023**.

**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 auditor's 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, OSHA 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 RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY ( **RVIST**), 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)**

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

**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 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 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 RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY .
- 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 RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the 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 RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY 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 RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY 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 RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY 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	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, OSHA 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**

**EVALUATOR 2**

ACCEPT

ACCEPT

REJECT

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.....