



HEROES TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX 13701 – 20100 NAKURU

TEL: 0792 526 073

Email: heroestechnical2019@gmail.com Website: heroestvc.ac.ke



READVERTISEMENT: INVITATION FOR SUPPLIER REGISTRATION / PREQUALIFICATION FOR FINANCIAL YEAR 2026 - 2028

Heroes Technical and Vocational College invites applications from interested, eligible, capable individuals and firms for Registrations as suppliers and service providers for the year **2026/2027 and 2027/2028** in the following categories:

Note: Suppliers who previously submitted their applications under the initial advertisement do not need to re-apply, as their submissions will be evaluated alongside new entries.

S/N	TENDER NO	Item Description	Eligibility
1	HTVC/REG/01/2026-2028	Supply and Delivery of hospitality food and beverage materials, Cutlery, Cookery & Kitchen Equipments	Open
2	HTVC/REG/02/2026-2028	Supply and Delivery of Games and Sports Uniform, Equipment's and kits.	Open
3	HTVC/REG/03/2026-2028	Supply and Delivery of Text Books, Journals, Digital Materials and Periodicals.	Open
4	HTVC/REG/04/2026-2028	Supply and Delivery of Firefighting Equipment's, Training, Repair, Maintenance and Servicing	Open
5	HTVC/REG/05/2026-2028	Provision of Repairs and Maintenance service for Computers, Printers, photocopier and & related electronics	Open
6	HTVC/REG/06/2026-2028	Design, Supply and Delivery of Branded Marketing and promotional Materials (T-Shirts, Caps, Carrier Bags, Logos Brochure's, Banners.	Youth, Women & PWDs
7	HTVC/REG/07/2026-2028	Supply of Alcoholic Drinks for Hospitality	Open
8	HTVC/REG/08/2026-2028	Supply and delivery of petrol, diesel, gas and allied products.	Open
9	HTVC/REG/09/2026-2028	Provision of Graphic Design and Sign Writing Works i.e. Door Labels, Sign Boards ETC	Open
10	HTVC/REG/10/2026-2028	Provision for repairs services for Gas Cookers, Jikos etc	Open
11	HTVC/REG/11/2026-2028	Provision of Asset Maintenance, Valuation, Tagging, Labelling of Assets and Bar Code services	Open
12	HTVC/REG/12/2026-2028	Provision of Internet Cabling Services and internet connection	Open
13	HTVC/REG/13/2026-2028	Provision of Sanitary Bins, Fumigation, Pest Control and Related Services	Youth, Women & PWDs

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HEROES TECHNICAL &
VOCATIONAL COLLEGE
P.O. BOX 13701-20100,
NAKURU**

Approved for circulation
Heaven.



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14	HTVC/REG/14/2026-2028	Provision of event organizing services(Tents, Chairs, Decoration, Catering services & Public Address System)	Youth, Women & PWDs
15	HTVC/REG/15/2026- 2028	Provision for repair services to sewing Machines	Open
16	HTVC/REG/16/2026- 2028	Provision of Medical and Insurance Cover for Students Both in Session and Students Proceeding for Attachment.	Open
17	HTVC/REG/17/2026- 2028	Supply and Delivery of Cosmetology and Hair Dressing Materials,Tools and Equipments	Youth, Women & PWDs

Interested eligible bidders may obtain Registration documents by downloading from the college's website <https://www.heroestvc.ac.ke>. Upon download Supplier will be required to register their documents with the **Procurement Office at Heroes Technical and Vocational college** or obtain documents from procurement Office upon payment of non -refundable fee of **ksh 1,000** per category to account's office payable to **EQUITY PAYBILL, Paybill Number:247247 Account Number:598631**, during normal working hours.

Completed Registration documents enclosed in plain sealed envelopes clearly marked with:

“Category Number and Category Description as described in the Notice should be addressed to:

The principal
HEROES TECHNICAL AND VOCATIONAL
COLLEGE
P.O BOX 13701-20100
NAKURU

And, be placed in the Tender Box situated at the entrance to the Administration Block so as to reach the above address on or before **Friday 25TH September, 2026 AT 11:00AM.**

REGISTRATION DATA INSTRUCTIONS

Registration data forms

- a.)The attached questionnaire forms described as PART I, II, III, IV, V, VI, VII, VIII and IX are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific category.

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[Signature]

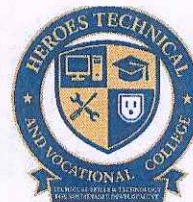


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- b.) The registered application forms which are not dully filled signed, stamped and submitted in the prescribed format shall not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

Qualification

- a.) It is understood and agreed that the Registration data on prospective bidders is to be used by the College in determining, according to its sole judgment and discretion, the registration of prospective bidders to perform in respect to each tender item/category as described by the client.
- b.) Prospective bidders will not be considered qualified unless in the judgment of the 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.

Essential Criteria for Registration

a.) Experience: Only for Open eligibility categories prospective suppliers shall have at least 2 years' experience in the supply of goods and services, while for Youth, Women and Persons with Disability no previous experience is required. For both eligibilities, 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 of items, or services at short notice.

- i. Heroes Technical and Vocational College reserves to request for additional qualification information as the tender/quotation stage to suit particular procurement.
- ii. The firms must be registered in Kenya, with certificate of Registration, Incorporation copies of which must be attached.
- iii. The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- iv. Firms must submit CR12 issued within the last six (6) months, and which must be attached

Personnel

The Suppliers/Contractors shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs of the key personnel for individuals or groups to execute the contract must be indicated in PART V.

Financial Condition

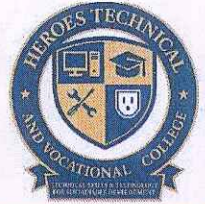


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The Supplier's financial condition will be determined by latest within years (2) certified financial statements submitted with the Registration documents as well as letters of reference from their bankers regarding

Suppliers/ contractors' credit position. Potential suppliers/contractors will be registered on the satisfactory information given

Past Performance

Past performance will be given due consideration in registering bidders. At least two (2) Letters of reference from past customers should be included in PART VI.

Statement

Application must include a sworn statement on PART IX by the tenderer ensuring the accuracy of the information given.

Withdrawal of Registration.

a.) Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the college reserves the right to reject the tender from such a bidder even though they have been initially registered.

b.) Any form of Corruption shall lead to deregistration from the list of registered suppliers.

Invitation to Tender.

The successful firms that will be registered will be issued with Request for Quotation (RFQ) documents from time to time and as and when need arises and all firms are invited and expected to Quote.



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REGISTRATION EVALUATION

CATEGORY A: YOUTH, WOMEN AND PERSONS WITH DISABILITIES

S/NO	Requirements	Score
1.	Copy of certificate of registration/incorporation	Mandatory
2.	Copy of valid tax compliance certificate from KRA	Mandatory
3.	A copy of CR12 for companies issued within the last 6 months	Mandatory
4.	Valid registration certificate from The National Treasury for firms owned by Youth, Women and persons with Disability (AGPO)	Mandatory
5.	Dully Completed Forms in PART 11, 111, IV, V, VI, VII, VIII & IX	Mandatory
6.	All the pages of the tender document/attachments must be serialized	Mandatory
7	Prove of EGP Registration	Mandatory

CATEGORY B: OPEN CATEGORY

S/NO	Requirements	Score
1.	Copy of certificate of registration/incorporation	Mandatory
2.	Copy of valid tax compliance certificate from KRA	Mandatory
3.	A copy of CR12 for companies issued within the last 6 months	Mandatory
4.	Certificate from affiliated professional Bodies/ Associations, where the nature of supply or service is applicable/specific to your line of business e.g. CA, LSK, etc.	Mandatory
5.	Firm's audited accounts for previous two years. (attach proof)	Mandatory
6.	All the pages of the tender document/attachments must be serialized	Mandatory
7.	Dully Completed Forms in PART 11, 111, IV, V, VI, VII, & IX	Mandatory
8	Prove of EGP Registration	Mandatory

PART 1: REGISTRATION DOCUMENTATION

Firms must provide copies of the following applicable to Open, Youth, Women and Persons with Disability: -

- Copies of Certificate of Incorporation/Partnership deed/Business registration
- Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
- Valid Tax Compliance Certificate
- Copy of valid Single Business Permit from County Government for non AGPO forms
- Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public works, NCA, AAK, MISK, CA, LSI, ACPAK, ACPSK, ISPAK, PCB etc.



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F) Current letters of recommendation or LPOs /LSOs from previous organizations served (provide at least 2) for Non AGPO.

f) Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.

g) Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.

PART 11: SUPPLIER REGISTRATION DATA

Business Name

KRA Pin No.....

Reg. Certificate No

..... (Attach copy registration certificate)

Address

P.O. Box.....Postal Code..... City/Town.

Telephone NoMobile No..... Email

Address..... Website address

(If any).....

Physical Address

Business LocationName of building.....

Plot No.....Road/Street..... Name..... Floor

No. Room No.....



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PART 111: FINANCIAL POSITION / INVESTMENT

Provide and attach certified audited financial statements for the previous (latest) Two years or Letter of Reference for the AGPO groups certified by the issuing bank as proof of ability to execute the items applied for.

Maximum value of business which you can handle at any time K.shs State terms of payment in preference order;

I.

II.

III.

IV.

V.

PART IV: ELIGIBILITY

Are you related to an Employee or Council Member of Heroes Technical and Vocational College? Yes/No if answer is YES give the relationship.

.....

.....

.....

Do an Employee or Council Member of Heroes Technical and Vocational College sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes/No If answer in above is YES give details.

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Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Heroes Technical and Vocational College to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes/No



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If answer in above is YES give details.



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Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES/No If answer in above is YES give details:

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Have you offered or given anything of value to influence the procurement process? Yes/No If answer in above is YES give details

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.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief. Date__Signature of candidate_____

PART V: MANPOWER

Name of Chief Executive Officer.....

How many staff does your organization have?..... Indicate the number in each category: Technical:.....

(Permanent).....temporary.....

Please describe generally the experience and expertise your organization possesses that will generally enable you to effectively and efficiently undertake the services that you are applying for as required by Heroes Technical and Vocational College

Attach CVs of key professional / technical personnel in the following



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format.

Name:.....

Academic

Qualification.....

Undergraduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification.

(Attach Certificates if any) Length of service with the firm Position held

.....



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PART VI: PAST PERFORMANCE & EXPERIENCE

Please provide at least four (4) major supplies / services / projects / assignments you have undertaken relevant to the job you are applying registration performed over the last three (3) years:

Name of 1st Client

i. Name of Client.....

ii. Address of Client.....

iii. Name of Contact Person at the

.....

iv. client iv. Telephone

Contact.....

v. Value of Contract.....

vi. Duration of Contract (date).....

vii. Signature and Date

viii. Company

Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 2nd Client

i. Name of Client.....

ii. Address of Client

iii. Name of Contact Person at the client.....

iv. Telephone Contact.



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v. Value of Contract.....

vi. Duration of Contract (date).....

vii. Signature and name.....

viii. Company Stamp. (Attach documental evidence of existence of contract /

Purchase Order)

Name of 3rd Client.....

Name of Client.....

ii. Address of Client.....

iii. Name of Contact Person at the client.....

iv. Telephone Contact.....

v. Value of Contract.

vi. Duration of Contract (date)

Vii Signature and Date

viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase

Order) Name of 4th Client

i. Name of Client

ii. Address of Client.....

ii. Name of Contact Person at the
client.....

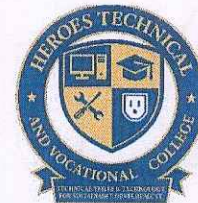


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iv. Telephone Contact.....

v. Value of Contract.....

vi. Duration of Contract (date).....

vii. Signature and Date.....

viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order



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TRADE REFERENCES

Attach at least two (2) current letters of recommendation / Reference from reputable organizations that you have supplied goods, works/service for the last three years.

Name and address of your Bankers.....

Have you ever had an order/contract issued and cancelled in whole or part by Heroes Technical and Vocational College? Yes/No

If yes give reasons for cancellation

Have you ever been issued with a tender/quotation document by Heroes Technical and Vocational College and you failed respond/submit? Yes/NoIf yes give reasons for not submitting:

Do you have any objection in Heroes Technical and Vocational College obtaining a confidential financial report from your bankers?

Has your company ever been involved in litigation/arbitration with clients/consultants? If yes, give details.



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PART VII: BUSINESS PROBITY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential supplier of Heroes Technical and Vocational College.

SINO	Particulars	Responses
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in	
2	Kenya or the country in which it is established?	
3	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs	
4	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Ethics & Anti-Corruption Commission or similar authority in the country in which your organization is established?	
5	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
6	Please state if any Director/Partner and/or Company Secretary of the Organization have a close relative who is employed or member of the Heroes Technical and Vocational College and who is in a position to influence the award of any supply. For purpose of Registration process close relative refers to parents, siblings' spouse or children.	
7	Supplier is directly or indirectly controlled by or is under common control with another Supplier.	



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PART VIII: LITIGATION HISTORY

Name of Firm/Supplier

Firm /Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)

PART IX: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in these Registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Heroes Technical and Vocational College

Having studied the Registration information for the above provision of goods, works or services applied for I hereby state:

The information and answers filled in this Registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Heroes Technical and Vocational College.

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 on the basis of provisions in the tender or quotation documents to follow.

We enclose all the required documents and information required for the Registration evaluation. We will not engage in corrupt practices with the Service / Members of Staff.

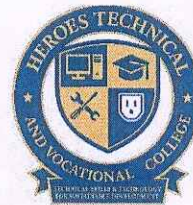


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We have not been debarred from participating in Public Procurement Proceedings.

Designation:	
Signature:	
Stamp or Seal:	
Name:	

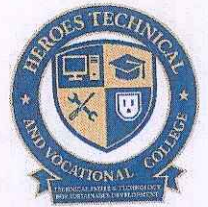


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(Full name and designation of the person signing and affix Rubber stamp/seal)

CERTIFICATION

On behalf of the supplier/Firm /service provider, I certify that the

information given above is correct. Full

Name.....

Title or Designation

Signature

Date.....

N/B Youths, Women and persons living with Disabilities are encouraged to apply attaching documents of eligibility. Any canvassing or giving false information will lead to automatic disqualification.