



NAIVASHA TECHNICAL AND VOCATIONAL COLLEGE

P. O. BOX 574-20117

NAIVASHA

TEL.NO. 0740429247



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TENDER NOTICE

INVITATION FOR SUPPLIER REGISTRATION

| TENDER NO. | TENDER DESCRIPTION | CLOSING DATE |
|-----------------------|--|--------------|
| NTVC/REG/02/2025-2027 | REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEAR 2025- 2026 /2026-2027 | 30/04/2025 |

Naivasha Technical and Vocational College invites all interested and eligible bidders to apply for registration for the two financial years.

A) SUPPLY OF GOODS

| CATEGORY NO. | ITEM DESCRIPTION | CATEGORY |
|--------------------|---|-------------------------------|
| NTVC/A1/2025-2027 | Supply and delivery of General office Stationery, cleaning and sanitary items i.e.tissues,serviettes,detergents etc | WOMEN |
| NTVC/A2/2025-2027 | Supply and delivery of Electrical and electronic materials | OPEN |
| NTVC/A3/2025-2027 | Supply and delivery of hardware and mechanical materials | OPEN |
| NTVC/A4/2023-2025 | Supply and Delivery of ICT accessories related equipment for both training, examinations and office work | YOUTH |
| NTVC/A5/2025-2027 | Supply and Delivery of Furniture, fixtures and fittings | OPEN |
| NTVC/A6/2025-2027 | Supply of fresh milk and bread and other vegetables/ firm produce | AGPO/ Community Participation |
| NTVC/A7/2025-2027 | Supply and Delivery of Building materials eg.stones,barrast, sand etc. | OPEN |
| NTVC/A8/2025-2027 | Supply and Delivery of Library Books, periodicals and Journals | OPEN |
| NTVC/A9/2025-2027 | Supply and Delivery of sports gear equipment | YOUTH |
| NTVC/A10/2025-2027 | Supply and Delivery of Kitchen cutlery, utensils and Kitchen appliances | PWD |

| | | |
|--------------------|---|-------|
| NTVC/A11/2025-2027 | Supply and Delivery of Staff uniforms, Dust-coats, Office Curtains & Sheers | WOMEN |
| NTVC/A12/2025-2027 | Supply and Delivery of marketing materials eg.bronchures,fliers,banners,teardrops .any other branded item for marketing | OPEN |
| NTVC/A13/2025-2027 | Supply, Delivery and installation of cabros, slabs and garden chairs | OPEN |

B) PROVISION OF SERVICES

| CATEGORY NO. | ITEM DESCRIPTION | CATEGORY |
|---------------------|---|-----------------|
| NTVC/B1/2025-2027 | Provision of Asset Labeling Services | AGPO |
| NTVC/B2/2025-2027 | Repair of Office Furniture and Fittings | AGPO |
| NTVC/B3/2025-2027 | Provision of maintenance of Lathe machines and other mechanical / electrical equipment's | OPEN |
| NTVC/B4/2025-2027 | Provision of minor works e.g. building construction, renovations, plumbing, tiles, repainting, Masonry, welding, metal works. | OPEN |
| NTVC/B5/2025-2027 | Provision of repairs and servicing of office equipment e.g. photocopiers, printers, LCD Screens, Projectors and UPS. | YOUTHS |
| NTVC/B6/2025-2027 | Supply and delivery of General Printing Services | AGPO |
| NTVC/B7/2025-2027 | Provision of Students Insurance Covers | OPEN |
| NTVC/B8/2025-2027 | Servicing and maintenance of firefighting equipment | OPEN |
| NTVC/B9/2025-2027 | Hiring of Tents, chairs and PA system | OPEN |
| NTVC/B10/2025-2027 | Provision of minor electrical repair and maintenance | OPEN |

C) PROVISION OF CONSULTANCY SERVICES

| CATEGORY NO. | ITEM DESCRIPTION | CATEGORY |
|---------------------|---|-----------------|
| NTVC/C1/2025-2027 | Provision of Team Building, Management Training, Capacity Building services | OPEN |

REQUIREMENTS

Prospective suppliers shall be required to submit the following MANDATORY documents as proof of their eligibility: -

1. Certificate of Registration/ Incorporation
2. Valid Tax Compliance Certificate
3. The Person/ firm MUST NOT be debarred by the Public Procurement Regulatory Authority (provide statement / Declaration)
4. Copy of current Trade License
5. Company profile
6. Valid AGPO Certificate for the reserved groups
7. Duly completed Confidential Business Questionnaire
8. For repair & maintenance works, firms MUST be Registered by NCA

Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, and proof of membership to a professional body where relevant should be attached.

The registration documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded free of charge from our website: www.ntvc.ac.ke or the Public Procurement Information Portal. www.tenders.go.ke

Applicants who download the tender documents shall email their company/ Business names, contact details, registration numbers and category to procurement@ntvc.ac.ke

Complete Tender/ registration documents in plain sealed envelopes, clearly marked with the Tender Number and Tender Name as particularly described in the Tender documents, should be addressed to:

**THE PRINCIPAL
NAIVASHA TECHNICAL AND VOCATIONAL COLLEGE
P. O BOX 574-20117
NAIVASHA**

And be deposited in the Tender box located at the College Reception, so as to be received on or before **30th April 2025 at 1000hours.**

This exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations

