



OL KALOU TECHNICAL AND VOCATIONAL COLLEGE

SUPPLIER REGISTRATION FORM (OPEN REGISTRATION)

TENDER NO: OTVC/SUPPLIER-REG/001/FY2025-2026

P.O. BOX 423 – 20303, OL KALOU

Tel: 0722284270 | Email: olkaloutvc@gmail.com

A. SUPPLIER REGISTRATION INSTRUCTIONS

1. This form is for open registration of suppliers wishing to do business with **Ol Kalou Technical and Vocational College (OTVC)** in accordance with the **Public Procurement and Asset Disposal Act, 2015**.
2. Fill all sections clearly and accurately.
3. Suppliers may apply for **more than one category**.
4. Submit the completed form and required attachments through any of the following:
 - By hand delivery to the Procurement Office, Ol Kalou Technical and Vocational College
 - By post to: **P.O. Box 423 – 20303, Ol Kalou**
 - By email to: **olkaloutvc@gmail.com**

B. SUPPLIER INFORMATION

Details	Information
Registered Business/Company Name	
Trading Name (if any)	
Type of Business (Company / Partnership / Sole Proprietor)	
Postal Address	
Physical Location	
Contact Person	
Telephone	
Email Address	
Website (if any)	
Certificate of Incorporation/Registration No.	
KRA PIN No.	
Tax Compliance Certificate No.	

C. OWNERSHIP INFORMATION

Name of Owner(s)/Director(s)	ID/Passport No.	Nationality	% Shareholding

D. CONFIDENTIAL BUSINESS QUESTIONNAIRE

(To be filled by all applicants)

1. Are you or any of your directors/partners employees of the Government or any public institution?
☐ Yes ☐ No
If yes, provide details: _____
2. Have you, your firm, or your directors been debarred by PPRA or any other government agency?
☐ Yes ☐ No
3. Have you previously supplied goods/services/works to Ol Kalou Technical and Vocational College?
☐ Yes ☐ No
If yes, indicate year and department: _____
4. State your main line(s) of business: _____
5. Bank Name: _____
Account Name: _____
Account Number: _____
6. Maximum value of business you can handle at one time (Ksh): _____

E. CATEGORY OF GOODS, WORKS & SERVICES APPLIED FOR

(Tick as many categories as applicable)

1. General Supplies

- ☐ Stationery and Office Consumables
- ☐ Toners, Cartridges, and ICT Accessories
- ☐ Computers, Printers, and Hardware Items
- ☐ Furniture and Fittings
- ☐ Electrical and Electronic Items
- ☐ Plumbing and Construction Materials
- ☐ Sports and Games Equipment

2. ICT & Communication

- ☐ Internet and Network Services
- ☐ Minor Software and ICT Solutions
- ☐ ICT Maintenance and Repair Services
- ☐ Mobile Phones and Accessories

3. Hospitality & Food Services

- ☐ Outside Catering Services
- ☐ Supply of Foodstuff and Beverages
- ☐ Kitchen Equipment and Utensils

4. Agriculture & Environment

- ☐ Agrovets and Agricultural Inputs
- ☐ Tree Seedlings and Farm Tools
- ☐ Animal Feeds, Seeds, and Fertilizers

5. Engineering & Technical

- ☐ Mechanical Tools and Equipment
- ☐ Electrical Engineering Materials
- ☐ Building and Civil Works Materials
- ☐ Repair and Maintenance Services

6. Professional & Support Services

- ☐ Security Services
- ☐ Cleaning and Sanitation Services
- ☐ Landscaping and Grounds Maintenance
- ☐ Printing and Branding Services
- ☐ Consultancy and Training Services
- ☐ Laboratory and Workshop Equipment

7. Transport & Logistics

- ☐ Vehicle Hire and Transport Services
- ☐ Supply of Motor Vehicle Spares and Tyres
- ☐ Vehicle Repair and Maintenance

8. Other Services (Specify): _____

F. REQUIRED ATTACHMENTS

(Attach copies of the following documents)

1. Certificate of Incorporation/Business Registration
2. Valid Tax Compliance Certificate (KRA)
3. Updated CR12 (for companies) or National ID copies of owners/partners (for sole proprietors/partnerships)
4. Copy of KRA PIN Certificate

G. DECLARATION

I/We the undersigned certify that the information provided is true and accurate to the best of our knowledge. We understand that providing false information will lead to disqualification or removal from the supplier list.

Name: _____

Designation: _____

Signature: _____

Date: _____

Company Stamp: _____

H. EVALUATION CRITERIA FOR SUPPLIER REGISTRATION

No.	Criteria	Maximum Score	Remarks
1	Properly filled and signed supplier registration form	20	Mandatory
2	Certificate of Business Registration/Incorporation	10	Must attach valid copy
3	Valid KRA Tax Compliance Certificate	10	Verified on iTax
4	Updated CR12 or ID copies of proprietors/partners	10	Verified for ownership
5	KRA PIN Certificate	5	Must match business name
6	Accuracy and completeness of Confidential Business Questionnaire	5	Check completeness
7	Relevant experience in applied category (attach any evidence e.g., past LPOs, contracts, recommendation letters)	20	As applicable
8	Overall presentation, clarity, and completeness of documents	20	Legibility and organization
Total		100 Marks	
Minimum Score for Registration		50 Marks	Applicants scoring below 50 will not qualify for registration

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✓ **Note:**

Successful applicants will be entered into the college's approved supplier list and may be invited to participate in future Requests for Quotation (RFQ), tenders, or framework contracts in accordance with the **Public Procurement and Asset Disposal Act, 2015**.