



# OL KALOU TECHNICAL AND VOCATIONAL COLLEGE

## SUPPLIER REGISTRATION FORM (OPEN REGISTRATION) FOR TWO YEARS FY2025-2026 & FY2026-2027

**TENDER NO: OTVC/SUPPLIER-REG/001,, -1/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 completed forms and attachments via:
  - Hand delivery to the Procurement Office, OTVC
  - Post: P.O. Box 423 – 20303, Ol Kalou
  - Email: 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

- Are you or any of your directors/partners employees of the Government or any public institution?  
☐ Yes ☐ No  
If yes, provide details: \_\_\_\_\_
- Have you or your firm been debarred by PPRA or any government agency?  
☐ Yes ☐ No
- Have you previously supplied goods/services to OTVC?  
☐ Yes ☐ No  
If yes, indicate year and department: \_\_\_\_\_
- Main line(s) of business: \_\_\_\_\_
- Bank Details  
Bank Name: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_
- Maximum value of business at one time (Ksh): \_\_\_\_\_
- Contact Person Phone: \_\_\_\_\_

## E. CATEGORY OF GOODS, WORKS & SERVICES APPLIED FOR

**(Tick as many as applicable)**

### 1. General Supplies

- ☐ Office Stationery and Consumables
- ☐ Office Furniture and Fittings
- ☐ Toners, Cartridges, and ICT Accessories
- ☐ Cleaning Materials and Detergents
- ☐ School Uniforms and Staff Attire
- ☐ Sports and Games Equipment



- ☐ Drinking Water and Refreshments
- ☐ Firefighting Equipment and Safety Gear

## **2. ICT & COMMUNICATION**

- ☐ Computers, Laptops, Printers, Scanners
- ☐ Networking Tools, Cables, and Routers
- ☐ Internet and Network Services
- ☐ ICT Software Providers
- ☐ Software Development and Licensing
- ☐ ICT Maintenance, Repairs & Accessories
- ☐ Website and App Design Services
- ☐ ICT Training Materials & Lab Equipment

## **3. HOSPITALITY, FOOD & BEVERAGE**

- ☐ Supply of Dry and Perishable Foodstuff
- ☐ Beverages, Dairy, and Bakery Items
- ☐ Kitchen Equipment and Utensils
- ☐ Cookery and Culinary Tools
- ☐ Chef Uniforms and Kitchen Clothing
- ☐ Restaurant Service Tools and Cutlery
- ☐ Housekeeping and Laundry Equipment
- ☐ Hotel Management Training Materials

## **4. AGRICULTURE & ENVIRONMENTAL STUDIES**

- ☐ Agroveter Supplies and Inputs
- ☐ Farm Tools and Equipment
- ☐ Seeds, Seedlings, and Fertilizers
- ☐ Animal Feeds and Veterinary Products
- ☐ Tree Nursery and Greenhouse Materials
- ☐ Watering Systems and Irrigation Tools
- ☐ Protective Farm Wear and Safety Gear
- ☐ Environmental Conservation Materials



## **5. MECHANICAL ENGINEERING DEPARTMENT**

- ☐ Workshop Machines and Equipment
- ☐ Hand Tools and Power Tools
- ☐ Lubricants and Welding Materials
- ☐ Mechanical Training Aids and Models
- ☐ Vehicle Engine Parts and Accessories
- ☐ Maintenance and Fabrication Tools
- ☐ Safety Gear – Helmets, Gloves, Overalls

## **6. ELECTRICAL & ELECTRONIC ENGINEERING**

- ☐ Electrical Cables and Wiring Materials
- ☐ Switches, Sockets, Bulbs, and Fittings
- ☐ Electrical Lab Equipment and Components
- ☐ Electronic Tools, Circuit Boards & Kits
- ☐ Installation and Maintenance Services
- ☐ Solar and Renewable Energy Components
- ☐ Lighting Fixtures and Accessories

## **7. BUILDING & CIVIL ENGINEERING**

- ☐ Construction and Building Materials
- ☐ Timber, Cement, Sand, Paints, and Tiles
- ☐ Plumbing and Sanitation Materials
- ☐ Masonry, Carpentry, and Metal Work Tools
- ☐ Surveying and Drafting Instruments
- ☐ Civil Works and Maintenance Services

## **8. FASHION, DESIGN & COSMETOLOGY**

- ☐ Tailoring and Dressmaking Materials
- ☐ Sewing Machines and Accessories
- ☐ Textile Fabrics, Threads, Buttons, Zippers
- ☐ Salon and Spa Equipment
- ☐ Beauty Therapy and Cosmetic Supplies
- ☐ Hairdressing Tools and Products
- ☐ Fashion Design Training Materials



## 9. BUSINESS STUDIES DEPARTMENT

- ☐ Accounting Books and Ledgers
- ☐ Financial Management Software
- ☐ Office Management Training Materials
- ☐ Entrepreneurship Training Kits
- ☐ Stationery for Business Courses
- ☐ Printing and Photocopy Services

## 10. TRANSPORT & LOGISTICS

- ☐ Vehicle Hire and Transport Services
- ☐ Supply of Vehicle Spares, Tyres, and Batteries
- ☐ Vehicle Maintenance and Repair
- ☐ Courier and Delivery Services

## 11. PROFESSIONAL & SUPPORT SERVICES

- ☐ Outsourcing of Security Services
- ☐ Outsourcing of Cleaning Services
- ☐ Landscaping and Grounds Maintenance
- ☐ Consultancy and Training Services
- ☐ Printing, Branding & Signage Services
- ☐ Laboratory Equipment Supply and Servicing

## 12. OTHER SERVICES (Specify): \_\_\_\_\_

## F. REQUIRED ATTACHMENTS

Attach copies of the following:

1. Certificate of Incorporation/Business Registration
2. Valid KRA Tax Compliance Certificate
3. Updated CR12 (companies) or ID copies of owners (sole proprietors/partnerships)
4. KRA PIN Certificate
5. Business physical address and contact details



## G. DECLARATION

I/We the undersigned certify that the information provided is true and accurate. I/We understand that false information may lead to disqualification or removal from the supplier list.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone No: \_\_\_\_\_

Date: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

## H. EVALUATION CRITERIA FOR SUPPLIER REGISTRATION

No.	Criteria	YES/NO	Remarks
1	Properly filled and signed registration form		Mandatory
2	Certificate of Business Registration/Incorporation		Must attach valid copy
3	Valid KRA Tax Compliance Certificate		Verified on iTax
4	Updated CR12 or ID copies of proprietors		Verified for ownership
5	KRA PIN Certificate		Must match business name
6	Completeness of Confidential Business Questionnaire		Check completeness

### ✓ NOTE:

Successful applicants will be entered into the college's *approved supplier list* and may be invited to participate in future **RFQs, Tenders, or Framework Contracts** in accordance with the *Public Procurement and Asset Disposal Act, 2015*.

For further enquiries, please contact:

**Mr. Ngugi Mwangi**

**Procurement Officer – Ol Kalou Technical and Vocational College**

**☎ 0711 269 529**

**✉ Email: procurementotvc@gmail.com**