



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

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 or your firm been debarred by PPRA or any government agency?
 Yes No
3. Have you previously supplied goods/services to OTVC?
 Yes No
If yes, indicate year and department: _____
4. Main line(s) of business: _____
5. Bank Details
Bank Name: _____
Account Name: _____
Account Number: _____
6. Maximum value of business at one time (Ksh): _____
7. 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

- Agrovet 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