



BUNYORE TEACHERS TRAINING COLLEGE

**P.O. BOX 419-50300
MARAGOLI**

**Email: bunyorettc@gmail.com
Tel. 0113829695**

Vision: Centre for provision of quality Teacher Education and Training

TENDER FOR SUPPLY AND DELIVERY OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR
2026/2027 – 2027/2028 FY.

Company Name _____

Category No. _____

Category Name _____

IF SPECIAL GROUP PLEASE INDICATE BELOW ()

YOUTH

WOMEN

PERSONS WITH DISABILITY

CLOSING DATE: 8TH JULY 2026.

INTRODUCTION

TENDERS FOR SUPPLY AND DELIVERY OF GOODS, PROVISION OF WORKS AND SERVICES FOR THE FINANCIAL YEAR 2026/2027 TO 2027/2028 FY.

Bunyore Teachers' Training College is a public Primary Teachers' Training College situated along Kakamega –Kisumu Highway. The College is currently servicing a student population of about 1000 students and significant number of staff. The College hence invites prospective bidders to submit applications for supply and delivery of goods and provision of works or services for the financial year 2026/2027-2027/2028.

Eligible candidates may view and obtain the tender documents from the procurement office during working hours upon payment of ksh.1000.00 non-refundable fee to be deposited on the college account number: 1321779410 KCB Mbale branch.

Tenders will be opened immediately thereafter in the presence of the bidders or their representatives who may choose to attend at Bunyore Teachers' Training College, ICT room, on 8th July 2026 at 10.00a.m

N/B Enterprises owned by Youth, Women and Persons with disability are highly encouraged to participate.

THE CHIEF PRINCIPAL

BUNYORE TEACHERS' TRAINING COLLEGE

GENERAL INSTRUCTIONS

1. You are requested to provide particulars as indicated in this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form;
2. BTTC attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible to proceed to the next stage;
3. BTTC reserves the right to visit and inspect business premises of all the applicants to verify information provided;
4. All the information provided would be treated as confidential;
5. This tender document is eligible for one item code which should be clearly written at the top of the form;
6. Your tender documents should be submitted properly bound, filled and paginated. BTTC shall not be responsible for loss of documents not bound (loose).

SECTION 1 – INVITATION OF TENDER AND REGISTRATION OF SUPPLIERS.

TENDERS FOR SUPPLY AND DELIVERY OF GOODS, PROVISION OF WORKS AND SERVICES FOR THE FINANCIAL YEAR 2026/2027 TO 2027/2028 FY.

S.NO	CATEGORY REF.	GOODS, WORKS OR SERVICES	SPECIAL CONDITION(where applicable)	ELIGIBILITY
1.	BTTC/01/R/2026/28	Supply and delivery of Foodstuff –shop items		Open
2.	BTTC/02/R/2026/28	Supply and delivery of beef	Valid letter from public health	Open
3.	BTTC/03/R/2026/28	Supply and delivery of Fresh Milk		Open
4.	BTTC/04/R/2026/28	Supply and delivery of bread/bun		Open
5.	BTTC/05/R/2026/28	Supply and delivery of vegetables	Valid AGPO certificate	Reserved - YWPWD
6.	BTTC/06/R/2026/28	Supply and delivery of fresh fruits(bananas, pineapple, watermelon)	Valid AGPO certificate	Reserved - YWPWD
7.	BTTC/07/R/2026/28	Supply and delivery of tomatoes and onions	Valid AGPO certificate	Reserved - YWPWD
8.	BTTC/08/R/2026/28	Supply and delivery of dry, clean, treated maize		open
9.	BTTC/09/R/2026/28	Supply and delivery of dry, clean, treated beans		open
10.	BTTC/10/R/2026/28	Supply and delivery of hospitality equipment's i.e. cutlery and kitchen appliance etc.	Valid AGPO certificate	Reserved - YWPWD

11.	BTTC/11/R/2026/28	supply and delivery of cleaning materials and soap	Valid AGPO certificate	Reserved - YWPWD
12.	BTTC/12/R/2026/28	Supply and delivery of dry firewood and charcoal		Open
13.	BTTC/13/R/2026/28	Supply and delivery of stationery and tuition materials		Open
14.	BTTC/14/R/2026/28	Supply and delivery of computers, printers, scanners, photocopiers and computer accessories		Open
15.	BTTC/15/R/2026/28	Supply and delivery of electrical materials and Appliances		Open
16.	BTTC/16/R/2026/28	Supply and delivery of stationery and tuition materials		Open
17.	BTTC/17/R/2026/28	Supply and delivery of library books, e-books and other journals		Open
18.	BTTC/18/R/2026/28	Supply and delivery of human drugs and Medicines		Open
19.	BTTC/19/R/2026/28	Supply and delivery of staff uniforms, tracksuits, protective gears and curtains		open
20.	BTTC/20/R/2026/28	Supply and delivery of sports equipment's		open
21.	BTTC/21/R/2026/28	Supply and delivery of mineral water 500ml	Valid AGPO certificate	Reserved - YWPWD

22.	BTTC/22/R/2026/28	Supply and delivery of diesel and lubricants		open
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PROVISION OF SERVICES

23.	BTTC/23/R/2026/28	Generator Maintenance and Servicing	Appointed dealers or agents	Open
24.	BTTC/24/R/2026/28	Provision of Security services	Membership to LSK	Open
25.	BTTC/25/R/2026/28	Servicing and maintenance of computers, printers and computer peripherals	Appointed dealers or agents	Reserved-YWPWD
26..	BTTC/26/R/2026/28	Provision of Printing Services and Works	Appointed dealers or agents	Reserved
27.	BTTC/27/R/2026/28	Provision of Small Works		Open
28.	BTTC/28/2026/27	Provision of firefighting equipment's, maintenance and fire alarm maintenance		Open
29.	BTTC/29/3036/28	Provision of CCTV maintenance		Open

2. Tenders are open to eligible firms and voluntarily formed joint ventures.

3. Eligible candidates may obtain the tender documents from the procurement office – Bunyore Teachers' Training College upon payment of non-refundable fee of ksh.1000.00 to be deposited on the college account number: 1321779410 KCB MBALE BRANCH.

4. A minimum Mandatory requirements for qualification is to attach copies of the following documents

- a) Copy of certificate of incorporation/ registration;
- b) KRA Pin certificate;

- c) Valid Tax Compliance certificate;
- d) Bank statement/ Bank reference of not more than three months from date of applying;
- e) Copy of certificate of registration with relevant bodies;
- f) Business/ Company profile;
- g) Certificate of registration in a target group (AGPO) issued by the Ministry of Treasury, (for the categories of goods/ services reserved for Youths, Women and Persons with disability) where applicable.

5. Application for tender must be submitted enclosed in plain sealed envelopes marked with tender name and reference number and deposited in the tender Box at the Administration block, addressed to;

The Chief Principal
Bunyore Teachers' Training College
P.O Box 419 – 50300
Maragoli

So as to be received on or before 8th July 2026 at 10.00a.m

- 7. All candidates whose applications will have been received before the closing date and time will be advised in due course of the results of their applications.

SECTION 11 – INSTRUCTIONS TO CANDIDATES

2.1 SCOPE OF TENDER

2.1.1 Bunyore Teachers' Training College hereinafter referred to as the Procuring Entity intends to tender for goods, works or services. It is expected that tender applications will be submitted to be received by the procurement department not later than 8th July 2026 at 10.00a.m

2.1.2 Tenders are open to eligible firms and voluntarily formed joint ventures as indicated

2.2 Submission of application

2.2.1 Applications for tender shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the TENDER BOX at the administration Block, addressed to

The Chief Principal
Bunyore Teachers' Training College
P.O Box 419 – 50300
Maragoli

So as to be received on or before 8th July 2026 at 10.00a.m

Bunyore Teachers' Training College reserves the right to accept or reject late applications.

2.2.2 The name and mailing address of the applicant may be marked on the envelope

2.2. All the information requested for tender shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information

2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualification or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.3 ELIGIBLE CANDIDATES

2.3.1 This invitation to tender is open to all candidates who are eligible as defined in Kenya's Public Procurement and Asset Disposal Act, 2015 and Regulations, 2020 and as indicated in the appendix to instructions to candidates.

2.3.2 The Bunyore Teachers' Training College employees, committee members, Board members and their relatives/spouse and children are not eligible to participate in the tendering exercise unless where specially allowed under section 131 of the Act.

2.3.3 All Firms found capable of performing the contract satisfactorily in accordance to the tender criteria shall qualify.

SECTION III - LETTER OF APPLICATION

Date_____

TO: The Chief Principal
Bunyore Teachers' Training College

P.O Box 419 – 50300
Maragoli

Ladies/ Gentlemen

1. Being duly authorized to represent and act on behalf of

(name of firm) hereinafter referred to as “the Applicant” and having reviewed and duly understood all the tender information provided the undersigned hereby apply for tender by yourselves as a bidder for the following contract(s) under Tender no. and name;

2. Attached to this letter are copies of original documents defining
 - (a) The applicant’s Legal status
 - (b) The principal place of business and
 - (c) The place of incorporation (for applicants who are partnerships of individually – owned firms)
3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, any information submitted in connection with this application and to seek clarification from our Banker and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience and competence of the applicant.
4. Your agency and its authorized representatives may contact the following persons for further information

General and managerial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical inquiries	
Contact 1	Telephone 1

Contact 2	Telephone 2
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Financial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
- a) Bids by applicants will be subject to verification of all information submitted for tendering exercise at the time of bidding
 - b) Your Agency reserves the right to:
 - Amend the scope and value of any contract bid under this project in such event bids will only be called from qualified bidders who meet the revised requirements and;
 - Reject or accept any application, cancel the tendering process and reject all applications.
 - c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the applicant of the grounds for them
 1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
 2. We confirm that if we bid, that bid as well as any resulting contract will be:
 - (a) Signed so as to legally bind all parties, jointly and severally, and
 - (b) Submitted with a joint venture agreement providing the joint and several liabilities of all parties in the event the contract is awarded to us.
 3. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed	Signed
Name	Name

For and on behalf of (name of applicant or lead partner of a joint venture)	For and on behalf of (name of partner)
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Signed	Signed
Name	Name
For and on behalf (name of partner)	For and on behalf (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of partner)	For and on behalf (name of partner)

Relevant tender carried out in the last five years that best illustrate qualification

Using the format below, provide information on each assignment for which you either individually, as a corporate entity or in association was legally contracted.

Assignment name	County
Location within country	
Name of Client	
Address	

Start Date
Completion Date
Approved value (ksh.)
Narrative description of assignment
Description of actual service provided

Supplier's Name _____

Name and title of signatory _____

CONFIDENTIAL BUSINESS QUESTIONARE FORM

You are requested to give the particulars indicated in part 1 and either part 2(a), 2 (b) or 2 (c) whichever applies on your type of business. You are advised that it is serious offence to give false information on this form.

<p>Part 1 – General</p> <p>Business name.....</p> <p>Location of business premises.....</p> <p>Plot no..... Street/Road.....</p> <p>Postal Address</p> <p>Name of business.....</p> <p>Nature of business.....</p> <p>Current Trade License no.....Expiring date.....</p>
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Maximum value of business which you can handle at any one-time
 Kshs.....
 Name of your Bankers.....
 Branch.....

	<p>Part 2 (a) – Sole Proprietor Your name in full Age..... Nationality.....Country of origin..... Citizenship details.....</p>
	<p>Part 2 (b) – Partnership Give details of partners as follows: Name , Nationality, Citizenship details, Shares 1. 2. 3. 4.</p>
	<p>Part 2 (c) – Registered Company Private or Public..... State the nominal and issued capital of company – Nominal Kshs..... Issued Kshs..... Given details of all directors as follows Name, Nationality, Citizenship details, Shares 1. 2. 3. 4. 5.</p>

Date:Seal/Signature of Candidate

EVALUATION CRITERIA

The method of evaluation will be merit point system. The criteria of evaluation and the points to be evaluated on each criteria will be as follows:

A	MANDATORY REQUIREMENTS	POINTS	RESPONSIVENESS
A1	KRA Pin Certificate from Kenya Revenue Authority	YES/NO	
A2	Copy of valid Tax Compliance from KRA	YES/NO	
A3	Current and Valid Business Permit (special groups exempted)	YES/NO	
A4	Certificate of incorporation or Business Registration	YES/NO	
A5	Physical location of business premises (complete the mandatory questionnaire)	YES/NO	
A6	A Company or Business profile with disclosure of director's/partners/ sole proprietor (complete the mandatory Business questionnaire)	YES/NO	
A7	Physical location of Business premises (complete the mandatory Business questionnaire)	YES/NO	
A8	A valid copy of Youth, Women and Persons with Disability Certificate (YWPD) special group only	10	
A9	Sworn statement	YES/NO	
B	GENERAL REQUIREMENTS		
B1	Indicate having undertaken similar assignment with at least 4 firms (attach a matched copies of LPO, Delivery note and invoice for each case (5 points for matched/ 2.5 points unmatched) <ul style="list-style-type: none"> - 4 firms (20) - 3 firms (15) 	20	

		<ul style="list-style-type: none"> - 2 firms (10) - 1 firm (5) 		
	B2	<p>Maximum accumulated volume of Business handled for the last two (2) years (Evidence in audited accounts – gross turnover)</p> <ul style="list-style-type: none"> - Above 2 million (20) - Above 1m – 2m (10) - Below 1m (5) <p>For special group three (3) months bank statement (20), below 3 months (10)</p>	20	
	B3	<p>Credit period</p> <ul style="list-style-type: none"> - Over 90 days (10) - Over 30 days (5) - Below 30 days (0) <p>For special groups 30 days and above (10), below 30 days (5)</p>	10	
	B4	<p>State how long your prices will hold without changing</p> <ul style="list-style-type: none"> - Above 120 days (10) - Between 2 – 3 months (8) - Between 1 – 2 months (5) - Below 30 days (0) 	10	
	B5	<p>Human Resource Provide</p> <ul style="list-style-type: none"> i) A company structure indicating clearly the rank and qualifications of the key personnel to be handling this works (2) ii) A list and curriculum vitae of 4 key personnel for the purpose of this tender/contract if awarded (attach copies of their certificates) (8) 	10	
C		TECHNICAL REQUIREMENTS		
	C1	<p>Delivery period</p> <ul style="list-style-type: none"> - Within 7 days (6) - Within 14 days (3) - Above 14 days (1) 	6	
	C2	<p>Under which category are your Business and products strengths (indicate ONE ONLY)</p> <ul style="list-style-type: none"> - If Manufacturer (5) - If Authorized dealer (attach a valid appointment letter) (3) - If Retailer (2) - If other, specify (2) 	5	
	C3	Litigation history	5	

		If ever had a legal dispute in a court of law YES (0) / NO (5)		
	C4	Product quality assurance - If you have international accreditation/certification status (2) - If no international accreditation/certification status (0)	2	
	C5	Document conformity/presented in a required format	2	
		GRAND TOTAL	100	

Note:

1. The minimum score to qualify for the next quotation evaluation shall be 60%. Applicants who will not meet this minimum score shall be disqualified at this stage;
2. Candidates apply for more than one category to submit separate applications for each category applied for.

N/B- PLEASE ATTACH CHECK LIST OF THE DOCUMENTS SUBMITTED ON THE FIRST PAGE

THE QUOTATION/PRICE CATALOGUE

S.NO	ITEM DESCRIPTION	UNIT	UNIT PRICE KSHS.	REMARKS

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

TO: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above-mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/s shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of this letter
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award

(FULL PARTICULARS)

BUNYORE TEACHERS' TRAINING COLLEGE

SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this tender document questionnaire (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Bunyore Teachers' Training College.

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

1. The information and answers furnished in this tender questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my firm ineligible to participate in any future business activities with Bunyore Teachers' Training College
2. That in case of being awarded the tender we acknowledge that this grants us the right to participate in due time in the procurement exercise as and when required basis for supply and delivery of goods or provision of works or services;
3. We enclose all the required documents and information for the evaluation of bids;
4. We will not engage in corrupt practices with the college/ members of staff; and
5. We have not been debarred from participating in public procurement by Public Procurement Regulatory Authority.

FORM COMPLETED	
Date	
Name (Full name and designation of the person signing and stamp of seal)	
Signature	
Stamp or seal	