

# KANORORI VOCATIONAL TRAINING CENTRE

26/09/2025

## INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS

In accordance with the Public Procurement and Asset Disposal Act, 2015, and the attendant Regulations, **KANORORI VOCATIONAL TRAINING CENTRE** invites applications for pre-qualification/registration of suppliers for the supply/provision of goods, works, and services for the period between September 2025 and June 2027

### 2. Categories

Applicants may apply for pre-qualification under the following categories:

s.no	Category	Reference No.
1.	Supply of Dry Cereals	KANVTC/0001
2.	Supply of fresh Vegetables	KANVTC/0002
3.	Supply of Cabbages	KANVTC/0003
4.	Supply of Firewood	KANVTC/0004
5	Supply of Fresh Milk	KANVTC/0005
6.	Supply of basic Foodstuffs e.g Sugar, Rice etc	KANVTC/0006
7.	Supply of animal Proteins eg Beef ,chicken, Eggs,	KANVTC/0007
8.	Supply of Fresh Fruits	KANVTC/0008
9.	Supply of Stationery	KANVTC/0009
10.	Supply of Electrical Materials, Tools & Equipment	KANVTC/0010
11.	Supply of Motor Vehicle Mechanics, Materials, Tools & Equipment	KANVTC/0011
12.	Supply of Masonry materials , Tools & Equipment	KANVTC/0012
13.	Supply of Plumbing Materials ,Tools & Equipment	KANVTC/0013
14.	Supply of Hairdressing & Beauty Therapy Materials, tools & Equipment	KANVTC/0014
15.	Supply of Carpentry Materials, Tools & Equipment	KANVTC/0015
16.	Supply of Dressmaking Materials Tools & Equipment	KANVTC/0016
17.	Supply of Computers, Printers and other accessories	KANVTC/0017
18	Supply of liquid detergent and disinfectant materials	KANVTC/0018
19.	Supply of Printing Services	KANVTC/0019

### Application Documents

Interested and eligible candidates may obtain further information and collect pre-qualification documents from the Accounts Clerk Office, during normal working hours.

or,

The documents may also be downloaded free of charge from our Website:  
<https://kanororivtc.co.ke>

Manager

Kanorori Vocational Training Centre



# Kanorori Vocational Training Centre

## Terms & Conditions for Supplier Prequalification

### **1. Eligibility**

- Valid certificate of incorporation/registration
- Valid Tax Compliance Certificate from KRA
- Relevant business permits/licenses
- Evidence of past experience (where applicable)
- Compliance with AGPO (Access to Government Procurement Opportunities) requirements for youth, women, and PWDs (where applicable)

### **2. Submission**

Completed pre-qualification documents enclosed in plain sealed envelopes, clearly marked "Pre-Qualification of Suppliers – Category \_\_\_\_\_" should be addressed to:

**The Manager**

**Kanorori Vocational training Centre**

**P.O. Box 551-60100 Embu**

**Physical Address : Kiriari market-Next to Chief's office-Embu North**

And deposited in the Tender Box located at \_\_\_\_\_ so as to be received on or before \_\_\_\_\_ (Date and Time).

### **3. Opening of Applications**

Applications will be opened immediately thereafter in the presence of applicants or their representatives who choose to attend.

### **4. Reservation**

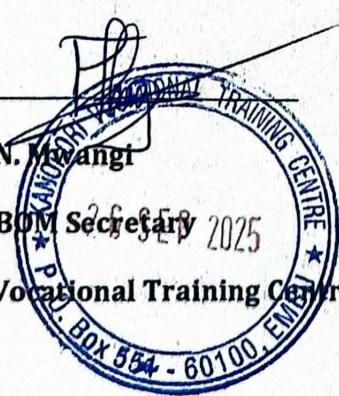
**Kanorori Vocational Training Centre** reserves the right to accept or reject any application, and is not bound to assign reasons for the decision.

Signed: \_\_\_\_\_

Hezekiah N. Mwangi

Manager/BOM Secretary 2025

Kanorori Vocational Training Centre



## **PRE-QUALIFICATION QUESTIONNAIRE**

This questionnaire is to be completed by firms/companies wishing to be pre-qualified as suppliers of goods, works, or services to **Kanorori Vocational Training Centre**. Please complete all sections and provide copies of all requested documents.

### **Section A: Company Information**

1. Registered Business Name: \_\_\_\_\_
2. Trading/Business Name (if different): \_\_\_\_\_
3. Registration/Certificate No: \_\_\_\_\_
4. Date of Registration: \_\_\_\_\_
5. Physical Address: \_\_\_\_\_
6. Postal Address: \_\_\_\_\_
7. Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
8. Contact Person (Name & Title): \_\_\_\_\_

### **Section B: Legal & Statutory Compliance**

Attach copies of the following documents:

- Certificate of Incorporation/Business Registration
- Valid Tax Compliance Certificate (KRA)
- Current Business Permit/Trade License
- PIN Certificate
- AGPO Certificate (if applying under youth, women, or PWD category)

### **Section C: Business Capacity**

1. Nature of Business: \_\_\_\_\_
2. Years in Operation: \_\_\_\_\_
3. Number of Employees: \_\_\_\_\_
4. Annual Turnover (Last 2 Years): \_\_\_\_\_
5. Bankers (Name & Address): \_\_\_\_\_

### **Section D: Experience & References**

Provide details of at least three (3) major clients you have supplied goods/works/services to in the past 3 years:

1. Client Name: ..... Address: ..... Value: .....
2. Client Name: ..... Address: ..... Value: .....
3. Client Name: ..... Address: ..... Value: .....

**Section E: Categories Applied For**

Indicate the categories of goods, works, or services you wish to be considered for (tick or list):

1. .... 2. .... 3. ....

**Section F: Declaration**

I/We hereby declare that the information provided in this questionnaire is true and accurate to the best of my/our knowledge. I/We understand that any misrepresentation may lead to disqualification.

Name of Authorized Signatory: \_\_\_\_\_

Designation/Title: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

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