



JEREMIAH NYAGAH NATIONAL POLYTECHNIC

P.O BOX 1264 – 60100 EMBU.

TEL:0700334477 EMAIL: rwikati@yahoo.com

**REGISTRATION OF SUPPLIERS FOR PROVISION OF
SERVICES AND SUPPLY OF GOODS FOR THE
FINANCIAL YEARS**

2025-2026 & 2026-2027

**CLOSING DATE: THURSDAY 26TH JUNE 2025
AT 10:00 AM.**

CATEGORY: JNNP/CR-SUPP/2025-2027

COMPANY NAME:

TENDER NO:

TENDER DESCRIPTION:

PLEASE INDICATE YOUR GROUP BELOW: (Please tick)

WOMEN

☐

YOUTH

☐

PERSONS WITH DISABILITY

☐

OPEN

☐

SECTION 1**INVITATION FOR REGISTRATION OF SUPPLIERS****DATE: 13TH JUNE 2025**

Jeremiah Nyagah National Polytechnic invites applications from interested, eligible and competent firms for supply and delivery of GOODS, WORKS and SERVICES in the Registration of suppliers for the Financial Years 2025-2026 & 2026-2027 Pursuant to section 57 and 71 of the Public Procurement and Asset Disposal Act 2015 in the following categories: -

CATEGORY A: (GOODS)

S/N	TENDER NO.	DESCRIPTION	ELIGIBILITY
1	JNNP/CR/2025-2027/001	Supply And Delivery Of Bread	OPEN
2	JNNP/CR/2025-2027/002	Supply And Delivery Of Supermarket Groceries. Eg. Sugar, Rice, Cooking Oil	OPEN
3	JNNP/CR/2025-2027/003	Supply And Delivery Of News Papers	OPEN
4	JNNP/CR/2025-2027/004	Supply And Delivery Of Building, Mechanical and Automotive, Electrical and Electronics And Hardware Materials.	OPEN
5	JNNP/CR/2025-2027/005	Supply And Servicing Of Fire Fighting Equipment	OPEN
6	JNNP/CR/2025-2027/006	Supply And Delivery Of General Office Stationery, Computers, Laptops, Tonners, Printing Cartridges And Photocopier Ink And other Computer Accessories.	OPEN
7	JNNP/CR/2025-2027/007	Supply And Delivery Of Office Furniture	OPEN

JNNP SUPPLIER REGISTRATION FY 2025-2026 & 2026 - 2027

8	JNNP/CR/2025-2027/008	Supply And Delivery Of Motor Vehicle Fuel(Petrol, Diesel), Lubricants And Lpg Gas	OPEN
9	JNNP/CR/2025-2027/009	Supply And Delivery Of Sports Materials And Equipment	OPEN
10	JNNP/CR/2025-2027/010	Supply And Delivery Of Uniform, Textile Materials And Fashion Design Equipment	OPEN
11	JNNP/CR/2025-2027/011	Supply And Delivery Of Farm/Agricultural Materials And Equipment	OPEN
12	JNNP/CR/2025-2027/012	Supply And Delivery Of Hospitality/Catering Materials And Equipment	RESERVED
13	JNNP/CR/2025-2027/013	Supply And Delivery Of Library Books And Materials	OPEN
14	JNNP/CR/2025-2027/014	Supply And Delivery Of Science Laboratory Materials And Equipment	OPEN
15	JNNP/CR/2025-2027/015	Supply And Delivery of Cereals, Fresh Vegetables, Fresh Milk, Fresh Meat And Eggs.	RESERVED
16.	JNNP/CR/2025-2027/016	Supply And Delivery Of Charcoal And Firewood.	OPEN
17.	JNNP/CR/2025-2027/017	Supply And Delivery Of Hairdressing And Beauty Products And Equipment.	RESERVED
18.	JNNP/CR/2025-2027/018	Supply And Delivery Of Cutlery, Utensils And Kitchen Equipment.	OPEN
19.	JNNP/CR/2025-2027/019	Supply And Delivery Of Cleaning Materials, Detergents And Disinfectants.	OPEN
20.	JNNP/CR/2025-2027/020	Supply And Delivery Of Mattresses, Cushions And Sheeting.	OPEN

CATEGORY B: (PROVISION OF SERVICES)

21.	JNNP/CR/2025-2027/021	Provision Of Designing And Branding Services.	RESERVED
22.	JNNP/CR/2025-2027/022	Provision Of Repair And Maintenance Services For Computers, Printers And Photocopiers.	OPEN
23.	JNNP/CR/2025-2027/023	Provision Of Motor vehicles Repairs And Maintenance Services.	OPEN
24	JNNP/CR/2025-2027/024	Provision Of Veterinary Services.	OPEN
25	JNNP/CR/2025-2027/025	Provision Of Small Works And Renovation Services.	OPEN
26	JNNP/CR/2025-2027/026	Provision Of Plumbing and Electrical Works.	OPEN

JNNP SUPPLIER REGISTRATION FY 2025-2026 & 2026 - 2027

27	JNNP/CR/2025-2027/027	Provision Of Cleaning Services, Sanitary And Fumigation Services.	OPEN
28	JNNP/CR/2025-2027/028	Provision Of Repair And Maintenance Of Workshop Machines. Eg. Lathe Machine	OPEN
29.	JNNP/CR/2025-2027/029	Installation Of CCTV Cameras, Landline Phones and Internet Connectivity.	OPEN
30.	JNNP/CR/2025-2027/030	Provision Of Tent And Decoration Services And Public Address System.	OPEN

31	JNNP/CR/2025-2027/031	Provision Of Consultancy Services	OPEN
32	JNNP/CR/2025-2027/032	Provision Of Asset Tagging And Valuation Services.	OPEN
33	JNNP/CR/2025-2027/033	Provision Of Security Services	OPEN
34	JNNP/CR/2025-2027/034	Provision Of Insurance Services	OPEN

In order to be considered for procurement opportunities, interested firms are required to submit registration documents for the specified category/ies. Continuous Registration documents can be downloaded FREE of charge from the Institute's website: www.jnnp.ac.ke or from the Public Procurement Information Portal (PIIP): www.tenders.go.ke OR obtained from **Jeremiah Nyagah Technical Institute** upon payment of a **non-refundable fee of Kshs. 1,000** at **Finance Office** during official working hours.

Completed tender documents enclosed in plain sealed envelopes, clearly indicating:- **"TENDER NUMBER"** and **"TENDER NAME"** be deposited in the **TENDERBOX** situated at **ADMINISTRATION BLOCK** and be addressed to :-

THE CHIEF PRINCIPAL
JEREMIAH NYAGAH NATIONAL POLYTECHNIC
P.O BOX 1264 – 60100 EMBU.

To be received on or before **10:00 AM** on **THURSDAY 26TH JUNE 2025.**

PLEASE NOTE THAT LATE BIDS WILL NOT BE ACCEPTED.

SECTION II: GENERAL REQUIREMENTS FOR REGISTRATION OF SUPPLIERS.

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. *You are advised that it is a serious offence to give false information on this form.*

PART I: DETAILS OF THE APPLICANT/BUSINESS QUESTIONNAIRES

1. Name of Applicant/Firm.....
2. Physical Address
3. Postal Address:4. Postal Code & Town:
5. E-mail:
6. Phone No:
7. Are you applying for an open or Reserved Tender?
8. Contact Person (Name and Phone No).
.....

9. Overview of the Enterprise

Type of ownership (please tick one)	1. Sole Proprietor_____ 2. Partnership_____ 3. Limited Company_____ 4. Others Specify].....
Number of employees	
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover Kshs)	
Experience in the sector in years	

Type of Ownership Details**Part 9 (a) - Sole Proprietor or name of registered business, where applicable**

Business Name

Name of Proprietor in Full.....

Age.....

Identity/Passport No.....

Part 9 (b) - Partnership Details

NAMES	NATIONALITY	ID/PASSPORT NO	% SHARES

Part 9 (C) – Registered Company

State the nominal and issued capital of company

Nominal Kshs Issued Kshs.....

Directors' Details

NAMES	NATIONALITY	ID/PASSPORT NO	% SHARES

10. Bank Account Name: Branch

11. Bank Account Number:

12. Current Trade License:

13. VAT Registration Number:

14. Type of business: SECTOR (TICK ONE)

AGRIBUSINESS	TRADE	HOSPITALITY& ENTERTAINMENT
MANUFACTURING	SERVICES	ICT
CONSTRUCTION	OTHERS	SPECIFY

15. Your trade terms (mode of payment- cash or credit) credit period allowed.....

Title:

Signature: Date

PART II: EXPERIENCE (FOR OPEN TENDERS)

Applicant's three (3) reputable clients in the last three (3) years.

Attach proof of experience relevant to the category you choose to apply for by attaching the any of the following documents:-

- a) Copies of LPO
- b) Letter of award
- c) Completion certificate
- d) Contract document e.t.c

PART III: FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach copy of Audited Accounts for the last two years (2) with auditors name and license number. (***OPEN TENDERS***)
- (2) Attach certified letters of reference from the bankers regarding supplier's credit position. (***OPEN TENDERS***)
- (3) Certified copy of Bank Statement/Bank reference of not more than three months from date of applying. (***OPEN TENDERS***)

LIST OF ATTACHMENTS. (MANDATORY)

FOR RESERVED GROUPS

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application may be rejected:

- 1. Copy of certificate of incorporation/registration;
- 2. KRA PIN Certificate;
- 3. Valid Tax Compliance/ Exemption Certificate;
- 4. *Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability);*
- 5. Business/Company profile;
- 6. Valid Certificate of Registration in a target group issued by the National Treasury (***AGPO certificate***);
- 7. National IDs/ Passports.
- 8. Copy of Current Trade License/Business Permit.
- 9. Prove of Registration with **Electronic Government Procurement** (eGP) system.
- 10. Valid NCA certificate for works.
- 11. All forms should be filled in Section III

MANDATORY FOR OPEN TENDERS. (MANDATORY)

1. Copy of certificate of incorporation/registration;
2. KRA PIN Certificate;
3. VAT Registration Certificate;
4. Valid Tax Compliance/ Exemption Certificate;
5. Copy of certificate of registration with relevant regulatory bodies (NCA, HEALTH CERTIFICATE, FOOD AND BEVERAGE BOARD CERTIFICATE, OSHA e.t.c);
Where applicable.
6. Copy of current Trade License/Business Permit.
7. Audited Accounts for the last two years
8. Business/Company profile;
9. Prove of Registration with **Electronic Government Procurement** (eGP) system.
10. All forms should be filled in Section III

SECTION III:

FORM I: CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES.

1. What products/services do you want to be considered to supply.....
.....
2. Which quality standard certifications have you attained in the last two years?
(attach copies)
3. Are you a manufacturer/wholesaler/retailer/other? (please specify).....
4. What is your average response time to a request for quotation/
proposal?.....
5. What is your average response to delivery of goods/services after issuance of an
L.P.O?.....
6. Have you at any one time been requested to quote for the supply of goods or services and
failed to return the quotation without assigning reason for your
action?.....
.....

7. If you are a current or previous supplier of goods or services to JEREMIAH NYAGAH NATIONAL POLYTECHNIC (**JNNP**), have you at any one time been issued with L.P.O and failed to supply goods within the agreed time or supplied inferior goods not within the specification).....
.....

8. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable Law.....
.....

9. Must confirm that the firm, its servants or agents have not offered and shall not offer inducements to procuring entity.....
.....

FORM II: ELIGIBILITY & LITIGATION HISTORY

Name of

contractor/supplier.....

1. Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution. **(If YES attach the Legal documentary evidence that you are cleared).**

year	Award for oragainst	Name of client cause of litigation and matter indispute	Disputed Amount (current Value , ksh(Equivalent)

2. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the public procurement regulatory authority or related public Bodies?.....
.....

FORM III: SWORN STATEMENT

Having studied the registered information, we/I hereby state that:-

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by JEREMIAH NYAGAH NATIONAL POLYTECHNIC.
- c. When the call for quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify The Jeremiah Nyagah National Polytechnic and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Date.....

Company/Business Name:

.....

Represented by:

.....

Designation:

.....

Signature:

.....

(Full name and designation of the person signing and stamp or seal)

FORM IV: SELF DECLARATION FORMS

(r.47) FORM

SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,....., of Post Office
Box being a resident of..... in
the Republic of do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal

2. Officer/Director of(insert
name of the

Company) who is a Bidder in respect of Tender No.
for

.....(i
insert tender title/description)

for.....(insert
name of the Procuring entity) and duly authorized
and competent to make this statement. Kenya Subsidiary Legislation, 2020 853

3. THAT the aforesaid Bidder, its Directors and subcontractors have not been
debarred from participating in procurement proceeding under Part IV of the Act.

4. THAT what is deponed to herein above is true to the best of my knowledge,
information and
Belief.

(Title and Name)

(Signature).....

(Date).....

Bidder Official Stamp

FORM V: SELF DECLARATION FORMS

FORM SD2

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT
ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.**

I,of P. O. Box..... being a
resident of in the Republic of.....do
hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of
..... (insert name of the Company) who is a Bidder in
respect of

Tender No. for (insert tender title/description)
for..... (insert name of the Procuring entity) and duly authorized and
competent to make this statement.⁸⁵⁴ *Kenya Subsidiary Legislation, 2020*

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any
corrupt or fraudulent practice and has not been requested to pay any inducement to any member
of the Board, Management, Staff and/or employees and/or agents of
.....(insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any
inducement to any member of the Board, Management, Staff and/or employees and/or agents of
.....(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corruptive practice with
other bidders participating in the subject tender.

5. THAT what is deposed to herein above is true to the best of my knowledge information and
belief.

(Title and Name)

Signature..... Date.....

Bidder's Official Stamp

FORM VI: CONFLICT OF INTEREST DECLARATION FORM

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any of Jeremiah Nyagah National Polytechnic employee.

Do you have a relationship with any employee that would cause conflict of interest?

.....
.....

I..... declare, for and on behalf of..... (company/firm) that all the information furnished Jeremiah Nyagah National Polytechnic in connection with this registration is true and accurate in all material respect. The institute is hereby authorized to make such inquiries to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by.....

Title.....

Signature.....Date.....

Stamp/seal.....

SECTION IV: EVALUATION CRITERIA

Jeremiah Nyagah National Polytechnic will examine the tenders to determine sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrix below:

EVALUATION CRITERIA I - (AGPO) RESERVED ONLY

A	MANDATORY REQUIREMENTS	COMPLIANCE YES/NO
A1	Copy of certificate of incorporation/registration	
A2	PIN Certificate	
A3	Valid Tax Compliance/ Exemption Certificate	
A4	Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability, Valid NCA certificate for works)	
A5	Valid Certificate of Registration in a target group issued by the National Treasury (AGPO certificate)	
A6	Business/Company profile	
A7	National IDs/ Passports.	
A8	Registration with eGP Kenya	
A9	Business Permit	

EVALUATION CRITERIA II - GENERAL PUBLIC (OPEN)

B	MANDATORY REQUIREMENTS	COMPLIANCE YES/NO
B1	Copy of certificate of incorporation/registration	
B2	PIN Certificate	
B3	Valid Tax Compliance/ Exemption Certificate	
B4	VAT Registration Certificate	

B5	Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability, Valid NCA certificate for works)	
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B6	Copy of certificate of registration with relevant regulatory bodies (NCA, HEALTH CERTIFICATE, FOOD AND BEVERAGE BOARD CERTIFICATE, OSHA e.t.c); Where applicable.	
B7	Copy of current Trade License	
B8	Audited Accounts for the last two years	
B9	Business/Company profile	
B10	Registration with eGP Kenya	

EVALUATION CRITERIA III - GENERAL REQUIREMENTS

C	GENERAL REQUIREMENTS	COMPLIANCE YES/NO
C1	PART 1: DETAILS OF THE APPLICANT/BUSINESS QUESTIONNAIRES	
C2	PART II: EXPERIENCE (for open) Reserved not required Indicate having undertaken similar assignment with at least 3 firms. Attach proof: copies of LPOs/ LSOs, letter of awards, contract or completion certificate.	
C3	PART III: FINANCIAL ➤ Attach certified letters of reference from the bankers regarding supplier's credit position(general) ➤ Original Bank Statement/Bank reference of not more than three months from date of applying(general)	

C4	<ul style="list-style-type: none"> ➤ Capability and Competence to deliver goods or services. ➤ Eligibility & Litigation history ➤ Sworn Statement ➤ Self Declaration forms(SD1 and SD2) ➤ Conflict of Interest Declaration form 	

NB: Bidders must meet all the mandatory requirements to qualify.

(The technical evaluation team will verify the information submitted by applicants and may visit the physical premises. This will form part of the evaluation process).

Declaration(for tenderer only)

The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria.

Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender?(tick appropriately below)

NO

☐

YES

☐

Sign.....Date.....Stamp.....

FOR OFFICIAL USE ONLY

EVALUATOR 1

☐ ACCEPT

☐ REJECT

EVALUATOR 2

ACCEPT ☐

REJECT ☐

EVALUATOR 3

☐ ACCEPT

☐ REJECT

The team leader of evaluation team will make comments below based on the findings

.....

APPROVED _____

NOT APPROVED _____

Evaluated on date.....

By: -

Name sign.....

Name sign.....

Name sign.....

Name sign.....

Name sign.....