



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL
(TVET CDACC)**

**EXPRESSION OF INTEREST FOR DEVELOPING, PRINTING, PUBLISHING AND
DISTRIBUTION OF COMPETENCE BASED EDUCATION AND TRAINING LEARNING GUIDES
FOR TECHNICAL VOCATIONAL EDUCATION AND TRAINING
(CONSULTING SERVICES – FIRM SELECTION)**

EOI REFERENCE NO: CDACC/EOI/02/2024-2025

CLOSING THURSDAY 20TH MARCH, 2025 AT 12:00PM EAST AFRICAN TIME

**TVET Curriculum, Assessment and Certification Council
10th Floor-ABSA TOWERS, LOITA STREET
P.O.BOX 15745-00100
NAIROBI**

TENDER NOTICE FOR EXPRESSION OF INTEREST

TVET CDACC is a State Corporation established under the TVET Act. No 29 of 2013 whose mandate is to undertake Curriculum Development, Assessment and carry-out Competence Certification as a Qualifications Awarding Institution (QAI) in the TVET sub-sector.

In line with the above mandate the Council intends to publish learning guides to enhance CBET implementation. To support this exercise, the Council seeks to engage the services of a publishing firm to;

- a) Develop, publish, print and distribute learning guides for curricula offered by TVET CDACC and/or
- b) Edit, publish and print learning guides developed by TVET CDACC.

The EIO reference number and name details are given below;

No	EIO Reference No.	EIO Description /Name
1.	CDACC/EIO/02/2024-2025	Expression of Interest for Developing, Printing, Publishing and distribution of CBET Learning Guides.

Interested firms may download the expression of interest document containing the terms of reference from the TVET CDACC website; www.tvetcdacc.go.ke free of charge. Firms who download the document must register with TVET CDACC their contact details through procurement@tvetcdacc.go.ke for the purposes of receiving any further EOI clarifications and/ or addendum if need be.

Completed expression of interest document must be enclosed in a plain sealed envelope, marked clearly with the EOI number and name and be deposited in the Council's tender Box at 10th Floor, ABSA Towers, Nairobi or be addressed to:

**The Council Secretary/CEO
TVET CDACC,
P. O. Box 15745-00100
NAIROBI**

Alternatively, bidders may physically deposit the sealed EOI document in the Tender Box located on the 10th Floor, ABSA Towers, Nairobi, on or before the deadline: **Thursday, 20th March, 2025 at 12:00 PM (EAT)**. The EOI submissions will be opened immediately thereafter in the presence of representatives of participating firms who choose to attend at the same venue.

TERMS OF REFERENCE (TOR)

EXPRESSION OF INTEREST (EOI) FOR DEVELOPING PRINTING, PUBLISHING AND DISTRIBUTION OF CBET LEARNING GUIDES (CONSULTING SERVICES – FIRMS SELECTION)

a) INTRODUCTION

TVET CDACC in line with its mandate of conducting competency-based assessment and certification intends to pre-qualify firms for the provision of developing, printing, publishing and distribution services for CBET learning guides.

b) OBJECTIVE

The objective of this Expression of Interest (**EOI**) is for TVET CDACC to identify and shortlist qualified and experienced firms with the capability to provide high-quality developing, printing, publishing and distribution services for CBET learning guides.

c) BIDDING TIMELINE

This Expression of interest will result in short listing of interested firms who will be invited to submit technical and financial bids.

Eligibility to participate in the bid process will be determined on the basis of submission of the minimum required documents stated in this Expression of Interest.

After the deadline for submission of responses, an Evaluation process will be conducted to determine responsive bids as per the evaluation criteria provided in the Expression of Interest document, bidders who participate will be notified of the outcome of the evaluation.

d) EVALUATION CRITERIA

The Expression on Interest received will be evaluated in accordance with the set criteria in the provided Table as follows: -

Table A: Mandatory Requirements for Evaluation

No.	Criteria	Indicate page number
1.	Valid Tax Compliance Certificate from Kenya Revenue Authority	
2.	Certificate of Incorporation/ Business Registration	
3.	CR12 for Limited companies issued at least 6 months	
4.	Duly filled, signed and stamped Self- Declaration letter that the firm has not been debarred from participating in Public Procurement and Asset Disposal Act,2015- SD 1	
5.	Duly filled, signed and stamped Self- Declaration that the firm/tenderer will not engage in any corrupt or fraudulent practice- SD 2	

6.	Company Profile of the firm indicating the contact details including the firm's physical address, telephone number, email and contact person or authorized person's on behalf of the bidder.	
7.	Duly filled, signed and stamped Declaration and commitment to the code of ethics	
8.	Proof of experience in developing, printing, publishing and distribution services, including a portfolio of previous work. (Attach LSO or Contract)	
9.	Provide technical capability of developing, printing, publishing and distribution and at least three references or letters of recommendation from previous engagements, preferably from government institutions.	
10.	Provide One original and One copy of the tender document properly bound and sequentially serialized/paginated in the form of i.e. 1, 2, 3, 4....on each page including all the attachments	

Note; **Only firms that meet all mandatory requirements will proceed to the next stage of shortlisting.**

TENDERER REGISTRATION FORM- CONFIDENTIAL BUSINESS QUESTIONNAIRE

a) Instruction to Tenderer

Tenderer is instructed to complete the particulars required in this Form, one form for each entity if Tenderer is a Joint Venture. Tenderer is further reminded that it is an offence to give false information on this Form.

A. Tenderer's detail

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country: _____ 2. City: _____ 3. Location: _____ 4. Building: _____ 5. Floor: _____ 6. Postal Address: _____ 7. Name of contact person: _____ 8. Email of contact person: _____

4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer can handle at one time..	

B. General and Specific Details

a) Sole Proprietor to provide the following details.

Name in full: _____

Age: _____ Nationality: _____

Country of Origin: _____ Citizenship: _____

b) Partnership to provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

c) Registered Company to provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii) Give details of Directors as follows.

No	Names of Director	Nationality	Citizenship	%Shares owned
1				

2				
3				

d) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

a. Are there any person/persons in (Name of Procuring Entity) who has an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

No.	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

b. Conflict of interest disclosure

No	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that put it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		

5	Any of the Tenderer's affiliates participated as a service provider/consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

c) Certification

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name _____

Title or Designation _____

(Signature) _____ (Date) _____

SELF-DECLARATION FORMS

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:-

- a)** THAT I am the Company Secretary/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.

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

- c)** THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....
(Title)

.....
(Date)

.....
(Signature)

Bidder Official Stamp.....

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:-

- a) 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.
- b) 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.
- c) 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).
- d) THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
- e) THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp.....

**FORM SD3
DECLARATION AND COMMITMENT TO THE CODE OF ETHICS**

I.....(Person on behalf of (Name of The Business/Company/Firm).....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized.....

Signatory.....

Sign.....

Position.....

Office address.....

Telephone.....

Email.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign.....

Date.....

