



KENYA METHODIST UNIVERSITY
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**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR PROVISION OF
GOODS, WORKS AND SERVICES FOR THE PERIOD 2026 &2027**

REGISTRATION NO.:

KeMU/PREQ/001-067/2025

ISSUED ON: MONDAY 21st JULY 2025

CLOSING ON: WEDNESDAY 20th AUGUST 2025 AT 11.00AM

NAME OF FIRM:

CATEGORY NO:

CATEGORY NAME:

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL
YEARS 2026&2027**

SECTION I: INVITATION FOR REGISTRATION OF SUPPLIERS

REGISTRATION REFERENCE NO.: KeMU/PREQ/001-067/2025

- 1) Kenya Methodist University intends to register interested eligible firms for the supply of the goods, works and services for the period 2026 & 2027.
- 2) Registration / Tender Documents may be viewed and downloaded for free from the website www.kemu.ac.ke. Those who download the tender document and intend to submit a bid are required to register their details at the Procurement Officers Office, 1st Floor so as to be able to facilitate for any further clarifications or addendum/addenda vide supplies@kemu.ac.ke.
- 3) Interested firms may obtain further information from at **KeMU Main Campus** situated in **Meru**, along Meru-Maua Road at the Procurement office 1st floor Administration Block and **KeMU Nairobi Campus** situated at **KeMU Towers** 11th floor along Uhuru Highway during normal working hours between 8.00 a.m. and 4.00 p.m. every day from Monday to Friday.
- 4) Those wishing to be registered **in more than one category** will be required to download additional registration documents **for each category**. Eligible suppliers are allowed to register up to a **Maximum of three (3) categories** in any of the categories.
- 5) Completed registration documents enclosed in plain sealed envelopes, marked with the registration number and name to be deposited in the Tender Box situated next to Procurement Office at the Administration block 1st floor, **KeMU Main Campus** or be addressed to:

**The Vice Chancellor,
Kenya Methodist University (KeMU),
P. O. Box 267-60200,
Meru.**
- 6) Candidates who send their registration documents via postal or courier services should ensure that the documents are received in the Procurement Office on or before **Wednesday 20th August 2025** at **11.00 am**.
- 7) Registration documents will be opened immediately thereafter in the presence of those representatives who choose to attend in **ADH Boardroom-Administration Block 1st floor, Main Campus**
- 8) Late registration documents shall be received separately and processed later.

- 9) The registration document **MUST** be properly bound and sequentially serialized (paginated) on every page. No loose documents shall be accepted.
- 10) All current registered suppliers **MUST** apply afresh.

Registered candidates will be asked to give quotations for items required during the calendar years on “as and when need arises” basis.

REGISTRATION OF SUPPLIERS / SERVICE PROVIDERS FOR FINANCIAL YEARS 2026 & 2027

Tenders are invited for prequalification of suppliers from interested and eligible bidders for the supply/provision of the under listed goods / services for the Financial Year 2026-2028. Interested eligible candidates are invited to apply for registration, indicating the category description and number in which they wish to be registered.

KeMU

TENDER NO.	TENDERS DESCRIPTION
KeMU/PQ/001/2026&2027	Supply and delivery of Stationery and related items
KeMU/PQ/002/2026&2027	Supply and Delivery of Toners ,cartridges and printing ink
KeMU/PQ/003/2026&2027	Supply and Delivery of Dry Foodstuffs & general supplies (supermarkets and wholesale shops)
KeMU/PQ/004/2026&2027	Supply and Delivery of General Building Materials (Sand, Ballast & Murram etc.)
KeMU/PQ/005/2026&2027	Supply and Delivery Drinking water and soft drinks
KeMU/PQ/006/2026&2027	Supply and Delivery of Cleaning Materials, detergents and toiletries
KeMU/PQ/007/2026&2027	Supply and Delivery of Animal Feeds and supplements
KeMU/PQ/008/2026&2027	Supply and Delivery of Building materials, Hardware, Plumbing and paints.
KeMU/PQ/009/2026&2027	Supply and Delivery of Electrical materials
KeMU/PQ/010/2026&2027	Supply and Delivery of Supply and delivery of protective and safety wear e.g. overalls, dustcoat, safety boots, staff uniforms, tailoring items, Linen, flags, curtain materials, curtain rail, fabrics and table clothes
KeMU/PQ/011/2026&2027	Supply and delivery of Electrical, Mechanical and Electronic appliances
KeMU/PQ/012/2026&2027	Provision of design Layout, printing, branding and publishing services. Branding of promotion materials, signage, bill boards, e.t.c.
KeMU/PQ/013/2026&2027	Provision of graphic design and sign works e.g. door labels, signage works etc.
KeMU/PQ/014/2026&2027	Supply and delivery of Library books, periodicals and journals
KeMU/PQ/015/2026&2027	Supply and Delivery of hospitality equipment's i.e., cutlery, crockery and kitchen appliances
KeMU/PQ/016/2026&2027	Supply and Delivery of Bulk LPG Gas and related accessories and other LPG gases e.g., 50kg, 13kg, 6kg sizes.
KeMU/PQ/017/2026 & 2027	Supply, Delivery, installation, maintenance, and servicing of firefighting equipment's Approved by the Directorate of Occupational Safety & Health Services
KeMU/PQ/018/2026&2027	Supply and delivery of motor vehicle spare parts, tyres and tubes
KeMU/PQ/019/2026 & 2027	Supply and Delivery of sportswear and equipment
KeMU/PQ/020/2026&2027	Supply, Delivery & installation of computerized security appliances
KeMU/PQ/021/2026 & 2027	Supply and Delivery of ICT Equipment's & consumables; computers, laptops, projectors, printers, scanners, copiers, servers, storage devices, network devices, UPS and accessories
KeMU/PQ/022/2026 & 2027	Supply and Delivery of Newspapers, Magazines and Periodicals
KeMU/PQ/023/2026 & 2027	Supply and Delivery of Medical Drugs, Dressings, Laboratory, Nursing and non- pharmaceutical products
KeMU/PQ/024/2026 & 2027	Supply And Delivery of Laboratory Equipment

KeMU/PQ/025/2026 &2027	Supply, delivery & installation of cleaning equipment's and machines.
KeMU/PQ/026/2026 &2027	Supply, Delivery and Maintenance of Office & Student Furniture, Furnishings and Fittings
KeMU/PQ/027/2026 &2027	Supply and Delivery for Fertilizer, Herbicides, Fungicides, Insecticides, pesticides and Farm Chemicals and seedlings.
KeMU/PQ/028/2026 &2027	Supply and Delivery of Laboratory reagents, consumables and glassware
KeMU/PQ/029/2026 &2027	Supply of interior design works e.g. installation of wall to wall carpets , office blinds etc
CATEGORY III: Registration of Suppliers for Provision of Services (2026 &2027)	
KeMU/PQ/030/2026 &2027	Provision of Legal Services
KeMU/PQ/031/2026 &2027	Provision of Security Services
KeMU/PQ/032/2026 &2027	Provision of public address system services
KeMU/PQ/033/2026 &2027	Provision of media advertisement & broadcasting services.
KeMU/PQ/034/2026 &2027	Provision of binding repair services-Library books
KeMU/PQ/035/2026 &2027	Provision of Repair and Servicing of Motor Vehicles & Tractors & motor bikes.
KeMU/PQ/036/2026 &2027	Provision of motor vehicle valuation services & calibration services.
KeMU/PQ/037/2026 &2027	Provision of Valuation of property, Survey, Estate Management and Related Services
KeMU/PQ/038/2026 &2027	Repair & maintenance of incinerator, laundry machine and cold rooms.
KeMU/PQ/039/2026 &2027	Provision of Air Travel Agency and Ticketing services (Only IATA registered firms)
KeMU/PQ/040/2026 &2027	Provision of maintenance and servicing of University Generators
KeMU/PQ/041/2026 &2027	Provision of Tents, chairs, decorations, PA and portable toilets for hire/ events management services
KeMU/PQ/042/2026 &2027	Provision of servicing of Air Conditioners
KeMU/PQ/043/2026 &2027	Provision of Diagnostic, Repair and Maintenance of Electrical Equipment
KeMU/PQ/044/2026 &2027	Provision of Maintenance and Servicing of Laboratory Equipment and Machines e.g. fridge.
KeMU/PQ/045/2026 &2027	Provision of Repair, Servicing and Maintenance of Computers, Printers and Photocopiers
KeMU/PQ/046/2026 &2027	Provision of asset tagging and barcode services.
KeMU/PQ/047/2026 &2027	Provision of Medical gas (oxygen and nitrous oxide)
KeMU/PQ/048/2026 &2027	Provision of Hotel Accommodation & Conference Services
KeMU/PQ/049/2026 &2027	Repair and maintenance of office equipment's and furniture
KeMU/PQ/050/2026 &2027	Provision of Videography and Photography services
KeMU/PQ/051/2026 &2027	Provision of Major building construction works, electrical, mechanical, civil, tile works, repainting, landscaping, repairs and maintenance etc (Valid NCA certificate for the listed categories)
KeMU/PQ/052/2026 &2027	Contractors for small works; buildings, electrical, mechanical, civil, tile works, repainting, landscaping, repairs and maintenance etc (Valid NCA certificate for the listed categories)

KeMU/PQ/053/2026 &2027	Provision of minor repair works (carpentry, joinery, tile works, paint works, cabro paving, plumbing, fencing services e.t.c
KeMU/PQ/054/2026 &2027	Provision of welding and metal fabrication works
KeMU/PQ/055/2026 &2027	Provision of network, software installation & Development, & configuration services
KeMU/PQ/056/2026 &2027	Provision of hire of machines and equipment's e.g., exhauster services
KeMU/PQ/057/2026 &2027	Provision of internet and support services
KeMU/PQ/058/2026 &2027	Supply, delivery, commissioning ,testing repair and maintenance of security Equipment, CCTV and Biometric equipment, communication equipment etc. of CCTV and other security equipment's.
KeMU/PQ/059/2026 &2027	Supply, delivery, installation, commissioning and maintain medical/clinical related software.
KeMU/PQ/060/2026 &2027	Provision of Team building facilitation services
KeMU/PQ/061/2026 &2027	Provision for services in marketing, advertising, media, branding, publication and consumer survey
KeMU/PQ/062/2026 &2027	Provision of services in Communications - Brand survey, Voice Over services, Documentary, Film and Scripting services, Media services, Translation services, Bulky SMS services, Corporate Communication Strategy
KeMU/PQ/063/2026 &2027	Provision of entertainment services (Dj's Bands, photography and video, documentaries ,live streaming online coverage Musicians, MC's, Dancers etc.)
CATEGORY IV: Registration of Suppliers for Provision of Consultancy Services (2026 & 2027)	
KeMU/PQ/064/2026 &2027	Provision of Architectural and Interior design services
KeMU/PQ/065/2026 &2027	Provision of Quantity Surveying Services
KeMU/PQ/066/2026 &2027	Provision of Civil and Structural Engineering Services
KeMU/PQ/067/2026 &2027	Provision of Mechanical and Electrical Engineering Services

SECTION 1 - EVALUATION CRITERIA

Kenya Methodist University will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness. Applicants will be required to comply with ALL mandatory requirements as follows:

S/No	REQUIREMENTS	COMPLIANCE (YES/NO)
1.	Copy of certificate of registration/incorporation	YES/NO
2.	Copy of valid tax compliance certificate from KRA	YES/NO
3.	A copy of CR12 for companies issued within the last 6 months	YES/NO
4.	A valid single Business permit from County Government	YES/NO
5.	Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, NCA, AAK, MISK, CA, LSK, ACPAK, ACPSK, ISPAK, PCB etc.	YES/NO
6.	All the pages of the tender document/attachments must be serialized	YES/NO
7.	Form 1: Duly filled, signed and stamped Disclosure of Interest Form	YES/NO
8.	Form 2: Duly filled, signed and stamped Certificate of Independent Tender Determination	YES/NO
9.	Form 3: Duly filled, signed and stamped Self-Declaration form	YES/NO
10.	Form 4: Duly filled, signed and stamped Letter of registration	YES/NO
11.	Form 5: Duly filled, signed and stamped Confidential Business Questionnaire	YES/NO

NB: Bidders must meet **ALL** applicable mandatory requirements to qualify.

(The Evaluation Committee will verify the information submitted by applicants and may visit the physical premises of the applicants. Findings from such visits will form part of the evaluation process).

SECTION II- DECLARATIONS

FORM 1: FOR DISCLOSURE OF INTEREST- Interest of the Firm in Kenya Methodist University.

- i) Are there any person/persons in Kenya Methodist University who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in Kenya Methodist University.	Interest or Relationship with Tenderer
1			
2			
3			

Conflict of interest disclosure

	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 puts it in a position to influence the tender of another tenderer, or influence the decisions of Kenya Methodist University regarding this tendering.		
5.	Any of the Tenderer's affiliates participated as a 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 Kenya Methodist University who are directly or indirectly involved in the preparation of the Registration document or specifications of the Contract, and/or the Quotation/Tender evaluation process of such.		
8.	Tenderer has a close business or family relationship with a professional staff of Kenya Methodist University 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 Kenya Methodist University throughout the quotation/tender process and execution of		

Certification

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

Full Name: _____

Title or Designation: _____

(Signature): _____

(Date): _____

FORM 2: CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation/tender to the Kenya Methodist University for: _____ *[Name and number of tender]*
in response to the request for tenders made by: _____
[Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ *[Name of Tenderer]* that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;
4. For the purposes of this Certificate and the quotation, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) Has been requested to submit a tender in response to this registration tender;
 - b) Could potentially submit a tender in response to this registration tender based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs(5)(a) or(5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, the tender;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph(5)(b) above;
8. The terms of the tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph(5)(b) above.

Name _____

Title _____

Date _____

Signature _____

[Name, title and signature of authorized agent of Tenderer and Date]

FORM 3: SELF-DECLARATION FORM

We, the Tenderer _____ (insert name) submitting our tender in respect of registration tender No _____ for _____ (insert registration tender Title Description) for Kenya Methodist University DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above tender:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above tender as defined and/or described in the following:
 - i) the registration tender for the above tender;
 - ii) Kenya's Public Procurement and Asset Disposal Act, 2015 and its attendant Regulations;
 - iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and iv) Any such other Acts or Regulations of Government of Kenya;
- b) Have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of Kenya Methodist University;
- c) Have not engaged/ will not engage in any collusive or corrosive practice with other tenderers participating in the subject tender;
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer
[Insert complete name of tenderer signing the tender]

Name of the person duly authorized to sign the tender on behalf of the Tenderer:

.....
[Insert complete name of person duly authorized to sign the tender]

Title of the person signing the Tender.....
[Insert complete title of the person signing the tender]

Signature of the person named above
[Insert signature of person whose name and capacity are shown above]

FORM 4: LETTER OF REGISTRATION

Registration Category Ref No.....

The Vice Chancellor,
Kenya Methodist University (KeMU),
P. O. Box 267-60200,
Meru.
vicechancellor@kemu.ac.ke, supplies@kemu.ac.ke

Dear Sir,

1. Having examined the application documents including Addenda Nos. of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to Kenya Methodist University as may otherwise be directed, (Insert Category).
And conformity with the said application documents all or part of the items/services in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services with accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer(s) of the University.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.
4. We understand: -
 - a. That this is not a tender or quotation but an application for consideration to be registered at Kenya Methodist suppliers for goods, works & services included or related to this category during the period of two (2) years.
 - b. That you are not bound to accept this application or any that you may receive.
5. We have attached to this letter are copies of original documents of:
 - a) Valid Certificate of Incorporation/Business Registration
 - b) PIN Certificate
 - c) Valid Tax Compliance Certificate
 - d) Current form CR12 (for companies) and identity documents (National ID's or Passports) for the directors/proprietor (Copy)
 - e) Duly filled, signed and stamped Disclosure of Interest Form
 - f) Duly filled, signed and stamped Certificate of Independent Tender Determination Form
 - g) Duly filled, signed and stamped Self-Declaration Form
 - h) Duly filled, signed and stamped Letter of Registration
 - i) Duly filled, signed and stamped Confidential Business Questionnaire
6. We make this application with the full understanding that;

- a) Bids by registered applicants will be subject to verification of all information submitted.
- b) Kenya Methodist University reserves the right to accept or reject any application, cancel the registration process and reject all applications.
- c) Request for quotations and bids will only be called from registered bidders who meet the requirements as and when need arises.

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Name.....

Designation.....

Sign

Date

Stamp.....

In the presence of:

Name.....

Designation.....

Sign

Date

FORM 5: TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form. Tenderer is further reminded that it is an offence to give false information on this Form.

Tenderer's Details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Name of the Tenderer	
4	Date and Time of Tender Opening	
5	Full address and Contact Details of the Tenderer	Country City Location Building Floor Postal Address Name of Contact Person Email of Contact Person
6	Current Trade License Registration Number and Expiring Date	
7	Name, Country and Full Address (postal and physical addresses, email and telephone number) of registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of Business which the Tenderer handles	
10	State if Tenders Company is listed in stock exchange, give full name and full address (postal and physical address, email and telephone number) of	

General and Specific Details

- a) **Sole Proprietor, provide the following details.**

Name in full: _____

Age: _____

Nationality: _____

Country of Origin: _____

Citizenship : _____

b) **Partnership**, provide the following details.

	Name of Partners	Nationality	Citizenship	% Shares
1				
2				
3				
4				
5				
6				
7				
8				

c) **Registered Company**, 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

	Name of Directors	Nationality	Citizenship	% Shares Owned
1				
2				
3				
4				
5				
6				
7				
8				