



KENYA METHODIST UNIVERSITY

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EOI FOR RENTAL OF A KITCHEN

TENDER NUMBER: KeMU/EO1/010/2025

CLOSING DATE: 27th AUGUST, 2025
AT 11.00 AM

BACKGROUND

Kenya Methodist University is a Chartered Christian University founded by the Methodist Church in Kenya, with the main campus situated in Meru and other campuses at Nairobi and Mombasa. The University has a vacant kitchen situated within the premises and invites experienced vendors who can demonstrate sufficient capacity and experience in provision of diverse and high-quality food options and beverages for students, faculty, and staff in a manner that enables the University meet its expectations.

SCOPE OF SERVICES

Provision of catering services including, but not limited to;

- i. Preparation of Food and Serving as required on daily basis
- ii. Provide high-quality, friendly, and efficient customer service to students, faculty, and staff.
- iii. Maintain a consistent service schedule that aligns with campus hours, including peak meal times and special events.
- iv. Adhere strictly to health and safety regulations, including food handling and preparation standards.
- v. Set menu prices at affordable levels suitable for the University staff, with an emphasis on value for students.
- vi. Engage with University administration for periodic feedback to continuously improve offerings and align with campus needs.
- vii. Adhere strictly to health and safety regulations, including food handling and preparation standards.

TECHNICAL REQUIREMENTS INCLUDE;

The University is therefore soliciting from interested bidders an Expression of Interest clearly demonstrating the following;

- i. Prepare a one page write up on how you intend to deliver quality service to your customers if you win an outlet.
- ii. Business permit provided by the County Government.
- iii. Valid medical certificates for all staff engaged at the kitchen.
- iv. Compliance with Occupational Safety and Health(OSH)requirements.
- v. Certificate of good conduct for all employees.
- vi. Valid copy of Incorporation Certificate /Registration.
- vii. Valid Copy of Tax Compliance Certificate.
- viii. Copy of current and valid medical/health, food handler certificate for the firm.

RESPONSIBILITIES OF KENYA METHODIST UNIVERSITY

The University will avail at a cost;

- i. Facility Space
- ii. Water
- iii. Electricity for lighting
- iv. Security (24/7 CCTV Coverage)

CONTRACT PERIOD

The contract period will be 1 (one) year renewable.

FINANCIAL PROPOSAL

Bidders are required to give financial proposal as consideration for monthly rent and utilities. The amount quoted should be in **Kenya Shillings per month**.

SITE VISIT

- i. Bidders are requested to see and inspect the premises before they bid.
- ii. There will be a site visit on **21st August, 2025 at 10.00 am**.
- iii. Bidders will assemble at Procurement Office 1st Floor Administration Block Main Campus Meru at 10.00 am for the site Survey.

Interested suppliers should submit their response to this EOI in Hard Copy and duplicate before **27th August 2025 at 11:00 am**

NOTE:

- Technical proposal carries 70% while financial proposal carry 30%.
- Only the suppliers who meet our minimum requirements will be considered for further discussions.
- KeMU reserves, at its sole discretion, the right to select or reject, either in totality or partially, any or all proposals made in the context of this EOI. Any such decisions made will be final and no correspondence will be engaged into, other than for the purpose of informing the bidders of the outcome of the process.
- KeMU and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the documents and information submitted in connection with this EOI.