

COMMISSION FOR UNIVERSITY EDUCATION
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REGISTRATION/ PREQUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES

CATEGORY NO: ----------

CATEGORY DESCRIPTION: ----------

CLOSING DATE:

TUESDAY 24TH NOVEMBER 2026

AT 4:00 PM

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ADVERTISEMENT NOTICE

REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE PERIOD ENDING 30TH DECEMBER 2028

Further, CUE invites eligible suppliers for application for registration and pre-qualification for supply and delivery of the under listed goods, services and works for the period ending 30th December 2028;

	CATEGORY NUMBER	DESCRIPTION OF GOODS, WORKS AND SERVICES
A	**CATEGORIES OPEN TO ALL APPLICANTS**	
1.	CUE/PQ/01/2026-2027	Provision of Website hosting, Web support and maintenance.
2.	CUE/PQ/02/2026-2027	Provision of Borehole maintenance services
3.	CUE/PQ/03/2026-2027	Provision of Auctioneering Services
4.	CUE/PQ/04/2026-2027	Provision of asset valuation, coding and tagging services
5.	CUE/PQ/05/2026-2027	Registration of Peer Reviewers/ Resource persons in University Programmes, and Institutional quality review.
B	**CATEGORIES RESERVED FOR YOUTH, WOMEN AND PERSONS LIVING WITH DISABILITIES**	
6.	CUE/PQ/06/2026-2027	Provision of Outside Catering Services
7.	CUE/PQ/07/2026-2027	Repair and servicing of Office Equipment e.g. CCTV, Air Conditioners, Biometric Machines, Fire Fighting Equipment among others.

Pre-qualification and registration documents may be downloaded free from the Commission's website **www.cue.or.ke** or the national **Public Procurement Information Portal (PPIP) www.tender.go.ke.**

Applicants interested in prequalification/registration except those applying under the Peer Reviewers category, are encouraged to register as suppliers on the eGP portal: **https://www.egpkenya.go.ke/supplier/registration** and upload their supplier profile as registered on the e-GP Supplier Registration Portal. Interested Peer Reviewers are not required to be registered on e-GP.

Completed application documents for registration/prequalification in plain sealed envelopes clearly marked with the **Category Number and description** should be deposited in the Tender Box located at the Commission's reception or be addressed and posted to address below.

Commission Secretary/Chief Executive Officer,
Commission for University Education
P. O. Box 54999- 00200, NAIROBI

so as to be received on or before Tuesday 24th November 2026 at 4.00pm

PROF. MIKE KURIA
COMMISSION SECRETARY/CHIEF EXECUTIVE OFFICER

REGISTRATION INSTRUCTIONS

1.1 Introduction

Commission for University Education would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract for supply and delivery or provision of goods, services and works.

1.2 Registrations Objective

The main objective is to shortlist firms to supply and deliver assorted items and also provide services and minor works under specific bids to Commission for University Education on an "as and when required" basis during the period ending 30th June, 2027

1.3 Invitation of Registration

Firms registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services/minor works are invited to submit their pre-qualification documents to **Commission Secretary/Chief Executive** so that they may be eligible for submission of tenders/ quotations. The prospective suppliers are required to supply mandatory information for Pre-qualification/Registration.

1.4 Experience

Prospective suppliers and contractors under open category must have carried out successful supply and delivery of similar items/services/minor works to public institutions of similar size and complexity for at **least the last three (3) years**. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the Registration criteria. ***However, the youth, women and other disadvantaged groups/Enterprises are exempted from this requirement.***

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

In order to be considered for Registration, prospective suppliers **MUST** submit all the information herein requested.

1.6 Registration Documents

Completed Pre-qualification/ Registration data and other requested information shall be deposited in the Tender Box located at the Commission's reception or be addressed and posted to address below:

Commission Secretary/Chief Executive,
Commission for University Education
P. O. Box 54999- 00200,
NAIROBI

so as to be received on or before Tuesday 24th November 2026 at 4.00pm

1.7 Questions Arising from Documents

Questions that may arise from documents should be directed to the Commission Secretary/Chief Executive, Commission for University Education whose address is given in part 1.6

1.8 Additional Information

Commission for University Education reserves the right to request submission of additional information from prospective bidders.

1.9 Invitations to bids

Request for bids will be made available only to those bidders who satisfy the requirements of eligibility as set out in this document.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay **custom duty and VAT** as applicable for all imported materials to be supplied unless the item(s) is/are donor funded. (**Those with a Certificate of exemption should attach)**

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Commission Secretary. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached forms are to be completed by prospective suppliers/contractors who wish to be registered to participate in tender/quotations for the specific items.

3.1.1 The Registration application forms which are not filled out completely and submitted in the prescribed manner **will not be considered**. All the documents that form part of the registration must be written in English.

3.2 Qualification

3.2.1 It is understood and agreed that the data on prospective bidders is to be used by Commission for University Education in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Commission for University Education they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Registration

3.3.1 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration or Certificate of Incorporation.

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate

3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form REG-3.

3.3.3 Past Performance

Past performance will be an added advantage in registration of bidders. Letter of reference from past customers should be included in Form REG-6

3.4 Statement

Application must include a sworn statement Form REG-8 by the applicant ensuring the accuracy of the information given.

MANDATORY REGISTRATION DOCUMENTATION

4.1 MANDATORY DOCUMENTATION

Requirements 1-6 are mandatory for all firms/applicants.

1. Copies of Certificate of Registration/Incorporation and CR12 for the purpose of defining their legal status.
2. Copy of I-Tax PIN certificate
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Complete and filled up Forms attached to this document
5. Valid trading license issued by county Government/Business permit
6. Evidence of Registration on the Electronic Government Procurement (e-GP) Portal
7. Valid AGPO Certificate for the Youth, Women and PWDs **for those applying for registration under reserved categories.**
8. Financial Statements for the last Three Financial Years **(Except for Suppliers under the Reserved Group)**
9. Valid Certificate of good standing/registration from the Regulatory / Professional bodies and Statutory Institutions as required by law in the applicable categories. For example LSK, NITA, IRA, AIBK, ICTA etc.

5.0 EVALUATION CRITERIA

The following instructions for registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

a) Registration criteria for special group

Registration of suppliers/ service providers within the special group (Youth, Women and PWDs) shall be based on attaching all the mandatory documents ONLY

b) Pre-qualification/ registration evaluation criteria for open category

In addition to providing all the relevant information required, bidders should meet special requirements stipulated below **WHICH WILL FORM THE BASIS OF EVALUATION.** The following shall be the evaluation criteria for the open category for those firms that satisfy **ALL** the mandatory requirements.

FOR OPEN CATEGORY 9-14

	REQUIREMENT	MAX POINTS	POINTS SCORED
1	**Registration Data**		
a)	**Qualification of the Management Personnel (CEO/Director)**	**5**	
	Degree and above 3 points Diploma and below 2 points Additional professional qualification 2 Points **(Applicants to attach academic testimonials/certificates)**		
b)	**Year of Experience of the technical staff (Operations officers)**	**15**	
	Above 15 15 Points 5 – 15 10 Points Below 5 5 points **(Applicants to attach organogram and CV's)**		
2	**Financial Position**	**25**	
a)	Average annual net revenue in KES. Above 15Million 15 points 10 - 15 million 10 points 5 - 10 million 5 point Below 5 million 3 point	15	
b)	Firms Liquidity Ratio Above 3 5 Points 1- 3 3 Points Below 1 2 Points	5	
c)	Credit reference letter from accredited financial institutions/banks 5 points	5	
3	**Past Experience**	**20**	
a)	Firms Years of Experience Above 10 Years 10 points 5 – 10 5 Points Below 5 Years 3 Points **(Attach certificate of incorporation/registration)**	10	
b)	List of past clients Above 20 10 points 10 -20 5 Points Below 10 3 points	10	
4	**Recommendation Letters**	**20**	
a)	Letters of recommendation from at least Five (5) private and five (5) public institutions previously served. 2 points for each letter		
6	**Litigation History**		

	REQUIREMENT	MAX POINTS	POINTS SCORED
	Absence of any litigation history	**10**	
7.	**General organization of the document**	**5**	
	TOTAL	**100**	

c) Bidders who score a minimum of 70% in technical evaluation shall be considered responsive.

FORM REG-1 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We …… hereby apply for registration as supplier(s)
(Name of Company/Firm)
of ……..……
(Item Description)
……
(Category No.)
Post Office Address ……

Town ……

Street ……

Name of building ……..

Room/Office No. …… Floor No. ……

Telephone Nos. ……

Email Address: ……..

Full Name of applicant ……

Other branches location ……..…….

2. Organization & Business Information

Management Personnel ……

President (Chief Executive) ……..……

Secretary ……..……

General Manager ……..…

Treasurer ……..……

Other ……..……..……

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated …….....

4. Under present management since ……

5. Net worth equivalent Kshs. …….

6. Bank reference and address ……..

…….

7. Bonding company reference and address ……

8. Enclose copy of organization chart of the firm indicating the main fields of activities
……

9. State any technological innovations or specific attributes which distinguish you from your competitors …….
……

10. Indicate terms of trade/sale ……..

FORM PQ-2 SUPERVISORY PERSONNEL

It shall include specific positions essential to contract implementation. The applicants shall provide the names of personnel qualified to meet the specified requirements stated for each position.

Provide a list of your key supervisory personnel and in particular:

Name ……

Age ……

Sex ……

Position/Job title ……

Academic Qualification …….

……

Professional Qualification ……..…

……

Other Skills……

Length of service with Contractor or Supplier position held …….

(Attach copies of certificates/CVs of key personnel in the organization)

FORM PQ-3

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

Part I- General:

Business Name ……..…..

Location of business premises……..…….……..……

Plot No. ……. Street/Road……..…..…..

Postal Address…….……Tel. No…….....…...

Nature of business……

Current Trade Licence No……Expiring date……..…..

Maximum value of business which you can handle at any one time: Kshs……

Name of your bankers……Branch ……..……

Part 2 (a) – Sole Proprietor

Your name in full…….……Age…….…….

Nationality……Country of origin…….

*Citizenship details…….…….….

Part 2 (b) Partnership

Given details of partners as follows:

Name ***Nationality*** ***Citizenship Details*** ***Shares***

…….

…….

…….

……..

Part 2 (c) – Registered Company:

Private or Public…….

State the nominal and issued capital of company-

Nominal Kshs.……..

Issued Kshs.……..

Given details of all directors as follows:-

Name	***Nationality***	***Citizenship Details***	***Shares***
1. ……			……
2. ……			……
3. ……			……
4. ……			……
5. ……			……

Date ……..….Signature of Candidate…….

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

FORM PQ-4 - PAST EXPERIENCE

Prospective applicant should show competence, willingness and Capacity to service a contract. Attach proof of past performance **(for the last two years)** or letters of reference from past customers

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS AND VALUES OF CONTRACT/ORDERS

i) Name of Client (organization) …….……

ii) Address of Client (organization) …….……

iii) Name of Contact Person at the client (organization) ……..……

iv) Telephone No. of Client ……..……..……

v) Value of Contract ……..……

vi) Duration of Contract (date) ……..
(Attach documentary evidence of existence of contract)

2. Name of 2nd Client (organization)

i) Name of Client (organization) …….……

ii) Address of Client (organization) …….……

iii) Name of Contact Person at the client (organization) ……..……

iv) Telephone No. of Client ……..……..……

v) Value of Contract ……..……

vi) Duration of Contract (date) ……..
(Attach documentary evidence of existence of contract)

3. Name of 3rd Client (organization)

i) Name of Client (organization) …….……

ii) Address of Client (organization) …….……

iii) Name of Contact Person at the client (organization) ……..……

iv) Telephone No. of Client ……..……..……

v) Value of Contract ……..……

vi) Duration of Contract (date) ……..
(Attach documentary evidence of existence of contract)

4. Name of 4th Client (organization)

i) Name of Client (organization) ……..……

ii) Address of Client (organization) ……..……

iii) Name of Contact Person at the client (organization) ……..……

iv) Telephone No. of Client ……..……..……

v) Value of Contract ……..……

vi) Duration of Contract (date) ……..
(Attach documentary evidence of existence of contract)

5. Name of 5th Client (organization)

i) Name of Client (organization) ……..……

ii) Address of Client (organization) ……..……

iii) Name of Contact Person at the client (organization) ……..……

iv) Telephone No. of Client ……..……..……

v) Value of Contract ……..……

vi) Duration of Contract (date) ……..
(Attach documentary evidence of existence of contract)

Others ……

FORM PQ-5- LITIGATION HISTORY

The applicant should provide accurate information on any history of litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

Name of Contract ……

YEAR	AWARD FOR OR AGAINST THE APPLICANT	NAME OF CLIENT, CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT

FORM PQ-6 - SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:

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 on the basis of provisions in the tender or quotation documents to follow.

c. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.

d. We enclose all the required documents and information required for the Registration evaluation.

e. We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Un-knowing relies on it to register our Firm/Company. We are aware that Commission for University Education is at liberty to Institute legal proceedings as stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations, 2020 and subsequent regulations.

f. We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from the Commission for University Education.

Company Name ……

Represented by ……

Signature ……

Date ……

(Full name and stamp or seal)