



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A.M.E.C.E.A

**REGISTRATION OF SUPPLIERS/CONTRACTORS/CONSULTANTS FOR
SUPPLY/ PROVISION OF GOODS, WORKS, SERVICES AND
CONSULTANCY FOR THE FINANCIAL YEARS 2025/2026 -
2026/2027**

NAME OF THE FIRM:

ADDRESS:

TELEPHONE:

CATEGORY NO(S):

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CLOSING DATE: 14TH OCTOBER, 2025 AT 11.00 A.M

**REGISTRATION OF SUPPLIERS/CONTRACTORS/CONSULTANTS FOR SUPPLY/
PROVISION OF GOODS, WORKS, SERVICES AND CONSULTANCY FOR THE
FINANCIAL YEARS 2025/2026 - 2026/2027**

INVITATION

The Catholic University of Eastern Africa invites applications from interested and eligible bidders for the registration of suppliers for use on 'as and when required basis' in the financial Years 2025- 2026 and 2026-2027 in the following listed categories:-

NO.	CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS, CONSULTANCY AND SERVICES	SELECT CATEGORY
CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS			
1	A1	Supply and Delivery of General Office Stationery, Supplies, and Consumables (e.g., toners, cartridges, printing paper, and related items)	
2	A2	Supply and Delivery of Sport Items and Uniforms	
3	A3	Supply and Delivery of Computers, Laptops, Printers, Tablets, and Related ICT Equipment and Accessories	
4	A4	Design, Supply and Delivery of Branded Promotional Materials (T-Shirts, Caps, Bags, Umbrellas, Banners, Gifts)	
5	A5	Supply and Delivery of General Office Furniture and Fittings	
6	A6	Supply and Delivery of Medical and First Aid Supplies	
7	A7	Supply, Delivery, and Installation of Computer Software including Development, Customization, and Support	

8	A8	Supply and Delivery of Audio Equipment, Public Address Systems, and Related Accessories (Microphones, Recorders, Control Units)	
9	A9	Supply and Delivery of Motor Vehicle Spare Tyres, Tubes, Automotive Batteries, Oils and Lubricants, Tyre Repairs, Wheel Alignment, and Balancing	
10	A10	Supply and Delivery of Ceremonial and Corporate Uniforms, Outfits, and Footwear	
11	A11	Supply and Delivery of Sports Uniforms, Footwear, Clothing, Linen, Equipment, and Accessories	
12	A12	Supply and Delivery of General Broadcast Materials	
13	A13	Supply and Delivery of Electrical Items and Related Accessories	
14	A14	Supply and Delivery of Hardware, Building Materials, and Related Equipment including Fittings	
15	A15	Supply and Delivery of Sanitary Materials, Cleaning Materials, and Detergents	
16	A16	Supply, Delivery, Installation, and Commissioning of Security Equipment	
17	A17	Supply, Delivery, and Installation of Firefighting Equipment	
18	A18	Supply, Delivery, and Installation of Air Conditioning and Refrigeration Equipment	
19	A19	Supply and Delivery of Library Books, Journals, and Periodicals	

20	A20	Supply and Delivery of Pharmaceuticals, Non-Pharmaceuticals, and Dental Materials and Consumables	
21	A21	Supply and Delivery of Fruits and Vegetables	
22	A22	Supply and Delivery of Dry Food Stuff	
23	A23	Supply and Delivery of Processed Foods.	
25	A24	Supply and Delivery of Chicken and Eggs, Meat & Meat Products	
26	A25	Supply and Delivery of Student Blank Mifare Chipped Cards, RFID Materials, and Related Consumables (e.g., card printers, ribbons, laminates, and photo ID accessories)	
27	A26	Supply and Delivery of Base Stock Certificates and Transcripts	
26	A27	Supply and Delivery of Animal Feeds (Cows, Pigs, Chickens, Fish Pellets)	
27	A28	Supply and Delivery of Packaging and Disposable Items (Khaki Bags, Disposable Glasses, Tins, Plastic Straws)	
28	A29	Supply and Delivery of Soft Drinks, Wines, and Bottled Water	
29	A30	Supply and Delivery of Textile Materials	
30	A31	Supply and Delivery of Laboratory Machines and Equipment	
31	A32	Supply and Delivery of Catering Equipment (Food service machines, vending machines, kitchen appliances)	
32	A33	Supply and Delivery of Binders and Binding Materials (Sixtus Binders,	

		PVC/Cloth Binding Materials)	
33	A34	Supply and delivery of major cafeteria consumable items including milk, sausages, smokies, various soda and soft drinks, bottled water, khaki papers, rectangular dishes, and traws	
35	A35	Supply and Delivery of Petroleum Products	

CATEGORY B: PROVISION OF SERVICES AND CONSULTANCY

36	B1	Provision of Cleaning & Fumigation Services	
37	B2	Provision of Staff Medical Insurance, General Insurance & Group Life Assurance	
38	B3	Provision of Borehole Maintenance Services	
39	B4	Provision of Document Management Solutions & Archiving Systems	
40	B5	Provision of Medical Waste Management and Disposal Services	
41	B6	Provision of Courier Services	
42	B7	Provision of Servicing & Repair of Medical Equipment	
43	B8	Provision of Water Filtration & Purification Unit Repair & Servicing	
44	B9	Provision of Training and Capacity Building Services (Workshops, Seminars, Professional Development)	
45	B10	Provision of Architectural, Quantity Surveying, Civil & Structural Engineering Services	
46	B11	Provision of Land Surveying Services	
47	B12	Provision of Electrical & Mechanical Engineering Services	
48	B13	Provision of Veterinary Services (Animal Insemination, Medication, Vaccination)	
49	B14	Provision of Photography and Video Coverage Services	
50	B15	Provision of Creative Design and Printing Services (Brochures, Flyers, Banners, Flexes, etc.)	
51	B16	Provision of Asset Marking/Tracking Systems	

52	B17	Provision of Repair and Maintenance of Audio-Visual Equipment, Public Address Systems, Amplifiers, Microphones, Electric Bells, Recorders, and Related Services	
53	B18	Provision of Repair, Maintenance, and Servicing of Generators	
54	B19	Provision of Legal Services (Constitutional Experts, Sectoral Laws, Conveyancing, Policy Experts)	
55	B20	Provision of Events Management (Hire of Tents, Chairs, Draping, Decorations)	
56	B21	Hire of Audio Equipment, Public Address System, and Related Equipment	
57	B22	Provision of Management Consultancy Services (HR, ICT, Audit, Legal, Tax, Occupational Health and Safety, etc.)	
58	B23	Provision of Software Licenses, Operating Systems, Utility Software, and Database Management	
59	B24	Provision of Technical Professional Services in Graphic Design and Illustration (Publications, Books, Magazines, Digital Outputs)	
60	B25	Provision of Repair, Maintenance, and Servicing of Lifts and Elevators	
61	B26	Provision of Security and Guarding Services	

CATEGORY C: PROVISION OF WORKS

62	C1	Provision of Small Works and Office Repairs, including Office Partitioning, Paint Works, Installation of Minor Equipment, Plant and Machinery (Must be registered with the National Construction Authority)	
63	C2	Provision of Repair and Maintenance of Plumbing and Sewerage Systems (Must be registered with the National Construction Authority)	
64	C3	Provision of Office Refurbishment and Furnishing (e.g., Curtains, Carpets, Vertical Blinds, Sheers, Window Films)	
65	C4	Repair and Maintenance of Office Furniture and Fittings	
66	C5	Provision of Landscaping and Grounds Maintenance Services	
67	C6	Provision of Electrical Installation and Maintenance Works (including campus-wide wiring and lighting)	

68	C7	Provision of Roofing and Structural Repairs	
69	C8	Provision of Security Systems Installation and Maintenance (CCTV, Access Control Systems)	
70	C9	Provision of Waste Management and Environmental Cleaning Works	

Submission of Prequalification Documents

Completed prequalification documents should be submitted via email only to:

THE VICE CHANCELLOR

THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

P.O. BOX 62157 – 00200, NAIROBI

Tel: 0709 691055 / 56 / 58

Email for submission: prequalification@cuea.edu

Email Submission Guidelines

Bidders are strictly requested to send their applications via a single email with the subject line clearly stated as:

**REGISTRATION OF SUPPLIERS/CONTRACTORS/CONSULTANTS FOR
SUPPLY/PROVISION OF GOODS, WORKS, SERVICES AND CONSULTANCY FOR
THE FINANCIAL YEARS 2025/2026 - 2026/2027**

Do not send multiple emails or use other subject lines

Deadline for Submission

All registration documents must be received by 14th October, 2025 at 11:00 a.m.

Late submissions will not be accepted.

Important Notes to All Applicants

- There shall be no charges for accessing or submitting the prequalification documents. The entire process is free of charge
 - All current suppliers and service providers must reapply. Previous prequalification or registration does not guarantee automatic inclusion in the new supplier list.
 - Each applicant must submit only one consolidated document regardless of how many categories they are applying for. Multiple submissions from the same firm will lead to disqualification.
 - In the submitted document, suppliers/consultants must clearly tick each category they are applying for under Goods, Services, or Works. Failure to indicate the selected categories may result in non-consideration.
 - Ensure all required forms (PQ-1, PQ-2, PQ-3) are accurately completed, signed, and submitted along with supporting documentation.
 - The University reserves the right to accept or reject any application, wholly or in part, and is not obligated to provide reasons.
 - All correspondence related to this process shall be conducted electronically.
- Applicants

NOTICE OF PRE-QUALIFICATION

- Once the list of applicants who have successfully been prequalified has been approved and ratified by the authorized officers of the Institution, the Procurement Office shall formally notify, in writing, all those who have been prequalified. In addition, the final list will be posted on our website.

REGISTRATION INFORMATION

2.1 Registration data forms

The attached questionnaire forms PQ-1, PQ-2 and PQ-3 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tenders/quotations for the specific tender.

2.1.1 The 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 proposal must be written in English.

2.2 Qualification

2.2.1 The registration data on prospective bidders is to be used by CUEA in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

2.2.2 Prospective bidders will not be considered qualified unless in the judgment of CUEA they have met the set criteria.

2.3 Essential Criteria for Registration

The prospective bidder should meet all the mandatory requirements.

2.5 Withdrawal of registration

Should a condition arise that could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, CUEA reserves the right to reject the tender from such a bidder even though they were initially registered.

2.6 Evaluation

After evaluation of the received applications, CUEA will notify all applicants (both successful and unsuccessful) of the results of registration exercise.

3.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Invitation to Bid

The registered firms shall be invited to submit competitive quotes/restrictive tenders through email or any other acceptable medium. In this regard, the prospective bidders should ensure they have working e-mails and telephone numbers. Failure to quote or respond without adequate reasons will lead to disqualification from the list.

3.2 Contract Price o The successful suppliers identified through the procurement process shall be issued with a system generated Purchase/Service Order for them to deliver/provide the specified goods, services or works.

- **Prices quoted should be inclusive of all delivery charges and taxes including all applicable duties and levies.**

3.3 Delivery Period

- The successful bidder should deliver/provide the goods, works or services within the stipulated timelines. Failure to deliver within CUEA stipulated timelines may lead to the supplier being struck off from the registration list, debarment or denial of future engagements with CUEA. o The delivery of goods, works or services should be accompanied by a duplicate copy of the order issued by CUEA, certified delivery notes or job cards/worksheets, invoice and any other supporting document.

3.4 Inspection of the goods, services or works

- It is the supplier's duty to ensure the goods, services and works delivered meet CUEA quality standards/specification requirements as outlined in the Request for Quotation/tender document. CUEA shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

3.5 Payments

- CUEA shall only pay for the goods, works or services after their delivery. No advance payment is allowed. o All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement. o Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.
- Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract.

3.6 Rights of CUEA

- CUEA reserves the right to: - o Invite open Tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
- Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, CAP. 412C taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to CUEA. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.
- Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

4.0 REGISTRATION EVALUATION CRITERIA

The Procuring Entity will start by examining all the tenders to ensure they meet in all respective eligibility criteria and other mandatory requirements, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.

MANDATORY PRELIMINARY REQUIREMENTS

Must submit and fulfil the following: -

No.	REQUIREMENT	YES/NO
1.	Certificate of Registration or Incorporation	
2.	Pin Certificate	
3.	A Valid Tax Compliance Certificate.	
4.	Attach a copy of CR12 for Limited Company or a copy of ID for Sole Proprietor and Partnership	
5.	Duly filed Registration data form PQ-1	
6.	Duly filed Confidential Business Questionnaire Form PQ-2	
7.	Duly filed Sworn Statement Form PQ-3	
8.	Company Profile	
	RESPONSIVENESS (R/NR)	

Note:

- a) Firms that meet all the above requirements will be included in the list of registered suppliers under the specified category for a period of two (2) years.
- b) The prequalified list will be used for procurement processes through alternative procurement methods on a competitive basis, as and when the need arises.
- c) Firms are advised to carefully read, understand, and comply with all the stated requirements before submitting their applications.
- d) Only one complete document should be submitted, even if applying for multiple categories.

FORM PQ-1 REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Firm's Name)
hereby
apply for registration in the following categories
.....(List Category Numbers)
Post Office Address.....Town.....
Name of building.....Floor No.....Room/Office No.....
Telephone Number (working).....Email address.....
Full names of the person applying.....

OWNERSHIP AND PERSONNEL

Full Names of the Managing Director/CEO.....
Other key personnel staff/directors: Position/Designation
.....
.....
.....
Partnership (if applicable) Name of partners.....

ADDITIONAL INFORMATION

Business founded or incorporated
Networth equivalent Kshs.....
Bank reference and Address
Sister/Bonding Company reference and address (if applicable)
State any technological innovations or specific attributes which distinguish you from
your competitors:-.....
Indicate terms of trade / sale

(the institution prefers 30 days credit Period)

(Must be filled by all applicants or Tenderers' who choose to participate in this tender)

Name of Applicant(S)

.....

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Part 2 (d) to part 2(i) must be filled.

You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

Part 1 – General

Business Name.....

Certificate of Incorporation/Registration No

Location of business premises:..... Country

Physical address Town

Building..... Floor.....

Plot No. Street / Road Postal Address

..... Postal / Country Code.....

Telephone No's.....

E-mail address.....

Contact Person (Full Names)

Direct / Mobile No's.....

Title Power of Attorney (Yes / No)

Value of the largest single assignment you have undertaken to date (Kshs)

.....

Was this successfully undertaken? Yes / No

Name (s) of your banker (s)

Branches.....Tel No's

Part 2 (a) – Sole Proprietors

Full names

Nationality..... Country of Origin.....

Part 2 (b) – Partnerships

Give details of partners as follows:

Full Names	Nationality	Citizenship Details	Shares
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.....			
.....			
.....			
.....			

Part 2 (c) – Registered Company

Private or public

Company Profile (Attach)

State the nominal and issued capital of the

Company Nominal Kshs.....

Issued Kshs

Give details of all directors as follows: -

Full Names	Nationality	Citizenship Details	Shares
1.....	
2.....	
3.....	
4.....	

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by CUEA and any other public or private institutions.

Full Names

Signature

Dated thisday of 2025.

In the capacity of

Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Criminal Offence

I/We, (Name (s) of Director (s)): -
.....
.....
.....

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s.....

In the capacity of

Dated thisday of 2025

Suppliers' / Company's Official Rubber Stamp
.....

Part 2 (f) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

.....
.....
.....

For and on behalf of M/s

In the capacity of

Dated thisday of2025

Company's Official Rubber Stamp.....

Part 2 (g) – Interest in the Firm:

Are there any person/persons in CUEA or any other public institution who has interest in the Firm? Yes/No (Delete as necessary) Institution
.....

.....
(Title)

.....
(Signature)

.....
(Date)

Part 2(h) – Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give CUEA authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names

Signature

For and on behalf of M/s

In the capacity of

Dated thisday of.....2025

Suppliers' / Company's Official Rubber Stamp

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FORM PQ-3**SWORN STATEMENT**

Having studied the registration document, we/ I hereby state: -

- The information furnished in this application is accurate to the best of my/our knowledge.
- That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by CUEA.
- We shall notify CUEA when the legal, technical or financial status or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
- We enclose all the required documents and information required for the registration evaluation.
- We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process (In case of any litigation issues, please indicate the nature in a different sheet as an attachment).

Name of the firm/company Name:

Firm's representative

Signature

Date

Stamp