



KENYATTA UNIVERSITY

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Email: procurement@ku.ac.ke

**REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES FOR
NORTH COAST BEACH HOTEL AND MOMBASA CAMPUS FOR THE
FINANCIAL YEAR 2026-2028**

CATEGORY NO

DESCRIPTION.....

GROUP (OPEN/ AGPO):

**CLOSING DATE: FRIDAY 25th SEPTEMBER, 2026
AT 10.00AM**

Instructions

1. Kenyatta University invites sealed applications for registration of suppliers for supply of goods and Services for the period 2026-2027 and 2027-2028 financial years
2. The invitation is open to all.
3. Interested bidders may obtain further information by sending request for clarification to procurement@ku.ac.ke to reach the Procuring Entity not later than five (5) days prior to the opening date.
4. Completed application documents must be delivered to North Coast Beach Hotel on or before **Friday 25th September, 2026 at 10.00 am**. Electronic applications **will not** be permitted

5. **ADDRESS FOR SUBMISSION OF DOCUMENTS**
NORTH COAST BEACH HOTEL

Kikambala along Mombasa Malindi road next to Sun and Sand Hotel.
P.O Box 89926-80100 Mombasa, Kenya
Cell. 0722 209458/ 0733 40943
Tel. 020 2037784/6

To be deposited in the tender box at **North Coast Beach Hotel Administration Block 1st floor**

6. Bidders to be considered for registration for the preferred category MUST meet the evaluation criteria provided below.
7. Late applications will be rejected.

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

A.	MANDATORY REQUIREMENTS AGPO CATEGORY	POINTS
A1	Attach copy Certificate of Incorporation/Business Registration	YES/NO
A2	Attach valid Copy of Tax Compliance Certificate /Exemption certificate	YES/NO
A3	Attach Valid Certificate of registration of AGPO owned enterprises issued by the national treasury (Youth, Women and PWD's)	YES/NO
A4	Duly filled, signed and stamped forms in Part I, II, and III.	YES/NO
A5	A Copy of CR 12 for Limited companies issued within the last 6 months i.e from February 2026 and copy of National ID for sole proprietors	
A6	The bid document must be sequentially paginated from the first to the last page	YES/NO
A7	Attach Valid Business Permit	YES/NO
A8	Bidder MUST provide two copies of bid document clearly labeled “original” and “copy.”	YES/NO
A9	Attach Business/Company Profile	

A.	MANDATORY REQUIREMENTS GENERAL PUBLIC	POINTS
A1	Attach copy Certificate of Incorporation/Business Registration	YES/NO
A2	Attach valid Copy of Tax Compliance Certificate	YES/NO
A3	Attach valid copy of business permit	YES/NO
A4	Duly filled, signed and stamped forms in Part I, II, and III.	YES/NO
A5	The bid document must be sequentially paginated from the first to the last page	YES/NO
A6	A Copy of CR 12 for Limited companies issued within the last 6 months i.e from February 2026 and copy of National ID for sole proprietors	YES/NO
A7	Bidder MUST provide two copies of bid document clearly labeled “original” and “copy.”	YES/NO
A8	Attach Business/Company Profile	YES/NO
A9	Provide LPO, LSO or Contracts from at least Three (3) corporate organizations where similar services have been offered in the last 5 years	YES/NO

Note

- i. Bidders must meet the mandatory requirements to be considered for registration
- ii. Any information provided by the bidder shall be verified by the University as part of due diligence. If information is found to be false, the company will be disqualified.
- iii. The bidder is expected to examine all corresponding instructions, forms, terms and conditions contained in the Document. Failure to furnish all information required by the Bid Document or submission of a bid not substantially responsive in every respect will be at the Bidder's risk and may result to the rejection of his or her bid.
- iv. The University reserves the right to request submission of additional information from prospective bidders for clarification purposes

PART I: DETAILS OF THE APPLICANT

Name of Applicant

Physical Address

Postal Address:

Postal Code:

E-mail:

Mobile Phone No

EGP Registration Number.....

Are you applying for youth, women or persons with disabilities or open?

Contact Person

PART II : OVERVIEW OF THE ENTERPRISE

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of employees	[0-5] [6-25] [26-49] 50-59] [100-250]
Total Annual Sales for the previous year (Turnover KES)	
Experience in the sector in years	

a) Sole Proprietor

Name in Full	Identity/Passport No	Nationality	Citizenship
Identity/Passport No.			

b) Partnership, provide the following details.

NO	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

c) Registered company.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) Conflict of interest

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship
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 the Procuring Entity regarding this tendering process.		
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 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?		

PART III: BANK ACCOUNT DETAILS

Bank Account Name:

Branch of the Bank:

Bank Account Number:

CATEGORIES

REGISTRATION OF SUPPLIERS FOR FINANCIAL YEARS 2026-2027, 2027-2028

No	Description	Reference No	Reservation
1	Supply and Delivery of Fresh Juices.	KU/NCBH/RS/001/2026-2027	OPEN
2	Supply and Delivery of Hardware, Plumbing and Electrical Materials at NCBH and Mombasa Campus	KU/NCBH&MSA/RS/002/2026-2027	OPEN
3	Supply and Delivery of bottled Drinking Water and fresh water	KU/NCBH/RS/003/2026-2027	OPEN
4	Supply and Delivery of Cleaning materials and Laundry Detergents at NCBH and Mombasa Campus	KU/NCBH&MSA/RS/004/2026-2027	OPEN
5	Supply and Delivery of Milk.	KU/NCBH/RS/005/2026-2027	OPEN
6	Supply and Delivery of Stationery and Branded Materials at NCBH and Mombasa Campus.	KU/NCBH&MSA/RS/006/2026-2027	AGPO
7	Supply and Delivery of Room Amenities	KU/NCBH/RS/007/2026-2027	OPEN
8	Supply and Delivery of alcoholic and non-alcoholic drinks	KU/NCBH/RS/008/2026-2027	OPEN
9	Supply and Delivery of Tissue Products at NCBH and Mombasa Campus	KU/NCBH&MSA/RS/009/2026-2027	OPEN
10	Supply and Delivery of Dry Foodstuffs , Fresh fruits and vegetables	KU/NCBH/RS/010/2026-2027	OPEN
11	Supply and delivery of meat and allied products	KU/NCBH/RS/011/2026-2027	OPEN
12	Provision of Garbage Collection Services at NCBH and Mombasa Campus.	KU/NCBH&MSA/RS/012/2026-2027	OPEN
13	Provision of Fumigation Services at NCBH and Mombasa Campus.	KU/NCBH&MSA/RS/013/2026-2027	AGPO
14	Servicing and Maintenance of Kitchen Equipment.	KU/NCBH/RS/014/2026-2027	OPEN
15	Supply and delivery of bulk gas.	KU/NCBH/RS/015/2026-2027	OPEN

16	Hiring of tents.	KU/NCBH/RS/016/2026-2027	OPEN
17	Serving and maintenance of gym equipment	KU/NCBH/RS/017/2026-2027	OPEN
18	Provision of exhaust services	KU/NCBH/RS/018/2026-2027	AGPO
19	Supply and Delivery of wrapping and packaging materials	KU/NCBH/RS/19/2026-2027	OPEN
20	Supply and delivery of swimming pooling chemicals.	KU/NCBH/RS/20/2026-2027	OPEN