THE CO-OPERATIVE UNIVERSITY OF KENYA

TENDER NOTICE

REGISTRATION/PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE YEAR ENDING 30TH JUNE, 2028

The Co-operative University of Kenya (CUK) intends to Prequalify and Register Suppliers for goods, works and services for selected categories, from interested and eligible bidders. Candidates may inspect tender documents from the University's Procurement Department at (CUK) Main campus along Ushirika Road, Karen, Langata during normal working hours upon payment of a non- refundable fee of **KShs.1,000.00** per set of documents, payable to the cashier at the Co-operative University **or to be downloaded** from the **University website www.cuk.ac.ke free of charge.**

For the categories of goods, works and services list, kindly visit the University website www.cuk.ac.ke or Public Procurement Information Portal https://tenders.go.ke

Sealed and duly completed documents in plain sealed envelopes clearly marked **"REGISTRATION/PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES CATEGORY CUK"-**----------and addressed to:

The Vice Chancellor
The Co-operative University of Kenya
P.O. Box 24814 – 00502 KAREN
NAIROBI

Or deposited in the tender box situated at the **Administration Block A,** so as to be received on before **Wednesday, 20th May, 2026 at 2.00 p.m,** the tender documents will be opened thereafter in presence of participants who choose to attend and witness the opening session at the University's Boardroom.

All firms seeking to do business with The Co-operative University of Kenya are required to be duly registered on the Government of Kenya Electronic Government Procurement (e-GP) System. Registration on the e-GP platform is mandatory, and only firms registered in the system shall be eligible to participate in procurement opportunities issued by the University. Bidders who are not registered in the e-GP system at the time of application shall be considered non-responsive.

Women, youth, and persons living with Disability who are duly registered through AGPO and satisfy all the conditions are encouraged to apply.

PROF. KAMAU NGAMAU, PhD.,EBS
VICE CHANCELLOR

THE CO-OPERATIVE UNIVERSITY OF KENYA

TENDER NOTICE

REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEAR ENDING 30TH JUNE 2028

The Co-operative University of Kenya intends to prequalify and register suppliers from interested eligible bidders for the supply of the under listed goods, works and services for the year ending 30th June 2028.

CATEGORY OF ITEMS TO BE APPLIED FOR

CATEGORY	ITEM DESCRIPTION	SPECIAL CONDITIONS	TARGET GROUP
CATEGORY (A) REGISTRATION OF SUPPLIERS 2026 - 2028			
CATEGORY	**ITEM DESCRIPTION**	**SPECIAL CONDITIONS**	**TARGET GROUP**
CUK/01/2026 - 2028	Supply and delivery of foodstuffs (perishables) fruits & vegetables.		Reserved
CUK/02/2026 - 2028	Supply and delivery of foodstuffs (dry foods) and pure drinking water.		Reserved
CUK/03/2026 - 2028	Supply and delivery of foodstuffs (perishables) bread, milk, eggs, fresh juice and meat products.		Preference
CUK/04/2026 - 2028	Supply and delivery of general office stationery		Reserved
CUK/05/2026 - 2028	Supply and delivery of computer hardware, printers, software, tonners & printing chemicals		Preference
CUK/06/2026 - 2028	Supply & delivery of drugs, dressing, laboratory equipment & reagent and	License from certifying body	Open

	consumables.		
CUK/07/2026 - 2028	Supply & delivery of building materials, hardware & paints, water piping & fittings.		Open
CUK/08/2026 - 2028	Supply & delivery of electrical items, fitting and accessories		Open
CUK/9/2026 - 2028	Supply & delivery of cleaning materials & chemicals.		Reserved
CUK/10/2026 - 2028	Supply & delivery of water treatment chemicals.		Preference
CUK/11/2026 - 2028	Supply & delivery of staff uniforms, uniform materials, gumboots, linen, beddings, shoes & curtains.		Preference
CUK/12/2026 - 2028	Supply & delivery of sports equipment and uniforms.		Preference
CUK/13/2026 - 2028	Supply and delivery of office furniture		Open
CUK/14/2026 - 2028	Supply and delivery of LPG gas, fuel and lubricants		Open
CUK/15/2026 - 2028	Supply and delivery of charcoal/Briquettes		Preference
CUK/16/2026 - 2028	Supply and delivery of library text books periodicals, publications and equipments.		Open
CUK/17/2026 - 2028	Supply and delivery of kitchen utensils, crockeries and cutleries.		Open
CUK/18/2026 - 2028	Supply and delivery of kitchen equipment.		Open
CUK/19/2026 - 2028	Supply and Delivery of Laboratory Consumables, Chemical Reagents and Glassware. (Environmental dry and wet Labs		Open
CATEGORY(B) REGISTRATION OF SUPPLIERS FOR PROVISION OF SERVICES AND WORKS 2026 - 2028			
CUK/20/2026 - 2028	Provision of sanitary services, pest control and fumigation.		Open
CUK/21/2026 - 2028	Provision of insurance and insurance brokerage services.		Open
CUK/22/2026 - 2028	Provision of promotional		Reserved

	materials.		
CUK/23/2026 - 2028	Provision of Building Consultancy Services (Structural, Civil and Mechanical Engineering), Architectural Services and Quantity Surveying Services		Open
CUK/24/2026 - 2028	Provision of security services.		Open
CUK/25/2026 - 2028	Provision of transport services.		Open
CUK/26/2026 - 2028	Provision of tents, chairs, and PA system		Open
CUK/27/2026 - 2028	Provision of air tickets and booking services	IATA Registered firms only	Preference
CUK/28/2026 - 2028	Provision of cleaning services		Preference
CUK/29/2026 - 2028	Provision of landscaping and ground maintenance services		Preference
CUK/30/2026 - 2028	Provision of hotel services and conference facilities		Open
CUK/31/2026 - 2028	Provision of Asset Valuation Services		Open
CATEGORY (C) REPAIR , INSTALLATION AND MAINTENANCE SERVICES 2026 - 2028			
CUK/32/2026 - 2028	Repair and maintenance of photocopier and printing machines.		Reserved
CUK/33/2026 - 2028	Repair and maintenance of computers and printers		Preference
CUK/34/2026 - 2028	Repair and service of cold room, water pumps, water tanks, generators & Gas tanks.		Open
CUK/35/2026 - 2028	Repair and service of motor vehicles & motor bikes	Garages/dealers approved by the Chief Mechanical & transport Engineering Department (CMTE)	Open
CUK/36/2026 - 2028	Repair of kitchen equipment (ovens, deep freezers, cookers and peelers, laundry machines.		Open
CUK/37/2026 - 2028	Repair and maintenance of computers and accessories and other electronic		Preference

	equipment.		
CUK/38/2026 - 2028	Repair and maintenance of sewerage and drainage system.		Open
CUK/39/2026 - 2028	Installation and maintenance of firefighting equipment	Approval by the Directorate of occupational safety and health service	Open
CUK/40/2026 - 2028	Installation and maintenance of solar heaters/lighting		Open
CUK/41/2026 - 2028	Installation and maintenance of CCTV system		
CUK/42/2026 - 2028	Installation and maintenance of the biometric system/equipment		
CUK/43/2026 - 2028	Collection and incineration of medical waste		
CUK/44/2026 - 2028	Collection of food, leftovers & garbage.		Open
CUK/46/2026 - 2028	Maintenance of buildings (civil and electrical works)	NCA Registered firms only	Open
CUK/47/2026 - 2028	Maintenance of telephones and PABX		Open

The Co-operative University of Kenya, invites sealed applications from interested/ eligible and competent candidates for the purpose of tendering and registering suppliers for goods, works and services for the financial year's 2026/2027 and 2027/2028

Interested and eligible candidates may inspect Tender documents from the University's department of procurement at CUK Main Campus along Ushirika Road, Karen Langata during normal working hours upon payment of non refundable fee of **KShs.1,000.00** per set of documents payable to the cashier at the Co-operative University **or be downloaded from the University website www.cuk.ac.ke free of charge**. Relevant licenses, PIN, VAT, trading licenses, certificate of registration/incorporation and physical addresses must be submitted with other documents.

Those wishing to register in more than one category will be required to download documents for each category.

Note:

a) Submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the regulations and the Public Procurement and Asset Disposal Act 2015
b) Reserved means it is open to women, youth and persons with disability only.
c) Open means Women, Youth and Persons with disability are eligible to participate

d) Preference means Women, Youth and Persons with disability will be given preference during evaluation.
e) All firms seeking to do business with The Co-operative University of Kenya are required to be duly registered on the Government of Kenya Electronic Government Procurement (e-GP) System.

Sealed and duly completed Bids in plain envelopes clearly marked
"PREQUALIFICATION DOCUMENTS FOR SUPPLY OF GOODS AND SERVICES AND WORK CATEGORY CUK…….and addressed to

The Vice Chancellor
The Co-operative University of Kenya
P.O. Box 24814 – 00502 KAREN
NAIROBI

Or be deposited in our tender box situated at the administration block by **Wednesday, 20th May, 2026 at 2.00p.m.** Tender documents will be opened immediately after closing in the presence of bidders or their representatives who choose to attend the opening session at the University College Boardroom. Any canvassing will lead to automatic disqualification of the bidder.

PROF. KAMAU NGAMAU, PhD.,EBS
VICE CHANCELLOR

THE CO-OPERATIVE UNIVERSITY OF KENYA
P.O. Box 24814 – 00502 KAREN. TELEPHONE: (020) – 2430127/ 2679456 – 8891401. FAX (020) – 8891410
Website: www.cuk.ac.ke
Email: procurement@cuk.ac.ke

REGISTRATION/PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR PERIOD ENDING 30TH JUNE, 2028

CATEGOR Y NO: CUK/___2026 - 2028_____

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1.0 PRE – QUALIFICATION INSTRUCTIONS

1.1 Introduction

The Co-operative University of Kenya would like interested candidatures who must qualify by meeting the set criteria as provided by the **procuring entity** to perform the contract of supply and delivery or provision of goods and services to the University.

1.2. Pre-qualification Objective

The main objectives of this part is to supply and deliver assorted items and also provide services under relevant tenders in the Co-operative University of Kenya as and when required during the period ending 30th June, 2028.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their **PRE-QUALIFICATION** documents to the Vice Chancellor, The Co-operative University of Kenya so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for pre-qualification.
NB: Unless under the reserved or preference category.

1.4 Experience

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar items/ services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.
NB: Unless under the reserved or preference category.

1.5. Pre-Qualification Documents

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

1.6 In order to be considered for pre-qualification, prospective supplier must submit all the information herein requested.

1.7. Submission of Pre-qualification Documents

One copy of the completed pre-qualification data and other requested information shall be submitted to reach:-

The Vice Chancellor
The Co-operative University of Kenya
P O Box 24814 – 00502 KAREN
NAIROBI

Tel: 0202430127

Not later than 2.00 p.m. (Local time) on **Wednesday, 20th May, 2026.**

1.8. Questions arising from Documents

Questions that may arise from the pre-qualifications documents should be directed to the Vice Chancellor, The Co-operative University of Kenya whose address is given in Para 1.7.

Additional information

The University reserves the right to request submission of additional information from prospective bidders.

1.9. Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the University after scoring 65 points and above soon after the completion of the pre-qualification process.

2.0. 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.

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 and on the authority of the client's accounting officer.

2.4. Payments

All local purchase shall be on credit of a minimum of ninety (90) days or as it may be stipulated in the contract Agreement.

2.5. All overseas purchase shall be by irrevocable letter of credit (ILC) or as it may be stipulated in the Contract Agreement.

3.0 Pre – Qualification Data Instructions

3.1. Pre-qualification data Forms

3.1.1. The attached questionnaires CUK/PQ-1, CUK/PQ-2, CUK/PQ-3, CUK/PQ-4, CUK/PQ-5, CUK/PQ-6, CUK/PQ-7 and CUK/PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the **specified Category.**

3.1.2. The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner shall not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2. Qualification

3.2.1. It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the University in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect of the **tender lot** as described by the client.

3.2.2. Prospective bidders will not be considered qualified unless in the judgment of the University they posses 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 Pre-qualification

3.3.1. Experience

(a) Prospective bidder shall have at least 3 years experience in the supply of goods, services and allied items. Unless under reserved or preference category. Potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize, supply and deliver items, or services on short notice.

3.3.2. Personnel

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

3.3.3. Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers/ contractors will be pre-qualified on the satisfactory information given.

3.3.4. Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and those in progress as filled in data form CUK/PQ4.
However, potential bidders should provide evidence of financial capacity to executive contract. Unless under reserved or preference category

3.3.5. Past Performance

Past performance will be given due consideration in pre-qualification bidders. Letters of reference from past customers should be included in form CUK/PQ-5 where applicable.

3.4. Statement

Application must include a sworn statement in form CUK/PQ-6 by the Tenderer ensuring the accuracy of the information given.

3.5. Withdrawal of Pre-Qualification

Should a condition arise between the time of application for pre-qualification and the bid opening date which in the opinion of the client/the University 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, the University reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6. Outlined Supply and Delivery Procedures

The pre-qualified applicant should also submit a brief statement of supply and services delivery methods and procedures he plans to use to execute the contract form CUK/PQ-2

3.7. Pre-qualification Criteria

The prequalification of the suppliers/contractors is evaluated as follows:

S/No.	Required Information	Form Type	Max Score
1.	Registration Documentation	CUK/PQ-1	8
2.	Pre-qualification Data	CUK/PQ-2	5
3.	Supervisory Personnel	CUK/PQ-3	5
4.	Financial position	CUK/PQ-4	20
5.	Past experience	CUK/PQ-5	15
6.	Sworn Statement	CUK/PQ-6	10
7.	Confidential Questionnaires	CUK/PQ-7	18
8.	Litigation History	CUK/PQ-8	9
9.	Up to date KRA Tax Compliance Certificate		10
	TOTAL		**100**

3.8. Qualification Mark

The qualification mark is 65 points and above.

FORM CUK/PQ-1: PRE-QUALIFICATION DOCUMENTATION

All firms must provide:

1) Copies of Certificate of Registration/Incorporation
2) Copy of valid V.A.T. Registration Certificate/ PIN certificate of Firm/Company/Individual
3) Copy of Valid Certificates for special groups from the National Treasury.
4) Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority
5) CR12 where applicable
6) Copy of valid Business permit
7) Evidence of registration on eGP system

FORM CUCK/PQ-2: PRE-QUALIFICATION DATA
REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We……hereby apply for registration as supplier(s)
(Name of Company/Firm)

Of…….. (Category No.)……
(Item Description)

Post Office address……..Town…….

Street ……Name of building……

Floor No.……Room/Office No……

Telephone No.……Email address……

Full of Name of applicant……..……

Other branches location……..……

Organization & Business Information

Number of Management Personnel…….……

Chief Executive/Director – (full name)……..…….

Secretary……..……

General Manager……

Treasurer……..……

Others……..……

Partnership (*if applicable*)
Names of Partners……..……

Business founded or incorporated ……..

Under present management since ……

Net worth Equivalent Kshs. ……..

Bank reference and address……

Bonding company reference and address ……

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

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

…….

……..

Indicate terms of trade/sale

……

……

……

……

…….....

FORM CUK/PQ-3: SUPERVISORY PERSONNEL

Name ……

Age……

Academic qualification …….

Professional qualification ……..

Length of service with contractor or supplier position held…….

…….

…….

Construction supplying or services experience

a) Name of project ……
b) Character and nature of project …….
c) Contract value ……..
d) Location of project ……
e) Period of project ……...
f) Title and responsibility in project ……
……..
g) Other ……..

Proposed Technical Personnel

a) ……
b) ……
c) ……
d) ……
e) ……
f) ……
g) ……

FORM CUK/PQ-4 : FINANCIAL POSITION

I. Attach a copy of firm's two recent certified financial statements giving summary of assets and current liabilities/ or any other financial support.
II. Attach letters of reference from the bankers regarding supplier's credit position.

FORM CUK/PQ – 5: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. (i) Name of 1st client (organization) ……
   (ii) Address of Client (Organization) ……
   (iii) Name of contract person at the client (Organization) ……..
   (iv) Telephone No. of Client ……...
   (v) Value of contract ……
   (vi) Duration of contract (Date) ……..

2. Name of 2nd client (Organization)

   (i) Name of client (Organization) ……
   (ii) Address of client (Organization) ……
   (iii) Name of contract person at the client (Organization) …….
   (iv) Telephone No. of Client ……..
   (v) Value of Contract ……..
   (vi) Duration of contract (Date)……..

3. Name of 3rd client (Organization)

   (i) Name of client (Organization) ……
   (ii) Address of client (Organization) ……
   (iii) Telephone No. of Client ……..
   (iv) Name of contract person at the client (Organization) …….
   (v) Value of Contract ……..
   (vi) Duration of contract (Date)……..

4. Others …….

FORM CUK/PQ-6: SWORN STATEMENT

Having studied the pre-qualification/registered information for the above project, we/I hereby state that:-

1) The information furnished in our application is accurate to the best of our knowledge.

2) In case of being pre-qualified/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 provision in the tender or quotation documents when invited/requested to do so by the University.

3) When the call for tenders/quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.

4) We enclose all the required documents and information required for the Pre-qualification evaluation.

Date ……

Applicant's Name ……..

Represented by ……

Signature ……...

(Full name and designation of the person signing and stamp or seal)

FORM CUK/PQ-7 : CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies in your type of business.

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

Part 1 – General

Business Name ……
Location of Business premises ……..
Plot No. …….. Street/Road ……
Postal Address ……. Tel. No. …….
Nature of Business ……
Current Trade License No. …….. Expiring date ……..
Maximum value of business which you handle at any one time K£…….
Name of your Bankers ……. Branch ……..
Are you an agent of the Kenya National Trading Corporation? YES/NO.

Part 2(a) – Sole Proprietor

Your name in full …… Age ……..
Nationality ……Country of origin…….
Citizenship details ……

Part 2(b) - Partnership

S/NO.	NAME	NATIONALITY	CITIZENSHIP	DETAILS	SHARES
1)	…….	……	……	……	……..
2)	…….	……	……	……	……..
3)	…….	……	……	……	……..
4)	…….	……	……	……	……..
5)	…….	……	……	……	……..

Part 2(c) - Registered Company

Private or Public
State the nominal and issued capital of the company
Nominal K£ ……
Issued K£ ……

Details of all directors

NO.	NAME	NATIONALITY	CITIZENSHIP	DETAILS	SHARES
1					
2					
3					
4					
5					
6					

Date …….. Signature and Stamp of Tenderer ……

If Kenyan Citizen, indicate under Citizenship Details whether by Birth, Naturalization or registration.

FORM CUK/PQ-8: LITIGATION HISTORY

Name of Contractor/Supplier

Contractors/Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

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