



TENDER NO. KUC/PRE-Q/REG/01/2026-2028

TENDER FOR

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

PER-QUALIFICATION CATEGORY NO:

PER-QUALIFICATION NAME:

CLOSING DATE: Friday 11th September

AT 11.00AM

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PREFACE

1. This Standard Pre-qualification Document (SPD) has been prepared by the Public Procurement Regulatory Authority (PPRA) for use by Procuring Entities (PEs) for procurement of specialized, large and complex contracts for Works, Goods, Plant, Equipment under Open Competitive Tendering Method as defined in the Public Procurement and Asset Disposal Act 2015 (the Act)
2. It may also be used by a procuring entity for the purpose of registration of contractors, suppliers. All applicants who pass the pre-qualification criteria set in this document shall be given opportunity to tender. The procedures and practices presented in this SPD reflect the requirements in the said Act and its Regulations. This SPD will be used by Procuring Entities on a mandatory basis whenever a Procuring Entity decides to go for pre-qualification. Lack of its use (whenever a Procuring Entity decides to go for pre-qualification) could be basis for challenging a decision on contract process and award. Procuring Entities and other Users should ensure that they are using the latest version of the SPD, which can be verified with PPRA.
3. The SPD is comprised of the parts indicated on the Table of Contents. Before using this SPD, the User is advised to or should be familiar with the Act and its Regulations and any manuals prepared and issued by PPRA to guide public officials in the conduct of the public procurement process. The document includes a form for invitation for pre-qualification, instructions to applicants and a letter of application with attached forms for applicants to complete.
4. Care should therefore be taken when preparing pre-qualification document for specific cases to ensure that the pre-qualification criteria are clear and explicit, and that they refer to the needs and characteristics of the specific procurement. For this purpose, where appropriate, “Works” should be substituted by “Goods” or “Non-Consulting Services” as the case may be and “Contractor” should be replaced with “Supplier” in case of pre-qualification for Supply of Goods or “Service Provider” in case of pre-qualification for provision of Non-Consulting Services as the case may be. Note the Selection of Consultants for Consulting Services is catered for in a separate document the “Standard Request for Proposals for Selection of Consulting Firms”.
5. The following guidelines should be observed when using the Standard Pre-qualification Document. Refer to Appendix to the Preface for more details on Guidelines to the Procuring Entity in preparing the document to be issued to the Applicants.
 - i) The forms will require adaptation to suit the requirement of each proposed procurement.
 - ii) Specific details, such as the names of the procuring entity should be furnished in the spaces indicated in the text.
 - iii) Where alternative clauses or texts are shown, the user should select those that best suit the particular contract and should discard the alternative text that will not apply.
 - iv) The instructions to applicants should basically remain unchanged. Any necessary amendments to any clause or additions should be made through “Pre-qualification Data Sheets (PDS)”.
6. The notes in the text of the pre-qualification documents are meant to assist the procuring entity in the preparation of the document. They are not part of the pre-qualification document and should therefore be deleted as the document is prepared. The document to applicants should not contain pages on Cover and Preface of this document. Refer to Appendix to the Preface for more details on how to prepare the document to be sent to Applicants.
7. The Public Procurement Regulatory Authority welcomes any comments from the Users of this SPD which will assist in revising (if need be) and improving the structure and contents of the SPD.

Director General
Public Procurement Regulatory Authority (PPRA)

APPENDIX TO THE PREFACE

GUIDELINES FOR PREPARING TENDER DOCUMENTS

PART 1- APPLICATION PROCEDURES

1. General

- 1.1 Page 1 (The Heading of the Document), the Preface and its Appendices (if any) shall not be included in the Document to be issued to Applicants. The Document to be issued to Applicants shall start with the page titled “This Page, NAME, LOGO AND ADDRESS OF THE PROCURING ENTITY, NAME AND IDENTIFICATION OF TENDER”, including all the other material on the page completed appropriately.
- 1.2 If in the course of preparing a Prequalification Document or evaluating the applications following the criteria in the Standard Prequalification Document, a Procuring Entity finds a provision it does not understand or agree with, it shall contact PPRA for clarifications before it changes anything, otherwise it will be considered as violation of the procurement rules.
- 1.3 The Procuring Entity should confirm that the goods, works or services to be procured is in its Procurement Plan and budgeted for. It should also confirm the estimated cost of the contract, including the estimated time for executing the contract. The cost estimate helps the Procuring Entity determine the applicable procurement method to be used and the determination if the contract should be subject to prequalification. Prior to finalizing the Prequalification Document, it is advisable for the Procuring Entity to recheck these estimates.
- 1.4 The estimates must be prepared by an expert in the field of the subject contract i.e. by Engineers, IT Specialists, Procurement Specialists, and/or other experts depending on the items to be procured. The Estimates should be based on current market prices or on data collected by the Procuring Entity based on past (*but not historic*) contracts.
- 1.5 The purpose of the estimates is to enable the Procuring Entity determine amounts of money to be inserted in the Tender Document for: -
 - a The minimum amount of money required for the applicant to demonstrate that the applicant has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the contract execution cash flow requirements, net of the Tenderer's other commitments. *Usually the assets should be about 2-3 months cash flow requirements based on the estimated completion time.*
 - b The minimum amount of money required as an average annual turnover for the applicant to demonstrate that the applicant is a prime contractor, supplier, manufacturer or service provider. *Usually the minimum amount of money is about 2.50 times the estimated cost of the contract(s).*
 - c The amount of money required to determine specific experience of the applicant based on the minimum size of contract(s) substantially completed and that are similar to the proposed contract. *Normally the minimum amount of money required is about 80% of the estimated cost of the contract.*
- 1.6 During preparation of the prequalification document, the Procuring Entity should specify whether to allow the following:
 - a International Tender,
 - b Reservations

2.1 Section I - Instructions to Applicants (ITA)

This Section provides relevant information to help applicants prepare their applications. Information is also provided on the submission, opening, and evaluation of applicants and on the eligibility and qualification of applicants. This should not be modified by the Procuring Entity or by an Applicant.

2.2 Section II - Prequalification Data Sheet (PDS)

This Section includes provisions that are specific to each procurement that supplement Section I, Instructions to Applicants. The Section shall be completed appropriately by the Procuring Entity and not by an Applicant. In any case, the Procuring Entity shall not add any item in the PDS not included in the Standard Prequalification Document.

2.3 Section III- Qualification Criteria and Requirements

2.3.1 This section contains the methods, criteria, and requirements that the Procuring Entity shall use to evaluate the Applications. The Form “Eligibility and Qualification Criteria” shall be prepared taking into account the guidelines provided in Section III regarding multiple contracts. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the Form. If the prequalification is for Supply of Goods or for Non-Consulting Services, this Form shall be modified by the Procuring Entity to reflect requirements for qualification for Supply of Goods or for Non-Consulting Services, instead of for Works contracts. No other criterion shall be added by the Procuring Entity.

2.3.2 The Procuring Entity shall prepare one Form for each Lot or Contract in case of multiple contracts.

2.4 Section IV–Application Forms

This Section includes all the forms to be prepared by the Procuring Entity, to be completed by the Applicant and submitted to the Procuring Entity as part of the application. Each form shall be headed appropriately to indicate if the application is for **Works, Goods or Non-Consulting Services**. These forms shall not be modified by the Applicant.

3. PART 2 – SCOPE WORKS, GOODS OR NON-CONSULTING SERVICES REQUIREMENTS

3.1 Section V – Scope Works, Goods or Non-Consulting Services Requirements

This Section contains the details, descriptions of and supplementary information on Works, Goods or Non-Consulting Services to be tendered for. The details are provided by the Procuring Entity in sufficient detail to enable an applicant understand clearly the scope of the follow-up tender and enable him/her apply to be qualified.

PROCURING ENTITY	KABARNET UNIVERSITY COLLEGE P.O BOX 469-30400 KABARNET
CONTRACT NAME AND DESCRIPTION:	KUC/PRE-Q/REG/01/2026-2028 ADVERTISEMENT OF PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD ENDING 30 th JUNE, 2028

PRE-QUALIFICATION DOCUMENT FOR WORKS AND GOODS CONTRACTS

Invitation for Pre-qualification No.: **KUC/PRE-Q/REG/01/2026-2028**

Contract Name: **PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD ENDING 30th JUNE, 2028**

Procuring Entity: **KABARNET UNIVERSITY COLLEGE**

Issued on: **25th AUGUST, 2026**

(This Pre-qualification Document is for use with a Standard Tender Document inviting for tenders)

INVITATION TO APPLY FOR PREQUALIFICATION

Name of Contract: **PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD ENDING 30th JUNE, 2028**

Contract No: **KUC/PRE-Q/REG/01/2026-2028**

Prequalification Reference No.: _____

1. The **Kabarnet University College** intends to prequalify contractors/Suppliers/Service Providers for goods, works and services
 2. It is expected that the Invitation to Tender will be made between 2026/2027, 2027/2028 Financial years. Tendering will be conducted through National/International competitive tendering procedures using a standardized tender document and will be open to all applicants who prequalify.
 3. Qualified and interested applicants may obtain further information and inspect the Prequalification Document during office working hours, Monday to Friday between **0800hrs to 1700hrs** except for public holidays at the address given below.
 4. A complete set of Prequalification Document in English may be purchased or obtained by interested applicants upon payment of a non-refundable fee of Kenya shillings One Thousand (KES 1,000) through electronic payment directly to the bank. Tender documents obtained electronically will be free of charge.
 5. Prequalification Document may be viewed and downloaded for free from the website (www.unika.ac.ke or PPIP Portal: Applicants who download the Prequalification Document must forward their particulars immediately to procurement@unika.ac.ke to facilitate any further clarification or addendum.
 6. Applications for prequalification should be submitted by postal service, or hand/courier delivery, clearly marked envelopes and delivered to the address given below by **Friday 11th September, 11:00 hours and date**]. Alternatively, documents may be sent electronically to the email address _____ *[insert the email where application documents can be submitted]*.
- A. Address for Submission of Tenders.
Completed prequalification documents are to be enclosed in plain sealed envelopes, marked with the prequalification number and name and be deposited in the **Tender Box "A"** at Kabarnet University College or be addressed to: -
- B. **The Principal,
Kabarnet University College
P.O Box 469-30400,
Kabarnet.
Kabarnet- Seretunin Road**
- C. And dropped in **Tender Box "A"** situated outside Administration Building Main entrance, Kabarnet University College, so as to reach the University On or before **Friday 11th September 2026 at 11:00 am.**

Tenders that do not fit in the tender box will be submitted at the Procurement Office at the Kabarnet University College.

7. Late applications are liable to be rejected.

Opening of the bid documents will be done immediately thereafter in the presence of applicants or

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their representatives who choose to attend.

B. Address for Opening of Tenders.

Kabarnet University College

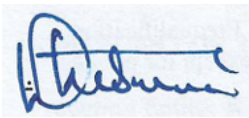
P.O Box 469-30400,

Kabarnet

Kabarnet- Seretunin, Road

All firms MUST be registered in the e-GP Portal and provide the valid registration number for verification.

Venue for opening of the pre-qualification documents will be communicated during closing of the tenders at the location of the tender box as communicated above.



**Principal,
Kabarnet University College**

PART 1 - APPLICATION PROCEDURES

SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

a. General

i. Scope of Application

- 1.1 The name of the Procuring Entity inviting for applications is defined in the **PDS**. The particular type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the **PDS**. If the scope of contract so defined is in multiple contracts, it will be specified in the **PDS** if prequalification will be based on individual contracts or multiple contracts. The Full scope of Works or Goods or Non-Consulting Services are described in Section V (Scope of Works or goods contract).

- ii. **Source of Funds** to be specified in the PDS, if deemed necessary.

iii. Fraud and Corruption

- 3.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.
- 3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

4 Collusive practices

- 4.1 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination" annexed to the Form of applicant.

5 Eligible Applicants

- 5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9 or any combination of such entities in the form of a joint venture ("JV") under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the PDS.
- 5.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.
- 5.3 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.
- 5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the. All Tenders submitted in violation of this procedure will be rejected.
- 5.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated

or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. Sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.

- 5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Procuring Entity who:
- a are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
 - b Would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the prequalification, ITT process and execution of the Contract.
- 5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at www.ppra.go.ke
- 5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Procuring Entity, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.
- 5.9 An Applicant shall not be under sanction or debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.
- 5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.
- 5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

6 Eligibility

- 6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are ineligible if:
- a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or
 - b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.
- 6.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross jurisdictional boundary (and more than one country is a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual on the basis of ITA 5.1 (a) above by any country may be applied to that procurement across other countries involved, if the Procuring Entities involved in the procurement so agree.
- 6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

B. Contents of the Prequalification Documents

7 Sections of Prequalification Document

- 7.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with IT A8.

PART 1 - Prequalification Procedures

- i) Section I- Instructions to Applicants (ITA)
- ii) Section II - Prequalification Data Sheet (PDS)
- iii) Section III - Qualification Criteria and Requirements
- iv) Section IV- Application Forms

PART 2 - Works, Goods, or Non-Consulting Services Requirements

- i) Section VII- Scope of Works, Goods, or Non-Consulting Services

7.2 Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.

7.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.

8 Clarification of Prequalification Documents, site visit(s) and Pre-Application Meeting

8.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the **PDS**. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so indicated in the **PDS**, the Procuring Entity shall also promptly publish its response at the webpage identified in the **PDS**. Should the Procuring Entity deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8. And in accordance with the provisions of ITA 17.2.

8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify in the **PDS** if a pre-application meeting will be held, when and where. The Procuring Entity shall also specify in the **PDS** if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre- application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.

8.3 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **PDS** before the submission date of applications.

8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.

8.5 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page identified **in the PDS**. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to PDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

9 Amendment of Prequalification Document

9.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the Prequalification Document by issuing an Addendum.

9.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage identified in the PDS.

- 9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

C. Preparation of Applications

10 Cost of Applications

- 10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

11 Language of Application

- 11.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

12 Documents Comprising the Application

- 12.1 The Application shall comprise the following:
- a. Application Submission Letter, in accordance with ITA 13.1;
 - b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;
 - c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and
 - d. Any other document required as specified in the PDS.
- 12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

13 Application Submission Letter

- 13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

14 Documents Establishing the Eligibility of the Applicant

- 14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

15 Documents Establishing the Qualifications of the Applicant

- 15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).
- 15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
- a For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
 - b Value of single Contract-Exchange rate prevailing on the date of the contract.
- 15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.
- 15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the

procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.

- 15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.
- 15.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 15.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 15.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.
- 15.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:
- If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
 - If the contract has been awarded to that Applicant, the contract award will be set aside,
- 15.10 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.
- 15.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

16 Signing of the Application and Number of Copies

- 16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.
- 16.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

17 Sealing and Marking of Applications

- 17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- Bear the name and address of the Applicant;
 - Be addressed to the Procuring Entity, in accordance with ITA 17.1; and
 - Bear the specific identification of this prequalification process indicated in the PDS 1.1.
- 17.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as

required in ITA 16.1 above.

18 Deadline for Submission of Applications

- 18.1** Applicants may either submit their Applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the **PDS**.
- 18.2** The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

19 Late Applications

- 19.1** The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the **PDS**. If late applications will be accepted, they must be received not later than the date specified in the **TDS** after the deadline for submission of applications.

20. Opening of Applications

- 20.1** The Procuring Entity shall open all Applications at the date, time and place specified in the **PDS**. Late Applications shall be treated in accordance with ITA 19.1.
- 20.2** Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the **PDS**.
- 20.2** The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

21 Confidentiality

- 21.1** Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 28.
- 21.2** From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.

22 Clarification of Applications

- 22.1** To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.
- 22.1** If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

23 Responsiveness of Applications

- 23.1** The Procuring Entity may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

24 Margin of Preference

- 24.1** Unless otherwise specified in the **PDS**, a margin of preference shall not apply in the Tendering process resulting

from this prequalification.

25 Nominated Subcontractors

- 25.1 Unless otherwise stated in the PDS, the Procuring Entity does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Procuring Entity (so-called “Nominated Subcontractors”).
- 25.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as (“Specialized Subcontractors”). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity (ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

F. Evaluation of Applications and Prequalification of Applicants

26 Evaluation of Applications

- 26.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.
- 26.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non-consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by the Procuring Entity in the PDS as can be met by Specialized Subcontractors, in which case:
- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and
 - ii) The qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualifications of the Applicant for the purpose of the evaluation. Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by the Procuring Entity subsequent to prequalification but before the tender submission deadline in accordance with ITA 30.
- 26.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.
- 26.4 Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each Lot, to be completed by applicants.
- 26.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

27 Procuring Entity's Right to Accept or Reject Applications

- 27.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

28 Prequalification of Applicants

- 28.1 All Applicants who's Applications substantially meet or exceed the specified qualification requirements will

be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

- 28.32 Applicants that have not been prequalified may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

28 Invitation to Tender

- 29.1 Promptly after the notification of the results of the prequalification, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.
- 28.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document.
- 28.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

29 Changes in Qualifications of Applicants

- 30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of the Procuring Entity prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or (iii) in the opinion of the Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

31 Procurement Related Complaints and Administrative Review

- 31.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.
- 31.2 A request for administrative review shall be made in the form provided.

SECTION II - PREQUALIFICATION DATA SHEET (PDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS																																	
A. General																																		
ITA 1.1	The Procuring Entity is: KABARNET UNIVERSITY COLLEGE, P. o Box 469-30400, KABARNET. The identification of the Invitation for Prequalification is: KUC/PRE-Q/REG/01/2026-2028: PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD ENDING 30TH JUNE, 2028 The particular type of contract is on goods, works and services [<i>insert works, goods or Non-Consulting Services</i>] The application is for _____ [<i>brief description of subject contract(s) as listed in Section V, in lots if applicable</i>] <table border="1" style="margin-top: 20px;"> <thead> <tr> <th colspan="3">CATEGORY A: SUPPLY OF GOODS AND PROVISION OF SERVICES (RESERVED FOR YOUTH, WOMEN AND PERSONS WITH DISABILITIES)</th> </tr> <tr> <th>REFERENCE CODE</th><th>CATEGORY DESCRIPTION</th><th>CLOSING DATE</th></tr> </thead> <tbody> <tr> <td>KUC/PRE-Q/REG/1/2026-2028</td><td>Supply and Delivery of Assorted General office Stationery, Computer stationery and other computer consumables</td><td>11th September 2026</td></tr> <tr> <td>KUC/PRE-Q/REG/2/2026-2028</td><td>Supply and Delivery of ICT Hardware, allied Accessories and Consumables (HDD, RAM, Motherboard, DVD Drive etc.)</td><td>11th September 2026</td></tr> <tr> <td>KUC/PRE-Q/REG/3/2026-2028</td><td>Supply and Delivery of Dry Foodstuffs</td><td>11th September 2026</td></tr> <tr> <td>KUC/PRE-Q/REG/4/2026-2028</td><td>Supply and Delivery of Whole Fish, Fish Products and Chicken</td><td>11th September 2026</td></tr> <tr> <td>KUC /PRE-Q/REG/5/2026-2028</td><td>Supply and Delivery of Perishable Foodstuffs i.e. Vegetables and Fruits, Meat , Milk, Eggs</td><td>11th September 2026</td></tr> <tr> <td>KUC /PRE-Q/REG/6/2026-2028</td><td>Supply and Delivery of Uniform, Promotional Material, Protective Wear/ Clothing, Textile and Linen,</td><td>11th September 2026</td></tr> <tr> <td>KUC /PRE-Q/REG/7/2026-2028</td><td>Supply and Delivery of Cleaning Materials, Detergents and Toiletries</td><td>11th September 2026</td></tr> <tr> <td>KUC /PRE-Q/REG/8/2026-2028</td><td>Supply of Dispensers, Drinking Water and Disposal Cups</td><td>11th September 2026</td></tr> <tr> <td>KUC /PRE-Q/REG/9/2026-2028</td><td>Designing and Stitching of Office Curtains and Blinders</td><td>11th September 2026</td></tr> </tbody> </table>	CATEGORY A: SUPPLY OF GOODS AND PROVISION OF SERVICES (RESERVED FOR YOUTH, WOMEN AND PERSONS WITH DISABILITIES)			REFERENCE CODE	CATEGORY DESCRIPTION	CLOSING DATE	KUC/PRE-Q/REG/1/2026-2028	Supply and Delivery of Assorted General office Stationery, Computer stationery and other computer consumables	11th September 2026	KUC/PRE-Q/REG/2/2026-2028	Supply and Delivery of ICT Hardware, allied Accessories and Consumables (HDD, RAM, Motherboard, DVD Drive etc.)	11th September 2026	KUC/PRE-Q/REG/3/2026-2028	Supply and Delivery of Dry Foodstuffs	11th September 2026	KUC/PRE-Q/REG/4/2026-2028	Supply and Delivery of Whole Fish, Fish Products and Chicken	11th September 2026	KUC /PRE-Q/REG/5/2026-2028	Supply and Delivery of Perishable Foodstuffs i.e. Vegetables and Fruits, Meat , Milk, Eggs	11th September 2026	KUC /PRE-Q/REG/6/2026-2028	Supply and Delivery of Uniform, Promotional Material, Protective Wear/ Clothing, Textile and Linen,	11th September 2026	KUC /PRE-Q/REG/7/2026-2028	Supply and Delivery of Cleaning Materials, Detergents and Toiletries	11th September 2026	KUC /PRE-Q/REG/8/2026-2028	Supply of Dispensers, Drinking Water and Disposal Cups	11th September 2026	KUC /PRE-Q/REG/9/2026-2028	Designing and Stitching of Office Curtains and Blinders	11th September 2026
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Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS											
A. General												
	KUC /PRE-Q/REG/10/2026-2028	Provision of Asset Engraving/Tagging and Sign writing Services	11 th September 2026									
	KUC /PRE-Q/REG/11/2026-2028	Provision of Sanitary Services	11 th September 2026									
	KUC /PRE-Q/REG/12/2026-2028	Provision of Cleaning, Fumigation and Pest Control Services	11 th September 2026									
	KUC /PRE-Q/REG/13/2026-2028	Repair and Maintenance of Office Furniture and Fittings	11 th September 2026									
	KUC /PRE-Q/REG/14/2026-2028	Provision of Courier and Mail Delivery Services	11 th September 2026									
	KUC /PRE-Q/REG/15/2026-2028	Provision of Photography, Video Graphic and Integrated Digital Communication Services	11 th September 2026									
	KUC /PRE-Q/REG/16/2026-2028	Provision of Event Organizing Services (Tents, Chairs, Interior Décor, Public address systems).	11 th September 2026									
	KUC /PRE-Q/REG/17/2026-2028	Hiring of Portable Toilets	11 th September 2026									
	KUC /PRE-Q/REG/18/2026-2028	Provision of Garbage Collection Services	11 th September 2026									
	KUC /PRE-Q/REG/19/2026-2028	Supply and Delivery of Unrefined fuel (Charcoal Dry Firewood and related materials	11 th September 2026									
	KUC /PRE-Q/REG/20/2026-2028	Supply and Delivery of Gunny Bags	11 th September 2026									
	KUC /PRE-Q/REG/21/2026-2028	Supply and Delivery of Timber, Round Poles, and Allied Products	11 th September 2026									
	KUC /PRE-Q/REG/22/2026-2028	Supply and Delivery of Cutlery, Crockery, Kitchen Appliances, Fridges, Freezers and Cookers (Gas & Electric)	11 th September 2026									
	<table><tr><th colspan="3">CATEGORY B: PREQUALIFICATION FOR SUPPLY OF GOODS (OPEN)</th></tr><tr><th>REFERENCE CODE</th><th>CATEGORY DESCRIPTION</th><th>CLOSING DATE</th></tr><tr><td>KUC/PRE-Q/ 23/2026-2028</td><td>Supply and delivery of Mattresses</td><td>11th September 2026</td></tr></table>				CATEGORY B: PREQUALIFICATION FOR SUPPLY OF GOODS (OPEN)			REFERENCE CODE	CATEGORY DESCRIPTION	CLOSING DATE	KUC/PRE-Q/ 23/2026-2028	Supply and delivery of Mattresses
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KUC/PRE-Q/ 23/2026-2028	Supply and delivery of Mattresses	11 th September 2026										

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS			
A. General				
	KUC/PRE-Q/REG/24/2026-2028	Supply and Delivery of Meat and other Allied Products	11 th September 2026	
	KUC /PRE-Q/REG/25/2026-202	Supply and Delivery of Hardware Materials, Plumbing, Allied Products	11 th September 2026	
	KUC /PRE-Q/REG/26/2026-2028	Supply and Delivery of Library Books, Periodicals and Journals	11 th September 2026	
	KUC /PRE-Q/REG/27/2026-2028	Design and Printing of Accountable Documents and other related services	11 th September 2026	
	KUC /PRE-Q/REG/28/2026-2028	Supply and Delivery of Building Sand, Ballast, Murram, Natural Stones, Hardcore, Baked Bricks, Concrete Blocks and Allied Products	11 th September 2026	
	KUC /PRE-Q/REG/292026-2028	Supply And Delivery of Motor Vehicle Spare Parts, Tubes, Tyres and Batteries	11 th September 2026	
	KUC/PRE-Q/REG/30/2026-2028	Supply and Delivery of Medical drugs and Allied Items(Non-Pharmaceuticals & dressing materials	11 th September 2026	
	KUC /PRE-Q/REG/31/2026-2028	Supply and Delivery of Medical &Teaching Laboratory Chemicals, Reagents and Glassware)	11 th September 2026	
	KUC /PRE-Q/REG/32/2026-2028	Supply and Delivery of Medical and Laboratory Equipment	11 th September 2026	
	KUC /PRE-Q/REG/33/2026-2028	Supply and Delivery of Laptops, Computers, Tablets, Printers, Mobile Phones, Television Sets, Computer Accessories and Computer Software, Software Licenses , Peripherals , Audio-Visual Materials (LCD Projector, Cameras, Scanner and Public Address System Etc)	11 th September 2026	
	KUC /PRE-Q/REG/34/2026-2028	Supply, Delivery, Installation and Servicing of LAN, WAN, Internet Bandwidth, VPN, Structured Cabling, Networking Equipment and Tools (Routers, Switches, Firewalls, IP-Phones, Ethernet/Fiber Optic Tools, etc) , Data Centre/SERVER R	11 th September 2026	
	KUC /PRE-Q/REG/35/2026-2028	Supply, Delivery, Installation and Servicing of Network Equipment and Structured Cabling	11 th September 2026	

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS			
A. General				
	KUC /PRE-Q/REG/36/2026-2028	Supply & Delivery of Farm inputs: Seeds, Herbicides, Fungicides, Insecticides and Farm Chemicals	11 th September 2026	
	KUC /PRE-Q/REG/37/2026-2028	Supply and Delivery of Sportswear, Games Equipment & Other Supplies	11 th September 2026	
	KUC /PRE-Q/REG/38/2026-2028	Supply and Delivery of Office Furniture, Furnishings and Fittings	11 th September 2026	
	KUC /PRE-Q/REG/39/2026-2028	Supply and Delivery of Electrical & Electronic materials lighting materials and kitchen appliances	11 th September 2026	
	KUC /PRE-Q/REG/40/2026-2028	Supply and Delivery of office and student ‘s furniture	11 th September 2026	
	KUC /PRE-Q/REG/41/2026-2028	Supply and Delivery of Cooking Gas	11 th September 2026	
	CATEGORY C: PREQUALIFICATION FOR PROVISION OF SERVICES (OPEN)			
	REFERENCE CODE	CATEGORY DESCRIPTION	CLOSING DATE	
	KUC/PRE-Q/REG/42/2026-2028	Servicing and Maintenance of Firefighting Equipment	11 th September 2026	
	KUC/PRE-Q/REG/43/2026-2028	Provision of Air Travel Agency and Ticketing (Must be Registered with IATA)	11 th September 2026	
	KUC/PRE-Q/REG/44/2026-2028	Provision of Property Valuation Services	11 th September 2026	
	KUC/PRE-Q/REG/45/2026-2028	Repair And Maintenance of Computer Servers, Computers, Laptops, Ups, Printers, Photocopiers, Scanners,	11 th September 2026	
	KUC/PRE-Q/REG/46/2026-2028	Maintenance and Servicing of Motor Vehicles (Panel Beating, Spray Painting Etc)	11 th September 2026	

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS			
A. General				
	KUC /PRE-Q/REG/47/2026-2028	Servicing and Maintenance of Lawn Mowers & Power Saws and Hedge trimmer	11 th September 2026	
	KUC /PRE-Q/REG/48/2026-2028	Provision of Garbage collection services	11 th September 2026	
	KUC /PRE-Q/REG/49/2026-2028	Provision of Printing of Examinations Booklets and Other Examination Materials	11 th September 2026	
	KUC /PRE-Q/REG/50/2026-2028	Hiring of Graduation Gowns and other related materials	11 th September 2026	
	KUC /PRE-Q/REG/51/2026-2028	Provision of Laundry Services	11 th September 2026	
	KUC /PRE-Q/REG/52/2026-2028	Provision of Calibration Services for Weighing Machines, Laboratory Equipment and Medical Equipment	11 th September 2026	
	KUC /PRE-Q/REG/53/2026-2028	Provision of Printing Services and Promotional materials	11 th September 2026	
	KUC/PRE-Q/REG/54/2026-2028	Provision of Auctioneering Services	11 th September 2026	
	KUC/PRE-Q/REG/55/2026-2028	Supply and Delivery of Rubber Stamps and Seal	11 th September 2026	
	KUC/PRE-Q/REG/56/2026-2028	Provision of Guarding and Security Services	11 th September 2026	
	KUC /PRE-Q/REG/57/2026-2028	Provision of Repair and Servicing of Refrigerators/ Cold Rooms and Air Conditioning	11 th September 2026	

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS		
A. General			
	KUC /PRE-Q/REG/58/2026-2028	Provision of Hotel Accommodation and Conference Facilities	11 th September 2026
	KUC /PRE-Q/REG/59/2026-2028	Provision of Environmental Impact assessment (EIA) Experts	11 th September 2026
	KUC /PRE-Q/REG/60/2026-2028	Provision of Insurance Brokerage Services	11 th September 2026
	KUC /PRE-Q/REG/61/2026-2028	Provision of Servicing and Maintenance of Stand -By - Generators	11 th September 2026
	KUC /PRE-Q/REG/62/2026-2028	Maintenance and Servicing of University Water Pumps	11 th September 2026
	KUC /PRE-Q/REG/63/2026-2028	Repair and Maintenance of Wooden and Metal Furniture and Fitting	11 th September 2026
	KUC /PRE-Q/REG/64/2026-2028	Procurement of Consultancy Services for the Design of a Solar Power Installation	11 th September 2026
	KUC/PRE-Q/REG/65/2026-2028	Provision of Legal Services	11 th September 2026
	KUC /PRE-Q/REG/66/2026-2028	Provision of Medical services	11 th September 2026
	CATEGORY D: PREQUALIFICATION FOR PROVISION OF WORKS (OPEN)		
REFERENCE CODE	CATEGORY DESCRIPTION	CLOSING DATE	

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS			
A. General				
	KUC/PRE-Q/REG/67/2026-2028	Provision of Small Works (Building Construction and General Civil Works).	11 th September 2026	
	KUC /PRE-Q/REG/68/2026-2028	Provision of Small Works (Electrical Works).	11 th September 2026	
	KUC /PRE-Q/REG/69/2026-2028	Provision of Small Works (Plumbing Works).	11 th September 2026	
	KUC/PRE-Q/REG/70/2026-2028	Supply , delivery , Installation and Maintenance of CCTV Cameras	11 th September 2026	
	Prequalification will be based on _____ [specify if on individual contracts or on multiple Contracts].			
ITA 2	The Source of funds shall be from the University and exchequer			
ITA 5.2	Maximum number of members in the JV shall be: _____ [insert a number]			
B. Contents of the Prequalification Document				
ITA 8.1	For clarification purposes, the Procuring Entity's address is The Principal, Kabarnet University College P.O Box 469-30400 Kabarnet. Kabarnet- Seretunin Road Attention: [insert name and room number of Project Officer] Physical Address: [insert City, street name, Building, Floor and Room number] Telephone: [insert telephone number including country and city codes] Electronic mail address: [insert e-mail address of Project Officer] Web page: [In case used, identify the widely used website or electronic portal of free access where prequalification information is published]			
ITA 8.2	A pre-application meeting will be held on _____ A pre-arranged Site visit will be held on _____ At _____			
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than Friday 11th September, 2026 at 11:00 am.			

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITA 8.5	Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page _____ (Web page of the Procuring Entity).
ITT 9.2	Addendum issued shall be published at the website _____
ITA 8.2	Pre-Application Meeting will be held: [No] [If Yes, please add the address, date and time of the meeting]
C. Preparation of Applications	
ITA 12.1 (d)	The Applicant shall submit with its Application, the following additional documents: [insert list of additional documents]
ITA 15.2(b)	The source for determining exchange rates is [insert a publicly available source]
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: [One Copy]
D. Submission of Applications	
ITA 17.1	The deadline for Application submission is: Date: Friday 11th September, 2026 Time: [11.00am] For Application submission purposes only, the Procuring Entity's address is: [insert information requested below or insert "Procuring Entity's address is the same as that indicated in 1.1"] The Principal, Kabarnet University College P.O Box 469-30400 Kabarnet. Kabarnet- Seretunin Road Attention: [insert name and room number of Project Officer] Address: [insert City, Street Name, Building Name, Floor and Room] Country: [insert name of country] Telephone: [insert telephone number including country and city codes] Email address: [insert e-mail address of Project Officer] Applicants [insert "shall not"] have the option of submitting their Applications electronically. [The following provision should be included and the required corresponding information inserted <u>only</u> if Applicants have the option of submitting their Applications electronically. Otherwise omit.] The electronic Application submission procedures shall be: [insert a description of the electronic Application submission procedures.]
ITA 18.1	[Choose one of the two options below:] Late Applications will be returned unopened to the Applicants. [or] The Procuring Entity reserves the right to accept or reject late Applications.
ITA 19.1	The Procuring Entity will/will not accept late applications. If late applications will be accepted, they must be received not later than _____ after the deadline for submission of applications
ITA 20.1	The opening of the Applications shall be at [Insert date, time and address- City, Street Name, Building Name, Floor and Room]
ITA 20.2	[The following provision should be included and the required corresponding information inserted <u>only</u> if Applicants have the option of submitting their

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
	<i>applications electronically. Otherwise omit.]</i> The electronic Application opening procedures shall be: _____ <i>[insert a description of the electronic Application opening procedures.]</i>
E. Procedures for Evaluation of Applications	
ITA 24.1	A margin of preference <i>[insert either “shall” or “shall not”]</i> _____ apply.
ITA 25.1	At this time the Procuring Entity <i>[insert “intends” or “does not intend”]</i> to execute certain specific parts of the Works by sub-contractors selected in advance. <i>[If the above states “intends” list the specific parts of the works and the respective sub-contractors]</i>
ITA 25.2	The parts of the Works for which the Procuring Entity permits Applicants to propose Specialized Subcontractors are designated as follows: _____ _____ _____ For the above-designated parts of the Works that may require Specialized Subcontractors, the relevant qualifications of the proposed Specialized Subcontractors will be added to the qualifications of the Applicant for the purpose of evaluation.
ITA 31.1	An Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email, to: The Principal, Kabarnet University College P.O Box 469-30400 Kabarnet. Kabarnet- Seretunin Road 1.www.unika.ac.ke 2.procurement@unika.ac.ke In summary, at this stage, a Procurement-related Complaint may challenge any of the following: 1.The terms of the Prequalification Documents; and 2. The Procuring Entity’s decision not to prequalify an Applicant. <u>1.Important Pre-Requisites - (Category – A)</u> (i) -For category A reserved for youth, women and persons with disability should be registered with National Treasury or any other relevant bodies. (ii)- Physical Location of Business Premises (iii) Dully filled -Application submission letter

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS		
A. General			
	-Applicant Information form		
	-References		
	<u>Important Pre-Requisites - (Category – B , C & D)</u>		
	EVALUATION CRITERIA II – For General Public		
	No	Mandatory Requirements	Compliance (YES/ NO)
	2	Category B, C & D	
	(i)	Valid Certificate of Incorporation /Business Registration (Attach copy)	
	(ii)	Personal Identification Number (PIN) Certificate (Attach copy)	
	(iii)	Current Business Permit/License (Attach copy)	
	(iv)	Current/Valid Tax Compliance Certificate	
	(v)	Physical Location of Business Premises (Application Information Form)	
	No	General Requirements	Maximum Scores
	3	Category B, C & D	
	(i)	Supplier Availability - Postal Address (2.5) - Telephone Number (2.5) - Website (2.5) - Email Address (2.5)	10
(ii)	Business Ownership - Company/Business Profile (5) - Disclosure of Directors/Partners/Sole Proprietor (5)	10	
(iii)	Financial Capability -Audited reports for the last 2 years (5) - Bank statements (5)	10	
(iv)	Personnel Capability -Indicate qualification of key personnel, Education, Professional qualifications, experience and their functions	10	
(v)	Experience -Indicate having undertaken similar assignments with at least 3 firms. (5) (Attach proof: copies of LPOs, Completion Certificates, Contracts) (5)	10	
(vi)	Supply Capacity Maximum volume of business handled in the last two years	12	

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS			
A. General				
		- 2million and above (12) - 1-2 million (9) - 250,000- 1 million (6)		
	(vi)	Credit Period Indicate credit period willing to offer - 90 days (12) - 60 days (9) - 30 days (6)	12	
	(vii)	Presentation of Prequalification document	5	
	(viii)	Dully filled -Application Submission letter -Applicant information form -Applicants JV information form -Historical contract non-performance and pending litigation and Litigation History -Financial situation and performance -Average annual construction or supply contracts turnover (where applicable) -General construction or supply or service contract experience (where applicable) -Specific construction and contract management experience or supply or service experience (where applicable) -Specific construction and/or contract management experience (Where applicable) -Construction experience or supply or service contract in key activities (where applicable)	15	
	(x)	Eligibility and Disclosure of Litigation History	6	
<u>Additional Information</u>, for Category Kuc /Pre-q/Reg/60/2026-2028 - Under Provision of Insurance Brokerage Services. - Provide Certificate of Registration as an Insurance Broker - Certificate of Membership of the Association of Insurance Brokers of Kenya. <u>Additional Information</u>, for Category Kuc /Pre-q/Reg/62/2026-2028 - Under Maintenance and Servicing of University Water Pumps - Provide Certified Current Registration by National Authority Water Works <u>Additional Information</u>, for Category Kuc /Pre-q/Reg/64/2026-2028 - Under Procurement of Consultancy Services for the Design of a Solar Power Installation at the Kabarnet University College. - Provide relevant documents on Solar Installations <u>Additional Information</u>, for Category Kuc /Pre-q/Reg/67/2026-2028, Kuc /Pre-q/Reg/68/2026-2028 , Kuc/Pre-q/Reg/69/2026-2028 and Kuc /Pre-q/Reg/70/2026-2028 - Under Provision of Small Works (Building Construction, General Civil Works, Electric Works and Plumbing Works). - Provide Certified Current Registration by National Authority (NCA) and Energy Regulatory Commission (ERC)				

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
	- The Pass Mark for prequalification is 60% The Principal, Kabarnet University College P.O Box 469-30400 Kabarnet. Kabarnet- Seretunin Road

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

1. This section contains all the methods, criteria, and requirements that the Procuring Entity shall use to evaluate Applications, all in one Form “Eligibility and Qualification Criteria”. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the Form.
2. The Procuring Entity shall insert one Form for each Lot or Contract in case of multiple contracts.
3. This form is generic and refers to works and construction. In case of Supply of Goods or Non-Consulting Services, the form shall be amended to read Goods or Non-Consulting Services as appropriate.

