



MURANG'A UNIVERSITY OF TECHNOLOGY

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REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2026-2028

REGISTRATION NO: MUT/ /2026 -2028

CATEGORY NAME:.....

.....

MAY 2026

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INVITATION TO REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEAR'S 2022/2023-2024

Murang'a University of Technology (MUT) invites sealed Registration Documents from interested and eligible candidates/firms for supply and delivery of goods, works and services for the financial year 2026/2028

CATEGORY OF ITEMS TO BE APPLIED FOR

CATEGORY OF TENDERS AND REGISTRATION OF SUPPLIERS FOR 2026/2027 AND 2026/2028			
Reference number	Category	Special Conditions	Target Group
1 REGISTRATION OF SUPPLIERS (SUPPLY OF GOODS) FOR 2026-2028			
MUT/R 01/2026-2028	Supply and Delivery of Dry Cereals and Grains		Reserved
MUT/R 02/2026-2028	Supply and Delivery of Fresh Milk		Open
MUT/R 03/2026-2028	Supply and Delivery of Fresh Meat and Meat Products		Open
MUT/R 04/2026-2028	Supply and Delivery of Dry Foodstuff (non-perishable)		Open
MUT/R 05/2026-2028	Supply and Delivery of Fresh Vegetables and Assorted Fruits		Preference
MUT/R 06/2026-2028	Supply and Delivery of Charcoal and Wood fuels		Preference
MUT/R 07/2026-2028	Supply and Delivery of Hardware, Plumbing Materials, Paints and Related Products		Open
MUT/R 08/2026-2028	Supply and Delivery of Building Materials; Stones, Sand, Timber, Ballast & Other Related Materials.		Open
MUT/R 09/2026-2028	Supply and Delivery of Toners and Cartridges- Authorized Dealers only	Valid and Verifiable Proof of Dealership/Manufacturers Authorization	Open
MUT/R 10/2026-2028	Supply and Delivery of Tyres and Car Batteries		Preference
MUT/R 11/2026-2028	Supply, Delivery, Servicing and Maintenance of Fire Fighting Equipment	Valid Approval by the Directorate of Occupational Safety & Health Service	Open
MUT/R 12/2026-2028	Supply and Delivery of Electrical Appliances and Fittings		Preference
MUT/R13/2026-2028	Supply and Delivery of library books, periodicals, journals and Magazines		Open
MUT/R 14/2026-2028	Supply and Delivery of Curtains, linen and Staff Uniform and other related items		Reserved
MUT/R 15/2026-2028	Supply and Delivery of Hospitality and Catering Appliances and other Related Items		Open

CATEGORY OF TENDERS AND REGISTRATION OF SUPPLIERS FOR 2026/2027 AND 2026/2028			
Reference number	Category	Special Conditions	Target Group
MUT/R 16/2026-2028	Supply and Delivery of Sportswear and Equipment (Uniforms, Balls and other Related Items)		Open
MUT/R 17/2026-2028	Supply and Delivery of Science Laboratory Chemicals, Reagents and Other Related Items		Open
MUT/R 18/2026-2028	Supply and Delivery of Furniture, Furnishing and Fittings		Preference
MUT/R 19/2026-2028	Supply ,Delivery, Servicing and Maintenance of Fire Fighting Equipment		Open
MUT/R 20/2026-2028	Supply and Delivery of General Stationery		Reserved
MUT/R 21/2026-2028	Supply and Delivery of Computers, Computer Software, Networking Equipment and Other related Items	Valid ICTA Certificate	Open
REGISTRATION OF SUPPLIERS (PROVISION OF SERVICES AND WORKS) FOR 2026-2028			
MUT/R 22/2026-2028	Provision of Consultancy Services (Baseline Surveys, ISO and Others)		Open
MUT/R 23/2026-2028	Provision of Event Organizing/Entertainment Services/Hiring of Tents, Chairs, Tables, Public Address System, Decorations and other related items		Open
MUT/R 24/2026-2028	Specialized Maintenance, repair and Servicing of Motor Vehicles		Open
MUT/R 25/2026-2028	Provision of Repair and Maintenance of Generators		Open
MUT/R 26/2026-2028	Provision of Legal Services	Valid LSK Practicing Certificate	Open
MUT/R 27/2026-2028	Provision of Printing Services		Open
MUT/R 28/2026- 2028	Provision of Networking and Structured Cabling	Valid ICTA Certificate, Networking Category	Open
MUT/R 29/2026- 2028	Provision of Works (Building, Mechanical and Electrical)	Valid NCA Certificate and Practicing Licenses	Open

Sealed and duly completed Bids in plain envelopes clearly marked the “**Registration No and Description**” without identifying the Tenderer\Bidder should be addressed to:

**The Vice Chancellor,
Murang’a University of Technology
P.O. Box 75-10200
Murang’a, Kenya**

The bids shall be deposited in the Tender Box located at the **Ground Floor, Directorate Block** so as to be received on or before **29th May 2026 at 11.00 A.M.** Registration Documents will be opened immediately after closing, in the presence of Bidders or their representatives who choose to attend the opening session at the **ASSEMBLY HALL**. Any canvassing will lead to automatic disqualification of the bidder. **Women, Youth and**

Persons with Disability who are duly registered and satisfy all the conditions of the Tender and Registration documents are encouraged to apply.

SECTION2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1 Murang'a University of Technology (MUT) would like to invite interested candidates who must qualify by meeting the set criteria as provided by MUT to perform the contract of provision of goods, services and works.

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**. In addition, the applicant shall submit one copy of the same registration document clearly marked **COPY**. In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

2.3 Submission of Applications

2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Friday, 29th May, 2026 at 11.00AM**. Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the original and the copy of the registration document in separate envelopes duly marking the envelopes **ORIGINAL** and **COPY**. The envelopes shall then be sealed in an outer separate envelope. The inner and outer envelopes shall:

- (a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.

- (b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub-Clause 2.2.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared pursuant to Clause 2.3.1.

2.3.3 If the outer envelope is not sealed and marked as instructed above, MUT will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidate's identity MUT will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.4 Eligible Candidates

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to MUT so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration-Form RQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to MUT, as the MUT shall reasonably request.

2.5 Qualification Criteria

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

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

2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

2.5.5 Financial Condition

The Suppliers financial condition will be not form part of the evaluation criteria to determine the Supplier's eligibility at this stage.

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ-2.

2.5.7 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.

2.5.8 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given-FormRQ-5.

2.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and MUT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify MUT in writing or by email at the MUT's email address indicated in the registration data.

2.7.2 MUT will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications.

2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, MUT may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.9 Deadline for Submission of Registration Documents

2.9.1 Applications must be received by MUT at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 MUT may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of MUT and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

Submission of Registration Documents

One copy of the completed Registration Documents and any other requested information shall be submitted to reach:-

**The Vice Chancellor
Murang'a University of Technology
P O Box 75-10200
Murang'a
Tel: 0706 249 039**

Not later than 11.00 a.m. on Friday, 29th May, 2026.

2.10 Opening of Registration Documents

2.10.1 MUT will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.10.2 MUT shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

2.11 Process to be Confidential

2.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence MUT processing of applications or approval decisions may result in the rejection of the applications.

2.12 Clarification of Applications and Contacting of MUT

2.12.1 To assist in the examination, evaluation, and comparison of applications, MUT may, at its discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact MUT on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of MUT, he/she should do so in writing.

2.12.3 Any effort by any applicant to influence MUT in its registration evaluation or registration approval decisions may result in the rejection of the candidate's application.

2.13 Examination of Registration Documents and Determination of Responsiveness

2.13.1 Prior to the detailed evaluation of applications, MUT will determine whether each application

- (a) Has been properly signed and delivered pursuant to clause 2.3;
- (b) Is substantially responsive to the requirements of the registration documents; and
- (c) Provides any clarification and/or substantiation that MUT may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one

- (a) Which limits in any substantial way, inconsistent with the registration documents, the MUT's rights or the applicant obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.13.3 If an application is not substantially responsive, it will be rejected and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 MUT, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration documents submitted.

2.14 Notification of Qualified Applicants

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by MUT within thirty (30) days from the date of opening of registration documents.

2.14.2 At the same time MUT notifies qualified Applicants that their applications are responsive, MUT shall notify the other Applicants whose applications are not responsive.

2.15 Evaluation and Comparison of Applications

2.15.1 MUT will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.16 MUT's Right to accept any Application and to reject any or all Applications

2.16.1 MUT reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without there by incurring any liability to the affected applicant.

2.17 Notification of Approval

2.17.1 Prior to expiration of the period of registration validity prescribed by MUT, MUT will notify successful applicants' through a list to be uploaded on MUT website.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

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

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix here in shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document and **ONE COPY**.
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows:-

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

S/No	REQUIREMENTS	Score
1.	Must submit e-GP Registration Number.	Mandatory
2.	Must submit a Copy of Certificate of Registration or Incorporation	Mandatory
3.	Must submit a Copy of Valid Tax Compliance Certificate (Verification will be done through TCC Checker)	Mandatory
4.	Must submit a Copy of CR12 accompanied with copies of directors' identification cards. (Issued within the last 6 months to tender closing)	Mandatory
5.	Must submit a Copy of Valid AGPO Certificate issued by the National Treasury	Mandatory
6.	Must submit a Copy of Valid business permit from the County Government	Mandatory
7.	Copies of registration with relevant regulatory bodies where applicable	

8.	Current practicing certificates for professionals where applicable	
9.	AGPO Certificate where applicable	
10.	The Registration Document must be sequentially paginated.	Mandatory
11.	Duly filled registration data form RQ-1, RQ-2, RQ-3, RQ-4, RQ-5	Mandatory

Note:

- i. Firms that pass all the above requirements will be included to the list of registered suppliers under the specific category for a period of two years.
- ii. The list will be used for procurement process through the use of alternative procurement methods on competitive basis as and when needs arises.
- iii. Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- iv. Should submit a separate document for each category for those firms that intend to apply in different categories.

FORM RQ-1 - REGISTRATION DATA

SUPPLIERS APPLICATION FORM

I/We hereby apply for registration
(Name of Company/Firm)

as supplier of
(Item Description)

Category No.....

Other branches and location.....

Organization and Business Information

Management Personnel.....Job Title.....

1.....

2.....

3.....

Partnership (if applicable)

Names of Partners.....

.....

.....

.....

Indicate terms of trade/sale/Payment.....

Enclose copy of profile of the firm indicating the main fields of activities

FOAM RQ-2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2(a),2(b)or2(c)whichever applies to your type of business.

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

Part1-General:

BusinessName.....
PlotNo.....
LocationofBusinessPremises.....
Street/Road.....
PostalAddress.....TelNo.....
NatureofBusiness.....CurrentTradelicense.....
Expiring.....
MaximumValueofBusinesswhichyoucanHandleatAnyGivenTime:Ksh.....
NameofYourBankers.....Branch.....

Part2(a)SoleProprietor

YourNameinFull.....Age.....
Nationality.....CountryofOrigin.....
CitizenshipDetails.....

Part2(b)Partnership

GivenDetailsofpartnersasfollows:

Name	Nationality	CitizenshipDetails	Shares
.....
.....
.....
.....
.....
.....
.....

FORM RQ-3 PAST EXPERIENCE NAMES OF ATLEAST THREE CLIENTS

1. Name of 1st Client (organization)

- i) Name of Client (organization).....
- ii) Address of Client (organization).....
- iii) Name of Contact Person at the Client (organization).....
- iv) Telephone No. of Client.....
- v) Duration of Contract (date).....
- vi) Signature and Stamp of Organization.....

Attach documental evidence

2. Name of 2nd Client (organization)

- i) Name of Client (organization).....
- ii) Address of Client (organization).....
- iii) Name of Contact Person at the Client (organization).....
- iv) Telephone No. of Client.....
- v) Duration of Contract (date).....
- vi) Signature and Stamp of Organization.....

Attach documental evidence

3. Name of 3rd Client (organization)

- i) Name of Client (organization).....
- ii) Address of Client (organization).....
- iii) Name of Contact Person at the Client (organization).....
- iv) Telephone No. of Client.....
- v) Duration of Contract (date).....
- vi) Signature and Stamp of Organization.....

Attach documental evidence

FORM RQ-4- LITIGATION HISTORY

Name of Contractors/Suppliers.....

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

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

FORM RQ-5- SWORNSTATEMENT

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

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

Applicant's Name/Company
Name.....

Represented
By.....

Date.....

Signature & Stamp.....
(BY MAGISTRATE OF ADVOCATE FOR THE OATHS)
(Full name and designation of the person signing and stamp or seal)