



**PREQUALIFICATION OF SUPPLIERS FOR PROVISION OF  
PUBLIC RELATIONS SERVICES**

**TENDER NUMBER: KCAU/PREQ/001/2025**

**KCA UNIVERSITY  
THIKA ROAD, RUARAKA  
P.O. BOX 56808, 00200 NAIROBI.**

**EMAIL: [supplychain@kcau.ac.ke](mailto:supplychain@kcau.ac.ke)**

**CLOSING DATE: FRIDAY, 27<sup>th</sup> MARCH, 2025 AT 11:00AM**



KCA University (KCAU), is a Premier Private University with campuses in Ruaraka (Main), Kitengela, Nairobi CBD, and Western Campus Kisumu, delivers tertiary education to over 26,000 learners. We invite eligible candidates for prequalification.

1.1. Name of Contract: REGISTRATION OF MARKET RESEARCH PROVIDERS

1.2. Registration Reference No.: **KCAU/PREQ/001/2025**

1.3. The KCA University invites sealed applications from eligible firms to participate in the prequalification for the applicable categories as tabulated below: -

<b>Tender Number and Description</b>	<b>Eligibility</b>	<b>Pre-proposal Meeting date and Time</b>	<b>Prequalification Closing/ Submission date</b>
<b>KCAU/PREQ-001/2025</b> Registration for PR Services	Open to PR Agents	N/A	Friday, 27 <sup>th</sup> March, 2025 at 11.00 a.m.

1.4. The Prequalification Application Must be prepared in indelible ink with no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialled by the person or persons signing the Registration

1.5. The Prequalification Application should be prepared and submitted on email to ***supplychain@kcau.ac.ke***

1.6. The closing date for submission of registration documents shall be on Friday, 21st March, 2025 a.m. 11.00 a.m. East African time.

1.7. All registration document including the attachments must be sequentially paginated/ serialized

1.8. Late submissions will be rejected

1.9. Any form of canvassing will lead to automatic disqualification.

## **QUALIFICATION CRITERIA AND REQUIREMENTS**

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

## REQUIREMENTS

### (a) Category 1 Mandatory Requirements (Regulatory Certification)

This pertains to documents to be submitted by any eligible business and firms registered wishing to apply for the open categories. Not reserved for any special group. They include: -

No.	Requirement	Pass/Fail
1.	Certified copy of Certificate of Registration / Certificate of Incorporation.	
2.	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	
3.	Certified copy of Certificate of Confirmation of Directors and Shareholding (CR12) (Issued within the last 12 Months for Limited Companies or copy of Identification Card (ID) for Sole Proprietors	
4.	Certified Valid copy of the County Government Trading license / Single Business Permit	
5.	The bid document "Original" must be sequentially paginated/ serialized in the format 1, 2,3,4.....	
6.	Must dully fill and sign Tenderer's Eligibility- Confidential Business Questionnaire in the format provided	
7.	Must dully fill and sign Tenderer's Eligibility- <b>FORM SDI</b> - Self Declaration That the Person/Tenderer Is Not Debarred in The Matter of The Public Procurement and Asset Disposal Act 2015	
8.	Must dully fill and sign Tenderer's Eligibility- <b>FORM SD2</b> - Self Declaration That the Person/Tenderer Will Not Engage in Any Corrupt or Fraudulent Practice	
9.	Three (3) copies of award letters or Contracts for provision of similar SERVICES	

#### NOTES:

- The list will be used for source for quotations competitively basis as and when needs arises.
- Failure to produce these certificates and filling the forms will lead to automatic disqualification of the candidate. Evaluation shall be on a Yes / No Criteria.

## FIRMS'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE

### Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

#### a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of state which stock exchange	

### General and Specific Details

a) **Sole Proprietor**, provide the following details.

Name in full \_\_\_\_\_ Age \_\_\_\_\_

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

Citizenship \_\_\_\_\_

b) **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

c) **Registered Company**, provide the following details.

(i) Private or public Company \_\_\_\_\_

(ii) State the nominal and issued capital of the Company

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

(iii) Give details of Directors as follows.

	<b>Names of Director</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

d) **DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.**

i) Are there any person/persons in..... (*Name of Procuring Entity*) who has/have an interest or relationship in this firm? Yes/ No.....

If yes, provide details as follows.

	<b>Names of Person</b>	<b>Designation in the Procuring Entity</b>	<b>Interest or Relationship with Tenderer</b>
1			
2			
3			

**ii) Conflict of interest disclosure**

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
1	Tenderer directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

**e) Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name \_\_\_\_\_ Title or Designation \_\_\_\_\_

\_\_\_\_\_

**(Signature)**

**SELF-DECLARATION FORMS**

**FORM SD1**

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,.....of Post Office Box.....being a resident of.....in the Republic of.....do hereby make a statement as follows: -

THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of.....(insert name of the Company) who is a Bidder in respect of Tender No.....for.....(insert tender title/description) for.....(insert name of the Procuring entity) and duly authorized and competent to make this statement.

THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in Procurement proceeding under Part IV of the Act.

THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....

.....  
(Title) (Signature) (Date)

Bidder Official Stamp

**FORM SD 2**

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE**

I, .....of P. O.  
Box.....being a resident  
of.....in the Republic of.....do  
hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director  
of..... (insert name of  
the Company) who is a Bidder in respect of Tender  
No.....for.....  
.....(insert tender  
title/description)  
for.....(insert name of the  
Procuring entity) and duly authorized and competent to make this statement.

THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any  
corrupt or fraudulent practice and has not been requested to pay any inducement to any  
member of the Board, Management, Staff and/or employees and/or agents of  
..... (insert name of the Procuring entity)  
which is the procuring entity.

THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any  
inducement to any member of the Board, Management, Staff and/or  
employees and/or agents of ..... (name of the  
procuring entity).

THAT the aforesaid Bidder will not engage/has not engaged in any collusive practice with  
other bidders participating in the subject tender.

THAT what is deponed to herein above is true to the best of my knowledge information  
and belief.

.....  
.....  
.....  
(Title) (Signature) (Date)

Bidder's Official Stamp



