



THE OPEN UNIVERSITY OF KENYA (OUK)

The innovative university for inclusive prosperity

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**PRE-QUALIFICATION DOCUMENT FOR REGISTRATION OF SUPPLIERS
FOR SUPPLY AND DELIVERY OF GOODS, PROVISION OF SERVICES AND
WORKS**

FINANCIAL YEARS 2026/2027 – 2027/2028

Invitation for Pre-qualification No.: OUK/PREQ/001/2026-2028

Contract Name: Prequalification/Registration of Suppliers for Supply and
Delivery of Goods, Provision of Services and Works for the Financial Years
2026/2027 – 2027/2028

Procuring Entity: The Open University of Kenya

Issued on: Tuesday, 4th August 2026

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INVITATION TO APPLY FOR PREQUALIFICATION

Name of Contract: **Prequalification/Registration of Suppliers for Goods, Services and Works, FY 2026/2027 – 2027/2028**

Prequalification Reference No.: **OUK/PREQ/001/2026-2028**

1. The Open University of Kenya (OUK) intends to prequalify contractors, suppliers and service providers for the supply and delivery of goods, provision of services and works under the categories listed in the tables below for a period of two (2) years covering Financial Years 2026/2027 and 2027/2028, subject to annual review of satisfactory performance. Certain categories are exclusively reserved for enterprises owned by Youth, Women and Persons with Disabilities registered under the Access to Government Procurement Opportunities (AGPO) programme pursuant to the Public Procurement and Asset Disposal Act, 2015.
2. It is expected that invitations to tender will be made in 4th August 2026. Tendering will be conducted through national competitive procurement procedures using standardized documents and will be open to all applicants who prequalify under the respective category.
3. Qualified and interested applicants may obtain further information and inspect the Prequalification Document during office hours, 0800 to 1700 Hours, Monday to Friday, at the address given below.
4. A complete set of the Prequalification Document may be viewed and downloaded **FREE OF CHARGE** from the University website www.ouk.ac.ke or the Public Procurement Information Portal www.tenders.go.ke. Applicants who download the Prequalification Document should forward their particulars (name of firm, category number applied for, e-mail address and telephone contact) immediately to procurement@ouk.ac.ke to facilitate any further clarification or addendum.
5. Applications for prequalification, in plain sealed envelopes clearly marked with the Category Number and Description, should be submitted by postal service or hand/courier delivery and deposited in the Tender Box located at Open University of Kenya, 1st floor Konza Complex or be delivered to the address given below so as to be received on or before Thursday, 20th August 2026 at 1130 Hours East African Time.
6. Late applications are liable to be rejected.
7. Address for submission of Applications:

**The Vice-Chancellor,
The Open University of Kenya,
The Cradle, 1st Floor, Silicon Savanna, Konza Technopolis,
P.O. Box 2440 – 00606, Nairobi, Kenya.**

TABLE A – OPEN CATEGORIES (GOODS, SERVICES AND WORKS)

S/No.	Category No.	Description of Goods, Works and Services	Eligibility
1	OUK/001/OP/2026-2028	Supply and Delivery of Computers, Laptops, UPS, Printers, Scanners, Mobile Devices and related ICT Equipment, Consumables, Supplies and Accessories	Open
2	OUK/002/OP/2026-2028	Supply and Delivery of Servers, Telephone Heads, Networking Equipment, Internet and other Telecommunication Equipment, Services and Spares	Open
3	OUK/003/OP/2026-2028	Supply and Delivery of Office Furniture, Fittings and Equipment	Open
4	OUK/004/OP/2026-2028	Supply and Delivery of Motor Vehicle Tyres, Tubes, Batteries and Accessories	Open
5	OUK/005/OP/2026-2028	Supply and Delivery of Electrical Items, Fittings and Electronic Equipment	Open
6	OUK/006/OP/2026-2028	Design, Supply, Delivery and Commissioning of Enterprise Business Systems including Enterprise Resource Planning (ERP), Bulk SMS and Electronic Payment Solutions	Open
7	OUK/007/OP/2026-2028	Supply and Delivery of Physical Books, Textbooks and E-Books	Open
8	OUK/008/OP/2026-2028	Provision of Insurance Services	Open
9	OUK/009/OP/2026-2028	Provision of Repairs and Maintenance of Computers, Laptops, Printers, Scanners, UPS and Telephone Devices	Open
10	OUK/010/OP/2026-2028	Provision of Teleconferencing, Cloud Video Conferencing, Photography, Videography, TV and Radio Infomercials, Live Streaming, Documentaries, Public Address Systems and related Services	Open
11	OUK/011/OP/2026-2028	Provision of Repairs and Servicing of Motor Vehicles, Spares and related Services	Open
12	OUK/012/OP/2026-2028	Provision of Service, Repair and Maintenance of Telecommunication Equipment, PABX Equipment, Air Conditioning and related Services	Open
13	OUK/013/OP/2026-2028	Provision of Software and Licenses	Open
14	OUK/014/OP/2026-2028	Provision of Security and Guard Services	Open
15	OUK/015/OP/2026-2028	Provision of Internet Services, WAN, Web Hosting, E-mail and related Services	Open
16	OUK/016/OP/2026-2028	Provision of Advertising and Creative Agency Services	Open
17	OUK/017/OP/2026-2028	Provision of Installation, Repair, Service and Maintenance of Telecommunication, PABX Equipment, LAN, CCTV and Access Control Systems	Open

TABLE A – OPEN CATEGORIES (GOODS, SERVICES AND WORKS)

S/No.	Category No.	Description of Goods, Works and Services	Eligibility
18	OUK/018/OP/2026-2028	Provision of Hotel Accommodation, Conference Facilities, Seminar and other Events Management Services for various Regions in Kenya	Open
19	OUK/019/OP/2026-2028	Provision of Press and Publicity Services	Open
20	OUK/020/OP/2026-2028	Provision of Travel and Air Ticketing Services – Local and International	Open
21	OUK/021/OP/2026-2028	Provision of Major Works: Building Construction, General Civil Works, Electrical Works and Plumbing (NCA-registered Contractors)	Open
22	OUK/022/OP/2026-2028	Provision of Studies and Consultancy Services such as Baseline Surveys, Strategic Plans, Mid-Term Reviews, End-Term Reviews, Customer Satisfaction Surveys, Policies and related Studies/Consultancies	Open
23	OUK/023/OP/2026-2028	Provision of Asset Valuation and related Services	Open
24	OUK/024/OP/2026-2028	Provision of Professional Debt Collection Services	Open
25	OUK/025/OP/2026-2028	Provision of Consultancy on E-Learning and Online Systems	Open
26	OUK/026/OP/2026-2028	Provision of ICT Management Consulting, ICT Systems Audit and Training on ICT Security Solutions	Open
27	OUK/027/OP/2026-2028	Provision of Legal Services	Open
28	OUK/028/OP/2026-2028	Provision of External Audit Services by Registered Audit Firms (ICPAK Registered)	Open
29	OUK/029/OP/2026-2028	Provision of Event Management Services e.g. Tents, Chairs, Décor etc.	Open
30	OUK/030/OP/2026-2028	Provision of Catering Services	Open
31	OUK/031/OP/2026-2028	Supply and Delivery of Fuel, Oil, Lubricants and Liquefied Petroleum Gas	Open
32	OUK/032/OP/2026-2028	Supply and Delivery of Building Materials, General Hardware, Plumbing Materials, Pipes, Fittings and Water Storage Tanks	Open
33	OUK/033/OP/2026-2028	Supply, Delivery and Maintenance of Fire Fighting Equipment and Safety Gear	Open
34	OUK/034/OP/2026-2028	Supply and Delivery of Laboratory Equipment, Chemicals, Reagents and related Supplies	Open
35	OUK/035/OP/2026-2028	Supply, Installation, Testing, Commissioning and Maintenance of Generators, Water Pumps and related Equipment	Open
36	OUK/036/OP/2026-2028	Provision of Environmental Impact Assessment, Environmental Audits and	Open

TABLE A – OPEN CATEGORIES (GOODS, SERVICES AND WORKS)			
S/No.	Category No.	Description of Goods, Works and Services	Eligibility
		Environmental Management Plans (NEMA-licensed Experts/Firms)	
37	OUK/037/OP/2026-2028	Provision of Land Survey, Geotechnical Surveys and related Services	Open
38	OUK/038/OP/2026-2028	Provision of Asset Tagging, Identification and Coding Services	Open
39	OUK/039/OP/2026-2028	Provision of Billboard Advertising, Outdoor Signage, Branding and related Services	Open

TABLE B – RESERVED CATEGORIES (AGPO: YOUTH, WOMEN & PERSONS WITH DISABILITIES)			
S/No.	Category No.	Description of Goods, Works and Services	Eligibility
1	OUK/001/RES/2026-2028	Supply and Delivery of General Office Stationery	Reserved – AGPO (Youth, Women & PWDs)
2	OUK/002/RES/2026-2028	Supply and Delivery of Toners, Cartridges and related Printing Consumables	Reserved – AGPO (Youth, Women & PWDs)
3	OUK/003/RES/2026-2028	Supply and Delivery of Staff Uniforms, Graduation Gowns, Corporate Wear, Linen and related Equipment	Reserved – AGPO (Youth, Women & PWDs)
4	OUK/004/RES/2026-2028	Design, Supply and Delivery of Promotional Materials e.g. Umbrellas, Caps, T-Shirts, Bags, Pens, Banners, Flyers, Mugs etc.	Reserved – AGPO (Youth, Women & PWDs)
5	OUK/005/RES/2026-2028	Supply and Delivery of Crockery, Culinary and Kitchen Items	Reserved – AGPO (Youth, Women & PWDs)
6	OUK/006/RES/2026-2028	Supply and Delivery of Cleaning Materials e.g. Laundry Soap Powder, Detergents, Disinfectants etc.	Reserved – AGPO (Youth, Women & PWDs)
7	OUK/007/RES/2026-2028	Provision of General Printing Services	Reserved – AGPO (Youth, Women & PWDs)
8	OUK/008/RES/2026-2028	Provision of Fumigation and Pest Control Services	Reserved – AGPO (Youth, Women & PWDs)
9	OUK/009/RES/2026-2028	Provision of Cleaning, Laundry, Sanitary Services and Materials, and Garbage/Waste Collection	Reserved – AGPO (Youth, Women & PWDs)
10	OUK/010/RES/2026-2028	Provision of Courier Services, Car Hire and Leasing Services	Reserved – AGPO (Youth, Women & PWDs)
11	OUK/011/RES/2026-2028	Provision of Small Works, Repairs and Maintenance of Offices, Equipment, Electricals, Furniture and Fittings	Reserved – AGPO (Youth, Women & PWDs)

TABLE B – RESERVED CATEGORIES (AGPO: YOUTH, WOMEN & PERSONS WITH DISABILITIES)			
S/No.	Category No.	Description of Goods, Works and Services	Eligibility
12	OUK/012/RES/2026-2028	Provision of Sign Language Interpretation Services	Reserved – AGPO (Youth, Women & PWDs)
13	OUK/013/RES/2026-2028	Supply and Delivery of Newspapers, Magazines and Periodicals	Reserved – AGPO (Youth, Women & PWDs)
14	OUK/014/RES/2026-2028	Supply and Delivery of Bottled Drinking Water and Soft Drinks	Reserved – AGPO (Youth, Women & PWDs)
15	OUK/015/RES/2026-2028	Supply and Delivery of Foodstuffs (Cereals, Meat, Poultry, Eggs, Fresh Milk, Fresh Fruits and Vegetables)	Reserved – AGPO (Youth, Women & PWDs)
16	OUK/016/RES/2026-2028	Supply and Delivery of Sports Uniforms, Equipment and Accessories	Reserved – AGPO (Youth, Women & PWDs)
17	OUK/017/RES/2026-2028	Provision of Landscaping, Grounds Maintenance and Supply of Tree and Flower Seedlings	Reserved – AGPO (Youth, Women & PWDs)

PART 1 - APPLICATION PROCEDURES

SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

A. General

1. 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, Goods or Non-Consulting Services is described in Section V (Scope of Works, Goods or Non-Consulting Services).

2. Source of Funds

2.1 The Source of Funds is specified in the PDS, if deemed necessary.

3. 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 Application Submission Letter.

5. Eligible Applicants

5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 6.1 and 6.2. 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 Sisters; 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 a 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 contract. 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 6.1 and 6.2. 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. This criterion also shall apply to the determination of the nationality of proposed 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 An Applicant shall not be under sanction of debarment from tendering by the PPRA as the result of the execution of a Tender/Proposal-Securing Declaration.

5.9 Applicants that are state-owned enterprises 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.

5.10 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 across a 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 6.1(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 Document

7. Sections of the 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 ITA 9. PART 1 – Prequalification Procedures: Section I – Instructions to Applicants (ITA); Section II – Prequalification Data Sheet (PDS); Section III – Qualification Criteria and Requirements; Section IV – Application Forms. PART 2 – Works, Goods, or Non-Consulting Services Requirements: Section V – 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 9. 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 Document, 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 9 and in accordance with the provisions of ITA 18.2.

8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit, 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 Document. 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-application meeting at the webpage identified in the PDS. Any modification to the Prequalification Document that may become necessary as a result of the pre-arranged site visit or

the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITA 9 and not through the minutes of the pre-application meeting. Non-attendance at the pre-arranged site visit and the pre-application meeting will not be a cause for disqualification of an Applicant.

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 18.2.

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 the 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 5, 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 are to be converted); (b) value of single contract – exchange rate prevailing on the date of the contract. 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.

15.3 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 to 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 process or contract management.

15.4 The purpose of the information described in ITA 15.3 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.

15.5 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control, including information on any changes to the information which was provided by the Applicant. The obligation to provide 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.

15.6 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.

15.7 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.

15.8 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: (a) if the procurement process is still ongoing, the Applicant will be disqualified from the procurement process; (b) if the contract has been awarded to that Applicant, the contract award will be set aside; and (c) 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.

15.9 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 in ITA 15.8 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 12 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 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: (a) bear the name and address of the Applicant; (b) be addressed to the Procuring Entity, in accordance with ITA 18.1; and (c) bear the specific identification of this prequalification process indicated in 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 17.1 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 the 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 9, 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 PDS 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 18.1) shall be opened in accordance with the procedures specified in the PDS.

20.3 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the names 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 the 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.

22.2 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 22.1, 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 the PDS, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated therein ("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 minor 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, Goods or Non-Consulting Services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works, Goods or Non-Consulting Services unless their parts of the Works, Goods or Non-Consulting Services were previously designated by the Procuring Entity in the PDS as capable of being met by Specialized Subcontractors, in which case: (a) the Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III; and (b) 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 Subcontractor, the tender submitted by the Applicant shall include the same Specialized Subcontractor, failing which such tender may be rejected unless a change in the Specialized Subcontractor 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 of 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 26.2 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 whose 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.

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

29. 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.

29.2 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.

29.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

30. Changes in Qualifications of Applicants

30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 28 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 (see the Request for Review form annexed to this document).

SECTION II - PREQUALIFICATION DATA SHEET (PDS)

SECTION II - PREQUALIFICATION DATA SHEET (PDS)	
Reference to ITA Clause	Particulars of Appendix to Instructions to Applicants
A. General	
ITA 1.1	The Procuring Entity is: The Open University of Kenya (OUK), Konza Technopolis, P.O. Box 2440 – 00606, Nairobi, Kenya. The identification of the Invitation for Prequalification is: Prequalification No. OUK/PREQ/001/2026-2028 Prequalification/Registration of Suppliers for Supply and Delivery of Goods, Provision of Services and Works for the Financial Years 2026/2027 – 2027/2028. The particular type of contract is: Works, Goods and Non-Consulting Services. The application is for: the categories of goods, services and works listed in the Invitation to Apply for Prequalification and in Section V (Scope of Works, Goods or Non-Consulting Services), each category constituting a separate lot. Certain categories (Table B) are reserved for AGPO-registered enterprises owned by Youth, Women and Persons with Disabilities. Prequalification will be based on: individual contracts (category by category). An Applicant may apply for one or more categories, submitting a separate application document for each category.
ITA 2	The Source of Funds shall be: The Government of Kenya
ITA 5.1	Maximum number of members in the JV shall be: None
B. Contents of the Prequalification Document	
ITA 8.1	For clarification purposes, the Procuring Entity's address is: Attention: The Head of Procurement, The Open University of Kenya. Physical Address: The Cradle, Silicon Savanna, Konza Technopolis, Kenya. Postal Address: P.O. Box 2440 – 00606, Nairobi, Kenya. Telephone: +254 702 212 212 / +254 703 211 211. Electronic mail address: procurement@ouk.ac.ke. Web page: https://ouk.ac.ke/index.php/tenders and the Public Procurement Information Portal www.tenders.go.ke, where prequalification information, clarifications and addenda shall be published.
ITA 8.2	A Pre-Application Meeting will be held: No. A pre-arranged site visit will be held: Not applicable to this prequalification/registration of suppliers.
ITA 8.3	Questions and requests for clarification made in writing or by e-mail shall reach the Procuring Entity not later than (5) days before the deadline for submission of applications.
ITA 8.5	Minutes of any pre-arranged site visit and pre-application meeting (if held) shall be published at: www.ouk.ac.ke .
ITA 9.2	Any Addendum issued shall be published at: https://ouk.ac.ke/index.php/tenders and www.tenders.go.ke .

SECTION II – PREQUALIFICATION DATA SHEET (PDS)

C. Preparation of Applications

ITA 12.1(d)	The Applicant shall submit with its Application the following additional documents (MANDATORY; failure to submit shall lead to disqualification): 1. Evidence of registration on the electronic Government Procurement (e-GP) System (www.egpkenya.go.ke). ALL suppliers are expected to be registered on the e-GP system as required by the National Treasury. 2. Certified copy of Certificate of Incorporation / Certificate of Business Registration. 3. Valid Tax Compliance Certificate issued by the Kenya Revenue Authority (KRA). 4. Copy of CR12 Form from the Registrar of Companies (for limited companies) issued within the last twelve (12) months, or copies of National Identity Cards of the proprietor(s)/partners (for sole proprietorships and partnerships). 5. Valid Business Permit from the relevant County Government. 6. Duly completed and signed Confidential Business Questionnaire disclosing details of ownership, directors and beneficial ownership. 7. Duly signed Certificate of Independent Tender Determination in compliance with the Competition Act, 2010 (annexed to Section IV). 8. Duly signed Self-Declaration Forms SD1 and SD2 (that the Applicant is not debarred and will not engage in fraudulent or corrupt practices). 9. Valid AGPO Certificate issued by the National Treasury (MANDATORY for reserved categories in Table B only). 10. Valid registration/license from the relevant regulatory body, WHERE APPLICABLE TO THE SPECIFIC CATEGORY APPLIED FOR, as set out in the table below. An Applicant need only submit the license(s) corresponding to the category(ies) it is applying for; if an Applicant's category is not listed in the table, no sector-specific regulatory license is required under this item (all other mandatory documents in this list still apply).
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Regulatory Body / License Required	Category Code(s)	Category Description
National Construction Authority (NCA) – valid contractor registration in the relevant category and financial class	OUK/021/OP/2026-2028	Major Works: Building Construction, General Civil Works, Electrical Works and Plumbing
Insurance Regulatory Authority (IRA) license AND Association of Kenya Insurers (AKI) membership – both required	OUK/008/OP/2026-2028	Provision of Insurance Services
Private Security Regulatory Authority (PSRA) license	OUK/014/OP/2026-2028	Provision of Security and Guard Services
Law Society of Kenya (LSK) practicing certificate	OUK/027/OP/2026-2028	Provision of Legal Services

SECTION II - PREQUALIFICATION DATA SHEET (PDS)			
	Energy and Petroleum Regulatory Authority (EPRA) license	OUK/021/OP/2026-2028; OUK/031/OP/2026-2028	Electrical Works (component of Major Works); Supply of Fuel, Oil, Lubricants and LPG
	Communications Authority of Kenya (CA) license/type approval	OUK/002/OP/2026-2028; OUK/012/OP/2026-2028; OUK/015/OP/2026-2028; OUK/017/OP/2026-2028)	Servers/Networking/Telecom Equipment & Spares; Repair & Maintenance of Telecom/PABX/ Air-Conditioning; Internet, WAN, Web Hosting & E-mail Services; Installation/Repair/Maintenance of Telecom, PABX, LAN, CCTV and Access Control
	IATA/KATA accreditation	OUK/020/OP/2026-2028	Provision of Travel and Air Ticketing Services
	Institute of Certified Public Accountants of Kenya (ICPAK) – firm and lead partner registration	OUK/028/OP/2026-2028	Provision of External Audit Services by Registered Audit Firms
	Valuers Registration Board – registered valuer(s)	OUK/023/OP/2026-2028	Provision of Asset Valuation and related Services
	National Environment Management Authority (NEMA) – licensed EIA/Environmental Audit expert or firm	OUK/036/OP/2026-2028	Provision of Environmental Impact Assessment, Environmental Audits and Environmental Management Plans
	Land Surveyors Board – registered surveyor	OUK/037/OP/2026-2028	Provision of Land Survey, Geotechnical Surveys and related Services
	12. Audited financial statements for the last two (2) years, OR certified bank statements for the last six (6) months if audited statements are not available. MANDATORY for: Provision of Major Works (OUK/021/OP/2026-2028) and Provision of Insurance Services (OUK/008/OP/2026-2028). Recommended (but not mandatory) for all other categories. 13. Company profile including physical address, contacts, directors, key personnel and at least three (3) references from organizations where similar goods, services or works have been supplied or performed.		
ITA 15.2	The source for determining exchange rates is: The Central Bank of Kenya (www.centralbank.go.ke).		
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: one (1) copy, clearly marked “COPY”.		
D. Submission of Applications			
ITA 18.1	The deadline for Application submission is: Date: Thursday, 20th August 2026. Time: 1130 Hours East African Time. For Application submission purposes only, the Procuring Entity's address is: Attention: The Vice-Chancellor, The Open University of Kenya.		

SECTION II – PREQUALIFICATION DATA SHEET (PDS)	
	Tender Box, 1st Floor, Konza Technopolis; P.O. Box 2440 – 00606, Nairobi. Kenya. Telephone: +254 702 212 212 / +254 703 211 211. E-mail address: vc@ouk.ac.ke/procurement@ouk.ac.ke.
ITA 19.1	Late Applications will be rejected. The Procuring Entity will NOT accept late applications.
ITA 20.1	The opening of the Applications shall be on Thursday, 20th August 2026 at 1130 Hours East African Time, immediately after the deadline for submission, at: The Open University of Kenya Boardroom, Konza Technopolis, in the presence of Applicants or their representatives who choose to attend.
E. Procedures for Evaluation of Applications	
ITA 24.1	A margin of preference SHALL NOT apply.
ITA 25.1	At this time the Procuring Entity DOES NOT INTEND to execute certain specific parts of the Works by sub-contractors selected in advance.
ITA 25.2	The parts of the Works for which the Procuring Entity permits Applicants to propose Specialized Subcontractors are designated as follows: None (Not Applicable).
ITA 31.1	An Applicant who wishes to make a Procurement-related Complaint should submit its complaint in writing (by the quickest means available, that is either by hand delivery or e-mail) to: For the attention: The Vice-Chancellor. Title/position: Accounting Officer, The Open University of Kenya. Procuring Entity: The Open University of Kenya, Konza Technopolis, P.O. Box 2440 – 00606, Nairobi. E-mail address: vc@ouk.ac.ke (copy to procurement@ouk.ac.ke). In summary, at this stage, a Procurement-related Complaint may challenge any of the following: (a) the terms of the Prequalification Documents; and (b) the Procuring Entity's decision not to prequalify an Applicant. Applicants dissatisfied with the outcome of the complaint may seek administrative review by the Public Procurement Administrative Review Board (PPARB) in accordance with Part XV of the PPADA 2015 using the Request for Review form annexed to this document.

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 criteria apply to each category (lot) applied for. Where the category is for Supply of Goods or Non-Consulting Services, references to “construction” and “Contractor” shall be read as “supply” and “Supplier” or “provision of services” and “Service Provider”, as appropriate.
3. Evaluation shall be conducted in two stages: Stage 1 – Mandatory/Eligibility Requirements (pass/fail) based on criteria 1.1 to 2.4 and the documents listed in PDS ITA 12.1(d); and Stage 2 – Qualification (pass/fail) based on criteria 3.1 to 4.2. Only Applicants who pass Stage 1 shall proceed to Stage 2. All Applicants whose Applications substantially meet or exceed the specified requirements shall be prequalified for the respective category in accordance with ITA 28.1.
4. Criterion 1.6 (Regulatory Registration – Insurance Category) applies exclusively to Applicants applying for Provision of Insurance Services (OUK/008/OP/2026-2028), who must hold a valid Insurance Regulatory Authority (IRA) license for the relevant class(es) of insurance business and current membership of the Association of Kenya Insurers (AKI), in addition to all other generally applicable criteria in this Section. Applicants for all other categories should treat criterion 1.6 as Not Applicable.

ELIGIBILITY AND QUALIFICATION CRITERIA – FOR EACH CATEGORY (LOT) APPLIED FOR							
No.	Subject	Requirement	Single Entity	JV: All Combined	JV: Each Member	JV: One Member	Form
1. Eligibility							
1.1	Nationality	Nationality in accordance with ITA 5.5.	Must meet	Must meet	Must meet	N/A	ELI 1.1 & 1.2
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 5.6.	Must meet	Must meet	Must meet	N/A	App. Letter
1.3	Eligibility	Not declared ineligible by not meeting any of the conditions in ITA 5 and 6, including submission of all mandatory documents listed in PDS ITA 12.1(d) (e-GP registration, tax compliance, registration certificates, permits, CBQ, CITD, SD1/SD2, regulatory licenses and, for Table B categories, a valid AGPO Certificate).	Must meet	Must meet	Must meet	N/A	App. Letter
1.4	State-owned Entity in Kenya	Applicant required to meet conditions of ITA 5.9.	Must meet	Must meet	Must meet	N/A	ELI 1.1 & 1.2

ELIGIBILITY AND QUALIFICATION CRITERIA – FOR EACH CATEGORY (LOT) APPLIED FOR							
No.	Subject	Requirement	Single Entity	JV: All Combined	JV: Each Member	JV: One Member	Form
1.5	UN Resolution or Laws of Kenya	Not having been excluded as a result of prohibition in the laws of Kenya or official regulations against commercial relations, or by an act of compliance with a UN Security Council resolution, in accordance with ITA 6.1 and 6.2 and Section V.	Must meet	Must meet	Must meet	N/A	ELI 1.1 & 1.2
1.6	Regulatory Registration – Insurance Category	Applicable only to Provision of Insurance Services (OUK/008/OP/2026-2028): the Applicant shall hold (i) a valid and current license issued by the Insurance Regulatory Authority (IRA) authorizing it to underwrite/transact the class(es) of insurance business relevant to the risks to be covered; and (ii) valid membership of the Association of Kenya Insurers (AKI) in good standing. Both must be current as at the Application submission deadline. Not applicable to any other category.	Must meet	Must meet	Must meet	N/A	ELI 1.1 & 1.2
2. Historical Contract Non-Performance							
2.1	History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of the contractor's/supplier's default since 1st January 2022.	Must meet	Must meet	Must meet	N/A	CON-2
2.2	Suspension on Tender-Securing Declaration	Not under suspension based on execution of a Tender/Proposal-Securing Declaration pursuant to ITA 5.8.	Must meet	Must meet	Must meet	N/A	App. Letter
2.3	Pending Litigation	Applicant's financial position and prospective long-term profitability still sound according to the criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant.	Must meet	N/A	Must meet	N/A	CON-2
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant since 1st January 2022.	Must meet	Must meet	Must meet	N/A	CON-2

ELIGIBILITY AND QUALIFICATION CRITERIA – FOR EACH CATEGORY (LOT) APPLIED FOR							
No.	Subject	Requirement	Single Entity	JV: All Combined	JV: Each Member	JV: One Member	Form
3. Financial Situation and Performance							
3.1	Financial Capabilities	(i) The Applicant shall demonstrate that it 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 cash flow requirements estimated as: Kenya Shillings One Million (KES 1,000,000) for goods and services categories; and Kenya Shillings five Million (KES 5,000,000) for the Major Works category (OUK/021/OP/2026-2028), net of the Applicant's other commitments. (ii) The Applicant shall also demonstrate, to the satisfaction of the Procuring Entity, that it has adequate sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments. (iii) The audited balance sheets or, if not required by the laws of Kenya, other financial statements acceptable to the Procuring Entity, for the last two (2) years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.	Must meet	(i)&(ii): Must meet; (iii): N/A	(iii): Must meet	N/A	FIN 3.1
3.2	Average Annual Turnover	Minimum average annual turnover of: Kenya Shillings Two Million (KES 2,000,000) for goods and services categories; and Kenya Shillings Twenty Million (KES 20,000,000) for the Major Works category; calculated as total certified payments received for contracts in progress and/or completed within the last two (2) years, divided by two (2) years.	Must meet	Must meet	25% of requirement	40% of requirement	FIN 3.2
4. Experience							

ELIGIBILITY AND QUALIFICATION CRITERIA – FOR EACH CATEGORY (LOT) APPLIED FOR							
No.	Subject	Requirement	Single Entity	JV: All Combined	JV: Each Member	JV: One Member	Form
4.1	General Experience	Experience under contracts in the role of prime contractor/supplier/service provider, JV member, subcontractor, or management contractor for at least the last three (3) years, starting 1st January 2023.	Must meet	N/A	Must meet	N/A	EXP 4.1
4.2(a)	Specific Experience	A minimum number of two (2) similar contracts specified below that have been satisfactorily and substantially completed as a prime contractor/supplier, joint venture member, management contractor or subcontractor between 1st January 2022 and the Application submission deadline. The similarity of the contracts shall be based on the nature of the goods, services or works of the category applied for as described in Section V, and of a scope and complexity comparable to the requirements of the Open University of Kenya.	Must meet	Must meet	N/A	N/A	EXP 4.2(a)
4.2(b)	Experience in Key Activities	For the Major Works category (OUK/021/OP/2026-2028) only: for the above and any other contracts substantially completed and under implementation as prime contractor, joint venture member, or subcontractor between 1st January 2022 and the Application submission deadline, a minimum construction experience in the following key activities successfully completed: building construction, general civil works, electrical works and plumbing, at volumes commensurate with the Applicant's NCA registration class. For all goods and services categories this criterion is Not Applicable.	Must meet	Must meet	N/A	N/A	EXP 4.2(b)

SECTION IV – APPLICATION FORMS

These forms shall be completed by the Applicant and submitted to the Procuring Entity as part of the Application. The forms shall not be modified by the Applicant.

1. APPLICATION SUBMISSION LETTER

Date: [insert day, month, and year]

Prequalification No. and title: OUK/PREQ/001/2026-2028 – Prequalification/Registration of Suppliers, FY 2026/2027 – 2027/2028

Category No. and Description applied for:

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To: The Vice-Chancellor, The Open University of Kenya, Konza Technopolis, P.O. Box 2440 – 00606, Nairobi, Kenya.

We, the undersigned, apply to be prequalified for the referenced prequalification and declare that:

a) No reservations: We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s). issued in accordance with ITA 9: [insert the number and issuing date of each addendum];

b) No conflict of interest: We have no conflict of interest in accordance with ITA 5.6;

c) Eligibility: We (and our subcontractors) meet the eligibility requirements as stated in ITA 5, and we have not been suspended by the Procuring Entity based on execution of a Tender/Proposal-Securing Declaration in accordance with ITA 5.8;

d) Suspension and Debarment: We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;

e) State-owned enterprise or institution: [select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITA 5.9];

f) Subcontractors and Specialized Subcontractors: We, in accordance with ITA 25.2, plan to subcontract the following key activities and/or parts of the works or supply contracts: [insert details, or state “None”];

g) Commissions, gratuities, fees: We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding tendering process or execution of the Contract:

Name of Recipient	Address	Reason	Amount

[If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application”]

h) Not bound to accept: We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to tender for the contract subject of this prequalification process, without incurring any liability to the Applicants, in accordance with ITA 27.1;

i) True and correct: All information, statements and descriptions contained in the Application are in all respects true, correct and complete to the best of our knowledge and belief.

Signed [insert signature(s) of an authorized representative(s) of the Applicant]

Name [insert full name of person signing the Application]

In the capacity of [insert capacity of person signing the Application]

Duly authorized to sign the Application for and on behalf of: Applicant's Name

Address [insert street number/town or city/country address]

Dated on day of, 20.....

[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached.]

2. FORM ELI-1.1 – APPLICANT INFORMATION FORM

Date: [insert day, month, and year]

Prequalification No. and title: OUK/PREQ/001/2026-2028 – Prequalification/Registration of Suppliers,
FY 2026/2027 – 2027/2028

Category No. and Description applied for:

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Applicant's name	[insert full name]
In case of Joint Venture (JV), name of each member	[insert full name of each member in JV]
Applicant's actual or intended country of registration	[indicate country of constitution]
Applicant's actual or intended year of incorporation	[indicate year of constitution]
Applicant's legal address (in country of registration)	[insert street/number/town or city/country]
Applicant's authorized representative information	Name: [insert full name] Address: [insert street/number/town or city/country] Telephone/Fax: [insert numbers incl. country and city codes] E-mail: [indicate e-mail address]
Attached are copies of original documents of:	1. Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 5.5. 2. In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 5.1. 3. In case of a state-owned enterprise or institution, in accordance with ITA 5.9, documents establishing: legal and financial autonomy; operation under commercial law; and that the Applicant is not under supervision of the Procuring Entity. 4. Included are the organizational chart, a list of the Board of Directors, and the beneficial ownership.

3. FORM ELI-1.2 – APPLICANT'S JV INFORMATION FORM

Date: [insert day, month, and year]

Prequalification No. and title: OUK/PREQ/001/2026-2028 – Prequalification/Registration of Suppliers, FY 2026/2027 – 2027/2028

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[The following form is additional to Form ELI-1.1 and shall be completed to provide information relating to each JV member (in case the Applicant is a JV) as well as any Specialized Subcontractor proposed to be used by the Applicant for any part of the Contract resulting from this prequalification.]

Applicant's name	[insert full name]
Applicant's JV Member's name	[insert full name of Applicant's JV Member]
JV Member's country of registration	[indicate country of registration]
JV Member's year of constitution	[indicate year of constitution]
JV Member's legal address in country of constitution	[insert street/number/town or city/country]
JV Member's authorized representative information	Name: [insert full name] Address: [insert street/number/town or city/country] Telephone/Fax: [insert numbers] E-mail: [indicate e-mail address]
Attached are copies of original documents of:	1. Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITA 5.5. 2. In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITA 5.9. 3. Included are the organizational chart, a list of the Board of Directors, and the beneficial ownership.

4. FORM CON-2 – HISTORICAL CONTRACT NON-PERFORMANCE, PENDING LITIGATION AND LITIGATION HISTORY

Date: [insert day, month, and year]

Prequalification No. and title: OUK/PREQ/001/2026-2028 – Prequalification/Registration of Suppliers, FY 2026/2027 – 2027/2028

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[The following table shall be filled in for the Applicant and for each member of a Joint Venture.]

Non-Performed Contracts in accordance with Section III

- Contract non-performance did not occur since 1st January 2022, as specified in Section III, Sub-Factor 2.1.
- Contract(s) not performed since 1st January 2022, as specified in Section III, Sub-Factor 2.1, detailed below:

Year	Non-performed portion of contract	Contract Identification (name/number; Procuring Entity name and address; reason(s) for non-performance)	Total Contract Amount (currency, exchange rate and KES equivalent)

Pending Litigation, in accordance with Section III

- No pending litigation in accordance with Section III, Sub-Factor 2.3.
- Pending litigation in accordance with Section III, Sub-Factor 2.3, as indicated below:

Year of dispute	Amount in dispute (currency)	Contract Identification (name/number; Procuring Entity; matter in dispute; party who initiated; status)	Total Contract Amount (currency, KES equivalent)

Litigation History in accordance with Section III

- No litigation history in accordance with Section III, Sub-Factor 2.4.
- Litigation history in accordance with Section III, Sub-Factor 2.4, as indicated below:

Year of award	Outcome as % of Net Worth	Contract Identification (name/number; Procuring Entity; matter in dispute; party who initiated; reason(s) and award decision)	Total Contract Amount (currency, KES equivalent)

5. FORM FIN-3.1 – FINANCIAL SITUATION AND PERFORMANCE

Date: [insert day, month, and year]

Prequalification No. and title: OUK/PREQ/001/2026-2028 – Prequalification/Registration of Suppliers, FY 2026/2027 – 2027/2028

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[The following table shall be filled in for the Applicant and for each member of a Joint Venture.]

1. Financial Data

Type of Financial Information (KES)	Year 1 (20....)	Year 2 (20....)
Statement of Financial Position (Balance Sheet)		
Total Assets (TA)		
Total Liabilities (TL)		
Total Equity/Net Worth (NW)		
Current Assets (CA)		
Current Liabilities (CL)		
Working Capital (WC)		
Information from Income Statement		
Total Revenue (TR)		
Profits Before Taxes (PBT)		
Cash Flow Information		
Cash Flow from Operating Activities		

2. Sources of Finance

Specify sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments:

No.	Source of Finance	Amount (KES equivalent)

3. Financial Documents

The Applicant and its parties shall provide copies of financial statements for two (2) years pursuant to Section III, Sub-Factor 3.1. The financial statements shall: (a) reflect the financial situation of the Applicant or, in case of a JV, the member, and not an affiliated entity (such as parent company or group member); (b) be independently audited or certified in accordance with local legislation; (c) be complete, including all notes to the financial statements; and (d) correspond to accounting periods already completed and audited.

☐ Attached are copies of financial statements for the two (2) years required above and complying with the requirements. [If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.]

6. FORM FIN-3.2 – AVERAGE ANNUAL TURNOVER (CONSTRUCTION / SUPPLY / SERVICE CONTRACTS)

Date: [insert day, month, and year]

Prequalification No. and title: OUK/PREQ/001/2026-2028 – Prequalification/Registration of Suppliers, FY 2026/2027 – 2027/2028

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[The following table shall be filled in for the Applicant and for each member of a Joint Venture. Complete Table A if a Contractor (works) or Table B if a Supplier/Service Provider.]

Table A (Complete if Contractor – Works)

Year	Amount & Currency	Exchange Rate*	KES Equivalent

Average Annual Construction Turnover:** KES

Table B (Complete if Supplier / Service Provider)

Year	Amount & Currency	Exchange Rate*	KES Equivalent

Average Annual Turnover:** KES

* Refer to ITA 15.2 for date and source of exchange rate (Central Bank of Kenya).

** Total Kenya Shilling equivalent for all years divided by the total number of years. See Section III, Sub-Factor 3.2.

7. FORM EXP-4.1 - GENERAL CONTRACT EXPERIENCE (CONSTRUCTION / SUPPLY / SERVICE)

Date: [insert day, month, and year]

Prequalification No. and title: OUK/PREQ/001/2026-2028 – Prequalification/Registration of Suppliers, FY 2026/2027 – 2027/2028

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[The following table shall be filled in for the Applicant and, in the case of a JV Applicant, each member. Identify contracts that demonstrate continuous work over the past three (3) years pursuant to Section III, Sub-Factor 4.1. List contracts chronologically according to their commencement (starting) dates.]

Starting Year	Ending Year	Contract Identification (contract name; brief description of the works/goods/services performed by the Applicant; amount; name and address of Procuring Entity/Client)	Role of Applicant (Prime Contractor / JV Member / Sub-contractor / Management Contractor)

**8. FORM EXP-4.2(a) – SPECIFIC CONTRACT AND CONTRACT MANAGEMENT EXPERIENCE
(CONSTRUCTION / SUPPLY / SERVICE)**

Date: [insert day, month, and year]

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[The following table shall be filled in for contracts performed by the Applicant, each member of a Joint Venture, and Specialized Sub-contractors. Complete one table for each of the two (2) similar contracts required under Section III, Sub-Factor 4.2(a).]

Similar Contract No. of 2 required	Information
Contract Identification	[insert contract name and number, if applicable]
Award date	[insert day, month, year]
Completion date	[insert day, month, year]
Role in Contract (tick one)	☐ Prime Contractor ☐ Member in JV ☐ Management Contractor ☐ Sub-contractor
Total Contract Amount	[insert total contract amount in local currency] KES [insert exchange rate and total contract amount in KES equivalent]
If member in a JV or sub-contractor, specify share in value of total contract amount and roles and responsibilities	[insert percentage amount; amount; roles and responsibilities]
Procuring Entity's/Client's Name, Address, Telephone and E-mail	[insert full name; street/number/town or city/country; telephone/fax; e-mail]
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III	1. Amount: [insert]. 2. Physical size/quantities of required items: [insert]. 3. Complexity: [insert]. 4. Methods/Technology: [insert]. 5. Rate of delivery/production for key activities: [insert]. 6. Other characteristics as described in Section V: [insert].

9. FORM EXP-4.2(b) – EXPERIENCE IN KEY ACTIVITIES (MAJOR WORKS CATEGORY ONLY)

Date: [insert day, month, and year]

Prequalification No. and title: OUK/PREQ/001/2026-2028 – Prequalification/Registration of Suppliers, FY 2026/2027 – 2027/2028

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All sub-contractors for key activities must complete the information in this form as per ITA 26.2 and Section III, Sub-Factor 4.2(b). This form is applicable to the Major Works category (OUK/021/OP/2026-2028) only.

Key Activity No.: [insert brief description of the activity, emphasizing its specificity]. Total quantity of activity under the contract:

Contract Identification	[insert contract name and number, if applicable]
Award date	[insert day, month, year]
Completion date	[insert day, month, year]
Role in Contract (tick one)	☐ Prime Contractor ☐ Member in JV ☐ Management Contractor ☐ Sub-contractor
Total Contract Amount	[insert amount in contract currency] KES [insert exchange rate and KES equivalent]
Quantity performed under the contract per year	Year 1: Total quantity (i) × Percentage participation (ii) = Actual quantity performed Year 2: Year 3:
Procuring Entity's/Client's Name, Address, Telephone, E-mail	[insert details]
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III	[insert response]

10. FORM CBQ – CONFIDENTIAL BUSINESS QUESTIONNAIRE

Date: [insert day, month, and year]

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[To be completed by all Applicants. Complete Part 1 and either Part 2(a), 2(b) or 2(c), whichever applies to your type of business.]

Part 1 – General

Business name	
Location of business premises (Country/Town; plot/street/building)	
Postal address, telephone and e-mail	
Nature of business	
Registration Certificate No. and date	
Maximum value of business which you can handle at any one time (KES)	
Name(s) of your bankers and branch(es)	

Part 2(a) – Sole Proprietor

Your name in full; age; nationality; citizenship details; country of origin	
--	--

Part 2(b) – Partnership

Give details of partners as follows (Name, Nationality, Citizenship details, Shares):

No.	Name	Nationality	Citizenship Details	Shares (%)

Part 2(c) – Registered Company

Private or public company	
State the nominal and issued capital of the company (KES)	

Give details of all directors and beneficial owners as follows:

No.	Name	Nationality	Citizenship Details	Shares (%)

I/We declare that the information given above is true and correct to the best of my/our knowledge and belief.

Signature and stamp: Date:

11. CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

Date: [insert day, month, and year]

Prequalification No. and title: OUK/PREQ/001/2026-2028 – Prequalification/Registration of Suppliers, FY 2026/2027 – 2027/2028

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I, the undersigned, in submitting the accompanying Application to The Open University of Kenya in response to Prequalification No. OUK/PREQ/001/2026-2028, hereby declare, on behalf of the Applicant, that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Application will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Applicant with authority to sign this Certificate, and to submit the Application on behalf of the Applicant;
4. For the purposes of this Certificate and the Application, I understand that the word “competitor” shall include any individual or organization, other than the Applicant, that could potentially submit an application in response to this prequalification, based on their qualifications, abilities or experience;
5. The Applicant discloses that [check one of the following, as applicable]:
 - a) the Applicant has arrived at the Application independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Applicant has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this prequalification, and the Applicant discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. The Applicant has not knowingly disclosed the Application, in whole or in part, to any competitor prior to the date and time of the official opening of applications, or of the awarding of the contract, whichever comes first, unless otherwise disclosed under paragraph 5(b) above;
7. In particular, without limiting the generality of paragraphs 5(a) or 5(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding: (a) prices or pricing methods; (b) the intention or decision to submit or not to submit an application; or (c) the submission of an application which does not meet the specifications and conditions of the prequalification; and
8. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works, goods or services to which this prequalification relates.

Name Signature

In the capacity of Duly authorized to sign for and on behalf of

Date

12. SELF-DECLARATION FORMS (SD1 AND SD2)

Date: [insert day, month, and year]

Prequalification No. and title: OUK/PREQ/001/2026-2028 – Prequalification/Registration of Suppliers, FY 2026/2027 – 2027/2028

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SD1 – Self-Declaration that the Applicant 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 Kenya, do hereby make a statement as follows:

1. THAT I am the Company Secretary/Director/Proprietor/Authorized Representative of (insert name of the Applicant), who is an Applicant in respect of Prequalification No. OUK/PREQ/001/2026-2028 for the Category for The Open University of Kenya, and duly authorized and competent to make this statement;

2. THAT the aforesaid Applicant, its directors and subcontractors have not been debarred from participating in procurement proceedings under Part IV of the Public Procurement and Asset Disposal Act, 2015;

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

Signed and stamped: Dated:

SD2 – Self-Declaration that the Applicant Will Not Engage in Any Corrupt or Fraudulent Practice

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

1. THAT I am the Company Secretary/Director/Proprietor/Authorized Representative of (insert name of the Applicant), who is an Applicant in respect of Prequalification No. OUK/PREQ/001/2026-2028 for The Open University of Kenya, and duly authorized and competent to make this statement;

2. THAT the aforesaid Applicant, 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 The Open University of Kenya, which is the Procuring Entity;

3. THAT the aforesaid Applicant, 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 The Open University of Kenya;

4. THAT the aforesaid Applicant will not engage/has not engaged in any corrosive practice with other applicants participating in the subject prequalification;

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

Signed and stamped: Dated:

PART 2 - WORKS, GOODS OR NON-CONSULTING SERVICES REQUIREMENTS

SECTION V - SCOPE OF WORKS, GOODS OR NON-CONSULTING SERVICES REQUIRED

1. Description of the Works, Goods and Non-Consulting Services Contracts

The Open University of Kenya intends to establish a register of prequalified contractors, suppliers and service providers for the supply and delivery of goods, provision of services and works required for the University's operations. The scope covers the categories listed below, each constituting a separate lot. Quantities are indeterminate at this stage; specific requirements, quantities and specifications shall be communicated through invitations to tender, requests for quotations and framework arrangements issued to prequalified suppliers as and when need arises during the prequalification period. Categories in Table B are exclusively reserved for AGPO-registered enterprises owned by Youth, Women and Persons with Disabilities pursuant to the Public Procurement and Asset Disposal Act, 2015.

TABLE A – OPEN CATEGORIES (GOODS, SERVICES AND WORKS)			
S/No.	Category No.	Description of Goods, Works and Services	Eligibility
1	OUK/001/OP/2026-2028	Supply and Delivery of Computers, Laptops, UPS, Printers, Scanners, Mobile Devices and related ICT Equipment, Consumables, Supplies and Accessories	Open
2	OUK/002/OP/2026-2028	Supply and Delivery of Servers, Telephone Heads, Networking Equipment, Internet and other Telecommunication Equipment, Services and Spares	Open
3	OUK/003/OP/2026-2028	Supply and Delivery of Office Furniture, Fittings and Equipment	Open
4	OUK/004/OP/2026-2028	Supply and Delivery of Motor Vehicle Tyres, Tubes, Batteries and Accessories	Open
5	OUK/005/OP/2026-2028	Supply and Delivery of Electrical Items, Fittings and Electronic Equipment	Open
6	OUK/006/OP/2026-2028	Design, Supply, Delivery and Commissioning of Enterprise Business Systems including Enterprise Resource Planning (ERP), Bulk SMS and Electronic Payment Solutions	Open
7	OUK/007/OP/2026-2028	Supply and Delivery of Physical Books, Textbooks and E-Books	Open
8	OUK/008/OP/2026-2028	Provision of Insurance Services	Open
9	OUK/009/OP/2026-2028	Provision of Repairs and Maintenance of Computers, Laptops, Printers, Scanners, UPS and Telephone Devices	Open
10	OUK/010/OP/2026-2028	Provision of Teleconferencing, Cloud Video Conferencing, Photography, Videography, TV and Radio Infomercials, Live Streaming, Documentaries, Public Address Systems and related Services	Open
11	OUK/011/OP/2026-2028	Provision of Repairs and Servicing of Motor Vehicles, Spares and related Services	Open
12	OUK/012/OP/2026-2028	Provision of Service, Repair and Maintenance of Telecommunication	Open

TABLE A – OPEN CATEGORIES (GOODS, SERVICES AND WORKS)

S/No.	Category No.	Description of Goods, Works and Services	Eligibility
		Equipment, PABX Equipment, Air Conditioning and related Services	
13	OUK/013/OP/2026-2028	Provision of Software and Licenses	Open
14	OUK/014/OP/2026-2028	Provision of Security and Guard Services	Open
15	OUK/015/OP/2026-2028	Provision of Internet Services, WAN, Web Hosting, E-mail and related Services	Open
16	OUK/016/OP/2026-2028	Provision of Advertising and Creative Agency Services	Open
17	OUK/017/OP/2026-2028	Provision of Installation, Repair, Service and Maintenance of Telecommunication, PABX Equipment, LAN, CCTV and Access Control Systems	Open
18	OUK/018/OP/2026-2028	Provision of Hotel Accommodation, Conference Facilities, Seminar and other Events Management Services for various Regions in Kenya	Open
19	OUK/019/OP/2026-2028	Provision of Press and Publicity Services	Open
20	OUK/020/OP/2026-2028	Provision of Travel and Air Ticketing Services – Local and International	Open
21	OUK/021/OP/2026-2028	Provision of Major Works: Building Construction, General Civil Works, Electrical Works and Plumbing (NCA-registered Contractors)	Open
22	OUK/022/OP/2026-2028	Provision of Studies and Consultancy Services such as Baseline Surveys, Strategic Plans, Mid-Term Reviews, End-Term Reviews, Customer Satisfaction Surveys, Policies and related Studies/Consultancies	Open
23	OUK/023/OP/2026-2028	Provision of Asset Valuation and related Services	Open
24	OUK/024/OP/2026-2028	Provision of Professional Debt Collection Services	Open
25	OUK/025/OP/2026-2028	Provision of Consultancy on E-Learning and Online Systems	Open
26	OUK/026/OP/2026-2028	Provision of ICT Management Consulting, ICT Systems Audit and Training on ICT Security Solutions	Open
27	OUK/027/OP/2026-2028	Provision of Legal Services	Open
28	OUK/028/OP/2026-2028	Provision of External Audit Services by Registered Audit Firms (ICPAK Registered)	Open
29	OUK/029/OP/2026-2028	Provision of Event Management Services e.g. Tents, Chairs, Décor etc.	Open
30	OUK/030/OP/2026-2028	Provision of Catering Services	Open
31	OUK/031/OP/2026-2028	Supply and Delivery of Fuel, Oil, Lubricants and Liquefied Petroleum Gas	Open

TABLE A – OPEN CATEGORIES (GOODS, SERVICES AND WORKS)			
S/No.	Category No.	Description of Goods, Works and Services	Eligibility
32	OUK/032/OP/2026-2028	Supply and Delivery of Building Materials, General Hardware, Plumbing Materials, Pipes, Fittings and Water Storage Tanks	Open
33	OUK/033/OP/2026-2028	Supply, Delivery and Maintenance of Fire Fighting Equipment and Safety Gear	Open
34	OUK/034/OP/2026-2028	Supply and Delivery of Laboratory Equipment, Chemicals, Reagents and related Supplies	Open
35	OUK/035/OP/2026-2028	Supply, Installation, Testing, Commissioning and Maintenance of Generators, Water Pumps and related Equipment	Open
36	OUK/036/OP/2026-2028	Provision of Environmental Impact Assessment, Environmental Audits and Environmental Management Plans (NEMA-licensed Experts/Firms)	Open
37	OUK/037/OP/2026-2028	Provision of Land Survey, Geotechnical Surveys and related Services	Open
38	OUK/038/OP/2026-2028	Provision of Asset Tagging, Identification and Coding Services	Open
39	OUK/039/OP/2026-2028	Provision of Billboard Advertising, Outdoor Signage, Branding and related Services	Open

TABLE B – RESERVED CATEGORIES (AGPO: YOUTH, WOMEN & PERSONS WITH DISABILITIES)			
S/No.	Category No.	Description of Goods, Works and Services	Eligibility
1	OUK/001/RES/2026-2028	Supply and Delivery of General Office Stationery	Reserved – AGPO
2	OUK/002/RES/2026-2028	Supply and Delivery of Toners, Cartridges and related Printing Consumables	Reserved – AGPO
3	OUK/003/RES/2026-2028	Supply and Delivery of Staff Uniforms, Graduation Gowns, Corporate Wear, Linen and related Equipment	Reserved – AGPO
4	OUK/004/RES/2026-2028	Design, Supply and Delivery of Promotional Materials e.g. Umbrellas, Caps, T-Shirts, Bags, Pens, Banners, Flyers, Mugs etc.	Reserved – AGPO
5	OUK/005/RES/2026-2028	Supply and Delivery of Crockery, Culinary and Kitchen Items	Reserved – AGPO
6	OUK/006/RES/2026-2028	Supply and Delivery of Cleaning Materials e.g. Laundry Soap Powder, Detergents, Disinfectants etc.	Reserved – AGPO
7	OUK/007/RES/2026-2028	Provision of General Printing Services	Reserved – AGPO
8	OUK/008/RES/2026-2028	Provision of Fumigation and Pest Control Services	Reserved – AGPO

TABLE B – RESERVED CATEGORIES (AGPO: YOUTH, WOMEN & PERSONS WITH DISABILITIES)			
S/No.	Category No.	Description of Goods, Works and Services	Eligibility
9	OUK/009/RES/2026-2028	Provision of Cleaning, Laundry, Sanitary Services and Materials, and Garbage/Waste Collection	Reserved – AGPO
10	OUK/010/RES/2026-2028	Provision of Courier Services, Car Hire and Leasing Services	Reserved – AGPO
11	OUK/011/RES/2026-2028	Provision of Small Works, Repairs and Maintenance of Offices, Equipment, Electricals, Furniture and Fittings	Reserved – AGPO
12	OUK/012/RES/2026-2028	Provision of Sign Language Interpretation Services	Reserved – AGPO
13	OUK/013/RES/2026-2028	Supply and Delivery of Newspapers, Magazines and Periodicals	Reserved – AGPO
14	OUK/014/RES/2026-2028	Supply and Delivery of Bottled Drinking Water and Soft Drinks	Reserved – AGPO
15	OUK/015/RES/2026-2028	Supply and Delivery of Foodstuffs (Cereals, Meat, Poultry, Eggs, Fresh Milk, Fresh Fruits and Vegetables)	Reserved – AGPO
16	OUK/016/RES/2026-2028	Supply and Delivery of Sports Uniforms, Equipment and Accessories	Reserved – AGPO
17	OUK/017/RES/2026-2028	Provision of Landscaping, Grounds Maintenance and Supply of Tree and Flower Seedlings	Reserved – AGPO

2. Contract Period

The prequalification/registration shall be valid for a period of two years covering the Financial Years 2026/2027 and 2027/2028, subject to annual review of satisfactory performance. Individual contract, purchase order and framework agreement durations shall be specified in the respective tender or quotation documents issued to prequalified suppliers.

3. Site and Other Data

The principal place of delivery and performance shall be The Open University of Kenya, Konza Technopolis, Machakos County, and such other University centers and locations within the Republic of Kenya as may be specified in the respective tender or quotation documents. Applicants are encouraged, at their own responsibility, risk and expense, to acquaint themselves with the University's locations and operating environment. Working drawings, specifications, bills of quantities, delivery schedules and other technical data, where applicable, shall be provided with the respective invitations to tender.

REQUEST FOR REVIEW

FORM FOR REVIEW (r.203 (1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO..... OF.....20.....

BETWEEN

..... APPLICANT

AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity ofdated the...day of20.....in the matter of Tender No.....of20..... for (Tender description).

REQUEST FOR REVIEW

I/We....., the above-named Applicant(s), of address: Physical address.....
P. O. Box No..... Tel. No.....Email, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above-mentioned decision on the following grounds, namely:

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/order that:

- 1.
- 2.

SIGNED (Applicant) Dated on..... day of/ ...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary

TABLE 1 – MANDATORY SUBMISSION DOCUMENTS AND APPLICABILITY

Item	Document to be submitted	Status and category to which it applies
1	Evidence of registration on the electronic Government Procurement (e-GP) System (www.egpkenya.go.ke).	Mandatory – all categories (Table A open and Table B reserved).
2	Certified copy of Certificate of Incorporation or Certificate of Business Registration.	Mandatory – all categories.
3	Valid Tax Compliance Certificate issued by the Kenya Revenue Authority.	Mandatory – all categories.
4	CR12 Form from the Registrar of Companies issued within the last twelve (12) months (limited companies), or copies of National Identity Cards of the proprietor(s)/partners (sole proprietorships and partnerships).	Mandatory – all categories, in the form applicable to the Applicant's legal status.
5	Valid Business Permit from the relevant County Government.	Mandatory – all categories.
6	Duly completed and signed Confidential Business Questionnaire disclosing ownership, directors and beneficial ownership.	Mandatory – all categories.
7	Duly signed Certificate of Independent Tender Determination (Competition Act, 2010), annexed to Section IV.	Mandatory – all categories.
8	Duly signed Self-Declaration Forms SD1 and SD2.	Mandatory – all categories.
9	Valid AGPO Certificate issued by the National Treasury.	Mandatory – reserved categories only : Not required for Table A open categories.
10.1	National Construction Authority (NCA) – contractor registration in the relevant category and financial class.	Mandatory – OUK/021/OP/2026-2028 (Major Works: building construction, general civil works, electrical works and plumbing).
10.2	Insurance Regulatory Authority (IRA) license AND Association of Kenya Insurers (AKI) membership – both required.	Mandatory – OUK/008/OP/2026-2028 (Provision of Insurance Services).
10.3	Private Security Regulatory Authority (PSRA) license.	Mandatory – OUK/014/OP/2026-2028 (Security and Guard Services).
10.4	Law Society of Kenya (LSK) practicing certificate.	Mandatory – OUK/027/OP/2026-2028 (Legal Services).
10.5	Energy and Petroleum Regulatory Authority (EPRA) license.	Mandatory – OUK/021/OP/2026-2028 (electrical works component of Major Works) and OUK/031/OP/2026-2028 (Fuel, Oil, Lubricants and LPG).
10.6	Communications Authority of Kenya (CA) license or type approval.	Mandatory – OUK/002/OP, OUK/012/OP, OUK/015/OP and OUK/017/OP (all 2026-2028): servers, networking and telecom equipment; repair and maintenance of telecom/PABX/air-conditioning; internet, WAN, web hosting and e-mail services; installation and maintenance of telecom, PABX, LAN, CCTV and access control.
10.7	IATA or KATA accreditation.	Mandatory – OUK/020/OP/2026-2028 (Travel and Air Ticketing Services).
10.8	Institute of Certified Public Accountants of Kenya (ICPAK) – firm and lead partner registration.	Mandatory – OUK/028/OP/2026-2028 (External Audit Services).
10.9	Valuers Registration Board – registered valuer(s).	Mandatory – OUK/023/OP/2026-2028 (Asset Valuation and related Services).

10.10	National Environment Management Authority (NEMA) – licensed EIA or environmental audit expert or firm.	Mandatory – OUK/036/OP/2026-2028 (Environmental Impact Assessment, Environmental Audits and Environmental Management Plans).
10.11	Land Surveyors Board – registered surveyor.	Mandatory – OUK/037/OP/2026-2028 (Land Survey, Geotechnical Surveys and related Services).
12	Audited financial statements for the last two (2) years, or certified bank statements for the last six (6) months where audited statements are not available.	Mandatory – OUK/021/OP/2026-2028 (Major Works) and OUK/008/OP/2026-2028 (Insurance Services). Recommended, but not mandatory, for all other categories.
13	Company profile including physical address, contacts, directors, key personnel and at least three (3) references from organizations where similar goods, services or works were supplied or performed.	Mandatory – all categories.