



STUDENT AFFAIRS TENDERING COMMITTEE

Business Opportunities

KCA University Student Affairs Tendering committee invites application from interested, eligible and competent bidders for running of the various business ventures within the University Student Centre for the following businesses;

STUDENT ONLY BUSINESSES;

1. PlayStation with rent to be set at Kshs. 2,000
2. Cosmetics/ Fashion and Beauty Products with rent to be set at Kshs. 4,000
3. Ice cream with rent to be set at Kshs. 4,000
4. Shoe Shining with rent set to be Ksh. 1,500

STUDENTS & NON – KCAU STUDENTS ;

1. Computer Bureau/Graphic Design & Branding with the rent to be set at Kshs. 7,500
2. Candy shop with the rent to be set at Kshs 7,500

NON – KCAU STUDENTS ONLY

1. Mpesa and Banking services with rent to be set at Kshs. 9,000



Requirements

The successful bidders will operate on a **ONE YEAR** renewable contract. The bidders may be individuals with a registered business enterprises, investment groups or Limited companies.

The tender document can be downloaded through this link <https://bit.ly/3lOiV14> upon payment of a non-refundable fee of Kshs. 2,000 to the University's SAKU Account **PAYBILL 300078 Account number: C-01653**.

Applications should be accompanied by the following:-

1. Certificate of incorporation or registration or business name
2. Copies of PIN certificate (company or personal)
3. References from past experience (where applicable)
4. Business operating license
5. Health Certificate for owner and employees (for those handling food items)
6. Evidence of financial capability

7. Copy of bank payment slip and official receipt from University as evidence of tender fee payment (attach to tender documents)
8. Duly filled tendering form
9. Certificate of good conduct not more than 3 years.

All interested bidders should be ready to: -

- a) Abide by KCA University Rules and Regulations, one must also be ready to sign terms and conditions document.
- b) Prove their ability to pay Monthly rent based on business applied for as per attached list showing rent amounts (Rent will be paid upfront by 5th of every month)
- c) Pay two months' rent deposit of an amount equivalent to one month's rent for the specific business applied for.

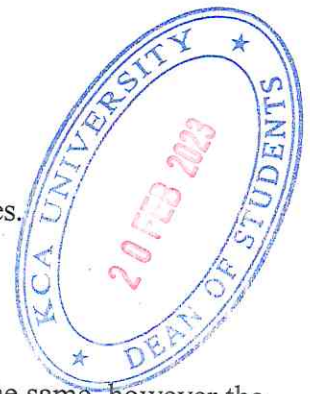
Kindly note that the following are not eligible to apply;

- KCA University Members of Staff.
- Current SAKU Officials either directly or through proxy
- Any Person who has been involved in criminal activities/malpractices.

Further Instructions

All terms and conditions given in an earlier notice including prices remain the same, however the following should be noted;

1. Any kind of lobbying or canvassing shall lead to automatic disqualification without further reference, this includes attempt to access confidential information regarding the process, influence, bribe, use undue influence or intimidate any member of the committee.
2. The committee shall strictly accept only one application for each business by a person or business entity and shall not accept a person either directly or indirectly applying for more than one business. Any discovery by the committee of non-disclosure of such interest shall lead to outright dismissal of all tender applications from such a person/entity, further to this those who applied earlier are at liberty to disclose to the Dean of Student Affairs office such steps already taken for further guidance and direction.
3. These terms and others such as rent amounts earlier communicated are not negotiable hence only applicants who agree to comply shall be considered for vetting.
4. All vendors who are non-students are expected to submit the latest certificate of good conduct of the proprietor or director of a company while any students who apply shall be



expected to obtain clearance note from University Registrar regarding disciplinary record.

5. Vendors who have served KCA University in any capacity MUST obtain clearance note from Student Affairs office confirming past compliance with contractual obligations, this applies to either direct applicants or through business associates.

Tender Documents submission & Deadline

Completed tender documents with all the attachments should be submitted by **Monday 6th MARCH 2023, 5: 00 PM** in a sealed envelope marked business name (write name of business applied for as it appears on the list) and addressed to the undersigned. These documents should be dropped at the tendering Box placed at the Student Affairs Office located in the New Students Centre.

The tender opening will take place on the same day **MONDAY 6TH MARCH 2023 from 5:15pm at the Multipurpose Hall at the Student Centre.**

STUDENT AFFAIRS TENDERING COMMITTEE,
KCA UNIVERSITY
P.O.BOX 56808-00200
NAIROBI

NB:

- ✓ The Tender Committee reserves the right to accept or reject any expression of interest for tender in part or in whole without any further reference if the rules set are not adhered to or if they have any reason to believe there were malpractices of any form.
- ✓ Any form of Canvassing will lead to automatic Disqualification from the process

