



STUDENT AFFAIRS TENDERING – MAIN CAMPUS

Tender Notice

KCA University (KCAU), is a Premier Private University with campuses in Ruaraka (Main), Kitengela, Nairobi CBD, and Western Campus Kisumu, delivers tertiary education to over 22,000 learners. We invite bids from eligible candidates for the following tenders at the **Main Campus, Ruaraka**.

NO	TENDER DESCRIPTION	RESERVATION	CLOSING/OPENING DATE, TIME AND VENUE
1.	KCAU/SAKU/001/2025: Provision of Smokies, Hotdog and Popcorn services for a Period of one (1) year.	Reserved for KCAU Students	02/09/2025 at 11:00 SOB Boardroom Ruaraka
2.	KCAU/SAKU/002/2025: Provision of PlayStation Services for a Period of one (1) year.	Reserved for KCAU Students	02/09/2025 at 11:00 SOB Boardroom Ruaraka
3.	KCAU/SAKU /003/2025; Provision of Pool Table Services for a Period of one (1) Year.	Reserved for KCAU Students	02/09/2025 at 11:00 SOB Boardroom Ruaraka
4.	KCAU/ SAKU /004/2025: Provision of Decorations and Event Management Services for a Period of one (1) Year.	Open to KCAU Students & Non KCAU Students	02/09/2025 at 11:00 SOB Boardroom Ruaraka
5.	KCAU/ SAKU /005/2025: Provision of Computer Bureau/ Graphic design Services for a Period of one (1) Year.	Open to KCAU students & Non KCAU Students	02/09/2025 at 11:00 SOB Boardroom Ruaraka
6.	KCAU/ SAKU/006/2025 Provision of Mpesa & Banking Services, Phone & laptop accessories for a Period of one (1) Year.	Open to KCAU students & Non KCAU Students	02/09/2025 at 11:00 SOB Boardroom Ruaraka
7.	KCAU/ SAKU/007/2025 Provision of Bookshop Services for a Period of one (1) Year.	Open to KCAU students & Non KCAU Students	02/09/2025 at 11:00 SOB Boardroom Ruaraka
8.	KCAU/ SAKU/008/2025 Provision of Cosmetics Fashion and Beauty Products for a Period of one (1) Year.	Reserved for KCAU Students	02/09/2025 at 11:00 SOB Boardroom Ruaraka
9.	KCAU/ SAKU/009/2025 Provision of Ice Cream Products for a Period of one (1) Year.	Reserved for KCAU Students	02/09/2025 at 11:00 SOB Boardroom Ruaraka

10.	KCAU/ SAKU/010/2025 Provision of Fresh fruits and Juice Products for a Period of one (1) Year.	Reserved for KCAU Students	02/09/2025 at 11:00 SOB Boardroom Ruaraka
11.	KCAU/ SAKU/011/2025 Provision of Cake and Pastry Products for a Period of one (1) Year.	Reserved for KCAU Students	02/09/2025 at 11:00 SOB Boardroom Ruaraka
12.	KCAU/ SAKU/012/2025 Provision of Candy Shop Products, Soft drinks and snacks for a Period of one (1) Year.	Open to KCAU students & Non KCAU Students	02/09/2025 at 11:00 SOB Boardroom Ruaraka

REQUIREMENTS

The successful bidders will operate on a **ONE YEAR** renewable contract based on satisfactory performance. The bidders may be individuals with registered business enterprises, investment groups or Limited companies. Only Students who are currently registered and have been **active** for the last **2 trimesters** are eligible to apply.

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. Dully filled tendering form
9. A valid Certificate of good conduct.

HOW TO APPLY

Tender documents detailing the requirements of the above tenders may be obtained from the KCA University website <http://www.kcau.ac.ke/tenders> and upon payment of the non-refundable fee of Kenya Shillings Two thousand only (KES 2,000.00) to be deposited to **KCA University's SAKU Account PAYBILL: 300078 Account number: C-01653.**

Interested bidders are required to submit their tender documents via this [Application link](#). The payment receipt/bank deposit slip **MUST** be attached to the **google form provided**.

Ensure that the tenders are clearly marked, and addressed to:

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

For inquiries, please contact us at: 0710 888 022 / 0734 888 022 / 020 8070408 or email us at supplychain@kcau.ac.ke

The tenders will be opened immediately thereafter in the presence of those who have submitted bids or their representatives at the KCA University SOB Boardroom at 11.00 a.m. local Time.

Bidders may also choose to attend the tender opening virtually through a link that will be sent to the email addresses provided during the application process.

KCA University reserves the right to accept or reject any bid in whole or in part at its discretion. Any canvassing or giving of false information will lead to automatic disqualification.