REPUBLIC OF KENYA

Centre for Mathematics, Science and Technology Education in Africa (CEMASTEA)

PREQUALIFICATION FOR SUPPLY OF GOODS, WORKS AND SERVICES FOR THE YEAR 2026 – 2028

TENDER'S FIRM NAME…….

PREQUALIFICATION NUMBER…….

CATEGORY DESCRIPTION……

Note:

For each description and number, **a separate application** should be submitted if interested if interested in more than one category.

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Karen – Bogani Road Junction
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Email: ceo@cemastea.ac.ke
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Table of Contents

PREQUALIFICATION FOR SUPPLY OF WORKS, GOODS AND SERVICES 3

SECTION 1: INTRODUCTION 6

SECTION II INSTRUCTIONS TO CANDIDATES 6

2.1 SCOPE: 6

2.3 Eligible Candidates as per the criteria 7

2.4 Qualification Criteria 7

2.5 Public sector companies 8

2.6 Updating prequalification information 8

APPENDIX TO INSTRUCTIONS TO CANDIDATES 9

CRETERIA OF EVALUATION 9

SECTION III – STANDARD FORMS 10

Registration of Suppliers Application Form 10

Confidential Business Questionniare 11

Sole Proprietor 11

Partnership 12

Registered Company 12

CLIENTS REFERENCES 13

LITIGATION HISTORY 14

DECLARATION FORM 15

ANTI-CORRUPTION DECLARATION COMMITMENT /PLEGDE 15

TENDER NOTICE

PREQUALIFICATION FOR SUPPLY OF WORKS, GOODS AND SERVICES

Centre for Mathematics, Science and Technology Education in Africa (CEMASTEA) is a State Corporation under the Ministry of Education, State Department of Basic Education with the mandate of training and research in STEM. The institution invites interested and eligible bidders to prequalify for the provision of various goods, services and works for the period 2026-2028.

PREQUALIFICATION NUMBER	DESCRIPTION
CATEGORY A: SUPPLY AND DELIVERY OF GOODS	
CEMASTEA/PQ/PPE/001/2026 - 2028	Supply and delivery of Personal Protective Equipment e.g. masks, boots, gloves, first aid kits e.t.c
CEMASTEA/PQ/EM/002/2026 - 2028	Supply and delivery of Electrical Materials e.g shower elements, bulbs, sockets etc
CEMASTEA/PQ/STM/003/2026 - 2028	Supply and delivery of STEM Materials/Equipment
CEMASTEA/PQ/CM/004/2026 - 2028	Supply and delivery of Cleaning Materials
CEMASTEA/PQ/CAC/005/2026 - 2028	Supply and delivery of Computer laptops, iPads, UPS, printers, computer accessories, and general consumables
CEMASTEA/PQ/LAB/006/2026 - 2028	Supply and delivery of laboratory chemicals and equipment
CEMASTEA/PQ/STM/007/2026 - 2028	Supply and delivery of printed and general office stationery
CEMASTEA/PQ/KE/008/2026 - 2028	Supply and delivery of kitchen equipment and utensils
CEMASTEA/PQ/FSH/009/2026 - 2028	Supply and delivery of fish
CEMASTEA/PQ/CK/010/2026 - 2028	Supply and delivery of chicken and eggs
CEMASTEA/PQ/BF/011/2026 - 2028	Supply and delivery of beef
CEMASTEA/PQ/MK/012/2026 - 2028	Supply and delivery of fresh packed milk and dairy products
CEMASTEA/PQ/MVP/013/20 - 2028	Supply and delivery of motor vehicle parts e.g tyres, tubes batteries etc
CEMASTEA/PQ/FUR/014/2026 - 2028	Supply and delivery of office equipment, furniture & fittings e.g office desks, seats, safes, cabinets e.t.c
CEMASTEA/PQ/TB/015/2026 - 2028	Supply and delivery of textbooks and reference materials

CEMASTEA/PQ/DF/016/2026 - 2028	Supply and delivery of dry foods
CEMASTEA/PQ/FV/017/2026 - 2028	Supply and delivery of fruits and vegetables
CEMASTEA/PQ/TEX/018/2026 - 2028	Supply and delivery of textile items e.g carpets, uniform, curtains, beddings, linen, mattresses
CATEGORY B: PROVISION OF SERVICES	
CEMASTEA/PQ/PABX/019/2026 - 2028	Supply, delivery and installation of PABX system
CEMASTEA/PQ/FFE/020/2026 - 2028	Repair Servicing and Maintenance for Firefighting Equipment
CEMASTEA/PQ/KLE/021/2026 - 2028	Repair Servicing and Maintenance for Kitchen and Laundry Equipment, Refrigeration/Cooling System
CEMASTEA/PQ/PPE/022/2026 - 2028	Supply and delivery of Clean Water (10000 liters capacity trucks)
CEMASTEA/PQ/SER/023/2026 - 2028	Supply, delivery and installation of server and its components (firms with ICTA Certificate only)
CEMASTEA/PQ/TEL/024/2026 - 2028	Supply, delivery and installation of teleconferencing equipment (firms with ICTA Certificate only)
CEMASTEA/PQ/APL/025/2026 - 2028	Supply and delivery of Computer Application Software (firms with ICTA Certificate only
CEMASTEA/PQ/PNB/026/2026 - 2028	Provision of printing and branding services
CEMASTEA/PQ/PABX/027/2026 - 2028	Servicing, Repair, and Maintenance of PABX and telephone accessories
CEMASTEA/PQ/PSP/028/2026 - 2028	Servicing, Repair and Maintenance of computer items, UPS, Printers, Photocopiers, Shredders, Biometric systems
CEMASTEA/PQ/CTV/029/2026 - 2028	Servicing, Repair and Maintenance of CCTV cemaras
CEMASTEA/PQ/ICTE/030/2026 - 2028	Servicing , Repair and Maintenance of Audio visual Equipment e.g smart boards, teleconferencing equipment, projectors and other related items (firms with ICTA Certificate only)
CEMASTEA/PQ/VAL/031/2026 - 2028	Provision of Valuation Services (firms approved by valuers of Kenya)
CEMASTEA/PQ/SP/032/2026 - 2028	Repair, Servicing and Maintenance of Solar panel systems
CEMASTEA/PQ/BOR/033/2026 - 2028	Repair, Servicing and Maintenance of borehole systems
CEMASTEA/PQ/WWT/034/2026 - 2028	Repair, Servicing and Maintenance of waste water treatment plant system
CEMASTEA/PQGEN/035/2026 - 2028	Repair, Servicing and Maintenance of generators

CEMASTEA/PQ/MV/036/2026 - 2028	Repair, Servicing and Maintenance of vehicles
CEMASTEA/PQ/FUM/037/2026 - 2028	Provision of fumigation and pest control services (Registered firms by pests and control products board only)
CEMASTEA/PQ/AIT/038/2026 - 2028	Provision of air ticketing services (registered with IATA or KATA firms only)
CEMASTEA/PQ/HC/039/2026 - 2028	Provision of Hotel Accommodation and Conferencing Facilities (firms with food drugs and chemical substance license and TRA certificates only)
CATEGORY C: PROVISION OF CONSULTANCY SERVICES	
CEMASTEA/PQ/QMS/040/2026 - 2028	Provision of Consultancy Services for Quality Management System
CEMASTEA/PQ/RM/041/2026 - 2028	Provision of Consultancy Services for Records Management
CEMASTEA/PQ/TBD/042/2026 - 2028	Provision of Consultancy Services for HR management team building
CEMASTEA/PQ/SP/043/2026 - 2028	Provision of Consultancy Services for Strategic Plan
CEMASTEA/PQ/SES/044/2026 - 2028	Provision of Consultancy Services for Safety and Environmental survey
CEMASTEA/PQ/RS/045/2026 - 2028	Provision of Consultancy Services for Research and STEM
CEMASTEA/PQ/TB/046/2026 - 2028	Provision of Consultancy for Policies and manual drafting
CEMASTEA/PQ/TBD/047/2026 - 2028	Provision of Consultancy for Recruitment
CATEGORY D: PROVISION OF WORKS (Firms with NCA Certificate and License only)	
CEMASTEA/PQ/SW/048/2026 - 2028	Provision of small works e.g plumbing works, electrical works, renovations and general minor repairs, partitioning etc (Firms registered and Licensed by NCA)

Interested firms **MUST** meet all the requirements as stated in the prequalification documents.

Interested eligible candidates may obtain the registration documents by downloading free of charge from the Centre's website: www.cemastea.ac.ke
Completed application shall be sealed in a plain envelope, clearly marked as stated in the particular document showing the reference and title of the preferred category and addressed to:-

Chief Executive Officer
Centre for Mathematics, Science and Technology Education in Africa (CEMASTEA)
Karen – Bogani Road Junction
P.O. Box 24214-00502
Nairobi, Kenya

SECTION 1: INTRODUCTION

1. The Centre for Mathematics, Science and Technology Education in Africa (CEMASTEA)
2. hereinafter referred as "Procuring entity" intends to prequalify candidates for the supply of goods, works and services for the year 2026 – 2028.
3. Prequalification is open to all eligible applicants as per the eligibility criteria.
4. Eligible candidates may obtain the prequalification documents by downloading free of charge from the website: www.cemastea.ac.ke
5. Candidates will only qualify by meeting the set criteria to perform the contract of supply of good, works and services to Centre. Suppliers fail to meet the prequalification criteria will not be allowed to participate in the RFQs/RFPs of the same category.
6. Completed prequalification application shall be sealed in a plain envelope, clearly marked as stated in the document showing the reference and title of the preferred category and addressed to the Chief Executive Officer.
7. All candidates whose applications will have been received by the closing date and time will be advised in due course by communicating to them officially.

SECTION II INSTRUCTIONS TO CANDIDATES

2.1 SCOPE:

2.1.1 Centre for Mathematics, Science and Technology Education in Africa (CEMASTEA) hereinafter referred to as the "Procuring entity" intends to prequalify suppliers for the supply of goods, works and services for the year 2026 – 2028. It is expected that the prequalification applications will be received by the not later than the date on the invitation letter.

2.1.2 Prequalification is open to eligible firms as shown in paragraph 2.3 herein below.

2.1.3 The contract will be a unit price contract where bidders will be invited to quote for items as and when the procuring entity deem necessary.

2.2 **Submission of application** will be not later than **09th February, 2026 at 11:00 a.m.**

2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and tender number and deposited in the Prequalification Box at the Administration block, CEMASTEA, located at the Junction of Karen – Bogani Road and be addressed to:
CEMASTEA
CHIEF EXECUTIVE OFFICER
P.O. BOX 24214-00502
NAIROBI, KENYA

To be received by 09th February, 2026 at 11:00am

The procuring entity reserves the right to reject late applications.

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

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

2.3 Eligible Candidates as per the criteria

2.3.1 This invitation for prequalification is open to all candidates who are eligible as defined in Kenya's Public procurement Law and regulations and as indicated in the appendix to instructions to candidates.

2.3.2 The procuring entity's employee's, committee members , board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under Section 66 (5) of the PPADA, 2015

2.3.3 All candidates who will be satisfactory in accordance to the set evaluation criteria shall be prequalified.

2.4 Qualification Criteria

2.4.1 Prequalification will be based on meeting the requirements in the criteria set as shown in the appendix to instructions to candidate below. The declaration will be either pass or fail regarding the applicant's general and particular experience, capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section III and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 General Experience : The applicant **shall** meet the following minimum criteria

(a) Provide a copy of business registration certificate or trade license, electronic Government Procurement registration number (E-GP number), certificate of Incorporation or registration as well as a valid copy of the tax compliance certificate, PIN Certificate and CR12 copy and copies of ID for sole proprietor.

(b) Physical address, email address and contact details

2.4.3 Specific Experience: Details of similar assignments recently undertaken including at least **a reference** contact and detailed client list in the past.

2.4.4 Financial position: Applicant shall provide their audited accounts (accounts should be audited by accountants/accounting firms officially and currently registered with ICPAK) for the last one year, AGPO Registered firms to provide Bank Statements for

the last 2 months and a letter of reference from the bank that must demonstrate soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

For firms owned by individuals and partnerships the applicant shall demonstrate that he/she has access to , or had available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the cash flow.

2.4.5 Litigation history; The applicant should provide accurate information on any litigation of arbitration resulting from contracts completed or under its execution over the last two years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application

2.5 Public sector companies

2.5.1 Any public owned enterprise may be eligible to quality if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public.

2.6 Updating prequalification information

2.6.1 Prequalified candidates shall be required to update the financial information used for prequalification at the time of submitting their bids and to confirm their continued compliance with the criteria. A bid shall be rejected if the applicant's qualification thresholds/attached evidences are no longer met at the time o bidding.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the prequalification of candidates shall supplement, complement or amend the provision of the instructions to candidates. Where there is a conflict between the provisions of the instructions to candidates and the provision of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

CRETERIA OF EVALUATION

M.R	MANDATORY CRETERIA REQUIREMENTS	RESPONSIVE OR NOT RESPONSIVE
1.	Document conformity: The document must be well bound	
2.	Valid copy of CR12 for a limited company or a copy of national identification card if it is a sole proprietor	
3.	Valid tax compliance certificate or exemption certificate copy	
4.	Supplier registration number on the Electronic Government Procurement system (EGPs) Registration number; This will be verified during evaluation stage.	
5.	Valid copy of single business permit	
6.	Certificate of incorporation or business registration copy	
7.	Business company profile including AGPO certificate if registered under the special categories	
8.	Dully filled, signed, and stamped confidential business questionnaire	
9.	Dully filled, signed, and stamped litigation history	
10.	Dully filled, signed, and stamped anti-corruption declaration commitment.	
	MANDATORY CRITERIA RESPONSIVE OR NOT RESPONSIVE	

TECHNICAL CRITERIA

M.R	MANDATORY TECHNICAL CRITERIA REQUIREMENTS	RESPONSIVE OR NOT RESPONSIVE
1.	Audited Accounts for the last one year **or** Bank Statement for the last 6 months	
2.	Where indicated, current Certificate of affiliation to be recognized registered professional/regulatory body	
3.	Proof of similar work- attach one (1) LPO **or** contract	

NOTE
Bidder must meet all the technical criteria to qualify for pre-qualification.
Any information provided by the bidder shall be verified by CEMASTEA.

SECTION III – STANDARD FORMS

APPLICATION FORM

Registration of Suppliers Application Form

I/We (Firm Name) .....hereby apply for prequalification as a supplier for.....
Category Code No. .....
Postal Address .....
Telephone number (Fixed line) ..... Mobile .....
E-mail Address ..... Fax.....
Town ..... Street .....
Building ..... floor ..... Room/office .....
Other Branches/ Locations .....
.....
Bank Name .....
Bank Brunch .....Bank Brunch Code.....
Bank Account Name .....
Bank Account Number.....
Mpesa Till/Pay bill Account (Where applicable) .....
Authorized signature .....
Full Name of authorized signatory .....
Designation.....
Official Rubber Stamp and Signature .....

Confidential Business Questionniare

You are requested to give the particulars indicated in part 1(a) and either part 2(a),2(b) or 2(c) whichever applies to your type of business

YOU ARE ADVISED THAT IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM.

Part 1:
General Information Business
Name:

Physical Location of business Premises (Note that a visit to your office may be made to confirm information provided as part of the evaluation)	Town ..... Street ..... Building ..... Name ..... Floor .....

Business Operations Year established.....
Duration of business operations .....

Principal Contact Person Name .....
Position .....

Postal Address P.O.Box ..... Code .....

Nature of Business .....

Maximum value of business which you can handle at any one time.
Ksh .....
Name of bankers Branch .....

PART 2 (a)

Sole Proprietor

Name in full .....
Age .....
Nationality .....
Country .....
Citizenship details .....

PART 2(b)

Partnership

Give details of partners as follows:

No.	Name	Nationality	Citizenship details	Share
1.				
2.				
3.				
4.				
5.				

PART 2(c)

Registered Company

Private or public	.....
State the nominal and issued capital of the company	Nominal Kshs ..... issued Kshs.....

Give details of all directors of all directors

No.	Name	Nationality	Citizenship details	Share
1.				
2.				
3.				
4.				
5.				

Date ..... Signature or tenderer .....

If Kenyan citizen, indicate "citizenship details", whether by Birth, Naturalization or Registration. (You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

CLIENTS REFERENCES

Give details of at least 3 (three) reputable organizations where you are supplying/have supplied the category of goods /services applied for. (Attach proof in form of recommendation letters /LPO/LSO or contacts)

1.
Organization Name.....
Address .....
Telephone No.....
Contact Person.....
Position in the Organization.....
E-mail Address.....
Signature of contact person..... Date .....
Company Stamp.....

2.
Organization Name.....
Address .....
Telephone No.....
Contact Person.....
Position in the Organization.....
E-mail Address.....
Signature of contact person..... Date .....
Company Stamp.....

3.
Organization Name.....
Address .....
Telephone No.....
Contact Person.....
Position in the Organization.....
E-mail Address.....
Signature of contact person..... Date .....
Company Stamp.....
4.
Organization Name.....
Address .....
Telephone No.....
Contact Person.....
Position in the Organization.....
E-mail Address.....
Signature of contact person..... Date .....
Company Stamp.....

5.
Organization Name.....
Address .....
Telephone No.....
Contact Person.....
Position in the Organization.....
E-mail Address.....
Signature of contact person..... Date .....
Company Stamp.....

LITIGATION HISTORY

Contractors/Suppliers should provide information on any litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	**AWARD FOR/AGAINST**	**NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE**	**DISPUTED AMOUNT** **CURRENT VALUE**

DECLARATION FORM

Bidders are required to sign the declaration below;

"The company is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. The company or its directors have not been debarred from participating in public procedures or ineligible on account of corruption or fraudulent practices. The items offered are not in breach of any patent rights or copyright laws whatsoever. Finally, the company has the necessary qualifications, capabilities, experiences, resources, equipment and facilities to provide what is being pre-qualified"

Name.....

Signature..... Position .....

Date .....

Stamp /seal.....

ANTI-CORRUPTION DECLARATION COMMITMENT /PLEGDE

I/We/Messrs".....

of Street/Building, P.O.Box.....

Contact /phone..... Email.....

declare that public procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We.....declare that I/We offer or facilitate, directly any inducement or reward to any public officer, their relations or business associates, in connection with;

Tender No. .....

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized signature.....

Name and title of Signatory.....

Stamp .....