



The Presbyterian University of East Africa

P.O. Box 387- 00902, Kikuyu, Kenya

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Procurement Office

INVITATION FOR PREQUALIFICATIONS OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES 2026 - 2028

The Presbyterian University of East Africa (PUEA) is faith based Chartered University located in Thogoto Kikuyu Kiambu County. PUEA invites applications from Suppliers for prequalification of Goods, Works and Services to the institution for the year 2026-2028

CATEGORY NO.	ITEM DESCRIPTION
PUEA/ PQ 26/ 001	Provision of general office stationery
PUEA/PQ 26/ 002	Designing, branding, printing and supply of promotional materials e.g., T-shirts, caps, bags, key holders, banners, calendars, diaries, posters, banners, fliers, brochures etc.
PUEA/PQ 26/ 003	Printing of exam booklets, study packs, journals, letterheads and certificates Folders
PUEA/PQ 26/ 004	Provision of Occupational Therapy Equipment E.g. Therapy balls, splinting materials, Peg Board etc.
PUEA/PQ 26/ 005	Provision of assets insurance services
PUEA/PQ 26/ 006	Provision of assorted vehicle tires and tires accessories
PUEA/PQ 26/ 007	Supply of motor vehicle fuel & lubricants
PUEA/PQ 26/ 008	Provision of service and maintenance of motor vehicles
PUEA/PQ 26/ 009	Provision of Animal feeds /Farm inputs
PUEA/ PQ 26/ 010	Provision of Car Hire and taxi services
PUEA/ PQ 26/ 011	Provision of landscaping and gardening services
PUEA/PQ 26/ 012	Provision of Carpentry repair services
PUEA/PQ 26/ 013	Provision of Construction materials, Renovation & Interior design services
PUEA/ PQ 26/ 014	Provision of training & consultancy services
PUEA/ PQ 26/ 015	Provision of drilling and maintenance of borehole services
PUEA/ PQ 26/ 016	Provision of electrical accessories and services
PUEA/ PQ 26/ 017	Provision of Enterprise Resource Planning Services
PUEA/ PQ 26/ 018	Provision of courier services
PUEA/ PQ 26/ 019	Provision of events management services e.g. tents, chairs, tables, public address, systems, décor and related services
PUEA/PQ 26/ 020	Provision of fumigation and pest control services
PUEA/ PQ 26/ 021	Provision of garbage collection services
PUEA/PQ 26/ 022	Provision of media equipment

PUEA/PQ 26/ 023	Provision of photocopying & binding services
PUEA/PQ 26/ 024	Provision of photography and video coverage services
PUEA/PQ 26/ 025	Provision of plumbing services
PUEA/PQ 26/ 026	Provision of security services (guarding and alarm response)
PUEA/PQ 26/ 027	Provision of software solutions and licensing & antivirus services
PUEA/PQ 26/ 028	Provision of Staff & student clinic services
PUEA/PQ 26/ 029	Provision of Voice, Data Communication Service and Computer Networks
PUEA/PQ 26/ 030	Supply, maintenance & repair of fire alarms, extinguisher & Fire Fighting Equipment
PUEA/ PQ 26/ 031	Supply and installation of university signage and billboards
PUEA/PQ 26/ 032	Supply and installation of ICT equipment e.g. projectors, smart boards, projector screens, whiteboards, printers' safes, computers, servers and laptops and any other ICT accessories.
PUEA/PQ 26/ 033	Supply and installation of furniture, fittings, blinds and curtains
PUEA/PQ 26/ 034	Supply and maintenance of generators, pumps, air conditioners, solar panel, Lawn mowers etc.
PUEA/PQ 26/ 035	Supply & maintenance of water filtering services
PUEA/PQ 26/ 036	Supply of sundries e.g. tissues, hand towels
PUEA/PQ 26/ 037	Supply of graduation gowns & hoods
PUEA/PQ 26/ 038	Supply of hand wash soap, toiletries, sanitary bins
PUEA/PQ 26/ 039	Supply of Medical and Lab equipment
PUEA/PQ 26/ 040	Supply of security accessories e.g. metal detectors, alarms, search mirrors, walk through doors, CCTV
PUEA/ PQ 26/ 041	Supply of sports & sporting equipment, medals, balls & sports attire
PUEA/PQ 26/ 042	Supply of student and staff identification cards and lanyards
PUEA/PQ 26/ 043	Supply of textbooks and provision of bookshop services
PUEA/PQ 26/ 044	Supply of uniforms e.g. dustcoats, protective clothing, staff uniforms
PUEA/PQ 26/ 045	Supply of Kitchen ware e.g. water dispensers, mixers, fridges etc.
PUEA/PQ 26/ 046	Supply, repair and maintenance and servicing of telecommunication equipment and accessories e.g. PABX, telephone heads
PUEA/PQ 26/047	Provision of Catering services
PUEA/PQ 26/ 048	Supply of kitchen food stuff e.g. flours, cooking oil, sugar etc.
PUEA/PQ 26/ 049	Supply of perishables & dry food stuffs e.g. tomatoes, vegetables, milk, bananas, eggs, sugar & cereals
PUEA/PQ 26/050	Supply of fresh meat and meat products
PUEA/PQ 26/051	Provision of veterinary services
PUEA/PQ 26/052	Provision of Lawn Mowers machines and accessories
PUEA/PQ 26/053	Provision of Cooking gas
PUEA/PQ 26/054	Provision of cooking utensils e.g. cups, plates etc.
PUEA/PQ 26/055	Provision of Students Uniforms
PUEA/PQ 26/056	Provision of Pharmaceuticals and Non- Pharmaceuticals items



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General guidance information to suppliers: -

1. The prequalification process is open to all qualified suppliers. Please use the link provided to fill and submit the documents required.
2. The following is a list of the documents required: - Certificate of Incorporation / Business Registration, KRA PIN Certificate, Valid Tax Compliance, Business Permits from the County Government, Company profile and Physical location. You are encouraged to provide any relevant additional documents.
3. Please provide Trading licenses for those specific categories like Pharmacy and licensing boards for Pharmaceuticals and Non- Pharmaceuticals, NCA for construction, NEMA and any other body as per your business category.
4. The credit period, please indicate the duration in terms of days.
5. It's important to note that being prequalified does NOT guarantee that you will be invited to quote or tender after the end of this exercise.
6. Suppliers in special groups like PWDs, Women and Youths are encouraged to participate.
7. The prequalification processing fee is Ksh.2,000 per category non - refundable to be paid in the University account provided.
8. We thank you for choosing to work with PUEA.



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PROCUREMENT OFFICE

TO : THE VICE CHANCELLOR
THRO : DEPUTY VICE CHANCELLOR
FROM : PROCUREMENT OFFICER
DATE : 5TH OCT ,2028
SUBJECT: PREQUALIFICATION OF SUPPLIERS 2026- 2028

Receive Christian greetings.

This is to kindly inform you that the prequalification documents are ready as follows: -

1. The advertisement – that will be displayed on our website, notice boards, staff port and shared to neighboring institutions.
2. The general guideline for suppliers.
3. Categories where suppliers will select their nature of business and apply.

Kindly see and advise / approve for further processing.

Thank you.

Duke Ondieki
Procurement Officer