

PRE-QUALIFICATION NOTICE

St. Paul's University (SPU) is a private chartered Christian university in Kenya, with its main campus in Limuru and campuses in Nairobi and Nakuru. The University invites applications from eligible firms for prequalification of suppliers and service providers for goods, services, works and consultancy services for the period 2026–2029.

Eligible firms are invited to submit applications in accordance with the requirements set out in this document.

CATEGORY A: PREQUALIFICATION FOR THE SUPPLY AND DELIVERY OF GOODS	
SPU/G/001/2026–2029	Supply of General Office Stationery, Paper Products and Printing Consumables
SPU/G/002/2026–2029	Supply, Installation and Maintenance of ICT Hardware, Network Equipment and Power Backup Systems
SPU/G/003/2026–2029	Supply of Academic Books, Textbooks, Journals and Library Materials
SPU/G/004/2026–2029	Supply, Installation and Integration of Smart Classroom, Audio-Visual and Campus Automation Equipment
SPU/G/005/2026–2029	Supply of Laboratory Equipment, Scientific Instruments, Reagents and Research Consumables
SPU/G/006/2026–2029	Supply of Medical Supplies, Pharmaceuticals and Sanatorium Consumables
SPU/G/007/2026–2029	Supply of Agricultural Inputs, Farm Equipment and Veterinary Supplies
SPU/G/008/2026–2029	Supply of Corporate Uniforms, Academic Vestments, Sportswear and Personal Protective Equipment
SPU/G/009/2026–2029	Supply of Hardware, Electrical, Plumbing, Solar and Engineering Materials
SPU/G/010/2026–2029	Supply of Foodstuffs, Groceries, Fresh Produce and Meat Products
SPU/G/011/2026–2029	Supply and Delivery of Petroleum Products, LPG and Institutional Fuel
SPU/G/012/2026–2029	Supply of Institutional Furniture, Fittings, Carpets and Soft Furnishings
SPU/G/013/2026–2029	Supply of Examination Materials and Security Printing Products
SPU/G/014/2026–2029	Supply of Hostel, Student Residence and Accommodation Supplies
SPU/G/015/2026–2029	Supply of Branded Gifts, Promotional Merchandise and Corporate Souvenirs
SPU/G/016/2026–2029	Supply of Cultural, Drama and Performing Arts Materials
SPU/G/017/2026–2029	Supply of Kitchenware, Cutlery, Crockery and Catering Equipment
SPU/G/018/2026–2029	Supply of Cleaning, Janitorial, Sanitary, Hygiene & Waste Management Supplies
CATEGORY B: PREQUALIFICATION FOR PROVISION OF SERVICES	
SPU/S/001/2026–2029	Provision of Software Development, ERP, LMS and Digital Library Services
SPU/S/002/2026–2029	Provision of Internet, Telecommunications, Network and Bulk SMS Services
SPU/S/003/2026–2029	Provision of Managed Print, Document Management and Secure Document Disposal Services
SPU/S/004/2026–2029	Provision of Multimedia Production, Studio and Live Streaming Services
SPU/S/005/2026–2029	Provision of Digital Marketing, Social Media, Publicity and Branding Services
SPU/S/006/2026–2029	Provision of Waste Management, Environmental Hygiene and E-Waste Disposal Services
SPU/S/007/2026–2029	Provision of Lift and Elevator Installation, Servicing and Maintenance Services
SPU/S/008/2026–2029	Provision of Security, CCTV, Access Control and Fire Safety Services
SPU/S/009/2026–2029	Provision of Hotel, Conference, Catering, Hospitality and Event Management Services
SPU/S/010/2026–2029	Provision of Transport, Car Hire, Fleet Maintenance and Air Travel Services
SPU/S/011/2026–2029	Provision of Cleaning, Janitorial, Laundry and Landscaping Services
SPU/S/012/2026–2029	Provision of HVAC, Air-Conditioning and Cooling System Maintenance Services
SPU/S/013/2026–2029	Provision of Insurance and Insurance Brokerage Services

SPU/S/014/2026–2029	Provision of Borehole, Water Supply and Sanitation Services
SPU/S/015/2026–2029	Provision of GIS, Land Surveying and Mapping Services
SPU/S/016/2026–2029	Provision of Student Welfare, Medical, Counselling and Wellness Services
SPU/S/017/2026–2029	Provision of Chaplaincy, Worship and Interfaith Services
SPU/S/018/2026–2029	Provision of Academic Publishing, Journal Production and Editorial Support Services
SPU/S/019/2026–2029	Provision of Branding, Signage, Fabrication and Vehicle Graphics Services
SPU/S/020/2026–2029	Provision of Entertainment, Talent Management and Event Promotion Services
CATEGORY C: PREQUALIFICATION FOR CONSULTANCY SERVICES	
SPU/C/001/2026–2029	Provision of Institutional Strategy, Governance, Organisational and Academic Consultancy Services
SPU/C/002/2026–2029	Provision of Legal Advisory, Compliance and Litigation Consultancy Services
SPU/C/003/2026–2029	Provision of Financial, Accounting, Audit, Tax, Actuarial and Investment Consultancy Services
SPU/C/004/2026–2029	Provision of Human Resource, Training, Capacity Building and Executive Search Consultancy Services
SPU/C/005/2026–2029	Provision of Property, Land, Valuation and Asset Management Consultancy Services
CATEGORY D: PREQUALIFICATION FOR PROVISION OF WORKS	
SPU/W/001/2026–2029	Building Construction, Structural, Civil and Renovation Works
SPU/W/002/2026–2029	Minor Building Repairs, Maintenance and Handyman Works
SPU/W/003/2026–2029	Electrical, Mechanical, Plumbing and Building Services Installation Works

How to Apply

Interested firms shall:

1. Access the **Supplier Prequalification Portal** through the University website www.spu.ac.ke.
2. Create a supplier account.
3. Select the category or categories of interest.
4. Complete the online supplier registration form.
5. Upload all mandatory and category-specific requirements.
6. Submit the application electronically through the portal.

Important Information

1. Applications shall be submitted exclusively through the SPU Supplier Prequalification Portal.
2. Hard copy submissions shall not be accepted.
3. A non-refundable application fee of Ksh. 3,000 shall be payable for each application.
4. Suppliers may apply for multiple categories provided they meet the requirements for each category.
5. Registration in the supplier database shall not constitute a guarantee of award of any contract.
6. The University reserves the right to accept or reject any application and is not bound to give reasons for its decision.

Submission Deadline

The Supplier Prequalification Portal shall remain open until:

Date: Friday, 25th September 2026

Time: 10:00am