ST. PAUL'S UNIVERSITY

Tender Document For

PROVISION OF HARDWARE AS A SERVICE (HaaS) MANAGED PRINT SERVICE

TENDER NO. SPU/TNDR/S/01/HAAS/2026-2027

Website: www.spu.ac.ke Email: procurement@spu.ac.ke

CRUCIAL DATES:

Closing & Opening Date: Friday 18th September 2026, 10:00am
Site Visit Date: Thursday 10th September 2026 (Mandatory)
Enquiry Deadline: Monday 14th September 2026

Bidders are encouraged to Carefully read through the document before making the bid.

SECTION 1 (A) – REQUEST TO TENDER (RTT)

Date: 18th September 2026, 10:00 a.m.

Reference No.: SPU/TNDR/S/01/HAAS/2026-2027

Name of Service: PROVISION OF HARDWARE AS A SERVICE (HaaS) MANAGED PRINT SERVICE

TO: All Interested and Eligible Bidders

Dear Sir/Madam,

Invitation to Tender (ITT)

1. St. Paul’s University has set aside funds in its budget towards the provision of the Hardware as a Service (HaaS) Managed Print Service.
2. The University hereby invites sealed tenders from eligible and qualified bidders for the Provision of Hardware as a Service (HaaS) Managed Print Service, hereinafter referred to as “the Services.”
3. This Invitation to Tender (ITT) is open to all eligible and qualified bidders who have the capacity, experience, resources, and relevant authorizations to provide the required HaaS Managed Print Services in accordance with the requirements and specifications contained in this ITT.
4. The successful tenderer shall be required to provide, install, configure, commission, maintain, monitor, and support the required printing hardware and associated managed print services for the duration of the contract, in accordance with the University's requirements and the specifications provided in this tender document.
5. Tenderers shall submit their priced tenders in accordance with the requirements, specifications, service levels, and terms and conditions contained in this tender document.
6. Where a tenderer intends to participate as a Joint Venture (JV), the tender shall clearly indicate the full name of the JV and all participating members, including the lead member. Where subcontractors are proposed, the tenderer shall disclose their names and the services to be subcontracted. The University reserves the right to evaluate the eligibility and capacity of all JV members and proposed subcontractors.
7. This Invitation to Tender and any resulting tender or contract shall not be transferred or assigned to another firm without the prior written consent of St. Paul’s University.
8. Tenders shall be evaluated in accordance with the evaluation criteria and requirements set out in this Invitation to Tender. The University reserves the right to accept or reject any tender in accordance with the provisions of this tender document and its applicable procurement policies and procedures.
9. ITT documents may be viewed and downloaded free of charge from the University website at www.spu.ac.ke. Tenderers who download the tender document are required to forward their particulars immediately to procurement@spu.ac.ke for registration purposes and for receiving any clarifications, amendments, addenda, or other official communication relating to this Invitation to Tender.
10. Tenderers are advised to carefully examine the ITT document, including the specifications, scope of services, technical requirements, service levels, pricing requirements, and contract conditions, before submitting their tenders.
11. Details regarding the tender submission date, time, and address are provided in the Instructions to Tenderers and Tender Data contained in this ITT.

12. The University reserves the right to accept or reject any tender, wholly or partially, and to annul the tender process in accordance with its applicable procurement policies and procedures.

Yours sincerely,
Head of procurement
St. Paul's University

ADDRESS FOR SUBMISSION OF QUOTATIONS
St. Paul's University
Private Bag, Limuru, Kenya
Attention: The Vice-Chancellor
Telephone: Toll-Free Line: 0800 723 000
Email: procurement@spu.ac.ke

Contents

SECTION 2(A). INSTRUCTIONS TO BIDDERS AND DATA SHEET – INVITATION TO TENDER (ITT)

Section 2(a). Instructions to Bidders (ITB)

This document is structured to mirror the standard Instructions to Bidders for an ITT, with provisions specific to the procurement of goods and services (HaaS).

A. GENERAL PROVISIONS

1. Meanings/Definitions

a. **"Affiliate(s)"** means an individual or entity that directly or indirectly controls, is controlled by, or is under common control with a Bidder, Vendor, Supplier, or Service Provider.

b. **"Applicable Law"** means the laws of Kenya and any other instruments having the force of law in Kenya.

c. **"University"** means St. Paul's University, being the entity carrying out the procurement process and entering into a Contract with the successful Bidder.

d. **"Bidder"** means a legally established company, firm, organization, or other entity that submits a bid, tender, proposal, or offer in response to a procurement opportunity issued by the University.

e. **"Contract"** means a legally binding written agreement signed between the University and the successful Bidder and includes all documents forming part of the agreement, including the General Conditions of Contract (GCC), Special Conditions of Contract (SCC), specifications, schedules, appendices, and other referenced documents.

f. **"Data Sheet"** means an integral part of the solicitation document used to provide procurement-specific information that supplements, but does not override, the applicable Instructions to Bidders.

g. **"Day"** means a calendar day unless otherwise specified as a Business Day. A Business Day means any official working day in Kenya and excludes gazetted public holidays.

h. **"Goods"** means the hardware, equipment, materials, supplies, software, and any other tangible items to be provided by the Bidder as part of the HaaS Managed Print Service.

i. **"HaaS"** means Hardware as a Service, a procurement model where hardware is provided, managed, and maintained by the Service Provider for a recurring fee.

j. **"In Writing"** means communicated in written form, including by letter, email, fax, or, where specified, through the University's electronic procurement system, with proof of transmission or receipt.

k. **"Joint Venture (JV)"** means an association of two or more firms or entities, with or without a separate legal personality, where one member is authorised to act on behalf of all members and all members are jointly and severally liable for the performance of the Contract.

l. **"ITB"** means the Instructions to Bidders contained in the relevant solicitation document and providing bidders with the information required to prepare and submit their bids.

m. **"Letter of Invitation"** means the formal invitation issued by the University inviting eligible bidders to participate in a procurement process.

n. **"ITT"** means Invitation to Tender, being a solicitation document issued by the University for Procurements where price and technical specifications are requested.

o. **"Service Provider"** means a natural person, firm, company, or organisation engaged by the University to provide services, including HaaS Managed Print Services, under a Contract.

p. **"Subcontractor"** means an entity to whom a Bidder subcontracts part of the Contract while the primary contracting party remains fully responsible to the University for the performance of the Contract.

q. **"Supplier"** means a natural person, firm, company, or organisation that supplies goods, equipment, materials, software, or other tangible items to the University under a Contract.

r. **"Tender"** means the price and other commercial and technical terms submitted by a Bidder in response to an Invitation to Tender (ITT).

s. **"Services"** means the work, activities, or tasks to be performed by a Service Provider under a Contract, including the management, maintenance, and support of HaaS.

t. **"Specifications"** means the document that defines the technical requirements, performance standards, and deliverables for the HaaS Managed Print Service.

u. **"Vendor"** means any natural person, firm, company, organisation, or other legal entity that provides or seeks to provide goods or services to the University and includes Suppliers and Service Providers.

2. Introduction

2.1 The University named in the Data Sheet invites tenders from eligible Bidders for the Provision of Hardware as a Service (HaaS) Managed Print Service, as described in the Specifications.

2.2 The Bidders are invited to submit a Tender for the services required for the assignment named in the Data Sheet. The Tender will be the basis for evaluating and ultimately signing the Contract with the successful Bidder.

2.3 The Bidder should familiarize themselves with the local conditions and take them into account in preparing their Tenders, including attending a pre-tender conference if one is specified in the Data Sheet. Attending any such pre-tender conference is optional and is at the Bidders' expense.

2.4 The University will timely provide, at no cost to the Bidders, the inputs, relevant project data, and reports required for the preparation of the Bidder's Tender as specified in the Data Sheet.

3. Conflict of Interest

3.1 The Bidder shall provide its Tender and perform the Contract professionally, objectively, and impartially, always placing the University's interests first, avoiding conflicts with its own commercial interests or other assignments, and ensuring that its decisions are not influenced by any improper consideration.

3.2 The Bidder shall promptly disclose to the University any actual, potential, or perceived conflict of interest that may affect its ability to fairly participate in the procurement process or perform the Contract. Failure to disclose such a conflict may result in disqualification from the procurement process, termination of the Contract, or any other appropriate action by the University.

3.3 Without limiting the generality of the foregoing, and unless otherwise stated in the Data Sheet, the Bidder shall not be awarded or continue to perform the Contract under the following circumstances:

i) **Conflicting Activities:** A Bidder that has participated in preparing the specifications, technical requirements, evaluation criteria, or other procurement documents for the Provision of Hardware as a Service (HaaS) – Managed Print Service, or any of its Affiliates, shall not participate as a Bidder for the same procurement where such participation would create an unfair competitive advantage.

ii) **Conflicting Assignments:** A Bidder shall not undertake another assignment or contractual arrangement that materially impairs its ability to perform the HaaS Managed Print Service Contract impartially, efficiently, or in the best interests of the University.

iii) **Conflicting Relationships:** A Bidder that has a close business, financial, employment, or personal relationship with a member of the University Council, University Management, Procurement Committee, Evaluation Committee, Procurement Office, or any other person who can influence the procurement or contract administration process shall disclose such relationship. The Bidder shall not be awarded the Contract unless the University determines that the conflict has been adequately managed and does not compromise the integrity of the procurement process.

iv) **Other Conflicts:** Any other actual, potential, or perceived conflict of interest identified by the University or specified in the Data Sheet that could compromise fairness, competition, transparency, or the proper performance of the HaaS Managed Print Service Contract.

4. Unfair Competitive Advantage

4.1 Fairness and transparency in the selection process require that the Bidders competing for a specific assignment do not derive a competitive advantage from having provided services related to the assignment in question. To that end, the University shall indicate in the Data Sheet and make available to all Bidders together with this ITT all information that would in that respect give such Bidder any unfair competitive advantage over competing Bidders.

5. Corrupt and Fraudulent Practices

5.1 Bidder firms or any of their members shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. Bidders that are proven to have been involved in any of these practices shall be automatically disqualified and would not be awarded a contract.

5.2 The University requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any Bidder found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Bidders shall be required to complete and sign the "Certificate of Independent Tender Determination" annexed to the Tender Submission Form.

5.3 The Bidder shall maintain accurate records relating to the Tender and performance of the Contract and shall, upon reasonable written notice, make relevant records available to the University, its internal or external auditors, or any competent authority lawfully entitled to inspect such records.

6. Eligibility

6.1 Unless otherwise specified in the Data Sheet, the University permits Bidders, including proposed subcontractors, joint ventures and individual members from all countries and categories to offer services.

6.2 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for submission of tenders, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website www.cak.go.ke

6.3 No Bidder shall be eligible where the Bidder, its directors, proposed staff, subcontractors or affiliates has an undisclosed actual, potential or perceived conflict of interest with a member of the University's Board, management, procurement function, evaluation team or other person involved in this ITT.

6.4 It is the Bidder's responsibility to ensure that its staff, joint venture members, Sub-contractors, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements.

6.5 As an exception to the foregoing:

a) A Bidder that is subject to a lawful prohibition, suspension, debarment or other restriction imposed by a competent Kenyan authority relevant to the provision of the Services shall disclose the same and may be excluded from the process at the University's discretion, subject to applicable law.

b) **Prohibitions** - Firms and individuals of a country or goods in a country may be ineligible if:

i) As a matter of law or official regulations, Kenya prohibits commercial relations with that country; or

ii) By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or services from that country or any payments to any country, person, or entity in that country.

c) Competent authority-owned entities and public institutions may participate where legally permitted and where they can demonstrate legal and financial capability to perform the Services and have no conflict of interest with the University. They must demonstrate they:

i) Are legally and financially autonomous,

ii) Operate under commercial law, and

iii) Are not dependent agencies of the University

d) Current University employees, Board members and persons directly involved in this procurement process shall not participate as Bidders, staff or subcontractors were doing so would create an actual, potential or perceived conflict of interest.

6.6 Margin of Preference and Reservations: No margin of preference shall be allowed. Reservations may however be allowed to a specific group of businesses (Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability), and who are appropriately registered as such by the authority specified in the Data Sheets. The University shall ensure that the invitation to submit tenders specifically includes only businesses or firms belonging to one group, if applicable.

B. PREPARATION OF TENDER DOCUMENT

7. General Considerations

7.1 In preparing the tender document, the Bidder is expected to examine the ITT in detail. Material deficiencies in providing the information requested in the ITT may result in rejection of the Tender.

8. Cost of Preparation of Tender

8.1 The Bidder shall bear all costs associated with the preparation and submission of its Tender, and the University shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The University is not bound to accept any tender and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidder.

9. Language

9.1 The Tender, as well as all correspondence and documents relating to the Tender exchanged between the Bidder and the University shall be written in the English language.

10. Documents Comprising the Tender Document

10.1 The Tender shall comprise the documents and forms listed in the Data Sheet.

10.2 The Bidder shall declare in the Tender Submission Form, that in competing for and executing a contract, it shall undertake to observe the laws of Kenya against fraud and corruption including bribery, as well as against anti-competitive practices including bid rigging.

10.3 The Bidder shall furnish information on commissions, gratuities and fees, if any, paid or to be paid to agents or any other party relating to this Tender and, if awarded, Contract execution, as requested in the Tender Submission Form.

11. Only One Tender

11.1 The Bidder (including the individual members of any Joint Venture) shall submit only one tender, either in its own name or as part of a Joint Venture in another Tender. If a Bidder, including any Joint Venture member, submits or participates in more than one tender, all such tenders shall be disqualified and rejected.

11.2 Members of a joint venture may not also make an individual Tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Contract.

11.3 Should a Joint Venture subsequently win the Contract, it shall consider whether an application for exemption from the Competition Authority of Kenya is merited pursuant to Section 25 of the Competition Act 2010.

12. Tender Validity

a) a. Tender Validity Period

12.1 The Data Sheet indicates the period during which the Bidder's Tender must remain valid after the Tender submission deadline.

12.2 During this period, the Bidder shall maintain its original Tender without any change, including the proposed rates and the total price.

b) b. Extension of Validity Period

12.3 The University will make its best effort to complete the evaluation and award within the tender's validity period. However, should the need arise, the University may request, in writing, all Bidders who submitted Tenders prior to the submission deadline to extend the Tenders' validity.

12.4 If the Bidder agrees to extend the validity of its Tender, it shall be done without any change in the original Tender.

12.5 The Bidder has the right to refuse to extend the validity of its Tender in which case such Tender will not be further evaluated.

c) c. Sub-Contracting

12.6 The Bidder shall not subcontract the whole or part of the Services without reasonable justification and written approval of the University.

13. Clarification and Amendment of ITT

13.1 The Bidder may request a clarification of any part of the ITT during the period indicated in the Data Sheet before the Tenders' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the University's address indicated in the Data Sheet. The University will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all Bidders. Should the University deem it necessary to amend the ITT as a result of a clarification, it shall do so following the procedure described below:

13.2 At any time before the tender submission deadline, the University may amend the ITT by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all invited Bidders and will be binding on them. The Bidders shall acknowledge receipt of all amendments in writing.

13.3 If the amendment is substantial, the University may extend the tender submission deadline to give the Bidders reasonable time to take an amendment into account in their Tenders.

13.4 The Bidder may submit a modified Tender or a modification to any part of it at any time prior to the tender submission deadline. No modifications to the Tender shall be accepted after the deadline.

14. Tender Format and Content

14.1 The Tender shall be prepared using the Standard Forms provided in the ITT and shall comprise the documents listed in the Data Sheet. The Tender must include a clear breakdown of costs, including, but not limited to:

a) Hardware costs (e.g., printers, MFDs, servers)

b) Software licensing fees

c) Installation and configuration costs

d) Maintenance and support fees (monthly/annual)

e) Consumables costs (e.g., toner, ink, spare parts)

f) Training and other professional services

g) All applicable taxes (e.g., VAT, withholding tax)

15. Financial Tender

15.1 The Financial Tender shall list all costs associated with the assignment, including (a) cost of goods, (b) costs of services, (c) reimbursable expenses indicated in the Data Sheet. Any Bidder that does not submit an itemized and priced tender, or merely refers the University to other legal instruments for the applicable minimum fees shall be considered non-responsive.

d) a. Price Adjustment

15.2 For assignments with a duration exceeding 18 months, a price adjustment provision for foreign and/or local inflation may apply if so stated in the Data Sheet.

e) b. Taxes

15.3 The Bidder and its Sub-contractors are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in Kenya is provided in the Data Sheet.

f) c. Currency of Tender

15.4 The Bidder shall express the price for its Services in the currency or currencies as stated in the Data Sheet. If indicated in the Data Sheet, the portion of the price representing local cost shall be stated in Kenya Shillings.

g) d. Currency of Payment

15.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Tender.

C. SUBMISSION, OPENING AND EVALUATION

16. Submission, Sealing, and Marking of Tenders

16.1 The Bidder shall submit a signed and complete tender comprising the documents and forms in accordance with ITB 10 (Documents Comprising Tender). Bidders shall mark as **"CONFIDENTIAL"** information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information. The submission can be done by mail or by hand. If specified in the Data Sheet, the Bidder has the option of submitting its Tenders electronically.

16.2 An authorized representative of the Bidder shall sign the original submission letters and shall initial all pages of the Tender. The authorization shall be in the form of a written power of attorney attached to the Tender.

16.3 A Tender submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.

16.4 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

16.5 The signed Tender shall be marked **"ORIGINAL"**, and its copies marked **"COPY"** as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

17. Sealing and Marking of Tenders

17.1 The Bidder shall deliver the Tenders in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the assignment, addressed to the University and a warning **"DO NOT OPEN BEFORE… (The time and date for tender opening)"**. Within the single envelope, package or container, the Bidder shall place the following separate, sealed envelopes:

i) In an envelope or package or container marked **"ORIGINAL"**, all documents comprising the Tender; and

ii) In an envelope or package or container marked **"COPIES"**, all required copies of the Tender.

17.2 The inner envelopes or packages or containers shall:

i) Bear the name and address of the University.

ii) Bear the name and address of the Bidder; and

iii) Bear the name and Reference number of the Assignment.

17.3 If an envelope or package or container is not sealed and marked as required, the University will assume no responsibility for the misplacement or premature opening of the Tender. Tenders that are misplaced or opened prematurely will not be accepted.

17.4 The Tender or its modifications must be sent to the address indicated in the Data Sheet and received by the University no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Tender or its modification received by the University after the deadline shall be declared late and rejected, and promptly returned unopened.

18. Confidentiality/Canvassing

18.1 From the time the Tenders are opened to the time the Contract is awarded, the Bidder should not contact the University on any matter related to its Tender. Information relating to the evaluation of Tenders and award recommendations shall not be disclosed to the Bidders who submitted the Tenders or to any other party not officially concerned with the process, until the communication of the award decision.

18.2 Any attempt by Bidders or anyone on behalf of the Bidder to influence improperly the University in the evaluation of the Tenders or Contract award decisions may result in the rejection of its Tender and may be subject to the application of prevailing University's procurement procedures and applicable Kenyan law.

18.3 Notwithstanding the above provisions, from the time of the Tenders' opening to the time of Contract award publication, if a Bidder wishes to contact the University on any matter related to the selection process, it should do so only in writing.

19. Opening of Tenders

19.1 The University's opening committee shall conduct the opening of the Tenders in the presence of the Bidders' authorized representatives who choose to attend (in person, or online if this option is offered in the Data Sheet). The opening date, time and the address are stated in the Data Sheet.

19.2 At the opening of the Tenders, the following shall be read out: (i) the name of the Bidder or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names of all members; (ii) the presence or absence of a duly sealed envelope with the Tender; (iii) any modifications to the Tender submitted prior to tender submission deadline; and (iv) the total price.

20. Tenders Evaluation

20.1 The University's evaluation committee shall evaluate the Tenders that have passed the eligibility and mandatory criteria, on the basis of their responsiveness to the Specifications and the ITT. The eligibility and mandatory criteria shall include the following and any other that may be included in the Data Sheet:

a) Bidder has submitted the required number of copies of the Tender.

b) The Tender is valid for the required number of days.

c) The Tender is signed by the person with power of attorney, without material deviation, reservation, or omission.

d) The Tender is complete with all the forms and required documentary evidence submitted.

e) A valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority for Kenyan firms.

f) The Bidder is not insolvent, in receivership, bankrupt or in the process of being wound up.

g) The Bidder, its sub-contractors have not engaged in or been convicted of corrupt or fraudulent practices.

h) The Bidder is neither precluded from entering into a Contract nor prohibited by the University or any competent regulatory authority.

i) The Bidder has no conflicts of interest.

20.2 Evaluation Criteria: Tenders that pass the mandatory criteria will be evaluated for responsiveness to technical specifications and commercial terms. The evaluation will be based on the criteria and scoring system outlined in the Data Sheet. A Tender shall be rejected at this stage if it does not respond to important aspects of the ITT or if it fails to meet the minimum requirements.

21. Correction of Errors

21.1 In case of discrepancy between a partial amount (sub-total) and the total amount, or between the amount derived by multiplication of unit price with quantity and the total price, or between figures and words, the latter will prevail.

22. Taxes

22.1 All taxes are deemed to be included in the Bidder's financial tender as separate items, and, therefore, considered in the evaluation unless otherwise specified in the Data Sheet.

22.2 All local identifiable taxes levied on the contract invoices and any similar taxes or levies are dealt with in accordance with the instructions in the Data Sheet.

23. Conversion to Single Currency

23.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.

24. Abnormally Low Prices

24.1 An Abnormally Low Price is one where the financial price, in combination with other constituent elements of the tender, appears unreasonably low to the extent that the price raises material concerns with the University as to the capability of the Bidder to perform the Contract for the offered price.

24.2 In the event of identification of a potentially Abnormally Low Price by the evaluation committee, the University shall seek written clarification from the Bidder, including a detailed price analysis of its price in relation to the subject matter of the contract, scope, delivery schedule, allocation of risks and responsibilities and any other requirements of the ITT document.

24.3 After evaluation of the price analysis, if the University determines that the Bidder has failed to demonstrate its capability to perform the contract for the offered price, the University shall reject the Bidder's tender.

25. Abnormally High Prices

25.1 An abnormally high price is one where the tender price appears unreasonably too high to the extent that the University is concerned that it may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Bidders is compromised.

25.2 In case of an abnormally high tender price, the University shall make a survey of the market prices, check if the estimated cost of the contract is correct, and review the ITT to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The University may also seek written clarification from the Bidders on the reason for the high tender price. The University shall proceed as follows:

i) If the tender price is abnormally high based on wrong estimated cost of the contract, the University may accept or not accept the tender depending on the University's budget considerations.

ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, the University shall reject all tenders and may re-invite tenders for the contract based on revised estimates, specifications, scope of work and conditions of contract.

25.3 If the University determines that the Tender Price is abnormally too high because genuine competition between Bidders is compromised (often due to collusion, corruption or other manipulations), the University shall reject all Tenders and shall institute or cause competent authority Agencies to institute an investigation on the cause of the compromise, before re-inviting tenders.

26. Evaluation and Award

26.1 Lowest Evaluated Tender: The University's evaluation committee will select the Bidder whose Tender is the lowest evaluated total price among those Tenders that pass the technical and commercial evaluation criteria and will be recommended for award, subject to the required approvals within the University.

26.2 Notification of Intention to enter into a Contract/Notification of Award: The University shall send to the successful Bidder the Notification of Award. The notification shall contain, at a minimum, the following information:

i) The name and address of the successful Bidder;

ii) The contract price of the successful Tender;

iii) The expiry date of the post-evaluation review period; and

iv) Instructions on how to request a debriefing and/or submit a complaint during the post-evaluation review period.

27. Post-evaluation review period

27.1 The post-evaluation review period shall be the number of days stated in the Data Sheet. The post-evaluation review period commences the day after the date the University has transmitted the Notification of Award to all Bidders (that have not already been notified that they have been unsuccessful). The Contract shall not be signed earlier than the expiry of the post-evaluation review period. This period shall be allowed for aggrieved Bidders to lodge an appeal. The procedure for appeal and the authority to determine the appeal or complaint is as indicated in the Data Sheet.

D. NEGOTIATIONS AND AWARD

28. Negotiations

28.1 The University may, at its discretion, negotiate with the successful Bidder to clarify technical or commercial details, or to seek a price reduction, if deemed necessary.

28.2 The evaluation committee shall prepare minutes of negotiations that are signed by the University's authorized representative and the Bidder's authorized representative.

29. Letter of Award

29.1 Upon expiry of the post-evaluation review period, specified in ITB 27, after satisfactorily addressing any appeal that has been filed within the post-evaluation review period, and upon successful negotiations (if any), the University shall send a Letter of Award to the successful Bidder. The letter shall confirm the University's award of Contract to the successful Bidder and request the Bidder to sign and return the draft negotiated Contract within Twenty-One (21) Days from the date of the Letter of Award.

30. Signing of Contract

30.1 The Contract shall be signed prior to the expiration of the Tender Validity Period and promptly after expiry of the post-evaluation review period.

SECTION 2(B). DATA SHEET (ITT)

TENDER NO. SPU/TNDR/S/01/HAAS/2026-2027

PROVISION OF HARDWARE AS A SERVICE (HaaS) MANAGED PRINT SERVICE

Ref. No.	**Item**	**Instructions / Data**
A. General Provisions		
ITB 2.1	University	St. Paul's University
ITB 2.1	Method of Selection	Invitation to Tender (ITT) – Lowest Evaluated Tender
ITB 2.3	Pre-tender Conference	A pre-tender conference will be held on: Closing date – 18th September 2026, 10:00am. Attendance is optional.
ITB 2.4	Inputs Provided b University	The University will provide the following inputs at no cost: • Specifications for the HaaS Managed Print Service • Existing printer inventory • Building layout/schematic (if applicable)
ITB 4.1	Unfair Competitive Advantage	No additional information regarding unfair competitive advantage has been identified.
B. Eligibility		
ITB 6.1	Eligibility of Bidders	Bidders must be legally registered firms in Kenya.
ITB 6.6	Reservations	No reservations are specified for this tender.
B. Preparatior of Tenders		
ITB 10.1	Documents Comprising the Tender	The Tender shall comprise the following completed and signed documents: **Mandatory Forms:** 1. Tender Submissior Form (Form ITT-1) 2. Certificate of Independent Tender Determination (Form ITT-2) 3. Price Schedule (Form ITT-3) 4. Technical Proposal (Form ITT-4) **Statutory Documents:** 5 Copy of valid Certificate of Incorporation/Registration 6. Copy of valid Tax Compliance Certificate issued by KRA 7. Copy of valid KRA PIN Certificate 8. Copy of valid Business Permit/Trade License 9. CR12 (issued within the last 12

		months) or equivalent company ownership documentation 10 Completed Consultant Company and Conflict of Interest Declaration 11. Duly filled, signed and stamped Form of Tender 12. Tender Security (KES. 100,000.00) – as per ITB 22.1 13. Declaration that the firm is not prohibited by the University or any competent regulatory authority from providing the Services 14. Self-declaration on anti-corruption fraud and collusive practices **Technical Documents:** 15. Company profile and relevant experience in HaaS/Managed Print Services 16. CVs of key personnel to be assigned to the project 17. Manufacturer's authorization or certification (if applicable) 18. Technical specifications of proposed hardware and software
ITB 12.1	Tender Validity Period	The Tender shall remain valid for 180 (One Hundred and Eighty) Days from the date of the tender submission deadline
ITB 15.2	Price Adjustment	Price adjustment provisions do not apply.
ITB 15.3	Taxes	Bidders must clearly indicate all applicable taxes (e.g., VAT, withholding tax) as separate line items in their Price Schedule Information on tax obligations can be found on the Kenya Revenue Authority website: www.kra.go.ke
ITB 15.4	Currency of Tender	Tenders must be submitted in Kenya Shillings (KES).
C. Submission, Opening and Evaluation		
ITB 16.5	Number of Copies	The Bidder shall submit: • Technical Tender: One (1) Original and One (1) Copy • Financial Tender: One (1) Original and One (1) Copy
ITB 17.4	Submission Address	The Tender must be submitted in a single sealed envelope containing two separate sealed envelopes (Technical and Financial) to: Vice Chancellor St. Paul's University Main Campus, Limuru Road P.O. Box Private Bag – 00217 Limuru Kenya Reference: TENDER NO. SPU/TNDR/S/01/HAAS/2026-2027 – PROVISION OF HAAS MANAGED PRINT SERVICE
ITB 17.4	Submission	Closing date: 18th September 2026, 10:00am Time: 10:00

	Deadline	A.M. (Local Time)
ITB 17.4	Late Tenders	Any Tender received after the submission deadline shall be declared late and rejected, and promptly returned unopened.
ITB 19.1	Tender Opening Date, Time, and Address	Date: 18th September 2026 Time: 10:30 A.M. (Immediately after the submission deadline) Venue: St. Paul's University, Main Campus, Limuru Road Online Option: No online option is offered.
ITB 19.2	Information Read Aloud at Opening	The following information will be read aloud: • Name of the Bidder • Number of Copies Submitted • Presence or absence of Tender Security • Total Tender Price
ITB 20.1	Mandatory Eligibility Criteria (YES/NO)	Failure to meet any of the following Mandatory criteria will result in immediate disqualification and no further evaluation: **A. Statutory Requirements:** 1. Certificate of Incorporation/Registration. 2. Valid Tax Compliance Certificate issued by the Kenya Revenue Authority (KRA). 3. CR12 (issued within the last 12 months) or equivalent company ownership documentation. 4. Valid Business Permit/Trade License. 5. Completed Consultant Company and Conflict of Interest Declaration. 6. Duly filled, signed and stamped Form of Tender. 7. Tender Security: KES. 100,000.0 (Bank Guarantee or Banker's Cheque). 8. Declaration that the firm is not prohibited by the University or any competent regulatory authority from providing the Services. 9. Self-declaration on anti-corruption, fraud and collusive practices. **B. Technical Requirements:** 10. Demonstrated experience in HaaS or Managed Print Services (at least 3 years). 11. Valid manufacturer authorization/certification for the proposed hardware. 12. CVs of proposed personnel with relevant qualifications and experience.
ITB 20.2	Technical Evaluation	The Technical Tender will be evaluated on a Pass/Fail basis. Bidders must meet all technical specifications and mandatory requirements to proceed to the commercial evaluation.
ITB 20.2	Commercial Evaluation	The lowest evaluated total price (inclusive of all costs and taxes, except VAT) among the technically responsive Bidders

		will be selected for award.
ITB 22	Taxes for Evaluation	For the evaluation, the University will include separate items of: (a) All local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract's invoices; and (b) All additional local indirect tax on the remuneration of services rendered. If a Contract is awarded, a Contract negotiations, all such taxes will be discussed, finalized using the itemized list and included in the Contract amount as a separate line, also indicating which taxes shall be paid by the Bidder and which taxes are withheld and paid by the University on behalf of the Bidder.
ITB 23.1	Currency Conversion	The single currency for evaluation is Kenya Shillings (KES). The official source of the selling exchange rate is the Central Bank of Kenya. The date of the exchange rate is the date of tender opening (18th September 2026).
ITB 26	Evaluation and Award	The University's evaluation committee will select the Bidder whose Tender is the lowest evaluated total price among those Tenders that pass the technical and commercial evaluation criteria and will be recommended for award, subject to the required approvals within the University.
ITB 27	Post-evaluation Review Period	Five (5) Business Days from the date of the Notification of Intention to Award. Procedure for Appeal: A procurement-related complaint may challenge: (i) the terms of the Tender Documents; and (ii) the University's decision to award the contract. Appeals Authority: The University's Procurement Committee.
D. Negotiation and Award		
ITB 28	Negotiations	The University may, at its discretion, negotiate with the successful Bidder to clarify technical or commercial details, o to seek a price reduction, if deemed necessary.
ITB 28.1	Date and Address for Negotiations	To be communicated to the successful Bidder.
ITB 29	Letter of Award	Upon expiry of the post-evaluation review period, after

		satisfactorily addressing any appeal that has been filed, and upon successful negotiations (if any), the University shall sen a Letter of Award to the successful Bidder.
ITB 30	Signing of Contract	The successful Bidder must sign and return the Contract within Twenty-One (21) Days of receiving the Letter of Award.
ITB 30	Expected Commencement Date	Immediately after signing of the Contract.
ITB 30.1	Publication of Award	In accordance with the University's internal approval and procurement procedures.
Contact Information		
	Contact Person	Head Procurement For: Vice Chancellor
	Email Address	procurement@spu.ac.ke
	Clarification Requests	Clarifications may be requested no later than 10 (Ten) Days prior to the submission deadline via email to the above address.

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

TENDER NO. SPU/TNDR/S/01/HAAS/2026-2027

PROVISION OF HARDWARE AS A SERVICE (HaaS) MANAGED PRINT SERVICE

i. Preliminary Examination

The University shall conduct a preliminary examination of all Tenders received to determine if:

i. The Tender has been properly submitted (sealed, marked, and with correct number of copies).

ii. The Tender contains unacceptable errors, is abnormally too low, or is too high.

iii. All mandatory requirements have been met.

A. PRELIMINARY / MANDATORY REQUIREMENTS (PASS/FAIL)

No.	Mandatory Requirement	Compliance	Remark
A1	Copy of Certificate of Incorporation / Registration Certificate	YES / NO	Must be submitted
A2	Copy of Valid Current KRA Tax Compliance Certificate	YES / NO	Must be valid
A3	Copy of PIN / VAT Certificate from KRA indicating relevant tax obligations	YES / NO	Must be submitted
A4	Copy of certified current CR12 (Generated within the last twelve (12) months) or CR13	YES / NO	Must be current
A5	Copy of current business license / trade license of where the business is located	YES / NO	Must be valid
A6	Submit Tender Security of KES. 100,000.00 in the form of a Bank Guarantee licensed by Central Bank of Kenya, or a Guarantee by an Insurance Company registered and licensed by the Insurance Regulatory Authority. Valid for 210 Days (30 days beyond the Tender validity period of 180 days).	YES / NO	Must be attache
A7	Tender submitted in two (2) copies clearly marked "ORIGINAL" and "COPY"	YES / NO	Both hard copie required
A8	Submit a duly filled, signed and stamped Confidential Business Questionnaire	YES / NO	Must be fully completed
A9	Audited Accounts for the Last Three (3) Years (2023, 2024 & 2025) – If 2025 audited accounts are not yet available, manageme accounts for the intervening period must be submitted alongside.	YES / NO	All three years required
A10	Submit a written declaration that the Bidder has not been debarred by any other procuring institution.	YES / NO	Signed declaration required
A11	Documents paginated sequentially (1, 2, 3… to last page)	YES / NO	Must be properl numbered
A12	Duly filled, signed and stamped Form of Tender	YES / NO	Must be completed and stamped
A13	Duly filled, signed and stamped Site Visit Certificate to be issued by the University (if a site visit was conducted)	YES / NO	Must be submitted
A14	Declaration that the Bidder is not prohibited by the University or any competent regulatory authority from providing the Services	YES / NO	Signed declaration required

A15	Self-declaration on anti-corruption, fraud and collusive practices	YES / NO	Signed declaration required
A16	Company/Business Profile	YES / NO	Must be submitted

Note: Failure to meet ANY of the above Mandatory Requirements results in automatic disqualification. No marks are awarded in this section – it is strictly PASS/FAIL.

B. TECHNICAL REQUIREMENTS (TOTAL: 100 MARKS – PASS MARK: 70%)

No.	Technical Requirement	Marks Awarded	Evidence Required
B1	**Specific Firm's Experience** – Demonstrate experience in providing Managed Print Services or HaaS (Hardware as a Service) solutions. Provide evidence of at least **5 organizations** where similar services were successfully provided. Attach copies of **contracts/LPOs/LSOs** AND **reference letters** from the same organizations.	**5 marks per engagement 25 Marks Total**	Copy of contract LPO / LSO AND reference letter o official letterhead for each engagement (5 engagements required)
B2	**Maximum Accumulative Volume of Business** – Total value of Managed Print Services / HaaS contracts handled in the last 3 years (2023, 2024 & 2025). Must attach LPOs/contracts signed and stamped.	**Above KES 20 Million – Marks** KES 15 – 19.9 Million – 6 Marks KES 10 – 14.9 Million – 4 Marks KES 5 – 9.9 Million – 2 Marks Below KES 5 Million – 1 Mark	Signed and stamped LPOs / Contracts
B3	**Financial Capability** – Supported by certified audited accounts for the last 3 years (2023, 2024 & 2025) – based on Current Ratio (Current Assets ÷ Current Liabilities).	**Current Ratio ≥ 1.5 – 15 Marks** Current Ratio ≥ 1.(but < 1.5 – 10 Marks Current Ratio ≥ 0.5 but < 1.0 – 5 Marks Current Rati < 0.5 – 0 Marks	Certified audited accounts for all 3 years
B4	**Technical Specifications of Proposed Hardware** – Demonstrated ability to provide high-quality, reliabl and energy-efficient MFDs/Printers with required features.	**Fully meets specification – 10 Marks** Partially meet specifications – 5 Marks Does not meet specifications – 0 Marks	Technical specification brochures / datasheets of proposed equipment
B5	**Service & Maintenance Capability** – Evidence of qualified technical team and a service/maintenance plan.	**Comprehensive plan wit local technicians – 10 Marks** Limited plan – 5 Marks No plan – 0 Marks	CVs of technical staff, maintenanc schedule, respons time commitmen

B6	**Evidence of Physical Registered Office / Service Centre** – Located within Kenya, preferably within Nairobi or its environs.	**5 Marks – If within 50km of the University** 3 Marks If within 100km 1 Mark – beyond 100km 0 Marks – No physical office	Utility Bill / Leas Agreement / Rental Payment Receipt / Proof of ownership
B7	**Value Addition Services** – Evidence of additional services offered (e.g., training, proactive monitoring consumables management, software integration, reporting, etc.)	**10 Marks for comprehensive value addition** 5 Marks for limited value addition 0 Marks – No value addition	Statement and proof of having successfully implemented valu additions in previous projects
B8	**Litigation History** – Provide statement of no litigation history.	**2 Marks – No Litigation** (Marks – If Yes, state natur and provide details	Signed statement of no litigation history
B9	**Presentation / Arrangement of Documents** – Well organized, clearly indexed, and professionally presented documents.	**3 Marks – Well-organized** 1 Mark – Partially organized 0 Mark – Poorly organized	Physical submission reviev
	TOTAL MARKS	**100 Marks**	
	PASS MARK (70%)	**70 arks**	

C. FINANCIAL EVALUATION

Criteria	**Method of Evaluation**
Basis of Awar	Financial evaluation will be carried out on the **Lowest Evaluated Cost** basis among Bidders who have passed the Mandatory Requirements (Section A) and achieved the minimum technical score of 70% (Section B).
Award per Ite	St. Paul's University will award the Contract to the lowest evaluated responsive Bidder per the HaaS Managed Print Service requirements (hardware, software, maintenance, consumables, and support services).
Price Evaluation	The total **Tender price** shall be evaluated inclusive of all costs except VAT. Bidders shall clearly itemize: i. Hardware costs (MFDs/Printers) ii. Software licensing fees iii. Installation and configuration costs iv. Monthly/annual maintenance and support fees v. Consumables costs (toner, ink, spare parts) vi. Training and professional services vii. All applicable taxes (VAT, withholding tax, etc.)

Abnormally Low/High Prices	Unrealistic low or high prices shall be rejected as may be guided by prevailing market prices. The University shall seek written clarification from the Bidder regarding the pricing. If the Bidder fails to justify the price, the **Tender** shall be rejected.
Tie-Breaking Rule	In case of a tie on the lowest quoted evaluated price between two or more Bidders, the University may: i. Conduct competitive negotiations with the tied Bidders to seek a price reduction or ii. Award to the Bidder with the highest technical score among the tied Bidders; or iii. Share the contract quantities equally between the tied Bidders (subject to feasibility).

D. OVERALL EVALUATION SUMMARY

Stage	Requirement	Action
Preliminary / Mandatory	Must pass ALL Mandatory Requirements (Section A)	FAIL = Disqualified
Technical Evaluation	Must achieve a minimum score of 70 Marks out of 10 (70%)	FAIL = Financial Proposal remains unopened and returned
Financial Evaluation	Evaluated only for Bidders who pass Sections A & B	Lowest Evaluated Price wins
Award	Contract awarded to the Bidder with the Lowest Evaluated Total Price among technically responsive Bidders	Subject to internal approval and post-evaluation review period

Summary of Mark Distribution

Section	Component	Marks	Pass Mark
A	Preliminary / Mandatory Requirements	PASS/FAIL	ALL Required
B1	Specific Firm's Experience (5 engagements x 5 marks) – includes contracts AND reference letters	25	-
B2	Accumulative Volume of Business	8	-
B3	Financial Capability (Current Ratio)	15	-
B4	Technical Specifications of Hardware	10	-
B5	Service & Maintenance Capability	10	-
B6	Physical Registered Office / Service Centre	5	-
B7	Value Addition Services	10	-
B8	Litigation History	2	-
B9	Presentation / Arrangement of Documents	3	-
B (Total)	**Technical Evaluation Total**	**100**	**70 (70%)**
C	Financial Evaluation	Lowest Price	N/A
D	Overall Award	Lowest Evaluated Price among Technically Qualified Bidders	N/A

TECHNICAL SPECIFICATIONS - COMPLIANCE TABLES

HEAVY DUTY COLOUR MULTIFUNCTION DEVICE

Quantity Required: Four (4)

No.	Specification Requirement	Comply	Remarks
1.	A3 Colour Laser Multifunction Device	☐	
2.	Print, Copy, and Scan functionality	☐	
3.	Minimum speed of 45 pages per minute (A4)	☐	
4.	Automatic duplex printing	☐	
5.	Dual Scan Automatic Document Feeder - minimum 100 sheets	☐	
6.	Minimum paper capacity of 1,200 sheets, expandable to at least 3,000 sheet	☐	
7.	Minimum monthly duty cycle of 200,000 pages	☐	
8.	Scanning to Email, SMB, FTP, USB, PDF, and Searchable PDF	☐	
9.	Gigabit Ethernet connectivity	☐	
10.	Secure PIN Printing	☐	
11.	HDD Encryption (where applicable)	☐	
12.	TLS support	☐	
13.	LDAP/Active Directory integration	☐	
14.	AirPrint, Mopria, or equivalent mobile printing	☐	
15.	Energy Star Certified	☐	
16.	Integrated stapling finisher (where available)	☐	

STANDARD DEPARTMENT MULTIFUNCTION DEVICE

Quantity Required: Nineteen (19)

No.	Specification Requirement	Comply	Remarks
1.	A4 Monochrome Laser Multifunction Device	☐	
2.	Print, Copy, and Scan functionality	☐	
3.	Minimum speed of 35 pages per minute	☐	
4.	Automatic duplex printing	☐	
5.	Automatic Document Feeder - minimum 50 sheets	☐	
6.	Minimum paper capacity of 550 sheets, expandable	☐	
7.	Minimum monthly duty cycle of 80,000 pages	☐	
8.	Scanning to Email, SMB, FTP, and USB	☐	

9.	Gigabit Ethernet connectivity	☐	
10.	Secure PIN Printing	☐	
11.	LDAP integration	☐	
12.	Mobile printing support	☐	

STUDENT LIBRARY MULTIFUNCTION DEVICE

Quantity Required: Three (3)

No.	Specification Requirement	Comply	Remarks
1.	A3 Colour Laser Multifunction Device	☐	
2.	Print, Copy, and Scan functionality	☐	
3.	Minimum speed of 35 pages per minute	☐	
4.	Automatic duplex printing	☐	
5.	Automatic Document Feeder - minimum 100 sheets	☐	
6.	Minimum paper capacity of 1,000 sheets	☐	
7.	Minimum monthly duty cycle of 150,000 pages	☐	
8.	Scanning to Email, USB, and SMB	☐	
9.	Gigabit Ethernet connectivity	☐	
10.	Student PIN Authentication	☐	
11.	Integration with Student Portal	☐	
12.	Integration with M-Pesa payment platform	☐	
13.	Secure print release for all users	☐	

SUMMARY COMPLIANCE TABLE

Device Category	Quantity Required	Total Specifications	Compliant	Partially Compliant	Non-Complia
Heavy Duty Colour MFD	4	16	☐	☐	☐
Standard Departme MFD	19	12	☐	☐	☐
Student Library MF	3	13	☐	☐	☐
TOTAL	**26**	**41**	☐	☐	☐

BIDDER DECLARATION

I/We hereby declare that the proposed equipment meets or exceeds all the technical specifications listed above.

Company Name:	
Authorized Representative:	
Signature:	
Date:	
Company Stamp:	

Instructions: Place a tick (✓) in the "Comply" column for each specification met. Use the "Remarks" column to provide additional details or clarifications where necessary.

DEVICE DEPLOYMENT REQUIREMENTS

The Bidder shall supply, install, configure, commission, and maintain a total of twenty-six (26) multifunction devices across the University's campuses.

Campus	Heavy Duty Colour MFD	Standard Department MFD	Student Library MFD	Total
Limuru	2	15	1	18
Nairobi	1	4	1	6
Nakuru	1	0	1	2
Total	**4**	**19**	**3**	**26**

SERVICE LEVEL AGREEMENT (SLA) REQUIREMENTS

SLA Item	Minimum Requirement	Measurement

Fault Response Time	Within 4 hours of fault logging	Per incident
Minor Fault Resolution	Within 24 hours	Per incident
Major Fault Resolution or Device Replacement	Within 48 hours	Per incident
Consumables Replenishment	Within 24 hours of system alert	Per incident
Device Availability	Minimum 99% uptime per device per month	Monthly
Helpdesk Support	Monday to Friday, 8:00 a.m. to 6:00 p.m.	Continuous
Performance Reports	Submitted by the 5th day of every month	Monthly

Note: Failure to meet the above SLA requirements may result in penalties as specified in the General Conditions of Contract (GCC).

CONSUMABLES AND MAINTENANCE REQUIREMENTS

The Bidder shall provide, at no additional cost beyond the agreed cost-per-page rate, all consumables, replacement parts, preventive maintenance, corrective maintenance, labour, transportation, and technical support required for continuous operation.

Consumables shall include, but shall not be limited to:

- Original Equipment Manufacturer (OEM) toner cartridges.
- Drums.
- Imaging units.
- Developer units.
- Fusers.
- Transfer belts.
- Waste toner containers.
- Maintenance kits.
- Feed rollers.
- Separation rollers.
- Staples, where applicable.
- Plain white printing paper (A4 and A3, minimum 80 gsm) – for testing, demonstration, and commissioning purposes only. Ongoing paper supply shall be the responsibility of the University unless otherwise agreed in the Contract.
- Any additional consumables or replacement parts required to maintain uninterrupted printing services.

PRINT MANAGEMENT SOFTWARE REQUIREMENTS

The Bidder shall provide enterprise print management software capable of centrally managing all printing activities across the University's campuses.

The software shall include, at a minimum, the following capabilities:

- Secure PIN-based print release.
- Centralized device monitoring.
- Centralized administration.
- Follow-Me Printing.
- User authentication.
- Departmental cost allocation.
- Print quotas.
- User activity logging.
- Audit trail generation.
- Automated reporting.
- Device status monitoring.
- Toner level monitoring.
- Automated fault notifications.
- Integration with Active Directory and LDAP.
- Student Portal integration.
- M-Pesa payment integration.
- API integration capability.
- Exportable management reports.

REPORTING REQUIREMENTS

The print management platform shall generate comprehensive reports including:

- Device utilization.
- User activity.
- Departmental printing costs.
- Colour versus monochrome printing.
- Monthly print volumes.
- Consumables utilization.
- Device downtime.
- Service response history.
- Environmental impact reports where available.

PROOF OF CONCEPT (POC) REQUIREMENTS

Prior to commencement of the full contract, the successful Bidder shall undertake a mandatory Proof of Concept (POC) for a period of four (4) months.

The objectives of the Proof of Concept shall include:

- Establishing actual print volumes for black-and-white and colour printing.
- Validating the suitability of the proposed device mix.
- Demonstrating the functionality and performance of all proposed multifunction devices.
- Testing the print management software in a live production environment.
- Validating integration with the University's Student Portal.
- Validating integration with the M-Pesa payment platform.
- Demonstrating secure staff and student authentication.
- Demonstrating centralized monitoring and reporting capabilities.
- Measuring compliance with the required Service Level Agreement.
- Assessing user acceptance and operational suitability.

Commercial Terms of the POC:

The POC shall be conducted at no cost to the University. Alternatively, the cost-per-page rate shall apply during the POC period as agreed in the Contract.

SECTION IV – TENDERING FORMS

PROVISION OF HARDWARE AS A SERVICE (HaaS) MANAGED PRINT SERVICE

TENDER NO. SPU/TNDR/S/01/HAAS/2026-2027

1. **1. A. TECHNICAL PROPOSAL FORMS**
2. **FORM TECH-1: FORM OF TENDER – TECHNICAL PROPOSAL**

INSTRUCTIONS TO BIDDERS

3. This Form of Tender must be placed in the first envelope marked "TECHNICAL PROPOSAL".
4. The Bidder must prepare this Form on official company letterhead showing the complete name, postal address, physical address, telephone number, and email address of the firm.
5. All italicized text is for guidance only and must not appear in the submitted document.
6. All blank spaces must be filled in clearly and legibly.
7. The completed form must be signed by a person duly authorized to bind the Tenderer.
8. All pages of the Tender must be chronologically serialized.

Date of Tender Submission:	[________________________________]

Tender No.: SPU/TNDR/S/01/HAAS/2026-2027

Tender Name: PROVISION OF HARDWARE AS A SERVICE (HaaS) MANAGED PRINT SERVICE

To:
The Vice-Chancellor
St. Paul's University
P.O. Box Private Bag – 00217
Limuru, Kenya

Dear Sirs,

1. SUBMISSION OF TENDER

We, the undersigned Tenderer, hereby submit our Tender for the above-referenced procurement, consisting of two separate parts:

Part	**Description**
Part I	Technical Proposal
Part II	Financial Proposal

2. DECLARATIONS

In submitting our Tender, we make the following declarations:

a) **No Reservations:** We have examined the Tender Document, including all addenda and clarifications issued by St. Paul's University, and have no reservations to the requirements contained therein.

b) **Eligibility:** We confirm that we meet all eligibility requirements specified in the Tender Document and that we have no conflict of interest in relation to this procurement.

c) **Tender-Securing Declaration:** We confirm that we have not been debarred from participating in procurement proceedings and undertake to comply with all applicable requirements relating to the Tender-Securing Declaration.

d) **Conformity:** We offer to provide the Hardware as a Service (HaaS) Managed Print Service in full conformity with the requirements of the Tender Document and the Schedule of Services Requirements. Our proposed service shall include, as applicable:

#	**Service Component**
1.	Provision of printers and multifunction devices
2.	Installation and commissioning
3.	Preventive and corrective maintenance
4.	Toner and consumables management
5.	Spare parts and replacement of defective equipment
6.	Print management and monitoring
7.	Meter reading and reporting
8.	User support and helpdesk services
9.	Equipment replacement and lifecycle management
10.	Service-level management
11.	Any other services specified in the Tender Document

e) **Tender Validity Period:** Our Tender shall remain valid for the period specified in the Tender Data Sheet (180 Days) from the date fixed for the Tender submission deadline, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

f) **Performance Security:** If our Tender is accepted, we undertake to furnish the required Performance Security in accordance with the Tender Document and within the prescribed period.

g) **One Tender per Tenderer:** We confirm that we are submitting only one Tender as a Tenderer and are not participating in another Tender for the same procurement as a Joint Venture member, subcontractor or otherwise, except as permitted by the Tender Document.

h) **Suspension and Debarment:** We confirm that neither our organization nor our proposed subcontractors, suppliers, manufacturers, consultants or service providers are subject to suspension or debarment that would make us ineligible to participate in this procurement.

i) **Binding Contract:** We understand that this Tender, together with the University's written acceptance, shall constitute a binding obligation between the University and ourselves until a formal Contract Agreement is prepared and executed.

j) **University's Right Not to Accept:** We understand that St. Paul's University is not bound to accept the lowest-priced Tender or any Tender received and reserves the right to reject any or all Tenders in accordance with the Tender Document.

k) **Fraud and Corruption:** We certify that we have taken all reasonable measures to ensure that no person acting for us or on our behalf engages in fraud, corruption, collusion, coercion or other prohibited practices in connection with this procurement.

l) **Code of Ethics:** We undertake to comply with all applicable ethical requirements governing participation in procurement and contract execution.

m) **Completed Tender Forms:** We confirm that we have duly completed, signed and stamped all mandatory Tender Forms and declarations required under the Tender Document, including:

#	Form Description	Attached?
i.	Tenderer's Eligibility – Confidential Business Questionnaire	☐
ii.	Certificate of Independent Tender Determination	☐
iii.	Self-Declaration Forms (SD1 & SD2)	☐
iv.	Declaration and Commitment to the Code of Ethics	☐
v.	Technical Specifications Compliance Tables	☐
vi.	Service Level Agreement (SLA) Commitment Form	☐
vii.	Proposed Equipment / Hardware List	☐
viii.	Manufacturer's Authorization Form	☐
ix.	Proof of Concept (POC) Commitment Form	☐
x.	Staffing Plan (Form PER-1)	☐
xi.	Resumes of Proposed Personnel (Form PER-2)	☐
xii.	Mandatory Documentary Evidence Checklist	☐

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in Appendix 1 – Fraud and Corruption attached to the Tender Document.

3. TENDERER'S PARTICULARS

Item	Details
Name of Tenderer:	[___________________________________]
Business Registration/Certificate No.:	[___________________________________]
KRA PIN:	[___________________________________]

Physical Address:	[________________________________]
Postal Address:	[________________________________]
Telephone:	[________________________________]
Email:	[________________________________]
Website:	[________________________________]

4. AUTHORIZED SIGNATORY

Item	**Details**
Name of Authorized Representative:	[________________________________]
Designation:	[________________________________]
Signature:	[________________________________]
Date:	[________________________________]
Official Stamp/Seal:	[ ]

5. FOR JOINT VENTURES ONLY *(Delete this section if not applicable)*

We are submitting our Tender as a Joint Venture with:

#	**Name of JV Member**	**Legal Address**	**Lead Member?**
1.	[________________________________]	[________________________________]	☐
2.	[________________________________]	[________________________________]	☐
3.	[________________________________]	[________________________________]	☐

☐ We have attached a copy of our Letter of Intent to form a Joint Venture signed by every participating member.

☐ We have attached a copy of the Joint Venture Agreement signed by every participating member.

Note: In the case of a Tender submitted by a Joint Venture, specify the name of the Joint Venture as the Tenderer. The Tender must be signed by all members, or by the lead member with a power of attorney signed by all members attached.

6. DECLARATION

I/We, the undersigned, declare that all the information and statements made in this Proposal are true and correct to the best of our knowledge and belief. We accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the University or may be subject to the University's procurement procedures and applicable Kenyan law.

Item	**Details**

Company Name:	[__________________________________]
Authorized Representative:	[__________________________________]
Title/Designation:	[__________________________________]
Signature:	[__________________________________]
Date:	[__________________________________]
Company Stamp/Seal:	[ ]

7. WITNESS

Item	**Details**
Name:	[__________________________________]
Signature:	[__________________________________]
Date:	[__________________________________]
Contact:	[__________________________________]

8. CHECKLIST FOR BIDDER

Please ensure the following documents are attached to this Form before submission:

#	**Document**	**Attached?**
1.	Power of Attorney (if signing on behalf of the company)	☐
2.	Certificate of Independent Tender Determination	☐
3.	Tenderer's Eligibility – Confidential Business Questionnaire	☐
4.	Self-Declaration Forms (SD1 & SD2)	☐
5.	Declaration and Commitment to Code of Ethics	☐
6.	Current Contract Commitments / Works in Progress	☐
7.	Description of Methodology and Work Plan	☐
8.	Staffing Plan (Form PER-1)	☐
9.	Resumes of Proposed Personnel (Form PER-2)	☐
10.	Technical Specifications Compliance Tables	☐
11.	Service Level Agreement (SLA) Commitment Form	☐
12.	Proposed Equipment / Hardware List	☐

13.	Manufacturer's Authorization Form	☐
14.	Proof of Concept (POC) Commitment Form	☐
15.	Mandatory Documentary Evidence Checklist	☐
16.	Valid Tax Compliance Certificate	☐
17.	Company Registration Certificate	☐

9. FORM TECH-2: TENDERER'S ELIGIBILITY – CONFIDENTIAL BUSINESS QUESTIONNAIRE

INSTRUCTIONS TO BIDDER

The Bidder is instructed to complete the particulars required in this Form, one form for each entity if the Tender is a Joint Venture. The Bidder is further reminded that it is an offence to give false information on this Form.

TENDERER'S DETAILS

ITEM	DESCRIPTION
1	Name of St. Paul's University: St. Paul's University
2	Name of the Tenderer: [_________________________________]
3	Full Address and Contact Details of the Tenderer: Country: [] **City:** [] Location: [] **Building:** [] Floor: [] **Postal Address:** [] Name and email of contact person: [_________________________________]
4	Reference Number of the Tender: SPU/TNDR/S/01/HAAS/2026-2027
5	Date and Time of Tender Opening: [_________________________________]
6	Current Trade License No. and Expiring Date: [_________________________________]
7	Maximum value of business which the Tenderer handles: KES [_________________________________]

GENERAL AND SPECIFIC DETAILS

a) **Sole Proprietor:** Provide the following details.

Name in full:	[______________________________]
Age:	[______________________________]
Nationality:	[______________________________]
Country of Origin:	[______________________________]
Citizenship:	[______________________________]

b) **Partnership:** Provide the following details.

Names of Partners	**Nationality**	**Citizenship**	**% Shares Owned**
1.	[___________________]	[_______________________]	[_______________]
2.	[___________________]	[_______________________]	[_______________]
3.	[___________________]	[_______________________]	[_______________]
4.	[___________________]	[_______________________]	[_______________]
5.	[___________________]	[_______________________]	[_______________]

c) **Registered Company:** Provide the following details.

i) Private or public Company: [______________________________]

ii) State the nominal and issued capital of the Company:

Nominal Kenya Shillings (Equivalent): KES [______________________________]

Issued Kenya Shillings (Equivalent): KES [______________________________]

iii) Give details of Directors as follows:

Names of Directors	**Nationality**	**Citizenship**	**% Shares Owned**
1.	[___________________]	[_______________________]	[_______________]
2.	[___________________]	[_______________________]	[_______________]
3.	[___________________]	[_______________________]	[_______________]
4.	[___________________]	[_______________________]	[_______________]
5.	[___________________]	[_______________________]	[_______________]

DISCLOSURE OF INTEREST – Interest of the Firm in St. Paul's University

i) Are there any person/persons in St. Paul's University who has an interest or relationship in this firm? Yes ☐ No ☐

If yes, provide details as follows:

Names of Perso	Designation in SPU	Interest or Relationship with Tenderer
1.	[______________________________]	[______________________________]
2.	[______________________________]	[______________________________]
3.	[______________________________]	[______________________________]

ii) **Conflict of Interest Disclosure**

Type of Conflict	YES OR NO	If YES provide details of the relationshi with Tenderer
1. Tenderer is directly or indirectly controls, is controlled by or is under common control with anothe tenderer.	☐	[______________________________]
2. Tenderer receives or has received any direct or indirect subsidy from another tenderer.	☐	[______________________________]
3. Tenderer has the same legal representative as another tenderer.	☐	[______________________________]
4. Tender has a relationship with another tenderer, directly or through common third parties, that puts it i a position to influence the tender of another tenderer, or influence the decisions of SPU regarding this tendering process.	☐	[______________________________]
5. Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technica specifications of the works that are the subject of the tender.	☐	[______________________________]
6. Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tende Document.	☐	[______________________________]
7. Tenderer has a close business or family relationshi with a professional staff of SPU who are directly or indirectly involved in the preparation of the Tender	☐	[______________________________]

document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8. Tenderer has a close business or family relationship with a professional staff of SPU who would be involved in the implementation or supervision of the such Contract.	☐	[________________________________]
9. Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to SPU throughout the tendering process and execution of the Contract.	☐	[________________________________]

CERTIFICATION

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name:	[________________________________]
Title or Designation:	[________________________________]
Signature:	[________________________________]
Date:	[________________________________]
Company Stamp/Seal:	[ ]

10. FORM TECH-3: DISCLOSURE OF INTEREST / CONFLICT OF INTEREST DECLARATION

PROCUREMENT DETAILS

Item	**Details**
Procurement Reference Number	SPU/TNDR/S/01/HAAS/2026-2027
Tender Invitation	PROVISION OF HARDWARE AS A SERVICE (HaaS) MANAGED PRINT SERVICE
Closing Date	18th September 2026

DECLARATION

We, the undersigned Supplier/Contractor/Consultant/Service Provider, hereby declare that:

1. We have read and understood the procurement requirements and ethical obligations relating to this procurement process.
2. To the best of our knowledge, we have fully disclosed any actual, potential or perceived conflict of interest relating to this procurement in Section 4 of this form. Where no conflict exists, we have indicated "None" in Section 4.

3. We do not have any undisclosed relationship, financial interest or arrangement with any employee, committee member, officer or representative of St. Paul's University involved in this procurement process.
4. We have not offered, given or promised any gift, inducement, facilitation payment, commission or any other benefit to any employee, officer or representative of St. Paul's University in connection with this procurement.
5. We undertake to immediately disclose any actual, potential or perceived conflict of interest that may arise during the procurement process or during the execution of the contract.
6. We understand that failure to disclose a conflict of interest or the provision of false or misleading information may result in disqualification from this procurement, termination of any resulting contract, legal action and/or debarment from future procurement opportunities.

AUTHORIZED DECLARATION

Item	**Details**
Name of Authorized Representative	
Designation	
Signature	
Company Stamp/Seal	
Date	

CONFLICT OF INTEREST DISCLOSURE (IF APPLICABLE)

If you have identified any actual, potential, or perceived conflict of interest relating to this procurement, provide the details below. If no conflict exists, write "None" in the first row.

No.	**Type of Conflict (Actual/Potential/Perceived)**	**Name(s) of Individual(s) Involved**	**Nature of the Relationship (Interest**	**Details of the Conflict**	**Date Conflict Identified**	**Measures Taken to Manage or Mitigate th Conflict**
1						
2						
3						
4						

11. FORM TECH-4: CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to St. Paul's University for Tender No. SPU/TNDR/S/01/HAAS/2026-2027 for the Provision of Hardware as a Service (HaaS) Managed Print Service in response to the request for tenders made by: [_________________________________] [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of [_______________________________] [Name of Tenderer] that:

i) I have read and I understand the contents of this Certificate.

ii) I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect.

iii) I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer.

iv) For the purposes of this Certificate and the Tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
a) Has been requested to submit a Tender in response to this request for tenders.
b) Could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience.

v) The Tenderer discloses that [check one of the following, as applicable]:
☐ The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor.
☐ The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements.

vi) In particular, without limiting the generality of paragraphs (v)(a) or (v)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
a) prices.
b) methods, factors or formulas used to calculate prices.
c) the intention or decision to submit, or not to submit, a tender.
d) the submission of a tender which does not meet the specifications of the request for Tenders.

Except as specifically disclosed pursuant to paragraph (v)(b) above.

vii) In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (v)(b) above.

viii) The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (v)(b) above.

Name:	
Title:	
Signature:	
Date:	

Company Stamp/Seal:	

12. **FORM TECH-5: SELF-DECLARATION FORMS**

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015

I, [**] of Post Office Box [**] being a resident of [**] in the Republic of [**] do hereby make a statement as follows:

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of [_________________________________] [insert name of the Company] who is a Bidder in respect of Tender No. SPU/TNDR/S/01/HAAS/2026-2027 for Provision of Hardware as a Service (HaaS) Managed Print Service for St. Paul's University and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

Title: [_________________________________]

Signature: [_________________________________]

Date: [_________________________________]

Bidder's Official Stamp: [ ]

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, [**] of P. O. Box [**] being a resident of [**] in the Republic of [**] do hereby make a statement as follows:

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of [_________________________________] [insert name of the Company] who is a Bidder in respect of Tender No. SPU/TNDR/S/01/HAAS/2026-2027 for Provision of Hardware as a Service (HaaS) Managed Print Service for St. Paul's University and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents/subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of St. Paul's University which is the University.
3. THAT the aforesaid Bidder, its servants and/or agents/subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of St. Paul's University.
4. THAT the aforesaid Bidder will not engage/has not engaged in any collusive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

Title: [________________________________]

Signature: [________________________________]

Date: [________________________________]

Bidder's Official Stamp: [ ]

13. FORM TECH-6: DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS FOR PERSONS PARTICIPATING IN PUBLIC PROCUREMENT AND ASSET DISPOSAL ACTIVITIES IN KENYA

I, [**] [person] on behalf of [**] [Name of the Business/Company/Firm] declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal activities in Kenya and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory: [________________________________]

Signature: [________________________________]

Position: [________________________________]

Office address:	[________________________________]
Telephone:	[________________________________]
E-mail:	[________________________________]
Name of the Firm/Company:	[________________________________]
Date:	[________________________________]
Company Seal/Rubber Stamp:	[ ]

WITNESS

Name:	[________________________________]
Signature:	[________________________________]
Date:	[________________________________]

14. FORM TECH-9: CURRENT CONTRACT COMMITMENTS / WORKS IN PROGRESS

Tenderers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a Form of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of Contract	Procuring Entity, Contact Address/Tel/Fax	Value of Outstanding Worl (KES)	Estimated Completion Dat	Average Monthly Invoicing over Last Six Months (KES/Month)
1.				
2.				
3.				
4.				
5.				

I/We certify that the information provided above is true and correct to the best of our knowledge.

Name: [________________________________]

Title: [________________________________]

Signature: [________________________________]

Date: [________________________________]

Company Stamp/Seal: [ ]

15. FORM TECH-11: DESCRIPTION OF METHODOLOGY AND WORK PLAN

[In accordance with the Instructions to Bidders]

i) Technical Approach and Methodology

Please explain your understanding of the objectives of the assignment as outlined in the Technical Specifications, the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s).

[________________________________]

ii) Work Plan

Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the University), and tentative delivery dates of the outputs. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the Technical Specifications and ability to translate them into a feasible working plan.

Activity/Task	Duration	Start Date	End Date	Deliverable
1.				
2.				
3.				
4.				
5.				
6.				
7.				

iii) Organization and Staffing

Please describe the structure and composition of your team, including the list of technical staff and relevant technical and administrative support staff to be assigned to the project.

[________________________________]

Role	Name	Qualifications	Experience
Project Manager			
Lead Technician			
Support Technician			
Software Specialist			
Other: ____________________			

I/We certify that the information provided above is true and correct to the best of our knowledge.

Name:	
Title:	
Signature:	
Date:	
Company Stamp/Seal:	

16. FORM TECH-12: STAFFING PLAN / PROPOSED PERSONNEL (FORM PER-1)

Tenderers should provide the names of suitably qualified personnel to perform the contract. The data on their experience should be supplied using the Form below for each candidate.

S/N	Title of Personnel	Key Qualificatio	Name Proposed by Tenderer	Qualifications
1	Project Manager			
2	Lead Technical Engineer			
3	Print Management Software Specialist			
4	Technical Support Engineer			
5	Installation & Commissioning Engineer			
6	Helpdesk Support Staff			
7	[________________________________]			
8	[________________________________]			

I/We certify that the personnel listed above are available to undertake the assignment if the Contract is awarded to us.

Name:	[________________________________]
Title:	[________________________________]
Signature:	[________________________________]
Date:	[________________________________]
Company Stamp/Seal:	[ ]

17. FORM TECH-13: RESUME OF PROPOSED PERSONNEL (FORM PER-2) [FOR EACH PERSONAL]

Name of Tenderer: [________________________________]

Position: [________________________________]

PERSONNEL INFORMATION

Name:	
Date of Birth:	
Professional Qualifications:	

PRESENT EMPLOYMENT

Name of Procuring Entity:	
Address of Procuring Entity:	
Telephone:	
Contact (manager/personnel officer):	
Fax:	
E-mail:	
Job title:	
Years with present Procuring Entity:	

PROFESSIONAL EXPERIENCE

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant Technical and Management Experience
[________________________________]		
[________________________________]		
[________________________________]		

MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS AND PUBLICATIONS

[________________________________]

LANGUAGE SKILLS (indicate only languages in which you can work)

[________________________________]

[________________________________]

CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the University, and/or sanctions under applicable law and/or exclusion under the University's procurement procedures.

Name of Expert:	
Signature:	
Date:	
Name of Authorized Representative of the Consultant:	
Signature:	
Date:	

18. FORM TECH-14: TECHNICAL SPECIFICATIONS COMPLIANCE TABLES

INSTRUCTIONS TO BIDDER

Place a tick (✓) in the "Comply" column for each specification met. Use the "Remarks" column to provide additional details or clarifications where necessary.

TECH-14.1: HEAVY DUTY COLOUR MULTIFUNCTION DEVICE

Quantity Required: Four (4)

No.	Specification Requirement	Comply	Remarks
1	A3 Colour Laser Multifunction Device	☐	
2	Print, Copy, and Scan functionality	☐	
3	Minimum speed of 45 pages per minute (A4)	☐	
4	Automatic duplex printing	☐	
5	Dual Scan Automatic Document Feeder - minimum 100 sheets	☐	
6	Minimum paper capacity of 1,200 sheets, expandable to at least 3,000 sheets	☐	
7	Minimum monthly duty cycle of 200,000 page	☐	
8	Scanning to Email, SMB, FTP, USB, PDF, and Searchable PDF	☐	
9	Gigabit Ethernet connectivity	☐	
10	Secure PIN Printing	☐	
11	HDD Encryption (where applicable)	☐	
12	TLS support	☐	
13	LDAP/Active Directory integration	☐	
14	AirPrint, Mopria, or equivalent mobile printing	☐	
15	Energy Star Certified	☐	
16	Integrated stapling finisher (where available)	☐	

TECH-14.2: STANDARD DEPARTMENT MULTIFUNCTION DEVICE

Quantity Required: Nineteen (19)

No.	Specification Requirement	Comply	Remarks
1	A4 Monochrome Laser Multifunction Device	☐	
2	Print, Copy, and Scan functionality	☐	
3	Minimum speed of 35 pages per minute	☐	
4	Automatic duplex printing	☐	
5	Automatic Document Feeder - minimum 50 sheets	☐	
6	Minimum paper capacity of 550 sheets, expandable	☐	
7	Minimum monthly duty cycle of 80,000 pages	☐	
8	Scanning to Email, SMB, FTP, and USB	☐	
9	Gigabit Ethernet connectivity	☐	
10	Secure PIN Printing	☐	
11	LDAP integration	☐	
12	Mobile printing support	☐	

TECH-14.3: STUDENT LIBRARY MULTIFUNCTION DEVICE

Quantity Required: Three (3)

No.	Specification Requirement	Comply	Remarks
1	A3 Colour Laser Multifunction Device	☐	
2	Print, Copy, and Scan functionality	☐	
3	Minimum speed of 35 pages per minute	☐	
4	Automatic duplex printing	☐	
5	Automatic Document Feeder - minimum 10 sheets	☐	
6	Minimum paper capacity of 1,000 sheets	☐	
7	Minimum monthly duty cycle of 150,000 pages	☐	
8	Scanning to Email, USB, and SMB	☐	

9	Gigabit Ethernet connectivity	☐	
10	Student PIN Authentication	☐	
11	Integration with Student Portal	☐	
12	Integration with M-Pesa payment platform	☐	
13	Secure print release for all users	☐	

TECH-14.4: SUMMARY COMPLIANCE TABLE

Device Category	**Quantity Required**	**Total Specification**	**Compliant**	**Partially Compliant**	**Non-Compliant**
Heavy Duty Colour MFD	4	16	☐	☐	☐
Standard Department MFD	19	12	☐	☐	☐
Student Library MFD	3	13	☐	☐	☐

BIDDER DECLARATION

I/We hereby declare that the proposed equipment meets or exceeds all the technical specifications listed above.

Company Name:	
Authorized Representative:	
Signature:	
Date:	
Company Stamp:	

19. FORM TECH-15: SERVICE LEVEL AGREEMENT (SLA) COMMITMENT FORM

SLA Item	Minimum Requiremen	Proposed Commitment
Fault Response Time	Within 4 hours of fault logging	
Minor Fault Resolution	Within 24 hours	
Major Fault Resolution or Device Replacement	Within 48 hours	
Consumables Replenishment	Within 24 hours of system alert	
Device Availability	Minimum 99% uptime per device per month	
Helpdesk Support	Monday to Friday, 8:00 a.m. to 6:00 p.m.	
Performance Reports	Submitted by the 5th day of every month	

ADDITIONAL SLA COMMITMENTS (IF ANY)

[________________________________]

[________________________________]

BIDDER DECLARATION

I/We hereby commit to meeting or exceeding the Service Level Agreement requirements stated above.

Company Name:	
Authorized Representative:	
Signature:	
Date:	
Company Stamp:	

20. FORM TECH-16: PROPOSED EQUIPMENT / HARDWARE LIST

DEVICE DEPLOYMENT REQUIREMENTS

The Bidder shall supply, install, configure, commission, and maintain a total of twenty-six (26) multifunction devices across the University's campuses.

Campus	Heavy Duty Colour MFD	Standard Department MFD	Student Library MFD	Total
Limuru	2	15	1	18
Nairobi	1	4	1	6
Nakuru	1	0	1	2
Total	**4**	**19**	**3**	**26**

PROPOSED EQUIPMENT DETAILS

Device Category	Campus	Quantity	Model	Manufacturer	Country of Origin	Specifications Summary
Heavy Duty Colou MFD	Limuru	2				
Heavy Duty Colou MFD	Nairobi	1				
Heavy Duty Colou MFD	Nakuru	1				
Standard Department MFD	Limuru	15				
Standard Department MFD	Nairobi	4				
Student Library MFD	Limuru	1				
Student Library MFD	Nairobi	1				
Student Library MFD	Nakuru	1				

PRINT MANAGEMENT SOFTWARE DETAILS

Software Name	Version	Manufacturer	Key Features

BIDDER DECLARATION

I/We confirm that the equipment listed above is available for supply and meets all specifications.

Company Name:	
Authorized Representative:	
Signature:	
Date:	
Company Stamp:	

21. FORM TECH-17: MANUFACTURER'S AUTHORIZATION FORM

To be completed by the Manufacturer:

We, the undersigned, [_________________________________] [Name of Manufacturer], hereby confirm that:

1. [_________________________________] [Name of Bidder] is an authorized distributor/reseller of our products.
2. We confirm that the following equipment is available for supply and is covered by manufacturer's warranty:

[_________________________________]

[_________________________________]

3. We will provide full technical support and warranty coverage for the equipment supplied under this Contract.

Manufacturer Name:	
Authorized Representative:	
Title:	
Signature:	
Date:	
Company Stamp:	

For the Bidder:

I/We confirm that the manufacturer(s) listed above are authorized to provide the equipment specified in our Tender.

Company Name:	
Authorized Representative:	
Signature:	
Date:	
Company Stamp:	

22. FORM TECH-18: PROOF OF CONCEPT (POC) COMMITMENT FORM

I/We, the undersigned, confirm that:

1. We understand that a Proof of Concept (POC) will be undertaken for a period of four (4) months prior to full contract commencement.
2. We commit to providing all necessary equipment, software, personnel, and support for the POC at no cost to the University.
3. We understand that the POC objectives include:

☐ Establishing actual print volumes for black-and-white and colour printing.

☐ Validating the suitability of the proposed device mix.

☐ Demonstrating the functionality and performance of all proposed multifunction devices.

☐ Testing the print management software in a live production environment.

☐ Validating integration with the University's Student Portal.

☐ Validating integration with the M-Pesa payment platform.

☐ Demonstrating secure staff and student authentication.

☐ Demonstrating centralized monitoring and reporting capabilities.

☐ Measuring compliance with the required Service Level Agreement.

☐ Assessing user acceptance and operational suitability.

4. We understand that the University reserves the right to terminate the Contract if the POC is not successfully completed to the University's satisfaction.

ADDITIONAL POC COMMITMENTS (IF ANY)

[________________________________]

[________________________________]

[________________________________]

BIDDER DECLARATION

Company Name:	[________________________________]
Authorized Representative:	[________________________________]
Signature:	[________________________________]
Date:	[________________________________]
Company Stamp:	[ ]

23. FORM TECH-19: MANDATORY DOCUMENTARY EVIDENCE CHECKLIST

INSTRUCTIONS TO BIDDER

The Bidder shall use this form to submit all the required support documentary evidence as required in the Tender Document, especially the mandatory and eligibility criteria specified in the Data Sheet.

No.	**Document Required**	**Attached?**	**Remarks**
A. STATUTORY DOCUMENTS			
1	Certificate of Incorporation / Registration Certificate	☐	
2	Valid Tax Compliance Certificate issued by KRA	☐	
3	Copy of KRA PIN Certificate	☐	
4	Valid Business Permit / Trade License	☐	
5	CR12 (issued within the last 12 months) or equivalent company ownership documentation	☐	
6	Audited Accounts for the Last Three (3) Years (2023, 2024 & 2025)	☐	
7	Declaration that the Bidder is not prohibited by the University or any competent regulato authority from providing the Services	☐	
8	Self-declaration on anti-corruption, fraud an collusive practices	☐	
B. TECHNICAL DOCUMENTS			
9	Company / Business Profile	☐	
10	Technical Specifications Compliance Tables (Form TECH-14)	☐	
11	Service Level Agreement (SLA) Commitme Form (Form TECH-15)	☐	
12	Proposed Equipment / Hardware List (Form TECH-16)	☐	
13	Manufacturer's Authorization Form (Form TECH-17)	☐	

14	Proof of Concept (POC) Commitment Form (Form TECH-18)	☐	
15	Staffing Plan / Proposed Personnel (Form PER-1)	☐	
16	Resumes of Proposed Personnel (Form PER-2)	☐	
17	Description of Methodology and Work Plan (Form TECH-11)	☐	
18	Reference Letters from at least 5 organizations (certified by Commissioner of Oaths)	☐	
19	Copies of contracts / LPOs / LSOs for simila engagements (minimum 5)	☐	
C. SECURITY DOCUMENTS			
20	Tender Security – KES. 100,000.00 (Bank Guarantee or Insurance Guarantee)	☐	
D. DECLARATION FORMS			
21	Form of Tender – Technical Proposal (Form TECH-1)	☐	
22	Tenderer's Eligibility – Confidential Busines Questionnaire (Form TECH-2)	☐	
23	Disclosure of Interest / Conflict of Interest Declaration (Form TECH-3)	☐	
24	Certificate of Independent Tender Determination (Form TECH-4)	☐	
25	Self-Declaration Forms (SD1 & SD2) (Form TECH-5)	☐	
26	Declaration and Commitment to Code of Ethics (Form TECH-6)	☐	

BIDDER DECLARATION

I/We certify that all documents listed above are attached and are true and correct copies of the originals.

Company Name: [__________________________________]

Authorized Representative: [________________________________]

Signature: [________________________________]

Date: [________________________________]

Company Stamp: [ ]

24. 2. B. FINANCIAL PROPOSAL FORMS

25. FORM FIN-1: FORM OF TENDER – FINANCIAL PROPOSAL

INSTRUCTIONS TO BIDDERS

Place this Form of Tender – Financial Proposal in the second envelope marked "FINANCIAL PROPOSAL".

The Bidder must prepare the Form of Tender – Financial Proposal on stationery with its letterhead clearly showing the Bidder's complete name and business address.

Note: All italicized text is to help Bidders in preparing this form and should not appear on the submitted Proposal.

Date of this Tender submission: [________________________________] [insert date as day, month and year]

Tender No.: SPU/TNDR/S/01/HAAS/2026-2027

To:
The Vice-Chancellor
St. Paul's University
P.O. Box Private Bag – 00217
Limuru, Kenya

Dear Sirs,

We, the undersigned Bidder, hereby submit the second part of our Tender, the Financial Proposal. In submitting our Financial Proposal, we make the following additional declarations:

a) **Tender Validity Period:** Our Tender shall be valid for the period specified in the Data Sheet (180 Days) from the date fixed for the Tender submission deadline, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

b) **Total Price:** The total price of our Tender (as indicated in our detailed price schedule), excluding any discounts offered in item (c) below is:

KES [________________________________]

[insert the total price of the Tender in words and figures]

In words: [________________________________]

c) **Discounts:** The discounts offered and the methodology for their application are:

i) The discounts offered are:

[________________________________]

[________________________________]

ii) The exact method of calculations to determine the net price after application of discounts is shown below:

[________________________________]

[________________________________]

d) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract:

Name of Recipient	**Address**	**Reason**	**Amount (KES)**

(If none has been paid or is to be paid, indicate "none.")

e) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.

AUTHORITY TO SUBMIT TENDER

Name of the Bidder:	[________________________________]
Name of the person duly authorized to sign the Tender on behalf of the Bidder:	[________________________________]
Title of the person signing the Tender:	[________________________________]
Signature of the person named above:	[________________________________]
Date signed:	[________________________________]
Official Stamp/Seal:	[ ]

FOR JOINT VENTURES ONLY

In the case of the Tender submitted by a Joint Venture, specify the name of the Joint Venture as Tenderer. The Tender must be signed by all members, or by the lead member with a power of attorney signed by all members attached.

Name of Joint Venture: [________________________________]

Authorized Representative: [________________________________]

Signature: [________________________________]

Date: [________________________________]

26. FORM FIN-2: DETAILED PRICE SCHEDULE

INSTRUCTIONS TO BIDDER

The Bidder shall provide a detailed breakdown of all costs associated with the Provision of Hardware as a Service (HaaS) Managed Print Service.

All prices shall be quoted in Kenya Shillings (KES) and shall be inclusive of all applicable taxes unless otherwise stated.

Item	Description	Unit	Quantity	Unit Pri (KES)	Total Price (KES)
A. HARDWARE COST					
A1	Heavy Duty Colour MFD	Unit	4		
A2	Standard Department MFD	Unit	19		
A3	Student Library MFD	Unit	3		
	Subtotal (A): Hardware Costs				
B. SOFTWARE COSTS					
B1	Print Management Software License	LS	1		
B2	Software Installation & Commissioning	LS	1		
B3	Integration with Active Directory/LDAP	LS	1		
B4	Integration with Student Portal	LS	1		
B5	Integration with M-Pesa	LS	1		
	Subtotal (B): Software Costs				

C. INSTALLATION & COMMISSIONING COSTS					
C1	Delivery of Equipment	LS	1		
C2	Installation & Configuration	LS	1		
C3	Testing & Commissioning	LS	1		
	Subtotal (C): Installation & Commissioning Costs				
D. COST-PER-PAGE PRICING					
D1	Heavy Duty Colour MFD – Black & White	Per Shee			
D2	Heavy Duty Colour MFD – Colour	Per Shee			
D3	Standard Department MFD – Black & White	Per Shee			
D4	Student Library MFD – Black & White	Per Shee			
D5	Student Library MFD – Colour	Per Shee			
	Minimum Annual Quota: [________________________________] page per year**				
	Subtotal (D): Cost-Per-Page Pricing				
E. MAINTENANCE & SUPPORT COSTS					
E1	Monthly Maintenance & Support Fee	Month	12		
	Subtotal (E): Maintenance & Support Costs				
F. CONSUMABLES COSTS					
F1	A4 Paper (80gsm)	Ream			
F2	A3 Paper (80gsm)	Ream			
F3	Staples (for integrated finishers)	Box			
	Subtotal (F): Consumables Costs				
G. TRAINING COSTS					
G1	System Administration Training	LS	1		
G2	Printer Management & Monitoring Training	LS	1		
G3	User Training	LS	1		
G4	Reporting & Analytics Training	LS	1		

	Subtotal (G): Training Costs				
H. TAXES					
H1	Value Added Tax (VAT) – 16%	LS	1		
H2	Withholding Tax – 5%	LS	1		
	Subtotal (H): Taxes				
	GRAND TOTAL (KES)				

BIDDER DECLARATION

I/We declare that all prices quoted above are correct and include all costs associated with the provision of the HaaS Managed Print Service.

Company Name:	
Authorized Representative:	
Signature:	
Date:	
Company Stamp:	

27. FORM FIN-3: HARDWARE COST BREAKDOWN

DEVICE DEPLOYMENT SUMMARY

The Bidder shall supply, install, configure, commission, and maintain a total of twenty-six (26) multifunction devices across the University's campuses.

Campus	Heavy Duty Colour MFD	Standard Department MFD	Student Library MFD	Total
Limuru	2	15	1	18
Nairobi	1	4	1	6
Nakuru	1	0	1	2
Total	**4**	**19**	**3**	**26**

DETAILED HARDWARE COSTS

Device Category	Campus	Quantity	Model	Unit Cost (KES)	Total Cost (KES)
Heavy Duty Colour MFD	Limuru	2			
Heavy Duty Colour MFD	Nairobi	1			
Heavy Duty Colour MFD	Nakuru	1			
Standard Department MFD	Limuru	15			
Standard Department MFD	Nairobi	4			
Student Library MFD	Limuru	1			
Student Library MFD	Nairobi	1			
Student Library MFD	Nakuru	1			
Total Hardware Cost		**26**			

BIDDER DECLARATION

I/We declare that the hardware costs quoted above are correct and include all costs associated with the supply and delivery of the equipment.

Company Name:	
Authorized Representative:	
Signature:	
Date:	
Company Stamp:	

28. FORM FIN-4: PRINT MANAGEMENT SOFTWARE COST BREAKDOWN

Item	Description	Quantity	Unit Cost (KES)	Total Cost (KES)
1	Print Management Software License	1		
2	Software Installation & Commissioning	1		
3	Integration with Active Directory / LDAP	1		
4	Integration with Student Portal	1		
5	Integration with M-Pesa Payment Platform	1		
6	Training on Software Administration	1		
7	Additional Modules (specify): [________________________________]	1		
	Total Software Cost			

SOFTWARE SPECIFICATIONS SUMMARY

Software Feature	Supported? (Yes/No)	Remarks
Secure PIN-based print release	☐	
Centralized device monitoring	☐	
Centralized administration	☐	
Follow-Me Printing	☐	
User authentication	☐	
Departmental cost allocation	☐	
Print quotas	☐	
User activity logging	☐	
Audit trail generation	☐	
Automated reporting	☐	
Device status monitoring	☐	
Toner level monitoring	☐	
Automated fault notifications	☐	
Integration with Active Directory and LDAP	☐	

Student Portal integration	☐	
M-Pesa payment integration	☐	
API integration capability	☐	
Exportable management reports	☐	

BIDDER DECLARATION

I/We declare that the software costs quoted above are correct and include all costs associated with the supply, installation, and commissioning of the print management software.

Company Name: [_______________________________]

Authorized Representative: [_______________________________]

Signature: [_______________________________]

Date: [_______________________________]

Company Stamp: [ ]

29. FORM FIN-5: COST-PER-PAGE PRICING SCHEDULE

INSTRUCTIONS TO BIDDER

The cost-per-page pricing shall be inclusive of:

- All consumables (toner, drums, imaging units, fusers, transfer belts, waste toner, maintenance kits, rollers)
- Full maintenance and servicing
- A4 printing paper (minimum 80gsm)
- A3 printing paper where applicable
- Print management software
- All taxes (VAT and any other Government taxes)

COST-PER-PAGE PRICING

Device Category	Black & White Cost Per Sheet (KES)	Colour Cost Per Sheet (KES)	Remarks
Heavy Duty Colour MFD			
Standard Department MFD		N/A	Monochrome only
Student Library MFD			

MINIMUM ANNUAL QUOTA

Minimum Annual Quota: [________________________________] pages per year

COST CALCULATION EXAMPLE

Device Category	Estimated Monthly Volume	Black & White Pages	Colour Pages	Estimated Monthly Cost (KES)
Heavy Duty Colour MFD				
Standard Department MFD				
Student Library MFD				
Total Estimated Monthly Cost				
Total Estimated Annual Cost				

BIDDER DECLARATION

I/We declare that the cost-per-page pricing quoted above is correct and includes all costs associated with consumables, maintenance, paper, and support as specified.

Company Name:	[________________________________]
Authorized Representative:	[________________________________]
Signature:	[________________________________]
Date:	[________________________________]
Company Stamp:	[ ]

30. FORM FIN-6: CONSUMABLES COST BREAKDOWN

INSTRUCTIONS TO BIDDER

Provide a breakdown of consumables costs for any consumables not covered under the cost-per-page model, or provide an estimated annual consumables cost.

CONSUMABLES COSTS

Item	Description	Estimated Annual Quantity	Unit Cost (KES	Annual Cost (KES
1	A4 Paper (80gsm, white, plair			
2	A3 Paper (80gsm, white, plair			
3	Staples (for integrated finishers)			
4				
5				
6				
	Total Consumables Cost			

CONSUMABLES INCLUDED IN COST-PER-PAGE

The following consumables are included in the cost-per-page pricing and shall be provided at no additional cost:

☐ Original Equipment Manufacturer (OEM) toner cartridges

☐ Drums

☐ Imaging units

☐ Developer units

☐ Fusers

☐ Transfer belts

☐ Waste toner containers

☐ Maintenance kits

☐ Feed rollers

☐ Separation rollers

☐ Staples, where applicable

☐ Plain white printing paper (A4 and A3, minimum 80 gsm)

☐ Any additional consumables or replacement parts required to maintain uninterrupted printing services

BIDDER DECLARATION

I/We declare that the consumables costs quoted above are correct and that all consumables listed as included in the cost-per-page model will be provided at no additional cost.

Company Name:	[________________________________]
Authorized Representative:	[________________________________]
Signature:	[________________________________]
Date:	[________________________________]
Company Stamp:	[ ]

31. FORM FIN-7: TRAINING COSTS BREAKDOWN

Training Area	**Target Audience**	**Duration (Days)**	**No. of Trainees**	**Cost Per Trainee (KES)**	**Total Cost (KES**
System Administration	ICT Staff				
Printer Management & Monitoring	ICT Staff				
User Training	End Users (Staff & Students)				
Reporting & Analytics	ICT Staff				
Security & Authentication	ICT Staff				
Troubleshooting & Maintenance	ICT Staff				
	Total Training Cost				

TRAINING DETAILS

Training Area	**Topics Covered**
System Administration	[________________________________]
Printer Management & Monitoring	[________________________________]
User Training	[________________________________]
Reporting & Analytics	[________________________________]
Security & Authentication	[________________________________]
Troubleshooting & Maintenance	[________________________________]

TRAINING MATERIALS

☐ Training manuals provided

☐ User guides provided

☐ Quick reference cards provided

☐ Online resources provided

☐ Post-training support provided

BIDDER DECLARATION

I/We declare that the training costs quoted above are correct and include all training materials, resources, and post-training support as specified.

Company Name: [_______________________________]

Authorized Representative: [_______________________________]

Signature: [_______________________________]

Date: [_______________________________]

Company Stamp: [ ]

32. FORM FIN-8: TAX SUMMARY

Tax Item	**Rate (%)**	**Amount (KES)**	**Remarks**
Value Added Tax (VAT)	16%		
Withholding Tax	5%		
Excise Duty	[____________________________]%		
Corporation Tax	[____________________________]%		
Other (specify): [____________________________]	[____________________________]%		
Other (specify): [____________________________]	[__________________________]%		
Total Taxes			

TAX COMPLIANCE DECLARATION

☐ We are registered for VAT with the Kenya Revenue Authority.

☐ Our VAT Registration Number is: [________________________________]

☐ We have attached a copy of our valid Tax Compliance Certificate.

☐ We have attached a copy of our KRA PIN Certificate.

BIDDER DECLARATION

I/We declare that the taxes quoted above are correct and have been calculated in accordance with the applicable tax laws of Kenya.

Company Name: [________________________________]

Authorized Representative: [________________________________]

Signature: [________________________________]

Date: [________________________________]

Company Stamp: [ ]

33. FORM FIN-9: SCHEDULE OF DISCOUNTS (IF ANY)

No.	Type of Discount	Applicable To	Discount Amount (KES)	Discount Percentage (%)	Terms & Conditions
1					
2					
3					
4					

METHODOLOGY FOR APPLICATION OF DISCOUNTS

Please specify the exact method of calculations to determine the net price after application of discounts:

[________________________________]

[________________________________]

BIDDER DECLARATION

I/We declare that the discounts quoted above are correct and will be applied as specified if the Contract is awarded to us.

Company Name: [________________________________]

Authorized Representative: [________________________________]

Signature: [________________________________]

Date: [________________________________]

Company Stamp: [ ]

34. FORM FIN-10: COMMISSIONS / GRATUITIES DECLARATION

INSTRUCTIONS TO BIDDER

Declare any commissions, gratuities, or fees paid or to be paid to any agent or any third party relating to the preparation or submission of this Tender and Contract execution.

Name of Recipient	Address	Reason for Payme	Amount (KES)	Currency

DECLARATION

☐ No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.

☐ Commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution as disclosed above.

BIDDER DECLARATION

I/We declare that the information provided above is true and correct to the best of our knowledge.

Company Name:	[___________________________________]
Authorized Representative:	[___________________________________]
Signature:	[___________________________________]
Date:	[___________________________________]
Company Stamp:	[ ]

35. 3. C. SECURITY FORMS

36. FORM SEC-1: TENDER SECURITY FORM (BANK GUARANTEE)

Beneficiary: St. Paul's University

Request for Tenders No.: SPU/TNDR/S/01/HAAS/2026-2027

Date: [________________________________]

TENDER GUARANTEE No.: [________________________________]

Guarantor: [________________________________] [Name of Bank]

1. We have been informed that [________________________________] [Name of Bidder] (hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (hereinafter called "the Tender") for the Provision of Hardware as a Service (HaaS) Managed Print Service under Request for Tenders No. SPU/TNDR/S/01/HAAS/2026-2027 ("the ITT").

2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.

3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of KES. 100,000.00 (Kenya Shillings One Hundred Thousand Only) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

a) Has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or

b) Having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension thereto provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance Security.

4. This guarantee will expire:

a) If the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security; or

b) If the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty (30) days after the end of the Tender Validity Period (210 days from the date of Tender opening).

5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated below on or before that date.

GUARANTOR DETAILS

Name of Bank:	
Address:	
Signature:	
Name of Authorized Officer:	
Title:	
Date:	
Official Stamp/Seal:	[ ]

37. FORM SEC-2: TENDER SECURITY FORM (INSURANCE GUARANTEE)

TENDER GUARANTEE No.: [_________________________________]

1. Whereas [**] [Name of Bidder] (hereinafter called "the Tenderer") has submitted its Tender dated [**] for the Provision of Hardware as a Service (HaaS) Managed Print Service under Request for Tenders No. SPU/TNDR/S/01/HAAS/2026-2027 ("the ITT").

2. KNOW ALL PEOPLE by these presents that WE [**] [Name of Insurance Company/Bank] having our registered office at [**] (hereinafter called "the Guarantor"), are bound unto St. Paul's University (hereinafter called "the Procuring Entity") in the sum of KES. 100,000.00 (Kenya Shillings One Hundred Thousand Only) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Guarantor this [**] day of [**] 2026.

3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:

a) Has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Principal; or

b) Having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to Tenderers ("ITT") of the Procuring Entity's Tendering document.

Then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. This guarantee will expire:

a) If the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security; or

b) If the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight (28) days after the end of the Tender Validity Period.

5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

Date:	
Signature of the Guarantor:	
Witness:	
Seal:	

38. FORM SEC-3: TENDER-SECURING DECLARATION FORM

INSTRUCTIONS TO BIDDER

The Bidder shall complete this Form in accordance with the instructions indicated.

Date: [________________________________]

Tender No.: SPU/TNDR/S/01/HAAS/2026-2027

To:
St. Paul's University
P.O. Box Private Bag – 00217
Limuru, Kenya

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.

2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [**] starting on [**], if we are in breach of our obligation(s) under the bid conditions, because we:

a) Have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or

b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.

3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:

a) Our receipt of a copy of your notification of the name of the successful Tenderer; or

b) Thirty days after the expiration of our Tender.

4. I/We understand that if I am/we are in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:	[_________________________________]
Capacity/Title (Director or Partner or Sole Proprietor, etc.):	[_________________________________]
Name:	[_________________________________]
Duly authorized to sign the bid for and on behalf of:	[_________________________________]
Dated on:	[_________________________________]
Seal or stamp:	[ ]

39. 4. D. CONTRACT FORMS

40. FORM CON-1: PERFORMANCE SECURITY FORM

To:
St. Paul's University
P.O. Box Private Bag – 00217
Limuru, Kenya

WHEREAS [**] [Name of Tenderer] (hereinafter called "the Tenderer") has undertaken, in pursuance of Contract No. SPU/TNDR/S/01/HAAS/2026-2027 dated [**] to provide the Hardware as a Service (HaaS) Managed Print Service (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Tenderer, up to a total of KES [**] [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of KES [**] [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the [**] day of [**] 20[________________________________].

GUARANTOR DETAILS

Name of Bank/Financial Institution:	[_________________________________]
Address:	[_________________________________]
Signature and Seal of the Guarantors:	[_________________________________]
Date:	[_________________________________]

41. FORM CON-2: CONTRACT FORM (AGREEMENT)

THIS AGREEMENT made the [**] day of [**] 20[**] between St. Paul's University (hereinafter called "SPU") of the one part and [**] [Name of Tenderer] of [________________________________] [City and Country of Tenderer] (hereinafter called "the Tenderer") of the other part.

WHEREAS SPU invited tenders for the Provision of Hardware as a Service (HaaS) Managed Print Service and has accepted a tender by the Tenderer for the supply of those services in the sum of KES [________________________________] [Contract Price in words and figures].

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

a) The Tender Form and the Price Schedule submitted by the Tenderer.

b) The Details of cover.

c) The General Conditions of Contract.

d) The Special Conditions of Contract.

e) SPU Notification of Award.

3. In consideration of the payments to be made by SPU to the Tenderer as hereinafter mentioned, the Tenderer hereby covenants with SPU to provide the services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. SPU hereby covenants to pay the Tenderer in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

FOR AND ON BEHALF OF ST. PAUL'S UNIVERSITY

Signature:	[________________________________]
Name:	[________________________________]
Title:	[________________________________]
Date:	[________________________________]

FOR AND ON BEHALF OF THE TENDERER

Signature:	[_________________________________]
Name:	[_________________________________]
Title:	[_________________________________]
Date:	[_________________________________]
Company Stamp/Seal:	[ ]

IN THE PRESENCE OF WITNESSES

Witness 1 – Name:	[_________________________________]
Witness 1 – Signature:	[_________________________________]
Witness 2 – Name:	[_________________________________]
Witness 2 – Signature:	[_________________________________]

42. FORM CON-3: SERVICE LEVEL AGREEMENT (SLA) SCHEDULE

This Service Level Agreement (SLA) Schedule forms part of the Contract for the Provision of Hardware as a Service (HaaS) Managed Print Service.

SLA COMMITMENTS

SLA Item	Minimum Requirement	Bidder's Commitment	Measurement	Penalty for Non-Compliance
Fault Response Time	Within 4 hours of fault logging		Per incident	
Minor Fault Resolution	Within 24 hours		Per incident	
Major Fault Resolution or Device Replaceme	Within 48 hours		Per incident	
Consumables Replenishment	Within 24 hours of system alert		Per incident	
Device Availability	Minimum 95% uptime per device pe month		Monthly	
Helpdesk Support	Monday to Friday, 8:00 a.m. to 6:00 p.r		Continuous	
Performance Reports	Submitted by the 5tl day of every month		Monthly	

PENALTY SCHEDULE

SLA Item	Non-Compliance Penalty
Fault Response Time	
Minor Fault Resolution	
Major Fault Resolution or Device Replacement	
Consumables Replenishment	
Device Availability	
Helpdesk Support	
Performance Reports	

REPORTING REQUIREMENTS

The print management platform shall generate comprehensive reports including:

☐ Device utilization

☐ User activity

☐ Departmental printing costs

☐ Colour versus monochrome printing

☐ Monthly print volumes

☐ Consumables utilization

☐ Device downtime

☐ Service response history

☐ Environmental impact reports where available

BIDDER DECLARATION

I/We commit to meeting the Service Level Agreement requirements as stated above and agree to the specified penalties for non-compliance.

Company Name:	
Authorized Representative:	
Signature:	
Date:	
Company Stamp:	

FOR ST. PAUL'S UNIVERSITY

Signature: [________________________________]

Name: [________________________________]

Title: [________________________________]

Date: [________________________________]