



MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY(MMUST)

**EXPRESION OF INTEREST(EOI) FOR PREQUALIFICATION OF SECURITY
PRINTING SERVICES FOR THE CERTIFICATES**

TENDER NUMBER:MMUST/ASA/006/2023-2025

CLOSING DATE: TUESDAY 31ST OCTOBER, 2023 AT 10:00 AM

**The Vice Chancellor,
Masinde Muliro University of Science and Technology
P.O Box 190-50100, Kakamega**

Introduction

Masinde Muliro University of Science and Technology (MMUST) is a premier University offering demand-driven education, training and research programs through integrating science, technology and innovation into quality programs services and products to suit the needs of employers, the society and dynamic world. MMUST was established as fully-fledged public university in 2006. It is based in Kakamega County and provides excellent university education.

Objectives

The main objective of this Prequalification is to identify service providers for security printing services of Academic Certificates who will thereafter be requested to submit their proposals

SECTION I - LETTER OF INVITATION

NAME OF PROCURING ENTITY: - **Masinde Muliro University of Science & Technology**

ASSIGNMENT OR CONTRACT TITLE: **Prequalification of Security Printing Services for Academic Certificates**

REFERENCE NO.: **MMUST /ASA/006/2023-2025**

Dear Sir/Madam,

RE: EXPRESSION OF INTEREST(EOI) FOR PREQUALIFICATION OF SECURITY PRINTING SERVICES FOR CERTIFICATES

- 1.1 Masinde Muliro University of Science and Technology invites expression of interest for the prequalification of Security printing services for the Academic Certificates. This invitation to prequalify is open to Individuals/Firms that are interested in providing Security Printing services for Academic Certificates.
- 1.2 Interested service providers are invited to express their interest for provision of security printing services for Academic Certificates by providing the following information on or before **31st October 2023 at 10:00 am**.

ELIGIBILITY REQUIREMENTS

- i. A 1- page cover letter for Expression of Interest signed by the head of the organization;
- ii. Company/organizational profile describing experience in offering the services outlined in this request for Expression of Interest;
- iii. Audited Accounts for the last 2 years;
- iv. Attach copy of valid Tax Compliance Certificate;
- v. Attach copy of valid PIN Certificate;

- vi. Attach a copy of Company Registration/Incorporation Certificate;
- vii. At least five years' professional experience in security printing services of Academic Certificates;
- viii. All printed pages of the tender document must be numbered and serialized by the tenderer to the last page of the document

1.4 The deadline for receipt of EOI/Applications is **Tuesday 31st October, 2023 at 10:00 am** EOI/Applications received after this date shall be rejected. A long-list/shortlist shall be finalized from the afore- given submission. Only the firms with demonstrated experience in similar assignments will be considered and notified for further participation in the selection process.

1.5 Further information can be obtained at the address below during office hours (**8:00 am – 5.00 pm**)

Procurement Office
Masinde Muliro University of Science & Technology
P.O. Box 190 – 50100
Kakamega
Kakamega – Webuye Road
Telephone No: 0702 597360 / 057 2505222
Email: procurementofficer@mmust.ac.ke

1.6 Expressions of interest must be delivered in a written form to the address indicated below by ***Tuesday 31st Octoberr,2023 not later than 10:00 am***

The Vice chancellor
Masinde Muliro University of Science And Technology