



INVITATION TO TENDER

PROCURING ENTITY: MACHAKOS UNIVERSITY, P.O. BOX 136-90100, MACHAKOS

CONTRACT NAME AND DESCRIPTION: PROVISION OF GRADUATION VENUE SET UP

The **MACHAKOS UNIVERSITY** invites sealed tenders for **PROVISION OF GRADUATION VENUE SET UP** for Machakos University 10th Graduation Ceremony to be held on 7th November, 2025.

1. Tendering will be conducted under open competitive method (**National**) using a standardized tender document. Tendering is open to **all qualified and interested Tenderers.**
2. Obtain the tender document electronically from the Website <https://egpkenya.go.ke/> and view the tender notice in the university website www.mksu.ac.ke.
3. Qualified and interested tenderers may view and download the tender documents for free from the website <https://egpkenya.go.ke/>. Tenderers who download the tender document must forward their particulars immediately to po@mksu.ac.ke to facilitate any further clarification or addendum.
4. All Tenders must be accompanied by a **tender Security of Kshs 100,000** valid for **120 Days** from the date of tender opening.
5. Completed tenders must be submitted on or before **8th October, 2025** at **10.00am**. Only Electronic Tenders will be permitted.
6. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives and who choose to attend at <https://egpkenya.go.ke/>
7. Late tenders will be rejected.

[Authorized Official (name, designation, Signature and date)]

VICE CHANCELLOR

MACHAKOS UNIVERSITY

26TH SEPTEMBER, 2025