



REQUEST FOR EXPRESSION OF INTEREST

**TO TENDER FOR
A CONSULTANT TO CONDUCT A GOVERNANCE
AUDIT OF THE UNIVERSITY OF ELDORET**

EOI. NO: UOE/EOI/01/2025-2026

CLOSING DATE: TUESDAY, 8TH JULY, 2025

AT 11.00AM

INVITATION TO TENDER

PROCURING ENTITY	UNIVERSITY OF ELDORET
CONTRACT NAME AND DESCRIPTION:	UOE/EOI/01/2025-2026 Request for Expression of Interest to Tender for a Consultant to Conduct A Governance Audit of the University of Eldoret

1. The **University of Eldoret** invites Expressions of Interest from interested eligible candidates to conduct a government audit of the University guided by the governance parameters as set out in code of Governance for State Corporations (Mwongozo), the Constitution of Kenya 2010, applicable laws, policies and best practise.
2. Details of the required information can be downloaded FREE OF CHARGE from www.uoeld.ac.ke or www.tenders.go.ke
3. Qualified and interested tenderers may obtain further information and inspect the Expression of Interest Documents during office working hours, Monday to Friday between **0800hrs to 1700hrs** except for public holidays at the address given below.
4. Expression of Interest documents may be viewed and downloaded for free from the website www.uoeld.ac.ke or PPIP Portal: supplier.treasury.go.ke. Tenderers who download the Expression of Interest documents must forward their particulars immediately to purchasing@uoeld.ac.ke to facilitate any further clarification or addendum.
5. Completed Expression of Interest applications must be delivered to the address below on or before **Tuesday, 8th July, 2025 at 11.00 am East African Time.**

Electronic EOI **WILL NOT** be permitted.

6. The addresses referred to above are:

The Vice Chancellor
University of Eldoret
P.O. Box 1125 – 30100 Eldoret
Eldoret – Ziwa Road
Telephone No:
Email: vc@uoeld.ac.ke

- A. Address for obtaining further information and for purchasing tender documents

Procurement Office
University of Eldoret
P.O. Box 1125 – 30100 Eldoret
Eldoret - Ziwa Road
Telephone No:
Email: purchasing@uoeld.ac.ke

B. Address for Submission of Tenders.

Completed Expression of Interest documents are to be enclosed in plain sealed envelopes, marked with the Expression of Interest number and name and be deposited in the **Tender Box "A"** at University of Eldoret or be addressed to:

The Vice Chancellor,
University of Eldoret
P.O Box 1125 – 30100, Eldoret
Eldoret –Ziwa Road

C.

And dropped in **Tender Box "A"** situated outside Administration Building Main entrance, Main Campus in Eldoret so as to reach the University On or before **Tuesday 8th July, 2025 at 11:00 am.**

Tenders that do not fit in the tender box will be submitted at the Procurement Office at the University of Eldoret, Main Campus.

Opening of the bid documents will be done immediately thereafter in the presence of applicants or their representatives who choose to attend.

A. Address for Opening of Tenders.

University of Eldoret
P.O Box 1125 – 30100,
Eldoret
Eldoret – Ziwa Road

Venue for opening of the bid documents will be communicated during closing of the tenders at the location of the tender box as communicated above.

Vice Chancellor

University of Eldoret

TERMS OF REFERENCE

1.0 BACKGROUND

The University is a Public established under the Universities Act, 2012, as amended. The University received its Charter in the year 2013 and its mandate is to provide directly or indirectly or in collaboration with other institutions of learning, facilities for quality training, research and innovation in agriculture, engineering, technology, enterprise development, health sciences, social sciences and other applied sciences and integration of teaching, research and effective application of knowledge and skills to the life, work and welfare of the citizens of Kenya.

One of the strategic objectives of the University outlined in the Strategic Plan 2024-2029 is to promote employee productivity and good institutional governance. Conducting governance audit of the University falls under this broad objective.

2.0 OBJECTIVE OF THE ASSIGNMENT

The governance audit will enable the University to minimise and ensure that it conducts its operations in accordance with all relevant laws, policies and best practices anchored in the principles of good governance, transparency and accountability.

3.0 SCOPE OF WORK

The Terms of Reference for the Consultant shall include but not limited to;

1. Identify and analyse the governance parameters, which the University is required to operate within, under the Constitution of Kenya, 2010, The Universities Act, 2012 and best practices. These parameters shall include;
 - i. Leadership and strategic Management
 - ii. Transparency and disclosure
 - iii. Communication with stakeholders
 - iv. Council independence and governance
 - v. Council systems and procedures
 - vi. Consistent shareholder and stakeholders value enhancement and
 - vii. Corporate social responsibility and investment
2. Evaluate the University's existing governance structures, policies and procedures and assess the extent of compliance with these governance parameters.
3. Prepare and submit an audit report of the finding and the recommendation and present the report to the University Management and the Council. The report will include a proposed matrix of implementation of the recommendations.

4.0 EXPECTED DELIVERABLES

The Consultant will be expected to produce deliverables linked to the Terms of Reference above within the provided time frame as follows;

ACTIVITY	TIME FRAME
Inception report outlining the Consultant's understanding of the tasks, methodology of execution of the tasks and timetable/work plan on how they intend to undertake the assignment	15 days
Interim report of the governance audit findings and a draft performance evaluation of the University's governance structures	30 days
Final report of the governance audit findings and recommendations; and the final performance evaluation procedures of the University's governance structures and presentation to Management and Council	30 days
Proposed implementation matrix	15 days

The total time required for completing the assignment is estimated to be 90 days upon execution of the contract.

5.0 IMPORTANT NOTES TO THE APPLICANTS

Eligible and interested firms should submit proposals including but not limited to the following with their Expressions of Interest (EOI):

- Brief description of experience on assignments of a similar nature including reference letters of at least three (3) major relevant clients complete with their contact details
- Professional and Technical Personnel
- Current workload if any.

The shortlisted firms from this EOI will then be invited to tender through Requests for Proposals (RFP)

6.0 MANDATORY REQUIREMENTS

You shall be required to attach the following mandatory documents where applicable;

- i. A one (1) page cover letter expression of interest signed by the Head of the Organisation
- ii. Company/Organization profile describing experience in offering the services outlined in this request for expression of interest
- iii. CVs of key personnel in the team proposed to undertake the assignment

- iv. Attach a copy of Company Registration/Certificate of Incorporation or Business Registration
- v. Attach copy of valid tax compliance certificate
- vi. Attach copy of valid PIN certificate
- vii. Certificate of Registration with relevant Regulatory authorities if any
- viii. List of Directors, Telephone, Postal and Email Address
- ix. Organogram of the Organisation

7.0 APPLICATION PROCESS

Interested and Qualified Candidates should submit their applications which should include the following:

8.0 INFORMATION QUESTIONNAIRE

PART A - GENERAL INFORMATION

1	Name of Organization	
2	Postal Address	
3	Principal Contact Person	Name: Position:
4	Contacts:	Telephone: Fax No. Email:
5	Physical Location of Business Premises (Note that a visit to your office may be made to confirm information provided as part of the evaluation)	Town Street..... Building Name Floor.....
6	Nature of organization (e.g. sole proprietorship, Public Limited Company, Partnership etc)	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Limited Liability Company (1) </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Partnership (2) </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Joint Venture (3) </div> </div>
7	Names of the Proprietor, Directors or Partners NOTE: Attach copies of Directors' identity cards / passports	1. 2. 3.

		4.
8	Geographical area of Operations	
9	Business Operations	Year established.....

		Duration of Business Operation.....
10	Company Registration No. (<i>Attach Copy</i>)	Number.....
11	State Credit period (minimum proposed is 45 days)	
12	Registration with regulatory relevant bodies	Registration Body Category of registration Country.....

PART B - ELIGIBILITY

- ☐ Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? YES/NO
- ☐ If yes, when----- (if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)
- ☐ Have you fulfilled your obligations to pay taxes and social security contributions for the last three years? YES/NO
- ☐ Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? YES/NO
- ☐ Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever? YES/NO
- ☐ Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting authority/client? YES/NO