KENYA METHODIST UNIVERSITY

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EXPRESSION OF INTEREST

FOR

EXTERNAL AUDIT SERVICES.

TENDER No: KeMU/0T/014/2026

CLOSING DATE: MONDAY 7th DECEMBER, 2026 AT 11:00AM

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SECTION I - INVITATION FOR TENDERS

1.1. Kenya Methodist University (KeMU) invites sealed tenders from eligible bidders for **Expression of Interest for External Audit Services**

1.2. Interested eligible bidders may obtain further information from and inspect the tender documents at **Procurement Office,** Kenya Methodist University (KeMU)**, Main Campus** located along **Meru- Maua highway** during official working hours between **8.00am and 5.00pm** Monday to Friday.

1.3. Prices quoted should be net inclusive of all taxes, and delivery costs, must be in Kenya Shillings and shall remain valid for **(120) days** from the closing date of the tender.

1.4. Completed tender documents **(Original and Copy)** are to be enclosed in plain sealed envelopes, marked with the **tender number** and **name** and be deposited in the Tender Box located at the Procurement Office in the Administration Block 1st Floor and be addressed to:

The Vice Chancellor,
Kenya Methodist University (KeMU),
P.O.Box 267-60200,
Meru.

So as to be received on or before **Monday, 7th December, 2026 at 11.00 am.**

1.5. Tenders will be opened immediately thereafter in the presence of the bidders' representatives who choose to attend at the University Small Board room in the Administration Block

1.6. Late Tender Documents shall be rejected and returned unopened

SECTION II - INSTRUCTIONS TO TENDERERS

UNIVERSITY BACKGROUND

Kenya Methodist University (KeMU) is a chartered ecumenical Christian University with its main Campus in Meru and other Campuses in Nairobi and Mombasa. The University has KeMU TVET Institute as its subsidiary offering technical training.

SCOPE OF WORK

Successful firm will be expected to conduct statutory annual audit of the University financial statements and related accounts including those of its affiliates on a contractual engagement of a period of not more than three years. The audit reviews shall be performed in line within the confines of the laws, policies and regulations relevant to the University.

As such, KeMU invites eligible audit firms to formally submit their Restricted tender in writing. Firms interested should meet the following basic criteria:

1. Be a registered audit firm with ICPAK with current and valid practicing certificate as eligible to provide statutory audit and advisory services.
2. Partners of the firm should be holders of ICPAK valid membership certificates.
3. Demonstrate experience or ability to audit institution of higher learning.
4. Provide an exposition of their technical and advisory expertise in matters governance, risk management and internal controls.
5. Provide value addition services besides contracted services.
6. Firm should have been in operation for not less than five years.
7. Auditors in charge MUST demonstrate detailed understanding of IFRS and ISAs
8. Firm should demonstrate a system of quality control to support internal reviews.
9. Firm should demonstrate its capability to review the adequacy of controls on information technology and cyber security risks.
10. Provide details of the firm's relevant external audit assignments undertaken within the last three (3) years, including their details such as contacts, names, nature of industry, nature of value of services, period of appointment, contact and email address.
11. Provide copies of certified audited financial statements for the last three (3) years 2023,2024 & 2025
12. Firm should be available for end year accounting procedures such as witnessing and certifying annual stock take and cash count activities.

Firm meeting the above criteria should demonstrate Demonstrate a clear understanding of the Terms of Reference and propose a sound audit methodology, realistic work plan, timelines and deliverables for successful execution of the annual audit assignments.

a) Understanding of the Terms of Reference: Clear understanding of the assignment requirements, scope, objectives and expected outcomes.

b) Audit Methodology & Approach: A clear, appropriate and practical methodology for undertaking the audit assignments
c) Work Plan, Timelines and Deliverables: A realistic work plan outlining key activities, milestones and timelines for completing the assignments.

d) Deliverables: Clearly defined audit outputs and reporting arrangements, including timelines for submission.

e) Attach the CVs of the key staff to be involved in the audit assignment

SECTION 111 – EVALUATION CRITERIA

STAGE :1 Preliminary Evaluation

These are mandatory requirements and bidders are expected to attach all the documents in order to proceed to the next stage of evaluation. This stage shall be evaluated on a **YES/NO** basis.

S/No.	Particulars	YES/No.
1.	Valid business registration/incorporation documents/ or change of name	
2.	Valid ICPAK firm registration certificate.	
3.	Valid practising certificates for all partners.	
4.	Provide a CR12 or CR13 issued by the Registrar of Companies/BRS within the last six (6) months, confirming the firm's current ownership.	
5.	Business Questionnaire Form (duly filled, signed and stamped).	
6.	Certificate of Independent Tender Determination	
7.	Declaration and Commitment to the Code of Ethics	
8.	A signed copy of a declaration confirming the independence of the firm, its partners and key staff, and affirming that none has any conflict of interest in relation to the University	
9.	Anti-fraudulent practice Declaration	
10.	Non - Debarment Declaration Form	
11.	Bidders must submit the original and a copy of a duly executed Power of	

	Attorney, addressed to the Vice-Chancellor, Kenya Methodist University, specifying the tender number and name , containing the full name, designation and specimen signature of the authorized representative, duly signed by all directors and witnessed by a Commissioner for Oaths.	
12.	Must provide certified audited financial accounts for the last three years (2023, 2024 & 2025) certified by an advocate/commissioner for oaths	
13.	Must return two (2) tender documents (one original and one copy)	
14.	Serialized bid documents chronologically paginated in the sequential format of 1, 2, 3,4, 5 …… including attachments.	

STAGE :11 Technical Evaluation

SCORING TECHNICAL EVALUATION (PASSMARK 70 POINTS)

Item	Parameter	Maximum Points
1	Firm Experience	8
2	Key Staff Competence	14
3	Past Experience and References	21
4	Provision of Value Addition Services	8
5	Assess the adequacy of IT controls and cybersecurity risk management	8
6	Understanding of the Terms of Reference.	6
7	Audit Methodology and Approach	12
8	Work Plan, Timelines and Deliverables	9
9	Financial Capacity (Ratio Analysis)	14
	Total	100

DETAILED SCORING MATRIX FOR TECHNICAL EVALUATION (PASSMARK 70%)

No.	Technical Evaluation Criteria	Description	Allocated Points	Maximum Points	Points Scored
1.	Firm Experience				
	Years in operation not less than 5 years		8	**8**	
2.	a). Demonstrate experience or ability to audit institution of higher learning	Technical college/University Audit	3	**7**	
		Preference to Private University	4		
	b). Provide details of the firm's relevant external audit assignments undertaken within the last three (3) years, indicating: *(To be presented in a tabular format, supported by relevant documentary evidence for at least 7 assignments).*	-Name of the client Nature of industry -Contract value -Project start date/end date -Contact person -Contact/email/phones -Period of appointment	14	**14**	
3.	Provide value addition services besides contracted services	Provision of professional briefings on IFRS, governance, risk management, internal controls and fraud prevention at no additional cost.	2	**8**	
		Demonstrate capacity to provide relevant benchmarking reports and advisory insights on financial performance, internal controls, governance, risk management, procurement, regulatory compliance and emerging risks at no additional cost.	2		
		Provision of annual ICT controls/ cybersecurity briefing and data analytics insights at no additional cost	2		
		Commitment to provide quarterly updates; changes in IFRS, ISA, tax laws, regulatory requirements and emerging risks affecting universities	2		
4.	Demonstrate its capability to review the adequacy of controls on information technology and cyber security risks	Clear approach to testing ERP systems, data analytics and system-based audit procedures	4	**8**	
		Experience reviewing cyber risks, vulnerabilities, incident response and data protection controls	2		
		Presence of certified specialists e.g. CISA in the audit team	2		
5.	Key Personnel Competence	Partners of the audit firm should have good standing with ICPAK *(at least 4 partners)*	8		

		Engagement Partner and Audit Manager experience (*At least 3 years*)	4	**14**	
		Adequacy and availability of staff team *(At least four (4) staff with ICPAK and/or ISACA membership)*	4		
6.	Understanding of the Terms of Reference.	Clear understanding of the purpose and objectives of the external audit	3		
		Clear interpretation of the University's financial, operational and other areas covered by the assignment	3	**6**	
7.	Audit Methodology and Approach	Demonstrate a risk-based audit planning approach.	3		
		Proposed testing methods, sampling techniques, substantive procedures and compliance testing.	3	**12**	
		Appropriate methods of obtaining, validating and analyzing audit evidence.	3		
		Effective audit supervision, review and quality assurance procedures.	3		
8.	Work Plan, Timelines and Deliverables	Audit Work Plan and Resource Allocation	3		
		Audit Timelines and Reporting Deadlines	3		
		Audit Deliverables	3	**9**	
9.	Financial Capacity (Ratio Analysis)	Liquidity Ratio	3.5		
		Gearing Ratio	3.5		
		Independency Ratio	3.5		
		Profitability Ratio	3.5	**14**	
	TOTAL			**100**	

STAGE 3: Financial Evaluation

For those Bidders who pass the technical evaluation stage, a financial comparison of the Bidders shall be undertaken for purposes of identifying the Bidder with the lowest evaluated price for consideration.

Award of Contract

Kenya Methodist University will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the tenderer with the lowest evaluated price, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

SECTION VII - STANDARD FORMS

Notes on the standard Forms

1. *Form of Tender- The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.*
2. *Price Schedule Form -The price schedule form must similarly be completed and submitted with the tender.*
3. *Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.*
4. *Anti-Fraudulent Practice Declaration*
5. *Non-Debarment Declaration Form*
6. *Certificate of Independent Tender determination*
7. *Declaration and Commitment to Code of Ethics*

FORM OF TENDER

TO: The Vice Chancellor, **Date**

PRICE SCHEDULE

ITEM	DESCRIPTION	TOTAL ANNUAL PREMIUM IN (KSH) INCLUSIVE OF LEVIES AND TAXES (KSH)
1.	EOI TENDER FOR EXTERNAL AUDIT SERVICES.	

Sign: _____

Date: Stamp: _____

_____

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

Part 1 **General** Business Name: ..... Location of Business Premises: ..... Plot No: ..... Street/Road: ..... Postal address: .....…… Tel. No. .....……. Fax: …… Email: ..... Nature of Business: ..... Registration Certificate No. ..... Maximum value of business which you can handle at any one time – KES. ..... Name of your bankers: ..... Branch: ……..... *(Must be filled by all bidders)*

Part 2 (a)	**Sole Proprietor** Your name in full: ….…….. Age……... Nationality: …… Country of Origin: …… Citizenship details: …….
Part 2 (b)	**Partnership** Given details of partners as follows: Name…… Nationality: ……... Citizenship details: ……. Shares: 1. …… 2. …… 3. …… 4. ……

Part 2 (c)	**Registered Company** Private or Public State the nominal and issued capital of company Nominal: ……...…… KES. ……..…… Issued KES. ……. Given details of all directors as follows: Name: ……... Nationality: …… Citizenship details: ……. Shares: …… …… …… …….....
	Date……. Signature of Candidate……. Company Seal/Business Stamp:

ANTI-FRAUDULENT PRACTICE DECLARATION

We (insert the name of the company) declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.

Name: ……

Signature……...

Date…….

Company Seal/ Business Stamp:

NON - DEBARMENT DECLARATION FORM

We (insert the name of the company) declares and guarantees our organization has not been debarred to participate in any procurement proceeding.

Name……

Signature…….

Date…….

Company Seal/ Business Stamp:

DECLARATION OF CONFLICT OF INTEREST

We (insert the name of the company) declare and guarantees that the firm/or its partners and key staff do not have any conflict of interest and independence which may exist with respect to the University.

Name……

Signature……...

Date……

Company Seal/ Business Stamp:

CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the_____ _____ [Name of Procuring Entity] for:_____[Name and number of tender] 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:

1. I have read and I understand the contents of this Certificate;
2. IunderstandthattheTenderwillbedisqualifiedifthisCertificateisfoundnottobetrueandcompleteinevery respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. 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;
5. The Tenderer discloses that [check one of the following, as applicable]:
   a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
   b) 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;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(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; or
   d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. 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 (5)(b) above;
8. 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 (5)(b) above.

Name: _____

Title: _____

Signature: _____

Stamp: _____

Date: _____

[Name, title and signature of authorized agent of Tenderer and Date]

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

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 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 .....…….

Sign…….....

Position…….....

Office address…….

Telephone…….....…….

E-mail .....…….

Name of the Firm/Company…….....……

Date: …….....……

Company Seal/ Rubber Stamp:

……

Witness Name:(Advocate/Commissioner for Oaths):

.....…..……..

Sign…….....…….

Date…….....