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9. Inspection • Opening Committee • Opening Committee • Optional witnessing by tenderors/bidders Within (1) hour of closing time • Optional witnessing by tenderors/bidders 4 • Opening of Tenders/RFQs • An Evaluation Committee Within 30 days of closing dat 5 • Tender Evaluation • An Evaluation Committee Within 30 days of closing dat 6 • Duration to be specified in Tender document Within 60-90 days of opening 8 • Submission of Invoices to Finance • Services • Air Travel • Requisition from user and approval by a DCS Within 24 hours of Working a viser/committee 8. • Documentation and Information Services • Equation and Recognition of Qualifications • Complete form CHE/AQA/OP/004/7.1 • Attach copies of acdemic certificates by a commissioner of Oatts and identification documents. • Payment of stipulated fees: Kenyans- Kshs. 2,000/= Non-Kenyans- Kshs. 4,000/- • 24 hours from date of lodging documents at registry 9. Inspection Process application to establish University • Complete application form CHE/1/3 Submit proposal Pay	
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Submit self-evaluation report as per CHE guidelines	
Inspection of University/Institution and Recommendations. 15 Weeks Payment of Kshs. 180,000/=	
Re-Inspection/ Re-Accreditation Complete and submit a self-evaluation questionnaire 15 Weeks Pay Kshs. 600,000/= 15 Weeks	
10.CurriculumProgramme AccreditationSubmit curriculum as per CHE guidelines.14 Weeks10.(Evaluation of Programmes)Payment of stipulated fees14 Weeks	
11. Office of Commission Secretary/ Grant of letter of Interim Authority Institutional and programme accreditation One (1) month from date of a by the Commission	approval
Chief Executive OfficerPayment of Kshs. 60,000/=By the commission12.Office of Commission Secretary/ Chief Executive OfficerApproval for award of CharterSubmit draft charter and statutes Pay Kshs. 120,000/=One (1) month from date of p recommendation by institution accreditation commitee	
13. Post Secondary School Validation of Programmes Kshs. 50,000/= for application fees 14 Weeks after documentat	ion has
Institutions Grant of Authority to Collaborate Grant of Authority to Collaborate Grant of Authority to Collaborate Submit the programme for which Complete application form CHE/PSSI/CHE/5 Submit the programme for which Submit a complete check list of academic resources Three (3) months after subrition the required documentation Submit a complete check list of academic resources	
Submit a complete check list of academic resources Submit the contract for collaboration Payment of Kshs. 50,000/= fees	

"Commitment to Courtesy and Excellence in Service Charter"

Any Service that does not conform to the above standards or any officer who does not live up to commitment to courtesy and excellence in Service Delivery should be reported to:

The Commission Secretary/ Chief Executive Officer

Physical Location: Commission for Higher Education Headquarters, Redhill Rd. off Limuru Road, Rosslyn area, Nairobi

Postal Box Number: 54999-00200, Nairobi OR

Telephone: +254 (020) 7205233

Email: pr@che.or.ke

Website: www.che.or.ke



Complaints/Commendation forms can be downloaded from the Commission website www.che.or.ke

