



**KENVERSITY COOPERATIVE
SAVINGS AND CREDIT SOCIETY LIMITED**

**P.O. BOX 10263 – 00100
NAIROBI.**

**TELEPHONE: 020 8002371/2, 020 8002372
0715-114454/0736710906**

**EMAIL: info@kenversitysacco.co.ke
Website: www.kenversitysacco.co.ke**

TENDER DOCUMENT FOR

THE PROVISION OF:

PRINTING

KENV/TNDR/PR/2022

KENVERSITY CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

A. CONDITIONS OF TENDERING

1. DEFINITIONS

In these conditions and the documents to which they relate the word 'TENDERER' shall be deemed to include two or more persons and the singular words 'HER/HIM' may also have the meaning of their respective plurals.

2. METHOD OF SUBMISSION

Duly completed tender documents MUST be enclosed in plain sealed envelopes clearly marked "**Tender for provision of Printing with tender number as above**".

The tender documents should be completed in every respect in ink and signed by the Tenderer.

3. FINAL DATE

- i. The tender, together with all relevant documents (including a copy of the fee receipt) must be placed in the Tender Box as indicated in the advertisement.
- ii. A tender MUST be delivered by hand together with all relevant documents to reach the society not later than the time and date stipulated in the advertisement.
- iii. Any tender received after the time and the date stipulated in the advertisement will be disqualified.

4. ACCEPTANCE

The society shall not be bound to accept the lowest or any tender and reserves the right to accept or reject any tender in part or whole and does not bind itself to give reasons for its action.

5. SUCCESSFUL TENDERER

The Society shall notify the successful Tenderer in writing by issuing in duplicate, a letter of acceptance of his tender in part or whole. The Tenderer will be required to sign and return a copy of the letter within 21 days from the date of the letter, failing of which the offer will be treated as un-accepted and may then be given to the next Tenderer without notice.

6. COMMUNICATION

Every notice to be given to a Tenderer may be posted to the Tenderer’s address given in his tender and such posting shall be deemed good service of such notice.

- (i) The Tenderer is required to check the number of papers in the Tender documents. Should he, the Tenderer, find any papers missing or any figure for any reason whatsoever, he must inform the Society at once and have the matter rectified as required before the final date for the submission of tenders.
- (ii) The Tenderer’s signature on the tender documents shall be taken to mean that he fully understands their contents and he/she accepts all the conditions expressed or implied.
- (iii) The Tenderer is required to complete particulars on the form provided in the last page of this document. Should he/she fail to give or give untrue information, the Tenderer may be disqualified.

7. LIABILITY

No liability will be admitted nor claim allowed for any error in the tender owing to mistakes in these documents, which should have been rectified in the manner described above. If the Tenderer does not comply in every way with those conditions his tender shall be liable to rejection.

B. REGISTRATION OF TENDERER

NAME OF COMPANY/FIRM: _____

ADDRESS: _____

FAX NO: _____

TEL: _____

E-MAIL ADDRESS: _____

TOWN: _____

STREET: _____

NAME OF BUILDING: _____

ROOM/OFFICE: _____

OTHER/BRACHES: _____

NATURE OF BUSINESS: _____

BANKER: _____

NUMBER OF GUARDS IN THE FIRM: _____

NUMBER OF REGISTRATION MARKS OF SUPERVISORY AND BACK UP VEHICLES:

HAVE YOU EVER SUPPLIED GOODS/SERVICES TO KENVERSITY SACCO LTD.

C. STATUTORY OBLIGATIONS

CURRENT TRADE LICENCE NO: _____ EXP. DATE: _____

PIN NO: _____

V.A.T. REG. NO. _____

CERTIFICATE OF INCORPORATION _____

OTHER GOVERNMENT LEVY STATUS: (i.e.) – TAX COMPLIANCE CERTIFICATE

LATEST COMPANY ANNUAL ACCOUNTS (WHERE APPLICABLE)

STATE IF COMPANY IS SUBJECT TO BANKRUPTCY PROCEEDINGS

D. TYPES OF BUSINESS

<div style="border: 1px solid black; width: 80px; height: 80px; margin: auto;"></div>	<p>Part 2 (a) – Sole Proprietor</p>																														
	Your Name in Full Age Nationality Country of Origin *Citizenship details. If Kenyan Citizen, indicate by <table style="float: right; margin-left: 20px;"> <tr><td>Birth</td><td>[]</td></tr> <tr><td>Nationality</td><td>[]</td></tr> <tr><td>Registration</td><td>[]</td></tr> </table> (Tick one)	Birth	[]	Nationality	[]	Registration	[]																								
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	Give details of partners as follows:- <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:30%;">NAME</th> <th style="width:20%;">NATIONALITY</th> <th style="width:25%;">CITIZENSHIP DETAILS</th> <th style="width:25%;">SHARE CAPITAL</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td></tr> </tbody> </table> Citizenship details. If Kenyan citizen, indicate by <table style="float: right; margin-left: 20px;"> <tr><td>Birth</td><td>[]</td></tr> <tr><td>Nationality</td><td>[]</td></tr> <tr><td>Registration</td><td>[]</td></tr> </table> (Tick one)	NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARE CAPITAL	1.				2.				3.				4.				Birth	[]	Nationality	[]	Registration	[]				
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	Private [] Public [] (Tick One) State Nominal and issued share capital:- Nominal Kshs. Issued Kshs. Give details of all Directors as follows:- <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:30%;">NAME</th> <th style="width:20%;">NATIONALITY</th> <th style="width:25%;">CITIZENSHIP DETAILS (AS ABOVE)</th> <th style="width:25%;">SHARE CAPITAL</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td><td></td></tr> </tbody> </table> *Citizenship details. If Kenyan citizen, indicate by: <table style="float: right; margin-left: 20px;"> <tr><td>Birth</td><td>[]</td></tr> <tr><td>Nationality</td><td>[]</td></tr> <tr><td>Registration</td><td>[]</td></tr> </table> (Tick one)	NAME	NATIONALITY	CITIZENSHIP DETAILS (AS ABOVE)	SHARE CAPITAL	1.				2.				3.				4.				5.				Birth	[]	Nationality	[]	Registration	[]
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F. TECHNICAL SPECIFICATION

- (i) The firm must provide proof of its existence and when it was incorporated.
- (ii) Services in order to accommodate logistical aspects of the organization.
- (iii) The firm must provide proof of its financial position
- (iv) Relevant qualification of key personnel proposed to do the administration and execution of the contract.

Applicants should list at least three companies or institutions they have provided services for.

G. PRICE SCHEDULE

Applicants should clearly indicate their charges as per unit of measure and attach profile showing clear specification e.g. model, where necessary and or applicable.

Note: In case of discrepancy between unit prices and total, the unit price shall prevail.

DECLARATION

I/We have completed this form to the best of our knowledge and it is agreed that all responses can be substantiated if requested to do so. I/We understand that any inaccuracy in the information filled herein will be used as a ground for removal or termination of the tender.

Signed & Sealed:
For and on behalf of:
Position in the Company
Date:

PRINTING ITEMS - YEAR 2022

NO	DESCRIPTION	APPROXIMATE REQUIREMENT PER YEAR	MEASURE OF ONE UNIT	COST PER UNIT
1.	Advance Application forms	50 PADS	PAD of 100 PGs NCR	
2.	Refund Form	10 REAMS	Ream of 500 pieces	
3.	ATM Application Form	10 REAMS	Ream of 500 pieces	
4.	ATM CARD/PIN Replacement Form	10 REAMS	Ream of 500 pieces	
5.	Mobile Banking Application Forms	10 REAMS	Ream of 500 pieces	
6.	Cash reserve book(Treasury Book)	5 BOOKS	1 Piece	
7.	Disputed ATM Transaction Form	5 REAMS	Ream of 500 pieces	
8.	Dormant Account Activation Form	2 REAMS	Ream of 500 pieces	
9.	Details (Cell phone) Change/Update Form	5 REAMS	Ream of 500 pieces	
10.	Diamond Loan 4 page (Back to back)	10000 PIECES	1 Piece (A3 folded)	
11.	Mobile Banking Pin Reset form	5 REAMS	Ream of 500 pieces	
12.	Cheque payment schedules 3 copies (NCR)	100 Booklets	Booklet 100 pgs	
13.	Microcredit Membership application Form (2 page)	10 REAMS	Ream of 500 pieces	
14.	Membership Application form (3 page) Back to Back	10,000 Pieces	1 Piece	
15.	Complimentary slips A.P.S A6	10 REAMS	Pads (for one ream)	
16.	Envelopes DL A.P.S (Branded)	5000 PIECES	Per Piece	
17.	Karibu Loan Application Forms (Carbonated A4)	50 PADS	Pad of 100 Pgs NCR	
18.	Jiinue Loan Application Forms (Carbonated A4)	50 PADS	Pad of 100 Pgs NCR	
19.	Letter head A4 white A.P.S (Special paper)	10 REAMS	Rm of 500 Pieces	
20.	Loan Application forms Tujijenge Super, Premier, Tuendelee & Tuinuke (4 page) A.P.S for Individual	10,000 PIECES	Per piece (A3 folded)	
21.	Loan Application forms Normal, Super Loan, Emergency and School Fees (4 page) back to Back A.P.S	50,000 PIECES (FORMS)	1 piece (A3 Folded)	
22.	Local purchase order (LPO) (Carbonated) Triplicate NCR Booklet of 50 pages	10 PIECES	1 piece (Book)	
23.	Overdraft application forms Duplicate	30 PADS	Pad of 100 Pgs NCR	
24.	Passbook register A4 (APS)	1 BOOK	1 Bk 200 pages	
25.	Part Payment Form (APS)	10 REAMS	Ream of 500 pieces	
26.	Passbooks A.P.S (booklet)	500 PIECES	1 PIECE (BOOK)	
27.	Requisition book (Carbonated)	20 BOOKS	100 pages Bk	
28.	Risk Fund Requisition form	5 REAMS	Ream of 500 pieces	
29.	Shares reduction and repayment reduction Form	10 REAMS	Ream of 500 pieces	
30.	Shares/Loan Increase Form	10 REAMS	Ream of 500 pieces	
31.	Standing Order Form	3 REAMS	Ream of 500 pieces	
32.	RTGS Form (Carbonated)	10 PADS	Pad of 100 pieces	
33.	Fixed Deposit Form	5 REAMS	Ream of 500 pieces	
34.	Cell Formation Form	5 REAMS	Ream of 500 pieces	
35.	Share Capital Transfer Form(Triplicate)- Carbonated	10 PADS	Pad of 100 pieces	
36.	Bankers Cheque Application Form	5 REAMS	Ream of 500 pieces	
37.	Records Up-dating Form (3 pages)	5000 PIECES	1 PIECE (FORM)	
38.	Salaries Check off form/ paypoint change form	5 REAMS	Ream of 500 pieces	
39.	Specimen signature authority card (APS)	10,000 PIECES	1 PIECE	
40.	Short Period Application Forms - Duplicate	10 PADS	Pad of 100 Pgs NCR	

41.	Share Booster Loan Application forms - Duplicate	10 PADS	Pad of 100 Pgs NCR	
42.	Tellers cash reports A4 NCR 50 PAGES in Triplicate	20 BOOKS	1 PIECE (BOOK)	
43.	Statement request form	4 REAMS	Ream 500 Pieces	
44.	Kenjunior Application Form	10 REAMS	Ream of 500 pieces	
45.	Savings Application Form	10 REAMS	Ream of 500 pieces	
46.	Kenhol Application Form	10 REAMS	Ream of 500 pieces	
47.	Kened Application Form	10 REAMS	Ream of 500 pieces	
48.	Utility Loan application forms Duplicate	10 PADS	Pad of 100 Pgs NCR	
49.	Withdrawal vouchers A5 A.P.S	50,000 PADS	Pd of 100 sheets	
50.	Part Payment Forms	10 REAMS	Ream of 500 pieces	
51.	Membership application Checklist	10 REAMS	Ream of 500 pieces	
52.	Loan Application Checklist	10 REAMS	Ream of 500 pieces	
53.	Business Verification Form	10 REAMS	Ream of 500 pieces	
54.	Imprest Request Book 100 pages NCR in triplicate	30 BOOKS	1 PIECE (Book)	
55.	Imprest Accounting form book	30 BOOKS	1 PIECE (Book)	
56.	Fixed Deposit Form	5 REAMS	Ream of 500 pieces	
57.	FOSA Shares Form	5 REAMS	Ream of 500 pieces	
58.	Business Cards Standard Size	10,000 Pieces	1 piece	
59.	Guarantor Forms- Micro-credit	10 REAMS	Ream of 500 pieces	
60.	Guarantor Confirmation Forms	10 REAMS	Ream of 500 pieces	
61.	Guarantor Replacement Forms	10 REAMS	Ream of 500 pieces	
62.	Loan Application forms Fahari, Asset Financing, Maendeleo & Boresha Loan (4 page/A3 back to back Folded A.P.S	30,000 (PIECES) FORMS	1 PIECE(A3 Folded)	
63.	Loan Application forms Diamond (4 page) A.P.S back to back A3 folded	10,000 (PIECES) FORMS	1 PIECE (A3 FOLDED)	

NB: A.P.S – As per Sample (Tenders are advised to view all items of tender before quoting)

NCR – No Carbon Required

The following is a list of items/ information that the tenderer must provide as attachments to the tender documents. This information will form part of the tender evaluation for the tenderers.

1. Company profile (company history, contacts, services, affiliations, certified copies of original documents defining constitutional or legal status, principal place of doing business of the company/ firm including valid business licenses)
2. Certificate of incorporation.
3. A valid tax compliance certificate or equivalent.
4. Provide details of three similar projects/ works with contact persons, undertaken under the area of the tender's interest in the last five (5) years.
5. In each of the projects in 4 above, provide reference letters from the firms/ organizations confirming the items/ goods/ services supplied and the performance.

6. Demonstration of financial capability in carrying out the project by submitting audited account for the last three years
7. Demonstration of a proposed methodology, plan and schedule of implementation of the activity of interest.



TENDER FOR SUPPLIES AND SERVICE PROVISION FOR YEAR 2022

Kenversity Savings and Credit Co-operative Society Limited invites interested and eligible suppliers for supply and service provision for the year 2022 as follows:-

NO	CATEGORY NO.	DESCRIPTION	BIDDER CATEGORY
TENDERS			
1.	KENV/TNDR/BMS/2022	BOARD MEDICAL SCHEME	ALL BIDDERS
2.	KENV/TNDR/SMS/2022	STAFF MEDICAL SCHEME	ALL BIDDERS
3.	KENV/TNDR/PR/2022	PRINTING	ALL BIDDERS
4.	KENV/TNDR/ST/2022	SUPPLY OF STATIONERY	SPECIAL GROUPS
5.	KENV/TNDR/FFE/2022	SUPPLY AND SERVICING OF FIRE FIGHTING EQUIPMENT (Must be approved by County Government of Kiambu).	ALL BIDDERS
6.	KENV/TNDR/PM/2022	PROFESSIONAL DESIGNERS OF ARTWORK, BRANDING AND SUPPLY OF PROMOTIONAL MATERIALS.	SPECIAL GROUPS
7.	KENV/TNDR/SS/2022	SECURITY AND GUARDING SERVICES	ALL BIDDERS
8.	KENV/TNDR/BFP/2022	FIRE, BURGLARY AND PERIL INSURANCE	ALL BIDDERS
9.	KENV/TNDR/CIT/2022	CASH IN TRANSIT SERVICES	ALL BIDDERS
10.	KENV/TNDR/LG/2022	GROUP CREDITORS INSURANCE	ALL BIDDERS
11.	KENV/TNDR/GL/2022	GROUP LIFE INSURANCE	ALL BIDDERS
12.	KENV/TNDR/MP/2022	MONEY POLICY	ALL BIDDERS
13.	KENV/TNDR/FG/2022	FIDELITY GUARANTEE INSURANCE	ALL BIDDERS
14.	KENV/TNDR/TCP/2022	INSURANCE FOR TERRORISM, NATURAL CALAMITIES AND POLITICAL VIOLENCE	ALL BIDDERS
15.	KENV/TNDR/SNS/2022	SANITARY AND FUMIGATION SERVICES	ALL BIDDERS
16.	KENV/TNDR/CS/2022	CLEANING SERVICES (EXTERIOR GLASS WALLS)	ALL BIDDERS
17.	KENV/TNDR/DCS/2022	DEBT COLLECTION SERVICES	ALL BIDDERS
18.	KENV/TNDR/AUCT/2022	AUCTIONEERING SERVICES	ALL BIDDERS
19.	KENV/TNDR/DW/2022	SUPPLY OF CLEAN DRINKING WATER	SPECIAL GROUPS
20.	KENV/TNDR/TSD/2022	SUPPLY OF TISSUE PAPER	SPECIAL GROUPS
21.	KENV/TNDR/SCS/2022	SERVICING OF CCTV, ACCESS CONTROLS, VOIP AND STRUCTURED CABLING SYSTEMS	ALL BIDDERS
22.	KENV/TNDR/MCL/2022	MICRO CREDIT LOANS INSURANCE	ALL BIDDERS
23.	KENV/TNDR/GENS/2022	SERVICING OF THE GENERATOR (PERKINS)	ALL BIDDERS
24.	KENV/TNDR/MAC/2022	MAINTENANCE AND SERVICING OF AIR CONDITIONERS	ALL BIDDERS
PRE-QUALIFICATION			
1.	KENV/PREQ/ICT/2022	PRE-QUALIFICATION FOR SUPPLY OF HARDWARE/SOFTWARE AND ACCESSORIES	ALL BIDDERS
2.	KENV/PREQ/ISA/2022	ICT SYSTEM AUDIT	ALL BIDDERS
3.	KENV/PREQ/VGM/2022	HOSTING OF VIRTUAL GENERAL MEETINGS	ALL BIDDERS
4.	KENV/PREQ/LS/2022	LEGAL SERVICES	ALL BIDDERS
5.	KENV/PREQ/SRM/2022	REPAIRS & MAINTAINANCE (PLUMBING, SEWER, CARPENTRY AND ELECTRICALS)	ALL BIDDERS
6.	KENV/PREQ/SFE/2022	SUPPLY OF OFFICE FURNITURE, FITTINGS AND EQUIPMENT	ALL BIDDERS
7.	KENV/PREQ/CC/2022	SUPPLY AND ESTABLISHMENT OF A CALL CENTRE	ALL BIDDERS

Tender documents may be obtained from www.kenversitysacco.co.ke and at the society offices at Kenversity Plaza, Kahawa Sukari, off Thika superhighway, during working hours (8.30a.m. – 4.00p.m. Monday – Friday). Payment of a non-refundable fee of Kshs.1,000/- for each category payable in cash or bankers cheque to the Society shall apply before closure of the tendering period.

Completed documents in plain sealed envelopes clearly marked "Tender for Supplies with Category code" be addressed as below and deposited in the tender box at the Society office latest **THURSDAY, 16th DECEMBER, 2021 12.00 noon** and thereafter, the same shall be opened after closure in the presence of those who may wish to witness.

**The Chief Executive Officer,
Kenversity SACCO Limited,
P.O. Box 10263 – 00100,
NAIROBI.
www.kenversitysacco.co.ke**

The Society reserves the RIGHT to accept or reject any application, either in whole or in part and is not bound to give reasons for its action.