



**KENVERSITY COOPERATIVE
SAVINGS AND CREDIT SOCIETY LIMITED**

**P.O. BOX 10263 – 00100
NAIROBI.**

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0715-114454/0736710906**

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

TENDER DOCUMENT FOR

STATIONERY

KENV/TNDR/ST/2022

KENVERSIY 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 supply of Stationery services**" 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. If a tender must be delivered by hand together with all relevant documents and deposited in the society Tender's 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

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

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: Incase of discrepancy between unit prices and total, the unit price shall prevail.

H. REFEREE:

NAME OF COMPANY:

ADDRESS:

CONTACT PERSON:

SIGNATURE: DATE:

COMPANY STAMP

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:

<u>STATIONERY - YEAR 2022</u>		APPROXIMATE REQUIREMENT PER YEAR	<u>MEASURE OF ONE UNIT</u>	<u>COST PER UNIT</u>
<u>NO</u>	<u>DESCRIPTION</u>			
1.	Account Opening Record Book	2 PIECES	1 Piece	
2.				
3.	Biro pens (sharp pointed) with Corporate name (APS) (Packets of 25 Pieces)	300 Packets	1 PACKET	
4.	Box file	2000 Pieces	1 Piece	
5.	Carbon paper blue pelican handifilm 205	20 Packets	1 Pkt	
6.	Cellotape 1"	20 Rolls	1 Piece	
7.	Cellotape 2"	20 Rolls	1 piece	
8.	Cellotape 3"	20 Rolls	1 piece	
9.	Counter books 2 quire (EXCEC)	50 PIECES	1 piece	
10.	Counter books 3 quire (EXCEC)	100 PIECES	1 piece	
11.	Counter books 4 quire (EXCEC)	50 PIECES	1 piece	
12.	Delivery book 2 quire Standard	10 books	1 piece	
13.	Flash Disk 32GB (Sandisk)	15 Pieces	1 piece	
14.	Drawing thumb pins	20 Packets	1 Packet	
15.	Foolscaps 80gms	30 Reams	1 Ream	
16.	Envelopes A4 A.P.S	5000 Pieces	1 piece	
17.	Envelopes A3 A.P.S	2000 Pieces	1 piece	
18.	Epson ribbon LX 350	20 Pieces	1 piece	
19.	Epson ribbon LQ 690	20 Pieces	1 Piece	
20.	Eraser pelican Br 40 (rubber)	10 Pcs	1 piece	
21.	File fasteners Acc. No. 8	100 Pieces	1 piece	
22.	File folders - Plain plastic A.P.S	100 Pieces	1 piece	
23.	Fixed deposit certificate Booklet (APS) A5 100 pgs	20 books	1 piece	
24.	Highlighters	200 pcs	1 piece	
25.	Spring file (Plastic)	10,000 pieces	1 piece	
26.	Ink pad pelican	30 Pieces	1 Piece	
27.	Loan register (counter books 2 quire) APS	10 Books	1 piece	
28.	Masking tape (large)	30 Pieces	1 piece	
29.	Marker pens (Permanent) Steadler	500 Pieces	1 piece	
30.	Paper punch (standard)	30 Pieces	1 Piece	
31.	Paper Punch (Giant)	5 Pieces	1 Piece	
32.	Paper clips No. 2	100 Packets	1 packet	
33.	Paper clips No. 3	100 packets	l packet	
34.	Paper pins sharp point	Pkt		
35.	Pocket Diary (Standard Size) inscribed "Kenversity Sacco"	200 Pieces	1 piece	
36.	Pencils - steadler (HB)	2 Packets	1 Packet	

	Germany			
37.	Photocopy papers/Printing papers A4 Size white (AOne multipurpose paper) 80 gms.	500 Reams	1 Ream	
38.	Plain comp. papers 9.5 x 11 x 1part 80g	20 Cartons	1 Carton	
39.	Printed perforated comp. papers 9.5 x 11 x 3part 60g (A4 perforated to A5) NCR	50 Cartons	1 Carton	
40.	Printed perforated comp. papers 9.5 x 11 x 3part 60g	20 Cartons	1 Carton	
41.	Printer cartridge – Laserjet P2055 Catridge 05A	12 Pieces	1 piece	
42.	Printer cartridge – Laserjet pro M402dn Catridge 26A	200 Pieces	1 Piece	
43.	Printer cartridge – Laserjet pro MFP M281fdn HP 203A Original Black toner CF540 HP 203A Original Cyan toner CF541 HP 203A Original Yellow toner CF542 HP 203A Original Magneta toner CF543	100 Pieces	1 Piece	
44.	Pritt stick (large size)	100 Pcs	1 piece	
45.	Pen holders (with String) Branded	100 Pcs	1 piece	
46.	Rubber bands (large)	100 Packets	1 packet	
47.	Rubber bands (small)	100 Packets	1 packet	
48.	Ruler plastic	100 Pcs	1 piece	
49.	Stamp pad	30 Pieces	1 piece	
50.	Stapling machine (small)	100 Pieces	1 Piece	
51.	Sticky Notes (Various colours)	1000 Pieces	1 Piece	
52.	Stapling machine - giant size	10 Pieces	1 Piece	
53.	Stapling pins regular size (No. 16, 24/6)	100 Packets	1 piece	
54.	Self-inking Stamps (dates adjustable)	30 Pieces	1 Piece	
55.	Stapling pins giant	10 packets	1 packet	
56.	Auditor's pen Pentel R50 Brown.	100 Pieces	1 piece	
57.	Visitors book 3 quire	5 Books	1 book	

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.