



**KENVERSITY COOPERATIVE  
SAVINGS AND CREDIT SOCIETY LIMITED**

**P.O. BOX 10263 – 00100  
NAIROBI.**

**TELEPHONE: 020 8002371, 020 8002372, 0715-114454**

**EMAIL: info@kenversitysacco.co.ke/  
kenversitysacco@gmail.com  
www.kenversitysacco.co.ke**

**TENDER DOCUMENT FOR  
THE PROVISION OF:**

**BRANDING AND SUPPLY OF  
PROMOTIONAL MATERIALS**

**KENV/TNDR/PM/2023**

# **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 Promotional Materials 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 and deposited in Kenversity Office Tender's Box 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 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

\_\_\_\_\_

\_\_\_\_\_

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 style="text-align: center;"><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your Name in Full ..... Age .....</p> <p>Nationality ..... Country of Origin .....</p> <p>*Citizenship details. If Kenyan Citizen, indicate by      Birth      [ ]</p> <p style="text-align: right;">Nationality      [ ]</p> <p style="text-align: right;">Registration      [ ]</p> <p style="text-align: right;">(Tick one)</p>																								
<div style="border: 1px solid black; width: 80px; height: 100px; margin: auto;"></div>	<p style="text-align: center;"><b>Part 2 (b) - Partnership</b></p> <p>Give details of partners as follows:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 20%;">NATIONALITY</th> <th style="width: 25%;">CITIZENSHIP DETAILS</th> <th style="width: 20%;">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> <p>Citizenship details. If Kenyan citizen, indicate by      Birth      [ ]</p> <p style="text-align: right;">Nationality      [ ]</p> <p style="text-align: right;">Registration      [ ]</p> <p style="text-align: right;">(Tick one)</p>	NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARE CAPITAL	1.				2.				3.				4.							
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<div style="border: 1px solid black; width: 80px; height: 100px; margin: auto;"></div>	<p style="text-align: center;"><b>Part 2 (c) - Registered Company</b></p> <p>Private      [ ]</p> <p>Public      [ ]      (Tick One)</p> <p>State Nominal and issued share capital:-</p> <p style="padding-left: 40px;">Nominal Kshs. ....</p> <p style="padding-left: 40px;">Issued Kshs. ....</p> <p>Give details of all Directors as follows:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 20%;">NATIONALITY</th> <th style="width: 25%;">CITIZENSHIP DETAILS (AS ABOVE)</th> <th style="width: 20%;">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> <p>*Citizenship details. If Kenyan citizen, indicate by:      Birth      [ ]</p> <p style="text-align: right;">Nationality      [ ]</p> <p style="text-align: right;">Registration      [ ]</p> <p style="text-align: right;">(Tick one)</p>	NAME	NATIONALITY	CITIZENSHIP DETAILS (AS ABOVE)	SHARE CAPITAL	1.				2.				3.				4.				5.			
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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:* Incase 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: .....

<b>PROMOTIONAL ITEMS - YEAR 2023</b>		MEASURE OF UNIT	REQUIRED APPROX. QTY	PRICE QUOTED PER UNIT
NO	DESCRIPTION			
1	Design and Production of pull-up banners	Pcs	4	
2	Supply of round neck T-shirts - Screen printed with our logo as per sample provided.	Pcs	100	
3	Supply of T-shirts with collar – Embroidery work of our logo (Men and Ladies) as per sample provided.	Pcs	200	
4	Ladies Office Blouses	Pcs	100	
5	Gents Office Shirts with	Pcs	100	
6	Branded key rings as per sample	pcs	200	
7	Branded caps as per sample	pcs	100	
8	Branded hats	pcs	100	
9	Branded Viser (Half caps)	pcs	100	
10	Branded diaries A5 size as per sample	pcs	50	
11	Design and printing of year 2023 calendar	pcs	300	
12	Design and printing of Brochures	pcs	6000	
13	Design and printing of Fliers	pcs	3000	
14	Branded reflector jackets	pcs	500	
15	Branded umbrellas as per sample	pcs	100	
16	Design and printing of Track suits as per sample	pcs	100	
17	Design and printing of hooded jumpers as per sample	pcs	100	
18	Design and printing of shopping bags	pcs	300	
19	Branded sleeveless sweater	pcs	100	
20	Branded note books	pcs	100	
21	Tear drop banners	pcs	4	
22	Outdoor branded umbrellas	pcs	50	
23	Company profile booklet	pcs	100	
24	Branding of blouses and shirts	pcs	200	

**Specifications for the garments: -**

- 1. Colour – as per approved art work**
- 2. Sizes – To be fitted**

**NB: Please forward a Sample T-Shirt and sample Shirt with quotation (returnable on request). If awarded, you shall be required to take measurements of the people who intend to use apparels indicated in the schedule above.**

**The following is a list of items/ information that the tenderer must provide as attachments to the tender documents**

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/registration.
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. (special category exempt)
7. Demonstration of a proposed methodology, plan and schedule of implementation of the activity of interest.
8. Attach AGPO certificate for special groups.





## TENDER FOR SUPPLIES AND SERVICE PROVISION FOR YEAR 2023

Kenversity Savings and Credit Co-operative Society Limited invites interested and eligible suppliers for supply and service provision for the year 2023 as follows:-

NO	CATEGORY NO.	DESCRIPTION	BIDDER CATEGORY
<b>TENDERS</b>			
1.	KENV/TNDR/BMS/2023	BOARD MEDICAL SCHEME	ALL BIDDERS
2.	KENV/TNDR/SMS/2023	STAFF MEDICAL SCHEME	ALL BIDDERS
3.	KENV/TNDR/PR/2023	PRINTING	ALL BIDDERS
4.	KENV/TNDR/ST/2023	SUPPLY OF STATIONERY	SPECIAL GROUPS
5.	KENV/TNDR/FFE/2023	SUPPLY AND SERVICING OF FIRE FIGHTING EQUIPMENT (Must be approved by County Government)	ALL BIDDERS
6.	KENV/TNDR/PM/2023	PROFESSIONAL DESIGNERS OF ARTWORK, BRANDING AND SUPPLY OF PROMOTIONAL MATERIALS.	SPECIAL GROUPS
7.	KENV/TNDR/SS/2023	SECURITY AND GUARDING SERVICES	ALL BIDDERS
8.	KENV/TNDR/BFP/2023	FIRE, BURGLARY AND PERIL INSURANCE	ALL BIDDERS
9.	KENV/TNDR/CIT/2023	CASH IN TRANSIT SERVICES	ALL BIDDERS
10.	KENV/TNDR/LG/2023	GROUP CREDITORS INSURANCE	ALL BIDDERS
11.	KENV/TNDR/GL/2023	GROUP LIFE INSURANCE	ALL BIDDERS
12.	KENV/TNDR/MP/2023	MONEY POLICY	ALL BIDDERS
13.	KENV/TNDR/FG/2023	FIDELITY GUARANTEE INSURANCE	ALL BIDDERS
14.	KENV/TNDR/TCP/2023	INSURANCE FOR TERRORISM, NATURAL CALAMITIES AND POLITICAL VIOLENCE	ALL BIDDERS
15.	KENV/TNDR/SNS/2023	SANITARY SERVICES	ALL BIDDERS
16.	KENV/TNDR/CS/2023	CLEANING SERVICES (EXTERIOR GLASS WALLS)	ALL BIDDERS
17.	KENV/TNDR/DCS/2023	DEBT COLLECTION SERVICES	ALL BIDDERS
18.	KENV/TNDR/AUCT/2023	AUCTIONEERING SERVICES	ALL BIDDERS
19.	KENV/TNDR/TSD/2023	SUPPLY OF TISSUE PAPER	SPECIAL GROUPS
20.	KENV/TNDR/SCS/2023	SERVICING OF CCTV, ACCESS CONTROLS, VOIP AND STRUCTURED CABLING SYSTEMS	ALL BIDDERS
21.	KENV/TNDR/MCL/2023	MICRO CREDIT LOANS INSURANCE	ALL BIDDERS
22.	KENV/TNDR/GENS/2023	SERVICING OF THE GENERATOR (PERKINS)	ALL BIDDERS
23.	KENV/TNDR/MAC/2023	MAINTENANCE AND SERVICING OF AIR CONDITIONERS	ALL BIDDERS
<b>PRE-QUALIFICATION</b>			
1.	KENV/PREQ/ICT/2023	PRE-QUALIFICATION FOR SUPPLY OF HARDWARE/SOFTWARE AND ACCESSORIES	ALL BIDDERS
2.	KENV/PREQ/ISA/2023	ICT SYSTEM AUDIT	ALL BIDDERS
3.	KENV/PREQ/LS/2023	LEGAL SERVICES	ALL BIDDERS
4.	KENV/PREQ/SFE/2023	SUPPLY OF OFFICE FURNITURE, FITTINGS AND EQUIPMENT	ALL BIDDERS

Tender documents may be obtained from [www.kenversitysacco.co.ke](http://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 **TUESDAY, 8<sup>TH</sup> NOVEMBER, 2022 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](http://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.**