



**KENVERSITY COOPERATIVE  
SAVINGS AND CREDIT SOCIETY LIMITED**

**P.O. BOX 10263 – 00100  
NAIROBI.**

**TELEPHONE: 020 8002371, 020 8002372.**

**Website: [www.kenversitysacco.co.ke](http://www.kenversitysacco.co.ke)**

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**TENDER DOCUMENT**

**PREQUALIFICATION - HOSTING OF VIRTUAL GENERAL  
MEETINGS**

**KENV/PREQ/VGM/2024**

# **KENVERSITY COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED**

## **CONDITIONS OF TENDERING**

Serial No. ....

Miscellaneous Receipt No. ....

Date of Receipt .....

Amount in Ksh. ....

### **1. DEFINITIONS**

The Tenderer is the person; agency or firm of contractor's who/which undertakes to supply the goods/services described in the tender documents.

The signatory must be a recognized official of the company and be authorized to sign on its behalf.

### **2. DOCUMENTS**

2.1 The tenderer will receive a miscellaneous receipt of payment for tender documents. These include the following forms in duplicate:

- (i) **Form of tender**
- (ii) **Conditions of tendering**
- (iii) **Confidential business questionnaire,**

The Tenderer should retain one set for his records and return the other set in accordance with these conditions.

2.2.1 The Tenderer is required to check the number of pages of the document accompanying the **form of Tender**. Should any be missing or any figure indistinct, or should there be doubt about the precise meaning of any item or figure for any reason whatsoever he/she must inform the tender issuing officer at once and have the matter rectified as required before the final date for submission of tenders.

2.2.2 The Tenderer's signature to all documents shall indicate that he/she fully understands their contents and that he/she accepts all the conditions stated or applied therein.

### **3. SUBMISSION OF TENDERS**

Attention is invited to the tender notice. The complete tender documents must be submitted to the address shown on the form of tender in a sealed plain envelope endorsed on the out cover with **Tender for Virtual Hosting of General Meeting Service**

3.1.1 Indication of Tenderer's name/mark should not appear on the envelope.

3.1.2 The form of tender must be properly signed in ink, dated and must accompany any other documents concerned with the tender.

3.1.3 The tender will not be accepted unless correctly submitted on the approved forms. Tenders for which the appropriate fee has not been paid will not be considered valid. Tender to be deposited in the Tender box at the **Kenversity Office** not later than the stated time and date.

### **4.0 COMMUNICATION**

4.1.1 There shall be no verbal variations in regard to a tender once submitted. Should an error be made it may be corrected in writing before the closing date.

4.1.2 All correspondence with the Tenderers will be sent to the address shown on the form of tender by post.

**1. Liability**

No liability will be admitted nor claim allowed for error in the tender owing to mistakes in those documents, which should have been rectified in the manner, described above.

**2. Acceptance**

The society reserves the right to accept or reject any tender either wholly or in part and is not bound to accept the lowest or any tender or to give reason for rejection.

**3. Successful Tenderers**

A letter of acceptance will be sent to the successful Tenderer in respect of the whole or that part of tender, which has been accepted within a validity period of 90 days.

**COMPLIANCE WITH GIVEN CONDITIONS**

CURRENT TRADE LICENCE NO. \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

V.A.T. REG. NO. \_\_\_\_\_

PIN NUMBER: \_\_\_\_\_

NAME OF YOUR COMPANY: \_\_\_\_\_

OTHER GOVERNMENT STATUS: \_\_\_\_\_

**REFEREE:**

NAME OF COMPANY:.....

ADDRESS:.....

CONTACT PERSON:.....

SIGNATURE:..... DATE:.....

COMPANY STAMP

If a Tenderer does not comply in anyway with these conditions where necessary, the tender shall be liable to rejection.

Tenderer's name ----- witness name -----

Address -----Address -----

Signature -----Signature -----

Date ----- Date -----

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give particulars indicated in Part I and either part 2 (a) 2 (b) 2 (c) whichever is applicable in your type of business. You are advised that false information/particulars will result in automatic disqualification and render the tender void.

**Part 1 – General**

Business Name -----

Location of business premises -----

Plots number -----Street/Road-----

Postal Address -----

-----

-----

Telephone number -----

Nature of business -----

Registration number -----

Trade license Number ----- Date of Expiry -----

Maximum value of Business you can handle Ksh. -----

Name of your bankers -----

Branch/address -----

**Part 2 (a) – Sole Proprietor: -**

Your name in full ----- Age -----

Nationality ----- Country of origin -----

Citizenship details -----

**Part 2 (b) Partnership:-**

**Give details of partners as follows:-**

Name	Citizenship details	shares
1. -----	-----	-----

- 2. -----
- 3. -----
- 4. -----

**Part 2 (c) Registered Company**

Private or Public -----

State the normal and issued capital of the company:

Normal Ksh.....

Issued Ksh.....

Details of the Directors:-

Name	Nationality/citizenship	Shares
1. -----	-----	-----
2. -----	-----	-----
3. -----	-----	-----

Date: ----- Signature of Tenderer -----

Official stamp -----

If Kenyan citizen, indicate under "citizenship Details "whether by birth, nationalization or registration.

In the event of this tender being accepted in part or in full within the stipulated 90 days, I/We agree to supply against an order signed by an authorized officer of the Society and failure to do so will constitute breach of contract.

Tenderer's Name ----- Witnessed by -----

Tenderer's Signature ----- Address -----

Designation ----- Signature -----

Full address ----- Date -----

Telephone Number -----

E/Mail -----

Fax -----

Date -----

Official stamp/seal.

Tenderer's name in full ----- Signature -----

Address -----

Telephone number -----

Proprietor (s) -----

Are you a Kenyan, if not, state your Nationality -----

State whether limited company or partnership -----

Name and address of your bankers -----

-----

Tenderer (s) Locality ----- Road/Street -----

Plot No. -----

Name of the Building ----- Door No. -----

Company Rubberstamp ----- Date -----

Complete all spaces as appropriate".

FOR TENDERER

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(Name & Title)

-----

(Signature)

Witness:

1. ----- Sign ----- Date -----

**KENVERSITY CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED**

**P.O. BOX 10263 – 00100  
NAIROBI.**

**TELEPHONE: 020 812782 / 020 8002371, 020 8002372.**

TENDER FORM NO. \_\_\_\_\_ /2024

DATE: \_\_\_\_\_

TO: SELLER'S NAME AND ADDRESS

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You are invited to submit a tender for provision of off-site backup service.

NOTES: -

- (a) This is not an order. Read the conditions and instructions on the reverse before tendering.
- (b) Your tender should include all costs for delivery of services to Kenversity Sacco Premises at Kahawa Sukari for the year 2024
- (c) Return one copy and retain the other for your record.

## **Tender for Virtual Hosting of General Meeting Service for the period 2024**

### **Requirement Specification:**

Expected Meetings in the year 2024:-

1. Members Education Day
2. Annual General Meeting
3. Special General Meeting

1.	Expected meeting attendance	5,000
2.	Technical set up (registration, live streaming & SMS)	- Explain Registration Process (USSD & Portal) - Live Streaming Platform - Number of SMS per person sent during the whole event
3.	Availability of USSD Solution framework (bulk sms)	State USSD and Sender ID
4.	Availability of Video Production Service	Professional Production of :- - Edited Video - Raw Video
5.	Availability of Email broadcast	
6.	Availability of a Call Center	- With Two Call Lines
7.	Able to Capture meeting resolutions and reports	
8.	Able to Capture online chats/meeting notes and reports	
9.	Able to monitor Attendees	
10.	Generation of reports	How long will it take to generate the final report on:- - Registration/Attendance Report - Meeting Footage - Meeting Chat
11.	Able set up of the venue and testing one day before the meeting.	
12.	Availability of Voting System	USSD & portal
13.	Availability of Sign Language Interpreters	Maximum of 2
14.	Internet bandwidth allocated	

Please provide us with:-

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. KRA PIN certificate or equivalent
4. Valid KRA tax compliance certificate.



5. Provide details of three similar projects/ works with contact persons, undertaken under the area of the tender's interest in the last two (2) years.
6. In each of the projects in 4 above, provide reference letters from the firms/ organizations confirming the items/ goods/ services supplied and the performance.
7. Demonstration of financial capability in carrying out the project by submitting audited account for the last two (2) years.
8. Demonstration of a proposed methodology, plan and schedule of implementation of the activity of interest.
9. A Non-Disclosure Agreement
10. A certificate of data processor

### **TERMS AND CONDITIONS**

1. The prospective Service Provider shall be solely responsible for protecting all data in transit and in their custody.
2. The prospective service provider should adhere to Kenversity Sacco's Policies in terms of data confidentiality.
3. Kenversity Sacco Limited has a right to reject and discontinue the contract if the service provider does not abide by the terms and conditions specified in this form.
4. Any charges tendered for will bind both the seller and the buyer. No charges will be adjusted after the award of the tender. Only through consultation with the Management Board of Kenversity Sacco.
5. The charges should include the cost of the whole service and all statutory obligations i.e. V.A.T.