



**KENVERSITY COOPERATIVE
SAVINGS AND CREDIT SOCIETY LIMITED**

**P.O. BOX 10263 – 00100
NAIROBI.**

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TENDER DOCUMENT FOR

THE PROVISION OF:

PRINTING

KENV/TNDR/PR/2024

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 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

Part 2 (a) – Sole Proprietor

Your Name in Full Age
 Nationality Country of Origin

*Citizenship details. If Kenyan Citizen, indicate by Birth []
 Nationality []
 Registration []
 (Tick one)

Part 2 (b) - Partnership

Give details of partners as follows:-

NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARE CAPITAL
1.			
2.			
3.			
4.			

Citizenship details. If Kenyan citizen, indicate by Birth []
 Nationality []
 Registration []
 (Tick one)

Part 2 (c) - Registered Company

Private []
 Public [] (Tick One)

State Nominal and issued share capital:-

Nominal Kshs.
 Issued Kshs.

Give details of all Directors as follows:-

NAME	NATIONALITY	CITIZENSHIP DETAILS (AS ABOVE)	SHARE CAPITAL
1.			
2.			
3.			
4.			
5.			

*Citizenship details. If Kenyan citizen, indicate by:

Birth []

Nationality []

Registration []

(Tick one)

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:

PRINTING ITEMS - YEAR 2024

<u>NO</u>	<u>DESCRIPTION</u>	<u>MEASURE OF ONE UNIT</u>	<u>MINIMUM UNIT REQUIRED</u>	<u>COST PER UNIT</u>
1.	FOSA loan application forms (APS)	Pad of 100 Pgs NCR		
2.	Refund Form	Ream of 500 pieces		
3.	New ATM Application, CARD/PIN Replacement forms	Ream of 500 pieces		
4.	Mobile Banking Application/ PIN reset Forms	Ream of 500 pieces		
5.	Cash reserve book(Treasury Book)	1 Piece		
6.	Disputed ATM Transaction Form	Ream of 500 pieces		
7.	Dormant Account Activation Form	Ream of 500 pieces		
8.	Contact details Change/Update Form	500 Pieces		
9.	Diamond Loan 4 page (Back to back)	1000 Pieces		
10.	Cheque payment schedules 3 copies (NCR)	Booklet 100 pgs		
11.	Microcredit Membership application Form.	Ream of 500 pieces		
12.	Membership Application form (3 page) Back to Back	1000 pieces		
13.	Complimentary slips A.P.S A6	Pads (for one ream)		
14.	Karibu Loan Application Forms (Carbonated A4)	Pad of 100 Pgs NCR		
15.	Jiinue Loan Application Forms (Carbonated A4)	Pad of 100 Pgs NCR		
16.	Letter head A4 white A.P.S (Special paper)	Rm of 500 Pieces		
17.	Loan Application forms Tujjenge Super, Premier, Tuendelee & Tuinuke (4 page) A.P.S for Individual	1000 Pieces		
18.	Loan Application forms Normal, Super Loan, Emergency and School Fees (4 page) back to Back A.P.S	1000 Pieces		

19.	Local purchase order (LPO) (Carbonated)	Booklet of 100 pgs Triplicate NCR		
20.	Part Payment Form (APS)	Ream of 500 pieces		
21.	Requisition book (Carbonated)	100 pages Bk		
22.	Risk Fund Requisition form	Ream of 500 pieces		
23.	Shares reduction and repayment reduction Form	Ream of 500 pieces		
24.	Shares/Loan Increase Form	Ream of 500 pieces		
25.	Standing Order Form	Ream of 500 pieces		
26.	RTGS Form (Carbonated)	Pad of 100 pieces		
27.	Fixed Deposit Form	Ream of 500 pieces		
28.	Share Capital Transfer Form(Triplicate)Carbonated	Pad of 100 pieces		
29.	Bankers Cheque Application	Ream of 500 pieces		
30.	Records Up-dating Form (3 pages)	Ream of 500 pieces		
31.	Salaries Check off form/ paypoint change form	Ream of 500 pieces		
32.	Specimen signature authority card (APS)	Pc		
33.	Short Period Application Forms - Duplicate	Pad of 100 Pgs NCR		
34.	Share Booster Loan Application forms - Duplicate	Pad of 100 Pgs NCR		
35.	Tellers cash reports A4 (Carbonated)	Pd of 100 pieces		
36.	Statement request form	500 Pieces		
37.	Kenjunior, kenhol, kened Application Form	Ream of 500 pieces		
38.	Utility Loan application forms	Pad of 500 Pgs NCR		
39.	Membership application Checklist	Ream of 500 pieces		
40.	Loan Application Checklist	Ream of 500 pieces		
41.	Business Verification Form	Ream of 500 pieces		
42.	Imprest Request Book	Ream of 500 pieces		
43.	Imprest Accounting form book	Ream of 500 pieces		
44.	Fixed Deposit Form	Pd of 100 sheets		
45.	Business Cards	Ream of 500 pieces		
46.	Loan Application forms Fahari,Asset Financing, Maendeleo & Boresha Loan (4 page) A.P.S	1000 Pieces		

NB: A.P.S – As per Sample

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. KRA PIN certificate.
5. 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.
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 three years
8. Demonstration of a proposed methodology, plan and schedule of implementation of the activity of interest.