



**KENVERSITY COOPERATIVE
SAVINGS AND CREDIT SOCIETY LIMITED**

**P.O. BOX 10263 – 00100
NAIROBI.**

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TENDER DOCUMENT FIRE, BURGLARY AND PERIL

**FIRE, BURGLARY AND
PERIL**

KENV/TNDR/FP/2025

**KENVERSITY COOPERATIVE SAVINGS AND CREDIT
SOCIETY LIMITED**

FORM OF TENDER

TENDER/INSURANCE 2025

RE: TENDER FOR PROVISION OF INSURANCE SERVICES

In accordance with Tender for provision of insurance services received from Kenversity Cooperative Savings and Credit Society Limited. I/Wehereby tender for this service in accordance with the attached tender forms/conditions of tender/ schedule of requirements at the price/fee/charge against each item and in conformity with the scheduled delivery arrangements stated. This applies to item numbers only in the schedule representing a total amount of (premium sum) Kshs.....tendered for.

I/We understand the Society reserves the right to accept or reject this tender in part or whole for any reason it considers justifiable and is not obligated to disclose such reason.

I/We agree that terms of this tender will remain valid for and will not be withdrawn for a period of 90 days from the final date for submission of tender.

KENVERSITY COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

CONDITIONS OF TENDERING

Serial No.

Miscellaneous Receipt No.

Date of Receipt

Amount in Kshs..

1. DEFINITIONS

The Tenderer is the person who 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 tender 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

3.1.1 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 provision of Fire, Burglary and Peril services with tender number as above**. Indication of Tenderer's named/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 Sacco Office** not later than the appointed 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.

5. 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.

6. 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.

7. 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 AUDITORS: _____

OTHER GOVERNMENT STATUS: _____

COPY OF CURRENT LICENSE FROM COMMISSIONER OF INSURANCE.

BROKERS MUST ATTATCH COPY OF THE CURRENT MEMBERSHIP CERTIFICATE.

BID BOND 10% OF PREMIUM FROM REPUTABLE BANK

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 as 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 Kshs -----

Name of your bankers -----

Branch/address -----

Part 2 Registered company

Private or Public -----

State the normal and issued capital of the company:

Normal Kshs.....

Issued Kshs.....

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 -----

Tenderer's Signature -----

Designation -----

Full address -----

Telephone Number -----

E/Mail -----

Fax -----

Date -----

Official stamp/seal.

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

Address -----

Telephone number -----

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

Name and address of your bankers -----

Bankers certificate on the Tenderer's Liquidity, suitability, and credit limitation -----

Bankers signatory – Manager/Accountant ----- Date -----

Banker's official stamp -----

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

Name of the Building -----

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

Complete all spaces as appropriate".

**KENVERSIY COOPERATIVE SAVINGS AND CREDIT
SOCIETY LIMITED**

BID SECURITY

TENDER: PROVISION OF INSURANCE SERVICES 2025

1. Security bond executed on -----
2. In the penal sum Kshs. -----amount in words ----- being 10% of the items bided.
3. Tenderer/bidder-----
4. Security for Tenderer/bidder -----
5. Date of closing of Tender -----
6. KNOW ALL MEN BY THESE PRESENTS, that we the Tenderers and the surety above named are held firmly bound to pay Kenversity Cooperative Savings and Credit Society Limited the penal sum stated above and hereby bind ourselves, our heirs, executors, administrators, successors and assignees, jointly and severally there to.
7. WHEREAS the Tenderer has submitted the accompanying bid dated as shown above for provision of insurance services.
8. NOW THEREFORE, the condition of this obligation is such that, if the Tenderer shall not withdraw the bid within the period therein stipulated and, if the Bid within the period of 14 days after the prescribed forms are presented to him for signature, execute such further contractual documents as may be required by the terms of Bid and give bond with good and sufficient surety for the faithful performance and proper fulfillment of the resulting contract, then this obligation shall be void and of no effect, but otherwise, shall remain in full force and effect.
9. The Tenderer shall bring any claim against the surety not later than 14 days after the default.
10. Executed on the date indicated above, by the following representatives of the parties heretofore hereunto duly authorized:

FOR TENDERER

FOR SURETY

(Name & Title)

(Name & Title)

(Signature)

(Signature)

Witness:

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

TENDER FOR PROVISION OF INSURANCE COVER ON FIRE & PERILS FOR THE PERIOD 2025.

NO	ITEM DESCRIPTION	SUM INSURED / VALUE
1	Cash counting machine-Glory GFS-100	249,400.00
2	APC 650VA UPS	9,106.00
3	APC 650VA UPS	9,106.00
4	APC 650VA UPS	9,106.00
5	APC 650VA UPS	9,106.00
6	APC Back-UPS 700VA,230UR	9,895.00
7	APC Back-UPS 700VA,230UR	9,895.00
8	APC Back-UPS 700VA,230UR	9,895.00
9	APC Back-UPS 700VA,230UR	9,895.00
10	APC Back-UPS 700VA,230UR	9,895.00
11	APC Back-UPS 700VA,230UR	9,895.00
12	APC Back-UPS 700VA,230UR	9,895.00
13	APC Back-UPS 700VA,230UR	9,895.00
14	APC Back-UPS 700VA,230UR	9,387.00
15	APC Back-UPS 700VA,230UR	9,387.00
16	APC Back-UPS 700VA,230UR	9,387.00
17	APC Back-UPS 700VA,230UR	9,387.00
18	APC Back-UPS 700VA,230UR	10,500.00
19	APC Back-UPS 700VA,230UR	10,500.00
20	APC Back-UPS 700VA,230UR	10,500.00
21	APC Back-UPS 700VA,230UR	10,500.00
22	APC Back-UPS 700VA,230UR	10,500.00
23	APC Back-UPS 700VA,230UR	10,500.00
24	APC Back-UPS 700VA,230UR	10,500.00
25	APC UPS 700VA	12,528.00
26	APC UPS 700VA	12,528.00
27	APC UPS 700VA	10,440.00

28	APC UPS 700VA	10,440.00
29	APC UPS 700VA	10,440.00
30	APC UPS 700VA	10,440.00
31	APC UPS 700VA	10,440.00
32	APC UPS 700VA	10,440.00
33	APC UPS 700VA	10,440.00
34	APC UPS 700VA	10,440.00
35	UPS 650VA	8,000.00
36	UPS 650VA	8,000.00
37	UPS 650VA	8,000.00
38	BANKING HALL SEAT	23,000.00
39	BANKING HALL SEAT	23,000.00
40	BOARDROOM CHAIR	14,500.00
41	BOARDROOM CHAIR	14,500.00
42	BOARDROOM CHAIR	14,500.00
43	BOARDROOM CHAIR	14,500.00
44	BOARDROOM CHAIR	14,500.00
45	BOARDROOM CHAIR	14,500.00
46	BOARDROOM CHAIR	14,500.00
47	BOARDROOM CHAIR	14,500.00
48	BOARDROOM CHAIR	14,500.00
49	BOARDROOM CHAIR	14,500.00
50	BOARDROOM CHAIR	12,000.20
51	BOARDROOM CHAIR	12,000.20
52	BOARDROOM CHAIR	12,000.20
53	BOARDROOM CHAIR	12,000.20
54	BOARDROOM CHAIR	12,000.20
55	BOARDROOM CHAIR	12,000.20
56	BOARDROOM CHAIR	12,000.20
57	BOARDROOM CHAIR	12,000.20

58	BOARDROOM TABLE	212,600.00
59	BOARDROOM TABLE	9,920.00
60	BOARDROOM TABLE	9,920.00
61	BOARDROOM TABLE	9,920.00
62	BOARDROOM TABLE	9,920.00
63	CABINET	71,920.00
64	CABINET	71,920.00
65	CASH COUNTING MACHINE	63,800.00
66	CASH COUNTING MACHINE	63,800.00
67	CASHIER EPSON LX350 PRINTER	20,068.00
68	CASHIER EPSON PRINTER	17,864.00
69	CASHIER EPSON PRINTER	17,864.00
70	CASHIER HIGHSTOOL CHAIR	8,000.00
71	CASHIER HIGHSTOOL CHAIR	8,000.00
72	CASHIER HIGHSTOOL CHAIR	8,000.00
73	CEO OFFICIAL SEAT	22,500.00
74	CEO VISITORS SEAT	16,240.00
75	CEO VISITORS SEAT	16,240.00
76	CEO VISITORS SEAT	25,000.00
77	CHAIR	18,000.00
78	CHAIR	17,999.83
79	CHAIR	17,999.83
80	CHAIR	17,999.83
81	CHAIR	17,999.83
82	CHAIR	17,999.85
83	CHAIR	17,999.85
84	CHAIR	214,795.00
85	CHEQUE WRITING MACHINE	40,600.00
86	Cisco Catalyst 3650-24 Port Switch	288,260.00
87	COMPUTER HP PRO	67,860.00

88	COMPUTER HP PRO	67,860.00
89	COMPUTER HP PRO	67,860.00
90	CYBERROAM	154,622.20
91	DELL COMPUTER 8GB RAM	86,800.00
92	DELL COMPUTER 8GB RAM	86,800.00
93	DELL COMPUTER 8GB RAM	86,800.00
94	DELL COMPUTER 8GB RAM	86,800.00
95	DELL COMPUTER 8GB RAM	86,800.00
96	DELL COMPUTER 8GB RAM	86,800.00
97	DELL COMPUTER 8GB RAM	86,800.00
98	DELL COMPUTER 8GB RAM	86,800.00
99	Dell Optiplex 5040 MT	78,600.00
100	Dell Optiplex 5040 MT	78,600.00
101	Dell Optiplex 5040 MT-2	78,600.00
102	Dell Optiplex 5040 MT-2	78,600.00
103	Dell Optiplex 5040 MT-2	78,600.00
104	EPSON L210 PRINTER 3 IN 1	22,000.00
105	EPSON PROJECTOR	136,230.00
106	FILING CABINET	121,220.00
107	Fire Proof Data Safe	173,420.00
108	FRONT SECURITY DOOR	350,000.00
109	GENERATOR	2,075,880.00
110	GUARD CUBICLE	22,300.00
111	HARD DISK 2TB	8,700.00
112	HP 200G3 21.5 Inch All in One Pc	89,900.00
113	HP 200G3 21.5 Inch All in One Pc	89,900.00
114	HP 290 MICROTOWER PC	76,500.00
115	HP 290 MICROTOWER PC	76,500.00
116	HP 4 GB HARD DISK	13,920.00

117	HP HARD DISK	13,920.00
118	HP PRODESK 400 G2 COMPUTER	70,000.00
119	HP PRODESK 400 G2 COMPUTER	70,000.00
120	HP PRODESK 400 G2 COMPUTER	70,000.00
121	HP PRODESK 400 G2 COMPUTER	70,000.00
122	IP CCTV CAMERA	1,617,769.80
123	IP CCTV CAMERA	1,162,990.00
124	IP CCTV CAMERA	906,371.00
125	LAPTOP	82,940.00
126	LAPTOP	80,040.00
127	LAPTOP	80,040.00
128	LShaped Customer care desk	43,000.00
129	MARKETING TENT	75,000.00
130	MECER UPS 650VA	6,890.00
131	MECER UPS 650VA	6,890.00
132	MECER UPS 650VA	6,890.00
133	MECER UPS 650VA	6,890.00
134	MECER UPS 650VA	6,890.00
135	MECER UPS 650VA	6,890.00
136	MECER UPS 650VA	6,890.00
137	MECER UPS 650VA	6,890.00
138	MECER UPS 650VA	6,890.00
139	Mechanical Bulk Filing Storage	1,189,000.00
140	MONEY DETECTOR	4,200.00
141	MONEY DETECTOR	4,200.00
142	NETWORK PRINTER	194,000.00
143	Office Desk Standard Cherry without Drawer	13,316.00
144	Office Desk Standard Cherry without Drawer	13,316.00
145	Office Desk Standard Cherry without Drawer	13,316.60
146	Office Desk Standard Cherry without Drawer	13,316.60

147	ORTHOPAEDIC SEAT	33,000.00
148	OTHER COMPUTERS	5,726,857.00
149	POS MACHINE	35,000.00
150	POS MACHINE	35,000.00
151	POS MACHINE	35,000.00
152	PRINTER	35,032.00
153	PRINTER	35,032.00
154	Printer-HP Colour Laserjet -auditors Office	42,000.00
155	Printer-HP Colour Laserjet -CEO Office	42,000.00
156	Printer-HP Colour Laserjet -FOSA Office	42,000.00
157	QUEUE ROB	30,000.00
158	RECEPTIONIST SEAT	23,000.00
159	RECEPTIONIST SEAT	23,000.00
160	ROLL UP BANNER	17,500.00
161	ROLL UP BANNERS	17,500.00
162	Scanjet for MPA	35,960.00
163	SERVER	1,038,042.24
164	SERVER HP PROLIANT DL 380	1,214,752.00
165	SERVER HP PROLIANT DL 380	1,286,200.00
166	SERVER HP PROLIANT DL 380 GEN 10	1,200,000.00
167	SERVER ROOM UPS	514,370.00
168	SONY PROJECTOR	80,870.00
169	STAFF CHAIR	16,500.00
170	STAFF CHAIR	16,500.00
171	STAFF CHAIR	16,500.00
172	STAFF CHAIR	16,500.00
173	STAFF CHAIR	16,500.00
174	STAFF CHAIR	16,500.00
175	STAFF CHAIR	16,500.00

176	STAFF CHAIR	16,500.00
177	STAFF CHAIR	14,500.00
178	STAFF CHAIR	14,500.00
179	TENDER BOX	11,000.00
180	BUILDING INSURANCE	109,481,510.21
	TOTAL	133,995,203.27

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.