



**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/2025**

# **KENVERSITY 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.

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**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

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LATEST COMPANY ANNUAL ACCOUNTS (WHERE APPLICABLE)

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STATE IF COMPANY IS SUBJECT TO BANKRUPTCY PROCEEDINGS

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**D. TYPES OF BUSINESS**

<input type="checkbox"/>	<b>Part 2 (a) – Sole Proprietor</b>			
	Your Name in Full ..... Age ..... Nationality ..... Country of Origin .....			
<input type="checkbox"/>	*Citizenship details. If Kenyan Citizen, indicate by			
				Birth [ ] Nationality [ ] Registration [ ] (Tick one)
<input type="checkbox"/>	<b>Part 2 (b) - Partnership</b>			
	Give details of partners as follows:-			
	<b>NAME</b>	<b>NATIONALITY</b>	<b>CITIZENSHIP DETAILS</b>	<b>SHARE CAPITAL</b>
	1.			
	2.			
	3.			
4.				
			Citizenship details. If Kenyan citizen, indicate by	
			Birth [ ] Nationality [ ] Registration [ ] (Tick one)	
<input type="checkbox"/>	<b>Part 2 (c) - Registered Company</b>			
	Private [ ] Public [ ] (Tick One)			
	State Nominal and issued share capital:-			
	Nominal Kshs. ....			
	Issued Kshs. ....			
	Give details of all Directors as follows:-			
<b>NAME</b>	<b>NATIONALITY</b>	<b>CITIZENSHIP DETAILS (AS ABOVE)</b>	<b>SHARE CAPITAL</b>	
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:* In case 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 2025**

<b><u>NO</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>MEASURE OF ONE UNIT</u></b>	<b><u>MINIMUM UNIT REQUIRED</u></b>	<b><u>COST PER UNIT</u></b>
1.	Advance Application forms	Pad of 100 Pgs NCR		
2.	Refund Form	Ream of 500 pieces		
3.	ATM Application Form	Ream of 500 pieces		
4.	ATM CARD/PIN Replacement Form	Ream of 500 pieces		
5.	Mobile Banking Application Forms	Ream of 500 pieces		
6.	Cash reserve book(Treasury Book)	1 Piece		
7.	Disputed ATM Transaction Form	Ream of 500 pieces		
8.	Dormant Account Activation Form	Ream of 500 pieces		
9.	Details (Cell phone) Change/Update Form	500 Pieces		
10.	Diamond Loan 4 page (Back to back)	1000 Pieces		
11.	Mobile Banking Pin Reset form	Ream of 500 pieces		
12.	Cheque payment schedules 3 copies (NCR)	Booklet 100 pgs		
13.	Microcredit Membership application Form (2 page)	Ream of 500 pieces		
14.	Membership Application form (3 page) Back to Back	1000 pieces		
15.	Complimentary slips A.P.S A6	Pads (for one ream)		
16.	Envelopes DL A.P.S (Branded)	Per Piece		
17.	Karibu Loan Application Forms (Carbonated A4)	Pad of 100 Pgs NCR		
18.	Jiinue Loan Application Forms (Carbonated A4)	Pad of 100 Pgs NCR		
19.	Letter head A4 white A.P.S (Special paper)	Rm of 500 Pieces		
20.	Loan Application forms Tujijenge Super, Premier, Tuendelee & Tuinuke (4 page) A.P.S for Individual	1000 Pieces		
21.	Loan Application forms Normal, Super Loan, Emergency and School Fees (4 page) back to Back A.P.S	1000 Pieces		
22.	Local purchase order (LPO) (Carbonated)	Booklet of 100 pgs Triplicate NCR		
23.	Overdraft application forms Duplicate	Pad of 100 Pgs NCR		
24.	Passbook register A4 (APS)	1 Bk 200 pages		
25.	Part Payment Form (APS)	Ream of 500 pieces		
26.	Passbooks A.P.S	Bk		
27.	Requisition book (Carbonated)	100 pages Bk		
28.	Risk Fund Requisition form	Ream of 500 pieces		
29.	Shares reduction and repayment reduction Form	Ream of 500 pieces		
30.	Shares/Loan Increase Form	Ream of 500 pieces		
31.	Standing Order Form	Ream of 500 pieces		
32.	RTGS Form (Carbonated)	Pad of 100 pieces		
33.	Fixed Deposit Form	Ream of 500 pieces		
34.	Cell Formation Form	Ream of 500 pieces		
35.	Share Capital Transfer Form(Triplicate)- Carbonated	Pad of 100 pieces		
36.	Bankers Cheque Application	Ream of 500 pieces		
37.	Records Up-dating Form (3 pages)	Ream of 500 pieces		
38.	Salaries Check off form/ paypoint change form	Ream of 500 pieces		
39.	Specimen signature authority card (APS)	Pc		
40.	Short Period Application Forms - Duplicate	Pad of 100 Pgs NCR		
41.	Share Booster Loan Application forms - Duplicate	Pad of 100 Pgs NCR		
42.	Tellers cash reports A4 (Carbonated)	Pd of 100 pieces		

43.	Statement request form	500 Pieces		
44.	Kenjunior Application Form	Ream of 500 pieces		
45.	Savings Application Form	Ream of 500 pieces		
46.	Kenhol Application Form	Ream of 500 pieces		
47.	Kened Application Form	Ream of 500 pieces		
48.	Utility Loan application forms	Pad of 500 Pgs NCR		
49.	Withdrawal vouchers A5 A.P.S	Pd of 100 sheets		
50.	Part Payment Forms	Ream of 500 pieces		
51.	Membership application Checklist	Ream of 500 pieces		
52.	Loan Application Checklist	Ream of 500 pieces		
53.	Business Verification Form	Ream of 500 pieces		
54.	Imprest Request Book	Ream of 500 pieces		
55.	Imprest Accounting form book	Ream of 500 pieces		
56.	Fixed Deposit Form	Pd of 100 sheets		
57.	FOSA Shares Form	Pd of 100 sheets		
58.	Business Cards	Ream of 500 pieces		
59.	Journal Book	Ream of 500 pieces		
60.	Guarantor Forms- Micro-credit	Ream of 500 pieces		
61.	Guarantor Confirmation Forms	Ream of 500 pieces	200 reams	
62.	Guarantor Replacement Forms	Ream of 500 pieces		
63.	Loan Application forms Fahari,Asset Financing, Maendeleo & Boresha Loan (4 page) A.P.S	1000 Pieces		
64.	Loan Application forms Diamond (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. 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.

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





## TENDER FOR SUPPLIES AND SERVICE PROVISION FOR YEAR 2025

Kenversity Savings and Credit Co-operative Society Limited invites interested and eligible suppliers for supply and service provision for the year 2025 as follows:-

NO	CATEGORY NO.	DESCRIPTION	BIDDER CATEGORY
	<b>TENDERS</b>		
1	KENV/TNDR/PR/2025	PRINTING	ALL BIDDERS
2.	KENV/TNDR/SMS/2025	STAFF MEDICAL SCHEME	ALL BIDDERS
3	KENV/TNDR/FFE/2025	SUPPLY AND SERVICING OF FIRE FIGHTING EQUIPMENT (Must meet requirements of OSHA)	ALL BIDDERS
4	KENV/TNDR/PM/2025	PROFESSIONAL DESIGNERS OF ARTWORK, BRANDING AND SUPPLY OF PROMOTIONAL MATERIALS.	SPECIAL GROUPS
5	KENV/TNDR/SS/2025	SECURITY AND GUARDING SERVICES	ALL BIDDERS
6	KENV/TNDR/BFP/2025	FIRE, BURGLARY AND PERIL INSURANCE	ALL BIDDERS
7	KENV/TNDR/CIT/2025	CASH IN TRANSIT SERVICES	ALL BIDDERS
8	KENV/TNDR/LG/2025	GROUP CREDITORS INSURANCE	ALL BIDDERS
9	KENV/TNDR/GL/2025	GROUP LIFE INSURANCE	ALL BIDDERS
10	KENV/TNDR/MP/2025	MONEY POLICY	ALL BIDDERS
11	KENV/TNDR/FG/2025	FIDELITY GUARANTEE INSURANCE	ALL BIDDERS
12	KENV/TNDR/TCP/2025	INSURANCE FOR TERRORISM, NATURAL CALAMITIES AND POLITICAL VIOLENCE	ALL BIDDERS
13	KENV/TNDR/SNS/2025	SANITARY SERVICES	ALL BIDDERS
14	KENV/TNDR/CS/2025	CLEANING SERVICES (EXTERIOR GLASS WALLS)	ALL BIDDERS
15	KENV/TNDR/DCS/2025	DEBT COLLECTION SERVICES	ALL BIDDERS
16	KENV/TNDR/AUCT/2025	AUCTIONEERING SERVICES	ALL BIDDERS
17	KENV/TNDR/DW/2025	SUPPLY OF CLEAN DRINKING WATER	SPECIAL GROUPS
18	KENV/TNDR/EAS/2025	PROVISION FOR EXTERNAL AUDIT SERVICES	ALL BIDDERS
19	KENV/TNDR/TS/2025	SUPPLY OF TISSUE PAPER	SPECIAL GROUPS
20	KENV/TNDR/WIBA/2025	WIBA INSURANCE SERVICES	ALL BIDDERS
21	KENV/TNDR/SCS/2025	SERVICING OF CCTV, ACCESS CONTROLS, VOIP,STRUCTURED CABLING SYSTEMS,STRONG ROOM AND SAFE	ALL BIDDERS
	<b>PRE-QUALIFICATION</b>		
1	KENV/PREQ/ICT/2025	PRE-QUALIFICATION FOR SUPPLY OF HARDWARE/SOFTWARE AND ACCESSORIES	ALL BIDDERS
2	KENV/PREQ/MAC/2025	MAINTENANCE AND SERVICING OF AIR CONDITIONERS	ALL BIDDERS
3	KENV/PREQ/SRM/2025	REPAIRS & MAINTAINANCE (PLUMBING,WATER PUMP, SEWER, CARPENTLY, ELECTRICALS AND MASONRY)	ALL BIDDERS
4	KENV/PREQ/TCS/2025	PROVISION OF TAX CONSULTANCY SERVICES	ALL BIDDERS
5	KENV/PREQ/DTM/2025	DATA PROTECTION MANAGEMENT SYSTEM	ALL BIDDERS
6	KENV/PREQ/FAS/2025	PROVISION OF FORENSIC AUDIT SERVICES	ALL BIDDERS
7	KENV/PREQ/TRA/2025	PROVISION OF STAFF TRAINING AND DEVELOPMENT SERVICES	ALL BIDDERS
8	KENV/PREQ/OSHA/2025	PROVISION FOR OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION SERVICES	ALL BIDDERS
9	KENV/PREQ/MVR/2025	PROVISION OF MOTOR VEHICLE REPAIRS AND SPARES	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, Behind Quickmart Supermarket during working hours (8.30a.m. – 4.30p.m. Monday – Friday). Payment of a non-refundable fee 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 **WEDNESDAY, 27<sup>th</sup> NOVEMBER, 2024 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.**