

**KENVERSITY COOPERATIVE  
SAVINGS AND CREDIT SOCIETY LIMITED**

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NAIROBI.**

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**TENDER DOCUMENT PROVISION OF EXTERNAL AUDIT**



**TAX CONSULTANCY SERVICES**

**KENV/TNDR/TCS/2025**

# 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 TAX Consultancy services**. Indication of Tenderer's names/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 shall be deposited in the Tender box at **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.

#### **A 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.

#### **B 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.

#### **C 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: \_\_\_\_\_

COMPANY STAMP

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

Tenderer's Name -----

Tenderer's Signature -----

Designation -----

Full address -----

Telephone Number (office) -----

Email -----

Fax -----

Date -----

Official stamp/seal.

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

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

Telephone number -----

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

Name and address of your bankers ----- -

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**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give particulars indicated in Part I and 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 or Partnership-----

State the normal and issued capital of the company:

Normal Kshs.....

Issued Kshs.....

Details of the Directors/partner:-

<b>Name</b>	<b>Nationality/citizenship</b>	<b>Shares</b>
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 (office) -----

Email -----

Fax -----

Date -----

Official stamp/seal.

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

Address -----

Telephone number -----

**5. BACKGROUND INFORMATION**

Kenversity Co-operative Savings and Credit Society Limited was registered as a Savings and Credit Co-operative Society in 1976. It is among the leading deposit-taking Saccos in Kenya, licensed and regulated by SASRA (Sacco Societies Regulatory Authority). The sacco operates one branch located at Kahawa Sukari which is opposite Kenyatta Univeristy (Main Campus). The Sacco has 6,900 members and an asset base of KShs3.2 Billion.

We would like to engage a reputable audit firm to carry-out the statutory audit of Kenversity Sacco Ltd for the financial year ending 31<sup>st</sup> December 2023.

**6. OBJECTIVE**

To examine the financial records ,determine whether the entity makes the required taxes as per income tax act for the last two years.Provide a report for further advice.

**7. ELIGIBILITY CRITERIA**

The eligible consultancy firm should meet the following criteria

1. Compliance with legal requirements of registration and attach a valid practicing licence.
2. Reference for similar reports performed within the last three years..
3. Affirmation of their independence of Kenversity Sacco Ltd in the engagement letter.(If successful)
4. Any actual or potential conflict of interest in taking up the role should be disclosed.

- 5. KRA Pin certificate and Tax Compliance Certificate

**8. TERMS AND CONDITIONS OF PAYMENT**

- 1. Contract will be for one financial year.
- 2. The charges should include all statutory obligations i.e. V.A.T.

**9. 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 and Sealed: .....

For and on behalf of:- .....

Positions in the Company .....

Date: .....

**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. 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.
4. In each of the projects in 3 above, provide reference letters from the firms/ organizations confirming the items/ goods/ services supplied and the performance.
5. Demonstration of financial capability in carrying out the project by submitting audited account for the last three years.
6. Demonstration of a proposed methodology, plan and schedule of implementation of the activity of interest.