



**KENVERSITY COOPERATIVE  
SAVINGS AND CREDIT SOCIETY LIMITED**

**P.O. BOX 10263 – 00100  
NAIROBI.**

**TELEPHONE: 020 8002371/2,0715-114454**

**EMAIL: [info@kenversitysacco.co.ke](mailto:info@kenversitysacco.co.ke)**

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

**TENDER DOCUMENT FOR**

**PROVISION OF CLEANING SERVICES  
(EXTERIOR GLASS WALL AND  
WINDOWS)**

**KENV/TNDR/CS/2025**

# FORM OF TENDER

## TENDER FOR PROVISION OF CLEANING SERVICES 2025

**RE: TENDER FOR PROVISION OF CLEANING SERVICES 2025**

In accordance with Tender for provision of Cleaning Services received from Kenversity Cooperative Savings and Credit Society Limited. I/We .....hereby 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.

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I/We agree that terms of this tender will remain valid for and will not be withdrawn for a period of 90 days from the final date for submission of tender.

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## 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 Cleaning Services with the reference 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 may be posted to the address given or deposited in the Tender box at **Kenversity Sacco Office** not later than the appointed time and date.

#### **4. 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: \_\_\_\_\_

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 ----- -

-----

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

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



## 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 -----

State the normal and issued capital of the company:

Normal Kshs.....

Issued Kshs.....



Details of the Directors:-

<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 -----

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

P.O. BOX 10263 – 00100 NAIROBI

TELEPHONE NO. 8002371 OR 0736-710906/0715-114454

TENDER FORM NO. \_\_\_\_\_ /2025      DATE: \_\_\_\_\_

TO: SELLER'S NAME AND ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

**PRICE SCHEDULE**

<b><u>DESCRIPTION OF SERVICE</u></b>	<b><u>Frequency of cleaning</u></b>	<b><u>Cost per quarter (VAT inclusive)</u></b>	<b><u>Total annual cost (VAT inclusive)</u></b>
Cleaning of exterior glass walls. Five floors of Kenversity Plaza	Quarterly		

**\* That the bidders are expected/encouraged to do a physical site survey to enable them make proper and well guided quotations.**

TERMS AND CONDITIONS OF PAYMENT

1. Contract will be for one year from date of signing the agreement.
2. Kenversity Sacco Limited has a right to reject and discontinue the contract if the maintenance firm does not abide by the terms and conditions specified in this form.
3. No charges will be adjusted after the award of the tender. Only through consultation with the Management Committee of Kenversity Sacco.
4. The charges should include all statutory obligations i.e. V.A.T.

TENDERER'S SIGNATURE.....

DESIGNATION.....

TENDERER'S OFFICIAL RUBBER STAMP.....

**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.
8. That once successful, the winning company should sign an indemnity form/clause to indemnify their employees.



## 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
	TENDERS		
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
	PRE-QUALIFICATION		
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.**