



**KENVERSITY COOPERATIVE  
SAVINGS AND CREDIT SOCIETY LIMITED**

**P.O. BOX 10263 – 00100  
NAIROBI.**

**TELEPHONE: 020 8002371/020 8002372.**

**EMAIL: [info@kenversitysacco.co.ke](mailto:info@kenversitysacco.co.ke)  
Website: [www.kenvesitysacco.co.ke](http://www.kenvesitysacco.co.ke)**

**TENDER DOCUMENT FOR**

**GROUP CREDITORS INSURANCE**

**KENV/TNDR/LG/2026**

**KENVERSITY COOPERATIVE SAVINGS AND CREDIT  
SOCIETY LIMITED**

**FORM OF TENDER**

<b>TENDER/INSURANCE 2026</b>
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**RE: TENDER FOR PROVISION OF INSURANCE SERVICES 2026**

In accordance with Tender for provision of insurance services received from Kenversity Cooperative Savings and Credit Society Limited. I/We .....hereby tender for ..... 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I/We agree that terms of this tender will remain valid for and will not be withdrawn for a period of 90 days from the final date for submission of tender.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 Group Credit Cover** 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.

### 4.0 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.

#### 1 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.

#### 2 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.

#### 3 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.

#### 4. Data Protection

Each party will comply with its obligations in terms of laws and regulations relating to the protection or disclosure of personal data, sensitive data or such other data which is deemed to be 'personal' pursuant to applicable data protection law in force from time to time.

### **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 THE **INSURANCE REGULATORY AUTHORITY**.

BROKERS MUST ATTATCH COPY OF THE CURRENT MEMBERSHIP CERTIFICATE.

BID BOND 2% OF PREMIUM FROM REPUTABLE BANK OR GUARANTEE

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:-

**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 (office) -----

Email -----

Fax -----

Date -----

Official stamp/seal.

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

Address -----

Telephone number -----



**KENVERSITY COOPERATIVE SAVINGS AND CREDIT  
SOCIETY LIMITED**

BID SECURITY  
TENDER: PROVISION OF INSURANCE SERVICES 2026

1. Security bond executed on -----
2. In the penal sum Kshs. -----amount in words ----- being 2% 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 GROUP-CREDIT INSURANCE**

CLASS OF POLICY	COVER	ITEM INSURED	VALUE (KSHS.)	PREMIUM QUOTED	REMARKS
	GROUP CREDITORS	DEPOSITS ( TWO TIMES MEMBERS DEPOSITS)	3.2 BILLION		
		LOANS	4 BILLION		
		FINAL BENEFIT (FUNERAL EXPENSE)	KSH 50,000 FOR PRINCIPAL MEMBER AND KSH.20,000 FOR FOUR NOMINEES		
TOTAL PREMIUMS					

**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.

## KENVERSITY SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED



### TENDER FOR SUPPLIES AND SERVICE PROVISION FOR YEAR 2026

Kenversity Savings and Credit Co-operative Society Limited invites interested and eligible suppliers for supply and service provision for the year 2026 as follows: -  
(Alata put for 2026)

NO	CATEGORY NO.	DESCRIPTION	BIDDER CATEGORY
<b>TENDERS</b>			
1.	KENV/TNDR/SMS/2020	STAFF MEDICAL SCHEME	ALL BIDDERS
2.	KENV/TNDR/PR/2020	PRINTING	ALL BIDDERS
3.	KENV/TNDR/ST/2020	SUPPLY OF STATIONERY	ALL BIDDERS
4.	KENV/TNDR/FE/2020	SUPPLY AND SERVICING OF FIRE FIGHTING EQUIPMENT (Must be approved by County Government)	ALL BIDDERS
5.	KENV/TNDR/PM/2020	PROFESSIONAL DESIGNERS OF ARTWORK, BRANDING AND SUPPLY OF PROMOTIONAL MATERIALS.	SPECIAL GROUPS
6.	KENV/TNDR/SS/2020	SECURITY AND GUARDING SERVICES	ALL BIDDERS
7.	KENV/TNDR/MV/2020	MOTOR VEHICLE INSURANCE	ALL BIDDERS
8.	KENV/TNDR/FP/2020	FIRE, BURGLARY AND PERIL INSURANCE	ALL BIDDERS
9.	KENV/TNDR/MP/2020	MONEY POLICY INSURANCE	ALL BIDDERS
10.	KENV/TNDR/LG/2020	GROUP CREDITORS INSURANCE	ALL BIDDERS
11.	KENV/TNDR/GL/2020	GROUP LIFE INSURANCE	ALL BIDDERS
12.	KENV/TNDR/FG/2020	FIDELITY GUARANTEE INSURANCE	ALL BIDDERS
13.	KENV/TNDR/SNS/2020	SANITARY SERVICES	SPECIAL GROUPS
14.	KENV/TNDR/CS/2020	CLEANING SERVICES	ALL BIDDERS
15.	KENV/TNDR/DCS/2020	DEBT COLLECTION SERVICES	ALL BIDDERS
16.	KENV/TNDR/AUCT/2020	AUCTIONEERING SERVICES	ALL BIDDERS
17.	KENV/TNDR/DW/2020	SUPPLY OF CLEAN DRINKING WATER	SPECIAL GROUPS
18.	KENV/TNDR/TSD/2020	SUPPLY OF TISSUE AND SOAP DISPENSERS	SPECIAL GROUPS
19.	KENV/TNDR/MVR/2020	MOTOR VEHICLE REGISTRATION	ALL BIDDERS
<b>PRE-QUALIFICATION</b>			
1.	KENV/PREQ/ICT/2020	PRE-QUALIFICATION FOR SUPPLY OF HARDWARE/SOFTWARE AND ACCESSORIES	ALL BIDDERS
2.	KENV/PREQ/SPMP/2020	SERVICE OF PHOTOCOPIER MACHINE/PRINTERS	ALL BIDDERS
3.	KENV/PREQ/MAC/2020	MAINTENANCE AND SERVICE OF AIR CONDITIONER	ALL BIDDERS
4.	KENV/PREQ/ISA/2020	ICT SYSTEM AUDIT	ALL BIDDERS

Tender documents may be obtained from 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) upon payment of a non-refundable fee Kshs.1,000/- for each category payable in cash or bankers cheques to the Society.

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 on or before **FRIDAY, 22<sup>ND</sup> NOVEMBER, 2025 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.**

**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.**