



**KENVERSITY COOPERATIVE  
SAVINGS AND CREDIT SOCIETY LIMITED**

**P.O. BOX 10263 – 00100  
NAIROBI.**

**TELEPHONE: 020 8002371/2, 020 8002372  
0715-114454/0736710906**

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

**TENDER DOCUMENT FOR**

**OFFICE PRINTING**

**KENV/PREQ/PTM/2026**

# **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 supply of Printing services**" 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. If a tender must be delivered by hand together with all relevant documents and deposited in the society Tender's 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.

## **8. 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.

**B. REGISTRATION OF TENDERER**

NAME OF COMPANY/FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FAX NO: \_\_\_\_\_

TEL: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_

STREET: \_\_\_\_\_

NAME OF BUILDING: \_\_\_\_\_

ROOM/OFFICE: \_\_\_\_\_

OTHER/BRANCHES: \_\_\_\_\_

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. \_\_\_\_\_

**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

\_\_\_\_\_

LATEST COMPANY ANNUAL ACCOUNTS (WHERE APPLICABLE)

\_\_\_\_\_

STATE IF COMPANY IS SUBJECT TO BANKRUPTCY PROCEEDINGS

\_\_\_\_\_

**D. TYPES OF BUSINESS**

| <div style="border: 1px solid black; width: 80px; height: 80px; margin: 0 auto;"></div> | <p style="text-align: center;"><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your Name in Full ..... Age .....</p> <p>Nationality ..... Country of Origin .....</p> <p>*Citizenship details. If Kenyan Citizen, indicate by      Birth      [   ]</p> <p style="text-align: right;">Nationality      [   ]</p> <p style="text-align: right;">Registration      [   ]</p> <p style="text-align: right;">(Tick one)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      |                  |                                      |                  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------|--------------------------------------|------------------|----|--|--|--|----|--|--|--|----|--|--|--|----|--|--|--|----|--|--|--|
| <div style="border: 1px solid black; width: 80px; height: 80px; margin: 0 auto;"></div> | <p style="text-align: center;"><b>Part 2 (b) - Partnership</b></p> <p>Give details of partners as follows:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 30%;">NAME</th><th style="width: 20%;">NATIONALITY</th><th style="width: 20%;">CITIZENSHIP<br/>DETAILS</th><th style="width: 30%;">SHARE<br/>CAPITAL</th></tr></thead><tbody><tr><td>1.</td><td></td><td></td><td></td></tr><tr><td>2.</td><td></td><td></td><td></td></tr><tr><td>3.</td><td></td><td></td><td></td></tr><tr><td>4.</td><td></td><td></td><td></td></tr></tbody></table> <p>Citizenship details. If Kenyan citizen, indicate by      Birth      [   ]</p> <p style="text-align: right;">Nationality      [   ]</p> <p style="text-align: right;">Registration      [   ]</p> <p style="text-align: right;">(Tick one)</p>                                                                                                                                                                                                                                                                                                            | NAME                                 | NATIONALITY      | CITIZENSHIP<br>DETAILS               | SHARE<br>CAPITAL | 1. |  |  |  | 2. |  |  |  | 3. |  |  |  | 4. |  |  |  |    |  |  |  |
| NAME                                                                                    | NATIONALITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | CITIZENSHIP<br>DETAILS               | SHARE<br>CAPITAL |                                      |                  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |
| 1.                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                  |                                      |                  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |
| 2.                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                  |                                      |                  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |
| 3.                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                  |                                      |                  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |
| 4.                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                  |                                      |                  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |
| <div style="border: 1px solid black; width: 80px; height: 80px; margin: 0 auto;"></div> | <p style="text-align: center;"><b>Part 2 (c) - Registered Company</b></p> <p>Private      [   ]</p> <p>Public      [   ]      (Tick One)</p> <p>State Nominal and issued share capital: -</p> <p style="padding-left: 40px;">Nominal Kshs. ....</p> <p style="padding-left: 40px;">Issued Kshs. ....</p> <p>Give details of all Directors as follows:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 30%;">NAME</th><th style="width: 20%;">NATIONALITY</th><th style="width: 20%;">CITIZENSHIP<br/>DETAILS (AS<br/>ABOVE)</th><th style="width: 30%;">SHARE<br/>CAPITAL</th></tr></thead><tbody><tr><td>1.</td><td></td><td></td><td></td></tr><tr><td>2.</td><td></td><td></td><td></td></tr><tr><td>3.</td><td></td><td></td><td></td></tr><tr><td>4.</td><td></td><td></td><td></td></tr><tr><td>5.</td><td></td><td></td><td></td></tr></tbody></table> <p>*Citizenship details. If Kenyan citizen, indicate by:      Birth      [   ]</p> <p style="text-align: right;">Nationality      [   ]</p> <p style="text-align: right;">Registration      [   ]</p> <p style="text-align: right;">(Tick one)</p> | NAME                                 | NATIONALITY      | CITIZENSHIP<br>DETAILS (AS<br>ABOVE) | SHARE<br>CAPITAL | 1. |  |  |  | 2. |  |  |  | 3. |  |  |  | 4. |  |  |  | 5. |  |  |  |
| NAME                                                                                    | NATIONALITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | CITIZENSHIP<br>DETAILS (AS<br>ABOVE) | SHARE<br>CAPITAL |                                      |                  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |
| 1.                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                  |                                      |                  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |
| 2.                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                  |                                      |                  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |
| 3.                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                  |                                      |                  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |
| 4.                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                  |                                      |                  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |
| 5.                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                  |                                      |                  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |    |  |  |  |

**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

Applicants should list at five 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: Incase of discrepancy between unit prices and total, the unit price shall prevail.

**H. REFEREE:**

NAME OF COMPANY: .....

ADDRESS: .....

CONTACT PERSON: .....

SIGNATURE: ..... DATE: .....

COMPANY STAMP

**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: .....

## Prequalification general printing services for 2026

|     | <b><u>PRINTING ITEMS 2026</u></b>                                                                            | <b><u>Approximate Requirement for Year 2026</u></b> | <b><u>UNIT DESCRIPTION</u></b> |
|-----|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|--------------------------------|
| 1.  | <b>FOSA Loans Application form</b>                                                                           | 1000 pads                                           | Pad of 50 leaves NCR           |
| 2.  | <b>Refund Form</b>                                                                                           | 10 Reams                                            | Ream of 500 pieces             |
| 3.  | <b>ATM Application Form</b>                                                                                  | 20 Reams                                            | Ream of 500 pieces             |
| 4.  | <b>ATM CARD/PIN Replacement Form</b>                                                                         | 20 Reams                                            | Ream of 500 pieces             |
| 5.  | <b>Mobile Banking Application Forms</b>                                                                      | 20 Reams                                            | Ream of 500 pieces             |
| 6.  | <b>Diamond Loan 4 page (Back to back)</b>                                                                    | 3000 pieces                                         | Per Piece                      |
| 7.  | <b>Cheque payment schedules 3 copies (NCR)</b>                                                               | 20 Booklets                                         | Booklet 100 pgs                |
| 8.  | <b>Membership Application form combined (4 page) Back to Back</b>                                            | 10000 pieces                                        | Per form                       |
| 9.  | <b>Complimentary slips A.P.S A6</b>                                                                          | 20 pads                                             | Pads (for one ream)            |
| 10. | <b>Envelopes DL A.P.S (Branded)</b>                                                                          | 5000 pieces                                         | Per Piece                      |
| 11. | <b>Karibu Loan Application Forms (Carbonated A4)</b>                                                         | 20 pads                                             | Pad of 50 leaves NCR           |
| 12. | <b>Jiinue Loan Application Forms (Carbonated A4)</b>                                                         | 20 pads                                             | Pad of 50 leaves NCR           |
| 13. | <b>Letter head A4 white A.P.S (Special paper)</b>                                                            | 20 Reams                                            | Rm of 500 Pieces               |
| 14. | <b>Micro Credit Loan Application form Tujijenge Super, Premier, Tuendelee &amp; Tuinuke (4 page) APS.</b>    | 6000 PIECES                                         | Per piece                      |
| 15. | <b>BOSA Loan Application forms Normal, Super Loan, Emergency and School Fees (4 page) back to Back A.P.S</b> | 6000 PIECES                                         | Per piece                      |
| 16. | <b>Local purchase order (LPO) (Carbonated) 100 pages NCR 3 colours triplicate</b>                            | 12 Booklets                                         | Per Booklet                    |
| 17. | <b>Requisition book (Carbonated)</b>                                                                         | 10 Booklets                                         | Per booklet                    |
| 18. | <b>Shares reduction and repayment reduction Form</b>                                                         | 20 reams                                            | Ream of 500 pieces             |
| 19. | <b>Shares/Loan Increase Form</b>                                                                             | 20 reams                                            | Ream of 500 pieces             |
| 20. | <b>Standing Order Form</b>                                                                                   | 20 reams                                            | Ream of 500 pieces             |
| 21. | <b>RTGS Form (Carbonated)</b>                                                                                | 20 pads                                             | Pad of 50 leafs NCR            |
| 22. | <b>Internal Funds Transfer Form</b>                                                                          | 20 Reams                                            | Ream of 500 pieces             |
| 23. | <b>Share Capital Transfer Form(Triplicate)-Carbonated</b>                                                    | 20 Pads                                             | Pad of 50 leaf NCR             |
| 24. | <b>Records Up-dating Form (3 pages) non-carbonated back to back</b>                                          | 1000 pieces                                         | Per form                       |

|     |                                                                                          |             |                      |
|-----|------------------------------------------------------------------------------------------|-------------|----------------------|
| 25. | <b>Specimen signature authority card (APS)</b>                                           | 5000 pieces | Per piece            |
| 26. | <b>Share Booster Loan Application forms - Duplicate</b>                                  | 20 pads     | Pad of 50 leaves NCR |
| 27. | <b>Tellers cash reports A4 (Carbonated)</b>                                              | 20 pads     | Pad of 100 pages     |
| 28. | <b>Utility Loan application forms</b>                                                    | 20 pads     | Pad of 50 leaves NCR |
| 29. | <b>Membership application Checklist</b>                                                  | 10 reams    | Ream of 500 pieces   |
| 30. | <b>Loan Application Checklist</b>                                                        | 10 Reams    | Ream of 500 pieces   |
| 31. | <b>Business Verification Form</b>                                                        | 10 Reams    | Ream of 500 pieces   |
| 32. | <b>Imprest Request Book (Triplicate carbonated) White, Blue and Yellow -NCR</b>          | 20 Books    | Booklet of 100 pages |
| 33. | <b>Imprest Accounting form book (triplicate carbonated) White, Blue and Yellow - NCR</b> | 20 Books    | Booklet of 100 pages |
| 34. | <b>Business Cards (starbdard)</b>                                                        | 1000 Pieces | Per piece            |
| 35. | <b>Guarantor Forms- Micro-credit</b>                                                     | 10 Reams    | Ream of 500 pieces   |
| 36. | <b>Guarantor Confirmation Forms</b>                                                      | 10 Reams    | Ream of 500 pieces   |
| 37. | <b>Guarantor Replacement Forms</b>                                                       | 10 Reams    | Ream of 500 pieces   |

## **TERMS AND CONDITIONS OF PAYMENT**

- 1. The technical proposal will be required at this stage.**
- Financial proposal is not required at this stage. Successful candidates will be invited to quote on need basis.
- Contract will be for one year from date of signing the agreement.
- Guaranteed response time of within 4 hours after reporting.
- 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.
- Any charges tendered for will bind both the bidder and the tenderer. No charges will be adjusted after the award of the tender. Only through consultation with the Board of Directors of Kenversity Sacco.

**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.