KENVERSITY COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

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NAIROBI.

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TENDER DOCUMENT FOR

PREQUALIFICATION FOR PROVISION OF BOARD & STAFF TRAINING AND SERVICES 2027

KENV/PREQ/TRA/2027

FORM OF TENDER

PREQUALIFICATION FOR PROVISION BOARD AND STAFF TRAINING SERVICES

In accordance with Tender for prequalification for provision of audit services for occupational, health and safety audit 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I/We agree that terms of this tender will remain valid for and will not be withdrawn for a period of 90 days from the final date for submission of tender.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

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 "Prequalification for provision of audit services for occupational, health and safety audit"

3.1.1 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 of 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.

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.

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:-

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 CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

P.O. BOX 10263 – 00100 NAIROBI

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

TENDER FORM NO. _____ /2027 DATE: _____

TO: BIDDERS '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 2027.

(c) Return one copy and retain the other for your record.

TERMS AND CONDITIONS

1. The successful candidates will be listed by Kenversity Sacco as potential service providers for the year 2027 for this particular item.
2. Kenversity Sacco will request for quotations with the specific requirements from prequalified firms under this tender when need be in the course of the year 2027.

TENDERER'S SIGNATURE……

DESIGNATION……

TENDERER'S OFFICIAL RUBBER STAMP…….

THE FOLLOWING IS A LIST OF ITEMS/ INFORMATION THAT THE BIDDER 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.

REQUIREMENTS

A. Documents

Bidders should submit:

1. Company profile and accreditation certificates
2. Detailed training proposal including methodology, duration, and expected outcomes
3. Trainer profiles and qualifications
4. Budget breakdown and payment terms (Attach Training Calendars for year 2027) for both Board and Staff, proposed **venues and cost of each training**.
5. References from past clients (preferably Sacco's)

B. Evaluation Criteria

Proposals will be evaluated based on:

- Relevance and quality of training content
- Trainer qualifications and experience
- Cost-effectiveness
- Flexibility in delivery methods
- Proven track record