KENVERSITY COOPERATIVE
SAVINGS AND CREDIT SOCIETY LIMITED

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NAIROBI.

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TENDER DOCUMENT

PRE-QUALIFICATION FOR SUPPLY OF OFFICE FURNITURE, FITTINGS AND EQUIPMENT

KENV/PREQ/SFE/2027

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A. CONDITIONS OF TENDERING

1.0 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.

2.0 METHOD OF SUBMISSION

Duly completed Prequalification documents MUST be enclosed in plain sealed envelopes clearly marked **"PRE-QUALIFICATION FOR SUPPLY OF OFFICE FURNITURE, FITTINGS AND EQUIPMENT"**
The prequalification documents should be completed in every respect in ink and signed by the Tenderer.

3.0 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. A tender MUST be delivered by hand and deposited in Kenversity Office Tender's Box together with all relevant documents to reach the society 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.

4.0 ACCEPTANCE

The society shall not be bound to accept the lowest bidder 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.

5.0 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.

6.0 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.

7.0 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.

8.0 REGISTRATION OF TENDERER

1. Name of company/firm: _____
2. Address: _____
3. Fax no: _____
4. Tel: _____
5. E-mail address: _____
6. Town: _____
7. Street: _____
8. Name of building: _____
9. Room/office: _____
10. Other/branches: _____
11. Nature of business: _____
12. Banker: _____

13. Have you ever supplied goods/services to Kenversity Sacco ltd?

☐ Yes ☐ no

9.0 STATUTORY OBLIGATIONS

1. Current trade license no: _____ exp. Date: _____
2. Pin no: _____
3. V.a.t. Registration no._____
4. Certificate of incorporation no: _____
5. Other government levy status: (i.e.) – tax compliance certificate

State if company is subject to bankruptcy proceedings

_____

10.0 TYPES OF BUSINESS

Part 2 (a) – Sole Proprietor

Your Name in Full ..... Age .....

Nationality ..... Country of Origin .....

*Citizenship details. If Kenyan Citizen, indicate by Birth [ ]
Nationality [ ]
Registration [ ]
(Tick one)

Part 2 (b) - Partnership

Give details of partners as follows:-

NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARE CAPITAL
1.			
2.			
3.			
4.			

Citizenship details. If Kenyan citizen, indicate by Birth [ ]
Nationality [ ]
Registration [ ]
(Tick one)

Part 2 (c) - Registered Company

Private [ ]

Public [ ] (Tick One)

State Nominal and issued share capital: -

Nominal Kshs. .....

Issued Kshs. .....

Give details of all Directors as follows:-

NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARE CAPITAL
1.			
2.			
3.			
4.			
5.			

*Citizenship details. If Kenyan citizen, indicate by: Birth [ ]
Nationality [ ]
Registration [ ]
(Tick one)

11.0 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: ……

12.0 PRODUCTS TO BE PROCURED

Products to be procured include but not limited to the following:

i. **EXECUTIVE DESK**

ii. **JUNIOR EXECUTIVE DESK**

iii. **OFFICE DESKS**

iv. **OFFICE VISITOR CHAIRS**

v. **OFFICE EXECUTIVE CHAIRS**

vi. **BOARDROOM FURNITURE AND FITTINGS**

vii. **OFFICE WAITING LOUNGE FURNITURE**

THE FOLLOWING IS A LIST OF ITEMS/ INFORMATION THAT THE TENDERER MUST PROVIDE AS ATTACHMENTS TO THE TENDER DOCUMENTS

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/registration.

3. KRA PIN certificate or equivalent.

4. Provide details of three similar projects/ works with contact persons, undertaken under the area of the tender's interest.

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. Audited account for the last two (2) 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 2027

Kenversity Savings and Credit Co-operative Society Limited invites interested and eligible suppliers for supply and service provision for the year 2027 as follows: -

Tender documents may be obtained from 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. – 4.00p.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 **Thursday, 3rd December, 2026** 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, 0715114454,
NAIROBI.
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.