KENVERSITY COOPERATIVE SAVINGS

AND

CREDIT SOCIETY LIMITED

P.O. BOX 10263 – 00100

NAIROBI.

Telephone: 0715114454

Website: www.kenversitysacco.co.ke

Email: info@kenversitysacco.co.ke

TENDER DOCUMENT

SUPPLY OF ICT HARDWARE & SOFTWARE

KENV/PREQ/ICTHS/2027

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 **"SUPPLY OF ICT HARDWARE & SOFTWARE"**

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

   _____
6. 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 Ksh. ……. Issued Ksh. …… 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 ITEMS TO BE PROCURED

ICT ITEMS - YEAR 2027			

NO	DESCRIPTION	UNIT	AVAILABLE?
			(YES/NO)
1	Computers (desktops)	Pcs	
2	Laptops	Pcs	
3	Printers	Pcs	
4	NAC		
5	Bitdefender Antivirus Renewals	Users	
6	IPad/Tablets	Pcs	
7	Projector	Pcs	
8	Photocopier	Pcs	
9	CISCO Switch	Pcs	
10	Document Scanner	Pcs	
11	Network Attached Storage (NAS) backup	Pcs	
12	Air Conditioner	Pcs	
13	UTP Network cable roll 305 meters	Pcs	
14	P2P Connection		
15	Fiber Internet Connection		
16	CCTV	Pcs	
17	VOIP System	Pcs	
18	Mini Server Cabinets	Pcs	
19	Patch Cables (3 Meters)	Pcs	
20	Teller Biometric Reader	Pcs	
21	Microsoft Windows 11 Pro (64) Licenses	Pcs	
22	Cash Counting Machine	Pcs	
23	Money Detector	Pcs	
24	Teller Printers	Pcs	
25	Shredders	Pcs	
26	P.A System	Pcs	
27	Video Cameras	Pcs	
28	Flex Conduit	Roll	
29	Servers	Pcs	

NB: Please forward any other items that you offer as an attachment to this document for information purposes.

13. 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. A PIN 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 two (2) 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 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.