KENVERSITY COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

P.O. BOX 10263 – 00100
NAIROBI.

TELEPHONE: 020 8002371, 020 8002372.

EMAIL:info@kenversitysacco.co.ke/kenversity@gmail.com
www.kenversitysacco.co.ke

TENDER DOCUMENT FOR

DISPOSAL OF ARCHIVED DOCUMENTS AND FILES

KENV/DISA/2027

KENVERSITY COOPERATIVE SAVINGS AND CREDIT

SOCIETY LIMITED

CONDITIONS OF TENDERING

Serial No. …….

Miscellaneous Receipt No. ……

Date of Receipt …… Amount in Kshs... ……

1. **DEFINATIONS**

The Tenderer is the person; agency of firm of contractor's who/which 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 disposal of Archived documents and documents.** 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 the **Kenversity 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.

5.0 COMPLIANCE WITH GIVEN CONDITIONS

CURRENT TRADE LICENCE NO._____EXP. DATE: _____

V.A.T. REG. NO._____

PIN NUMBER: _____

NAME OF YOUR AUDITORS: _____

OTHER GOVERNMENT STATUS: _____

6.0 REFEREE:

NAME OF COMPANY.....

ADDRESS.....

CONTACT PERSON.....

SIGNATURE..... DATE.....

COMPANY STAMP

If a Tenderer does not comply in anyway with these conditions where necessary, the tender shall be liable to rejection.

Tenderer's name ---------- witness name ----------

Address: ----------Address: ----------

Signature: ----------Signature: ----------

Date ---------- Date ----------

7.0 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give particulars indicated in Part I and either part 2 (a) 2 (b) 2 (c) whichever 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 (a) – Sole Proprietors: -

Your name in full ---------- Age ----------

Nationality ---------- Country of origin ----------

Citizenship details ----------

Part 2 (b) Partnership: -

Give details of partners as follows: -

	Name	Citizenship details	shares
1.	----------	----------	----------
2.	----------	----------	----------
3.	----------	----------	----------
4.	----------	----------	----------

Part 2 (c) 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 ---------- Witnessed by ----------

Tenderer's Signature ---------- Address ----------
Designation ---------- Signature ----------
Full address ---------- Date ----------

Telephone Number ----------

E/Mail ----------

Fax ----------

Date ----------

Official stamp/seal.

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

Address ----------

Telephone number ----------

Proprietor (s) ----------

Are you a Kenyan, if not, state your Nationality----------?

State whether limited company or partnership ----------

Name and address of your bankers ----------

Bankers certificate on the Tenderer's Liquidity, suitability, and credit limitation -------

Banker's signatory – Manager/Accountant ---------- Date ----------

Banker's official stamp ----------

- Tenderer (s) Locality –…… Road/Street ----------
- Plot No. ----------
- Name of the Building ---------- Door No. ----------
- Company Rubberstamp ---------- Date ----------
- Complete all spaces as appropriate".

FOR TENDERER	FOR SURETY
----------	----------
(Name & Title)	(Name & Title)
----------	----------
(Signature)	(Signature)

Witness: 1. ---------- Sign ---------- Date ----------

KENVERSITY CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

P.O. BOX 10263 – 00100
NAIROBI.

TELEPHONE: 020 8002371, 020 8002372, 0715-114454

TENDER FORM NO. _____ /2027

DATE: _____

TO: BIDDERS 'S NAME AND ADDRESS

_____

_____

_____

_____

You are invited to submit a tender for the disposal of archived documents and files.

NOTES: -

a) This is not an order. Read the conditions and instructions on the reverse before tendering.
b) This tender should be submitted so as to reach the tenderer as herein detained.
c) Your tender should include all costs for delivery of services from Kenversity Sacco Premises at Kahawa Sukari for the year 2027.
d) Return one copy and retain the other for your record.

Tender for disposal of archived documents and files for the period 2027

TENDER FOR PROVISION OF SERVICE FOR PERIOD 2027

	DESCRIPTION OF SERVICE	**KSHS. PER KG**
1.	**ARCHIVED DOCUMENTS AND FILES PER KG**	

NB: For purposes of proper quotation **kindly visit for a site survey**.

TERMS AND CONDITIONS OF PAYMENT

1. Contract will be for one year from date of signing the agreement.

2. Disposal of Archived documents and files be done once per annum.

3. The disposal firm should be Data Protection Act certified and licensed by the relevant authorities for the same.

4. Guaranteed response time of within 4 hours after reporting.

5. Kenversity Sacco Limited has a right to reject and discontinue the contract if the disposal firm does not abide by the terms and conditions specified in this form.

6. Any charges tendered for will bind both the seller and the buyer. No charges will be adjusted after the award of the tender. Only through consultation with the Board of Directors of Kenversity Sacco.

BUYER'S SIGNATURE……

DESIGNATION……

BUYER'S OFFICIAL RUBBER STAMP……

FOR OFFICIAL USE ONLY

OPENED BY……	SIGNATURE ……	DATE……
CHECKED BY ……	SIGNATURE ……	DATE ……

APPROVED BY TENDER BOARD COMMITTEE

CHAIRMAN ……	SIGNATURE……	DATE ……
SECRETARY ……	SIGNATURE ……	DATE ……
MEMBER ……	SIGNATURE ……	DATE ……

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.

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.