KENVERSITY COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

P.O. BOX 10263 – 00100
NAIROBI.

TELEPHONE: 020 8002371/020 8002372.

EMAIL: info@kenversitysacco.co.ke
Website: www.kenvesitysacco.co.ke

TENDER DOCUMENT FOR

SECURITY & GUARDING SERVICES

KENV/TNDR/SEC/2027

KENVERSITY COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

CONDITIONS OF TENDERING

Serial No. …….

Miscellaneous Receipt No. ……

Date of Receipt …… Amount in Kshs. ……

1.0 **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.

2.0 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.

3.0 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 provision of security services with the reference as above**. Indication of Tenderer's names/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 shall be deposited in the Tender box at **Kenversity Sacco 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.

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 ----------

5.0 **SECURITY REQUIREMENT**

(a)KENVERSITY PLAZA

Day shift - 4 Guards
Night shift - 2 Guards
CCTV ROOM - 1 Guard

(b) RUIRU MARKETING OFFICE

Day shift - 1 Guard
Night shift - 1 Guard

6.0 **TECHNICAL SPECIFICATIONS**

(i) The firm must provide proof of its existence and when it was incorporated
(ii) The firm must provide proof of its financial position.
(iii) Copy of a valid trade license.
(iv) The firm must provide proof of clearance/certification pursuant to the Private Security Regulations Act I.e. Private Security Regulatory Authority (PSRA)
(v) The firm must provide a certified certificate of registration as a member of private security providers association i.e. KSIA or PSIA.
(vi) Must have a valid Communication Commission of Kenya (CCK) Radio Frequency License.
(vii) Commitment of provision of the following security aids: -3 Metal detectors, hand alarm sensors, and 1 modern radio communication gadget.
(viii) Relevant qualification of key personnel proposed to do the administration and execution of the contract.
(ix) Applicants should list at least three companies or institutions they have provided services for.
(x) The firm must provide proof of technical capability in relation to quick response to emergency situations.
(xi) Valid company's Professional Indemnity Insurance Cover.
(xii) Valid copy of company's workman's compensation cover

7.0 PRICE SCHEDULE

Applicants should indicate their charges as per unit of measure and attach profile showing clear specifications where applicable.

8.0 REFEREE:

NAME OF COMPANY…….

ADDRESS……

CONTACT PERSON……

SIGNATURE…… DATE……

COMPANY STAMP

9.0 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 and Sealed: …….

For and on behalf of: - …….

Positions in the Company …….

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. Copy of a valid trade license.

5. The firm must provide proof of clearance/certification pursuant to the Private Security Regulations Act I.e. Private Security Regulatory Authority (PSRA)

6. The firm must provide a certified certificate of registration as a member of private security providers association i.e. KSIA or PSIA.

7. Must have a valid Communication Commission of Kenya (CCK) Radio Frequency License.

8. 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.

9. In each of the projects in 4 above, provide reference letters from the firms/ organizations confirming the items/ goods/ services supplied and the performance.

10. Demonstration of financial capability in carrying out the project by submitting audited account for the last three years.

11. 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.