KENVERSITY COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

P.O. BOX 10263 – 00100
NAIROBI.

TELEPHONE: 020 8002371/2, 020 8002372
0715-114454/0736710906

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

TENDER DOCUMENT FOR

SUPPLY OF OFFICE STATIONERY

KENV/TNDR/SST/2027

KENVERSITY CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

A. CONDITIONS OF TENDERING

1. 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. METHOD OF SUBMISSION

Duly completed tender documents MUST be enclosed in plain sealed envelops clearly marked **"Tender for supply of Stationery services**" with tender number as above.

The tender documents should be completed in every respect in ink and signed by the Tenderer.

3. 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. If a tender must be delivered by hand together with all relevant documents and deposited in the society Tender's 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. ACCEPTANCE

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

B. REGISTRATION OF TENDERER

NAME OF COMPANY/FIRM: _____

ADDRESS: _____

FAX NO: _____

TEL: _____

E-MAIL ADDRESS: _____

TOWN: _____

STREET: _____

NAME OF BUILDING: _____

ROOM/OFFICE: _____

OTHER/BRACHES: _____

NATURE OF BUSINESS: _____

BANKER: _____

NUMBER OF GUARDS IN THE FIRM: _____

NUMBER OF REGISTRATION MARKS OF SUPERVISORY AND BACK UP VEHICLES: _____

HAVE YOU EVER SUPPLIED GOODS/SERVICES TO KENVERSITY SACCO LTD._____

C. STATUTORY OBLIGATIONS

CURRENT TRADE LICENCE NO: _____ EXP. DATE: _____

PIN NO: _____

V.A.T. REG. NO. _____

CERTIFICATE OF INCORPORATION _____

OTHER GOVERMENT LEVY STATUS: (i.e.) – TAX COMPLIANCE CERTIFICATE _____

LATEST COMPANY ANNUAL ACCOUNTS (WHERE APPLICABLE)

STATE IF COMPANY IS SUBJECT TO BANKRUPTCY PROCEEDINGS _____

D. 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 (AS ABOVE)	SHARE CAPITAL
1.			
2.			
3.			
4.			
5.			

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

F. TECHNICAL SPECIFICATION

(i) The firm must provide proof of its existence and when it was incorporated.

(ii) Services in order to accommodate logistical aspects of the organization.

(iii) The firm must provide proof of its financial position

Applicants should list at least three companies or institutions they have provided services for.

G. PRICE SCHEDULE

Applicants should clearly indicate their charges as per unit of measure and attach profile showing clear specification e.g. model, where necessary and or applicable.

Note: Incase of discrepancy between unit prices and total, the unit price shall prevail.

H. REFEREE:

NAME OF COMPANY: ……..

ADDRESS: ……

CONTACT PERSON: ……..

SIGNATURE: …… DATE: ……

COMPANY STAMP

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: ……

STATIONERY ITEMS - YEAR 2027		APPROX REQUIREMENT FOR YEAR 2027	UNIT	QUOTED PRICE PER UNIT
NO	DESCRIPTION			
1.	Account Opening Record Book	10 pieces	1 PC	
2.	Biro pens (sharp pointed) with Corporate name (APS)	200 PCTS	PKT (25 PCS)	
3.	Box file	500 PCS	1 Pc	
4.	Carbon paper blue pelican handifilm 205	20 PCKTS	1 Pkt	
5.	Cellotape 1"	20 PCS	1 Piece	
6.	Cellotape 2"	20 PCS	1 Piece	
7.	Cellotape 3"	20PCS	1 Piece	
8.	Counter books 2 quire	100 PCS	Bk (pc)	
9.	Counter books 3 quire	100PCS	Bk (pc)	
10.	Counter books 4 quire	100PCS	Bk (pc)	
11.	Delivery book 2 quire	2 PCS	Bk (pc)	
12.	Drawing thumb pins	50 PKTS	1 Pkt	
13.	Foolscaps 80gms	50 RMS	1 Rm	
14.	Envelopes A4 A.P.S	5000 PCS	1 PC	
15.	Envelopes A3 A.P.S	2000 PCS	1 PC	
16.	Epson ribbon LX 350	50 pcs	1 Pc	
17.	Epson ribbon LQ 690	50 pcs	1 pc	
18.	Highlighters	200 pcs	1 Pc	
19.	Spring file (Plastic)	5000 pcs	1 Pc	
20.	Ink pad pelican	20	1 pc	
21.	Loan register (counter books 2 quire) APS	20 pcs	1 Pc	
22.	Stamp ink Pelican (blue/black/red) 30Ml	100 Bottles	1 Pc (bottle)	
23.	Masking tape	50 pieces	1 Pc	
24.	Marker pens (Permanent) Bic	300 pieces	1 Pc	
25.	Paper punch (standard)	100 pieces	1 Pcs	
26.	Paper Punch (Giant)	4 Pieces	1 Pc	
27.	Paper clips No. 2	100 pks	1 Pkt	
28.	Paper clips No. 3	100 pkts	1 Pkt	
29.	Paper pins sharp point	50 pkts	1 Pkt	
30.	Photocopy papers/Printing papers A4 Size white (A one multipurpose	500 REAMS	1 Ream	

	Quality paper) 80 gsm.			
31.	Plain comp. papers 9.5 x 11 x 1part 80g	30 CARTONS	1 CTN	
32.	Printed perforated comp. papers 9.5 x 11 x 3part 60g (A4 perforated to A5)NCR	50 CARTONS	1 CTN	
33.	Printed perforated comp. papers 9.5 x 11 x 3part 60g	30 CARTONS	1 CTN	
34.	Pritt stick (large size)	200 PIECES	1 Pc	
35.	Pen holders (with String) Branded	100 PECES	1 Pc	
36.	Pocket Diary (Standard Size) Branded “Kenversity Sacco”	500 pcs	1 pc	
37.	Business Cards (standard) in packets of 100 cards each	100 Packets	1 Packet	
38.	Rubber bands (large)	500 Packets	1 PCT	
39.	Rubber bands (small)	500 packets	1 PCT	
40.	Ruler plastic	50 pieces	1 Pc	
41.	Stamp pad	30pcs	1 Pc	
42.	Stapling machine (small)	100 pcs	1 Pc	
43.	Sticky Notes (Various colours)	1000 pcs	1 PC	
44.	Stapling machine - giant size	10 pcs	1 Pc	
45.	Stapling pins regular size (No. 16, 24/6)	200 pcts	1 Pkt	
46.	Self-inking Stamps (dates adjustable)	20 pieces	1 Pc	
47.	Stapling pins giant	10 pckts	1 Pkt	
48.	Auditor’s pen pentel R50 Brown	100 pcs	1 Pkt	
49.	Visitors book 3 quire	2 books	1 Bk	

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.

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.

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.