KENVERSITY COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

P.O. BOX 10263 – 00100
NAIROBI.

TELEPHONE: 020 8002371, 020 8002372,0715114454
Website: www.kenversitysacco.co.ke
EMAIL:info@kenversitysacco.co.ke

TENDER DOCUMENT FOR INSURANCE SERVICES

FIDELITY INSURANCE

KENV/TNDR/FG/2027

KENVERSITY COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

FORM OF TENDER

TENDER FOR FIDELITY GURANTEE 2027

RE: TENDER FOR PROVISION OF INSURANCE SERVICES 2027

In accordance with Tender for provision of Fidelity Guarantee services received from Kenversity Cooperative Savings and Credit Society Limited. I/We …….. hereby tender for …… in accordance with the attached tender forms/conditions of tender/ schedule of requirements at the price/fee/charge against each item and in conformity with the scheduled delivery arrangements stated. This applies to item numbers …….. only in the schedule representing a total amount of (premium sum) Kshs…….. tendered for.

I/We understand the Society reserves the right to accept or reject this tender in part or whole for any reason it considers justifiable and is not obligated to disclose such reason.

I/We agree that terms of this tender will remain valid for and will not be withdrawn for a period of 90 days from the final date for submission of tender.

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 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. 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 provision of Fidelity Guarantee insurance services with the reference as above**. 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 of 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:_____

COPY OF CURRENT LICENSE FROM COMMISSIONER OF INSURANCE.

BROKERS MUST ATTATCH COPY OF THE CURRENT MEMBERSHIP CERTIFICATE.

BID BOND 2% OF PREMIUM FROM REPUTABLE BANK

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 ----------

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 Proprietor:-

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 ----------

Tenderer (s) Locality –..... Road/Street ----------

Plot No. ----------

Name of the Building ---------- Door No. ----------

Company Rubberstamp ---------- Date ----------

Complete all spaces as appropriate".

KENVERSITY COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

BID SECURITY

TENDER: PROVISION OF FIDELITY GUARANTEE INSURANCE SERVICES 2027.

1. Security bond executed on ----------
2. In the penal sum Kshs. ----------amount in words ---------- being 2% of the items bided.
3. Tenderer/bidder----------
4. Security for Tenderer/bidder ----------
5. Date of closing of Tender ----------
6. KNOW ALL MEN BY THESE PRESENTS, that we the Tenderers and the surety above named are held firmly bound to pay Kenversity Cooperative Savings and Credit Society Limited the penal sum stated above and hereby bind ourselves, our heirs, executors, administrators, successors and assignees, jointly and severally there to.
7. WHEREAS the Tenderer has submitted the accompanying bid dated as shown above for provision of insurance services.
8. NOW THEREFORE, the condition of this obligation is such that, if the Tenderer shall not withdraw the bid within the period therein stipulated and, if the Bid within the period of 14 days after the prescribed forms are presented to him for signature, execute such further contractual documents as may be required by the terms of Bid and give bond with good and sufficient surety for the faithful performance and proper fulfillment of the resulting contract, then this obligation shall be void and of no effect, but otherwise, shall remain in full force and effect.
9. The Tenderer shall bring any claim against the surety not later than 14 days after the default.
10. Executed on the date indicated above, by the following representatives of the parties heretofore hereunto duly authorized:

FOR TENDERER

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

Witness:

1. ---------- Sign ---------- Date ----------

KENVERSITY CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

TENDER FOR PROVISION OF INSURANCE COVER ON FIDELITY GUARANTEE FOR THE PERIOD 2027.

ITEM	AMOUNT	PREMIUM	REMARKS PREMIUM QUOTED (KSHS.)
Fidelity Guarantee			
Employees involved in handling cash are: Chief Execetive Officer,Deputy Finance Manager,Senior Credit &Risk Officer,Fosa Operations Officer and 2 Tellers)			
(a) Number of Tellers – 2 (1,000,000/-) each	2,000,000.00		
(b) Limit per Teller	1,000,000		
(c) C.E.O	5,000,000.00		
(d) Deputy Finance Manager	4,000,000.00		
(e) Others (FOSA Operations officer, and Senior Credit &Risk Officer)	3,000,000.00		
(f) Other employees handling cash – Teller (M-Pesa).	1,800,000.00		
(g) POS Tellers 9 (Kshs.100,000/-) each in field	900,000		

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.

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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 **MONDAY, 1ST DECEMBER, 2025 12.00 noon** 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,
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