



**K-UNITY**  
SAVINGS AND CREDIT CO-OPERATIVE  
SOCIETY LIMITED

## **SUPPLIER PREQUALIFICATION FOR THE YEAR 2023**

K-Unity is a well-established Sacco Licensed by SASRA as a deposit taking Sacco with operations throughout Kiambu County and branches in Nakuru, Nyandarua, Narok and Nairobi County. We offer Credit services and solutions to Agribusinesses, Organized Groups, SMEs, Individual Businesses and Employees both in Public and Private sector.

### **Invitation for prequalification**

Interested suppliers may participate in the prequalification process by visiting <https://www.k-unity.co.ke/resources/> ) click on the tab written “Supplier Prequalification”. The details and list of prequalification categories and more information will be available on this link. Prequalification forms are downloaded from our website or picked from any of our branches, and payment of non-refundable fee of Kshs.1,000 deposited at any of our branches to:

**Account Name: K-Unity Main Tender A/C**

**Account Number: 00107700000001**

**Branch Name: Kiambu Branch**

**Or**

**Through our Pay bill**

**LIPA NA MPESA**

**Business No. 832250**

**Account No: 00107700000001**

**A copy of the Deposit slip of Ksh 1,000.**

**Quote the Mpesa reference no. for the payment done**

Suppliers who are currently in our list and wish to be considered should apply.

**Completed application should be in sealed envelopes clearly stating the relevant category Number and description of item/service and marked “prequalification of suppliers 2023” should be addressed and posted to,**

The Tender Committee,  
K-Unity Sacco Ltd,  
P.O. Box 268 – 00900,  
**KIAMBU**

Or if delivered personally be placed in the Tender Box on 8<sup>th</sup> floor, Mapa House KIAMBU, or at any of our branches on or before 5.00 pm on 2<sup>nd</sup> December 2022 at 1700hrs **N/B THIS IS NOT A TENDER.**

## **PREQUALIFICATION OF SUPPLIERS YEAR 2023**

K-Unity wishes to pre-qualify suppliers of the following items, services, and agents for the financial year 2023

### **CATEGORY A**

K-Unity A1	Supply and delivery of general office stationery and Stamps	1,000
K-Unity A2	Supply of printed stationery and financial reports booklets	1,000
K-Unity A3	Designing, Branding and Production of promotional materials and Signage e.g., T-shirts, caps, banners, folders, posters, brochures, gifts among other corporate documents	1,000
K-Unity A4	Supply and delivery of computers, computer consumable, laptops, printers, ups, iPad, photocopiers, laminators, and network equipment	1,000
K-Unity A5	Supply and delivery of office furniture's, fittings & Office Equipment's	1,000
K-Unity A6	Supply and delivery of office utilities (sugar, coffee, tea leaves, toiletries, and cleaning materials etc.)	1,000

### **CATEGORY B**

K-Unity B1	Provision of Architectural Services	1,000
K-Unity B2	Provision of Building Contractors	1,000
K-Unity B3	Provision of Structural Engineering services	1,000
K-Unity B4	Provision of plumbing and related services	1,000
K-Unity B5	Provision of Electrical installation, repair maintenance	1,000
K-Unity B6	Provision of Air Condition supply & maintenance services.	1,000
K-Unity B7	Provision of Auctioneer's services	1,000
K-Unity B8	Provision of Legal Services	1,000
K-Unity B9	Provision of Debt collectors & private investigation services	1,000
K-Unity B10	Provision of Assets Valuation services (Land, motor vehicle etc.	1,000
K-Unity B11	Provision of Motor vehicle tracking	1,000
K-Unity B12	Provision of storage yard services	1,000
K-Unity B13	Provision of Insurance Services	1,000
K-Unity B14	Provision of External Audit and Tax Advisory Services	1,000
K-Unity B15	Provision of System audit services	1,000
K-Unity B16	Provision of Internal Audit Quality Assessment	1,000

### **CATEGORY C**

K-Unity C1	Supply and maintenance of Lift	1,000
K-Unity C2	Supply and servicing of Standby Generator Set	1,000

K-Unity C3	Supply and maintenance of Fire Equipment and Fire Alarm Systems	1,000
K-Unity C4	Supply and maintenance of Security equipment (CCTV, Alarm Systems, access control etc.	1,000
K-Unity C5	Supply and servicing of money counting machine (notes and coins) and fake money detectors	1,000
K-Unity C6	Supply, Maintenance & repair of safes and strong room doors.	1,000
K-Unity C7	Supply & maintenance of servers and DR sites	1,000
K-Unity C8	Supply, installation, and maintenance of power inverters AVR, AVS and UPS	1,000
K-Unity C9	Supply of Audit, risk and compliance related and data analytics software	1,000
K-Unity C10	Supply Maintenance of Solar panels servicing and renewable energy	1,000
K-Unity C11	Supply and maintenance of water pumps	1,000

### **CATEGORY D**

K-Unity D1	Provision of Transport / Cabs / Taxi	1,000
K-Unity D2	Provision of Courier Services	1,000
K-Unity D3	Provision of Cash in Transit Services	1,000
K-Unity D4	Provision of fumigation, pest control & sanitary services	1,000
K-Unity D5	Provision of guarding and security services	1,000
K-Unity D6	Provision of garbage collection services	1,000
K-Unity D7	Provision of teambuilding & outdoor events	1,000
K-Unity D8	Provision of baseline surveys	1,000
K-Unity D9	Provision of Consultancy Services e.g., BCP, Risk Management & compliance, HR, Strategic plan etc.	1,000
K-Unity D10	Provision of counselling/mental health services and first aid training	1,000
K-Unity D11	Provision of Occupational health and safety audit, training etc.	1,000
K-Unity D12	Provision of Interior Design and Furnishing	1,000

### **CATEGORY E**

K-Unity E1	Provision of Audio-Visual Services	1,000
K-Unity E2	Provision for Corporate Branding Consulting Services	1,000
K-Unity E3	Provision for NPS/CSI/CRM Services	1,000
K-Unity E4	Provision & maintenance of IP telephony services	1,000
K-Unity E5	Provision and support of cyber security solutions and licenses	1,000
K-Unity E6	Provision of transaction monitoring and sanction listing solutions	1,000
K-Unity E7	Provision of bulk SMS services	1,000
K-Unity E8	Provision of Core-banking and Alternate channels consultancy services.	1,000
K-Unity E9	Provision of development, hosting, and maintenance of website	1,000
K-Unity E10	Provision of data recovery services	1,000
K-Unity E11	Provision of network infrastructure services, data communication services, computer network and structured cabling	1,000

## PREQUALIFICATION OF DOCUMENT

### PRE-QUALIFICATION MANDATORY DOCUMENTATION SUBMISSION CHECKLIST

No.	Documentation	Applicable categories
	<b>A copy of the Deposit slip of Ksh 1,000. Quote the Mpesa reference no. for the payment done</b>	<b>All categories as indicated on the listing above</b>
1.	Duly filled in registration details of the company	All categories
2.	Submission of copy of Company or Firm's Certificate of Incorporation/Registration	All categories
3.	Submission of copy of the Company's Current Valid Tax Compliance Certificate or previous/expired Tax Compliance Certificate together with an acknowledgement receipt to prove that you have recently applied	All categories
4.	Submission of Copy of Valid PIN certificate	All categories
5	Submission of copy of the CR 12 as issued by the registrar of Companies on the Registrar's letterhead giving the names and shareholding of the directors/partners/sole proprietor.	All categories
6	Submission of resumes/CVs of at least three (3) key staff that will be directly involved in the area of assignment, detailing their skills and experience	All categories
7	Submission of copies of at least 5 Recommendation letters from past and existing clients (2018 to date)	All categories
8	Submission of copies of at least 5 recent/ existing evidence of recent/existing clients where supplier has supplied similar goods/services (evidence of existence of each contract)/LPOs/LSOs	All categories
9	Copy of manufacturer's authorization letter	A5 A6
10	Copy of relevant certificate/license that mandate your organization to provide building consultancy services from a recognized accreditation body preferably <b>Architectural Association of Kenya (AAK)</b>	B1
11	Copy of relevant certificate/license that mandate your organization to provide building consultancy services from a recognized accreditation body.	B2
12	Copy of relevant certificate/license that mandate your organization to provide building consultancy services from a recognized accreditation body preferably <b>The Engineers Board of Kenya (EBK)</b> .	B3
13	Copies of relevant certificates/licenses Valid Certificate of Registration as a data processor from office of data protection commission (ODPC)	B9
14	Current practicing certificate issued by the Law Society of Kenya	B8
15	Copies of relevant certificates/licenses that Must be a member of Association of Debt Recovery Agencies (ADRA) Proof of membership evidence with the National Association of Professional Background Screeners (NAPBS) or National Association	B9 & B11

	of Kenya Investigators or relevant recognized accreditation body	
16	Proof of registration with Communication Authority of Kenya	
17	- Membership certificate from Association of Insurance Brokers in Kenya (AIBK) or Association of Kenya insurers (AKI) as applicable to your organization. - Current license by Insurance regulatory authority	B13
18	Copy of certificate of registration with the Institute of Certified Public accountants of Kenya (ICPAK) or The Institute of Internal Auditors (IIA) for the firm or partner	B14,15 and 16
19	Most current vehicle inspection reports from NTSA (at least 5 vehicles)	D1
20	Most recent license issued by the Communications Authority of Kenya i.e., Courier Operator License	D2

**All existing suppliers are required to participate along side suppliers in order to be evaluated and considered.**

**K-unity reserves the right to accept or reject any bid in whole or part at its discretion.**

**NB:** Women, youth, and persons with disabilities are encouraged to apply. Please attach the AGPO certificate.

**K-UNITY SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LTD CONFIDENTIAL  
BUSINESS QUESTIONNAIRE**

**PART I**

**INSTRUCTIONS**

- 1) You are requested to provide details in part I, II, III, IV, V, VI, VII, VIII, IX & X of this form
- 2) The co-operative attaches great importance to correct information given. If the information given is found to be incorrect, the applicants shall be rendered ineligible for registration.
- 3) The co-operative reserves the right to visit and inspect business premises of all applicants.
- 4) All the information provided will be treated as confidential but will not necessarily be used as the only basis of registering or rejecting an applicant or existing suppliers/contractors.
- 5) Copies of all relevant registration certificates licenses **MUST** be attached.
- 6) Firms associated with employees of the co-operative are ineligible to apply for registration.
- 7) This form is eligible for one specialty of goods/services.

**PART II**

**SUPPLIER DETAILS**

This section should be typed or completed in block letter

**A. BUSINESS NAME**

.....

Pin no..... VAT Reg. No.....

Company No. ....

**B. LOCATION**

Business Location.....

Name of the building.....

Road / Street name .....

Floor No..... Room No.....

**C. ADDRESS**

Postal Address: .....Code: .....City: .....

Telephone No.s: .....

Mobile No.s: .....

Email: .....

Website: .....

**PART III**

**COMPANY DETAILS**

**A. Nature of Institution**

Company | |

Partnership |

Sole Proprietorship |

Others(specify).....

**(Tick where applicable)**

**B. OWNWERSHIP Details of  
the Directors**

No	Names	Nationality	Citizenship	Shares
1				
2				
3				
4				
5				
6				

**C. Registration with Registrar of Companies**

1). Date of Registration.....Registration No.....

**(Attach copy/copies of registration certificate)**

**D. Registration with ministry of Road & Public works**

1). Date of Registration.....Registration No..... Present Category.....

**(Attach copy/copies of Registration Certificate)**

**PART IV**

**TRADE LICENCE**

Current Trade Licenses held-Nairobi city council/Municipality/

Ministry/ Statutory/Boards/Regulatory Boards etc.

No	License No	Expiry
1		
2		
3		

**(Attach a copy /copy of registration certificates)**

**PART V**

**TYPE OF BUSINESS**

A. For supplies of goods or services, whether you are an importer, manufacturer, distribution or an agent.

No	Goods/Services	Importer/Manufacturer/Distribution/Agent/Services/Provider
1		
2		
3		
4		
5		
6		
7		

**Note: List in order of general expense in the field**

B. For contractors state your specialization (Type of construction work)

1. ....
2. ....



3. ....
4. ....
5. ....

Of the above A& B which category do you wish to be considered for?

.....

**PART VI**

**FINANCIAL INVESTMENT**

- a) Company's Capital
  - 1) Authorized Shares Kshs. ....
  - 2) Issued Shares Kshs .....
- b) Partnership & sole Proprietorship
  - Total Investment: Kshs .....

**Provide financial statement as proof of ability to execute work you are specialized in.**

**PART VII**

**PERFORMANCE STANDARDS & FACILITIES**

**A Space**

- 1) Factory ..... Sq.ft Owner or rented .....  
Go down
- 2) .....Sq.ft            Owner or rented .....  
Office .....
- 3) Sq.ft                            Owner or rented .....

**B Machinery**

- 1) You own or lease  
.....
- 2) Approximate value Kshs  
.....

**(Provide a list of key plant / equipment for the execution of the works)**

- 3) State extent to which you would like to subcontract work  
.....  
.....
- 4) Are you certified by any quality assurance Body? If so, give the standard and name  
.....  
.....

**(Attach copies of the accreditation)**

**PART VIII**

**MANPOWER**

- a) Name of the Chief Executive Officer / Principal Officer: .....
- b) Number of employees. ....
- c) Number of technical staff. ....
- d) Number of shifts. ....
- e) Number of utility vehicles. ....
- f) Please indicate names and attach CVs of the key personnel. ....

**PART IX**

**GERNERAL INFORMATION**

- a) Names and address of your Bankers  
.....  
.....
- b) Have you ever had an order issued and cancelled in whole or part by us?  
.....  
.....
- c) Do you have any objection in the co-operative obtaining financial reports from your Bankers?  
.....  
.....
- d) Has your company ever been involved in litigation/arbitration with clients/consultants?  
If yes, give details  
.....
- e) Attach at least four (4) current letters of recommendation of works/services performance from any of the following:
  - I. Registration consultant in Kenya
  - II. Parastatal body or any reputable organization in Kenya
  - III. Government Ministry / Municipal Authority

f) State terms of payment in preference order.

- i. ....
- ....
- ii. ....
- ....
- iii. ....
- ....
- iv. ....
- ....

**Note: The Union prefers payment to be made 30 days after delivery of goods/ services.**

g) Supplement information by mentioning current and previous association with other firms (preferably mention work done within the last five (50 years)

No	Name of Firm	Project Work	Contract Sum	Year
a				
b				
c				
d				
e				
f				

**PART X**

**CERTIFICATION**

We certify that the above information is correct in all respects

Full Name .....

Signature.....,,

Official position .....

**Affix Company Stamp**