



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

## **SUPPLIER PREQUALIFICATION FOR THE PERIOD 2024**

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 the 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 “Resources then downloads”. 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**

**Or Through our Paybill: LIPA NA MPESA: Business No. 832250: Account No: 00107700000001**

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

**Completed application in sealed envelopes clearly stating the relevant category Number and description of item/service and marked “prequalification of suppliers 2024- A1 etc” should be addressed to,**

The Chairman,  
Procurement Committee,  
P.O. Box 268-00900,  
**KIAMBU.**

Drop in the Tender Box on 8<sup>th</sup> floor, Mapa House KIAMBU, or at any of our branches on or before 8<sup>th</sup> December 2023 at 5.00 pm: **N/B THIS IS NOT A TENDER.**

## **PREQUALIFICATION OF SUPPLIERS YEAR 2024**

K-Unity wishes to pre-qualify suppliers of the following items, services, and agents for the financial year 2024.

### **CATEGORY A**

A1	Supply and delivery of general office stationery and Stamps	1,000
A2	Supply of printed stationery and financial reports booklets	1,000
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
A4	Supply and delivery of computers, computer consumable, laptops, printers, ups, iPad, photocopiers, laminators, and network equipment	1,000
A5	Supply and delivery of office furniture's, fittings & Office Equipment's	1,000
A6	Supply and delivery of office utilities (sugar, coffee, tea leaves, toiletries, and cleaning materials etc.)	1,000

### **CATEGORY B**

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

### **CATEGORY C**

C1	Supply and maintenance of Lift	1,000
C2	Supply and servicing of Standby Generator Set	1,000
C3	Supply and maintenance of Fire Equipment and Fire Alarm Systems	1,000
C4	Supply and maintenance of Security equipment (CCTv, Alarm Systems, access	1,000

	control etc.	
C5	Supply and servicing of money counting machine (notes and coins) and fake money detectors	1,000
C6	Supply, Maintenance & repair of safes and strong room doors.	1,000
C7	Supply & maintenance of servers and DR sites	1,000
C8	Supply, installation, and maintenance of power inverters AVR, AVS and UPS	1,000
C9	Supply of Audit, risk and compliance related and data analytics software	1,000
C10	Supply and Maintenance of Solar power inverters and renewable energy	1,000
C11	Supply and maintenance of water pumps	1,000

#### **CATEGORY D**

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

#### **CATEGORY E**

E1	Provision of Audio-Visual Services	1,000
E2	Provision for Corporate Branding Consulting Services	1,000
E3	Provision for NPS/CSI/CRM Services	1,000
E4	Provision & maintenance of IP telephony services	1,000
E5	Provision and support of cyber security solutions and licenses	1,000
E6	Provision of transaction monitoring and sanction listing solutions	1,000
E7	Provision of bulk SMS services	1,000
E8	Provision Alternate channels consultancy services.	1,000
E9	Provision of development, hosting, and maintenance of website	1,000
E10	Provision of data recovery services	1,000
E11	Provision and Maintenance SD WAN network	1,000
E12	Provision of Managed Security Services	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 that mandate your organization to provide auctioneering services. Current professional indemnity	B7,8, &9
14	Current practicing certificate issued by the Law Society of Kenya Current professional indemnity	B10
15	Copies of relevant certificates/licenses that mandate your organization	B11

	to provide debt collection services from a recognized accreditation body or business permit, Proof of membership evidence with the National Association of Professional Background Screeners (NAPBS) or National Association of Kenya Investigators or relevant recognized accreditation body Current professional indemnity	
16	Proof of registration with Communication Authority of Kenya	B13
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	B15
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	B16 B17
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	D12

**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. OWNERSHIP 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 /copies 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**