



PREQUALIFICATION OF SUPPLIERS YEAR 2018

K-Unity wishes to pre-qualify suppliers of the following items, services and agents for the financial year 2018

CATEGORY A

A1	Supply and delivery of general office stationery and Stamps
A2	Supply and printing of Calendars, Diaries, Annual reports and Accounts
A3	Supply and delivery of promotional materials - staff uniforms t-shirts, banners, brochures
A4	Supply and delivery of cell phone airtime
A5	Supply and delivery of newspapers & magazines
A6	Supply and delivery of software & computer accessories
A7	Supply and delivery of computers, laptops, printers, ups, iPad, photocopiers, laminators etc.
A8	Supply and delivery of office furniture's, fittings & Office Equipment's
A7	Supply and delivery of office utilities (sugar, coffee, tea, bottled water, toiletries etc.)
A10	Supply and delivery of motor vehicle tyres, tubes, batteries petroleum products, fuel, oils and lubricants

CATEGORY B

B1	Provision of structural engineering services
B2	Provision of electrical services
B3	Provision of plumbing services
B4	Provision of Market Research
B5	Provision of asset tagging services
B6	Provision of baseline survey, human resources training, development services, customer satisfaction, staff competency, work environment
B7	Provision of Job evaluation
B8	Provision of property valuation services
B9	Provision of land survey services
B10	Provision of auctioneer's services
B11	Provision of legal services
B12	Provision of debt collectors & private investigation services
B13	Provision of internal audit quality assessment services
B14	Provision of external audit services
B15	Provision of Motor vehicle valuation
B16	Provision of consultancy services on strategic planning
B17	Provision of medical cover insurance services

CATEGORY C

C1	Supply and servicing of Water drilling/Borehole Pumps, booster pumps
C2	Supply and servicing of Standby Generator Set
C3	Supply and maintenance of Fire Equipment and Fire Alarm Systems
C4	Supply and maintenance of Lift
C5	Supply and maintenance of security equipment and Alarm Systems
C6	Supply, Maintenance & repair of safes and strong room doors.
C7	Supply and servicing of money counting machine (notes and coins) and fake money detectors
C8	Supply, installation & commissioning of structured cabling (IP) pabx, networking

	equipment.
C9	Repairs of Furniture and Fittings

CATEGORY D

D1	Provision of Transport / Cabs / Taxi
D2	Provision of motor vehicle/ motor bike tracking services
D3	Provision of Compression of Documents
D4	Provision of repairs & maintenance of motor vehicles services (panel beating, spray painting)
D5	Provision of guarding and security services
D6	Provision of cleaning services
D7	Provision of fumigation, pest control & sanitary services
D8	Provision of garbage collection services

CATEGORY E

E1	Production of documentary, photography, videographer & advertisement services
E2	Provision of Artwork Design
E3	Provision of General Printing, bulk photocopying and binding services
E4	Provision of Interior Design and Furnishing
E5	Provision of signage and outdoor advertising services
E6	Provision of development, hosting and maintenance of website

All applications will be made on a prescribed qualification of suppliers' questionnaire form which can be downloaded from our website www.k-unity.co.ke Suppliers who are currently in 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 2018" 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 8th floor, Mapa House KIAMBU, **or at our Nairobi (Gikomba) branch 1st floor Cambodia Complex Building or any of our branches** on or before 5.00 pm on Thursday 30th November 2017.

N/B: THIS IS NOT A TENDER

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:

Telephone No.s:

Fax No.s:

Mobile No.s:

Website/ email:

PART III

COMPANY DETAILS

A. Nature of Institution

Company

Partnership

Sole Proprietorship

Others(specify).....

(Tick where applicable)

B. OWNERSHIP

Details of the Directors

Names	Nationality	Citizenship	Shares
.....
.....
.....
.....
.....
.....

C. Registration with Registrar of Companies

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

(Attach copy/copies of registration certificate)

2) Registration with ministry of Road & Public works

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.

1) License No..... Expiry.....

2) License No..... Expiry.....

3) License No..... Expiry.....

(Attach a copy /copes 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.

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
- 2) Go downSq.ft Owner or rented
- 3) Office 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)

	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

Completed application in sealed envelope stating clearly of items/services and marked “**Prequalification of Suppliers 2018**” should be posted to;

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

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