



**PREQUALIFICATION OF SUPPLIERS YEAR 2017**

K-Unity wishes to pre-qualify suppliers of the following items, services and agents for the financial year 2017.

**CATEGORY A**

A1	Supply of stationery
A2	Supply of Computer Hardware/Software
A3	Supply of office furniture and fittings
A4	Supply of telephone and telecommunication equipment
A5	Supply of staff uniforms
A6	Design and supply of branded promotional materials and branding (banners, brochures, etc.)
A7	Supply of Electrical materials (bulbs, sockets etc.)
A8	Supply of Daily Newspapers and magazines
A9	Supply of Computer Stationery (printer and photocopier toners)
A10	Installation and service of network equipment and structured cabling
A11	Supply and servicing of inverter based backup systems
A12	Supply of tyres and tubes
A13	Supply of Petroleum products, Fuel, Oils and Lubricants
A14	Supply of cell phone airtime
A15	Supply of office utilities (sugar, coffee, tea, bottled water, toiletries etc.)
A16	Supply and servicing of money counting machine (notes and coins) and fake money detectors

**CATEGORY B**

B1	Repair and maintenance of computers, printers, photocopiers.
B2	Services of Computer System (servers and Local Area Networks)
B3	Services of Telephones and Tele Communication Equipment
B4	Service and Repair of Union Vehicles
B5	Provision of Compression of Documents
B6	Supply, installation and servicing of Air Conditioners
B7	Provision of HR Module System, Time and Attendance Management system
B8	Provision of Reconciliation Software
B9	Provision of Transport / Cabs / Taxi
B10	Provision of motor vehicle tracking services

**CATEGORY C**

C1	Supply and servicing of Water/Borehole Pumps
C2	Supply and servicing of Standby Generator Set
C3	Supply and maintenance of Fire Equipment and Fire Alarm Systems
C4	Provision of Lift Maintenance Services
C5	Supply and maintenance of security equipment and Alarm Systems
C6	Supply, Maintenance & repair of safes and strong room doors.
C7	Provision of guarding and security services
C8	Provision of cleaning services
C9	Provision of sanitary services
C10	Provision of garbage collection services
C11	Provision of fumigation and pest control services

## **CATEGORY D CONSULTANCY/ PROFESSIONAL SERVICES**

D1.	General Building Contractors and Renovators
D2	Provision of electrical services
D3	Provision of plumbing services
D4.	Provision of Market Research
D5.	Auctioneers/Private Investigators/Process servers
D6.	Lawyers/ Valuers/ Quantity Surveyors
D7.	Engineers
D8.	Architects
D9.	Auditors
D10.	Debt collectors
D11.	Provision of environmental impact audits and assessment
D12.	Provision of Training and Team Building Services for Staff
D13.	Provision of Job evaluation

## **CATEGORY E**

E1	Professional Photography and Video recording
E2	Design and Art work
E3	General Printing, bulk photocopying and binding services
E4	Supply and Printing of Calendars, Diaries, Annual reports and Accounts
E5	Interior Design and Furnishing
E6	Provision of signage and outdoor advertising services
E7	Provision of development, hosting and maintenance of website
E8	Repairs of Furniture and Fittings

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](http://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 2017" 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 our Nairobi (Gikomba) branch 1<sup>st</sup> floor Cambodia Complex Building or any of our branches on or before 5.00 pm on **1<sup>st</sup> December 2016.**

**N/B THIS IS NOT A TENDER**

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

PART 1

**INSTRUCTIONS**

- 1) You are requested to provide particulars as in part 1, 11, 111, 1V, V, VI, VII, VIII, IX & X of this form.
- 2) The co-operative attach 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 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/contractor.
- 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 11

**SUPPLIER DETAILS**

This section should be typed or completed in block letters.

**A. Business Name**

.....

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

**B. Location**

Business Location.....

Name of the building.....Plot No.....

Road/Street name.....

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

**C. Address**

Postal Address.....

Telephone No.s.....

Fax No.s.....

Mobile No.s.....

Website/email.....

**PART111**

**COMPANY DETAILS**

**A. Nature of Institution.**

Company

Partnership

Sole proprietorship

Others (specify).....

**(Tick where applicable)**

**B. Ownership**

**Details of the Directors**

<u>Names</u>	<u>Nationality</u>	<u>Citizenship</u>	<u>Shares</u>
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Details

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**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 /copies of registration certificates)**

**PART V**

**TYPE OF BUSINESS**

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

**Goods/Services    Importer/manufacturer/Distributor/Agent/Services  
provider**

1).....

2) .....

3) .....

4) .....

5) .....

6) .....

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

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

- 1) .....
- ...
- 2) .....
- 3) .....
- .
- 4) .....
- 5) .....

C 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 down .....sq.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 chief Executive officer/ Principal Officer**  
.....

**b) Number of employees**  
.....

**b) Number of Technical staff**  
.....

**d) Number of shifts.**  
.....

**e) Number of utility vehicles**  
.....

**F) Please indicates names and attach CVs of key personnel.**

**PART IX**

**GENERAL INFORMATION**

a) Names and address of your Bankers

.....  
.....

**b)** Have you ever had an order issued and cancelled in whole or part by us?  
Yes/No

.....

C) Do you have any objection in the co-operative obtaining financial report 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) Registered consultant in Kenya
- ii) Parastatal Body or any reputable organisation 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(5) years)

Name of firm                      project work                      contract sum                      year

- a) .....                      .....                      .....                      .....
- b) .....                      .....                      .....                      .....
- c) .....                      .....                      .....                      .....
- d) .....                      .....                      .....                      .....
- e) .....                      .....                      .....                      .....

**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 the category of items/services and marked “**Prequalification of suppliers 2017**” should be posted to:-

The Tender Committee,  
Kiambu Unity Finance Co-operative Union 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 our Nairobi (Gikomba) branch 1<sup>st</sup> Floor Cambodia Complex Building on or on any of our branches before 5.00 pm on Thursday 1<sup>st</sup> December 2016.**