



**KENYA ACHIEVAS SACCO SOCIETY LTD  
P.O.BOX 3080 – 40200  
KISII**

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**REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES  
FOR THE FINANCIAL YEAR 2024-2025**

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REF NO. ....

CATEGORY DESCRIPTION.....  
.....

**Website: [www.achievassacco.co.ke](http://www.achievassacco.co.ke)**

**Email address: [procurement@achievassacco.co.ke](mailto:procurement@achievassacco.co.ke)**

## SECTION I - INVITATION FOR REGISTRATION OF SUPPLIERS

1.1 Name of Contract: **REGISTRATION OF SUPPLIERS**

1.2. Registration Reference No.: **KAS/REG/2024-2025**

1.3 KENYA ACHIEVAS SACCO SOCIETY invites sealed applications from ALL eligible firms to participate in the registration application for the applicable categories as tabulated below **for the financial year 2024-2025**

<b>SUPPLY OF GOODS</b>	
<b>Ref No.</b>	<b>Description</b>
<b>KAS/REG/2024-2025/01</b>	Supply and Delivery of General Office Stationery
<b>KAS/REG/2024-2025/02</b>	Supply and Delivery of Computers, Computer Consumables & Other ICT Equipment
<b>KAS/REG/2024-2025/03</b>	Supply and Delivery Office Furniture & Fittings
<b>KAS/REG/2024-2025/04</b>	Supply and Delivery of Branded Promotional Materials & Staff Uniform
<b>KAS/REG/2024-2025/05</b>	Supply and Delivery of Motor Vehicle Spare Parts & Tyres
<b>KAS/REG/2024-2025/06</b>	Supply and Delivery of Bottled Mineral Water
<b>KAS/REG/2024-2025/07</b>	Supply and Delivery of Cleaning Materials, Detergents & Disinfectant
<b>KAS/REG/2024-2025/08</b>	Supply and Delivery of Solar Backup System
<b>KAS/REG/2024-2025/09</b>	Supply and Delivery of Building Construction Tools, Materials & General Hardware Items
<b>PROVISION OF SERVICES</b>	
<b>Ref No.</b>	<b>Description</b>
<b>KAS/REG/2024-2025/10</b>	Provision of Security Guards Services
<b>KAS/REG/2024-2025/11</b>	Provision of Cash in Transit Services
<b>KAS/REG/2024-2025/12</b>	Provision of Repair & Maintenance of Strong Room Doors and Safes
<b>KAS/REG/2024-2025/13</b>	Provision of Repair & Maintenance of Motor Vehicles, Generator & Motorcycles
<b>KAS/REG/2024-2025/14</b>	Provision of Software Maintenance Services
<b>KAS/REG/2024-2025/15</b>	Provision of Repair & Maintenance of Computer, CCTV & Alarm System
<b>KAS/REG/2024-2025/16</b>	Provision of Repair & Maintenance of Firefighting Equipment
<b>KAS/REG/2024-2025/17</b>	Provision of Insurance Services
<b>KAS/REG/2024-2025/18</b>	Provision of Debt Collection & Asset Recovery Services
<b>KAS/REG/2024-2025/19</b>	Provision of Land Surveying Services
<b>KAS/REG/2024-2025/20</b>	Provision of Legal Services
<b>KAS/REG/2024-2025/21</b>	Provision of Property Valuation Services
<b>KAS/REG/2024-2025/22</b>	Provision of Car Tracking Services
<b>KAS/REG/2024-2025/23</b>	Provision of Motor Vehicle Valuation Services
<b>KAS/REG/2024-2025/24</b>	Provision of Training and Capacity Building Services
<b>KAS/REG/2024-2025/25</b>	Provision of Plumbing Services
<b>KAS/REG/2024-2025/26</b>	Provision of Accountancy, Audit & ICT Consultancy Services
<b>KAS/REG/2024-2025/27</b>	Provision of Branding & Communication Services
<b>KAS/REG/2024-2025/28</b>	Provision of Digital Marketing Services

PROVISION OF WORKS	
Ref No.	Description
<b>KAS/REG/2024-2025/29</b>	Provision of Electrical Works Contractors
<b>KAS/REG/2024-2025/30</b>	Provision of Building, Mechanical & Civil Works Contractors
<b>KAS/REG/2024-2025/31</b>	Provision of Architectural, Mechanical & Civil Consultancy Services.

1.4 Applicants must fill information in the space provided in page one of these tender document

1.5. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours [0800 to1600hours] at the address given below.

1.6. Tender documents may be viewed and downloaded **FREE OF CHARGE** from the SACCO website **[www.achievasacco.co.ke](http://www.achievasacco.co.ke)**

1.7. The Registration Application must be prepared in indelible ink with no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person or persons signing the Registration Application.

1.8. All applicants should clearly indicate in the envelope the category they are interested in. One document shall present ONLY ONE category. For those interested in various categories, they should submit separate documents in the various categories.

1.9. The Registration Application should be prepared and submitted in a plain sealed envelope clearly marked: **Application No: .....** (Indicate the application No of the category you are applying for as provided under clause 1.0 above) and addressed to:

**Head of Procurement**  
**Kenya Achievas Sacco Society Ltd**  
**P.O.Box 3080, Kisii**

And shall be physically deposited in the Tender Box located at THE SACCO Head Office, ground floor

1.10. The closing date for submission of registration documents shall be on **31<sup>st</sup> January 2024 at 12.00pm**

1.11. Any form of canvassing will lead to automatic disqualification.

1.12 For any queries Kindly contact us via email [procurement@achievasacco.co.ke](mailto:procurement@achievasacco.co.ke)

## SECTION II - REGISTRATION OF SUPPLIERS FORM

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

### PART I: DETAILS OF THE APPLICANT

1. Name of Applicant .....
2. Physical Address .....
3. Postal Address: ..... 4. Postal Code: .....
5. E-mail: ..... 6. Mobile Phone No. ....
7. Contact Person Name .....8. Phone No.....
9. Category Ref No.....10. Category Description.....
- .....

#### 11. Overview of the Enterprise

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of employees (tick one)	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover KES)	
Experience in the sector in years	

12. Bank Account Name: .....
13. Branch of the Bank:.....
14. Bank Account Number: .....

**Ownership Details**

<b>Part 11 (a) - Sole Proprietor or name of registered business, where applicable</b>			
Name in Full			
Identity/Passport No.			
Age			
<b>Part 11 (b) - Partnership Details</b>			
<b>Name</b>	<b>Nationality</b>	<b>ID/Passport No.</b>	<b>% Shares</b>
<b>Part 11 (c) – Registered Company</b>			
State the nominal and issued capital of company			
Nominal KShs .....			
Issued KShs.....			
Directors' Details			
<b>Name</b>	<b>Nationality</b>	<b>ID/Passport No.</b>	<b>% Shares</b>

**SECTION III: PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS**

**Registration data form**

The attached form is to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for specific category.

The pre-qualified/registered application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

**Qualification**

It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by the SACCO in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of the SACCO they possess capability, experience, qualified personnel available and suitability of equipment and net current asset or working capital sufficient to satisfactorily execute the contract for goods/services.

#### **SECTION IV: QUALIFICATION CRITERIA AND REQUIREMENTS**

The SACCO will examine all the tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

<b>No.</b>	<b>Item Description</b>	<b>Pass/Fail</b>
1	Copy of Certificate of Incorporation/Registration;	
2	Copy of KRA PIN Certificate;	
3	Valid KRA Tax Compliance Certificate	
4	Evidence of physical registered office	
5	Duly Filled Confidential Business questionnaire	
6	Duly signed application document	
7	Certificate of Registration with relevant Regulatory Bodies	
8	Copies of National IDs/ Passports of Directors	
9	copy of CR12 certificate	
10	Valid Single Business Permit from County	
11	Audited Accounts for the last two (2) years	

**NOTE:**

***Youth Women and people with disability will be deemed to be technically qualified if they present all mandatory requirements above.***

***The list will be used for source for quotations competitively basis as and when needs arises.***

***Bidders who pass shall be engaged in framework contract for period of one year on as and when basis as per their first competitive bided price.***

**SECTION V - DECLARATION**

Having studied the pre-qualification information for the above tender category we/I hereby state:

1. That the information furnished in our/my application is accurate to the best of our/my knowledge.
2. That in case of being pre -qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
3. That pre-qualified suppliers will be invited randomly to participate in the tender/quotations as and when there is a requirement.
4. That We/I enclose all the required documents and information required for the pre - qualification evaluation.

We understand you are not bound to accept either in part or whole any tender you receive.

Applicant's Name.....

Designation..... Signature.....

Date.....

***Full name and designation of the person signing and stamp or seal***