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TENDER FOR PRE-QUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES FOR THE CALENDER YEAR 2019

Ndege Chai Sacco is in the process of compiling a list of capable suppliers of goods and services as listed below. Interested reputable suppliers who are registered with the Kenya Revenue Authority are invited to apply for prequalification as suppliers in the listed categories for the year 2019. Current suppliers should also re-apply.

	CATEGORY No.	DESCRIPTION
1	NCS/2019 - 001	PREQUALIFICATION FOR SUPPLY OF GENERAL OFFICE EQUIPMENTS, STATIONERY AND OTHER RELATED ITEMS
2	NCS/2019 - 002	PREQUALIFICATION FOR SUPPLY AND MAINTENANCE OF COMPUTERS, LAPTOPS, PRINTERS AND ICT RELATED ITEMS
3	NCS/2019 - 003	PREQUALIFICATION FOR PROVISION OF SECURITY AND GUARDINGSERVICES, CASH IN TRANSIT AND COURIER SERVICES
4	NCS/2019 - 004	PREQUALIFICATION FOR PROVISION OF LEGAL SERVICES.
5	NCS/2019 - 005	PREQUALIFICATION FOR PROVISION OF COMPREHENSIVE OFFICE CLEANING SERVICES.
6	NCS/2019 - 006	PREQUALIFICATION FOR EXTERNAL AUDIT SERVICES
7	NCS/2019 - 007	PREQUALIFICATION FOR PROVISION OF EDUCATION AND CAPACITY BUILDING TO MEMBERS, DELEGATES, BOARD, SUPERVISORY AND STAFF
8	NCS/2019 - 008	PREQUALIFICATION FOR SUPPLY, REPAIR AND MAINTENANCE OF BANKING EQUIPMENTS i.e. (FIRE PROOF CASH SAFES, NOTE COUNTERS, UV LIGHT SCANNERS, SHREDDERS&STRONG ROOM SAFES)
9	NCS/2019 - 009	PREQUALIFICATION FOR PROVISION OF DESIGNING / BRANDINGOF PROMOTIONAL MATERIALS AND OTHER RELATED SERVICES(UMBRELLAS, T-SHIRTS AND SHIRTS)
10	NCS/2019 - 010	PREQUALIFICATION FOR PROVISION OF INSURANCE SERVICES:CAR,FIRE,CASH IN TRANSIT,FIDELITY ,LOAN GUARD AND ASSETS:- UNDERWRITERS ONLY
11	NCS/2019 - 011	PREQUALIFICATION FOR PROVISION OF LIFE/MEDICAL ASSURANCE SERVICES:- UNDERWRITERS ONLY
12	NCS/2016- 012	PREQUALIFICATION FOR DEBT COLLECTION SERVICES
13	NCS/2019 - 013	PREQUALIFICATION FOR SUPPLY ,REPAIR AND MAINTENANCE OF OFFICE FURNITURE, FURNISHING AND FITTINGS
14	NCS/2019 - 014	PREQUALIFICATION FOR FUMIGATION AND PEST CONTROL AND SANITARY SERVICES
15	NCS/2019 - 015	PROVISION OF VALUATION SERVICES(LAND,BUILDING,MOTORVEHICLE ETC)
16	NCS/2019 - 016	PREQUALIFICATION FOR SUPPLY AND DELIVERY OF KITCHEN SUPPLIES(MILK, SUGAR, AND BEVERAGES)
17	NCS/2019 - 017	PREQUALIFICATION FOR PROVISION OF INTERNET NETWORKING, WAN,WEB DESIGN & DEVELOPMENT SERVICES
18	NCS/2019 - 018	PREQUALIFICATION FOR PROVISION OFCONSULTANCY SERVICES (MARKET RESEARCH,TAX,ICT,HR)
19	NCS/2019 - 019	PREQUALIFICATION FOR PROVISION OF FASCIA SIGNS,SIGNAGE AND OUTDOOR ADVERTISEMENTS
20	NCS/2019 - 020	PREQUALIFICATION FOR REPAIRS AND SERVIICING OF MOTOR VEHICLES
21	NCS/2019 - 021	PREQUALIFICATION FOR PROVISION OF OCCUPATIONAL HEALTH & SAFETY ADVISORY SERVICES
22	NCS/2019 - 022	PREQUALIFICATION FOR PROVISION OF PROFESSIONAL COUNSELLING SERVICES

IN ADDITION BIDDERS MUST ATTACH THE FOLLOWING MANDATORY DOCUMENTS:-

- A) A COPY OF CERTIFICATE OF INCORPORATION /REGISTRATION
- B) A COPY OF CERTIFIED VALID TAX COMPLIANCE CERTIFICATES
- C) A COPY OF CERTIFICATE OF VAT AND PIN CERTIFICATE
- D) CONTACT ADDRESS AND EMAIL ADDRESSES
- E) COPY OF CERTIFICATE OF REGISTRATION WITH RELEVANT REGULATORY BODIES

Detailed pre-qualification tender documents can be obtained from the office of the Chief Executive Officer at Ndege Chai House along Nakuru – Kisumu highway from 24th September 2018 between 8 a.m. to 5 p.m. on week days upon payment of non-refundable fee of Kshs. 2,500 per category, payable in cash or bankers cheque to Ndege Chai Sacco. Completed documents in plain sealed envelopes marked “Prequalification Documents for Suppliers” and indicating the relevant category of items should be addressed to:

**The Chief Executive Officer
Ndege Chai Sacco Ltd
P. O. Box 857 – 20200
Kericho.**

Completed tender documents should be placed in the Tender Box at the reception on the first floor on or before 5.00 p.m. on 10th October 2018. The society reserves the right to accept or reject any application in whole or part and does not bind itself to give any reason for either rejection or acceptance. Interested applicants are free to attend and witness the opening at Ndege Chai Sacco board room on 11th October 2018 at 2.00 p.m.