



DHAMINI SACCO SOCIETY LTD
HEAD OFFICE
ACK PARKING SILO, GROUND FLOOR
BISHOPS ROAD OPPOSITE NSSF

P.O.BOX44749-00100, TEL: +254-0714373862, NAIROBI

MOBILE/NO.: 0714373862 Website: www.dhamini.com Email: dhaminisacco@gmail.com

PREQUALIFICATION/REGISTRATION OF LIST OF SUPPLIERS AND SERVICE PROVIDERS FOR THE PERIOD 2022-2025

Dhamini Savings and Credit Co-operative Society Limited hereinafter referred as “procuring entity” invites applications for prequalification/registration for supply of Goods and Provision of Services from interested and competent firms for the under listed two categories for the period 2022-2025

CATEGORY A: SUPPLY OF GOODS		
No.	ITEM REFERENCE	ITEM DESCRIPTION
A-1	A-1/DMCS/2022-25/001	Supply of Letter Heads, Loan forms and Receipts, branded materials/shirts and T-shirts
A-2	A-2/DMCS/2022-25/002	Supply of General Office Stationery (Consumables), cartridges, paper rims, pens etc.
A-3	A-3/DMCS/2022-25/003	Calendars, Promotional materials, branding services, Diaries and Fliers, brochures
A-4	A-4/DMCS/2022-25/004	Supply of Sugar, Tea Leaves, Tissue papers, Serviettes and Washing Detergents and kitchen appliances, fumigants, sanitizers and masks
A-5	A-5/DMCS/2022-25/005	Supply and repair/maintenance of Furniture , shelves, cabinets
A-6	A-6/DMCS/2022-25/006	Supply , repair and Installation of office computer hardware, software, Desktop Computers, UPS, Customer Satisfaction System & Computer and printer Accessories
CATEGORY B: PROVISION OF SERVICES		
B-1	B-1/DMCS/2022-25/001	Repair and Periodic Maintenance of Electrical installation in Society’s Premises
B-2	B-2/DMCS/2022-25/002	Provision of Debt collection and Auctioneering services
B-3	B-3/DMCS/2022-25/003	Provision of Legal Services
B-4	B-4/DMCS/2022-25/004	Provision of Security and Guarding Services, repair and maintenance of alarm systems
B-5	B-5/DMCS/2022-25/005	Provision of Courier Services
B-6	B-6/DMCS/2022-25/006	Provision Fire Audit Service and Maintenance of Firefighting Equipment
B-7	B-7/DMCS/2022-25/07	Maintenance and Service of CCTV, Biometric and VoIP telephone
B-8	B-8/DMCS/2022-25/08	Provision of Systems Audit Services, ERP software, Software upgrades and SACCO project management services
B-9	B-9/DMCS/2022-25/09	Provision of wide area network maintenance and firewall audits, repairs and installation
B-10	B-10/DMCS/2022-25/10	Provision of Medical, Group life, Car, Cybersecurity, Loan guard & General Business Insurance Cover
B-11	B-11/DMCS/2022-25/11	Provision of Valuation Services- Motor Vehicles, Land & Buildings, car tracks installations and car/motor tracking services
B-12	B-12/DMCS/2022-25/12	Provision of online marketing, Communication & Public Relations Consultancy services
B-13	B-13/DMCS/2022-25/13	Provision of External Audit services

All interested bidders must provide:

1. Company profile
2. VAT or PIN Certificates
3. Certificate of Incorporation, Partnership or Business registration
4. Tax compliance Certificate.
5. Audited copies of Financial Statements for the last two (2) years where applicable
6. Six months current bank statements where applicable
7. List of and copies of National ID cards of ALL Directors, their telephone numbers, postal and email addresses
8. Trading Certificate where applicable

Complete detailed tender documents can be assessed physically at our offices upon payment of tender Nonrefundable fee of **Ksh 1000(Kenya shillings one thousand only)** Payment shall be made to the following account details,

ACCOUNT NO. 01120000545800
BANK – CO-OPERATIVE BANK
NARRATION –SPECIFIC TENDER REFERENCE (e.g. B-1/DMCS/2022-25/001)

The Filled copies shall be sent in sealed envelopes clearly marked “**Prequalification for 2022/2025**” on or before **15th February 2022**; Indicating the respective item reference and description