EGERTON UNIVERSITY SACCO SOCIETY LTD
P.O. BOX 178-20115, EGERTON

P.O. Box 178-20115, Egerton. Tel: 0770 999 002 /0110 009 393 /0743 898 157

Email: info@egertonsacco.coop

Website: https://egertonsacco.coop/

RE-ADVERTISEMENT

REGISTRATION/PREQUALIFICATION OF SUPPLIERS

FOR GOODS, WORKS AND SERVICES FOR

YEAR 2027 – 2028

Category No: _____

Category Name: _____

PREQUALIFICATION OF SUPPLIERS FOR THE YEAR 2027-2028

Egerton University Sacco Ltd invites applications from suitably qualified, competent and reputable firms/individuals for prequalification to supply goods and provide services to the Sacco for the period 2027/2028, under the following categories:

EGERTON UNIVERSITY SACCO LTD

SUPPLIER PREQUALIFICATION - TENDER CATEGORIES LIST 2026/2028	
Reference	**Particulars**
CATEGORY A: SUPPLY AND DELIVERY OF GOODS	
EU/P/01/2026	Supply of General Office Stationery and tonners
EU/P/02/2026	Supply of Computers, Laptops, Tablets, Mobile Phones, Computer Hardware, Scanners, Printers, Photocopiers, Computer Consumables & Accessories and Network Equipment
EU/P/03/2026	Supply of Computer Software and Licences
EU/P/04/2026	Supply of Servers and Networking Equipment
EU/P/05/2026	Supply of Office Furniture, Fittings and Equipment
EU/P/06/2026	Designing, Branding and Production of Promotional Materials and Signage (T-shirts, caps, banners, folders, posters, brochures, gifts, magazines, calendars, financial reports)
EU/P/07/2026	Supply of Cleaning Materials, Detergents and Disinfectants
EU/P/08/2026	Supply of Building and Hardware Materials
EU/P/09/2026	Supply of Uniforms, T-Shirts, Shirts, Blouses, Caps and Banners
EU/P/10/2026	Biometric Registers, Telephone and Telecommunication Equipment
CATEGORY B: PROVISION OF GENERAL SERVICES	
EU/P/11/2026	Cleaning Services, Fumigation, Pest Control and associated Services
EU/P/12/2026	Guarding and Alarm Systems
EU/P/20/2026	Provision and Maintenance of CCTV and Biometric Systems
EU/P/21/2026	Supply and Maintenance of Digital/IP Telephone Systems (PABX)
EU/P/22/2026	Cash in Transit Services
EU/P/23/2026	Courier Services
EU/P/25/2026	Provision and Maintenance of Generators
EU/P/26/2026	Supply, Installation and Maintenance of Air Conditioners
EU/P/27/2026	Electrical and Structured Cabling Contractor Services
EU/P/28/2026	General Repairs and Maintenance of Buildings
EU/P/33/2026	Repair and Maintenance of Office Equipment, Telephones and Water Dispensers
EU/P/34/2026	Hardware Maintenance Services (Printers, Scanners, UPS and Computers)
EU/P/35/2026	Refilling, Servicing and Maintenance of Firefighting Equipment and Safety Services
EU/P/36/2026	Maintenance and Repair of Note Counters, Safes and Strong Rooms
EU/P/37/2026	Asset Tagging and Coding Services

EU/P/38/2026	Photography, Video and Media Documentary Services
EU/P/39/2026	Designing and Printing Works
EU/P/42/2026	Supply, Installation and Maintenance of Firewalls and Endpoint Security
EU/P/43/2026	Cyber Security Consultancy and ICT System Audit
EU/P/46/2026	External Data Backup and Disaster Recovery Services
EU/P/47/2026	Data Centre/Cloud Hosting Services
EU/P/51/2026	Strategic Plan Consultancy Services
EU/P/52/2026	Provision of website or email hosting services
EU/P/53/2026	Training, Education and Consultancy Services (Members, Board and Staff)
EU/P/56/2026	Legal Services
EU/P/57/2026	External Audit Services
EU/P/58/2026	Tax Services/Consultancy
EU/P/59/2026	Debt Collection Services and Auctioneering Services
EU/P/61/2026	Motor Vehicle Valuation, Assessors and Car Tracking Services
EU/P/63/2026	Asset Valuation Services
EU/P/64/2026	Credit Reference Bureau (CRB) Services
EU/P/65/2026	Advertising, PR, Digital and Social Media Marketing Services
EU/P/68/2026	Catering Services (AGMs, Board Meetings, Trainings)
EU/P/69/2026	Renovation and Fit-Out of Banking Halls/Branches
CATEGORY C: INSURANCE SERVICES	
EU/P/70/2026	General Insurance Services (Fire, Burglary, All Risks)
EU/P/71/2026	Bankers Blanket Bond/Fidelity Guarantee Insurance
EU/P/72/2026	Cash in Transit and Cash in Safe Insurance
EU/P/73/2026	Professional Indemnity Insurance
EU/P/74/2026	Directors and Officers (D&O) Liability Insurance
EU/P/75/2026	Comprehensive Motor Vehicle Insurance (Vehicles, Motorbikes, etc.)
EU/P/76/2026	Group Life Assurance (Staff)
EU/P/77/2026	Group Personal Accident Insurance
EU/P/78/2026	Work Injury Benefits Act (WIBA) Insurance
EU/P/79/2026	Medical/Group Health Insurance Services
EU/P/80/2026	Group Last Expense/Funeral Cover
EU/P/81/2026	Credit Life/Loan Protection Insurance
EU/P/82/2026	Member Deposit/Savings Protection Insurance
EU/P/83/2026	Political Violence and Terrorism Cover
EU/P/84/2026	Public Liability Insurance
EU/P/85/2026	Bancassurance/Insurance Agency Services
EU/P/86/2026	Insurance Brokerage Services

CONDITIONS FOR APPLICATION

Interested suppliers may download the pre-qualification application forms from the Egerton University Sacco website: https://egertonsacco.coop/downloads/.

In case of any enquiry kindly contact us at *procurement@egertonsacco.coop*

Duly completed documents shall be placed in a plain, sealed envelope clearly marked with the relevant category number and addressed to:

The Procurement Committee,
Egerton University Sacco Ltd,
P.O. Box 178–20115, Egerton.

The sealed applications shall be deposited in the Sacco Tender Box located at Egerton Sacco Plaza, Njoro–Mau Narok Road, to be received on or before Monday, 12th October 2026, by close of business (COB).

Late applications will be automatically rejected.

Egerton University Sacco Ltd reserves the right to accept or reject any application, either in whole or in part, without assigning any reason.

All suppliers currently engaged by Egerton University Sacco Ltd in the provision of any of the listed goods, works or services are required to re-apply for pre-qualification.

IMPORTANT NOTICE: Suppliers who submitted applications during the initial advertisement should NOT re-apply. Their previously submitted applications will be considered.

CPA. CHARITY SAMBU

CHIEF EXECUTIVE OFFICER

PRE-QUALIFICATION INSTRUCTIONS

Introduction

Egerton University Sacco Ltd would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Sacco to perform the contract of supply and delivery, or provision of goods, works and services to the Sacco.

Objective

The main objective of pre-qualification of suppliers is to supply and deliver assorted goods and services under relevant tenders/quotations to the Sacco as and when required, during the two-year period ending 31st December 2028.

Invitation of Pre-qualification

Suppliers registered with the Registrar of Companies under the laws of Kenya in their respective merchandise or services are invited to submit their pre-qualification documents to The Procurement Committee, Egerton University Sacco Ltd, so as to be pre-qualified for submission of quotations. Prospective suppliers are required to provide mandatory information for pre-qualification.

Pre-qualification Documents

This document includes a questionnaire to be completed and returned, supported by the requisite documents from eligible and competent bidders. In order to be considered for pre-qualification, prospective suppliers must submit all the information required on the forms/questionnaire.

Submission of Pre-Qualification Documents

Duly completed pre-qualification and other supporting documents should be addressed to:

The Procurement Committee,
Egerton University Sacco Ltd,
P.O. Box 178-20115, Egerton.

And be deposited in the tender box at the Sacco Offices, Egerton Sacco Plaza, on or before 12th October 2026 COB.

Pre-qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Sacco in determining, according to its sole judgment and discretion, the qualification of prospective bidders to perform in respect of the tender category as described.

Essential Criteria for Pre-qualification

Experience

Prospective suppliers of goods and services should demonstrate ability and experience to organise, supply and deliver any of the categories of goods and services listed in the tender notice.

Financial Capability

The supplier's financial capability will be determined by examination of the latest two years' audited financial statements submitted with prequalification documents, as well as letters of reference from bankers regarding credit/financial position.

Past Performance

The past performance of suppliers shall be given due consideration in the prequalification exercise. Letters of reference from past and present clients should be included.

Capacity of the Firm

Prospective suppliers of goods and services should demonstrate that they have the technical, physical, logistical and human resource capacity to supply and deliver the category of goods and/or services that they are seeking to be pre-qualified for.

Notification of Pre-qualification

All participants shall be formally notified of the outcome after completion of the pre-qualification process.

Presentation

A table of contents illustrating the contents of the documents is compulsory, as it eases evaluation and helps verify the contents.

Verification

The Sacco shall have the right to visit the suppliers' premises to verify the information provided in the document and ascertain, as part of the prequalification process, that the supplier indeed has the capability to provide the stated goods and/or services.

PRE-QUALIFICATION CRITERIA

No.	Required Information	Form Ref
1	Prequalification documentation (submission checklist)	**PQ-1**
2	Pre-qualification data	**PQ-2**
3	Financial position	**PQ-3**
4	Past Experience - References	**PQ-4A**
5	Past Experience - Volume of business	**PQ-4B**
6	Human, Technical and Logistical Capacity	**PQ-5**
7	Confidential business questionnaire	**PQ-6**

FORM PQ-1
PRE-QUALIFICATION DOCUMENTS

(ALL THESE ARE MANDATORY. FAILURE TO ATTACH ANY OF THEM WILL LEAD TO AUTOMATIC DISQUALIFICATION.)

SUBMISSION CHECKLIST

No.	Documentation	Applicable Categories
1.	Duly filled in registration details of the company	All categories
2.	Submission of copy of Company or Firm's Certificate of Incorporation/Registration	All categories
3.	Submission of copy of the Company's current valid Tax Compliance Certificate	All categories
4.	Submission of copy of valid PIN certificate	All categories
5.	Submission of copy of the CR12 as issued by the Registrar of Companies on the Registrar's letterhead, giving the names and shareholding of the directors/partners/sole proprietor	All categories
6.	Submission of resumes/CVs of at least three (3) key staff who will be directly involved in the area of assignment, detailing their skills and experience	All categories
7.	An up-to-date Company Profile detailing core activities and capacities of the entity	All categories
8.	Submission of copies of at least 5 recommendation letters from past and existing clients (2024 to date)	All categories
9.	Submission of copies of at least 5 recent/existing evidence of contracts/LPOs/LSOs where the supplier has supplied similar goods/services	All categories
10.	Copy of manufacturer's authorisation letter	EU/P/02/2026
11.	Copies of relevant certificates/licences that mandate your organisation to provide debt collection and auctioneering services	EU/P/59/2026
12.	Current practicing certificate issued by the Law Society of Kenya	EU/P/56/2026
13.	Membership certificate from the Association of Kenya Insurers (AKI) as applicable, and current licence from the Insurance Regulatory Authority (IRA)	Category C (EU/P/70 - 86/2026)

No.	Documentation	Applicable Categories
14.	Copy of certificate of registration with the Institute of Certified Public Accountants of Kenya (ICPAK) or The Institute of Internal Auditors (IIA), for the firm or partner	EU/P/57/2026

NOTE: Expired documents are deemed NOT ATTACHED.

FORM PQ-2
PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

Part 1 – General Information

I/We hereby apply for registration

(Name of company/firm) _____

as supplier(s) of (Item Description)

(Category No.) _____

Physical Location of Business Premises: _____

Postal Address: _____

Business Registration Ref No: _____

Date of Registration of Business: _____

Telephone No.: _____

Mobile No/s: _____

E-mail: _____

Nature of Business: _____

Full Name of Applicant: _____

Other business branches (if any):

_____

_____

Part 2 (a) – Sole Proprietors

Name: _____

Age: _____

Nationality: _____

ID/Passport No: _____

Part 2 (b) – Partnership

Give details of partners as follows:

No.	Name	Citizenship	Residence
1			
2			
3			
4			
5			

Part 2 (c) – Registered Company

Private or Public Company: _____

Please state Nominal and Issued capital for the Company:

Nominal Kshs.: _____

Issued Kshs.: _____

Give details of all Directors as follows:

No.	Name	Citizenship	Residence
1			
2			
3			
4			
5			

Part 3 – Names of All Associated or Holding Companies (if any)

1. _____

2. _____

3. _____

4. _____

5. _____

NB: If more companies are applicable, please give the information on a separate sheet of paper.

FORM PQ-3
FINANCIAL POSITION

Attach a copy of the firm's latest two years' certified audited financial statements giving a summary of assets and liabilities, income and expenditure, and cash flow statement.

Attach letters of reference from bankers regarding the supplier's credit position.

FORM PQ-4A
PAST EXPERIENCE – REFERENCES

Names of Key Clients with Whom the Applicant Has Done Business in the Last Two Years, Including the Values of Contracts/Orders

1st Organization

Name of client (organization): _____

Address of client (organization): _____

Name of contact person at the client/organization: _____

Telephone No. of client: _____

Value of Contract: _____

Duration of Contract (date): _____

(Attach documentary evidence of existence of contract - attachment)

2nd Organization

Name of client (organization): _____

Address of client (organization): _____

Name of contact person at the client/organization: _____

Telephone No. of client: _____

Value of Contract: _____

Duration of Contract (date): _____

(Attach documentary evidence of existence of contract - attachment)

3rd Organization

Name of client (organization): _____

Address of client (organization): _____

Name of contact person at the client/organization: _____

Telephone No. of client: _____

Value of Contract: _____

Duration of Contract (date): _____

FORM PQ-4B
PAST EXPERIENCE – VOLUME OF BUSINESS

State the Three Highest-Value Contracts Handled in the Past 12 Months

Name of Highest Value Contract

Name of client (organization): _____

Value of Contract: _____

Name of 2nd Highest Value Contract

Name of client (organization): _____

Value of Contract: _____

Name of 3rd Highest Value Contract

Name of client (organization): _____

Value of Contract: _____

FORM PQ-5
HUMAN, TECHNICAL AND LOGISTICAL CAPACITY

Please provide the following, and any other evidence of your firm's physical, human, technical and logistical capacity to supply and deliver should you be awarded a tender.

Physical Facilities

Evidence of physical premises (place of business), e.g. attachment of latest utility bill (electricity, water bill, council rates payments, etc.):

_____

_____

_____

_____

_____

Managerial and Key Personnel Competency

List the key managerial and technical staff of your organization (attach their CVs):

Name of Key Staff	Position Held	Position Held From (Date)

Briefly describe how you would manage a situation where you are coincidentally engaged in three major yet critical client assignments concurrently. How would you go about ensuring that all client assignments/contracts are delivered on a timely and quality basis while ensuring that all clients are satisfied with the level of customer service?

_____

_____

_____

_____

FORM PQ-6
CONFIDENTIAL BUSINESS QUESTIONNAIRE

(To Be Filled by All Prospective Suppliers)

Part 1

a) How many years have you been in business under the present business name?

_____

b) What is the maximum value of business which you can handle at any one time?

Kshs. _____

c) State some of the factors that, in your own opinion, distinguish you from other competitors.

_____

_____

_____

d) State whether or not you have experienced, in the area of non-performance by your company, any problem(s) with any contract(s) awarded to you by any organization during the last 12 months, and give a brief explanation/description of the problem(s) and how you managed to solve it.

_____

_____

_____

e) Give any other information relating to your company that you may consider relevant to your bid to do business with Egerton University Sacco Ltd.

_____

_____

_____

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

a) VAT Registration Number

_____

b) PIN Number

_____

c) State any Quality Assurance Certification (e.g. ISO 9000) held by the company

_____

_____

d) State if the company is subject to bankruptcy proceedings, receivership, administrative receivership or any other form of liquidation as defined by applicable law.

_____

_____

Assets and Liabilities

Total Assets in Kshs.: _____

Current Assets in Kshs.: _____

Total Liabilities in Kshs.: _____

Net Worth (Total Assets – Total Liabilities): _____

Working Capital: _____

Terms of Sale / Trade

Credit Period Yes/No (if Yes, indicate number of credit days): _____

Name of Bankers and Branch

_____

_____

Part 3: Declaration

Having studied the pre-qualification information for the above exercise, I/we hereby state that the information furnished in our application is accurate to the best of our knowledge.

Name: _____

For and on behalf of: _____

Position: _____

Signature: _____

Date: _____

Stamp: