EGERTON UNIVERSITY SACCO SOCIETY LIMITED

P.O. Box 178–20115, Egerton
Tel: 0733 999 002 / 0770 999 002
Email: info@egertonuniversitysacco.coop
Website: www.egertonuniversitysacco.coop

REQUEST FOR QUOTATION (RFQ)

PROVISION OF COURIER SERVICES

REF: EUSACCO/RFQ/COURIER/2027

Egerton University Sacco Society Limited invites quotations from qualified and licensed courier service providers for the provision of courier services for a period of **one (1) year**.

1. SCOPE OF SERVICES

The successful service provider shall be expected to:

- Collect and deliver letters, documents and parcels between the SACCO Main Office and branches at Kisii, Nakuru and Laikipia.
- Collect outgoing mail by 4:00 p.m. and ensure delivery by 10:00 a.m. the following working day, where applicable.
- Provide proof of delivery for all letters, documents and parcels.
- Provide urgent courier services upon request, including outside normal working hours.
- Ensure safe, secure and confidential handling of all consignments.

2. GENERAL REQUIREMENTS

Interested firms should:

1. Hold a valid courier operating licence.
2. Have relevant experience in providing courier services.
3. Employ trained, competent and properly identified personnel.
4. Have adequate geographical coverage and delivery capacity.
5. Provide appropriate insurance cover against loss or damage of consignments.
6. Comply with the SACCO's security and confidentiality requirements.

7. Report any loss, damage or delay and submit an investigation report within 24 hours.

3. DOCUMENTS TO ACCOMPANY THE QUOTATION

- Company profile and relevant experience.
- Certificate of registration/incorporation.
- Valid courier operating licence.
- Valid business permit and Tax Compliance Certificate.
- Evidence of relevant experience and references.
- Detailed financial quotation showing delivery rates for the respective branches and other destinations, inclusive of applicable taxes.

4. SUBMISSION OF QUOTATIONS

Quotations should be submitted by email to: **procurement@egertonsacco.coop**

Deadline: Tuesday, 8th December 2026

Email subject: **RFQ – PROVISION OF COURIER SERVICES**

Late submissions will not be considered.

5. EVALUATION

Quotations will be evaluated based on compliance with the requirements, relevant experience, delivery capacity, geographical coverage and price competitiveness. The Sacco reserves the right to accept or reject any quotation.