



**CHAI SACCO**  
— Count On Us —

## INVITATION FOR PREQUALIFICATION/REGISTRATION OF SUPPLIERS

Chai Sacco Society Ltd invites applications for per-qualification/registration of suppliers from interested eligible bidders for the supply & provision of underlisted goods and services for years **2020 to 2021**.

REFERENCE CODE	ITEM DESCRIPTION
<b>CATEGORY A. SUPPLY AND DELIVERY OF GOODS</b>	
CHAI/A/01/2020/21	Supply of general office Stationery, computer consumables (genuine toners/ cartridges, ribbons etc.) & accessories
CHAI/A/02/2020/21	Design and supply of branded promotional materials (T-shirts, caps, carrier bags, banners, Gift bags, pens, calendars, diaries etc.), vehicle branding and branded office shirts
CHAI/A/03/2020/21	Supply of office newspapers, magazines & credit cards (airtime)
CHAI/A/04/2020/21	Supply of printed branded communication materials including newsletters, brochures, membership application forms, teller receipts, business cards, loan application forms, annual financial reports, etc.
CHAI/A/05/2020/21	Supply of computers, laptops, iPad, printers, scanners, UPS and other related ICT hardware & accessories
CHAI/A/06/2020/21	Supply and maintenance of servers and server's software
CHAI/A/07/2020/21	Supply of software & licenses, office applications, Microsoft licenses and anti-virus
CHAI/A/08/2020/21	Supply and maintenance of security access control devices and biometric equipment
CHAI/A/09/2020/21	Supply and servicing of PABX, Telephone heads and other telecommunication equipment, spares and accessories
CHAI/A/10/2020/21	Supply and Installation of WAN, LAN Networking systems and materials.
CHAI/A/11/2020/21	Supply and installation of Electrical works
CHAI/A/12/2020/21	Supply & servicing of office stamps & seal
CHAI/A/13/2020/21	Supply and maintenance of power backup systems
CHAI/A/14/2020/21	Supply and maintenance of safes, strong room doors, cash boxes and cash tills
CHAI/A/15/2020/21	Supply and servicing of money counting machines (notes and coin) and fake money detectors.
CHAI/A/16/2020/21	Supply, installation and maintenance of generators
CHAI/A/17/2020/21	Supply and maintenance of firefighting equipment e.g. fire extinguishers etc.
CHAI/A/18/2020/21	Supply of Office Assorted Furniture and fittings including window blinds
CHAI/A/19/2020/21	Supply, installation and maintenance of security alarm systems
CHAI/A/20/2020/21	Supply of motor vehicles and motorcycles
CHAI/A/21/2020/21	Supply, servicing and maintenance of CCTV
CHAI/A/22/2020/21	Supply installation, repair and maintenance of air conditioners
<b>CATEGORY B. PROVISION OF SERVICES</b>	
CHAI/B/23/2020/21	Servicing and maintenance of motor vehicles and motorcycles
CHAI/B/24/2020/21	Provision of security guard services
CHAI/B/25/2020/21	Provision of cash in transit services
CHAI/B/26/2020/21	Provision of general cleaning and sanitary services
CHAI/B/27/2020/21	Provision of valuation services (land & motor vehicles)
CHAI/B/28/2020/21	Provision of vehicle tracking/fleet management services
CHAI/B/29/2020/21	Provision of Debt collection & Auctioneers services
CHAI/B/30/2020/21	Provision of Medical insurance cover
CHAI/B/31/2020/21	Provision of general insurances cover (loan protection cover, deposit cover, GPA/WIBA, group life cover, fidelity cover, money cover, fire & peril, all risk cover, burglary cover and comprehensive insurance cover for motor vehicles & motorcycles).
CHAI/B/32/2020/21	Provision of cyber security insurance cover
CHAI/B/33/2020/21	Provision of building contractors services
CHAI/B/34/2020/21	Provision of Fixed assets verification & valuation services
CHAI/B/35/2020/21	Provision of team building facilitation services
CHAI/B/36/2020/21	Provision of internet services and cloud services
CHAI/B/37/2020/21	Provision of minor office maintenance works e.g. office repairs, partitioning, painting, plumbing and related services
CHAI/B/38/2020/21	Provision of document management system (Registry automation)
CHAI/B/39/2020/21	Provision of digital communication, signage and outdoor advertising services
CHAI/B/40/2020/21	Provision of event management & decoration services
CHAI/B/41/2020/21	Provision of interior design, furnishing and decoration
CHAI/B/42/2020/21	Provision of air travel agency services
CHAI/B/43/2020/21	Provision of transport services (vans, minibuses and buses)
CHAI/B/44/2020/21	Provision of courier/mail services
CHAI/B/45/2020/21	Provision of photography/videography, Sacco documentary, Public Address systems and related services
CHAI/B/46/2020/21	Provision of development, hosting and maintenance of website
CHAI/B/47/2020/21	Provision of Hotel, Conference and Accommodation services
CHAI/B/48/2020/21	Repairs, maintenance and servicing of computer, printers, photocopiers and office equipment
CHAI/B/49/2020/21	Servicing and maintenance of electrical equipment
CHAI/B/50/2020/21	Provision of fumigation services
CHAI/B/51/2020/21	Provision of catering services
<b>CATEGORY C : PROVISION CONSULTANCY/SPECIALIZED SERVICES</b>	
CHAI/C/52/2020/21	Provision of legal services
CHAI/C/53/2020/21	Provision of architectural services (or Consortium)
CHAI/C/54/2020/21	Provision of risk management framework services
CHAI/C/55/2020/21	Provision of external audit services
CHAI/C/56/2020/21	Provision of public relations and Advertising agency services.
CHAI/C/57/2020/21	Provision of marketing research services and product development
CHAI/C/58/2020/21	Provision of consultancy services on Sacco Re-branding
CHAI/C/59/2020/21	Provision of consultancy services in Project Management
CHAI/C/60/2020/21	Provision of consultancy in Occupation, Healthy & Safety and Fire Audits
CHAI/C/61/2020/21	Provision of Fire safety training & first Aid training
CHAI/C/62/2020/21	Provision of consultancy in human resource management
CHAI/C/63/2020/21	Provision of Navision ERP annual support
CHAI/C/64/2020/21	Provision of Tax consultancy services
CHAI/C/65/2020/21	Provision of staff guidance and counselling services
CHAI/C/66/2020/21	Provision of consultancy in Sacco governance, leadership & management
CHAI/C/67/2020/21	Provision of consultancy in credit management
CHAI/C/68/2020/21	Provision of ICT system security audit services

The supplier prequalification process will be conducted **online** via:



Interested firms may participate in the prequalification process by visiting our website [www.chai-sacco.co.ke](http://www.chai-sacco.co.ke) and click on the tab written "Tenders". More information will be on this link. **Access to the prequalification will be granted upon payment of a non-refundable fee of KES. 2,000 per category.** All payments will be made via our online payment platform during the registration process. The deadline for participation in the prequalification exercise is **Thursday 6<sup>th</sup> February 2020 at 5:00 pm.**

Where required, all requisite documentation must be scanned and uploaded onto the online portal. **Paper/hardcopy applications will not be accepted. Current suppliers and service providers are required to participate in order to be considered.**

All applicants who duly complete the online prequalification process will be notified on the outcome of their applications after completion of the vetting process. **Chai Sacco Society Ltd reserves the right to accept or reject any or all applicants to the prequalification either in whole or in part.**