



UNIVISION SACCO
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UNIVISION DT SACCO SOCIETY LTD REGISTRATION DOCUMENT

REGISTRATION DOCUMENT FOR SUPPLIERS OF GOODS AND SERVICES

FOR THE PERIOD JANUARY 2027 TO DECEMBER 2028

REGISTRATION NO: UVS/PREQ/_____/2027-28

ITEM:

NAME OF APPLICANT:

DATE: _____

UNIVISION DT SACCO SOCIETY LTD

P.O. BOX 254 – 90200

KITUI

Phone No.: 020-8014596

EMAIL procurement@univisionsacco.co.ke /info@univisionsacco.co.ke

UNIVISION DT SACCO SOCIETY LTD invites bidders for the REGISTRATION OF SUPPLIERS for the Years 2027/28, interested bidders should download the documents from our website: www.univisionsacco.co.ke

Univision DT Sacco Society Ltd



Univision Plaza Kalundu Kitui
254-90200
020-801 4596



info@univisionsacco.co.ke
www.univisionsacco.co.ke



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Completed Tender document should be submitted In Plain Sealed Envelope(s), clearly Marked Tender Number on The Right-Hand Side Corner and Should Be Addressed To:

**THE CHIEF EXECUTIVE OFFICER
UNIVISION DT SACCO SOCIETY LTD
P. O. BOX 254-90200,
KITUI**

Must be placed in the Tender Box **at Kitui head office** so as to reach the above address not later than **05/11/2026 at 12.00noon**. Submitted bids will be opened publicly in the Main Board Room, soon after the above stated closing date and time in the presence of the tenderers or their representatives who choose to attend. Late bids will not be opened.

Univision DT Sacco society Ltd reserves the right to reject any tender without giving reasons for the rejection and does not bind itself to accept the lowest or any tender.

NB: Women, Youth and PWD are encouraged to apply

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REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEARS 2027-28

SECTION 1: INVITATION FOR REGISTRATION

1.1 Introduction

Registration exercise for the selection of potential suppliers of various goods and services. The purpose of this exercise is to promote supplier partnership and to improve on the quality of products and services while achieving the most competitive prices.

1.2 Categories

Univision DT Sacco society Ltd invites applications for registration from eligible bidders for the Supply of goods and services in the under listed categories for the year 2027/28.

CATEGORY A: PROVISION OF GOODS.

NO	TENDER NO	ITEM DESCRIPTION
1	UVS/01/2027-28	Supply of office stationery and consumables.
2	UVS/02/2027-28	Supply of Printing rolls, Ribbons, Toners and Cartridges.
3	UVS/03/2027-28	Design and printing of: a. Calendars, brochures, banners and related stationeries b. T-shirts, Caps, tents, Staff Uniforms and related materials
4	UVS/04/2027-28	Supply and delivery of Computers (hardware & software), Laptops, Tablets, Scanners, POS terminals, Printers and other ICT accessories
5	UVS/05/2027-28	Supply of motor vehicle tyres, tubes, batteries, oil, lubricants and related spare parts.
6	UVS/06/2027-28	Supply of office furniture, fixtures and fittings
7	UVS/07/2027-28	Supply of office equipment including filing cabinets, bulk filers, note counters, biometric time attendance and other accessories

CATEGORY B: PROVISION OF SERVICES, REPAIRS & MAINTENANCE.

NO	TENDER NO	ITEM DESCRIPTION
1	UVS/08/2027-28	Repair, Maintenance and Servicing of: a. Motor vehicles b. Motorbikes c. Generators d. Computers & Computer systems, Printers, photocopier, scanners & other related equipment a. Furniture and related facilities
2	UVS/09/2027-28	General maintenance and renovations of buildings (NCA registered).
3	UVS/10/2027-28	Supply, installation & servicing of Air conditioners, fans, money counters and other equipment's
4	UVS/11/2027-28	Supply, installation and maintenance of electrical systems
5	UVS/12/2027-28	Supply, installation & servicing of solar power system
6	UVS/13/2027-28	Provision of Fumigation, Pest Control Services and sanitary bins
7	UVS/14/2027-28	Provision of documentary and digital signage
8	UVS/15/2027-28	Maintenance of LAN and WAN
9	UVS /16/2027-28	Supply & maintenance of telecommunication equipment (routers, CISCO, PABX etc)
10	UVS /17/2027-28	Supply, installation and Maintenance of CCTV equipment.
11	UVS /18/2027-28	Supply, installation and Maintenance of firefighting equipment and other fire alarms.
12	UVS /19/2027-28	Supply, installation and maintenance of security alarm systems
13	UVS /20/2027-28	Provision and maintenance of IP telephone services
14	UVS /21/2027-28	Provision of Website Upgrade, design and Maintenance
15	UVS /22/2027-28	Supply, Implementation, Integration and Post implementation of support network access control
16	UVS /23/2027-28	Supply and maintenance of power backup systems, UPS and power stabilizers.
17	UVS /24/2027-28	Provision of Plumbing, Drainage and Sewerage Maintenance Services.
18	UNS /25/2027-28	Provision of minor office repairs & maintenance works
19	UVS /26/2027-28	Provision of research, training, customer surveys and other consultancy services
20	UVS /27/2027-28	Provision of courier services
21	UVS /28/2027-28	Provision of auctioneers and debt collection services
22	UVS 29/2027-28	Provision of property Valuation services including motor vehicles, motorbikes and Land
23	UVS /30/2027-28	Provision of Insurance Services- Medical covers
24	UVS /31/2027-28	Provision of Printer leasing services



SECTION 2: INSTRUCTIONS TO APPLICANTS

2.1 Format and Signing of Application

- a. The applicants shall prepare one document comprising the Registration document clearly marked with the category.
- b. The Registration document and price schedule shall be typed and signed by a person or persons duly authorized to sign on behalf of the applicant. Alterations or white out shall not be allowed and will lead to cancellation.

2.2 Submission of Application

Application for registration shall be submitted in sealed envelopes marked with the registration document name and reference code numbers deposited to Univision DT Sacco society Ltd are to be received on or before **05/11/2026 at 12.00noon.**

Please note that late submission of documents will not be accepted. Canvassing for tenders by bidders/applicants or by proxy shall lead to automatic disqualification.

- a. The applicants are required to submit registration request per tender category in separate envelopes if the applicant is interested in more than one category.
- b. Multiple applications sealed in one envelope will be disqualified from further review and consideration.
- c. Each application envelope must be clearly marked with the tender category reference code number the supplier is applying for registration.
- d. Any registration document received after the deadline will be disqualified and unopened.
- e. All the information requested for registration shall be provided in English.
- f. Failure to provide information that is essential for effective evaluation of the applicant's qualification or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.
- g. Applications should clearly indicate their charges as per specifications in the attached schedule.



Note: In case of discrepancy between unit prices and total, the unit price shall prevail.

- h. The price schedule must be typed, alterations or white out will not be allowed

2.3. Eligible Bidders

- a) In case of firms only suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents.
- b) Suppliers currently doing business with Univision DT Sacco society Ltd are free to reapply for this registration
- c) The prospective suppliers are required to supply mandatory information for registration.
- d) The applicant shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2.4 Qualification criteria.

i. Experience:

- a) Prospective bidders shall have at least 1-year experience in the supply of goods, services and allied items. The potential supplier should show competence, willingness and capacity to service the contract following registration. Individual firms shall show proof of academic or professional qualifications.
- b) Prospective suppliers require special experience and capability to organize, supply and deliver goods and services at short term notice.



ii. Financial condition

The Supplier's financial condition will be determined by latest financial statements submitted with the registration document as well as audited statements and bank statement regarding suppliers' credit position.

iii. **Value for money:** registration will not only be based on the prices of goods or services on the supplier's price list but registration will be based on quality of the goods or service at reasonable prices.

iv. **Past performance:** Past performance in the relevant field will be given due consideration in registering bidders.

2.5 Cost of Application.

The applicant shall bear all costs associated with the preparation and submission of the registration documents. Univision DT Sacco society Ltd will not be responsible or liable for those costs, regardless of the conduct and/or the outcome of the registration process.

2.6 Clarification of registration Documents.

The prospective applicant requiring any clarification on the registration documents may notify Univision DT Sacco society Ltd in writing or e-mail address Email:

procurement@univisionsacco.co.ke OR info@univisionsacco.co.ke or call 020-8014596

The organization will respond through email to any request that it receives earlier than 4 days prior to the deadline for the submission of applications.

2.7 Amendments of registration documents

At any time prior to the deadline for submission of applications Univision DT Sacco society Ltd may, for any reason, whether at its initiative or in response to a clarification requested by a prospective applicant, notify the bidders by issuing subsequent addendum.

The addendum thus issued shall be part of the registration documents and shall be communicated in writing.

In order to afford prospective applicants reasonable time to take an addendum into account in preparing their applications, the organization may at its discretion, extend the deadline for the submission of applications.

2.8 Currencies

Prices shall be quoted in Kenya Shillings.

SECTION 3: IMPORTANT INFORMATION

3.0 Corrupt or fraudulent practices

Univision DT Sacco society Ltd requires that applicants observe the highest standards of ethics during the procurement process and execution of contracts when used in the present conditions following terms as defined as follows: -

- a) Corrupt practices mean offering a bribe, giving, receiving or soliciting or anything of value to influence the action of a public official in the procurement process or in contract execution
- b) Fraudulent practice means a misrepresentation in order to influence a procurement process or the execution of a contract to the detriment of Univision DT Sacco society Ltd and includes collusive practice among applicant (prior to or after registration documents submission) designed to establish prices at artificial non-competitive levels and to deprive Univision DT Sacco society Ltd of the benefits of free and open competition.

Univision DT Sacco society Ltd will reject a proposal for award if it determines that the applicant recommended for award has engaged in corrupt or fraudulent practices competing for the contract in question.

3.1 Confidentiality

Information relating to the examination, evaluation of applications and recommendations for registration of the successful participants shall not be disclosed to applicants or any other persons not officially concerned with the process until registration of the successful applicant has been announced. Canvassing will lead to automatic disqualification.



3.2 Notification of Qualified Applicants

Applicants whose applications are determined to be successful will be notified in writing by Univision DT Sacco society Ltd.

3.3 Univision DT Sacco society Ltd right to accept or reject applications

Univision DT Sacco society Ltd reserves the right to accept or reject any application and to announce the registration process and reject all applications, at any time prior to approval of contract, without thereby incurring any liability to the affected applicant (s) or any obligation to inform the affected applicant(s) of the grounds for Univision DT Sacco society Ltd action.

3.4 Acceptance of the Approval

The successful bidders shall be required to acknowledge in writing the acceptance of their registration document to Univision DT Sacco society Ltd. The Tenderer will be required to sign and return a copy of the letter within 14 days from the date of the letter, failing of which the offer will be treated as unaccepted and may be given to the next Tenderer without notice.

3.5 Third Parties/ Partners Non-Disclosure Agreement

I/we, the undersigned,

(COMPANY NAME)

Being service provider (s) of UNIVISION DT SACCO, hereby declare that:

I/We undertake that during the operation of, and after the expiration, termination, or cancellation of this appointment. For any reason, I/we will keep confidential any proprietary or confidential data/information relating to the SACCO or its services or members/customers or stakeholders.

Any studies, reports, or other materials, graphics, software, or otherwise received or prepared by us/me for the SACCO under this agreement shall belong to and remain the property of UNIVISION DT SACCO. I/We shall not use such property for any other purpose unless prior express consent is given by the SACCO.

I/We acknowledge that UNIVISION DT SACCO is at liberty to destroy or dispose off the records related to this appointment after 5 years as stipulated in their data retention policy.

In the event of a breach and UNIVISION DT SACCO data has been exposed, I/We will take necessary action to mitigate the risk and inform the SACCO within 48 hours of the breach being known.

Univision DT Sacco Society Ltd



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Authorized Signatory:

Name: _____ **Designation** _____

Signature: _____

Date: _____

Witnessed by:

Name: _____

Signature: _____

Date: _____

3.6 Declaration

I/We have completed this form to best of our knowledge and it is agreed that all responses can be sustained if requested to do so, any inaccuracy in the information filled herein will be used as a ground for removal or termination of the tender.

Signed & sealed:

For and on Behalf of:.....

Position in the Company:

Date:

Univision DT Sacco Society Ltd



Univision Plaza Kalundu Kitui



254-90200



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info@univisionsacco.co.ke



www.univisionsacco.co.ke

SECTION 4: SUMMARY OF REQUIRED DOCUMENTS

NO	REQUIREMENTS	
1	Duly filled Registration Documents	
2	Organization profile	
3	Financial position Firm's audited accounts for previous year and latest bank statement	
4	Relevant past experience- LPOs/ LSOs/ Recommendation letters from other organization/ Letters of completion of contracts etc.)	
5	Price list of items in the selected bid category	
In addition, provide clear photocopies of the following:		
6	Copy of National ID CARD	
7	Copy of FIRM Registration certificate	
8	Copy of KRA PIN Certificate	
9	Copy of valid KRA TAX COMPLIANCE Certificate	
10	CR 12 FORM –for limited companies	
11	Current TRADE LICENCE with county government	
11	Valid NCA Certificates for building works	



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SELLER'S SIGNATURE

NAME.....

DESIGNATION

SELLER'S OFFICIAL RUBBER STAMP

FOR OFFICIAL USE ONLY

Opened By:

1: Sign.....Date.....Time.....

2: Sign.....Date.....Time

3: Sign.....Date.....Time

4: Sign.....Date.....Time

5: Sign.....Date.....Time

Witnessed By: Sign.....Date Time.....

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