



UNIVISION DT SACCO SOCIETY LTD

CATEGORY A

CODE: UNS/01/2027-28: Supply of Office Stationery and Consumables

No	Item	ITEM DESCRIPTION	UNIT OF ISSUE	UNIT PRICE
1	Envelopes- sizeA3	Khaki- printed	box	
2	Envelopes- sizeA4	Khaki- printed	box	
3	Envelopes- sizeA5	Khaki- printed	box	
4	Photocopying papers	Paper one 80/gms, Size A4	box	
5	Photo papers	Glossy size A4	box	
6	Duplicating papers plain	Plain papers	ream	
7	Mark pens	Snow man	packet	
8	BOSA loans forms	A3 Printed both side	ream	
9	FOSA loans forms	Unprinted- pink	box	
10	Spring files	Plastic -rapid	box	
11	Counter Books	Kasuku -2Q -3Q -4Q	Piece Piece piece	
12	Stamp	Self-inking	piece	
13	Stamp ink self-inking	Shiny stamps (red) Shiny stamps (blue)	Piece Piece	
14	Folders	Plastic-printed	piece	
15	Staples	24/6-5m	box	
16	Office pins	26mm (50gms)	box	
17	Papers clips	100pcs 50mm	box	
18	Detergents-liquid soap	Multipurpose -20trs	Jerican	
19	Biro pens fine point	Ordinary Bic branded-blue Ordinary Bic branded -red Ordinary Bic branded -green	packet packet packet	
20	2025/26 diaries	Size -A4 printed -A5 printed	piece piece	
21	Business cards	Plastic printed both side	piece	
22	Files fasteners	Cambridge	box	

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23	L.P.O	Self –carbonated 100 pages A4	booklet	
24	Good received note	Self –carbonated 100 pages A4	booklet	
25	L.S.O	Self –carbonated 100 pages A4	booklet	
26	Binding tapes- large size)	Clear in color Blue	piece piece	
27	Pen holders	Plastic	piece	
28	Highlighter	Staedtler	packet	
29	Embossed papers	White for printing certificates	box	
30	TMU 220 printer roll	Self-carbonated	piece	
31	P.O.S Machine Rolls		piece	
32	Strongroom Book	A3 Printed	piece	
33	Strongroom Control Register	A3 printed	piece	
34	Agency transaction dispute Register	A4 printed	piece	
36	Agency supervision reports Register	A4 printed	piece	
36	Agency transaction Register	A4 printed	piece	





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CATEGORY A

CODE: UNS/02/2027-28: Supply of Printing rolls, Ribbons, Toners and Cartridges.

No	Item Description	Item Description	Unit of issue	Unit Prices
1	Toner	TK1170 TK1183	Piece Piece	
2	Cartridge-ribbon	Epson TM U220	box	
3	Epson Ink 2lts	For printers: a. Epson L850 b. Epson L5190 c. Epson L6190 d. Epson L565 e. Epson L382 f. Epson L3150	Piece Piece Piece Piece Piece Piece	



UNIVISION DT SACCO SOCIETY LTD

CATEGORY A

CODE: UNS/03/2027-28: Design and printing of:

a. Calendars, brochures, banners and related stationeries

No	Item Description	Item Description	Unit of issue	Unit Prices
1	Design and printing of calendars	A2 size full color printed on white glossy paper 150gms	piece	
2	Design and printing of products handbook	A4 full color brochures printed on both side on glossy white paper 150gms a. All classes b. Assurance	a. Piece b. Piece	
3	Design and printing of Complementary Note booklet	A5 printed 100pages	booklet	
4	Design and printing of Next of kin cards	A5 –Printed on manila paper-both sides	piece	
5	Design and printing of Membership Forms	Printed on both sides on glossy white paper 150gms Class A Class B Class C	Piece Piece Piece	
6	Design and printing of Banners	a. Full color banner size 2& ½ b. Roll up banner fixed on aluminum stand c. Tear drops	piece piece Piece	
7	Design and printing of Notebooks	a. A5 normal b. A4 executive c. A5 executive	Piece Piece Piece	



9	Design and printing of tents	1. 4-seater 2. 8-seater 3. 12-seater 4. 50 seater 5. Gazebo	Piece Piece Piece Piece piece	
10	Design and printing of staff identity cards and tags	a. Staff ID b. Staff tag	piece piece	
11	Design and printing of registers	Bound hard cover booklet with 200 pages	piece	
12	Design of wall clock	Size A3 with Univision logo	piece	
13	Design and printing of computer & printer dust covers respectively		Piece	

b. T-shirts, Caps, tents, Staff Uniforms and related materials

1	Design and printing of Staff shirts	a. Short sleeved b. Long sleeved	c. piece d. piece	
2	Design and printing of Staff Ladies blouses		piece	
3	Design and printing T-shirts- with printed logo and slogan	a. Round neck T-Shirts b. Polo T-shirt	a. piece b. piece	
4	Design and printing of reflector		Pieces	
5	Design and printing caps	Caps with logo	piece	
6	Design and printing of Leso		piece	
7	Design and printing of Dust coats	Blue/Black in color	piece	
8	Design and printing of umbrellas	a. Small b. Large size	piece piece	
9	Design and printing of Riding gears	a. Trouser b. Jacket c. Gloves	Piece Piece piece	
10	Design and printing of mouse pads	Size A5	piece	



UNIVISION DT SACCO SOCIETY LTD

CATEGORY A

CODE: UNS/04/2027-28: Supply and delivery of Computers (hardware & software), Laptops, Tablets, Scanners, POS terminals, Printers and other ICT accessories

No	Item Description	Item Description	Unit of issue	Unit Prices
1	a). Computer Workstation - HP (All-in-One)	Core i9/Gen 13/16GB RAM/1Tb HDD/Windows 11/ Ms Office 2021	piece	
2	b). Laptop	Core i9/Gen 13/16GB /1Tb HDD/Windows 11 / Ms Office 2021	piece	
3	Biometric Fingerprint Capture Tablet	Morpho MPH-MB003A	piece	
4	Biometric Fingerprint Capture Devices	SecuGen Hamster plus (HSDU03P)	piece	
5	Epson printers	Epson TMU 220	piece	
6	Epson Printer (Colored)	Epson L5190	Piece	
7	Switch (Cisco)	Cisco SG350-28p-24/48 PoE 10/1000 unmanaged switch with Gigabit	piece	
8	HP Scanjet Pro	2500/2600	piece	
9	Switch (Cisco)	Cisco SG350-28p-48 PoE 10/1000 Managed switch with Gigabit	piece	
10	Switch (D-Link)	D-Link DGS F1210-26ps PoE Managed Switch with 4810/100/1000 Mbps ports	piece	
11	Router (Cisco)	5000 series & 900 series and 800 series	piece	
12	POS Machines	Wiseasy WPOS-3	piece	
13	Projector	Epson ED-X06	Piece	
14	Hard disk (External)	External Portable transcend hard disk -4TB		





15	Keyboards	HP	Piece	
16	Mouse	HP	piece	
17	Anti-virus software	Kaspersky		
18	M/S Office	Office 2021		
19	Operating System	Windows 11		
20	APC smart Ups 3000Va Ups	UPS	piece	
21	5000Va Ups	UPS	piece	
22	VoIP Headsets and PABX	Cisco VoIP Phones	piece	
23	SecuGen Scanner	Hamster Plus (HSDU03P)	piece	

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CATEGORY A

CODE: UNS/05/2027-28 Supply of motor vehicle tyres, tubes, batteries, oil, lubricants and related spare parts

No	Item Description	Item Description	Unit of issue	Unit Prices
1	Motor vehicle tyres	Size 215/70/16 Size 195/70/14 Size 185/70/14 (Yana, Maxxis, Comforser & Petromax)	a. piece b. piece c. piece	
2	Batteries	a. KV-N70 b. Amaron	piece	
3	Vehicle Jack	a. Bottle Jack b. Scissor Jack	a. piece b. piece	

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CATEGORY A

CODE: UNS/06/2027-28: Supply of office furniture, fixtures and fittings

No	Item Description	Item Description	Unit of issue	Unit Prices
1	Customer seats	Reception link chair -5pax -4pax -3pax	piece piece piece	
2	Boardroom seats	Executive conference leather chairs	piece	
3	Executive chairs	Leather high back leather chair	piece	
4	Office seats	Executive-parry blue/black	piece	
5	Visitors chair	Standard with arms	piece	
6	Teller chairs	With foot rest & arm	piece	
7	Executive tables	Main desk 1800x1750x745 mm with side extension and 3drawer pedestal for executive desk	piece	
8	Executive typing chair	Executive secretarial chair large back	pieces	
9	Tables	Tables stands for photocopier 935x501x 640 mm	pieces	
10	Reception desk	Full secretarial reception desk with counter raisers	pieces	

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CATEGORY A

CODE: UNS/07/2027-28: Supply of office equipment including filling cabinets, bulk filers, note counters, biometric time attendance and other accessories

No	Item Description	Item Description	Unit of issue	Unit Prices
1	Money counter	GBS-2000	piece	
2	Money detector	UV Light	piece	
3	Paper cutter	A3 size-model Katko	piece	

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4	Paper tray	Metallic-medium size	piece	
5	Telephone headsets	Panasonic	piece	
6	Telephone system	Complete set (Panasonic)	set	
7	Teller boxes	metallic	piece	
8	Binding machine	Medium-Katko	piece	
9	Cabinets	4 shelved(metallic) Lockable 4 shelved fireproof	piece piece	
10	Paper shredder	Biosystem	pieces	
11	Air conditioner	18,000 BTU / West point or carrier	Pieces.	
12	Office Fan	Von Hotpoint	Piece	
13	Laminating machine	metallic		
14	Electronic calendar			
15	Bulk fillers cabinet	Bulk fillers cabinet quad(4-wide)	pieces	

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CATEGORY B

CODE: UNS/08/2027-28: Repair, Maintenance and Servicing of:

- a. Motor vehicles
- b. Motorbikes
- c. Generators
- d. Computers & Computer systems
- e. Printers, photocopier, scanners & other related equipment
- f. Furniture and related facilities

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

CODE: UNS/09/2027-28: General maintenance and renovations of buildings (NCA registered).

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Copies of valid NCA certificates mandatory
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment
- c. The firm should have at least three years' experience.
- d. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

UNS/10/2027-28: Supply, installation & servicing of Air conditioners, fans, money counters and other equipment's

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

UNS/11/2027-28: Supply, installation and maintenance of electrical systems

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services
- d. Wiring certificates

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CATEGORY B

UNS/12/2027-28: Supply, installation & servicing of solar power system

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services
- d. Wiring certificates



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CATEGORY B

CODE: UNS/13/2027-28: Provision of Fumigation, Pest Control Services and sanitary bins

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services
- d. The firm should have at least three years' experience

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CATEGORY B

CODE: UNS/14/2027-28: Provision of documentary and digital signage

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

CODE: UNS/15/2027-28 Maintenance of LAN and WAN

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

CODE: UNS /16/2027-28 Supply & maintenance of telecommunication equipment (routers, CISCO, PABX etc.)

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services
- d. Wiring certificates



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CATEGORY B

CODE: UNS /17/2027-28 Supply, installation and Maintenance of CCTV equipment.

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

CODE: UNS /18/2027-28 Supply, installation and Maintenance of firefighting equipment and other fire alarms.

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

CODE: UNS /19/2027-28 Supply, installation and maintenance of security alarm systems

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

CODE: UNS /20/2027-28 Provision and maintenance of IP telephone services

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

CODE: UNS /21/2027-28 Provision of Website Upgrade, design and Maintenance

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

CODE: UNS /22/2027-28 Supply, Implementation, Integration and Post implementation of support network access control

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

CODE: UNS /23/2027-28 Supply and maintenance of power backup systems, UPS and power stabilizers.

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

CODE: UNS /24/2027-28 Provision of Plumbing, Drainage and Sewerage Maintenance Services.

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services



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CATEGORY B

CODE: UNS /25/2027-28 Provision of minor office repairs & maintenance works

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

CODE: UNS /26/2027-28 Provision of research, training, customer surveys and other consultancy services

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

CODE: UNS /27/2027-28 Provision of courier services

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

CODE: UNS /28/2027-28 Provision of auctioneers and debt collection services

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

CODE: UNS /29/2027-28 Provision of property Valuation services including motor vehicles, motorbikes and Land

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

CODE: UNS /30/2027-28 Provision of Insurance Services- Medical covers

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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CATEGORY B

CODE: UNS /31/2027-28 Provision of Printer leasing services

Interested firms should provide information and documents indicating that they are qualified to provide the required services. In addition to the prequalification document requirements, the information should include:

- a. Provide details (names, qualification and relevant experience) of key staff members in the organization who shall be involved in the assignment.
- b. Brief profile of the firm indicating relevant experience with details of similar assignment undertaken to demonstrate ability and capacity to carry out the assignment.
- c. Provide references from at least three (3) reputable organization where you have provided similar services

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