

KUSCCO LTD.

Kenya Union of Savings & Credit Co-operatives Ltd.

-The SACCO Family Union-

(ADVERTISEMENT)

PREQUALIFICATION FOR THE YEAR 2026 -2027

Date	26 th March, 2026
Submission Deadline	24 th April , 2026 at 5:00pm
Document Addressed To	<p>The Group Managing Director, Kenya Union of Savings and Credit Cooperatives (KUSCCO) Ltd, KUSCCO Centre, Kilimanjaro Avenue, Upper Hill, P.O. Box 28403-00200, Nairobi.</p> <p><i>Ensure all submissions are in hardcopy and submitted to the Tender Box ,KUSCCO Centre 4th Floor ,Upper Hill, KUSCCO Ltd.</i></p>



Terms of Reference (TOR)

1. Background

The organization is advertising prequalification for the 2026-2027 for the interested vendor.

2. Eligibility

- Must be a Kenya Company in the industry for more than three (3) years
- Valid certifications
 - Registration Certificate
 - KRA Company Pin
 - KRA Company Tax Compliance
 - Valid Trade licenses
 - AGPO Certificate if any, not a must.
- Contacts both Telephone number and Email Address.
- Client references

3. Proposal Submission Form Template:

To be filled out by the Applicant / Vendor

Instructions: This form must be completed in its entirety and submitted. Please ensure all mandatory compliance items are addressed and supporting document provided.



A. Vendor Identification and Eligibility Confirmation

Information Required	Applicant Response
Legal Name of Company	
Physical Address in Kenya	
Year of Company Incorporation	
Years of Operation in the Industry	
Authorized Contact Person	
Contact Person Title	
Contact Phone Number	
Contact Email Address	

4. Mandatory Compliance Checklist

I, the undersigned, hereby certify that the information provided in this Submission Form is true and correct, and that we have the capacity to execute the business given to us.

Name of Authorized Signatory:	
Title:	
Signature:	
Date:	





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The KUSCCO Group

<p>Company Stamp/Seal (Mandatory):</p>	<p>[Affix Company Seal Here]</p>
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The following are the categories for provision of goods and services to be prequalified.

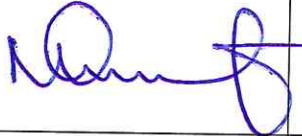


PROVISION OF GENERAL PRINTING & DESIGNS SERVICES-01
PROVISION OF EVENT MANAGEMENT & DÉCOR SERVICES-02
PROVISION OF ICT CONSULTANCY SERVICES -03
PROVISION OF EXTERNAL AUDIT SERVICES-04
PROVISION OF LEGAL SERVICES-05
PROVISION OF MOTOR VEHICLE SERVICES-06
PROVISION OF COMPUTER MAINTAINANCE SERVICES-07
PROVISION OF INSURANCE SERVICES- 08
PROVISION OF CLEANING SERVICES-09
PROVISION OF HOTEL CONFERENCE & HOSPITALITY-010
PROVISION OF FUMIGATION& BIO-FOGGING SERVICES-011
PROVISION OF INTERNET SERVICES-012
PROVISION OF SECURITY SERVICES-013
PROVISION OF STAFF CANTEEN-014
PROVISION OF PHOTOGRAPHY & VIDEO SERVICES-015
PROVISION OF COURIER SERVICES-016
PROVISION OF ELECTRICAL ENGINEERING SERVICES-017
PROVISION OF BUILDING CONTRACTORS, MAINTAINANCE AND REPAIRS SERVICES-018
PROVISION OF TRAVEL AGENCIES SERVICES-019
PROVISION OF AUCTIONEERING SERVICES-020
PROVISION OF BUILDING & LAND VALUATION SERVICES-021
PROVISION OF FIRE & OCCUPATIONAL SAFETY AND HEALTH AUDIT SERVICES-022
PROVISION OF GENERATOR MAINTENANCE SERVICES-023
PROVISION OF CAR TRACKING SERVICES-024
PROVISION OF INSTALLATION & MAINTENANCE OF FIRE FIGHTING EQUIPMENT-025
PROVISION OF PLUMBLING WORKS SERVICES-026
PROVISION OF INSTALLATION AND MAINTENANCE OF CCTV CAMERAS-027
PROVISION OF GARBAGE COLLECTION SERVICES-028
PROVISION OF ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM-029
PROVISION OF QUANTITY SURVEYOR SERVICES-030
PROVISION OF PRIVATE INVESTIGATION SERVICES- 031
PROVISION OF MECHANICAL ENGINEERING SERVICES-032
PROVISION OF BUILDING ARCHITECTURAL SERVICES-033
PROVISION OF MOTOR VEHICLE VALUATION SERVICES-034
PROVISION OF PROPERTY MANAGEMENT SERVICES-035
PROVISION OF DEBTS COLLECTION SERVICES-036

PROVISION OF INTERIOR DESIGN SERVICES-037
PROVISION OF DIGITAL DOCUMENTS SCANNING AND STORAGE SERVICES-038
PROVISION OF BOREHOLE DRILLING AND MAINTENANCE SERVICES-039
PROVISION OF TRAINING & CONSULTANCY SERVICES-040
PROVISION OF MEDIA CONSULTANCY SERVICES-041
PROVISION OF TAXATION & AUDIT SERVICES-042
PROVISION OF FIRE ALARM MAINTANANCE SERVICES-043
PROVISION OF TEAM BUILDING SERVICES-044
PROVISION OF LIFT MAINTANANCE SERVICES-045
PROVISION OF SOLAR PANELS & ACCESSORIES /MAINTENANCE SERVICES-046
PROVISION OF NEWSPAPERS, MAGAZINE & PERIODICALS SUPPLY- 047
PROVISION OF GENERAL OFFICE STATIONARY SUPPLY-048
PROVISION OF MILK,SUGAR AND BEVERAGES SUPPLY-049
PROVISION OF TRAINING EQUIPMENT,LCD &TVs SUPPLY-050
PROVISION OF AIR CONDITIONERS & MAINTENANCE SERVICES-051
PROVISION OF RE-BRANDING CONSULTANT SERVICES-052
PROVISION OF COMPUTERS AND ACCESSORIES-053
PROVISION OF ASSETS DISPOSAL-054

5. Internal Authorization and Approval to Procure

This document serves as the formal internal authorization for the release of the Terms of Reference (TOR).

Executive and Departmental Sign-Offs

Role	Name	Signature	Date
Group Managing Director (GMD)	Arnold Munene		25/3/2026
Head of Finance	Daniel Mwangi		25/3/26
Lead Procurement Officer	Davis Ngechu		25/3/2026
Company Seal / Stamp			
