

TARAJI SACCO SOCIETY LTD PRE QUALIFICATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OR PROVISION OF GOODS AND SERVICES TO THE SOCIETY FOR PERIOD 2026/2027

PRE QUALIFICATION INSTRUCTIONS

1.1 Introduction

Taraji Deposit taking Sacco Society Ltd would like to invite interested candidates who must qualify by meeting the set criteria as provided by Taraji Sacco Society Ltd to perform the contract of supply and delivery or provision of goods and services to the society.

1.2 Objective

The main objective of pre-qualification of suppliers is to supply and deliver assorted Goods and Services under relevant Tenders/quotations to the Society as and when required.

1.3 Invitation of pre-qualification

Suppliers registered with the Registrar of Companies under the laws of Kenya, business names and any other relevant organization in respective merchandise or services are invited to submit their pre-qualification documents. The prospective suppliers are required to provide mandatory information for pre-qualification.

1.4 Pre-qualification Documents

These documents include a questionnaire to be completed and returned with the tender and be supported by the requisite documents from eligible and competent bidders. In order to be considered for pre-qualification, prospective suppliers must submit all the information required on the forms /questionnaire

1.5 Submission of Pre-Qualification Documents

Pre-qualification instructions with detailed specifications should be downloaded electronically from our website www.tarajisacco.co.ke, tender documents section. A nonrefundable fee of Kshs.1000 per set will be payable in cash to our KCB Bank Account No. 1108382444. The bank

deposit slip should be attached to the other pre-qualification documents.

Duly completed pre-qualification and other supporting documents should be scanned as a single PDF document, indicating the tender number and sent to

procurement@tarajisacco.co.ke.

The same should be sent on or before Monday, 25th May 2026 at 4.00 p.m.

Tenders will be opened on 2nd June 2026 at 2.00 p.m.

1.6 Essential Criteria for Pre-qualification

1.6.1 Experience

Prospective suppliers of goods and services should demonstrate ability and experience to organize, supply and deliver any of the categories of goods and services listed in the Tender Notice.

1.6.2 Capacity of the Firm

Prospective suppliers of goods and services should demonstrate that they have the technical, physical, logistical and human resource capacity to supply and deliver the category of goods and/or services that they are seeking to be pre-qualified for.

1.7 Notification of pre-qualification

All participants shall be notified formally of the outcome after completion of the prequalification process

1.8 Presentation

A table of contents illustrating the contents of the documents is compulsory, as it creates ease of evaluation and will help verify the contents

1.9 Verification

The Society shall have the right to visit the suppliers' premises to verify the information provided in the document and ascertain as part of the prequalification process, that the supplier in deed has the capability to provide the stated goods and or service

PRE-QUALIFICATION CRITERIA

(ALL THESE ARE MANDATORY, AND FAILURE TO ATTACH ANY OF THEM WILL LEAD TO AN AUTOMATIC DISQUALIFICATION).

SUBMISSION CHECKLIST

No.	Documentation	Applicable categories
1.	Duly filled in Business Questionnaire	All categories
2.	Submission of copy of Company or Firm's Certificate of Incorporation/Registration, licenses	All categories
3.	Submission of copy of the Company's Current Valid Tax Compliance Certificate and KRA Pin certificate,	All categories
4	Copy of manufacturer's authorization letter	<i>Where applicable</i>
5	Copies of relevant certificates/licenses that mandate your organization to provide auctioneering services.	<i>Where applicable</i>
6	Current practicing certificate issued by the Law Society of Kenya and other professional services like HR practitioners, ICT practitioners,	<i>Where applicable</i>
7	Copies of relevant certificates/licenses that mandate your organization to provide debt collection services from a recognized accreditation body or business permit	<i>Where applicable</i>
8	Association of Kenya insurers (AKI) as applicable to your organization. Current license by Insurance regulatory authority	<i>Where applicable</i>
9	Copy of certificate of registration with the Institute of Certified Public Accountants of Kenya (ICPAK) or The Institute of Internal Auditors (IIA), Human resource institute etc for the firm or partner	<i>Where applicable</i>
10	Provide catalogue of goods and services	<i>Where applicable</i>
11	Paid the requisite fee with a receipt attached herein.	

FORM 1

BUSINESS QUESTIONNAIRE

Part 1 - General Information

I/Wehereby apply for
registration as supplier(s) of
(Item Description)
(RefNo.)
Physical Location of Business Premises:.....
Postal address:.....
Business Registration Ref No:.....
Date of registration of business: KRA Pin
KRA Vat certificate (where applicable)
Mobile No/s:.....
E-mail:.....
Nature of Business:
Name of applicant.....
Other business branches (if any)

Part 2(a) - Partnership
Give details of partners as follows

No	Name	Citizenship	Residence	Shares
1				
2				
3				
4				
5				

Part 2 (b) - Registered Company

Private or Public Company:

Give details of all Directors as Follows:

No	Name	Citizenship	Residence	Shares
1				
2				
3				
4				
5				

NB: If more companies are applicable, please give the information on a separate sheet of paper

FORM 3

PAST EXPERIENCE- REFERENCES

Names of at three Key Clients with Whom the Applicant Has Done Business in the Last Two Years Including the Values of Contracts/Orders. Provide at least three references.

	Organization 1	Organization 2	Organization 3
Name of Organization			
Address of client			
Name of contact person			
Mobile No. of client			
Value of Contract			
Duration of Contract/Work			

Part 2

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

- (a) VAT Registration Number.....
- PIN Number
- (b) Name of Banker and Branch

Part 3

DECLARATION

Having studied the pre-qualification information for the above exercise,
I/we hereby state that the information furnished in our application is
accurate to the best of our knowledge.

Name

For and on behalf of

Position.....

Signature.....Date

Stamp

CATEGORY A: SUPPLY AND DELIVERY OF GOODS

Reference	Particulars
TS/P/1/2026	Supply of General Office Stationery
TS/P/2/2026	Production of branded T-shirts, caps, banners, folders, posters, brochures, envelops, gifts, Professional Designs of Artwork, audited booklet and official forms.
TS/P/3/2026	Supply of Cleaning materials, Detergents, Disinfectants, Fumigation & Sanitary Services
TS/P/4/2026	Supply of computer, Accessories, software & licenses
TS/P/5/2026	Supply of general food stuffs and consumables
TS/P/6/2026	Supply of Office furniture, Fittings and Office Equipment

CATEGORY B: PROVISION OF GENERAL SERVICES

TS/P/7/2026	Provision of CCTV controls, access backups, void, air conditioner and structured cabling system.
TS/P/8/2026	Provision of Guarding & security services
TS/P/9/2026	Provision of General insurance services.
TS/P/10/2026	Provision of legal services
TS/P/11/2026	Provision of Medical insurance services.
TS/P/12/2026	Provision of Electricals services
TS/P/13/2026	Provision ICT system Audit consultancy
TS/P/14/2026	Provision of Hardware Maintenance services for printers, scanners, UPS and computers
TS/P/15/2026	Provision of General Repairs and maintenance of building
TS/P/16/2026	Provision for refilling, servicing and Maintenance of Fire Fighting Equipment and safety services
TS/P/17/2026	Financial audit services

TS/P/18/2026	Provision of External Data Backup & Disaster Recovery Services
TS/P/19/2026	Provision of bulk SMS, short code Services and Airtime
TS/P/20/2026	Provision of website design and hosting services
TS/P/21/2026	Supply, Installation and maintenance of Firewalls and Endpoint Security
TS/P/22/2026	Provision of Annual Support Service and Maintenance of the Generator
TS/P/23/2026	Provision of Training, Education and Consultancy Services ie strategic plan, policy documents
TS/P/24/2026	Provision of Marketing, PR and Digital Communications Services
TS/P/25/2026	Provision of Debt Collection & Auctioneering Services
TS/P/26/2026	Provision of tents, décor and PA services
TS/P/27/2026	Provision of Motor Vehicle Valuation and Assessors services
TS/P/28/2026	Provision of Courier Services.
TS/P/29/2026	Supply and maintenance of Bankers safes, strong room doors
TS/P/30/2026	Provision of Quantity surveyor services
TS/P/31/2026	Provision of Cleaning Services, Garbage Collection, fumigation and pest control
TS/P/32/2026	Provision of Repair & Maintenance of Office Equipment, Water Dispensers etc
TS/P/33/2026	Provision of Land / Property Valuation Services
TS/P/34/2026	Provision of Motor Vehicle repairs, parts, servicing and Car Tracking Services
TS/P/35/2026	Provision of Advertising, Communication, Digital & Social Media Marketing Services
TS/P/36/2026	Provision of asset tagging and barcodes services
TS/P/37/2026	Provision of maintenance of IP Telephone systems
TS/P/38/2026	Provision of Building and Construction services