



**PRE- QUALIFICATION OF SUPPLIERS FOR THE YEAR 2019/2020**

Safaricom Sacco Ltd. invites interested eligible firms to submit applications for pre-qualification of suppliers of the following categories of Goods and Services. All the suppliers with whom we are currently engaged also need to re-apply.

	<b>CATEGORY CODE</b>	<b>ITEM DESCRIPTION</b>	<b>ELIGIBILITY</b>
<b>CATEGORY A. SUPPLY AND DELIVERY OF GOODS</b>			
1.	SAFSACCO/A1/19/20	Supply of General Office Stationery.	Special Groups
2.	SAFSACCO/A2/19/20	Supply of Printed Stationery and Financial Report Booklets	Special Groups
3.	SAFSACCO/A3/19/20	Supply of Laptops, Computer Hardware, Computer Consumables & Accessories and Network Equipment's.	Open
4.	SAFSACCO/A4/19/20	Supply of Software and Software licenses.	Open
5.	SAFSACCO/A5/19/20	Designing, Branding and Production of promotional materials and Signage e.g. T-shirts, caps, banners, folders, posters, brochures, gifts among other corporate documents like magazines.	Special Groups
<b>CATEGORY B. PROVISION OF TECHNICAL AND PROFESSIONAL SERVICES</b>			
1.	SAFSACCO/B1/19/20	Provision of General Insurance and Medical Cover.	Open
2.	SAFSACCO/B2/19/20	Provision of Air travel agency and Car hire.	Open
3.	SAFSACCO/B3/19/20	Provision of Courier Services.	Open
4.	SAFSACCO/B4/19/20	Provision of Public Relation, Corporate Marketing and Communication services.	Open
5.	SAFSACCO/B5/19/20	Provision of Debt Collection and Private Investigation Services.	Open
6.	SAFSACCO/B6/19/20	Provision of Legal Services- Litigation & Conveyance.	Open

7.	SAFSACCO/B7/19/20	Provision of Statutory Audit and Tax Advisory Services.	Open
8.	SAFSACCO/B8/19/20	Provision of System Audit and Cyber Security services	Open
9.	SAFSACCO/B9/19/20	Provision of Asset Valuation Services.	Open
10	SAFSACCO/B10/19/20	Provision of Land Surveying Services. Construction and Project Management.	Open
11	SAFSACCO/B11/19/20	Provision of Taxi and transport services	Open
12	SAFSACCO/B12/19/20	Provision of car tracking services	Open
13	SAFSACCO/B13/19/20	Provision of tents for outdoor events	Open
14	SAFSACCO/B14/19/20	Provision of Cash in Transit Services	Open
15	SAFSACCO/B15/19/20	Provision of Hardware Maintenance Services for Printers, Scanner, UPS and Computers.	Open

*Note;*

*i) Special Groups are Women, Youth (up to 35 Years) and Persons Living With Disabilities who have registered with the Directorate of Procurement (National Treasury).*

*ii) Applicants for the Special Category shall clearly mark letter 'S' on the top right of the envelope.*

Interested and eligible firms are required to download the bid documents by clicking <https://safaricom sacco.com/downloads/> print and fill in before submitting the same to Safaricom Sacco Ltd. Service providers must be registered by relevant professional bodies.

The bid documents are FREE of charge and must be submitted on or before **11<sup>th</sup> December 2018 at 10.00 a.m.**

The completed documents are to be enclosed in plain sealed envelopes marked with the Category Number and Item Description and must be deposited in the tender box located in our office reception area, Safaricom Care Centre, 1<sup>st</sup> Floor, Wing 1C, Addressed to;

**THE GENERAL MANAGER**

**SAFARICOM SACCO LTD,**

**P.O BOX 2392 -00606,**

**NAIROBI, KENYA.**

Pre-qualification documents will be opened on **11/12/2018 at 10:30 am** at the Safaricom Sacco Office Block- (Opposite A.C.K. St. Marks Church- Westlands) in the presence of the applicants or their representatives who wish to attend.

Safaricom Sacco Ltd. reserves the right to accept or reject any application partially or in whole without assigning any reasons thereof. Late bids will not be accepted.

*Safaricom Sacco Ltd... Empowering You!*