

## INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS

Unison Sacco Society Ltd invites applications for pre-qualification/registration of Suppliers from interested eligible bidders for the supply of one or a combination of the under listed goods and services for the years 2020 to 2021.

REFERENCE CODE	CATEGORY DESCRIPTION
	<b>CATEGORY A: SUPPLY AND DELIVERY OF GOODS</b>
UNISON-01-2020 - 2021	Supply and delivery of general office stationery
UNISON-02-2020 - 2021	Supply and delivery of pre-printed office stationery
UNISON-03-2020 - 2021	Supply and delivery of computers, laptops, printers, scanners , UPS and other related ICT hardware & accessories
UNISON-04-2020 - 2021	Supply and delivery of printer, photocopier, toners and ribbons
UNISON-05-2020 - 2021	Provision of fashion and designed including tailoring of branded staff attire.
UNISON-06-2020 - 2021	Design and supply of branded promotional materials (t-shirts, caps, carrier bags, banners, etc.) and vehicle branding
UNISON-07-2020 - 2021	Supply and delivery of servers and servers software
UNISON-08-2020 - 2021	Supply and delivery of office safes, fireproof cabinets, strong room doors, cash boxes and door locks.
UNISON-09-2020 - 2021	Supply, installation and commissioning of generators
UNISON-10-2020 - 2021	Supply and installation of inverter based backup systems
UNISON-11-2020 - 2021	Supply and delivery of PABX, telephone and telecommunication equipment inclusive of spares and related accessories
UNISON-12-2020 - 2021	Supply and delivery of printed communication materials including newsletters, brochure's, magazines, financial reports, calendars and diaries
UNISON-13-2020 - 2021	Supply and delivery of money counting machine (notes and coins) and fake money detectors
UNISON-14-2020 - 2021	Supply and installation of air conditioners
UNISON-15-2020 - 2021	Supply and servicing of office stamps
UNISON-16-2020 - 2021	Supply, installation and service of networking equipment's and structured cabling
UNISON-17-2020 - 2021	Supply of fire equipment e.g. Fire extinguishers etc.
UNISON-18-2020 - 2021	Supply of ICT security and access control CCTV, access control devices, biometric equipment
UNISON-19-2020 - 2021	Supply of software and licenses, office applications, Microsoft licenses and anti-virus
UNISON-20-2020 - 2021	Supply of alarm system, fire detectors and alarm response services
UNISON-21-2020 - 2021	Supply and delivery of office furniture, furnishings and fittings including window blinds
	<b>CATEGORY B: PROVISION OF SERVICES</b>
UNISON-22-2020 - 2021	Provision of creative artwork and graphic design services
UNISON-23-2020 - 2021	Provision of music, TV and film production services, photography and videography services
UNISON-24-2020 - 2021	Provision of voice recording animation, voice over services
UNISON-25-2020 - 2021	Provision of media agency and monitoring (social media, print and electronic media)
UNISON-26-2020 - 2021	Provision of digital marketing including, web design, design (art work) of online branding tools and online advertising
UNISON-27-2020 - 2021	Provision of web and mail hosting services
UNISON-28-2020 - 2021	Provision of repair and maintenance of office safes, fire proof cabinets strong room doors cash boxes and door locks
UNISON-29-2020 - 2021	Provision of repair and maintenance of generators
UNISON-30-2020 - 2021	Provision of marketing research services
UNISON-31-2020 - 2021	Provision of event management, interior décor services and furnishing
UNISON-32-2020 - 2021	Provision of repair and maintenance of inverter based backup systems
UNISON-33-2020 - 2021	Provision of repair and maintenance of PABX, telephone and telecommunication equipment inclusive of spares and related accessories
UNISON-34-2020 - 2021	Provision of repair and maintenance of money counting machine (notes and coins) and fake money detectors
UNISON-35-2020 - 2021	Provision of repair and maintenance of repair and maintenance of air condition equipments
UNISON-36-2020 - 2021	Provision of repair and maintenance of fire equipment e.g. Fire extinguishers e.tc.
UNISON-37-2020 - 2021	Provision of general cleaning and sanitary services
UNISON-38-2020 - 2021	Provision of asset valuation services
UNISON-39-2020 - 2021	Provision of auctioneering services
UNISON-40-2020 - 2021	Provision of debt collection services
UNISON-41-2020 - 2021	Provision of guarding or security services
UNISON-42-2020 - 2021	Provision of digital communication and signage and outdoor advertising services
UNISON-43-2020 - 2021	Provision of internet services and cloud services
UNISON-44-2020 - 2021	Provision of general building contractors (minor works) NCA registered
UNISON-45-2020 - 2021	Provision of vehicle tracking and fleet management services
UNISON-46-2020 - 2021	Provision of design building contractors (lease models)
UNISON-47-2020 - 2021	Provision of architectural services (consortium)
UNISON-48-2020 - 2021	Provision of quantity survey services
UNISON-49-2020 - 2021	Provision of electrical services [subcontract]
UNISON-50-2020 - 2021	Provision of training and team building services for staffs (areas like corporate governance, strategic planning etc.)
UNISON-51-2020 - 2021	Provision of repair and maintenance of office furniture, furnishings and fittings including window blinds
UNISON-52-2020 - 2021	Provision of repair and maintenance of servers, computers, local area networks, ups and it equipment
UNISON-53-2020 - 2021	Provision of repair and maintenance of printers and photocopiers
UNISON-54-2020 - 2021	Provision of minor office maintenance works e.g. Office repairs, partitioning, painting, plumbing and related services
UNISON-55-2020 - 2021	Provision of courier/ mail services
UNISON-56-2020 - 2021	Provision of cash in transit services
UNISON-57-2020 - 2021	Provision of medical and general insurance services
UNISON-58-2020 - 2021	Repair & servicing of motor vehicles (approved garages and dealers)
UNISON-59-2020 - 2021	Provision of asset management system and barcode labelling
UNISON-60-2020 - 2021	Provision of document management system (registry automation)
	<b>CATEGORY C: PROVISION OF CONSULTANCY, AUDIT, TRAINING AND LEGAL SERVICES</b>
UNISON-61-2020 - 2021	Provision of corporate governance training , staff training and capacity building
UNISON-62-2020 - 2021	Provision of system security audit services
UNISON-63-2020 - 2021	Provision of Sacco business consultancy services
UNISON-64-2020 - 2021	Provision of legal services, litigation and conveyancing
UNISON-65-2020 - 2021	Provision of legal services- corporate, labour laws

The pre-qualified list of suppliers will be for financial years, 2020 to 2021.

Interested and eligible bidders may download Pre-qualification/Registration of suppliers' documents from the Sacco's website;  
[www.unisonsacco.co.ke](http://www.unisonsacco.co.ke).

Completed pre-qualification documents in properly sealed envelopes clearly marked, 'Application Proposal for.....' with the appropriate reference number(s) and category name(s) being applied for, should be addressed to;

**The Chief Executive Officer  
Unison Sacco Society Ltd  
P.O. Box 414 – 10400, Nanyuki**

And deposited in the tender box at Unison Sacco Head Office, Nanyuki by **Monday, 9<sup>th</sup> December 2019** at 5.00p.m.