

## 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 2024 to 2025.

REFERENCE CODE	CATEGORY DESCRIPTION
UNISON-01-2024 -2025	Supply and delivery of general office stationery
UNISON-02-2024 -2025	Supply and delivery of pre-printed office stationery
UNISON-03-2024 -2025	Supply and delivery of servers ,server software, computers, laptops, UPS and other related ICT hardware & accessories
UNISON-04-2024 -2025	Supply ,delivery and maintenance of printer, photocopier, scanners, toners and ribbons
UNISON-05-2024 -2025	Provision of fashion and designed including tailoring of branded staff attire.
UNISON-06-2024 -2025	Design and supply of branded promotional materials (t-shirts, caps, carrier bags, banners, etc.)
UNISON-07-2024 -2025	Supply and delivery of office safes, fireproof cabinets, strong room doors, cash boxes and door locks.
UNISON-08-2024 -2025	Supply, installation ,commissioning and maintenance of generators
UNISON-09-2024 -2025	Supply, installation and maintenance of inverter based backup systems and power distribution.
UNISON-10-2024 -2025	Supply , delivery and maintenance of PABX, telephone and telecommunication equipment inclusive of spares and related accessories
UNISON-11-2024 -2025	Supply and delivery of printed communication materials including newsletters, brochure's, magazines, financial reports, calendars and diaries
UNISON-12-2024 -2025	Supply , delivery and maintenance of money counting machine (notes and coins) and fake money detectors
UNISON-13-2024 -2025	Supply , installation and maintenance of air conditioners
UNISON-14-2024 -2025	Supply and servicing of office stamps
UNISON-15-2024 -2025	Supply, installation and service of networking equipment's and structured cabling
UNISON-16-2024 -2025	Supply and maintenance of fire equipment e.g. Fire extinguishers etc.
UNISON-17-2024 -2025	Supply of ICT security ,access control CCTV, access control devices and biometric equipment's
UNISON-18-2024 -2025	Supply of software and licenses, office applications, Firewall, Microsoft licenses and anti-virus
UNISON-19-2024 -2025	Supply of alarm system, fire detectors and alarm response services
UNISON-20-2024 -2025	Supply and delivery of office furniture, furnishings and fittings including window blinds
UNISON-21-2024 -2025	Provision of Data analytics/ Business Intelligence software
UNISON-22-2024 -2025	Provision of creative artwork and graphic design services
UNISON-23-2024 -2025	Provision of music, TV and film production services, photography and videography services
UNISON-24-2024 -2025	Provision of voice recording animation, voice over services
UNISON-25-2024 -2025	Provision of digital marketing , web design and online advertising
UNISON-26-2024 -2025	Provision of web and mail hosting services
UNISON-27-2024 -2025	Provision of repair and maintenance of office safes, fire proof cabinets strong room doors, cash boxes and door locks
UNISON-28-2024 -2025	Provision of event management, interior decor services and furnishing
UNISON-29-2024 -2025	Provision of general cleaning and fumigation services
UNISON-30-2024 -2025	Provision of auctioneering services
UNISON-31-2024 -2025	Provision of security guard services
UNISON-32-2024 -2025	Provision of digital communication , signage and outdoor advertising services
UNISON-33-2024 -2025	Provision of internet ,branches connectivity and cloud services
UNISON-34-2024 -2025	Provision of general building contractors (minor works) NCA registered
UNISON-35-2024 -2025	Provision of repair and maintenance of servers, computers, local area networks, ups and I.T equipment
UNISON-36-2024 -2025	Provision of courier/ mail services
UNISON-37-2024 -2025	Provision of cash in transit services
UNISON-38-2024 -2025	Repair & servicing of motor vehicles and motorcycles (approved garages and dealers in Nakuru, Nanyuki and Nyahururu)
UNISON-39-2024 -2025	Provision of Vehicle tracking services
UNISON-40-2024 -2025	Provision of Motor vehicle Valuation services
UNISON-41-2024 -2025	Provision of Property Agency services
UNISON-42-2024 -2025	Supply, installation and customisation of a call centre and a customer management system
UNISON-43-2024 -2025	Provision of training and team building services for staffs (areas like corporate governance etc.)
UNISON-44-2024 -2025	Provision of system security audit services
UNISON-45-2024 -2025	Provision of formulation and review of policies and strategic plan
UNISON-46-2024 -2025	Provision of legal services, litigation and conveyancing
UNISON-47-2024 -2025	Provision of Tax consultancy services
UNISON-48-2024 -2025	Provision of staff mental health awareness and counselling services
UNISON-49-2024 -2025	Provision of sanitary services

The pre-qualified list of suppliers will be for financial years, 2024 to 2025.

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).

Pre-qualification documents to be submitted with proof of payment of non-refundable fee of Kshs 3,000 per category .Payment should be made to Unison Sacco Kenya commercial bank (KCB) A/c 1202344615.

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 **Saturday, 20<sup>TH</sup> December 2023** at 5:00p.m.