



## **REQUEST FOR PREQUALIFICATION OF SUPPLIERS**

### **1. Introduction**

Ushuru Investment Cooperative Society invites suppliers to submit prequalification documents for the provision of supplies and services required for our operations. This process aims to evaluate and select potential suppliers who meet our requirements before the formal bidding process.

### **2. Scope of Supply**

The supplies required include:

#### **CATEGORY A SUPPLY OF GOODS AND OFFICE EQUIPMENT**

1. UIC/A/001/2025 - General Office Repairs, Renovations and Construction
2. UIC/A/002/2025 - Supply and maintenance of Office furniture, fittings and Furnishing including Office blinds
3. UIC/A/003/2025 - Supply of promotional material and merchandise (T-shirts, brochures, banners, branding, office stationery e.t.c)

#### **CATEGORY B PROVISION OF PROFESSIONAL AND GENERAL SERVICES**

4. UIC/B/001/2025 - Provision of Audit Services
5. UIC/B/002/2025 - Provision of Valuation Services
6. UIC/B/003/2025 - Provision of Legal Services
7. UIC/B/004/2025 - Provision of Land Survey Services

Interested suppliers must demonstrate their capability to provide quality products within the required timelines.

### 3. Eligibility Criteria

Suppliers must meet the following requirements:

- Legally registered company/business with a valid business license.
- Valid Tax compliance certificate.
- Audited financial statements for the past 3 years.
- Proof of past performance (contracts, references).
- Production/Supply capacity and technical capability to meet demand.

### 4. Submission Requirements

Suppliers must submit the following documents:

- Completed Prequalification Form (attached).
- Company Profile.
- Copies of business registration and compliance documents (Company registration certificate, Tax Compliance Certificate & CR12).
- List of past contracts and client references.
- Financial statements (last 3 years).
- Production/Supply capacity and technical capability statement.
- Any other relevant certifications.

### 5. Submission Process

All applications should be submitted in a sealed envelope to:

Ushuru Investment Cooperative Society, Ushuru Sacco Center, Wood Avenue (Second floor tender box).

Subject Line: **Prequalification Application – [Supply Name]**

Deadline: **4<sup>th</sup> April 2025 at 5:00 P.M**

Late submissions will not be considered.

### 6. Evaluation Process

Applications will be reviewed based on compliance with eligibility criteria, financial strength, past performance and technical capacity. Shortlisted suppliers will be notified for further engagement.



## **7. Contact Information**

For inquiries, please contact:

**0796 851 111.**

**info@uic.co.ke**

**National Hon. Secretary**

**For: Ushuru Investment Co-operative Society**

