



BESTROCK SACCO LTD

P.O BOX 717-90200

KITUI

Tel: 0705133155

Email: bestrock80@gmail.com

TENDER APPLICATION FORM

1.0 BUSINESS DETAILS

1.1 BUSINESS/COMPANY NAME.....

1.2 CONTACT ADDRESS.....

1.3 TELEPHONE NO.....

1.4 CATEGORY NAME.....

1.5 CATEGORY NO.....

MANDATORY REQUIREMENTS

1	Must submit a copy of Incorporation/Business Registration
2	Must Submit a copy of KRA Certificate
3	Must submit a copy of current/valid Tax Compliance Certificate
4	Copy of CR12 for registered limited company and ID copies of directors
5	Valid business permit from respective county government
6	Audited accounts for the last 2years or financial statement for the last 6 months
7	Must fill, sign and stamp the declaration form attached
8	Submit a copy of Company/Business profile
9	5 Reputable clients, form signed and stamped with evidence of goods and services provided

2.0 PREFERED MODE OF PAYMENT

- | | | | | |
|-----------------------------------|-----|--------------------------|----|--------------------------|
| 2.1 (i) Immediately after service | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2.2 (ii) Monthly after service. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2.3 (iii) Payment before service. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2.4 (iv) Cash payment. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2.5 (v) Cheque payment. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

3.0 PRICE MAINTENANCE

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| 3.1 will you maintain the price whole year | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| | | <input type="checkbox"/> | | <input type="checkbox"/> |

3.2 are you able to maintain price as per market price YES NO

4.0 MODIFICATION AND WITHDRAWAL OF TENDERS

4.1 Bestrock Sacco may at any time terminate procurement proceeding before contract award and shall not be liable to any person for the termination.

4.2 Bestrock Sacco shall give prompt notice of termination within 14 days of receiving the requests from any tendered

5.0 GENERAL INFORMATION

5.1 Have you ever had an order/contract issued and cancelled in whole or partly by the Sacco

YES

NO

5.2 Do you have an objection in the Sacco obtaining a confidential financial report from your banker?

YES

NO

5.3 Has your company ever been involved in litigation or arbitration with clients/consultants if yes give details.

YES

.....
.....
.....

NO

5.4 Attach at least three current letters of recommendations from reputable organization that you have supplied goods works and services performance.

6.0 INSTRUCTIONS TO TENDERERS

6.1 Scope of tender

Bestrock Sacco here in after referred to as procuring entity intends to pre- qualify suppliers for the following.

Provision of various goods and services for period 2026

6.2 The scope of tender is the prequalification of suppliers for the supply and delivery of goods /services on as and when required basis during the period 2026.

7.0 SUBMISSION OF APPLICATION

Application for prequalification shall be submitted in sealed envelopes marked with tender name and reference number and brought to our offices.

7.1 All the information requested for prequalification shall be provided in English language.

Where information is provided in any other language it shall be accompanied by a translation of its pertinent part into English language.

7.2 The translation will govern and will be used to interpret the information.

7.3 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantial of the information supplier may result in the applicant's disqualification.

8.0 ELIGIBLE CANDIDATE

This invitation for prequalification is open to all candidates who are eligible as defined in Kenyan public procurement and disposal Act 2005 law and regulation and as indicated in the evaluation criteria enclosed.

8.1 The procuring entity's employees, committee members board members and their relative (spouses children) are not eligible to participate in the tender unless where specifically allowed under section 131 of the act.

8.2 Only the top qualifying firm in accordance to set prequalification.

9.0 QUALIFICATION CRITERIA

9.1 (a) Prequalification will be based on meeting the minimum requirements in the pass.

9.2 (b) The declaration will be later passed or fail regarding the applicants general and particular experience, personnel and equipment capacities and financial position as demonstrated by the applicants response.

9.3 (c) The procuring entity reserves the right to waive minor deviations if they do not materially affect the capacity of the applicant to perform the contract.

10.0 STANDARDS FORMS AND EVALUATION CRITERIA

10.1 The following criteria outlined in the table below will be used in the evaluation of all the potential suppliers for prequalification.

The documents submitted by filling/ completing application form 1-4 shall be evaluated for suitability by a committee and make recommendation accordingly. This may include site visits to assess and seek some clarification of some of the requirements.

APPLICATION FORM: COMPANY/SUPPLIER/BUSINESS DETAILS AND GENERAL INFORMATION

1.	Name of the firm:			
2	Nature of business:			
3	Current trade license no:		Expiry:	
4	Company email address:			
5	Company telephone no:		Name of contact person	
6	Physical address(street, city and building):			
7	Postal box:	Postal code:		
8	Business/company PIN:	Business/Company VAT Number:		
9	Tax compliance certificate no:			
10	Certificate of incorporation/Business Name No:			
11	Legal status(partnership/sole proprietor/company):	Name of partners/director	Age	Shares

For and on behalf of:

Name:**Functional role**.....

Sign.....**Date**.....



APPLICATION FORM 2: FINANCIAL INFORMATION

1. Annual value of total sales for the last 2 years:
 Year 2024 Year 2025.....
2. Bank name
 Address and branch
 Bank account number.....
 Account name.....
3. Provide a copy of the company’s annual or audited financial report for the last one year or copies of bank statements for the last 6 months
 or clearly demonstrate that your company’s financial position is healthy enough to enable you transact business with the institution may include a letter from the bank indicating willingness to give you financial support.
4. Credit period.....
 Please indicate the credit period you are willing to offer the institution.
5. Annual turnover
6. Provide a list of your actual assets and liabilities for the last two years

s/no	Item	Actual previous 2 years Kshs.	Projected next 2 years Kshs.
1	Total assets		
2	Total liability		
3	Profit before taxes		
4	Profit after taxes		

7. State source of your finance if awarded contract

I undersigned, warrant that the information provided in this form is correct and in the event of changes details will be provided

Name.....Signature.....

Date

APPLICATION FORM 3: TECHNICAL CAPABILITY AND INFORMATION ON GOODS/ SERVICES OFFERED

1. Quality assurance certification if possible (ISO 900 or equivalent) please provide copy of your latest certificate)
2. For goods only, do those offered for supply confirm to national/international quality standards.
 Yes No
3. List below up to 5 of your core goods /services offered.

Authorized agents and traders must submit proof or certificate(s) from manufacturers and they are authorized to offer the products listed. Item(s) which are not accompanied by proof or certificate(s) from manufacturers will not be recorded in our supplier database.

s/no	Item description

4. List any equipment which are at your disposal through ownership, hire, leasing, purchase agreement or other means which can be available for use if awarded any relevant contract.

s/no	Item description

I the undersigned, warrant that the information provided in this form is correct and in the event of changes details will be provided as soon as possible.

NameSignature.....

Date.....

APPLICATION FORM 4: EXPERIENCE AND OTHERS

1. Provide at least five recent contracts with the institution or other organizations (attach a signed evidence)

NO	Name of organization	Services offered	Address and contact
1			
2			
3			
4			
5			
6			

2. Please provide a listing of any five major client reference sources for goods/services rendered by your firm: (attach a signed evidence)

NO	Name of organization	Supplies Done	Address and contact
1			
2			
3			
4			
5			
6			

3. The number of years in supply of procurement item

4. Provide a list of four key personnel on a separate sheet clearly indicating their positions and qualification.

I the undersigned warrant that the information provided in this form is correct and in the event of changes details will be provided as soon as possible

Name.....Signature.....

Date.....

ANTI CORRUPTION DECLARATION /COMMITEMENT/PLEDGE

I /WEof post office
box.....

Declare that I/we recognize that public procurement is based on free, fair and competitive tendering process which should not be open to abuse.

I /WEdeclare that
I/we will not or offer or facilitate, directly or indirectly any inducement or reward to any public officer their relations or business associates in connection with Tender

No..... for or on the subsequent
performance of the contract if i/we are successful.

Signed by.....

C.E.O or Authorized representative

Name.....

Designation

Signature

Date

Affix company stamp.

RE: INVITATION FOR REGISTRATION OF SUPPLIERS FOR FY 2026

CATEGORY A: SUPPLY OF GOODS

NO.	CATEGORY NUMBER	CATEGORY NAME/DESCRIPTION
1	BRS/001/2026	Supply, delivery, installation of Computers/laptops, scanners, appliances and antivirus software and other related ICT accessories
2	BRS/002/2026	Supply of general office stationery
3	BRS/003/2026	Supply and delivery of office equipment
4	BRS/004/2026	Supply, delivery, installation and servicing of networks, firewalls and structured cabling.
5	BRS/005/2026	Supply and delivery of office furniture and fittings
6	BRS/006/2026	Supply and delivery of toners, cartridges and associated accessories.
7	BRS/007/2026	Branding and supply of branded promotional materials i.e Asset tags, fliers, calendars, staff uniforms etc

CATEGORY B: PROVISION OF SERVICES

NO.	CATEGORY NUMBER	CATEGORY NAME/DESCRIPTION
8	BRS/008/2026	Provision of auctioneers and debt collection services
9	BRS/009/2026	Supply, installation and maintenance of firefighting equipment and alarm systems
10	BRS/010/2026	Repair and maintenance of ICT equipment(photocopiers, computers and printers)
11	BRS/011/2026	Provision of research, training and consultancy services
12	BRS/012/2026	Website upgrade, design and maintenance
13	BRS/013/2026	Provision of branded signage and sign post
14	BRS/014/2026	Provision of property valuation services i.e motor vehicles, motorbikes and land
15	BRS/015/2026	Provision of courier services
16	BRS/016/2026	Provision of conference services
17	BRS/017/2026	Provision of legal services
18	BRS/018/2026	Provision of internal, external and system audit
19	BRS/019/2026	Supply, installation and maintenance of electrical systems
20	BRS/020/2026	Provision of insurance-medical cover
21	BRS/021/2026	Provision of insurance-general insurance
22	BRS/022/2026	Provision of insurance-loan guard
23	BRS/023/2026	Repair and maintenance of vehicles, motorbikes and generators
24	BRS/024/2026	Provision of Outsourced Human Resource (HR) services

Bestrock Sacco invites suppliers to apply for registration to provide goods and services for the FY 2026.

Interested eligible bidders may download the tender document from our website www.bestrocksacco.co.ke. Clearly completed tender documents should be submitted in plain envelope(s) clearly marked with the tender number and name and addressed to:

The Chief Executive Officer,

Bestrock Sacco Ltd

P.O Box 717-90200

KITUI

And deposited in the tender box at Bestrock Sacco head office on or before 16th January 2026 with a tender fee of Ksh.2, 000 (Two thousand shillings only).

Bestrock Sacco reserves the right to accept or reject any tender in whole without giving reasons for the rejection.

Thank you for choosing to work with Bestrock Sacco.