

## PREQUALIFICATION OF SUPPLIERS-2019/2020

### **INTRODUCTION**

Unaitas Sacco Limited is a leading financial institution playing a central and supportive role in the social and economic development of our country through provision of competitively priced financial products and services. Unaitas is licensed and regulated by the Sacco Societies regulatory authority (SASRA) under the Sacco societies act.

The Sacco hereby invites interested bidders of suppliers to prequalification of suppliers for various goods, services and works for the year 2019-2020 as follows;

The tender will be completed online via  SRMhub

Interested bidders will access register on <https://www.srmhub.com> under available tenders

More information about the prequalification is also available on website [www.unaitas.com](http://www.unaitas.com)

Access to the tender will be granted upon payment of a non-refundable fee of KES 3,000 per category. All payments will be made via M-Pesa using Unaitas pay bill number **544600**. The account number should be your company name. The registration and payment deadline is 11<sup>th</sup> December 2018.

Existing service providers and suppliers are required to participate in order to be considered. Unaitas Sacco society Ltd, reserves the right to accept or reject any bid in whole or in part without giving reasons. All applicants who duly complete the online prequalification process will be notified of the outcome of their applications after completion of the vetting process.

<b>Category Ref</b>	<b>Category</b>
UNAITAS/2018/01	Provision of Hotel, Accommodation and Conferencing Services
UNAITAS/2018/02	Supply and delivery of office utilities (e.g. milk ,sugar, bottled water, detergents, and toiletries)
UNAITAS/2018/03	Provision of Air Travel Agency Services – IATA/KATA Registered Firms
UNAITAS/2018/04	Provision of General Cleaning and sanitary ,Fumigation and pest control services
UNAITAS/2018/05	Provision of asset valuation services
UNAITAS/2018/06	Provision of auctioneering services
UNAITAS/2018/07	Provision of debt collection services
UNAITAS/2018/08	Provision of Vehicle Tracking & Fleet Management Services
UNAITAS/2018/09	Supply of Office Equipment including Computers, Laptops, photocopiers, printers, scanners , UPS and other related ICT hardware & accessories, Printer and Photocopier Toners
UNAITAS/2018/10	Supply of Servers, Software and networking equipment
UNAITAS/2018/11	Supply and maintenance of PABX ,telephone and telecommunication equipment inclusive of spares and related accessories
UNAITAS/2018/12	Installation and service of network equipment's and structured cabling
UNAITAS/2018/13	Supply and Maintenance of ICT Security and Access Control CCTV, Access Control Devices, Biometric Equipment, Alarm Systems.
UNAITAS/2018/14	Supply and Maintenance of Software and Licenses , Office Applications, Microsoft Licenses, Anti-Virus
UNAITAS/2018/15	Provision of Internet Services and cloud services
UNAITAS/2018/16	Provision of Legal Services-litigation &Conveyancing
UNAITAS/2018/17	Supply of General Stationery and pre-printed office stationery and rubber stamps

UNAITAS/2018/18	Supply of Office Furniture, furnishings and Fittings including window blinds
UNAITAS/2018/19	Supply, servicing and repair of safes, strong room doors cash boxes and cash
UNAITAS/2018/20	Supply and servicing of generators
UNAITAS/2018/21	Supply and servicing of inverter based backup systems
UNAITAS/2018/22	Supply and servicing of money counting machine(notes and coins) and fake money detectors
UNAITAS/2018/23	Supply and Maintenance of Fire Equipment, Power and Cooling Equipment: Air Conditioners, Fire Extinguishers, Automatic Fire Suppression Systems, Smoke Detectors
UNAITAS/2018/24	Supply of printed communication materials including newsletters, magazines , financial reports, calendars, and diaries
UNAITAS/2018/25	Design and Supply of branded promotional materials (T-shirts, Caps, carrier bags, banners, brochures, etc.)
UNAITAS/2018/26	Provision of Digital Marketing including, web design, web hosting, Design (Art work) of online branding tools & online advertising
UNAITAS/2018/27	Provision of public relations and media communications services
UNAITAS/2018/28	Provision of creative artworks and graphic design services
UNAITAS/2018/29	Provision of fashion and design including tailoring of branded staff attires
UNAITAS/2018/30	Provision of Music, TV and Film production services, Photography & Videography Services
UNAITAS/2018/31	Provision of voice recording animation, voice over services
UNAITAS/2018/32	Provision of digital communication and signage and outdoor advertising services
UNAITAS/2018/33	Provision of Event management, interior decor services and furnishing
UNAITAS/2018/34	Provision of media Agency & monitoring (social media, print,& electronic media)
UNAITAS/2018/35	Provision of marketing research services

UNAITAS/2018/36	Provision of Vehicle Hire Services (buses, tour vans etc.)
UNAITAS/2018/37	Provision of guarding/security services
UNAITAS/2018/38	Provision of general building Contractors (Major) NCA Registered
UNAITAS/2018/39	Provision of general building Contractors (Minor works) NCA Registered
UNAITAS/2018/40	Provision of Designed Building Contractors (Lease Models)
UNAITAS/2018/41	Provision of architectural services( consortium)
UNAITAS/2018/42	Provision of Quantity survey services
UNAITAS/2018/43	Provision of Electrical services [subcontract]
UNAITAS/2018/44	Provision of plumbing services [subcontract]
UNAITAS/2018/45	Provision of minor office maintenance works e.g. Repairs, carpentry, plumbing and electrical
UNAITAS/2018/46	Provision of courier/mail delivery services
UNAITAS/2018/47	Provision of Garage for Repair and Maintenance of Bank Vehicles