



## KENYA TEACHERS' SACCO ASSOCIATION.

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### **Tender Pre-qualification.**

**1.1. Tender Name: REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS & SERVICES FOR THE YEAR 2026-2028.**

**1.2. Registration Reference No.: KETSA/PQ/2026-2028**

**1.3. KENYA TEACHERS SACCO ASSOCIATION** intends to undertake registration of suppliers for various goods and services for the Years 2026-2028. Interested and eligible suppliers are invited to apply for pre-qualification, indicating the category of goods and services they wish to supply. Existing suppliers who wish to be retained must also re-apply and submit information requested in the pre-qualification document.

No.	CATEGORY	ITEM DESCRIPTION
	<b>A</b>	<b>Supply of General Goods/Services</b>
1.	KETSA/PQ/01/2026-2028	Design and production of materials e.g. printed stationery, notebooks, folders, t-shirts banners, promotional materials, etc.
2.	KETSA/PQ/02/2026-2028	Supply and delivery of general office stationeries e.g. printing paper, toner cartridges, etc.
3.	KETSA/PQ/03/2026-2028	Supply of computers, laptops, computer software, Printers, hardware equipment & Other ICT accessories
4.	KETSA/PQ/04/2026-2028	Supply of office furniture, fittings & furnishing & general office equipment.
	<b>B</b>	<b>Provision of Services</b>
5.	KETSA/PQ/05/2026-2028	Provision of air ticketing, visa processing & other travel agency services
6.	KETSA/PQ/06/2026-2028	Provision of event management services, decoration services, tents, booths and other related accessories.

7.	KETSA/PQ/07/2026-2028	Provision of Legal Services
8.	KETSA/PQ/08/2026-2028	Provision of external audit services (Sasra approved only)
9.	KETSA/PQ/09/2026-2028	Provision of tax advisory services
	<b>C</b>	<b>Provision of training services</b>
10.	KETSA/PQ/010/2026-2028	Credit & Debt recovery
11.	KETSA/PQ/11/2026-2028	Leadership, Management & Governance
12.	KETSA/PQ/12/2026-2028	Finance & Accounting
13.	KETSA/PQ/13/2026-2028	Taxation & audit
14.	KETSA/PQ/14/2026-2028	Strategic Planning & Policy Formulation
15.	KETSA/PQ/15/2026-2028	Teller & Cash management
16.	KETSA/PQ/16/2026-2028	ICT, Cybercrime, Cyber security, AML & Fraud Management

1.4. The pre-qualification tender documents with detailed information may be download from the KETSA website [\[www.ketsa.co.ke\]](http://www.ketsa.co.ke) under downloads,

The tender document should be addressed to:

**The Chief Executive Officer  
Kenya Teachers SACCO Association  
P. O. Box 10551 – 00100,  
Nairobi.**

1.5. The duly completed tender document should be scanned and submitted to <https://forms.gle/rutbjGkkKSfBVGMR7> on or before **30<sup>th</sup> October, 2025 at 5.00 pm.**

1.6. For any queries kindly contact us on [tenders@ketsa.co.ke](mailto:tenders@ketsa.co.ke) | [0729 339 999](tel:0729339999) | [0713 614 609.](tel:0713614609)

1.7 Canvassing directly or indirectly will lead to automatic disqualification.

***NB: Prequalification is not a guarantee for business opportunity; bidders will be invited to submit their quotations on need basis based on the opportunities available. KETSA reserves the right to accept or reject any bid in whole or in part at its discretion.***

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.0 Introduction**

Kenya Teachers SACCO Association (KETSA) would like to invite interested candidates who must qualify by meeting the set criteria as provided by KETSA to perform the contract of supply and delivery or provision of goods, works and services to the Association.

### **1.1 Objective**

The main objective of pre-qualification of suppliers is to supply and deliver assorted Goods and Services under relevant Tenders/quotations to the Association as and when required during the period ending 31<sup>st</sup> December 2028.

### **1.2 Invitation of Pre-qualification**

Suppliers registered with the Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their pre-qualification documents to **The Chief Executive Officer, Kenya Teachers SACCO Association**, so as to be pre-qualified for submission of quotations. The prospective suppliers are required to provide mandatory information for pre-qualification.

### **1.3 Pre-qualification Documents**

This document includes a questionnaire to be completed and submitted with the tender and be supported by the requisite documents from eligible and competent bidders.

In order to be considered for pre-qualification, prospective suppliers must submit all the information required on the forms / questionnaire.

### **1.4 Submission of Pre-Qualification Documents**

Duly completed pre-qualification and other supporting documents should be addressed to:

**The Chief Executive Officer,  
Kenya Teachers SACCO Association  
P.O Box 10551 – 00100  
Nairobi**

### **And**

Should be scanned and submitted to <https://forms.gle/rutbjGkkKSfBVGMR7>

## **1.5 Pre-qualification**

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Association in determining, according to its sole judgment and discretion, the qualification of prospective bidders to perform in respect with the tender category as described by the client.

## **1.6 Essential Criteria for Pre-qualification**

### **1.6.1 Experience**

Prospective suppliers of goods and services should demonstrate ability and experience to organize, supply and deliver any of the categories of goods and services listed in the Tender Notice.

### **1.6.2 Financial Capability**

The supplier's financial capability will be determined by examination of the latest 1 year audited financial statements submitted with prequalification documents as well as letters of references from the bankers regarding credit/financial position.

### **1.6.3 Past Performance**

The past performance of suppliers shall be given due consideration in the prequalification exercise. Letters of reference from the past and present clients should be included.

### **1.6.4 Capacity of the Firm**

Prospective suppliers of goods and services should demonstrate that they have the technical, physical, logistical and human resource capacity to supply and deliver the category of goods and/or services that they are seeking to be pre-qualified for.

## **1.7 Notification of Pre-qualification**

All participants shall be notified formally of the outcome after completion of the pre-qualification process.

## **1.8 Presentation**

A table of contents illustrating the contents of the documents is compulsory, as it creates ease of evaluation and will help verify the contents

## 1.9 Verification /Due diligence

The Association shall have the right to visit the suppliers' premises to verify the information provided in the document and ascertain as part of the prequalification process, that the supplier in deed has the capability to provide the stated goods and or service.

## 2.0 REGISTRATION CRITERIA

	REQUIRED INFORMATION	FORM REF
1.	Prequalification documentation	PQ-1
2.	Pre-qualification data	PQ-2
3.	Financial position	PQ-3
4.	Past Experience- References	PQ-4A
5.	Past Experience- Volume of business	PQ-4B
6.	Human, Technical and Logistical Capacity	PQ-5
7.	Confidential report	PQ-6

### FORM PQ 1

### PRE-QUALIFICATION DOCUMENTS

**(All these are mandatory, and failure to attach any of them will lead to an automatic disqualification).**

#### Submission checklist

All interested firms must provide: -

1. Copy of Certificate of Registration/ Incorporation
2. Tax Compliance Certificate from Kenya Revenue authority
3. Copy of Pin Certificates of firm/company/individual.
4. Copy of certification in your field where applicable (i.e. NITA, IATA)
5. Registration with the National treasury (Directorate of Procurement) for the Special groups.

**NOTE: Expired Documents are deemed NOT-ATTACHED**

**FORM PQ 2: PRE-QUALIFICATION DATA.**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

**Part 1 - General Information**

I/We ..... hereby apply for registration  
(Name of company/firm)

as supplier(s) of.....  
(Item Description)

.....  
(Category No.)

Physical Location of Business Premises:

.....

Postal Address:.....

Business Registration Ref No:.....

Date of registration of business:.....

Telephone No.....

Mobile No/s: .....

E-mail:.....

Nature of Business:.....

Full name of applicant.....

Other business branches (if any)

.....

.....

### **Part 2 (a) - Sole Proprietors**

Name: .....

Age:.....

Nationality: .....

ID/Passport No: .....

### **Part 2 (b) - Partnership**

**Give details of partners as follows:**

	<b>Name</b>	<b>Citizenship</b>	<b>Residence</b>	<b>Shares</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>5.</b>				

### **Part 2 (c) - Registered Company**

Private or Public Company: .....

Please state Nominal and Issued capital for the Company:

Nominal Kshs.....

Issued Kshs.....

Give details of all Directors as Follows:

	Name	Citizenship	Residence	Shares
1.				
2.				
3.				
4.				
5.				

Part 3 - Names of All Associated or Holding Companies (if any)

1. ....
2. ....
3. ....
4. ....
5. ....

**NB: If more companies are applicable, please give the information on a separate sheet of paper.**



## **FORM PQ-3**

### **FINANCIAL POSITION**

Attach a copy of firm's latest one-year certified audited financial statements giving summary of assets and liabilities, income and expenditure, cash flow statement.

Attach letters of reference from the bankers regarding supplier's credit position.

## FORM PQ-4A

### PAST EXPERIENCE- REFERENCES

**Names of key Clients with whom the applicant has done business in the last two years including the values of contracts/orders.**

#### **1<sup>st</sup> Organization**

Name of client (organization) .....

Address of client

(organization).....

Name of contact person at the

client/organization.....

Telephone No. of client.....

Value of Contract.....

Duration of Contract (date).....

*(Attach documental evidence of existence of contract- attachment)*

#### **2<sup>nd</sup> client (organization)**

Name of client (organization).....

Address of client (organization).....

Name of contact person at the  
client/organization.....

Telephone No. of client.....

Value of Contract.....

Duration of Contract (date).....

*(Attach documental evidence of existence of contract - attachment)*

**3<sup>rd</sup> client (organization)**

Name of client (organization).....

Address of client (organization).....

Name of contact person at the  
client/organization.....

Telephone No. of client.....

Value of Contract.....

Duration of Contract (date).....

*(Attach documental evidence of existence of contract - attachment)*

**FORM PQ-4B**

**PAST EXPERIENCE- VOLUME OF BUSINESS**

**State three highest value of business you have handled in the past 12 months**

**Name of Highest value contract**

Name of client (organization).....

Value of Contract.....

**Name of 2<sup>nd</sup> highest value contract**

Name of client (organization).....

Value of Contract.....

**Name of 3<sup>rd</sup> highest value contract**

Name of client (organization).....

Value of Contract.....

**FORM PQ-5**

**HUMAN, TECHNICAL AND LOGISTICAL CAPACITY**

**Please provide the following and any other evidence of your firm’s physical, human, technical and logistical capacity to supply and deliver should you be awarded a tender**

**Physical facilities**

Evidence of physical premises (place of business) e.g. attachment of latest utility bill (Electricity, Water bill, Council Rates payments, etc.)

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**Managerial and key Personnel Competency**

List the key managerial and technical staff of your organization (attach their CVs)

Name of Key Staff	Position held	Position Held from (Date)

Briefly describe how you would manage a situation where you are coincidentally engaged in three major yet critical client assignments concurrently. How would you go about ensuring that all the client assignments/contracts are delivered on a timely and quality basis while ensuring that all clients are satisfied with the level of customer service?

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**FORM PQ 6**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE-**  
**(To be filled by All Prospective Suppliers)**

**Part 1**

(a) How many years have you been in business under the present business name?

.....

(b) What is the maximum value of business which you can handle at any one time?

Kshs .....

(c) State some of the factors that in your own opinion distinguish you from other competitors.

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

(d) State whether or not you have experienced, in the area of non- performance by your company, any problem(s) with any contract(s) awarded to you by any

organization during the last 12 months and give a brief explanation/description of the problem(s) and how you managed to solve it.

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(e) Give any other information relating to your company that you may consider relevant to your bid to do business with KETSA.

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**Part 2**

**STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS**

(a) VAT Registration Number

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(b) PIN Number

.....

(c) State any Quality Assurance Certification e.g. ISO 9000 held by the company

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(d) State if the Company is a subject of bankruptcy proceedings, in receivership, administrative receivership or any other form of liquidation as defined by the applicable law.

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**(e) Assets and Liabilities: -**

Total Assets in Kshs

.....

Current Assets in Kshs

.....

Total Liabilities in Kshs

.....

Net Worth (Total Assets-Total Liabilities)

.....

Working Capital .....

**(f) Terms of Sale / Trade: -**

Credit Period Yes/ No

(If Yes Please Indicate Number of Credit Days)

**(g) Name of Bankers and Branch**

**Part 3**

**DECLARATION**

Having studied the pre-qualification information for the above exercise, I/we hereby state that the information furnished in our application is accurate to the best of our knowledge.



Name.....

For and on behalf of.....

Position.....

Signature.....

Date.....

**Stamp**