



**KENPIPE SACCO SOCIETY LTD.**

**PROCUREMENT DEPARTMENT**

P.O. BOX 314-00507, NAIROBI, KENYA

TEL. 0710600999 OFF NANYUKI ROAD AT KENPIPE PLAZA-INDUSTRIAL AREA-NAIROBI

Email: [info@kenpipsaccocom](mailto:info@kenpipsaccocom) Website: <https://www.kenpipesacco.com>

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**PRE-QUALIFICATION TENDER DOCUMENT FOR THE PROVISION OF  
GRAPHIC DESIGN AND PRINTING SERVICES.**

**CATEGORY: PROVISION OF SERVICES**

**TENDER REF NO: B1 PRV**

**NO: 2026-2028**

**BIDDING DOCUMENT AT NO CHARGE**

## PROJECT DETAILS

**PROJECT SITE:** KENPIPE Co-operative Savings and Credit Society Limited offices, off Nanyuki road – industrial area -Nairobi.

**PROJECT TASK:** Provision for graphic design and printing services

### **SPECIFIC PROJECT OBJECTIVES:**

To be able to provide quality graphic designs and printed accessories within the required time without fail.

**PROJECT SCOPE:** Kenpipe Sacco Offices at Kenpipe Plaza – industrial area

**PROJECT OUTPUT:** Quality graphic designs and printed accessories.

## PERSONAL DETAILS/PARTICULARS

1. Name &

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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2. Registration/Incorporation No. [Attach copy] \_\_\_\_\_

3. P.I.N No. [Attach copy]

\_\_\_\_\_

4. V.A.T No. [Attach copy]

\_\_\_\_\_

5. Current Business License [Attach copy] \_\_\_\_\_

6. Certificate of compliance [Attach copy]

\_\_\_\_\_

7. Authorized dealer letter [Attach copy]

## **DIRECTORS AND SENIOR MANAGEMENT**

1. Name, profession and academic qualification:

a. \_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_

d. \_\_\_\_\_  
\_\_\_\_\_

e. \_\_\_\_\_  
\_\_\_\_\_

### RELEVANT EXPERIENCE

As a minimum, bidding firm must have provided designs and printed work for at least three (3) corporate clients in the last two (2) years

No.	Name of Firm/Company	Period of Operation	Contact Person

Please attach relevant copies of referees and detailed description of assignment done.

### PROJECT SCOPE

Bidding firm should indicate likely cost [V.A.T incl. where applicable] of providing graphic designs and printing services for 2020/2022.

### PAYMENT TERMS

Please indicate your preferred/standard payment terms and warranties (If any) for the contract sum in D (i) above.

Certified by: \_\_\_\_\_

Signature \_\_\_\_\_

Rubber stamp/company seal: