



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 Website: <https://www.kenpipesacco.com>

**PRE-QUALIFICATION TENDER DOCUMENT FOR THE PROVISION OF
ARCHIVAL SERVICES, LABEL MANAGEMENT & FILLING SYSTEMS
SERVICES.**

CATEGORY: PROVISION OF SERVICES

TENDER REF NO: B4 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 of archival services, label management & filling systems services.

SPECIFIC PROJECT OBJECTIVES:

To be able to provide quality archival services, label management & filling systems services within the required time without fail.

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

PROJECT OUTPUT: Quality archival services, label management & filling systems.

PERSONAL DETAILS/PARTICULARS

1. Name &

Address: _____

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 archival services, label management & filling systems services 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 archival services, label management & filing systems 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: