



**HEAD OFFICE**  
Elimu House South 'B'  
P.O Box 10073, 00100  
G.P.O Nairobi  
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Website: [www.elimusacco.com](http://www.elimusacco.com)

**RE: PREQUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES FOR THE YEAR 2019**

Interested and eligible bidders are invited to apply for prequalification for the supply and provision of goods and services listed below, to Elimu Sacco Society Ltd for the period 1 January 2019 to 31 December 2019.

**CATEGORY A: SUPPLY OF GOODS**

No	Reference Number	Prequalification Category
1	ELIMU/PROC/01/2019	Supply of General Office Stationery
2	ELIMU/PROC/02/2019	Supply of Computers and Accessories
3	ELIMU/PROC/03/2019	Supply of General Office Furniture and Equipment
4	ELIMU/PROC/04/2019	Supply of Branded Promotional Materials
5	ELIMU/PROC/05/2019	Supply and Delivery of Mineral Water and Dispensers
6	ELIMU/PROC/06/2019	Supply of Telephones and Telecommunication Equipment

**CATEGORY B: PROVISION OF SERVICES**

No	Reference Number	Prequalification Category
7	ELIMU/PROC/07/2019	Provision of External Audit Services
8	ELIMU/PROC/08/2019	Provision of Security Services
9	ELIMU/PROC/09/2019	Provision of Legal Services
10	ELIMU/PROC/10/2019	Provision of Debt Collection Services
11	ELIMU/PROC/11/2019	Provision of Garbage Collection Services
12	ELIMU/PROC/12/2019	Provision of Fumigation Services
13	ELIMU/PROC/13/2019	Provision of Repair and Maintenance Services for Computers and Printers
14	ELIMU/PROC/14/2019	Provision of Repair and Maintenance Services for Air Conditioners
15	ELIMU/PROC/15/2019	Provision of Fire Extinguishers and Related Maintenance Services
16	ELIMU/PROC/16/2019	Provision of Staff Medical Cover (In-Patient and Outpatient)
17	ELIMU/PROC/17/2019	Provision of General Insurance
18	ELIMU/PROC/18/2019	Provision of Creative Design Services for Promotional Materials
19	ELIMU/PROC/19/2019	Provision of Signage and Branding Services
20	ELIMU/PROC/20/2019	Provision of Web Hosting Services

The prequalification documents are available from **our offices in South B along Mubiru Road**, upon payment of a non-refundable fee of **Kshs 1,000.00** at our cash office. A receipt will be issued acknowledging the payment.

Duly filed prequalification documents clearly marked with the prequalification category, description and reference number should be addressed to:

The National Chairman  
Elimu Sacco Society Ltd  
P.O. Box 10073-00100  
NAIROBI.

And be deposited in the Tender Box at our Head Office in South B by **4.00 p.m. 28<sup>th</sup> December 2018**. Late applications will not be considered. The submitted prequalification documents shall be opened thereafter. Interested bidders may attend. Elimu Sacco Society reserves the right to accept or reject any application.

**CHIEF EXECUTIVE OFFICER**