

Asili Sacco Society Limited was established in 1972 and is registered under the Cooperative Society Act Cap 490 with registration number CS 2077.

Asili Sacco seeks to register suppliers and service providers under the listed categories

The application registration documents should be in a sealed envelope and dropped at the tender box located at Asili Sacco offices on or before 29th August 2025 before 2 pm, at lower ngara road addressed to

**The Chief Executive Officer,**

**Asili Sacco Society Limited,**

**P.O. Box 49064- 00100,**

**NAIROBI.**

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FORM FINANCIAL YEAR 2025-2026 AND 2026-2027

COMPANY/ BUSINESS NAME………………………………………………………………………

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| --- | --- | --- |
| CATEGORY NO: | 1. | ………………………………………………………………………. |
|  | 2. 3.  | ………………………………………………………………………….…………………………………………………………………………. |

CATEGORY DESCRIPTION…………………………………………………………….....................

………………………………………………………………………………………………………

……………………………………………………………………………………………………… DATE SUBMITTED………………………………………………………………………………........

NOTE: You are required to fill and submit this form together with the following:

1. Certificate of Incorporation/ Certificate of Registration
2. Valid Tax Compliance Certificate
3. Business Permit
4. Certificate from National/ County Treasury (Youth, Women and PWD) where applicable
5. Certificate from professional regulator e.g. NCA, IATA, Health where applicable etc.
6. Confidential Business Questionnaire
7. Declaration
8. Financial Capability

The supplier’s financial capability will be determined by examination of the last year audited financial statements submitted, except for firms registered under **AGPO**

1. Past Performance: Attach letters of reference from the past and present clients.
2. Attach AGPO certificates where applicable.

**DECLARATION**

We/I hereby declare that:

1. The company is not insolvent, in receivership, bankrupt or in the process of being wound up.
2. On being registered we acknowledge that we shall participate within the given time in the submission of a tender/quotation and as per the conditions given in that tender/quotation.
3. We are not guilty of any serious violation of fair employment laws and practices.
4. We are not debarred from participating in procurement proceedings under the Public Procurement and Asset Disposal Act, 2015
5. The information furnished in our application is accurate.

Applicant’s Name / Company’s Name

………………………………………………………………………………………………………...

Represented by:……………………………………………………………………………………..

Signature & Stamp ………………………………………………………………………….…… (Full name and designation of the person signing and stamp or seal)

Date ………………………

………………………………………………………………………………………………………

# Appendix 1: Confidential Business Questionnaire

Part 2 (a) – Sole Proprietor:

Your name in full……………………………………….……….Age………….……. Nationality………………………………Country of origin………………………

\*Citizenship details………………………………………………

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) and 3 whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

Part 1- General :

Business Name …………………………………………………………………………….. Location of business premises……………………………………………………………… Plot No. …………………………………….……….

Street/Road…………………………..….…..............

Postal Address……………………………………… Tel. No………………...…... Nature of business………………………………………………………………………… Current Trade Licence No………………………………Expiring date………..………….. Maximum value of business which you can handle at any one time: Kshs………………………………..

Name of our bankers……………………………………Branch ………………..……….

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|  | Part 2 (b) Partnership:Given details of partners as follows:Name Nationality Citizenship Details Shares1. ……………………………………………………………………………………
2. ……………………………………………………………………………………
3. ……………………………………………………………………………………
4. ……………………………………………………………………………………
5. .....................................................................................................................................
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| Part 2 ( c) – Registered Company:Private or Public…………………………………………………………… State the nominal and issued capital of company-Nominal Kshs……………………………….. Issued Kshs…………………………………..Given details of all directors as follows:-Name Nationality Citizenship Details Shares1. ……………………………………………………………………………………
2. ………………………………………………………………………………………
3. ………………………………………………………………………………………
4. ………………………………………………………………………………………
5. ……………………………………………………………………………………

\*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration. |

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| --- | --- |
|  | Part 3 – ReferencesGive details of substantial reference sites of similar assignment |
|  | Client Name and Address | Project Type | ProjectCost(Ksh) | ProjectDuration | ContactPerson |  |
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| NB: Attach supporting documents where necessary |
| Date ……………………………Signature and Official Stamp of Candidate……………………………………… |

# Appendix 2:

List of categories for registration

**LIST OF CATEGORIES FOR REGISTRATION**

**Category A: Provision of Goods**

**Category No. Category Description**

ASILI/REG/G/1 Supply of Office Furniture and office Equipment ASILI/REG/G/2 Supply of Computers, Laptops, Hardware and Allied

ASILI/REG/G/3 Supply of General Office Stationery and Computer Stationery

ASILI/REG/G/4 Supply of fresh milk

ASILI/REG/G/5 Supply of Staff Uniforms

ASILI/REG/G/6 Supply and delivery of Airtime Vouchers and scratch cards ASILI/REG/G/7 Supply of Telecommunication Equipment, Spares and Accessories

ASILI/REG/G/8 Supply of Computer Software and Licenses ASILI/REG/G/9 Supply and Installation of CCTV and Access Control

ASILI/REG/G/10 Supply of Fire Fighting Equipments

 ASILI/REG/G/11 Supply and Maintenance of Banking Equipment (ie , Note Counters)

**Category B: Provision of Services** Category No. Category Description

ASILI/REG/S/1 Provision of Event Organization Services

ASILI/REG/S/2 Provision of Outside Catering Services

ASILI/REG/S/3 Transport Services (Taxi Services, Car Hire for Executives, Vans, Mini- Buses and Buses)

ASILI/REG/S/4 Courier/Moving Services.

ASILI/REG/S/5 Designing and Printing of Calendars, Diaries, Christmas Cards, Brochures, Magazines, Booklets, Security/Accountable Documents, Corporate Promotional Material and Annual Reports

ASILI/REG/S/6 Provision of Comprehensive Office Cleaning services

ASILI/REG/S/7 Provision of Fumigation & Pest Control

Services

ASILI/REG/S/8 Provision of advertisement services ASILI/REG/S/9 Provision of internet Services ASILI/REG/S/10 Provision of catering services

ASILI/REG/S/11 Repairs, Service and Maintenance of Motor Vehicles

ASILI/REG/S/12 Repair and Maintenance of Office Equipment e.g. Photocopiers, printers

ASILI/REG/S/13 Provision of Photography/Video Graphic, Public Address System and related Services

ASILI/REG/S/14 Provision of Valuation Services

ASILI/REG/S/15 Provision of Auctioneering and debt collection Services

ASILI/REG/S/16 Provision of Legal Services

ASILI/REG/S/17 Provision for Insurance Brokerage Services

ASILI/REG/S/18 Provision of Tagging and Labeling of Assets Services

ASILI/REG/S/19 Provision of Consultancy for HR Services (Talent Management, Customer Satisfaction Survey, Employee Satisfaction, Work Environment Survey, Safety, Health and Fire Risks Audit Services, Legal Audit and Corruption Prevention Surveys, Performance contracting training etc.)

ASILI/REG/S/20 Provision of Consultancy Services on feasibility studies

ASILI/REG/S/21 Provision of Car Tracking Services.

ASILI/REG/S/22 Provision of IT system Audits.

ASILI/REG/S/23 Provision of security and guarding services

ASILI/REG/S/24 Provision of repair and maintenance of office furniture and fitting, bulk filling cabinets and other equipments

ASILI/REG/S/25 supply, delivery, installation of Microsoft products, antivirus, firewalls and other utility software

ASILI/REG/S/26 provision of water tracking services (emergency water supply-truck loads)

ASILI/REG/S/27 provision of external audit services (sasra approved only)

ASILI/REG/S/28 provision of general insurance

ASILI/REG/S/29 provision of tax consultancy services

ASILI/REG/S/30 provision of CCTV maintenance and supply of allied accessories

ASILI/REG/S/31 provision of generator maintenance services

ASILI/REG/S/32 Provision of Minor office renovations/repairs e.g. masonry, plumbing, electrical works etc.

ASILI/REG/S/33 Provision of bulk SMS services

ASILI/REG/S/33 Provision of service and maintenance of water filters