

Plan Smarter. Live Better.

PRE-QUALIFICATION OF SUPPLIERS' NOTICE

Amica Savings & Credit intends to pre-qualify interested and competent suppliers for the supply of the under-listed goods and services for the financial years 2023 and 2024. Therefore, prospective suppliers registered in Kenya with the capacity to supply or provide the under-listed items are invited to submit their applications indicating the item of interest.

CATEGORY A	GENERAL PURCHASE
ITEM NO.	ITEM DESCRIPTION
Amica/01/2023/2024	Supply of General stationery.
Amica/02/2023/2024	Supply of Computers, printers, UPS, and photocopiers.
Amica/03/2023/2024	Supply of Printed communication materials including newsletters, brochures, magazines, annual financial reports, calendars, and diaries.
Amica/04/2023/2024	Supply of ICT licenses e.g. Microsoft licenses, Antivirus, etc.
Amica/05/2023/2024	Computer consumables (toners, cartridges, and ribbons) and accessories.
Amica/06/2023/2024	Supplying and servicing Inverter based backup systems and Generators.
Amica/07/2023/2024	Supply and installation of ICT Local Area Networks (LAN).
Amica/08/2023/2024	Supply and maintenance of firefighting equipment.
Amica/09/2023/2024	Supply and installation of ICT Wide Area Network systems (WAN)
Amica/010/2023/2024	Supply of safes, strong rooms, cash boxes, money counters, cash trolleys.
Amica/011/2023/2024	Supply of furniture and fittings.
CATEGORY B	SERVICES
Amica/012/2023/2024	Provision of Printing Services
Amica/013/2023/2024	Documentary production, photography and videography services and other electronic production
Amica/014/2023/2024	Provision of Corporate Branding Services, Outdoor Branding and Signage Works
Amica/015/2023/2024	Provision of Auctioneering and Debt Collection Services.
Amica/016/2023/2024	Provision of Interior design, furnishing and decorations.
Amica/017/2023/2024	Provision of Maintenance for firefighting equipment.
Amica/018/2023/2024	Provision of Security Guarding Services.
Amica/019/2023/2024	Provision of Sanitary Services.
Amica/020/2023/2024	Provision & Maintenance of Alarm systems.
Amica/021/2023/2024	Provision & Maintenance CCTV and Access control System.
Amica/022/2023/2024	Provision of Electrical installations, Repairs & Services.
Amica/023/2023/2024	Provision of Cash in Transit services.
Amica/024/2023/2024	Provision for Cleaning services
Amica/025/2023/2024	Provision for Fumigation & pest control services
Amica/026/2023/2024	Provision of Motor vehicle tracking services.
Amica/027/2023/2024	Provision of Storage Services eg Motor Vehicle storage.
CATEGORY C	CONSULTANCY & PROFESSIONAL SERVICES
Amica/028/2023/2024	Provision of Legal services – Litigation & Conveyance.
Amica/029/2023/2024	Building consultants and constructions.
Amica/030/2023/2024	Provision of Valuations services – motor vehicle, land, and buildings.
Amica/031/2023/2024	Provision of System Audit services.
Amica/032/2023/2024	Provision of External Audit services (SASRA Approved Only).
Amica/033/2023/2024	Provision of Tax consultancy Services.
CATEGORY D	REPAIRS AND MAINTENANCE SERVICES
Amica/034/2023/2024	Repairs and maintenance of Safes, strong room doors, fireproof cabinets and cash boxes.
Amica/035/2023/2024	Repairs and maintenance of Motor vehicles/cycles.
Amica/036/2023/2024	Repairs of office Furniture and Fittings.
Amica/037/2023/2024	Repairs and maintenance of ICT equipment, printers, and photocopiers.

Special groups who comprise of women, youth (up to 35 years), and persons living with disabilities and who have been registered with the National Treasury (Directorate of Procurement) are encouraged to submit their pre-qualification documents.

Special group persons shall clearly mark letter "S" on the top right corner of the envelope for consideration.

The pre-qualification document can be obtained from Amica Savings & Credit Head Office located at Murang'a Farmers Union Building or downloaded from our website "www.amicacs.co.ke".

Completed prequalification document should be submitted in a plain sealed outer envelope enclosing separately sealed envelope (in "original" and "copy" respectively) clearly marked Amica Savings & Credit Ltd PQ 03/2023-2024 PRE-QUALIFICATION OF SUPPLIERS (Quoting the item number and description) addressed to:

**The Chief Executive Officer,
Amica Savings & Credit Ltd,
P.O. Box 816 -10200, Murang'a.**

The same should be deposited in the tender box at our Head Office Murang'a Farmers Union Building **on or before 4th November, 2022 at 11.00 A.M.**

The submitted pre-qualification documents shall be opened immediately thereafter at Amica Savings & Credit Ltd Boardroom at the head office in the presence of all bidders or their representatives who may wish to attend.