

## PREQUALIFICATION OF SUPPLIERS 2025-2026

Amica Savings & Credit intends to pre-qualify interested and competent suppliers for the supply of the underlisted goods and services for the financial years 2025 and 2026. Prospective suppliers who are registered in Kenya and have the capacity to supply or provide the underlisted items are invited to submit their applications indicating the item of interest.

CATEGORY A	GENERAL PURCHASE
ITEM NO.	ITEM DESCRIPTION
Amica/01/2025/2026	Supply of General Stationery.
Amica/02/2025/2026	Supply of Computers, Printers, UPS, and Photocopiers.
Amica/03/2025/2026	Supply of Printed Communication Materials including Newsletters, Brochures, Magazines, Annual Financial Reports, Calendars, and Diaries.
Amica/04/2025/2026	Supply of ICT Licenses e.g. Microsoft Licenses, Antivirus, etc.
Amica/05/2025/2026	Computer Consumables (toners, cartridges, and ribbons) and Accessories.
Amica/06/2025/2026	Supplying and Servicing Inverter Based Backup Systems ,Generators UPS's and AC's
Amica/07/2025/2026	Supply and Installation of ICT Local Area Networks (LAN)
Amica/08/2025/2026	Supply and Maintenance of Firefighting Equipment.
Amica/09/2025/2026	Supply and Installation of ICT Wide Area Network Systems (WAN)
Amica/010/2025/2026	Supply of Safes, Strong Rooms, Cash Boxes, Money Counters, Cash Trolleys.
Amica/011/2025/2026	Supply of Furniture and Fittings.
CATEGORY B	SERVICES
Amica/012/2025/2026	Provision of Auctioneering and Debt Collection Services.
Amica/013/2025/2026	Documentary Production, Photography and Videography Services and Other Electronic Production
Amica/014/2025/2026	Provision of Corporate Branding Services, Outdoor Branding and Signage Works
Amica/015/2025/2026	Provision of Interior Design Furnishing and Decorations.
Amica/016/2025/2026	Provision of Maintenance for Firefighting Equipment.
Amica/017/2025/2026	Provision of Security Guarding Services.
Amica/018/2025/2026	Provision of Sanitary Services.
Amica/019/2025/2026	Provision & Maintenance of Alarm Systems.
Amica/020/2025/2026	Provision & Maintenance CCTV and Access Control System.
Amica/021/2025/2026	Provision of Electrical Installations, Repairs & Services.
Amica/022/2025/2026	Provision of Cash in Transit Services.
Amica/023/2025/2026	Provision for Cleaning and Fumigation Services
Amica/024/2025/2026	Provision of Motor Vehicle Tracking Services.
Amica/025/2025/2026	Provision of Printing Services
Amica/026/2025/2026	Provision of Storage Services e.g. Motor Vehicle Storage
CATEGORY C	CONSULTANCY OF SPECIALIZED SERVICES
Amica/027/2025/2026	Provision of Legal Services –Litigation & Conveyance
Amica/028/2025/2026	Provision of System Audit Services.
Amica/029/2025/2026	Provision of Licensed Process Server Services
Amica/030/2025/2026	Building Consultants and Constructions.
Amica/031/2025/2026	Provision of Valuations Services - motor vehicle, land, and buildings.
Amica/032/2025/2026	Provision of External Audit Services (SASRA Approved Only)
Amica/033/2025/2026	Provision of Tax Consultancy Services
CATEGORY D	REPAIRS AND MAINTENANCE SERVICES
Amica/034/2025/2026	Repairs and Maintenance of Safes, Strong Room Doors, Fireproof Cabinets and Cash Boxes.
Amica/035/2025/2026	Repairs and Maintenance of Motor Vehicles/Cycles.
Amica/036/2025/2026	Repairs of Office Furniture and Fittings.
Amica/037/2025/2026	Repairs and Maintenance of ICT Equipment, Printers, and Photocopiers.
CATEGORY E	FABRICATION WORKS
Amica/038/2025/2026	Fabrication of Workstations, Seat Repairs and Wall Cabinets.

Special groups comprised of women, youth (up to 35 years), and persons living with disabilities who have been registered with the National Treasury (Directorate of Procurement) are encouraged to submit their prequalification documents. Special group persons shall clearly mark the letter "S" on the top right corner of the envelope for consideration.

The prequalification document can be obtained from the **Amica Savings & Credit** Head Office, located at **Murang'a Farmers Union Building**, or downloaded from our website, [www.amicacs.co.ke](http://www.amicacs.co.ke)

The completed prequalification document should be submitted in a plain sealed outer envelope enclosing separately sealed envelope (in "original" and "copy" respectively) marked Amica Savings & Credit Ltd,

PREQUALIFICATION 2025/2026 (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 **15th November 2024** at **11.00 A.M.**

The submitted prequalification documents shall be opened immediately at Sacco's head office in the presence of all bidders or their representatives who may wish to attend.

Prequalification is not a guarantee for business opportunities; bidders will be invited to submit their quotations on a need basis based on the opportunities available. Amica Sacco reserves the right to accept or reject any bid in whole or part at its discretion.