INVITATION TO TENDER

SUPPLY AND DELIVERY OF COMPUTERS, UPS, COMPUTER CONSUMABLES AND ACCESSORIES

Tender Number	QWETU/CAT A/04/2027
Available From	4th November 2026 (www.qwetusacco.co.ke)
Deadline for Clarifications	24th November 2026 at 5:00 PM East Africa Time (EAT)
Submission Deadline	1st December 2026 at 5:00 PM East Africa Time (EAT)
Tender Opening	2nd December 2026, 10:00 AM EAT, DT Plaza, Voi (bidders may attend)
Electronic Submission	By email to tenders@qwetusacco.co.ke (one consolidated PDF attachment)
Bidding Fee	KES 2,500 (Non-Refundable), payable to QWETU DT SACCO Paybill No. 129104, Account No. 059630 (attach proof of payment)
Tender Validity	90 Days from Date of Submission
Contract Period	One (1) year, with supplies ordered through LPOs as and when required
Lots	Lot 1: Computers, Printers, Scanners and Accessories Lot 2: Networking, Communication, Biometric and POS Equipment Lot 3: UPS Units
Enquiries	procurement@qwetusacco.co.ke | Tel. +254 111 121 600

Submission Instructions

All tender applications must be submitted electronically via email to **tenders@qwetusacco.co.ke**. Bidders are required to consolidate all tender documents into one single PDF file, being the technical proposal followed by the financial proposal, and attach it to their submission email for **Tender No. QWETU/CAT A/04/2027 – Supply and Delivery of Computers, UPS, Computer Consumables and Accessories**.

The folder must be clearly labelled with the **Company Name**, **Tender Name** and **Tender Category**. The email subject line must also clearly indicate the Company Name, Tender Name and Tender Category to facilitate proper identification and processing of submissions.

Bidders are advised to ensure that the folder is correctly labelled, attached to the submission email and sent before the stipulated deadline.

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Section 1 — Invitation to Tender & Project Overview

1.1 About QWETU DT SACCO

QWETU DT SACCO is a duly registered Deposit-Taking Savings and Credit Co-operative Society operating under the Co-operative Societies Act (Cap 490) of Kenya and regulated by the SACCO Societies Regulatory Authority (SASRA) under the Sacco Societies Act, 2008.

1.2 Tender Overview

QWETU DT SACCO seeks to engage reliable suppliers for the **supply and delivery of computers, UPS, computer consumables and accessories**, including HP Core i7 12th Generation laptops and All-in-One desktops, printers, scanners, networking equipment, biometric devices and UPS units, for a period of **one (1) year**.

The tender is divided into three lots so that firms that specialise in computers, in networking and communication equipment, or in power equipment can each bid for the items they supply. All items shall be new, original, covered by the manufacturer's warranty and compatible with the SACCO's existing systems.

Interested and eligible firms, including small and medium enterprises, are invited to submit their bids in accordance with the requirements, specifications, terms and conditions set out in this tender document. The requirements have been set so that small firms that can supply the required items to the required standard can take part on an equal footing with larger firms.

1.3 Description of the Assignment

The assignment will cover the following:

1. **Supply of Genuine Equipment:** Supply of new, original computers, laptops, printers, scanners, biometric devices, networking and communication equipment, UPS units and related accessories as listed in Section 5.1.
2. **Quality and Compatibility:** Ensure that all items meet or exceed the specifications and are compatible with the SACCO's existing systems.
3. **Delivery and Set-Up:** Deliver the items ordered to the Head Office or the branch named in the LPO, and unpack, set up and test them at the delivery point where the SACCO requires.
4. **Warranty, Verification and Replacement:** Provide the manufacturer's warranty, and replace at no additional cost any item found to be counterfeit, defective, damaged or not meeting the specifications.
5. **Compliance and Professional Service:** Comply with all applicable laws and maintain a high standard of professionalism, integrity and service delivery throughout the contract period.

Section 2 — General Conditions for Tender

2.1 Eligibility of Bidders

QWETU DT SACCO invites eligible suppliers to submit bids for the supply and delivery of computers, UPS, computer consumables and accessories as described in this tender document. The tender is open to limited companies, partnerships and sole proprietorships registered in Kenya. Firms registered under the Access to Government Procurement Opportunities (AGPO) programme for youth, women and persons with disabilities are encouraged to bid.

The tender is divided into 3 lots: **Lot 1 – Computers, Printers, Scanners and Accessories**; **Lot 2 – Networking, Communication, Biometric and POS Equipment**; **Lot 3 – UPS Units**. A bidder may bid for one lot or for more than one lot. Each lot will be evaluated and awarded separately, and a bidder must quote for every item in each lot it bids for.

To make it possible for small firms to take part, this tender:

- Sets no minimum number of years in business; experience is shown through similar supplies completed.
- Requires two (2) reference letters, LPOs or delivery notes for similar supplies, rather than a large number of client references.
- Accepts bank statements for the last six (6) months where the bidder does not have audited financial statements.
- Requires no bid security and no performance security.
- Is divided into three lots, so that a firm may bid only for the type of equipment it supplies.
- Does not require a manufacturer's authorisation at the bid stage; the bidder must show, on delivery, that the items come from the manufacturer or an authorised distributor and carry a warranty valid in Kenya.
- Pays for each delivery within thirty (30) days of a valid invoice, rather than at the end of the contract.

Bidders are required to prepare and submit their bids in strict accordance with the instructions, specifications, terms and conditions contained herein. The quantities in the Price Offer Sheet are the SACCO's estimates for the one-year contract period; the SACCO may vary them and will order through Local Purchase Orders (LPOs) at the unit prices quoted.

2.2 Anti-Bribery and Anti-Corruption

QWETU DT SACCO is committed to conducting all procurement activities in a fair, transparent and ethical manner. The following conduct is strictly prohibited:

- Any form of bribery, kickback, or the offer or acceptance of anything of value in relation to QWETU DT SACCO procurement activities.
- Conflicts of interest: businesses owned wholly or partly by any QWETU DT SACCO employee, officer, Board member or related party must fully disclose such relationships before or at the time of bid submission.
- Sharing or obtaining confidential procurement information, including pricing estimates, evaluation details or competing bid information.
- Collusion between or among bidders, including sharing pricing, bid documents, or any information that could influence the tender outcome.

Suspected violations should be reported to complaints@qwetusacco.co.ke. Any company found to have engaged in prohibited conduct will have its bid rejected or contract terminated, and may be permanently disqualified from future QWETU DT SACCO contracts.

2.3 Tender Submission Conditions

1. All bids shall be submitted in accordance with the instructions contained in this tender document and must include all required documents. Deviations from the technical specifications or contract terms shall be clearly indicated in an exception sheet. An exception sheet cannot be used to replace a mandatory requirement listed in Section 3.2.

2. Bidders shall not alter, omit or vary any item, specification, term or condition contained in this tender document.
3. Each bidder shall submit only one bid for each lot it bids for. Alternative bids will not be considered.
4. Each bid shall remain valid for a period of ninety (90) days from the date of submission.
5. All prices shall be quoted in Kenya Shillings (KES) in the Price Offer Sheet in Section 4, with the unit price before VAT, the VAT, the unit price inclusive of VAT and the total inclusive of VAT shown separately.
6. In the event of a discrepancy between a unit price and a total, the unit price shall prevail and the total shall be corrected. In the event of a discrepancy between figures and words, the words shall prevail.
7. Requests for clarification shall be submitted in writing to procurement@qwetusacco.co.ke not later than 24th November 2026 at 5:00 PM. Responses and any addenda will be published on the SACCO website and shall form part of this tender document. Verbal clarifications shall not be binding.
8. The issuance of this tender document shall not obligate QWETU DT SACCO to award a contract or reimburse any costs incurred by bidders in preparing and submitting their bids.
9. All bids and related correspondence shall be submitted in English.
10. Late submissions shall not be accepted.
11. Bids shall be submitted electronically via email to tenders@qwetusacco.co.ke as one single PDF file containing all tender documents, including the complete technical and financial proposal. The folder and the email subject line shall clearly indicate the Company Name, Tender Name and Tender Category, in accordance with the submission instructions on the cover page.
12. All unit prices quoted shall remain firm for the one-year contract period, except as provided in Section 6.

2.4 Disqualification Criteria

A bidder may be disqualified from the procurement process, subject to the applicable tender conditions and procurement laws, if the bidder:

- Fails to meet any of the mandatory requirements in Section 3.2.
- Is bankrupt, insolvent, or undergoing insolvency proceedings that materially affect its ability to perform the contract.
- Has, or any of its directors, partners or proprietors has, been convicted of fraud, corruption or other offences that legally disqualify it from participating in the procurement.
- Provides false, misleading, forged or materially inaccurate information in its bid.
- Is found to have engaged in bribery, corruption, collusion or other prohibited practices in connection with the tender.
- Is found to have a conflict of interest that disqualifies it under the applicable procurement rules.
- Offers refurbished, used, grey-import or imitation items, or items without a manufacturer’s warranty valid in Kenya.
- Fails to pay the non-refundable bidding fee of KES 2,500.

2.5 Supplier Qualifications and Eligibility Requirements

2.5.1 Firm Qualifications

The bidder shall meet the following minimum qualification requirements:

- Be a duly registered business in Kenya, whether a limited company, partnership or sole proprietorship, and submit a valid Certificate of Incorporation or Certificate of Registration, as applicable.
- Submit a valid KRA PIN Certificate, a valid Tax Compliance Certificate and a valid county business permit.
- Have completed at least two (2) supplies of computers, ICT equipment, networking equipment or UPS units (as relevant to the lot bid for) in the last five (5) years, for any client.
- Be able to source new, original equipment from the manufacturer or an authorised distributor, with a manufacturer's warranty valid in Kenya, and to show proof of the source on delivery.
- Be able to deliver to the Head Office in Voi and to the branches within the period in Section 6.1, and to handle warranty claims within the times in Section 5.7.
- Have no disqualifying conflict of interest with QWETU DT SACCO, its directors, management or employees involved in the procurement process.

2.5.2 Technical Capacity and Support

The bidder shall demonstrate a reliable source of genuine equipment, the ability to set up and test the equipment on delivery, a working arrangement for handling warranty claims, and reliable contact by telephone and email.

2.5.3 Mandatory Statutory and Compliance Documents

Bidders shall submit the following documents as part of their bids:

1. Certificate of Incorporation or Business Registration Certificate.
2. KRA PIN Certificate and a valid Tax Compliance Certificate (TCC).
3. For limited companies, CR12 or CR13 issued within the last twelve (12) months; for sole proprietorships and partnerships, copies of the national identity cards of the proprietor or partners.
4. Valid county business permit.
5. Audited financial statements for the latest year or, where these are not available, the firm's bank statements for the last six (6) months.
6. At least two (2) recommendation or reference letters, LPOs or delivery notes for similar supplies, with contact details of the clients.
7. Proof of payment of the bidding fee of KES 2,500.
8. The completed Price Offer Sheet, Summary of Bid Price and Financial Proposal Submission Form (Section 4).
9. The completed Supplier Information Form (Section 7).
10. The completed and signed Form of Tender, Statutory Declaration Forms and Declaration of Conflict of Interest (Section 9).

The following are not mandatory at the bid stage, but should be included where available: AGPO certificate; NSSF and SHA compliance certificates (where the bidder has employees); and manufacturer or authorised distributor letters for the brands offered.

2.5.4 Technical Documents

The Technical Proposal shall also include the following, which will be used in the technical evaluation in Section 3.4:

1. A company profile, which may be brief, covering ownership, location of the office, shop or workshop, and the computers, ICT equipment or power equipment the firm supplies.
2. Evidence of similar supplies completed, such as LPOs, delivery notes, contracts or recommendation letters, summarised in Section 7.4.
3. The completed Supply Schedule in Section 5.1 for each lot bid for, stating the make and model offered for every item, with brochures or datasheets.

4. The warranty period offered for each item and the arrangement for handling warranty claims.
5. A delivery plan stating the period within which orders will be delivered after receipt of an LPO, which shall not exceed the period in Section 6.1.
6. Details of any material litigation involving the business or its owners that may affect its ability to perform the contract.

Section 3 — Criteria, Submittals & Evaluation

3.1 Contract Terms

QWETU DT SACCO intends to award a fixed-price contract for each lot for a period of **one (1) year**. Supplies will be ordered through LPOs as and when required, at the unit prices in the approved Price Offer Sheet, and the SACCO is not bound to order the full estimated quantities. By submitting a bid, bidders confirm that they have read and agreed to all terms contained herein, including the Sample Supply Contract (Section 8).

3.2 Mandatory Requirements

Bids will first be examined against the mandatory requirements below. A bid that does not comply with every mandatory requirement will be treated as non-responsive and will not be evaluated further.

No.	Mandatory Requirement	Compliance (Yes/No)
MR1	**Business Registration:** Valid Certificate of Incorporation or Business Registration Certificate.	
MR2	**Tax Compliance:** KRA PIN Certificate and valid Tax Compliance Certificate.	
MR3	**Ownership:** CR12 or CR13 issued within the last 12 months (limited companies), or copies of the identity cards of the proprietor or partners (sole proprietorships and partnerships).	
MR4	**Business Permit:** Valid county business permit.	
MR5	**Financial Standing:** Audited financial statements for the latest year or bank statements for the last 6 months.	
MR6	**References:** At least 2 reference letters, LPOs or delivery notes for similar supplies, with client contact details.	
MR7	**Price Offer:** Price Offer Sheet (Section 4) completed for every item in each lot bid for, and the signed Financial Proposal Submission Form.	
MR8	**Bidding Fee:** Proof of payment of the bidding fee of KES 2,500.	
MR9	**Forms:** Completed Supplier Information Form (Section 7) and signed Form of Tender, Form 2 and Forms SD1 to SD4 (Section 9).	

3.3 Required Submittals

3.3.1 Technical Proposal

The Technical Proposal shall contain the mandatory statutory and compliance documents in Section 2.5.3 and the technical documents in Section 2.5.4, in that order. The information provided will be treated in accordance with QWETU DT SACCO's procurement and confidentiality requirements.

3.3.2 Financial Proposal

The Financial Proposal must be completed using the Price Offer Sheet and Summary of Bid Price in Section 4. The unit prices quoted shall remain firm for the one-year contract period, and no additional fees, taxes or costs may be claimed after contract signing.

3.4 Evaluation Methodology

Bids will be evaluated in three stages, separately for each lot. Only bids that pass a stage proceed to the next.

Stage 1: Mandatory Requirements

Each bid will be checked against requirements MR1 to MR9 in Section 3.2 on a pass or fail basis.

Stage 2: Technical Compliance

Responsive bids will be checked against the requirements below on a pass or fail basis. A bid must comply with every requirement to proceed to the financial evaluation. The checks look at what is offered, not at the size of the firm.

No.	Technical Requirement	Complies (Yes/No)
T1	The make and model offered for every item in the lot meets or exceeds the specification in Section 5.1, and datasheets or brochures are provided.	
T2	All items will be new and original, in the manufacturer's sealed packaging, with a manufacturer's warranty valid in Kenya of at least twelve (12) months (Section 5.3).	
T3	**Lot 3:** UPS units are supplied with batteries fitted and a battery warranty of at least twelve (12) months.	
T4	Delivery within fourteen (14) days of an LPO, and warranty claims attended to within the times in Section 5.7.	

Stage 3: Financial Evaluation and Award

The **Total Evaluated Tender Sum** of each bid that passes Stage 2 will be the total of the Price Offer Sheet for the lot, inclusive of VAT, as carried to the Summary of Bid Price, after correction of any arithmetic errors. Each lot will be awarded to the technically compliant bidder with the **lowest Total Evaluated Tender Sum** for that lot. Before award, the SACCO may carry out due diligence on the recommended bidder, including verification of documents and client references, and a visit to its office or shop.

3.5 Important Notice

QWETU DT SACCO reserves the right to accept or reject any bid, to seek clarification from bidders, and to annul the procurement process and reject all bids at any time prior to award, in accordance with its procurement procedures and applicable laws, without thereby incurring liability to any bidder or being obliged to provide grounds for such action.

Section 4 — Financial Proposal

4.1 Price Offer Sheet

Complete every item in each lot you bid for. All prices shall be in Kenya Shillings (KES), with the unit price before VAT, the VAT, the unit price inclusive of VAT and the total inclusive of VAT shown separately. Unit prices shall include the items, delivery to the Head Office or any branch, unpacking, set-up and testing where required, the manufacturer's warranty, and all taxes and levies.

The quantities are the SACCO's estimates for the one-year contract period and are used for evaluation. The SACCO will order through LPOs as and when required and will pay only for the items ordered and accepted.

Lot 1 — Computers, Printers, Scanners and Accessories

No.	Description	Unit	Qty	Unit Price before VAT	VAT	Unit Price incl. VAT	Total incl. VAT
1.1	Computer workstation, HP All-in-One desktop: Intel Core i7 12th Generation, 16GB RAM, 256GB SSD	Piece	5				
1.2	Laptop, HP: Intel Core i7 12th Generation, 16GB RAM, 256GB SSD	Piece	5				
1.3	Scanner, HP ScanJet Pro 3600 f1	Piece	2				
1.4	Scanner, HP ScanJet Pro 2500/2600	Piece	1				
1.5	Printer, Kyocera Ecosys M2040dn	Piece	2				
1.6	Receipt printer, Epson TM-U220	Piece	1				
1.7	Colour printer, Epson L5190	Piece	1				
1.8	Projector, Epson EB-X06	Piece	1				
1.9	External portable hard disk, Transcend, 4TB	Piece	5				
1.10	Surveillance hard drive, Western Digital WD Purple, 14TB	Piece	10				
1.11	Keyboard, HP	Piece	5				
1.12	Mouse, HP	Piece	5				
	TOTAL LOT 1						

Lot 2 — Networking, Communication, Biometric and POS Equipment

No.	Description	Unit	Qty	Unit Price before VAT	VAT	Unit Price incl. VAT	Total incl. VAT
2.1	Switch, Cisco SG350-28P, 24/48-port PoE, 10/100/1000 Gigabit	Piece	2				
2.2	Switch, Cisco SG350, 48-port PoE managed, Gigabit	Piece	1				
2.3	Switch, D-Link DGS-F1210-26PS PoE managed, 10/100/1000 Mbps	Piece	1				
2.4	Router, Cisco (800 or 900 series, or as specified by the SACCO)	Piece	1				
2.5	Biometric fingerprint capture tablet, Morpho MPH-MB003A	Piece	1				
2.6	Biometric fingerprint capture device, SecuGen Hamster Plus (HSDU03P)	Piece	1				
2.7	POS machine, Wiseasy WPOS-3	Piece	1				
2.8	VoIP phone, Cisco, with headset (compatible with the SACCO's PABX)	Piece	1				
	TOTAL LOT 2						

Lot 3 — UPS Units

No.	Description	Unit	Qty	Unit Price before VAT	VAT	Unit Price incl. VAT	Total incl. VAT
3.1	UPS, APC Smart-UPS 3000VA, with batteries and cables	Piece	10				
3.2	UPS, 5000VA online, with batteries and cables	Piece	10				
	TOTAL LOT 3						

4.2 Summary of Bid Price

Description	Total before VAT (KES)	VAT (KES)	Total incl. VAT (KES)
Lot 1 — Computers, printers, scanners and accessories			
Lot 2 — Networking, communication, biometric and POS equipment			
Lot 3 — UPS units			
TOTAL EVALUATED TENDER SUM			

Each lot is evaluated on its own total. Bidders for more than one lot shall complete the line for each lot they bid for and leave the others blank.

4.3 Financial Proposal Submission Form

Date: _____

To: The Chief Executive Officer, QWETU DT SACCO Limited, P.O. Box 802-80300, Voi

We, the undersigned, offer to supply and deliver computers, UPS, computer consumables and accessories in accordance with your Invitation to Tender No. QWETU/CAT A/04/2027 and our Technical Proposal, for Lot(s) _____. Our attached Price Offer Sheet shows a Total Evaluated Tender Sum of KES _____ (in figures), being Kenya Shillings _____ (in words), inclusive of VAT, made up of the lot totals shown in our Summary of Bid Price. We confirm that our unit prices shall apply to all quantities ordered during the one-year contract period.

Our Financial Proposal shall be binding upon us, subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the bid. We understand that you are not bound to accept any bid you receive.

Yours sincerely,

Authorized Signature (in full and initials)	
Name and Title of Signatory	
Name of Firm	
Address	

Section 5 — Scope of Supply & Technical Specifications

5.1 Scope of Supply

The successful bidder(s) shall supply the following items as and when ordered. The quantities are estimates for one (1) year. The bidder shall complete the last column with the make and model offered, and attach the datasheet or brochure.

Lot 1 — Computers, Printers, Scanners and Accessories

No.	Item and Minimum Specification	Est. Qty	Make and Model Offered
1.1	Computer workstation, HP All-in-One desktop: Intel Core i7 12th Generation, 16GB RAM, 256GB SSD	5	
1.2	Laptop, HP: Intel Core i7 12th Generation, 16GB RAM, 256GB SSD	5	
1.3	Scanner, HP ScanJet Pro 3600 f1	2	
1.4	Scanner, HP ScanJet Pro 2500/2600	1	
1.5	Printer, Kyocera Ecosys M2040dn	2	
1.6	Receipt printer, Epson TM-U220	1	
1.7	Colour printer, Epson L5190	1	
1.8	Projector, Epson EB-X06	1	
1.9	External portable hard disk, Transcend, 4TB	5	
1.10	Surveillance hard drive, Western Digital WD Purple, 14TB	10	
1.11	Keyboard, HP	5	
1.12	Mouse, HP	5	

Lot 2 — Networking, Communication, Biometric and POS Equipment

No.	Item and Minimum Specification	Est. Qty	Make and Model Offered
2.1	Switch, Cisco SG350-28P, 24/48-port PoE, 10/100/1000 Gigabit	2	
2.2	Switch, Cisco SG350, 48-port PoE managed, Gigabit	1	
2.3	Switch, D-Link DGS-F1210-26PS PoE managed, 10/100/1000 Mbps	1	
2.4	Router, Cisco (800 or 900 series, or as specified by the SACCO)	1	
2.5	Biometric fingerprint capture tablet, Morpho MPH-MB003A	1	
2.6	Biometric fingerprint capture device, SecuGen Hamster Plus (HSDU03P)	1	
2.7	POS machine, Wiseasy WPOS-3	1	
2.8	VoIP phone, Cisco, with headset (compatible with the SACCO's PABX)	1	

Lot 3 — UPS Units

No.	Item and Minimum Specification	Est. Qty	Make and Model Offered
3.1	UPS, APC Smart-UPS 3000VA, with batteries and cables	10	
3.2	UPS, 5000VA online, with batteries and cables	10	

5.2 Technical Specifications

1. All items shall be new, unused, original and manufacturer-approved, delivered in the manufacturer's original sealed packaging. Refurbished, used, grey-import, counterfeit or imitation products shall not be accepted.
2. All items shall meet or exceed the specifications in Section 5.1. A bidder who proposes an equivalent or higher specification shall state it in the exception sheet, and the proposal shall be accepted only with the SACCO's written approval.
3. Desktop computers and laptops shall be supplied with power cables or adapters and the manufacturer's documentation.
4. Networking and communication equipment, printers, scanners, biometric devices, POS machines and projectors shall be supplied with the power adapters, cables, mounting accessories and manuals that normally accompany them, and shall be compatible with the SACCO's existing systems.
5. UPS units shall be supplied with batteries fitted and all connecting cables.
6. The SACCO may request proof of authenticity, such as an authorised distributor's invoice or the manufacturer's warranty registration, before or after delivery.

5.3 Warranty and After-Sales Support

All items shall carry the manufacturer's warranty, valid in Kenya, for at least twelve (12) months from acceptance, or longer where the manufacturer's standard warranty is longer. Any item that develops a fault during the warranty period, other than through misuse, shall be repaired or replaced by the Supplier at no additional cost to the SACCO, including collection and return.

5.4 Delivery and Set-Up

The Supplier shall deliver the items to the Head Office or the branch named in the LPO and, where the SACCO requires, shall unpack, set up and test the equipment at the delivery point. The serial numbers of delivered equipment shall be recorded on the delivery note.

5.5 Inspection, Verification and Replacement

All items supplied shall be subject to inspection, verification and testing by QWETU DT SACCO on delivery. Any item found to be counterfeit, defective, damaged, incompatible or otherwise not meeting the specified requirements shall be replaced by the Supplier at no additional cost to the SACCO.

5.6 Technical Support

The Supplier shall provide information and support on the set-up and configuration of the equipment supplied, and shall respond to product-related complaints within two (2) working days.

5.7 Performance Standards

Activity	Standard
Delivery of items ordered	Within fourteen (14) days of the LPO
Replacement of items rejected on delivery	Within seven (7) days of notice
Response to a warranty claim	Within two (2) working days of notice
Repair or replacement under warranty	Within ten (10) working days, with a temporary replacement for computers if longer

Section 6 — Delivery & Payment Terms

6.1 Delivery

Items shall be delivered to the QWETU DT SACCO Head Office at DT Plaza, Voi, or to the branch named in the LPO (Mwatate, Wundanyi, Taveta or Mombasa), within **fourteen (14) days** of receipt of an LPO, or within the shorter period stated in the bidder's delivery plan. Delivery shall be at the Supplier's cost and risk, and each delivery shall be accompanied by a delivery note showing the serial numbers of the equipment.

6.2 Acceptance

Items shall be considered accepted only after inspection and verification by QWETU DT SACCO in accordance with Section 5.5, including testing where applicable. Items that fail inspection shall be replaced at no additional cost to the SACCO within the period in Section 5.7.

6.3 Late Delivery

Where the Supplier fails to deliver within the agreed period for reasons within its control, the SACCO may deduct liquidated damages of 0.5% of the value of the delayed items for each day of delay, up to a maximum of 10% of that value, or may cancel the delayed part of the LPO and obtain the items elsewhere.

6.4 Invoicing and Payment

The Supplier shall invoice each delivery separately, clearly indicating the Contract Number, the LPO reference, the items, quantities and unit prices, the base cost, the VAT and the total, supported by the signed delivery note and evidence of acceptance, serial numbers and warranty documents. No advance payment will be made. QWETU DT SACCO shall process approved payments within thirty (30) days of receipt of a valid invoice. Final invoices must be submitted within sixty (60) days of contract completion. Withholding tax shall be applied in accordance with KRA regulations.

6.5 Prices

Unit prices shall remain firm throughout the one-year contract period and shall be inclusive of all costs, with VAT shown separately. Where the Supplier's price for an item falls during the contract, the reduction shall be passed on to the SACCO. Items not listed in the Price Offer Sheet may be supplied only at prices agreed in writing in advance.

Section 7 — Supplier Information Form

7.1 Company Information

Business Legal Name	
Trading Name (if different)	
Type of Business (Limited Company / Partnership / Sole Proprietorship)	
Registration Number	
Date of Registration / Incorporation	
KRA PIN Number	
VAT Registration Number (if registered)	
AGPO Certificate Number and Category (if any)	
Lot(s) Bid For	
Physical Address of Office / Shop	
Postal Address	
County / Region	
Country	Kenya
Primary Contact Person	
Designation / Title	
Mobile Number	
Email Address	
Company Website (if any)	
Number of Employees	
Years in Supply of Computers or ICT Equipment	

7.2 Directors / Partners / Proprietor

Director / Partner / Proprietor 1 — Full Name	
Director / Partner / Proprietor 1 — ID / Passport No.	
Director / Partner / Proprietor 1 — Nationality	
Director / Partner 2 — Full Name	
Director / Partner 2 — ID / Passport No.	
Director / Partner 2 — Nationality	
Any relationship with a QWETU DT SACCO employee, officer or Board member? (YES/NO — if YES, provide details)	

7.3 Bank Details

Bank Name	
Branch	
Account Name	
Account Number	
Bank Code / SWIFT Code	

7.4 Similar Supplies (Last 5 Years)

Client	Items Supplied and Value (KES)	Year	Contact Person and Telephone

7.5 Supplier Self-Certification

By signing below, the bidder certifies that:

- All information provided in this tender is true, accurate and complete.
- The business is legally registered and in good standing in Kenya.
- The business meets all eligibility requirements stated in this tender document.
- The business has not engaged in bribery, corruption, collusion or any unethical procurement practice.
- The business has disclosed all relevant conflicts of interest.
- The business will supply only new, original equipment with a manufacturer's warranty valid in Kenya, and can deliver and handle warranty claims within the agreed times.

Authorized Signature	
Name	
Title / Designation	
Company Stamp	
Date	

Section 8 — Sample Supply Contract

Contract Title	Contract for the Supply and Delivery of Computers, UPS, Computer Consumables and Accessories — Lot ____
Contract No.	QWETU/CAT A/04/2027
Client	QWETU DT SACCO, DT Plaza, Voi, Taita Taveta County, Kenya
Supplier	
Contract Date	
Contract Period	One (1) year. Start: _____ End: _____
Contract Value Basis	Unit prices in the approved Price Offer Sheet (Section 4), for items ordered through LPOs

THIS CONTRACT is entered into by and between QWETU DT SACCO, a Savings and Credit Co-operative Society duly registered under the Co-operative Societies Act (Cap 490) of Kenya ("the Client"), and the Supplier named above ("the Supplier").

1. Supply and Delivery

The Supplier shall, for a period of one (1) year, supply and deliver the computers, UPS units, computer consumables and accessories in the lot(s) awarded to the Client's Head Office and branches, against LPOs issued by the Client and at the unit prices in the approved Price Offer Sheet. The Client is not bound to order the full estimated quantities. The Supplier shall not subcontract any part of the supply without the prior written consent of QWETU DT SACCO.

2. Compliance with Specifications

All items shall be supplied strictly in accordance with the Technical Specifications in Section 5 of the tender and, where applicable, the approved samples or designs. No deviation shall be permitted without prior written approval by QWETU DT SACCO. The Client may vary quantities during the contract period at the agreed unit prices, and any other approved change shall be made through a signed variation agreement.

3. Invoicing and Payment

The Supplier shall invoice each delivery in accordance with Section 6 of the tender. Invoices shall clearly indicate the Contract Number, the LPO reference, the base cost, the VAT and the total. QWETU DT SACCO shall process approved payments within 30 days of receipt of a valid invoice. Final invoices must be submitted within 60 days of contract completion. Withholding tax shall be applied in accordance with KRA regulations.

4. Prices, Taxes and Expenses

Unit prices shall remain firm throughout the contract period, in accordance with Section 6 of the tender. The Supplier shall be responsible for all costs incurred in the execution of the Contract, including delivery and applicable taxes in Kenya.

5. Genuineness, Inspection and Replacement

All items supplied shall be new, unused, original and manufacturer-approved. Any item found to be counterfeit, defective, damaged, incompatible or otherwise not meeting the specifications shall be replaced by the Supplier at no additional cost to the Client. Title to the items passes to the Client on acceptance.

6. Warranty and Support

The Supplier shall provide the manufacturer's warranty, valid in Kenya, for at least twelve (12) months from acceptance, and shall attend to warranty claims within the times in Section 5.7 of the tender.

7. Confidentiality

The Supplier shall maintain strict confidentiality of all SACCO-related information, including operational, financial and member data that comes to its knowledge during the execution of this Contract. This obligation shall survive termination of the Contract indefinitely.

8. Indemnification

The Supplier shall indemnify, defend and hold harmless QWETU DT SACCO against all losses, claims, damages, liabilities, penalties or expenses arising from negligence, misconduct, breach of contract, supply of counterfeit, refurbished or improperly licensed items, or failure to perform its obligations under this Contract.

9. Representations and Warranties

- The Supplier has full legal authority to enter into and perform this Contract.
- It holds the registrations, licences and authorisations required to supply the items in Kenya.
- It will comply with all applicable laws and regulatory requirements in Kenya.
- It has not engaged in bribery, corruption, collusion or unethical procurement practices.
- It has disclosed any and all conflicts of interest involving SACCO employees, officers or Board members.

10. Termination

- By mutual written agreement of both parties at any time.
- By either party with 30 days' written notice, provided that LPOs already issued shall be completed.
- Immediately by QWETU DT SACCO in case of material breach or persistent failure to perform, including supply of counterfeit, refurbished or grey-import items, or repeated late delivery.
- If the Supplier fails to remedy any other breach within 15 days of written notice.
- In case of force majeure events preventing performance for more than 30 consecutive days.

11. Dispute Resolution

Any dispute shall first be resolved through good-faith negotiations for 30 days. If unresolved, the matter shall be referred to mediation under the Nairobi Centre for International Arbitration (NCIA). If mediation fails, arbitration shall be conducted under the NCIA Arbitration Rules. The seat of arbitration shall be Nairobi, Kenya.

12. Governing Law

This Contract shall be governed by the Laws of Kenya and, together with the tender document and the approved Price Offer Sheet, constitutes the entire agreement between the parties, superseding all prior negotiations, representations or understandings.

FOR: QWETU DT SACCO	**FOR: SUPPLIER**
Authorized Signature: _____	Authorized Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Section 9 — Statutory Declaration Forms

Form 1: Form of Tender

Date: _____

To: The Chief Executive Officer, QWETU DT SACCO Limited, DT Plaza, Voi

Having examined the tender document for **Tender No. QWETU/CAT A/04/2027 – Supply and Delivery of Computers, UPS, Computer Consumables and Accessories**, including addenda Nos. _____ (if any), we, the undersigned, offer to supply and deliver computers, UPS, computer consumables and accessories for Lot(s) _____, in conformity with the tender document, for a Total Evaluated Tender Sum of KES _____ inclusive of VAT, as shown in our Price Offer Sheet.

We undertake, if our tender is accepted, to deliver the items ordered through LPOs within the period in Section 6.1 and to perform the contract in accordance with the tender document for one (1) year. We agree to abide by this tender for a period of ninety (90) days from the date of submission, and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

We understand that you are not bound to accept the lowest or any tender you may receive.

Name of Tenderer / Firm	
Name of Authorized Signatory	
Title	
Signature	
Date	
Bidder Official Stamp	

END OF FORM 1

Form 2: Certificate of Independent Tender Determination

I, the undersigned, in submitting the accompanying Letter of Tender to QWETU DT SACCO for: **Supply and Delivery of Computers, UPS, Computer Consumables and Accessories — Tender No. QWETU/CAT A/04/2027** — in response to the Request for Tenders made by QWETU DT SACCO, do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

Name of Tenderer / Company: _____

THAT:

1. I have read and I understand the contents of this Certificate.
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am the authorized representative of the Tenderer with authority to sign this Certificate and to submit the Tender on behalf of the Tenderer.
4. For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who: (a) has been requested to submit a Tender in response to this request for tenders; or (b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience.
5. The Tenderer discloses that (check one):

   [ ] (a) The Tenderer has arrived at the Tender independently, without consultation, communication, agreement or arrangement with any competitor.

   [ ] (b) The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, full details of which are disclosed in an attached document.
6. There has been no consultation, communication, agreement or arrangement with any competitor regarding: (a) prices; (b) methods, factors or formulas used to calculate prices; (c) the intention or decision to submit, or not to submit, a tender; or (d) the submission of a tender which does not meet the specifications of the Request for Tenders — except as specifically disclosed above.
7. There has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the goods to which this request for tenders relates, except as specifically authorized by the procuring entity or disclosed above.
8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor prior to the tender opening date or contract award, whichever comes first, unless otherwise required by law or specifically disclosed above.

Title	
Signature	
Date	
Bidder Official Stamp	

END OF CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

Form SD1: Self Declaration — Not Debarred

Self-Declaration that the Person/Tenderer is Not Debarred in the Matter of the Public Procurement and Asset Disposal Act, 2015

I, _____, of Post Office Box _____, being a resident of _____ in the Republic of _____, do hereby make a statement as follows:

1. THAT I am the Company Secretary / Chief Executive / Managing Director / Principal Officer / Director / Partner / Proprietor of the business named below, a Bidder in respect of the Tender identified below, for QWETU DT SACCO, and duly authorized and competent to make this statement.

Name of Company / Organisation	
Tender No.	QWETU/CAT A/04/2027
Tender Title / Description	Supply and Delivery of Computers, UPS, Computer Consumables and Accessories

2. THAT the aforesaid Bidder, its directors, partners and subcontractors have not been debarred from participating in procurement proceedings under Part IV of the Public Procurement and Asset Disposal Act, 2015.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

Title	
Signature	
Date	
Bidder Official Stamp	

END OF FORM SD1

Form SD2: Self Declaration — No Corrupt or Fraudulent Practice

Self Declaration that the Tenderer Will Not Engage in any Corrupt or Fraudulent Practice

I, _____, of Post Office Box _____, being a resident of _____ in the Republic of _____, do hereby make a statement as follows:

1. THAT I am the Chief Executive / Managing Director / Principal Officer / Director / Partner / Proprietor of the business named below, a Bidder in respect of the Tender identified below, for QWETU DT SACCO, and duly authorized and competent to make this statement.

Name of Company / Organisation	
Tender No.	QWETU/CAT A/04/2027
Tender Title / Description	Supply and Delivery of Computers, UPS, Computer Consumables and Accessories

2. THAT the aforesaid Bidder, its servants and/or agents/subcontractors, will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of QWETU DT SACCO.
3. THAT the aforesaid Bidder, its servants and/or agents/subcontractors, have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of QWETU DT SACCO.
4. THAT the aforesaid Bidder will not engage, and has not engaged, in any collusive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

Title	
Signature	
Date	
Bidder Official Stamp	

END OF FORM SD2

Form SD3: Declaration and Commitment to the Code of Ethics

I, _____ (Full Name of Authorized Person), on behalf of the Business / Company / Firm named below, declare that I have read and fully understood the contents of the Public Procurement and Asset Disposal Act, 2015, the associated Regulations, and the Code of Ethics for persons participating in Public Procurement and Asset Disposal, and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of the Business / Company / Firm	
Name of Authorized Signatory	
Signature	
Position	
Office Address	
Telephone	
Email	
Date	
Company Seal / Rubber Stamp	

Witness

Witness Name	
Witness Signature	
Date	

END OF FORM SD3

Form SD4: Declaration of Conflict of Interests

Notes:

- You are required to identify any potential conflicts of interest that could arise in the supply of the goods.
- You are required to provide sufficient detail of each interest (if any).
- If in doubt as to whether a conflict of interest could arise, a declaration of the interest should be made.

Interests that must be declared include the following:

- The firm, or any person employed or engaged by or otherwise connected with the firm, has provided or is providing services or other work for QWETU DT SACCO.
- The firm or any relevant person has any other connection with QWETU DT SACCO, whether personal or professional, which the public could perceive may impair or otherwise influence QWETU DT SACCO's, or any of its members' or employees', judgements, decisions or actions.

Declarations

Name of Organization	

Type of Interest (Organisation)	**Details**
Provision of services or other work for QWETU DT SACCO	
Any other connection with QWETU DT SACCO which the public could perceive may impair or influence judgement, decisions or actions	

Name of Relevant Person (complete for all Relevant Persons): _____

Type of Interest	**Details**	**Personal interest, or that of a family member / close friend / other acquaintance?**
Provision of services or other work for QWETU DT SACCO		
Provision of services or other work for any other firm in respect of this tender		
Any other connection with QWETU DT SACCO which the public could perceive may impair or influence judgement, decisions or actions		

To the best of my knowledge and belief, the above information is complete and correct. I undertake to update the information as necessary.

We have identified [ ] / not identified [ ] the following conflict of interest:

.....

Signed: _____ On behalf of: _____ Date: _____

END OF FORM SD4