



# SMARTLIFE SACCO SOCIETY LTD.

P.O. BOX 118, KAPSOWAR  
info@smartlifesacco.co.ke

CS-7590

## TENDER DOCUMENT

**TO ALL BIDDERS,**

**26/11/2024**

Take note of the below requirements in addition to specific Tender Documents.

### **MANDATORY REQUIREMENTS**

1. Copy of current registration/incorporation certificates.
2. Copy of current tax compliance certificate/PIN/VAT certificates
3. Name of directors for prove of ownership/identity of the company or firm (CR12)
4. Current business permit
5. Scope of work preferably work plan/operation plan/work schedule where necessary
6. Registration with the relevant professional body where applicable
7. Dully filled & signed tender documents
8. Reliable telephone numbers



**Head Office:** Kapsowar **Our Branches:** Kapyego | Kapcherop | Tot



# SMARTLIFE SACCO SOCIETY LTD.

P.O. BOX 118, KAPSOWAR  
info@smartlifesacco.co.ke

CS-7590

## TENDER DOCUMENT

### ST/1/2025: SUPPLY OF OFFICE STATIONERY, PROMOTIONAL MATERIALS, AND OFFICE MERCHANDISE

DESCRIPTION	QUANTITY	UNIT COST	TOTAL
1. Box files	100 pcs		
2. Spring file	50 pcs		
3. Branded member files	1000 pcs		
4. Counter books:	4 Quire	30 pcs	
	3 Quire	20 pcs	
5. Felt pens (mix colors)	100 pcs		
6. Branded Biro pens (With name, Logo and slogan, 'Together We Prosper')	2,000 pcs		
7. Photocopy papers	150 reams		
8. Branded envelopes A4, A5, and C5			
A4: 10 boxes of 500 pieces	15 boxes		
A5: 10 boxes of 1000 pieces	10 boxes		
C5: 5 boxes of 1000 pieces	5 boxes		
9. Calculator: DJ-120D Plus	15 pcs		
10. Rubber bands	20 boxes		
11. Staple Pins 24/6-1M small size – 20 boxes of 1000 (20*50) staples	15 boxes		
12. Staplers	20 pcs		

SMARTLIFE SACCO SOCIETY  
LIMITED

26 NOV 2024

**Head Office:** Kapsowar **Our Branches:** Kapyego | Kapcherop | Tot

P.O. BOX 118 - 30705, KAPSOWAR  
Email : smartlifesacco@gmail.com

13. Paper punch	10 pcs		
14. Cello tape – Large	10 pcs		
15. Toners & cartridges			
➤ Toner 85A	5 pcs		
➤ TK 3130	10 pcs		
➤ TK 4175	12 pcs		
➤ HP Toner 30A	10 pcs		
➤ Toner 203A Black	5 pcs		
➤ Epson LQ-350 Ribbon	20 pcs		
16. Foolscaps	20 reams		
17. Correction fluid	20 pcs		
18. Stamp pad ink (Red: 3 & Blue: 7)	10 boxes		
19. Fasteners	30 boxes		
20. Pin remover	10 pcs		
21. NCR Withdrawal and Deposit slip	5,000 pcs		
22. Rulers (30cm)	20 pcs		
23. FOSA notification cards	500 pcs		
24. Calendar 2025	2,000 pcs		
25. Diaries A5 2025	40 pcs		
26. Note Books customized and designed with our colors and with SACCO information, 200 pages, hard cover and well bound	200 pcs		
27. Paper shredders	6 pcs		
28. BOSA Loan forms	2,000 pcs		

**SMARTLIFE SACCO SOCIETY  
LIMITED**

**26 NOV 2024**

**Head Office:** Kapsowar **Our Branches:** Kapyego | Kapcherop | Tot

P.O. BOX 118 - 30705, KAPSOWAR  
Email : smartlifesacco@gmail.com



**CS-7590**

# SMARTLIFE SACCO SOCIETY LTD.

P.O. BOX 118, KAPSOWAR  
info@smartlifesacco.co.ke

## TENDER DOCUMENT

### ST/2/2025: SUPPLY OF ICT HARDWARE AND SOFTWARE

Description	Quantity	Unit Cost	Total
1. New computers (at least core i7, Gen 12 min, 16GB RAM, SSD) <ul style="list-style-type: none"><li>➤ All-in-one</li><li>➤ Laptop</li></ul>	2 pcs 1 pc		
2. Projector: the best quality	1 pc		
3. APC UPS: 1kva	10 pcs		
4. All in one printer: should support full-duplex	1 pc		
5. AC: server room AC and office AC	2 pcs		
6. Antivirus: internet protection	25 pcs		
7. Power surge extensions	5 pcs		
8. Windows Licenses <ul style="list-style-type: none"><li>➤ Windows 10 pro</li><li>➤ Windows 11 pro</li></ul>	15 pcs 10 pcs		
9. Office 365 Licenses	25 pcs		

SMARTLIFE SACCO SOCIETY  
LIMITED

**26 NOV 2024**

P.O. BOX 118 - 30705, KAPSOWAR  
Email : smartlifesacco@gmail.com

**Head Office:** Kapsowar **Our Branches:** Kapyego | Kapcherop | Tot



# SMARTLIFE SACCO SOCIETY LTD.

P.O. BOX 118, KAPSOWAR  
info@smartlifesacco.co.ke

CS-7590

TENDER DOCUMENT

**ST/3/2025: DEVELOPMENT OF STRATEGIC PLAN**

SMARTLIFE SACCO SOCIETY  
LIMITED  
**26 NOV 2024**  
P.O. BOX 118 - 30705, KAPSOWAR  
Email : smartlifesacco@gmail.com

**Head Office:** Kapsowar **Our Branches:** Kapyego | Kapcherop | Tot



# SMARTLIFE SACCO SOCIETY LTD.

P.O. BOX 118, KAPSOWAR  
info@smartlifesacco.co.ke

CS-7590

## TENDER DOCUMENT

### ST/4/2025: PROVISION OF SYSTEM AUDIT SERVICES

Perform general system audit of the society's systems and controls.

SMARTLIFE SACCO SOCIETY  
LIMITED  
**26 NOV 2024**  
P.O. BOX 118 - 30705, KAPSOWAR  
Email : smartlifesacco@gmail.com

**Head Office:** Kapsowar **Our Branches:** Kapyego | Kapcherop | Tot

## **APPROVAL**

The tender sub-committee in a meeting held on 6th December approved for advertisement tenders ST/1/2024 to ST /5/2024



---

**Head Office:** Kapsowar **Our Branches:** Kapyego | Kapcherop | Tot