

TENDER DOCUMENT FOR PRE-QUALIFICATION FOR SUPPLY OF GOODS AND SERVICES-2017

Yehu Microfinance Services Limited

(June, 2017)

Yehu Microfinance Services Limited is a microfinance organization in Kenya that provides financial and other support services to the rural social-economically marginalized entrepreneurs.

The organization is currently focused to serving the low income rural entrepreneurs and primarily women within the entire country.

Yehu is predominantly rural based. It is a unique institution that has been courageous enough to operate against challenges of poor infrastructure, low literacy levels and a poor economic environment of its clientele.

Yehu was created based on the principles and procedures of the world-renowned Grameen Bank and has adopted the Grameen Group Methodology.

Section A

Tender Notice

Yehu Microfinance Services Ltd invites interested suppliers to apply for pre-qualification, indicating the goods and services they wish to supply from the list below. Those already providing goods and services for the year 2013/2014/2015/2016 to the organization are also required to apply.

Category

YMSL/T/1/2017-Supply of General Office Stationeries and Supplies

YMSL /T/2/2017-Supplyof Computers and Computer Accessories

YMSL /T/3/2017- Supply of branded/printed promotional items/ T-shirts, shirt, Banners etc

YMSL /T/4/2017-Printing of Office Stationeries/ Printing of calendar, business cards, staff ID cards

Letter heads, branded diaries, branded umbrellas, branded field bags

YMSL/ T/5/2017 - Repair and Maintenance of Computer and computer hardware, scanner, printers & Copiers

YMSL /T/6/2017 - Supply of Office Furniture

YMSL /T/7/2017 - Supply and Maintenance of Photocopiers

YMSL /T/8/2017 - Provision of Networking services

YMSL /T/9/2017 - Repair and Maintenance of Motor Cycles

YMSL /T/10/2017 - Provision of Security Services

YMSL /T/11/2017 - Provision of Insurance Services (underwriter / Brokerage)

- YMSL/T/12/2017 - Repair and Maintenance of Motor Vehicles
- YMSL /T/13/2017 -Provision of Electrical Materials and Electrical Maintenance
- YMSL /T/14/2017 -Repair and General Maintenance of Office Furniture
- YMSL /T/15/2017- Provision of Courier Services
- YMSL /T/16/2017 - Supply of Fire Fighting Equipment
- YMSL /T/17/2017 - Supply of Motorbikes
- YMSL /T/18/2017 - Supply of sign board, snapper frames, roll up banners
- YMSL /T/19/2017 - Supply of Drinking Water
- YMSL /T/20/2017 - Supply of Washrooms Discreet
- YMSL/T/21/2017 – Construction Work/ Maintenance and Repair of Buildings (Painting and general renovations)
- YMSL/T/22/2017 – Designing Office Layout
- YMSL/T/23/2017– Conference/Hotel Facilities
- YMSL/T/24/2017 – Provision of Internet Services/Provision of Airtime

Prequalification/tender documents may be obtained from Yehu Microfinance Services Limited Head office reception upon payment of non-refundable fee of **Kshs. 5,000** per set of document to the Cashier either in cash, MPesa Number No.857468 (please Quote Reference or Transaction Number)or Bankers cheque Payable to Yehu Microfinance Trust. Completed pre-qualification documents should be sent through email address administration@yehu.org or sealed envelopes clearly marked

“Pre-Qualification/Tender Documents for Supply Of

Item Description.....

Category No.....

Address to:

**The Chief Executive Officer,
Yehu Microfinance Services Limited
P.O. Box 82120-80100,
Mombasa.**

Physical Address

Head office: Nyali Behind Nakumatt Supermarket City Mall off Mombasa Malindi road,Avenue building along Mahesh Doshi Road opposite Laveranda building 2nd floor office No. 2.

Contacts: 0736 979 797 / 0708 343 434/0703994536. Email: administration@yehu.org

Tenders should be submitted on or before **23rd June 2017**

The Company reserves the right to accept or reject any tender in whole or part.

Guide for Mpesa Payment Option

- Go to Safaricom and select Mpesa Menu
- Select Lipa na Mpesa
- Choose the pay bill option
- Enter Business numbers - **857468**
- Enter your account Number – **This is the registered name of your company**
- Enter amount for the Tender/Tenders you would like to bid
- Enter Pin Number
- Confirm the details are correct
- Complete the payment