



**3<sup>rd</sup> February, 2025**

**RE: PRE-QUALIFICATION OF SUPPLIERS OF GOODS, WORKS AND SERVICES  
YEAR 2025/2026**

**1.1 PER-QUALIFICATION REF: PSR/PREQ/2025-2026**

We hereby invite applications for prequalification of suppliers for the provision of goods and services for the year 2025-2026. Interested and eligible suppliers are invited to apply, indicating the code number and category of goods or services they wish to supply. Goods, works and services will be procured on **"As when required basis"**. For more information visit our website [www.pcearuirusacco.com](http://www.pcearuirusacco.com)

**TENDER REF; PSR/PREQ1/2025-2026**

ITEM NO	ITEM DESCRIPTION	INTEREST GROUP (AGPO)
<b>CATEGORY A</b>	<b>GENERAL PURCHASES</b>	
PSR/PREQ/A/2025-26	Supply of general office Stationery, computer consumables (genuine toners/ cartridges, ribbons etc.) & accessories	Women/Youth/People with disability
PRS/PREQ/B/2025-26	Supply of marketing, Advertising and promotional materials such as umbrellas, caps, T-shirts, Diaries, Calendars, Banners	Open for ALL
PRS/PREQ/C/2025-26	Supply and Maintenance of computer hardware/servers/desktops/Printers/IPAD/V OIP headphones, Photocopiers/Scanners, Air conditioner systems, CCTVs and other equipment/ accessories.	Open for ALL
PRS/PREQ/D/2025-26	Supply of computer licensed software's i.e. Operating systems, Audit aided software's, antivirus, integration software's etc.	Open for ALL
PRS/PREQ/E/2025-26	Provision of building and construction services and maintenance thereon including painting and fittings	Open for ALL

PRS/PREQ/F/2025-26	Provision of Repairs and maintenance of furniture and related equipment	Women/Youth/People with disability
PRS/PREQ/G/2025-26	Supply and Provision of maintenance Services of Inverter systems, UPS, Back-up batteries, electrical materials and generators.	Open for ALL
PRS/PREQ/I/2025-26	Supply and Installation of Networking systems, Switches, Routers and maintenance thereon	Open for ALL
PRS/PREQ/J/2025-26	Provision of printing, publishing and Media liaison services	Women/Youth/People with disability
PRS/PREQ/K/2025-26	Supply and servicing of PABX, Telephone heads and other telecommunication equipment, spares and accessories	Open for ALL
PRS/PREQ/L/2025-26	Provision of insurance for office equipment, computers, furniture, Motor Vehicle, and other asset with insurable interest	Open for ALL
PRS/PREQ/M/2025-26	Provision of insurance for members loan, Cash in transit, WIBA, Fiduciary, Cybercrime and related losses	Open for ALL
PRS/PREQ/N/2025-26	Provision for staff Medical Cover, group personal accident insurance and group personal life assurance for staff	Open for ALL
PRS/PREQ/O/2025-26	Supply and Maintenance of Security alarm systems and CCTV	Open for ALL
<b>CATEGORY B</b>	<b>CONSULTANCY/SPECIALIZED SERVICES</b>	
PRS/PREQ/BA/2025-26	Provision of legal services - litigation & conveyance	Open for ALL
PRS/PREQ/BB/2025-26	Provision of architectural, Design and Quantity Surveyor services (or Consortium)	Open for ALL
PRS/PREQ/BC/2025-26	Provision for Policies, Strategic plan, Team Building & Administration Consultancy/Services	Open for ALL
PRS/PREQ/BF/2025-26	Provision of Assets Tagging and Asset re-branding Services.	Women/Youth/People with disability
<b>CATEGORY C</b>	<b>SERVICES</b>	

PRS/PREQ/CA/20 25-26	Provision of Cash In Transit Services	Open for ALL
PRS/PREQ/CB/20 25-26	Provision of Asset valuation services, land/property, Motor vehicle Assessor	Open for ALL
PRS/PREQ/CC/20 21-22	Provision of cleaning, sanitary services waste disposal, fumigation and pest control services	Open for ALL
PRS/PREQ/CD/20 25-26	Supply and maintenance of firefighting equipment, Smoke Detectors and fire alarms.	Open for ALL
PRS/PREQ/CG/20 25-26	Provision of debt collection and auctioneering services.	Open for ALL
PRS/PREQ/CG/20 25-26	Provision of car tracking services	Open for All
PRS/PREQ/CJ/20 25-26	Provision of guarding & security services	Open for ALL

A complete set of the Pre-qualification documents may be obtained by interested suppliers upon payment of a non-refundable fee of **KES 2,000.00** from PCEA RUIRU SACCO offices. All payments shall be made **via M-pesa Paybill Business No. 834700 (A/c No: PRQ {company name})**. Email the transaction code to [procurement@pcearuirusacco.com](mailto:procurement@pcearuirusacco.com) **indicating the company name as the email subject.**

A duly filled document with all the relevant attachments shall be returned to PCEA RUIRU SACCO offices Tender Box on or before **21<sup>st</sup> February, 2025 at 3:00pm**, sealed in an envelope and the identification code of the good or service to be supplied clearly marked on the envelope.

**The Envelope should be addressed to;**

**The Chief Executive Officer  
PCEA RUIRU Sacco Society Limited  
P. O. Box 1497 – 00232. RUIRU.**