

SECTION I-INVITATION FOR EXPRESSION OF INTEREST TO PARTNER  
IN THE PROVISION OF SACCO AGENCY BUSINESS

NO. /UCSCS/EOI/10/2023 - PROVISION OF SACCO AGENCY  
BUSINESS

**24/07/2023**

1.1 Ukulima Sacco Society Limited invites sealed tenders from eligible and interested partners for the provision of Sacco Agency Business

1.2 Interested eligible partners may obtain further information from Ukulima Co-operative House 4<sup>th</sup> floor procurement office, P.O Box 44071-0010 Nairobi during normal office working hours.

1.3 Completed (EOI) tender documents are to be enclosed in plain sealed envelopes, marked with the (EOI) tender number and name and be deposited in the Tender Box located at Ukulima Co-operative House 2<sup>nd</sup> floor or be addressed to Ukulima Sacco society limited, P.O Box 44071-00100 Nairobi so as to be received on or before FRIDAY 4<sup>TH</sup> AUGUST 2023 at 1200 Noon

1.4. (EOI) Documents will be opened immediately thereafter in the presence of candidate's or representatives who choose to attend the opening at Ukulima Co-operative House Board Room 2<sup>nd</sup> Floor.

Chemarum Victor

SIGNED FOR: CHIEF EXECUTIVE OFFICER

## **UKULIMA D.T SACCO**

### **REQUIREMENTS FOR UKULIMA SACCO AGENTS**

#### **A) SOLE PROPRIETORS OR PARTNERSHIPS**

- 1) Must be a fully paid up member of Ukulima SACCO with at-least;
  - a) Share Capital - Kshs 20,000/-
  - b) Sacco Deposits - Kshs 100,000/-
- 2) Have a balance of at-least Kshs Kshs 100,000/- on the Fosa savings or current account being the Minimum Float requirement for operations of an Agency. The SACCO reserves the discretion to require higher Float amount upto but not exceeding Kshs 500,000/-
- 3) Copy of National ID(s)
- 4) Two passport size photos of the business owner(s)
- 5) Copy of KRA PIN(s)
- 6) Certificate of good conduct (Individual)
- 7) CV of business owners
- 8) Business Permits for the 2 most recent years
- 9) Valid/Current Business certificate (if available)
- 10) Latest 6 months' account statement
- 11) Books of accounts for the last 2 years (if available)
- 12) Latest Credit Reference Bureau (CRB) Report of the sole proprietor or individual partners
- 13) Duly executed Form 3 and 4 stamped by Commissioner of Oaths
- 14) 3 colored photos of the premises (for 1 inside and 2 outside views)
- 15) Resolution to operate agency in case of partnership

#### **Upon successful appointment by the SACCO**

- Submit a Dully filled SACCO Services Agency agreement-stamped by an advocate
- Attach a cash deposit slip of Kshs 50,000/- for POS equipment.

#### **B) LIMITED COMPANIES AND SOCIETIES**

- 1) The company must be fully paid up corporate member of Ukulima SACCO with at-least;
  - a) Share Capital - Kshs 20,000/-
  - b) Sacco Deposits - Kshs 100,000/-
- 2) Have a balance of at-least Kshs Kshs 150,000/- on the Fosa current account of the company or Society being the Minimum Float requirement for operations of an Agency. The SACCO reserves the discretion to require higher Float amount upto but not exceeding Kshs 500,000/-
- 3) The individual authorized officials must be fully paid up members of the SACCO

- 4) Copy of National IDs for the Directors/Authorized officials
- 5) Two passport size photos for the Directors/Authorized officials
- 6) 3 colored photos of the premise (for 1 inside and 2 outside views)
- 7) Copy of KRA PIN for the company and Directors/Authorized officials
- 8) CV of Directors/Authorized officials
- 9) VAT Registration Certificate (if applicable)
- 10) Registration Certificate and/or Certificate of Incorporation
- 11) Articles and Memorandum of Association (companies)
- 12) Resolution to carry out agent banking in partnership with the SACCO (bearing the company/society seal)
- 13) Business Permits for the 2 most recent years
- 14) 6 month's business statement of account
- 15) Latest Credit Reference Bureau (CRB) Report of the Company and Directors/Authorized Individuals
- 16) Latest Annual Returns / CR12
- 17) Duly executed Forms 3 and 4 (witnessed by individual commissioner for oaths)

**Upon successful appointment by the SACCO**

- Submit a Dully filled SACCO Services Agency agreement bearing the Company/Society seal)
- Attach a cash deposit slip of Kshs 50,000/- for POS equipment.

***UKULIMA DT SACCO LTD***

***24<sup>th</sup> July 2023***