

Our Ref : KUSCCOHOUSING/OP/EOI/001/4/2026

27th April, 2026

Your Ref :

**REQUEST FOR PREQUALIFICATION (RFPQ)
FOR THE YEAR 2026–2027**

To: All Prospective Suppliers, Contractors, and Service Providers

From: KUSCCO Housing Co-operating Society Limited

1. INTRODUCTION

KUSCCO Housing Co-operating Society Limited is a leading institution dedicated to providing innovative housing solution and financial services to its members. To support our operations and strategic objectives for the fiscal year 2026–2027, we are seeking to establish a robust database of competent, reputable, and reliable suppliers, contractors, and service providers.

We invite qualified firms to submit their applications for prequalification. This process is designed to identify partners who meet our stringent standards for quality, compliance, and value delivery. Successful applicants will be placed on our prequalified vendors list and will be invited to participate in specific tenders for goods, works, and services during the period.

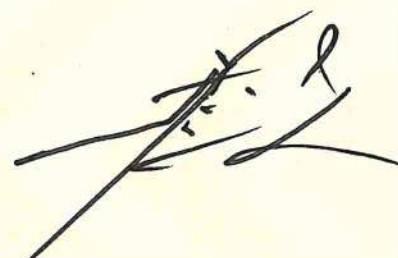
2. OBJECTIVE

The objective of this Request for Prequalification (RFPQ) is to create a centralised database of prequalified vendors who have demonstrated the necessary capacity, experience, and financial stability to partner with KUSCCO Housing Co-operating Society Limited. This process does not constitute a tender but is a prerequisite for future procurement opportunities.

3. SCOPE OF CATEGORIES

Interested applicants may apply for one or more of the following categories. Please indicate the category number(s) in your application.

Category No.	Provision of Goods and Services
1	General Printing & Designs Services
2	Event Management & Décor Services
3	ICT Equipment and Services
4	External Audit Services
5	Legal Services



6	Motor Vehicle Services (incl. leasing, repair, and maintenance)
7	Computer Maintenance Services
8	Insurance Services (incl. medical cover, mortgage portfolio, property, etc.)
9	Hotel, Conference & Hospitality Services (incl. accommodation and catering)
10	Internet Services
11	Security Services
12	Photography & Video Services
13	Courier Services
14	Electrical Engineering Services
15	Building Contractors, Maintenance, and Repairs Services
16	Travel Agencies Services
17	Auctioneering Services
18	Building & Land Valuation Services
19	Fire & Occupational Safety and Health Audit Services
20	Office supplies and stationery
21	Marketing and communications
22	Cleaning and sanitation services
23	Installation and Maintenance of CCTV Cameras
25	Debt Collection Services
26	Interior Design Services/Branding Services
27	Training & Consultancy Services
28	Media Consultancy Services
29	Taxation & Audit Services
30	Team Building Services
31	General Office Stationery Supply
32	Supply of consumables (Milk, Sugar, Beverages, and other related office items)
33	Air Conditioners & Maintenance Services
34	Computers and Accessories
35	Assets Disposal Services

4. ELIGIBILITY REQUIREMENTS (MANDATORY)

To be considered for prequalification, applicants must be a Kenyan company with at least three (3) years of experience in the relevant industry and must provide the following documentation:

Sno.	Requirement
1	Company Profile: A detailed profile outlining the company's history, organizational structure, and core business.
2	Registration: Valid Business Registration / Certificate of Incorporation.
3	Tax Compliance: Valid KRA Tax Compliance Certificate.
4	Company PIN: KRA Company PIN Certificate.
5	Trade License: Valid Trade License from the relevant authority.
6	Audited Financial Statements: For the last two (2) to three (3) years (where applicable).
7	Past Performance: Evidence of past performance, including client references and recommendation letters from similar assignments.
8	Key Personnel: Details of key personnel, their qualifications, and experience.
9	AGPO Certificate: (If any, not mandatory but will be considered an added advantage).

5. SUBMISSION GUIDELINES

All submissions must be in hard copy and delivered to the address below.

Hard Copy Document addressed to:	The Chief Executive Officer, KUSCCO Housing Co-operative Society, Signature Mall, 3 rd floor, P.o Box 7360-00100, GPO Nairobi
Submission location:	KUSCCO Housing Co-operative Reception, Signature Mall, 3 rd Floor, Along Mombasa Rd
Submission Deadline	31 st May, 2026, 5.00 PM



Format: Applications must be clearly marked "**Prequalification for the Year 2026–2027 – Category No. [Insert Number(s)]**" on the envelope.

Late Submissions: Any application received after the deadline will not be considered.

6. PROPOSAL SUBMISSION FORM

This form must be completed in its entirety and submitted together with all the mandatory compliance documents.

A. Vendor Identification and Eligibility Confirmation

Information Required	Applicant Response
Legal Name of Company	
Physical Address in Kenya	
Year of Company Incorporation	
Years of Operation in the Industry	
Authorized Contact Person	
Contact Person Title	
Contact Phone Number	
Contact Email Address	



B. Mandatory Compliance Checklist

Requirement	Compliant (Yes/No)	Supporting Document Provided (Yes/No)
Company Profile & Organizational Structure		
Valid Business Registration/Incorporation Certificate		
KRA Company PIN Certificate		
Valid KRA Tax Compliance Certificate		
Valid Trade License		
Audited Financial Statements (Last 2-3 Years)		
List of Client References (with contact details)		
Details of Key Personnel		

C. Certification

I, the undersigned, hereby certify that the information provided in this submission is true and correct, and that our company has the capacity and willingness to execute the business if called upon to do so.

Field	Details
Name of Authorized Signatory	
Title	
Signature	
Date	




Field	Details
Company Stamp/Seal	[Affix Company Seal Here]

7. EVALUATION CRITERIA

Submissions will be evaluated based on the following criteria:

Criterion	Description
Compliance (Mandatory)	Applicants must meet all mandatory requirements listed in Section 4. Failure to provide any of the listed documents will result in automatic disqualification.
Technical Capacity	Assessment of the applicant's ability to deliver, including relevant experience, qualifications of key personnel, and availability of resources and infrastructure.
Past Performance and Experience	Proven track record with similar institutions, evidenced by client references and a history of successful project delivery.
Financial Stability	Financial capacity to undertake assignments, assessed through the review of audited financial statements, liquidity, and sustainability indicators.
Value Addition	Demonstration of innovative approaches, commitment to quality, sustainability practices, and corporate responsibility.



8. IMPORTANT NOTES

1. This RFPQ is for prequalification purposes only and does not constitute a tender or a commitment to award any contract.
2. KUSCCO Housing Co-operating Society Limited reserves the right to accept or reject any application without assigning a reason.
3. Only prequalified applicants will be invited to participate in future tenders for specific goods, works, and services.

9. CONTACT INFORMATION

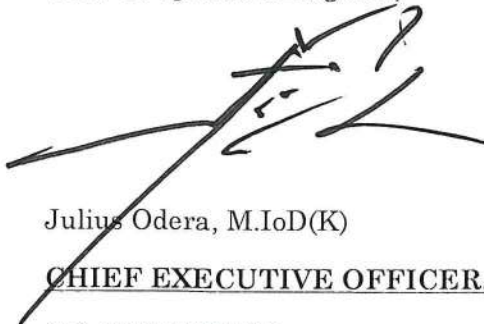
For inquiries or clarifications, please contact:

Field	Details
Institution	KUSCCO Housing Co-operative Society Limited
Location	Signature Mall, 3 rd Floor, Nairobi
Email	info@kusccohousing.coop
Phone	0709 000 740

10. INTERNAL AUTHORIZATION AND APPROVAL TO PROCURE

This document serves as the formal internal authorization for the release of this Request for Prequalification.

With Co-operative Regards,



Julius Odera, M.IoD(K)
CHIEF EXECUTIVE OFFICER.
CC: CHAIRMAN.