

INVITATION TO TENDER

29/10/2025.

Winas Sacco limited invites tenders from interested and eligible bidders to the tender described below.

TENDER NUMBER.	ITEM DESCRIPTION	ELIGIBILITY
WSL/PREQ/2025	External audit services.	Open.

Complete tender documents with detailed information may be downloaded from the Sacco website (www.winassacco.com/tenders) or alternatively be obtained from Winas Sacco Ltd offices along Kenyatta H/way-Embu next to N.S.SF nad N.H.I.F-Embu during working hours, Monday to Friday 8.30am to 4.00pm, Saturdays 8.30am to 12.00 noon upon payment of a **non-refundable fee of kshs 1,000.00 payable in cash or cheque to Winas Sacco Limited.**

For more information contact 0709506000 or send an email to procurement@winassacco.com

Each applicant must include the following information/requirements.

1. Photostat copy of current registration/incorporation certificate.
2. Current evidence of compliance to KRA taxes, PIN and VAT certificates.
3. Names of owner(s) or directors for prove of ownership/identity of the company or firm (CR-12).
4. Registration certificates from relevant regulatory authorities.
5. Copy of audited accounts for the last two(2) years.
6. Information regarding any current litigation in which the tenderer is involved.
7. Any other information that the tenderer wishes to submit.
8. Attach evidence of payment of the non-refundable fee.

Any tender that is not properly completed and does not fully comply with the requirements will be disqualified.

All bids must be submitted in plain sealed envelopes and must bear tender number, without tenderer's name and be addressed to;

**The Chief Executive Officer,
Winas Sacco Limited,
Po Box 696-60100 Embu.**

And to be delivered and placed in the tender box situated in the banking hall at Sacco's H/o building so as to reach by **12.00PM on or before 6th November, 2025.** Tenderers/Representatives who wish to witness the opening of the tenders immediately after the closing, the same day are invited at the Sacco board room.

WINAS SACCO SOCIETY LIMITED

FORM S.10 (REVISED)

TO: MS LOCATION: PO BOX Tel:

FROM: Quotation WSL/RFP/2025 Date: 29 OCTOBER 2025

CHIEF EXECUTIVE OFFICER WINAS SACCO LTD PO BOX 696, EMBU KENYA info@winassacco.com www.winassacco.com

You are invited to submit quotation/proposal on EXTERNAL AUDIT SERVICES YEAR 2026: Notes;

- THIS IS NOT an ORDER. Read the conditions and instructions on reverse before quoting**
- This quotation should be submitted in a plain wax sealed envelope marked**
- Your quotation should indicate final unit price inclusive of all costs for delivery, discount, VAT, duty and sales tax**
- Return the original copy and retain the duplicate for your records**

For supply of above indicated service quotations/proposal should reach the Winas Sacco Ltd. and be placed in the quotation/tender box in WINAS SACCO LTD. HEADOFFICE, EMBU, KENYATTA H/WAY OPPOSITE BACLAYS BANK, alternatively emailed through procurement@winassacco.com SO AS TO BE RECEIVED ON OR BEFORE 6th November, 2022 AT 4.00pm.

CODE NO	ITEM DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	TOTAL PRICE	DAYS TO DELIVERY	REMARKS
001.	1. INTERIM AUDIT 2. FINAL AUDIT See Attached specifications.	-	-				

- NB:**
- Attach VAT/PIN certificate, Registration certificate, current business permit and Current Tax compliance certificate.**
 - Fill S33 Fully, Sign and Stamp.**
 - Attach your quotation where it's not possible to fill Form S.10 (Revised)**
 - Clearly indicate the terms of payment.**
 - SEE ATTACHED ADDITIONAL REQUIREMENTS/SPECIFICATIONS.**

Sellers signature..... Date.....

FOR OFFICIAL USE ONLY

Opened by:

- Designation..... Signature.....
- Designation..... Signature.....
- Designation..... Signature.....

Date Time.....

CONDITIONS

www.winassacco.com

1. The General Conditions of Contract with the WINAS SACCO LTD apply to this transaction Form properly submitted constitutes the entire agreement.
2. The offer shall remain firm for 60 days from the closing date unless otherwise stipulated by the seller
3. The buyer shall not be bound to accept the lowest or any other offer, and reserve the right to accept any offer in part unless the contrary is stipulated by the seller
4. Samples of offers when required will be provided free, and if not destroyed during tests, will upon request, be returned at the sellers expenses.

INSTRUCTIONS

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and and corrections be made and initialed by the person signing the quotation.
2. Quote on each item separately, and in units as specified.
3. This form must be signed by a competent person and preferably it should also be rubber stamped.
4. Each quotation should be submitted separately in sealed envelope with the quotation Number endorsed on the outside. Descriptive literature or samples of the items offered may be forwarded with quotation.
5. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name may be deleted from the buyer's mailing list for the items listed hereon.