



PROCUREMENT & SUPPLIES DIVISION

PROCUREMENT & SUPPLIES DIVISION PROFILE

Supplying Excellence. Delivering Confidence.

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INTEGRITY | EXCELLENCE | SAFETY | SUSTAINABILITY | PARTNERSHIP | INNOVATION

01 DIVISION OVERVIEW

Reliable procurement, technical supply, delivery coordination, and after-sales support.

KETAM Ventures Limited is a Kenyan multidisciplinary company. Through the Procurement & Supplies Division, we support public institutions, MDAs, county-level entities, NGOs, financial institutions, schools, developers, commercial offices, and private clients with compliant sourcing, genuine products, responsive delivery, technical installation support, and structured after-sales service.

Corporate Identity	Details
Company Name	KETAM Ventures Limited
Date of Registration	11 July 2023
Procurement Status	Certified AGPO Enterprise - Persons with Disability
AGPO Certificate	NT/PPD/2026/PWD/1063 - valid until 29 June 2028
Postal Address	P.O. Box 105 - 20108, Rongai, Kenya
Telephone	+254 722 861 731
Email	info@ketamventures.com
Website	www.ketamventures.com

Division tagline: Supplying Excellence. Delivering Confidence.

02 FULL SCOPE OF SERVICES

Multi-category institutional supply supported by technical and logistical capability.

A. General Institutional & Office Supplies

- Office stationery and administrative supplies
- Cleaning, hygiene, and facility supplies
- Institutional consumables and operational items
- Printing, filing, storage, and office accessories
- Bulk supply and scheduled delivery coordination

B. Construction Materials & Industrial Goods

- Construction materials, hardware, and tools
- PPE and safety equipment
- Maintenance parts and operational consumables
- Industrial equipment and accessories
- Project-site supplies and delivery support

C. ICT Hardware, Software & Digital Licensing

- Desktops, laptops, servers, and workstations
- Photocopiers, printers, scanners, and consumables
- UPS systems and backup battery arrays
- Operating systems, enterprise licences, and productivity applications
- Cloud and local configuration support

D. IP Security Surveillance & Logistics Telemetry

- IP CCTV network design, cabling, installation, and configuration
- Biometric access control, keycard systems, and turnstiles
- GPS vehicle tracking and fleet monitoring
- Asset tagging and remote immobilization
- User setup, testing, and handover

E. Telecoms, Network Connectivity & Collaboration

- Structured cabling, patch panels, racks, and termination components
- Switches, routers, access points, and network accessories
- PABX systems, business IP phones, and unified communications
- Video conferencing systems for boardrooms and hybrid work
- Installation, testing, and user handover

F. Office Furniture & Architectural Fittings

- Executive desks, ergonomic chairs, and workstations

- Boardroom tables and reception furniture
- Filing cabinets and storage systems
- Office partitions, interior fittings, and custom layouts
- Delivery, assembly, installation, and handover

G. Logistics, Documentation & Engineering SLAs

- Quotation, LPO, delivery-note, invoice, and warranty documentation
- Packaging, transport, delivery, and client sign-off
- Compatibility and warranty verification
- Preventive diagnostics and technical repairs
- SLA-based support for ICT equipment, printers, copiers, UPS systems, and critical power equipment

03 DELIVERY ASSURANCE FRAMEWORK

Controls for compliant sourcing, quality verification, documentation, and client sign-off.

Stage	Control
1. Needs Verification	Confirm requirements, specifications, quantities, compatibility, budget parameters, and delivery timelines.
2. Compliant Sourcing	Source genuine and fit-for-purpose products through reliable suppliers and maintain quotation discipline.
3. Quality & Warranty Check	Verify product condition, warranty terms, licences, technical compatibility, and supporting documentation.
4. Delivery & Documentation	Coordinate packaging, transport, delivery notes, invoices, warranty records, acceptance, and handover.
5. Installation / Configuration	Provide technical setup, installation, testing, user guidance, and commissioning where required.
6. After-Sales Support	Coordinate warranty response, maintenance, troubleshooting, and SLA-based technical support.

Delivery principle: products should be genuine, fit for purpose, properly documented, installed where required, and supported after delivery.

04 INSTITUTIONAL TARGETS

Client categories supported by the Procurement & Supplies Division.

Client Segment	Typical Requirements
Government Ministries, Departments & Agencies	AGPO and open-bid supplies, ICT equipment, office items, furniture, security equipment, telecoms, documentation, and delivery.
County-Level Institutions & Utilities	Operational equipment, project supplies, construction materials, ICT, security, connectivity, and maintenance items.
Banks & Financial Institutions	ICT equipment, UPS systems, networking, access control, surveillance, furniture, branch support, and maintenance.
NGOs & International Aid Bodies	Field-office setup, general supplies, technology, mobility support, security, furniture, and project procurement.
Schools, Colleges & Universities	ICT equipment, networking, furniture, security, office supplies, and facility support items.
Corporate & Commercial Clients	Office supplies, ICT, furniture, security, connectivity, industrial goods, logistics, and after-sales support.

05 COMPLIANCE, DOCUMENTATION & SUPPORT

Tender-facing controls and professional after-sales commitments.

- Certificate of Incorporation and corporate registration documents
- AGPO Certificate No. NT/PPD/2026/PWD/1063
- KRA PIN Certificate and current Tax Compliance Certificate
- Business permits and applicable licences
- Quotations, product schedules, LPO support, delivery notes, and invoices
- Warranty records, licences, installation records, and handover documentation
- Maintenance plans, SLA terms, and after-sales support records

Quality assurance should include needs verification, quotation discipline, genuine-product checks, warranty confirmation, delivery documentation, technical testing where applicable, and client sign-off.

Service-level support may cover computers, servers, printers, scanners, copiers, network equipment, UPS banks, backup batteries, and related critical power or office technology systems.

06 CONTACT & PROCUREMENT INQUIRIES

Centralized contact details for quotations, supplier registrations, and project requirements.

KETAM VENTURES LIMITED

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Contact Item	Details
Website	www.ketamventures.com
Email	info@ketamventures.com
Telephone	+254 722 861 731
Postal Address	P.O. Box 105 - 20108, Rongai, Kenya
AGPO Certification	NT/PPD/2026/PWD/1063

We are ready to support institutions with compliant sourcing, genuine products, responsive delivery, technical implementation support, professional documentation, and dependable after-sales service.