

# SAUTI NWDT SACCO SOCIETY LTD



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## PREQUALIFICATION DOCUMENT

### PREQUALIFICATION FOR SUPPLY/PROVISION/EXECUTION OF GOODS/WORKS/SERVICES.

**TENDER REFERENCE NO. PSCS/PREQ/2021-2022**

**FINANCIAL YEAR: 2023/2024 & 2024/2025**

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**COMPANY/FIRM:** .....

**TENDER NO:** .....

**TENDER NAME:** .....

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## INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS 23/24 AND 24/25

SAUTI Sacco Society Ltd invites applications for the pre-qualification of suppliers of goods, works and services for the years, 2023-2024. Bidders are informed that goods, works and services will be procured on “As and when required basis.”

<b>CATEGORY A: SUPPLY OF GOODS</b>	
SCSCS/01/2023-2024	Supply of Printed Stationery
SCSCS/02/2023-2024	Supply of General Office Stationery
SCSCS/03/2023-2024	Supply of Toners and Cartridges
SCSCS/04/2023-2024	Supply of Computers Hardware, Printers and Other Accessories
SCSCS/05/2023-2024	Supply of Computers Software and License
SCSCS/06/2023-2024	Supply of Branded Promotional Uniforms, T-Shirts, Caps, Banners and Other Materials
SCSCS/08/2023-2024	Supply of Office Furniture, Fittings and Office Equipment
SCSCS/09/2023-2024	Supply and Maintenance of Telecommunication Equipment
SCSCS/11/2023-2024	Supply and maintenance of Firefighting Equipment and Fire Suppression Systems

<b>CATEGORY B: PROVISION OF SERVICES</b>	
SCSCS/12/2023-2024	Development and Maintenance of Website, LAN Connectivity, Structured Cabling and Internet Services
SCSCS/13/2023-2024	Provision of Hotel Conferencing and Accommodation Services
SCSCS/14/2023-2024	Provision of Courier, Messengerial and Mail Delivery Services
SCSCS/15/2023-2024	Provision of Security and Guarding Services
SCSCS/16/2023-2024	Provision of Repair and Maintenance of Office Equipment, Telephone, Water Dispensers, etc.
SCSCS/17/2023-2024	Provision and General Maintenance/Repairs of Building, Drainage, Plumbing, Electrical, etc.
SCSCS/18/2023-2024	Provision of Repair and Maintenance of Computers ( <i>and Accessories</i> ), printers, LAN, Air-conditioner and Photocopier Machine
SCSCS/19/2023-2024	Provision and Maintenance of Intruder Alarms, Access Control (Biometric) and CCTV System including Installation and Upgrades
SCSCS/20/2023-2024	Provision of Land, Building and Motor vehicle Valuation Services
<b>CATEGORY C: PROFESSIONAL CONSULTANCY SERVICES</b>	
SCSCS/21/2023-2024	Provision of Audit & Tax Services
SCSCS/22/2023-2024	Provision of Consultancy Services: Training, Team Building and Certifications
SCSCS/23/2023-2024	Provision of Legal Services

## 1. PRE-QUALIFICATION INSTRUCTIONS.

- i. Sauti Sacco invites interested eligible candidates to prequalify/register for supply of goods, services and small works for the period 2023 – 2024. Suppliers with whom the Society is currently engaged are also invited to re-apply.
- ii. Interested candidates may obtain further information from the office or download the prequalification document containing the submission information from the Sacco website; [www.sautisacco.com](http://www.sautisacco.com).
- iii. All candidates shall be required to pay a non-refundable fee of **Kshs. 1,000=** per category. Payments shall be made through **Mpesa Playbill 339555** and the account number shall be your **Company's Name**. Bids without a payment receipt attached shall be disqualified.
- iv. Completed pre-qualification documents in plain sealed envelopes indicating the number and category shall be placed in separate envelopes (each category must be submitted in a separate envelope) and clearly marked on the envelope as below;

Prequalification of Suppliers 2023/2024 and 2024/2025

**Category Number:** .....

**Category Description** .....

And addressed to:

**THE CHIEF EXECUTIVE OFFICER,**

**SAUTI SACCO SOCIETY LIMITED**

**P O Box 30042-00100, NAIROBI.**

- v. All prequalification documents and bids for group creditors should be deposited in the Tender Box Situated at the **SAUTI SACCO Office, Joe Kadenge Crescent, off Kapiti Road, South B, Nairobi on or before noon on 11<sup>th</sup> September 2023** thereafter the same shall be opened. The Society reserves the right to accept or reject any application either in whole or in part, and does not allow itself to give reason for either rejection or acceptance. Interested applicants are free to attend and witness the opening.

**NB: Special Groups are encouraged to apply, i.e., Youths, Women and Persons with Disability.**

- vi. **Questions Arising from Documents-**Questions that may arise from the Pre-qualifications documents should be directed to the Chief Executive Officer, SAUTI Sacco Society Ltd whose address is given above.
- vii. **Additional Information-**The Sacco reserves the right to request submission of additional information from prospective bidders.

- viii. Invitation to Tenders/Quotations-**Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by Sacco after scoring more than 75 points soon after the completion of the pre-qualification process.

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES.**

### **a) Taxes on Imported Materials**

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied.

### **b) Customs Clearance**

The contractors shall be responsible for custom clearance of their imported goods and materials

### **c) Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's Accounting Officer or Tender Committee.

### **d) Payments**

All local purchases shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the contract Agreement.

## **3. PRE-QUALIFICATION DATA INSTRUCTIONS.**

### **3.1 Pre-qualification data Forms**

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-6, PQ-7 & PQ-8 are to be completed by prospective supplier/contractors who wish to be pre-qualified for submission of tender for the specified tender lot.

The Pre-qualification application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

### **3.2 Outlined Supply and Delivery**

The Pre-qualified applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in form PQ-2.

### 3.3 Pre-qualification Criteria

Registration Documentation PQ-1	20 MARKS
Pre-Qualification PQ-2	5 MARKS
Supervisory Personnel PQ-3	5 MARKS
Past Experience PQ-4	15 MARKS
Financial Position PQ-5	20 MARKS
Sworn Statement PQ-6	5 MARKS
Confidential Questionnaire PQ-7	20 MARKS
Litigation History PQ-8	10 MARKS
<b>TOTAL QUALIFICATION MARK</b>	<b>100 MARKS</b>

The qualification mark is 75 points and over

### 3.2 Qualification

- a) It is understood and agreed that the pre-qualification Data on prospective bidders is to be used by Sauti Sacco Ltd in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Tender lot as described by the client.
- b) Prospective bidders will not be considered qualified unless in the Judgment of Sauti Sacco Ltd they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/Services.

### 3.3 Essential Criteria for Pre-qualification

#### 3.3.1 Experience

- a) Prospective bidders shall have at least 1 year experience in the executing of contracts of similar nature with other government agencies/institutions. The potential supplier/ Contractors should show competence, willingness and capacity to service the contract.
- b) Prospective suppliers/Contractors require special experience and capacity to organize supply and deliver items/services/works at short notice.

#### 3.3.2 Personnel

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in Form PQ.3.

#### 3.3.3 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as Letters of reference from their bankers regarding supplier's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactorily information given.

### **3.3.4 Special consideration**

Will be given to the financial resources available as working capital, taking into account the number of uncompleted orders on contract and now in progress. Data on Form PQ-4.

However, potential bidders should provide evidence of financial capability to execute contract.

### **3.3.5 Past Performance**

Past performance will be given due consideration in prequalifying bidders. Letters of reference from past customers should be included in Form PQ-5 where applicable.

### **3.4 Statement**

Application must include a sworn statement Form PQ-6 by the Tenderer ensuring the accuracy of the information given.

### **3.5 Withdrawal of Prequalification**

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the client/Sauti Sacco could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments. The SACCO reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

## **FORM PQ-1 PRE-QUALIFICATION DOCUMENTATION**

### **All firms must provide:**

1. Copies of Certificate of Registration
2. Copy of V.A.T Registration Certificate
3. Tax compliance Certificate from Kenya Revenue Authority (Failure to produce this certificate to prove compliance will lead to automatic disqualification thus No further evaluation of your application).
4. Company Profile.
5. Copies of Pin Certificates of Firm/Company/individual.
6. List of ongoing Contracts/Projects (goods, services)
7. Bank references.



**FORM PQ-2 PRE-QUALIFICATION DATA****Part 1**

Contractor Identification	
Legal Name of Firm	
Post Office Address	
Street Address	
City	
Country	
Telephone	
Person To Contact	
Title	

**Part 2 Organization & Business Information**

Chairperson	
Secretary	
General Manager	
Treasurer	
other	
Partnership (if applicable)	
Names of partners	
Business founded or incorporated	
Under present management since	
Bank reference and address	
Bonding company reference and address	

**Enclose copy of the organization chart of the firm indicating the main fields of activities.**

**FORM PQ-3 SUPERVISORY PERSONNEL****PART 1**

Name 1	
Age	
Academic Qualification	
Professional Qualification	
Length of service with contractor or supplier position held	

Name 2	
Age	
Academic Qualification	
Professional Qualification	
Length of service with contractor or supplier position held	

Name 3	
Age	
Academic Qualification	
Professional Qualification	
Length of service with contractor or supplier position held	

**PART 2 SUPPLY OR SERVICE EXPERIENCE**

Name of Client/Customer	
Character And Nature of Contract	
Contract Value	
Location of Contract	
Period of Contract	
Title And Responsibility in Contract	
Other	

**PART 3 PROPOSED TECHNICAL PERSONNEL**

NO.	NAME

Proposed position in this project if contract is awarded.....

Brief statement of supply and service delivery method the supplier plans to use to execute the contract.

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## FORM PQ-4 FINANCIAL POSITION

Attached a copy of firm's two recent certified financial statements giving Summary of assets and current liabilities/or any other financial support.

## FORM PQ-5 PAST EXPERIENCE

### NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO YEARS

Name of client 1 (Organization)	
Address of Client (Organization)	
Name of contact person at the client (Organization)	
Telephone No. of Client	
Value of contract	
Duration of contract (date)	

Name of client 2 (Organization)	
Address of Client (Organization)	
Name of contact person at the client (Organization)	
Telephone No. of Client	
Value of contract	
Duration of contract (date)	

Name of client 3 (Organization)	
Address of Client (Organization)	
Name of contact person at the client (Organization)	
Telephone No. of Client	
Value of contract	
Duration of contract (date)	

## FORM PQ-6 SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the pre-qualification made.
- d) We enclose all the required documents and information required for the prequalification evaluation.

<b>Date</b>	
<b>Applicant's Name</b>	
<b>Represented By</b>	
<b>Signature</b>	

**(Full name and designation of the person signing and stamp or seal)**

## FORM PQ-7 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2 (b) or 2 (c) whichever applies in your type of business.

You are advised that it is a serious offence to give false information on this Form.

### **PART 1 GENERAL**

Business Name	
Location of Business premises	
Plot No	
Street/Road	
Postal Address	
Tel No	
Nature of business	
Current Trade License No	
Expiring date	
Maximum value of business which you can handle at any one-time Kshs	
Name of your banker	
Branch	

### **PART 2(A) - SOLE PROPRIETOR**

Name In Full	
Age	
Nationality	
Country of Origin	
Citizenship Details	
Indicate Whether Youth, Women or Person with Disability	

**PART 2 (B) - PARTNERSHIP:**

Name	
Nationality	
Citizenship	
Details Shares	

**PART 2 (C) - REGISTERED COMPANY**

Private or Public.....

State the nominal and issue capital of the company

Nominal Kshs.....

Issued Kshs .....

Give details of all Directors as follows:

NO	NAME	NATIONALITY	CITIZENSHIP DETAILS
1			
2			
3			
4			
5			

Date .....Signature of Candidate.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, naturalization or Registration

**N/B indicate whether the firm/business falls under youth, women or persons with disability,**

## FORM PQ-8 LITIGATION HISTORY

### Name of Contractor/Supplier

Contractors/Supplier should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed amount (current value, Kshs equivalent)