

TENDER DOCUMENT

YETU SACCO

PREQUALIFICATION OF SUPPLIERS FOR THE SUPPLY OF
GOODS, WORKS AND SERVICES FOR THE FINANCIAL
YEAR 2021-2022

YETU SACCO LTD

P.O. BOX 511 — 60202

NKUBU

CATEGORY: _____

TENDER NO: _____

ITEM: _____

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**YETU SACCO.
LIMITED.
P.O. BOX 511-60202,
NKUBU.**



PHONE +254 64 5051399 /+254 64 50 51202

**EMAIL: sitsacco@yahoo.com
: info@yetusacco.co.ke**

**PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND PROVISION
OF SERVICES FOR 2021-2022 FINANCIAL YEAR.**

YETU SACCO Ltd invites application for pre-qualification of suppliers of goods and services from interested and eligible vendors for the financial year 2021-2022

PREQUALIFICATION NO.	GOODS/ SERVICES
1. YETU/A/01/2021-2022	Supply and delivery of general office stationery and printing services. Supply and delivery of library books, periodicals and newspapers and magazines. Printing and supply of promotional materials (t-shirts, caps, banners, etc) and binding services
2. YETU/A/02/2021-2022	Supply and delivery of computers, accessories, computer consumables and ATM machines. Provision of software development and support services, Supply and installation of LAN and WAN networks, Supply and installation of power backup, Provision of Photocopier machine & firefighting equipment
3. YETU/A/03/2021-2022	Supply and servicing of air conditioners and firefighting equipment. Supply and Installation of security alarm systems, supply of office furniture, fittings and furnishing, assets tagging.
4. YETU/A/04/2021-2022	Repair and maintenance of computers, printers, servers, laptops and peripherals. Provision of maintenance services on photocopier machine & firefighting equipment. Provision of maintenance services of air conditioners. Provision and maintenance of signage and Telephone repairs services. Maintenance of motor vehicle and generator services. Provision of maintenance to building and construction services, Maintenance of LAN and WAN, CCTV cameras and other office machines.
5. YETU/A/05/2021-2022	Supply of uniforms and dust coats and cleaning materials. Provision of security, courier, Cash on transit (CIT) and cleaning services, fresh foodstuff (milk, bread, beverages, sugar), dry foodstuff (coffee, drinking chocolate), cooking gas and catering services.
6. YETU/A/06/2021-2022	Supply of motor vehicles, Generators. Supply and delivery of spare parts for motor vehicles, generator and electrical items and electrical services.
7. YETU/A/7/2021-2022	Provision of Training and consultancy services, Provision of Audit services (SASRA APPROVED ONLY), Provision of Legal services, Provision of Insurance, medical cover, health care services, Provision of event management services, Provision of promotion activities, Print media and mass
8. YETU/A/08/2021-2022	Provision of professional services in Architects, QS, and contractors.

Detailed pre-qualification documents may be obtained from society's offices during working hours (between 8:30AM and 4:00PM), at **Nkubu HQ, Kinoro, Kionyo, Meru and Nairobi branch on Lagos road**. All applicants must be registered with VAT and must attach pin numbers as detailed in the prequalification documents. The completed pre-qualification document for any of the above items should be addressed separately in sealed plain envelope and marked "PREQUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES FOR THE YEAR 2021-2022" with the pre-qualification tender number YETU/PRE-Q: YETU/A/..... and must be deposited in the tender boxes at either **Nairobi Branch or HQ Nkubu** on or before 15th December 2020.

**The Chief Executive Officer,
Yetu Sacco society ltd,
P.o. box 511-60202,
Nkubu.**

Yetu Sacco reserves the right to accept or reject any application either wholly or in part and does not bind itself to give reasons for either rejection or acceptance.

PREQUALIFICATION INSTRUCTIONS

1. YETU SACCO would like to invite interested candidates who must qualify by meeting the set criteria as provided by Yetu Sacco hereafter referred to as the procuring entity to perform the contract supply and delivery of goods and services to the institution.
2. The procuring entity's employees, committee members, board members' and their relative (spouse and children) are not eligible to participate in the tender.
3. Prospective suppliers and contractors must provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this invitation for the prequalification of the tenders.
4. All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Only candidates prequalified under this prequalification process will be invited to tender.

Prequalification Objective

The main objectives is to supply and deliver assorted items and also provide services under the relevant tenders/quotations to **Yetu Sacco, P.O. Box 511 — 60202**, Nkubu as when required during the period ending 31st December 2022.

Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items to institutions of similar size and complexity.
Potential suppliers/contractor must demonstrate the willingness and commitment.

Eligible Goods

All goods to be supplied under the contract shall have their origin in eligible source countries, For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components

Prequalification Document

This document includes questionnaires forms and documents required of the prospective suppliers.

In order to be considered for prequalification, prospective supplier must submit all the information herein requested.

The prequalification of tender language shall be filled in English language.

Questions that may arise from the prequalification of tender document should be directed to

The Chairman Yetu Sacco, P.O. Box 511 — 60202, Nkubu.

The institution procuring entity reserves the right to request submission of additional information from prospective bidders.

BRIEF TENDER GUIDELINES

Contract Price

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

Prices should be inclusive of all delivery charges.

Payments

All local purchase orders shall be on a credit period of a minimum of thirty (30) days or as may be stipulated in the Tender Agreement.

PREQUALIFICATION DATA INSTRUCTIONS

Prequalification Data Forms

The attached questionnaire forms PQ1 to PQ7 are to be completed by the prospective supplier/contractor who wishes to be prequalified for submission of tender for the specific category.

The prequalified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the application must be written in block letters, in English and in ink.

Qualification

It is understood and agreed that the prequalification data on prospective suppliers/contractors is to be used by the Tendering Committee Yetu Sacco, according to its sole judgment and discretion as the qualifications of the prospective suppliers and contractors to perform in respect to the tender category as described.

ESSENTIAL CRITERIA FOR PREQUALIFICATION

Experience

Prospective suppliers shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

Personnel

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

Financial position

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 suppliers/contractors credit position. Potential suppliers/contractors will be prequalified on the satisfactory information given.

Special consideration

Special Consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of capability to execute the contract.

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contract from past customers should be included in Form PQ-6.

Statement

Application must include a sworn statement Form by the prospective supplier/contractor assuring the accuracy of the information given.

Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client of the client 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, Sacco reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration incorporation/memorandum and Article of Association, copies of which must be attached.

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

Criteria for Scoring

Required information	Form type	Point Score
1. Registration Documentation	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	20
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	10
7. Referees	PQ-7	10

TOTAL 100

The Qualification is 70 points and over

FORM P1

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

All firms MUST provide:

1. Copies of Certificate of Registration
2. Copies of VAT 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 the application.
4. Copies of Pin Certificate of Firm/Company/Individual.
5. Copy of current Valid Trade license.
6. State any technological innovations or specific attributes which distinguishes you from your competitors
- State any quality Assurance Certificate e.g. ISO 9000 held by the company
.....
7. State if the company is a subject of bankruptcy proceedings, in receivership, Administrative receivership, or any other form of liquidation as defined by the Applicable law
.....
.....
.....
8. State whether you have any litigation against the government or any History of litigation or arbitration resulting from contracts executed in the last five years.
.....
.....
9. Certificate of Good Conduct from Kenya Police (for Garages and spare parts shop)
10. Other important certificates e.g. KEBS, Registration with NIOPW, professional bodies' certification (IATA) a must for Air Travel Agent).

(30 POINTS)

FORM P2 A
PRE QUALIFICATION DATA
REGISTERED SUPPLIERS APPLICATION FORM (SERVICES)

Date

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We..... Hereby apply
(Name of the Company/Firm)

For registration as supplier(s) of

Postal AddressFax NO

Tel..... Email Address

Town..... StreetName of Building.....

Room/Office NoFloor No

Full Name of Applicant

Other Branches location

2. Organization & Business Information

Management Personnel.....

President (chief executive)

Secretary

General Manager

Any other

Partnership (if Applicable)

Name of Partners

3. Business founded or incorporation

4. Under present management since

5. Net worth equivalent Ksh

6. Bank reference and address.....

7. Bonding company reference and address

8. Enclose copy of organizational chart of the firm indicating the main fields of activities.
.....

9. State any technological innovations or specific attributes which distinguish you from your competitors

10. Indicate the terms of trade/sale
.....
.....
.....
.....

(10 POINTS)

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NOT FOR SALE

FORM P2 B
PRE QUALIFICATION DATA
REGISTERED SUPPLIERS APPLICATION FORM (GOODS)

Official receipt No

Date

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We..... Hereby apply

(Name of the Company/Firm)

For registration as supplier(s) of

Postal Address..... Fax NO

TelEmail Address

Town.....Street..... Name of Building

.....Room/Office NoFloor No

Full Name of Applicant

Other Branches location

2. Organization & Business Information

Management Personnel

President (chief executive)

Secretary

General Manager

Any other

Partnership (if Applicable)

Name of Partners

3. Business founded or incorporation

4. Under present management since

5. Net worth equivalent Kshs

6. Bank reference and address

Bonding company reference and address.....

8. Enclose copy of organizational chart of the firm indicating the main fields of activities.

.....

9. State any technological innovations or specific attributes which distinguish you from your competitors

10. Indicate the terms of trade/sale

.....

.....

(10 POINTS)

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FORM PQ3

SUPERVISORY PERSONNEL

Name Age

.....

Academic Qualification

Professional Qualification

Length of service with Contractor or Supplier position held

(Attach copies of certificates of key personnel in the organization)

(10 POINTS)

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FORM PQ 4

FINANCIAL POSITION AND TERMS OF TRADE

1. Assets and liabilities:

- i. Total Assets in Kshs
 - ii. Current Assets in Kshs
 - iii. Total Liabilities in Kshs
 - iv. Net Worth (Total Assets-Total Liabilities).....
 - v. Working Capital Kshs
- (Total Assets — Net Worth)

2. Attach a copy of firms two certified financial statements giving summary of assets and current liabilities/or any other financial support

3. Attach letters of references from the bankers regarding suppliers' credit position

4. Indicate terms of sale/trade

i. Cash on delivery

ii. Credit period Yes/No. Delete as appropriate, if yes

Indicate Number of days

iii. Upfront payment/ Down payment Yes/ No. Delete as appropriate, if yes state percentage

(20 POINTS)

FORM PQ 5

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part One. 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:
KS H.....
Name of your bankers
Is your agent of Kenya National Trading Corporation?
YES/NO
Part 2(a) _sole proprietor:
Your name in full Age
NationalityCountry of origin
Give details of details of partners as follows:-

Name	Nationality	Citizenship Details	Shares
1			
2			
3			
4			
5			

DateSignature of Tendered

If citizen indicate under Citizenship details whether by birth Naturalization or Registration

(10 POINTS)

SWORN STATEMENT

Having studied the prequalification/ registered 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 incase of being prequalified/ registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the tendering institution.
- c) When the call for quotations is issued, the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the ministry and acknowledge your right to review the pre-qualification made.
- d) We enclose all the required documents and information required for the prequalification evaluation
- e) We confirm that we have not been debarred from participation in Public Procurement and have litigation procedure in process

Date
Applicants Name
Represented by
Signature

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

FORM PQ 6

PAST EXPERIENCES
NAME OF THE APPLICANTS IN THE LAST TWO YEARS NAMES OF
OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st

Client (organization)

- I. Name of Client (organization)
 - ii. Address of client (organization)
 - iii. Name of Contact person at the client/organization
 - iv. Telephone No. of client
 - v. Value of contract
 - vi. Duration of contract (date)
- (Attach documental evidence of existence of contract)

2. Name of 2nd Client

- Client (organization)
- i. Name of client (organization)
 - ii. Address of client (organization)
 - iii. Name of contact person at the client (organization)
 - iv. Tel No. of client
 - v. Value of Contact
 - vi. Duration of contract (Date)
- (Attach documental evidence of existence of contract)

3. Name of 2nd Client

- Client (organization)
- i. Name of client (organization)
 - ii. Address of client (organization)
 - iii. Name of contact person at the client (organization)
 - iv. Tel No. of client
 - v. Value of Contact
 - vi. Duration of contract (Date)
- (Attach documental evidence of existence of contract)
- Others.....

FORM PQ 7

REFEREES

Obtain at least three referees from the list of the organization you have worked with for the last 2 years or those who know you (not a requirement for new business)

(1) Name of organization
Official Rubber Stamp
Name and Designation of Officer Representing the organization
.....
Signature..... Date

(2) Name of organization
Official Rubber Stamp
Name and Designation of Officer Representing the organization
Signature..... Date

(3) Name of organization
Official Rubber Stamp
Name and Designation of Officer Representing the organization.
.....
Signature..... Date

(10 POINTS)