



PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE FINANCIAL YEARS 2022/23/24

To be filled and returned with necessary attachments

PRE-QUALIFICATION OF SUPPLIERS FY 2022, 2023 & 2024

Wanandegge Sacco Ltd invites for pre-qualification of competent suppliers who have operated relevant business for the last 3 (three) years in the following areas;

- WAN01/21 Provision of Marketing, PR and Digital Communications Services
- WAN02/21 Provision of Customer Relationship Management (CRM) and Helpdesk
- WAN03/21 Provision of Sacco Branding Services
- WAN04/21 Provision of Printing and Stationery
- WAN05/21 Provision of Staff Group Life, GPA & WIBA Insurance Cover
- WAN06/21 Provision of Cyber (Computer crime) Insurance Cover
- WAN07/21 Provision of Staff Medical Insurance Cover
- WAN08/21 Provision of General Insurance Cover
- WAN09/21 Provision of Loan Guard Insurance Cover
- WAN10/21 Provision of Legal Services
- WAN11/21 Provision of External Audit Services
- WAN12/21 Provision of Debt Collection & Auctioneering Services
- WAN13/21 Provision of Annual Support Service and Maintenance of Core Banking System (Microsoft Navision)
- WAN14/21 Provision of Website services (Creation & Maintenance)
- WAN15/21 Provision of Data Communication Services
- WAN16/21 Provision & Maintenance of Computer Networks, PABX and Structured Cabling
- WAN17/21 Supply of Computer Licenses & Security Software
- WAN18/21 Supply, Installation of SIEM Solutions
- WAN19/21 Supply of Business Intelligence (BI) Solution
- WAN20/21 Provision of Information Security Audit
- WAN21/21 Provision of External Data Backup & Disaster Recovery Services
- WAN22/21 Supply & Maintenance of Document Management System (DMS)
- WAN23/21 Supply, Repair and Maintenance of UPS, Computer Equipment & Accessories
- WAN24/21 Supply, installation & maintenance of CCTV & Alarm Security Systems
- WAN25/21 Provision of Annual Support Service and Maintenance of Generator
- WAN26/21 Supply, Installation & Maintenance of Air Conditioners
- WAN27/21 Provision of Valuation Services for Motor Vehicles and Other Chattels
- WAN28/21 Provision of Valuation Services - Land & Buildings
- WAN29/21 Provision of HR and Consultancy Services
- WAN30/21 Provision of Occupation Safety & Health Advisory Services (Training, Fire, First Aid, Audits & Assessments)
- WAN31/21 Provision of Training, Education and Consultancy Services
- WAN32/21 Provision of Risk & Fraud Management Consultancy
- WAN33/21 Supply, Repair and Maintenance of Office Furniture and Accessories
- WAN34/21 Provision of Building Maintenance Services (including repairs, Plumbing & electrical works)
- WAN35/21 Provision of Cleaning Services, Waste Disposal, Fumigation and Pest Control
- WAN36/21 Removal of Sanitary Bins

WAN37/21 Provision of Security Services
WAN38/21 Provision of Cash in Transit (CIT) Services

The proposals clearly marked “**Wanandegge Sacco Pre-qualification of suppliers 2022-2024**” should be deposited in the Sacco tender box at Wanandegge Sacco Offices upon payment of a non-refundable fee of Kes. One Thousand (1,000/=) per set of documents payable at the Sacco banking hall, on or before **24th September 2021 at 12.00 noon** addressed to the;

**Tender Committee,
Wanandegge Sacco Ltd.
P.O. Box 19074-00501, JKIA
NAIROBI.**

Tenders will be opened immediately thereafter on the closing date shown above in the presence of bidders or their representatives who may choose to attend at the Sacco Boardroom. Late bids will be automatically rejected.

Wanandegge Sacco Ltd reserves the right to accept or reject any application either in part or in whole without assigning reasons thereof.

All the suppliers with whom the institution is currently engaged in provision of these services need to re-apply.

**JOANNE CHERUTO
CHIEF EXECUTIVE OFFICER**

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The Wanandegge Sacco would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods, services and works to the Sacco.

1.2 Objective

The main objective of pre-qualification is to maintain a register of interested suppliers for provision of goods, services and works under relevant Tenders/quotations to the Sacco as and when required.

1.3 Invitation of Pre-qualification

Suppliers registered with the registrar of companies under the laws of Kenya in respective merchandise or services are invited to submit their pre-qualification documents to THE TENDER COMMITTEE, WANANDEGE SACCO, so as to be pre-qualified for submission of quotations. The prospective suppliers are required to provide mandatory information for pre-qualification.

1.4 Pre-qualification Documents

This tender document includes a questionnaire to be completed and returned with the tender and be supported by the requisite documents from eligible and competent bidders.

In order to be considered for pre-qualification, prospective suppliers must submit all the information required on the forms

1.5 Submission of Pre-qualification Documents

Duly completed pre-qualification and other supporting documents should be addressed to:

**Tender Committee
Wanandegge Sacco Ltd.
P.O. Box 19074-00501, JKIA
NAIROBI.**

AND

Deposited in the Tender Box at the reception upon payment of the Kes 1,000/= non-refundable fee at the Sacco banking hall.

1.6 Pre-qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Sacco in determining, according to its sole judgment and discretion, the qualification of prospective bidders to perform in respect with the tender category as described by the client.

1.7 Essential Criteria for Pre-qualification

Experience - Prospective suppliers of goods and services should demonstrate ability and experience to organize, supply and deliver any of the categories of goods and services listed in the Tender Notice.

Financial Capability - The supplier's financial capability will be determined by examination of the latest 3 year audited financial statements together with latest 6 months' bank statements submitted with prequalification documents as well as letters of references from the bankers regarding credit/financial position.

Past Performance

The past performance of suppliers shall be given due consideration in the prequalification exercise. Letters of reference from the past and present clients should be included.

1.8 Notification of Pre-qualification

All successful participants shall be notified formally of the outcome after completion of the pre-qualification process

1.9 Verification

The Sacco shall have the right to visit the suppliers' premises to verify the information provided in the document and ascertain as part of the prequalification process, that the supplier in deed has the capability to provide the stated goods and services.

1.20 Invitation to Tenders/Quotations

As the need arises, Quotations will be invited from Pre-Qualified bidders in the relevant category in accordance with the Public Procurement Regulations.

PRE-QUALIFICATION CRITERIA

	REQUIRED INFORMATION	FORM REF	SCORE
1	Prequalification documentation	PQ-1	Mandatory
2	Pre-qualification data	PQ-2	15
3	Financial position	PQ-3	15
4	Past Experience	PQ-4	40
5	Litigation History	PQ-5	20
6	Confidential Report	PQ-6	5
7	Declaration	PQ-7	5
		TOTAL	<u>100</u>

FORM PQ-1

PRE-QUALIFICATION DOCUMENTS

All firms must provide:-

1. Company profile
2. Copy of PIN Certificates
3. Copy of Certificate of Incorporation or Registration.
4. Copy of Business Permit.
5. Valid Tax compliance Certificate.
6. Audited copies of Financial Statements for the last three (3) years.
7. 6 months current bank statements.

FORM PQ 2

PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

Part 1 - General Information

I/We hereby apply for registration
(Name of company/firm)

as supplier(s) of
(Item/service Description)

.....
(Category No.)

Physical Location of Business Premises:.....

Postal Address:

Type of Organization; (Company. Sole proprietorship, others).....

Business Registration No:

Date of registration of businessPIN NO.....

Telephone NoMobile No:

VAT No: E-mail:

Nature of Business:

Other special considerations (Youth, disabled, Women)

.....

Full name of applicant

Other business branches (if any)

Part 2 (a) - Sole Proprietor

Name:.....

Age:

Nationality:

Citizenship:.....

ID/Passport No:

Part 2 (b) - Partnership

Give details of partners as follows:

No	Name	Nationality	Citizenship	Shares
1				
2				
3				
4				
5				

Part 2 (c) - Registered Company

Private or Public Company:

Please state Nominal and Issued capital for the Company:

Nominal Kshs:

Issued Kshs:

Give details of all Directors as Follows:

No	Name	Nationality	Citizenship	Shares
1				
2				
3				
4				
5				
6				

Part 3 - Names of All Associated or Holding Companies (if any)

1

2

3

4

5

6

If more companies are applicable, please give the information on a separate sheet of paper

FORM PQ-3

FINANCIAL POSITION

1. Attach a copy of firm's three years audited financial statements giving summary of assets and liabilities/or any other financial support.
2. Attach letters of reference from the bankers regarding supplier's credit position.
3. Attach 6 months' current bank statements

FORM PQ-4

PAST EXPERIENCE

Names of Key Clients with Whom the Applicant Has Done Business in the Last Two Years Including the Values of Contracts/Orders. (Attach reference letters of the named clients)

1. 1st client (Organization)

- a) Name of client (organization)
- b) Address of client (organization).....
- c) Name of contact person at the client/organization.....
- d) Telephone No. of client.....
- e) Value of Contract.....
- f) Duration of Contract (date).....

(Attach documental evidence of existence of contract)

2. 2nd client (organization)

- a) Name of client (organization)
- b) Address of client (organization).....
- c) Name of contact person at the client/organization.....
- d) Telephone No. of client.....
- e) Value of Contract.....
- f) Duration of Contract (date).....

(Attach documental evidence of existence of contract)

3. 3rd client (organization)

- a) Name of client (organization)

- b) Address of client (organization).....
- c) Name of contact person at the client/organization.....
- d) Telephone No. of client.....
- e) Value of Contract.....
- f) Duration of Contract (date).....

(Attach documental evidence of existence of contract)

4. Others.....

FORM PQ-5

LITIGATION HISTORY

Contractors/Suppliers should provide information on any history of 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)
1				
2				
3				
4				

FORM PQ-6

CONFIDENTIAL BUSINESS QUESTIONNAIRE

(To be filled by All Prospective Suppliers)

Part 1

- (a) How many years have you been in business under the present business name?

- (b) What is the maximum value of business which you can handle at any one time?
Kshs

- (c) State some of the factors that in your own opinion distinguish you from other competitors.

- (d) State whether or not you have experienced, in the area of non-performance by your company, any problem(s) with any contract(s) awarded to you by any organization during the last 12 months and give a brief explanation/description of the problem(s) and how you managed to solve it.

- (e) Give any other information relating to your company that you may consider relevant to your bid to do business with WANANDEGE SACCO

Part 2

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

(a) VAT Registration Number

(b) PIN Number

(Attach tax compliance certificate)

(c) State any Quality Assurance Certification e.g. ISO 9000 held by the company

(d) 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.

(e) Assets and Liabilities:-

Total Assets in Kshs

Current Assets in Khs Total

Liabilities in Kshs

Net Worth (Total Assets-Total Liabilities)

Working Capital

(f) Terms of Sale / Trade:-

Credit Period Yes/ No

(If Yes Please Indicate Number of Credit Days)

(g) Name of Bankers and Branch

FORM PQ-7

DECLARATION

Having studied the pre-qualification information for the above exercise, I/we hereby state that the information furnished in our application is accurate to the best of our knowledge.

Name

For and on behalf of

Position

Signature,

Date

E-mail.....

Telephone.....

Postal Address.....Postal Code.....

COMPANY STAMP/ SEAL.....

[illegible]

