

WINAS SACCO SOCIETY LTD

P.O. Box 696 Embu,
Kenya **Tel: 068-31091; Fax 068-30305**
Embu, Kenya
Email: info@winassacco.com
www.winassacco.com

WSL/PREQ/2016

**PREQUALIFICATION OF SUPPLIERS
FOR
SUPPLY/PROVISION OF GOODS AND SERVICES
FOR
THE YEARS 2016-2017**

**CLOSING DATE: TUESDAY, 11th APRIL 2016
AT 12.00 noon.**

SERIAL NO.....

CATEGORY NO.

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Tender Notice

Date: Tuesday, 18th March 2016

Reference: WSL/PREQ/2016

Tender name: **PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY/ PROVISION OF GOODS AND SERVICES.**

Winas Sacco Society Ltd invites applications from interested, eligible, capable firms for prequalification/registration as suppliers/providers of goods and services for the years 2016-2017 in the following categories:-

CATEGORY NO.	ITEM DESCRIPTION
WSL/PREQ/01/2016	General Stationery
WSL/PREQ/02/2016	Printing Stationery
WSL/PREQ/03/2016	Computer Stationery
WSL/PREQ/06/2016	Provision of Legal Services
WSL/PREQ/07/2016	Provision of Valuation Services
WSL/PREQ/08/2016	Supply of marketing promotional materials
WSL/PREQ/09/2016	Provision of endpoint/server managed antivirus system
WSL/PREQ/10/2016	Provision and deployment of active directory domain service
WSL/PREQ/11/2016	Provision of managed back-up service (cloud)
WSL/PREQ/12/2016	Provision of consultancy, development and implementation of I.T disaster recovery strategy.
WSL/PREQ/13/2016	Supply of computers, printers, scanners and network hardware.
WSL/PREQ/14/2016	Supply of Motorbikes
WSL/PREQ/15/2016	Provision of Air Conditioners & note counters service, repair and maintenance.

Complete tender documents with detailed information may be obtained from Winas Sacco Ltd offices along Kenyatta H/way-Embu opposite Barclays bank on normal working hours, Monday to Friday 8.30am to 3.30pm, Saturdays 8.30am to 12.00noon.

“TENDER NO. WSL/ PREQ/2016 FOR PRE-QUALIFICATION/REGISTRATION DOCUMENTS FOR SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES”

Category No.
Item Description

And addressed to:

**The CEO,
Winas Sacco Society Ltd
P. O. Box 696-60100, Embu, Kenya**

And to be deposited in the tender box situated in the banking hall at Sacco's building or sent via post to the above address so as to be received on or before, **11th April 2016 at 12.00 noon.**

Applications will be opened immediately thereafter, in the presence of bidders or their representatives who choose to attend.

**DAVID KARIUKI NJERU
CEO**

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The Winas Sacco Society Ltd would like to invite interested candidates who will qualify by meeting the set criteria as provided for in this Tender Document and eligible to perform the contract of supply and delivery or provision of goods and services.

1.2 Pre-qualification Objective

- The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Winas Sacco Society Ltd on 'as and when required' during the Years 2016-2017.
- Bids will be submitted in complete lots singly or in combination; and in some categories, suppliers will be contracted to supply or provide the goods/services for a period of twelve (12No.) months

1.3 Invitation of Pre-qualification

Suppliers registered under the Laws of Kenya to supply or provide respective merchandise/services are invited to submit their PRE-QUALIFICATION documents to the CEO, WINAS SACCO SOCIETY LTD so that they can be pre-qualified for submission of quotations/Tenders. The prospective Suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Potential suppliers/contractors must demonstrate the capacity, willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

1.7 Submission of Pre-qualification Documents

Original and one (1) copy of the completed pre-qualification data and other requested information shall be submitted to reach:

**CEO,
Winas Sacco Society Ltd
P. O. Box 696, Embu, Kenya
Tel :068-31091
Fax :068-
Email:info@winassacco.com**

Not later than **Monday 11 April 2016, 12.00 noon. (local time)**

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the CEO, Winas Sacco Society Ltd whose address is given in par 1.7

1.9 Additional Information

The Sacco reserves the right to request submission of additional information from prospective bidders.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all imported materials to be supplied.

2.2 Customs Clearance

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

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted must be inclusive of all delivery charges and taxes.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as 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-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

3.1.1 The pre-qualified 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 proposal must be written in English.

3.2 Qualification

3.2.1 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 qualifications of prospective bidders to perform in respect to the Tender Category as described.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the Sacco they possess the 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 (a) Experience: Prospective bidders shall have experience in the supply of goods, services and allied items and hence should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

3.3.2 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.

3.3.3 Financial Condition

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

3.3.4 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 financial capability to execute the contract(s).

3.3.5 Past Performance

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

3.4 Statement

Application must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

3.5 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 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.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of registration/ incorporation and copies attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have a valid Tax compliance Certificate

FORM PQ-1 PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1/we hereby apply for registration as supplier(s)
(Name of Company/Firm)

of
(Item Description)

.....
(Category No.)

Post Office Address

Town

Street

Name of building

Room/Office No. Floor No.

Telephone Nos. Fax..... email

Full Name of applicant

Other branches location

2. Organization & Business Information

Chief Executive/Managing Director

Marketing/Sales Manager

Accountant

Secretary

Other

Partnership (if applicable)

Names of Partners.....

3. Business founded or incorporated
4. Under present management since
5. Net worth equivalent Kshs.
6. Bank reference and address
.....
7. Sister company reference and address
8. Enclose copy of organization 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 terms of trade/sale

PQ-2 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

.....

Professional Qualification

.....

Length of service with Contractor or Supplier position held

.....

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

FORM PQ-3

**WINAS SACCO SOCIETY LTD
CONFIDENTIAL BUSINESS QUESTIONNAIRE (S33)**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.
You are advised that it is a serious offence to give false information on this form

<i>Part I- General :</i>	
Business Name	
Location of business premises.....	
Plot No.	Street/Road.....
Postal Address.....	Tel. No.....
Nature of business.....	
Current Trade Licence No.....	Expiring date.....
Maximum value of business which you can handle at any one time : Kshs.....	
Name of your bankers..... Branch	

<input type="checkbox"/>	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality..... Country of origin.....</p> <p>*Citizenship details.....</p>																				
<input type="checkbox"/>	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>				
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<input type="checkbox"/>	<p>Part 2 (c) – Registered Company:</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal Kshs.....</p> <p style="padding-left: 40px;">Issued Kshs.....</p> <p>Given details of all directors as follows:-</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>1.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4.</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table> <p style="text-align: center; font-size: small;">*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.</p>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	2.	3.	4.
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1.																		
2.																		
3.																		
4.																		

Date	Signature of Candidate.....
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FORM PQ-4 - PAST EXPERIENCE

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS
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 (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)

3. Name of 3rd 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)

4. Others

FORM PQ-5 - 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. We will not engage in corrupt practices with the Sacco Members of Staff.
- d. We have not been debarred from participating in Public Procurement Proceedings.
- e. When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the pre-qualification made.
- f. We enclose all the required documents and information for the pre-qualification evaluation.

Date

Applicant's Name

Represented by

Signature

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

PQ-6 STAFF COMPOSITION

(i) Directors / Partners

Name	Position	Specialization and qualification

(ii) Technical / Management Staff

Name	Position	Specialization and qualification

(iii) Support Staff

Name	Position	Specialization and qualification

PQ-7 FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm: _____ Nationality: _____

Membership in Professional Societies:

Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Name of staff member: _____

Signature of staff member _____ Date: _____

Name of authorised representative of the firm _____

Signature of authorised representative _____ Date: _____

PQ – 8 FIRM’S REFERENCES

**Relevant Services Carried Out in the Last Three Years
That Best Illustrate Qualifications**

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		Country
Location within Country:		Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:		Clients contact person for the assignment.
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Associated Consultants. If any:		No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm’s Name: _____

Name and title of signatory; _____

(May be amended as necessary)

Mandatory Requirements:

- a) Certificate of Registration/ Incorporation**
- b) Current Tax Compliance Certificate**
- c) PIN Certificate**
- d) VAT Certificate**
- e) Copy of current business License**
- f) Must attach a copy of firms of at least two months Bank Statement that shows a healthy bank balance**
- g) Must attach CVs of the Management and Proposed Staffs
Must Fill Forms PQ1, PQ2, PQ3, PQ4 and PQ5, signed and stamped.**