

**UKULIMA CO-OPERATIVE SAVINGS AND  
CREDIT SOCIETY LIMITED  
P.O.BOX. 44071- 00100, NAIROBI  
TEL: 2785000**

**17/11/2020**

**REGISTRATION OF SUPPLIERS FOR THE SUPPLY/PROVISION  
OF GOODS, WORKS AND SERVICES FOR THE YEAR 2021/2022.**

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## **PRE-QUALIFICATION INSRUCTIONS**

### **1.1 Introduction**

Ukulima Sacco society limited 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 works and services to the Society.

### **1.2 Pre-qualification Objective**

The main objective of this part is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Society as and when required during the year 2021/2022.

### **1.3 Invitation of Pre-qualification**

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their REGISTRATION documents to the **CHIEF EXECUTIVE OFFICER'S OFFICE, UKULIMA SACCO LTD** so that they may be registered for submission of tenders/quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for pre-qualification.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the 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 Information**

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

## **1.7 Distribution of Pre-qualification Documents**

Two copies of the completed pre-qualification data and other requested information shall be submitted to reach:

**CHIEF EXECUTIVE OFFICER,  
UKULIMA SACCO LTD,  
UKULIMA CO-OPERATIVE HOUSE,  
P.O. BOX. 44071- 00100  
NAIROBI**

NOT LATER THAN 1<sup>TH</sup> DECEMBER 2020, 12.00 NOON (LOCAL TIME)

## **1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualifications documents should be directed to the Chief Executive Officer's Office.

## **1.9 Additional Information**

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

## **1.10 INVITATION TO TENDER**

Invitation to Tenders/quotations will be made available only to those bidders whose qualifications are accepted by the society after scoring more than 75 points soon after the completion of the Registration process.

## **2. Brief contract regulations/guidelines.**

### **2.1 Taxes on Imported Materials**

The supplier will have to pay custom duty and VAT as applicable for all

Imported materials to be supplied unless the item(s) is/are donor funded.

## **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. Quantities may increase or decrease as determined by demand and on the authority of the client's Management or Tender Committee.

## **2.4 Payments**

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

## **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 and PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

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. QUALIFICATION**

It is understood and agreed that the pre-qualification Data on prospective bidders is to be used by the Society in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Tender Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of Society 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**

(a) Experience: Prospective bidder shall have at least 3 years experience in the supply of goods, services and allied items. The potential supplier/contractor 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 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 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 such 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.

#### **3.3.5 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers should be included in Form PQ- 6 where applicable.

### **3.4 STATEMENT**

Application must include a sworn Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

### **3.5 WITHDRAWAL OF PREQUALIFICATION**

Should a condition arise between the time a firm is pre-qualified to bid and the bid opening date, which is in the opinion of the Society 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 Society 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/memorandum and Article of Association, copies of which must be attached.

### **3.7 PRE-QUALIFICATION CRITERIA**

| <b><u>REQUIRED INFORMATION</u></b> | <b><u>FORM TYPE</u></b> | <b><u>SCORE</u></b> |
|------------------------------------|-------------------------|---------------------|
| 1. Registration Documentation      | PQ-1                    | 20                  |
| 2.Pre-qualification Data           | PQ-2                    | 10                  |
| 3.supervisory Personnel            | PQ-3                    | 10                  |
| 4.Financial Position               | PQ-4                    | 10                  |
| 5.Confidential Report              | PQ-5                    | 20                  |
| 6.Past Experience                  | PQ-6                    | 10                  |
| 7.Litigation History               | PQ-7                    | 10                  |
| 8. Sworn statement                 | PQ-8                    | 10                  |
|                                    |                         | <hr/>               |
|                                    |                         | <u>100</u>          |

The qualification is 75 points and above.

#### **FORM PQ-1**

All firms must provide: -

1. Copies of Certificate of registration

2. Copy of V AT Registration Certificate.
3. Tax compliance certificate from Kenya Revenue Authority (failure to Produce this certificate to proof compliance, will lead to automatic disqualification thus no further evaluation of your application).
4. Copies of Pin Certificate of firm/company/individual.
5. Official Ukulima Sacco Ltd receipt
- 6 .letters of recommendation from at least three (3) firms
7. Physical locations

(20 points)

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

I/We. ....hereby apply for registration as  
Supplier(s) of .....(Item Description)  
.....(Category No.)

Post Office Address.....

Town.....

Street.....

Name of Building.....

Room/office No.....Floor No.....

Telephone Nos.....

Full Name of applicant.....

Other Branches Location.....

Directors 1).....

2).....

3).....

Partnerships (if Applicable) Names of partners

1).....

2).....

Business founded or Incorporated (year).....

Net worth Equivalent KShs.....

Bank Reference and addresses.....

Enclose copy of Organizational structure indicating the main fields of activities.

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

Indicate Terms of trade/sale. Cash on delivery.....



Credit period.....(days)  
Upfront Payment (Indicate percentange).....

(10 points)

**PQ3- SUPERVISORY PERSONNEL**

Name.....

Age.....

Academic Qualifications.....  
.....

Professional Qualifications.....  
.....

Length of service with Contractor or supplier..... Position.....

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

(10 points)

**PQ -4 -FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach a copy of firm's at least two recent certified financial statements.
- (2) Attach letters of reference from the bankers regarding supplier's credit position.

(10 Points)

**P Q -5**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part (2), 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 1**

General:

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: KSh.....

Name of your bankers.....Branch .....

**Part 2 (a) Sole proprietor:**

Your name in full.....

**Part 2 (b) -Partnership**

Give details of partners as follows: -

| Name   | Nationality | Citizenship Details | Shares |
|--------|-------------|---------------------|--------|
| 1..... |             |                     |        |
| 2..... |             |                     |        |
| 3..... |             |                     |        |
| 4..... |             |                     |        |
| 5..... |             |                     |        |

**Part 2 (c) -Registered Company:**

Private or Public.....

State the nominal and issued capital of the company-

Nominal Ksh. ....

Issued Ksh.....

Give details of all directors as follows:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

Date..... Signature of Tenderer .....

If the citizen, indicate the "Citizenship Details" whether by Birth, Naturalization or Registration

(20 Points)

**FORM PQ -6**

**PAST EXPERIENCE. NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS. NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT**

1. Name of Client (Organization).....
2. Address of Client (Organization).....
3. Name of Contact person at the client (organization).....
4. Telephone No. of client.....
5. Value of Contract.....
6. Duration of Contract (date).....

(Attach Documentary Evidence of existence of contract)

- b)**
- 1.Name of Client ( Organization).....
  2. Address of Client (Organization).....
  - 3.Name of Contact person at the client (organization).....
  - 4.Telephone No. of client.....
  - 5.Value of Contract.....
  - 6.Duration of Contract (date).....

(Attach Documentary Evidence of existence of contract)

- C)**
- 1.Name of Client (Organization).....
  2. Address of Client (Organization).....
  - 3.Name of Contact person at the client (organization).....
  - 4.Telephone No. of client.....
  - 5.Value of Contract.....
  - 6.Duration of Contract (date).....

(Attach Documentary Evidence of existence of contract)

**(10 Points)**

**PQ -7 LITIGATION HISTORY,**

Name of Contract/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.

**If no litigation history, just put N/A**

| YEAR | AWARD FOR/AGAINST | NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE | DISPUTED AMOUNT(CURRENT VALUE,KSHS EQUIVALENT |
|------|-------------------|--|---|
|      |                   |  |   |
|      |                   |  |   |
|      |                   |  |   |
|      |                   |  |   |
|      |                   |  |   |
|      |                   |  |   |
|      |                   |  |   |
|      |                   |  |   |
|      |                   |  |   |
|      |                   |  |   |

(10 Points)

**FORM PQ-8**

**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 and the legal, technical or financial conditions or the contractual capacity of the firm changes we shall 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 pre-qualification evaluation.

DATE.....

Applicant's Name.....

Signature.....

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

(10 Points)