



*.....together we soar*

**Email: [info@taisacco.coop](mailto:info@taisacco.coop)**

**Website: [www.taisacco.coop](http://www.taisacco.coop)**

## **TENDER DOCUMENT**

### **PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES**

**2021/2022**

**NOVEMBER, 2020**

Category No.: \_\_\_\_\_

Category Name: \_\_\_\_\_

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## SECTION I: INVITATION FOR TENDERS

### TAI SACCO SOCIETY LIMITED PREQUALIFICATION OF SUPPLIERS/SERVICE PROVIDERS FOR THE FINANCIAL YEARS 2021/2022

TAI Sacco society limited is incorporated in Kenya under the Co-operative Societies Act (Cap 490) and regulated by Sacco Society Regulatory Authority (SASRA). Our core mandate is providing friendly and affordable savings & credit services to our members. Tai Sacco wishes to invite interested eligible firms for registration/ Prequalification of Suppliers and Service providers for the 2 year period ending December 2022 for the categories of goods and services listed here under:

CATEGORY	SUPPLIERS	
TAI-001	Supply of General printing, office stationery and Tonners/Cartridges	Youth, Women & PWDS
TAI-002	Supply & design of Staff Uniform, Promotional materials	Youth, Women & PWDS
TAI-003	Supply & Service of fire alarms and burglary alarm systems	Open
TAI-004	Supply & Service of fire fighting equipment.	Open
TAI-005	Supply, Installation and /or Services of Telephony and Telecommunication Equipment services	Youth, Women & PWDS
TAI-006	Supply, installation and/or servicing of Air Conditioning & Rack Cooling systems	Open
TAI-007	Supply, Installation and /Or Servicing of CCTV systems.	Open
TAI-008	Supply, installation, and/or servicing of Structured Cabling Networks (LAN)	Youth, Women & PWDS
TAI-009	Supply, installation, configuration of WAN Services (Wide area network)	Open
TAI-010	Supply of Computers and other office equipment ie. Photocopiers, POS Terminals, Printers, Note counters, Scanners, Laminators, Biometric Equipment etc.	Youth, Women & PWDS
TAI-011	Supply, installation and/or maintenance of Servers	Open
TAI-012	Supply Installation and /or servicing of Standby power generators and power backup systems	Open
TAI-013	Supply of office furniture/fittings	Youth, Women & PWDS
TAI-014	Supply, Maintenance and/or service of safes and strong room doors	Open
CATEGORY	SERVICE PROVIDERS	
TAI-015	Provision of Security Guard services	Open
TAI-016	Provision of Cash in transit services	Open
TAI-017	Provision of Valuation services - Motor vehicles & Land	Open
TAI-018	Provision of Architectural, Quantity Surveyors Services	Open

TAI-019	Provision of Legal Services	Open
TAI-020	Provision of Debt collectors, Auctioneers & Process servers Services	Open
TAI-021	Provision of Vehicle tracking/fleet management services	Open
TAI-022	Provision of Professional consultancy services ie. Marketing/ HR/ ICT/ Tax/ System Audit/ Credit etc	Open
TAI-023	Provision of Advertising Agent Services. Ie. Digital/Media/Outdoor/Photography	Youth, Women & PWDS
TAI-024	Provision of Building contractor Services	Open
TAI-025	Provision of Structural, Mechanical and Electrical Engineering Services	Open
TAI-026	Provision of Building Painting, Landscaping & Decorations Services	Youth, women & PWDS
TAI-027	Provision of Services for the maintenance of Computers and other office equipments ie. Printers, note counters, scanners, Photocopiers etc.	Youth, Women & PWDS
TAI-028	Provision of Electronic Document Management (EDMS) services	Open
TAI-029	Provision of Insurance services – General, Medical & Life	Open
TAI-030	Provision of External Audit Services	Open
TAI-031	Provision of Land Surveyor Services	Open
TAI-032	Provision of Offsite Data Back Up Services	Open
TAI-033	Provision of General cleaning and sanitary services	Youth, women & PWDS
TAI-034	Provision of Fixed assets management and tagging services	Youth, women & PWDS

Pre-qualification documents can be obtained from our Head office situated at **Tai Plaza Githunguri** town behind **Total** petrol station during the Business hours (Monday to Friday 8.30am-4.00pm, Saturday 8.00am-12.00pm) upon payment of **Kshs. 1,000**.

Completed pre-qualification documents in plain sealed envelopes, clearly marked “**pre-qualification of suppliers 2021/2022**” and bearing the respective category number should be dropped in the tender box at the Head office **TAI Plaza Githunguri** addressed to.

**The Chief Executive Officer**

**TAI SACCO SOCIETY LTD,**

**P.O BOX 718-00216. GITHUNGURI**

- To reach him on or before **30/11/2020** by 4.00PM.

Please note that suppliers who are currently in our list and wish to be considered should apply. TAI SACCO SOCIETY reserves the right to accept or reject applications in whole or part and is not bound to offer any reasons for its decision.

**TAI Savings & Credit Cooperative Society Ltd.**

**Together We Soar.**

**SECTION II - INSTRUCTIONS TO BIDDERS (ITB)**

**2.1 Scope of Tender**

TAI Sacco hereinafter referred to as the procuring entity intends to prequalify suppliers for supply / provision of various categories of goods and services. It is expected that prequalification applications will be submitted to be received by the procuring entity not later than **30<sup>th</sup> November 2020 by 4.00 P.M.**

2.1.1 Prequalification is open to eligible firms as indicated in ITB 2.3.

**2.2 Submission of Application**

2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and code number and deposited in the tender box at **TAI PLAZA GITHUNGURI, BEHIND TOTAL SERVICE STATION**, so as to be received on or before **30<sup>th</sup> November 2020 by 4.00 P.M.**

2.2.2 The procuring entity will reject late applications.

2.2.3 All the information requested for pre-qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the bidder's disqualification.

**2.3 Eligible Candidates**

2.3.1 This invitation for pre-qualification is open to all bidders who are eligible as defined in Kenya's Public Procurement Law and Regulations.

2.3.2 The procuring entity's employees, committee members, directors and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section **131** of the **Public Procurement & Disposal Act**.

2.3.3 All bidders found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

**2.4 Qualification Criteria**

2.4.1 Pre-qualification will be based on meeting the minimum requirements for consideration in the criteria set as shown in sections III. The declaration will be either pass or fail regarding the

bidder's general and particular experience, personnel and financial position and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract. The qualification criteria is as per specified in **OTHER IMPORTANT PRE-REQUISITES**

**2.5. Public Sector companies**

Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

**2.6. Conflict of Interest**

The bidder shall not be associated, nor have been associated in the past, with the staff or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the tender. Any such association must be disclosed and may result in the disqualification of the applicant.

**2.7. Updating Pre-qualification Information**

2.7.1 Prequalified bidders shall be required to update the financial information used for prequalification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

**SECTION III- SPECIAL CONDITIONS FOR PREQUALIFICATION**

<b>SECTION III- SPECIAL CONDITIONS FOR PREQUALIFICATION</b>		
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Business Questionnaire .....		
Litigation form .....		
Letter of Notification .....		

**LETTER OF APPLICATION**

**Notes on letter of application**

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant and will include full postal address, telephone numbers, fax number and email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

**SECTION III - LETTER OF APPLICATION**

Date .....

To The Chief Executive Officer  
TAI Sacco Society limited  
P.O. Box -718 - 00216,  
Githunguri.

Dear Sir,

Being duly authorized to represent and act on behalf of \_\_\_\_\_ (*name of firm*) (Hereinafter referred to as "the bidder"), and having reviewed and fully understood all of the prequalification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract for goods and services under (Category No. and Category name)

Category number	Tender name

2. Attached to this letter are copies of original documents defining
- (a) The Applicant's legal status
  - (b) The principal place of business and
  - (c) The place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).
  - (d) Compliance with statutory requirements



3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. The procuring entity may contact the following key persons for further information.

General and Managerial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:

- (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant)	For and on behalf of (name of partner)

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We \_\_\_\_\_ *[insert name of the firm]*

Hereby apply for registration as supplier/Service provider of:

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---

Postal address \_\_\_\_\_ Postal Code: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Tel No: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Town: \_\_\_\_\_ Street \_\_\_\_\_

Name of Building: \_\_\_\_\_ Floor No: \_\_\_\_\_

Room/Office No: \_\_\_\_\_

Full name of Applicant: \_\_\_\_\_

Other branches location: \_\_\_\_\_

**FINANCIAL CAPABILITY**

Name of Bidder
----------------

Banker	Name of banker
	Address of banker
	..... Telephone <span style="float: right;">Contact name and title</span>
	..... Fax <span style="float: right;">E mail</span>

Financial information in Kshs.	Actual : previous three years			Projected: next One year
	1.	2.	3.	1.
1. Turnover				
2. Total assets				
3. Current assets				
4. Total liabilities				
5. Current liabilities				
6. Profits before taxes				
7. Profits after taxes				
8. Total assets- Net worth				

SOURCES OF FINANCE	AMOUNT (KSH)
1.	
2.	
3.	

Indicate terms of sale/trade

- (i) Cash on delivery
- (ii) Credit period Yes/No. \_\_\_\_\_  
Tick as appropriate, if yes Indicate Number of days (Minimum proposed is 30 days)  
\_\_\_\_\_
- (iii) Upfront payment/down payment Yes/No \_\_\_\_\_  
Tick as appropriate. If YES State percentage  
\_\_\_\_\_

**Referee:**

- 1) Name of company: \_\_\_\_\_  
address \_\_\_\_\_  
Name of contact person: \_\_\_\_\_  
Signature and date: \_\_\_\_\_  
Company stamp: \_\_\_\_\_

**DECLARATION:**

I/We confirm that the information provided above is true, accurate and to the best of our knowledge. And I/We confirm that I/we are not insolvent, in receivership, bankrupt or being wound up, our business activities have not been suspended, and we are not the subject of legal proceedings for any of the foregoing. Neither are we debarred from participating in public procurement.

I/we confirm that I/we have fulfilled our obligations to pay taxes and social security contributions.

Signed and sealed: -----

For and behalf of: -----

Position in company: -----

Date: -----

Official Receipt No-----

Date-----

**NOTE:**

Evaluation will be based on meeting the above minimum requirements to pass. 70% minimum Pass Mark

**OTHER IMPORTANT PREREQUISITES**

- Must Be a Registered Firm in Kenya with a certificate of registration, incorporation/memorandum and article of Association. Copy which must be attached.
- Must be Kenya Revenue Authority (KRA) compliant and up-to-date with income tax and VAT returns. Attach copy of VAT, PIN certificates and valid Tax compliance certificates.
- Must confirm via a letter, that the firm, its servants or agents have not offered and shall not offer any inducements to the procuring entity and its staff.
- Must have fixed business premises (attach copy of lease or, rental agreement or ownership title)
- Must provide list of clients (attach evidence i.e. copies per year of relevant contract document from clients or orders for the last three years that illustrate your best performance )
- Past litigation and arbitration incidences encountered if any by the firms in the last one year must be enumerated - (see litigation history)
- Must provide copy of audited accounts for the last two consecutive years; if new company, submit certified bank statements in the name of the firm for the last 6 months.
- Must fill the attached business questionnaire
- Must indicate Physical address, telephone numbers, fax and e-mail address.
- Completeness of the tender document. (All the required forms are to be filled accordingly)
- ☐ For Category Nos. TAI-018, TAI-024 & TAI-025 Provision of Architect’s services, Building Contractors Services and Structural engineering services, Mechanical & Elecrical Engineering services, please provide Ministry of Public Works certification.
- ☐ Youths, Women and PWDS must attach relevant certificates from the Treasury.
- ☐ Practicing certificates for all professionals
- ☐ Registration certificate as a contractor by NCA, Government and other relevant authority for all Works contractors.
- ☐ Attach evidence of Insurance covers where applicable.
- ☐ Where mandatory for service provision each firm must attach evidence of registration with Authorities licenses e.g. .IATA, County government Certificates of health for food handling etc.
- ☐ Manufacturer/Dealers authorization letter for Computers/Equipment

<b>Table 1</b>			
<b>Subject</b>	<b>Requirement</b>	<b>Compliance</b>	<b>Remarks</b>
<b>1. Eligibility</b>			
Company registration as per table 1 above	Registration as per Kenyan laws.	Must meet requirement.	
Conflict of Interest	No conflicts of interest.	Must meet requirement.	
Bank Ineligibility	Not having been declared ineligible by the Bank as bankrupt	Must meet requirement.	
<b>2. Historical Contract Non-Performance</b>			

History of Non-Performance.	Non-performance of a contract/service did not occur since the start of operations of the company	Must meet requirement.	
Failure to Sign Contract	Inability to deliver or commit to a contract.	Must meet requirement.	
<b>3. Financial situation</b>			
	Submission of audited financial statements or other financial statements acceptable for the last two years.	Must meet requirement.	
<b>4. General experience</b>	Experience in the specific category of application through provision of the following;	Must meet requirement.	
	1. Reference of service/supply/job	Must meet requirement.	
	2. Accreditation letters from the distributors where applicable. For consultancy services and any other relevant services, provide certifications for staffs and CV.	Must meet requirement.	

**Award of marks**

<b><u>Table 2</u></b>			
<b>Criteria</b>	Marks	%	
		(Of the total)	
	(Maximum possible points to be awarded this category )		
<b>Form of business</b>			
I. Sole Proprietorship.....(2 mks)	Total 5 mks		
II. Partnership.....(3mks)			
III. Company Ltd.....(5 mks)			

<b>Years in Operation</b> I 1-3.....(3mks ) II. 4-7.....(8mks ) III. >7.....(10mks )	10mks		
<b>Financial assessment</b> I. Turnover. <1m .....3 mks 1m-5m .....7 mks >5m.....10mks	10mks		
<b>Similar Jobs undertaken</b> 1. For other organizations (5mks) Provide recommendation letter from major clients  2. For financial institutions (10mks) Provide recommendation letter from major clients.	15mks		
<b>Legal requirements</b> I Current Trading License... (3mks) II.VAT recent certificate attached ....(2 mks) III. Tax Compliance certificate .....(3 mks) IV CR12 Documents .....(2mks) (Registration documents)	10mks		
<b>Litigation History</b> Any case in the last 5 yrs. ....0 mks No case for the last 5 yrs.....5 mks	5mks		
<b>Category of supplier</b> 1. Distributor /Manufacturer.... 4 mks  2. ISO Certification .....5 Mks  3. Professional Affiliation Certification eg. NCA .....6 Mks	15 mks		
<b>REFEREES / Experience /Qualifications of A.REFEREES</b> 1.....2MK 2.....2MK 3.....2MK 4.....2MK 5.....2MK	10mks		

Total 10 Marks			
NB//Provide relevant evidence (attach copies)			
1.Proof of work undertaken e.g. LPO 2.Contact person ,Designation and Mobile Number			
2.Relevant experience of 5 similar engagements/assignment  Provide relevant evidence (attach copies)	10mks		
3.Qualifications of key staff Provide relevant evidence (attach copies)	10mks		
<b>Total</b>	<b>100mks</b>		



**REPUBLIC OF KENYA**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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

*Part I- 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 bankers.....Branch .....

***Part 2 (a) - Sole Proprietor***

Your name in full.....Age.....

Nationality.....Country of origin.....

Citizenship details.....

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**Part 2 (b) Partnership**

Given details of partners as follows:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
.....			
.....			
.....			
.....			

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**Part 2 (c) – Registered Company:**

Private or Public.....

State the nominal and issued capital of company-

Nominal Ksh.....

Issued Ksh.....

Given details of all directors as follows:-

	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.	.....			
2.	.....			
3.	.....			
4.	.....			
5.	.....			

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

**If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.**

**LITIGATION HISTORY**

Name of the bidder
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Bidders should provide information of any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution. A separate sheet should be used for each bidder.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (Current value Kshs.)