



**PRE-QUALIFICATION OF
SUPPLIERS/CONTRACTORS FOR GOODS
AND SERVICES FOR THE PERIOD
JANUARY 2022-DECEMBER 2023**

To be filled and returned with necessary attachments

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The Nyati Sacco Ltd herein referred to as the Sacco would like to invite interested firms who meet the criteria set out by the Sacco to perform the contract of supplying and delivery or provision of goods and services.

1.2 Objective

The main objective of pre-qualification of suppliers is to supply and deliver assorted Goods and Services 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 CHAIRPERSON, TENDER COMMITTEE, NYATI SACCO LTD, 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, all prospective suppliers must submit all the information herein requested and as per Public Procurement and Disposal Regulation Section 23(1) & 2, 24(1) (2) and 3 (a-e)

1.5 Submission of Pre-qualification Documents

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

**The chairperson,
Tender Committee
Nyati Sacco Ltd.
P.O. Box 7601-00200,
NAIROBI.**

OR

Deposited in the Tender Box at the reception.

Not later than 4.00PM (local time on Monday the 03rd January 2022

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 delivery any of the categories of goods and services listed in the Tender Notice.

Personnel

The names and pertinent information and the CV of key personnel for individuals or groups to execute the contract must be indicated in Form **NTP-2**

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 pre-qualification documents as well as letters of references from the bankers regarding credit/financial position.

Special consideration will be given to the financial resources available as working capital, considering the amount of completed orders from various contracts or orders in progress. Data should be provided on Form **NTP- 3**

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 Bidding Documents

Bidding and Tender/ quotation will only be made available to those firms whose applications have been accepted by the Sacco upon scoring 65 points and above

1.9 Notification of Pre-qualification

All successful participants shall be notified formally of the outcome after completion of the pre-qualification process and will be registered in the Nyati Sacco Ltd list of suppliers for the period January 2022– December 2023

1.9 Verification

The Sacco shall have the right to visit the suppliers The Sacco has 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 or services.

PRE-QUALIFICATION CRITERIA

All firms must provide below documents in the following order: -

No	Requirement
NTP-1	Submit company profile with evidence of Physical Location of business premise
NTP-2	Must submit a high-level functional organogram
NTP-3	Must submit certified copies of three years audited accounts, letters of reference from the banks regarding supplier's credit position and six months current bank statements
NTP-4	Must submit at least 3 (Three) letters of recommendation from where you have Done Business in the Last Two Years Including the Values of Contracts/Orders
NTP-5	Must submit a copy of Certificate of Registration/Incorporation
NTP-6	Must submit a copy of valid Tax Compliance Certificate
NTP-7	Must submit copy of Current Trade License/Business Permit
NTP-8	Confirmation of directors (CR, 12) for limited companies – this should be the one issued within three months to the date of the tender- OR for sole proprietor and partnership companies to provide copies of director's IDs
NTP-9	Duly filled, signed and stamped Business Questionnaire
NTP-10	Sample Service Level Agreement (SLA)

The original and copy of Tender document MUST be paginated/serialized/numbered sequentially on all pages including attachments from beginning of the document to the end and subdivided as per NTP's. This includes ALL the attachments submitted by the bidder and ALL the pages already paginated by Nyati Sacco Society. The Tender Document Must be dully filled, signed and stamped in the Format provided.

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 Description)

.....
(Category No.)

Physical Location of Business Premises:

Postal Address:

Business Registration Ref. No:

Date of registration of business

Telephone No Mobile No:

Facsimile No: E-mail:

Nature of Business:

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

PRE- SUPERVISORY PERSONNEL (INCASE OF TECHNICAL NATURE)

Name.....
Academic qualification.....
Professional qualification.....
Length of service with the contractor or supplier and position held.....
.....
.....

Contraction/or service experience

- I. Name of Project.....
- II. Character and nature of the project.....
- III. Contract value.....
- IV. Location of Project.....
- V. Period of Project.....
- VI. Title and responsibility in Project
- VII. **Others**.....
.....

Proposed Technical Personnel

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Proposed position in this project if contract is awarded

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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

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. Name of 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. Name of 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. Name of 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.....

CONFIDENTIAL BUSINESS QUESTIONNAIRE
(To be filled by All Prospective Suppliers)

You are required to give particulars indicated in part 1 and either part 2 (a), 2 (b) or whichever applies to your type of business.

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

Part 1

State whether your company is a:

a) Manufacturer
.....
.....

b) Authorized agent (Attach principal/manufacture’s authorization letter)
.....
.....

c) Stockist
.....
.....

d) Others
.....
.....

Part 3

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

.....
.....
.....

Part 4

DECLARATION FORM

I/We.....hereby declare

That the information given above is true and further state that I/We also understand the purchase of this form does not guarantee registration.

That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.

That I/We have legal capacity to enter into contract.

That I/We have fulfilled obligations to pay taxes/social security contributions.

That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.

That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.

That I/We give Nyati Sacco Ltd, authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.

That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....

CODE OF ETHICS AND CONFLICT OF INTEREST DISCLOSURE FORM

Nyati Sacco procurement guidelines stipulate that the Sacco should not permit reciprocity in any purchase transactions. Any reciprocal financial transactions between a supplier and an employee, whether before or after pre-qualification, are prohibited. It does not matter that the transaction is at arm’s length or not.

In view of the above, outlined below are the guidelines on code of ethics and conflict of interest.

Code of Ethics

Except for casual benefits such as hospitality, or gifts worth less than \$50 equivalent, employees of Nyati Sacco are not allowed to accept or agree to accept any money, gifts, or other benefit on behalf of themselves or anyone else, from a person or institution having dealings with the Sacco. No gift may be accepted in cases where it is obvious that the gift will result in an expected reciprocal action from the Sacco

The standard of conduct for all potential suppliers include the following:

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment or any promise of future employment to employees of Nyati Sacco who may be in a position to influence the procurement decision.
- 2) Potential suppliers and/or their agents are not expected to deal with any employee who has a financial interest in their business.
- 3) During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
- 4) Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

Conflict of Interest

Please give details of any conflict of interest that may exist between yourself and employee(s) of the Sacco as indicated below, and confirm that you have read the code of ethics and agrees with it.

Has any employee of Nyati Sacco been your employee in the past one year?

If yes, please give details

.....

.....

.....

Do you have any family ties with any Nyati Sacco employee(s) through spouse or immediate family?

If so, please explain:

.....

.....
.....

Have you had past business dealings with any employee of Nyati Sacco?

If yes, please give details:

.....
.....

Do you have other social or political relationships with an employee of Nyati Sacco in procurement, which may impede his/her independence or objectivity?

.....
.....
.....

I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....

MARKS ALLOCATION CRITERIA

No	CATEGORY	MARKS ALLOCATED
1	<p>Statutory Requirements</p> <ul style="list-style-type: none"> a) Certificate of Incorporation/Business Registration Certificate b) Current tax compliance certificates c) PIN certificate d) VAT certificate e) Current trade license 	Mandatory
2	<p>Experience/major clients (10marks)</p> <ul style="list-style-type: none"> a) Experience of more than 3 years b) 3 clients and above c) References and contact persons 	
3	<p>Organizational Structure and Curriculum vitae of management and technical staff (10 marks)</p> <ul style="list-style-type: none"> a) High Level Functional Organogram b) Curriculum vitae of management and technical staff 	

4	Financial strength (30 marks)	
5	<p>Delivery and Logistics (10marks)</p> <p>a) Building registered office/warehouse</p> <p>b) Outlined supply and delivery procedures</p>	
6	<p>Manufacturer/agent/stockist (25 marks)</p> <p>a) Manufacturer</p> <p>b) Agent</p> <p>c) Stockist</p>	
7	Conflict of Interest (10marks)	
8	Declaration form (3marks)	
9	Confidential questionnaire (2 marks)	

CATEGORIES OF SUPPLIES

S/NO	Category no	Item	Eligibility
		Supply of Goods	
1	NYS/1/2022-2023	Prequalification for Supply, Delivery, Maintenance and repair of Office Furniture and Fittings	All
2	NYS/2/2022-2023	Prequalification for Supply and Delivery of Staff Uniforms and Branded items and provision of Printing Services for calendars, Diaries, Brochures and promotional materials	All
3	NYS/3/2022-2023	Prequalification for Supply of Office Equipment & Banking Equipment (Coin Counters)	All
4	NYS/4/2022-2023	Prequalification for Provision of cleaning services of Pest control, Fumigation and provision and maintenance of Sanitary Bins	All
5	NYS/5/2022-2023	Prequalification for Supply, Delivery and Installation of IP-PABX, IP Telephone systems, and other Telecommunication Equipment and Accessories	All
6	NYS/6/2022-2023	Prequalification for Supply of Cleaning materials, detergents and disinfectants	Special
7	NYS/7/2021-2023	Prequalification for Supply of Electrical items and fittings	all
8	NYS/8/2021-2023	Prequalification for Supply and Delivery of General Office Stationery.	Special
9	NYS/9/2021-2023	Prequalification for Supply and Delivery of Computer Hardware, Laptops, iPad/Tablets, shredders, Scanners etc. & related Accessories & Consumables,	All
10	NYS/10/2021-2023	Prequalification for Supply and Delivery of Drinking Water and Water Dispensers	Special
11	NYS/11/2021-2023	Prequalification for supply, delivery and installation of Data Recovery software, Licensing and Support	All
12	NYS/12/2021-2023	Prequalification of supply, delivery and Installation of virtualization software, Licensing and support	All
		PROVISION OF SERVICES	
13	NYS/13/2021-2023	Prequalification for Provision of Bulk SMS and Emailing Services	All
14	NYS/14/2021-2023	Prequalification for Provision of Leased Printers and Copiers	All
15	NYS/15/2021-2023	Prequalification for Provision of Legal Services (Applicants to specify area of specialization)	All
16	NYS/16/2021-2023	Prequalification for Provision of Consultancy services for Human resources, Team Building,	All

		employee satisfaction and work environment survey	
17	NYS/17/2021-2023	Prequalification for Provision of Market and Customer Satisfaction or perception Survey and media monitoring	All
18	NYS/18/2021-2023	Prequalification for Supply, Installation, Commissioning and Servicing of CCTV, alarms, Fire Alarms, Firefighting and Fire Equipment and Training Services and Provision of general Security Services,	All
19	NYS/19/2021-2023	Prequalification for provision of Valuation Services for Property & Assessors Auctioneering and Car Tracking services	All
20	NYS/20/2021-2023	Prequalification for provision of Audit Services must be approved by SASRA and provision of Enterprise Risk Assessment & Mitigation Services – System audit and forensics	All
21	NYS/21/2021-2023	Prequalification for provision of Digital Records Management and Document Archiving Services	All
22	NYS/22/2021-2023	Prequalification for Provision of PR & Advertising Agency Services (Concept Design, Artwork Execution and Media Strategy) and Social Media Services	All
23	NYS/23/2021-2023	Prequalification for provision of General Insurance Services (IRA registered underwriter's and Brokers), Life assurance, Medical, General, loan guard	All
24	NYS/24/2021-2023	Prequalification for Provision of Debt Management & Private Investigation Services	All
25	NYS/25/2021-2023	Prequalification for Provision of Annual Support and Maintenance of Core Banking	All
26	NYS/26/2021-2023	Prequalification for Provision of Event Management and Conference Facilities	All
27	NYS/27/2021-2023	Prequalification for Provision of Internet and Website Consultancy	All
28	NYS/28/2021-2023	Prequalification for Provision of Asset Marking / Asset Tracking System	All
		Provision of Works	
29	NYS/29/2021-2023	Prequalification for Minor Construction works, Partitioning repairs and painting (Registered with National Construction Authority)	All
30	NYS/30/2021-2023	Prequalification for Minor Plumbing, drainage and sewage services (Registered with National Construction Authority)	All

Pre-qualification application documents to be downloaded from the company Website www.nyatisacco.co.ke from 20th December 2021. Filled Tender Documents, “**Original**” should be enclosed in plain sealed envelope, marked with the Tender Number and addressed to:

**The Tender Committee,
Nyati Sacco Society Ltd,
P.O. Box 7601- 00200
Nairobi**

And be deposited in the tender box provided at the **ODYSSEY Plaza, 2nd Floor, South B Mukoma Road, Nairobi**, so as to be received on or before 03rd January 2022 at 4:00PM.

All Bid Documents must be serialized / paginated.

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