PRE-QUALIFICATION FOR SUPPLIERS FOR THE YEAR 2020 - 2022

CATEGORY NO. ..........................................................................................................................

CATEGORY DESCRIPTION ...........................................................................................................

RECEIPT NO. .............................................................................................................................
# TABLE OF CONTENTS

1. TENDER NOTICE ........................................................................................................... 3
2. PRE-QUALIFICATION INSTRUCTIONS................................................................. 6
3. BRIEF CONTRACT REGULATIONS/GUIDELINES............................................... 8
4. FORM PQ-1 REGISTRATION DOCUMENTATION ........................................... 11
5. FORM PQ-2: PRE-QUALIFICATION DATA....................................................... 12
6. FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE.......................... 15
7. FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE............................ 16
8. FORM PQ-6: PAST EXPERIENCE ........................................................................ 18
9. FORM PQ-7: LITIGATION HISTORY .................................................................... 19
10. FORM PQ-8: SWORN STATEMENT ................................................................. 19
1. TENDER NOTICE

INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES (2020-2022)

Amref Sacco Ltd invites applications for prequalification from interested vendors (including current suppliers) for supply of goods and services for the period 2020 to 2022 (Two-year period).

PREQUALIFICATION CATEGORIES

<table>
<thead>
<tr>
<th>CATEGORY NO.</th>
<th>ITEM DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>SUPPLY AND MAINTENANCE OF GOODS</td>
</tr>
<tr>
<td>AS/001/2020-2022</td>
<td>Supply of general office stationery and consumables (Printing papers, files, pens)</td>
</tr>
<tr>
<td>AS/002/2020-2022</td>
<td>Supply of toner cartridges</td>
</tr>
<tr>
<td>AS/003/2020-2022</td>
<td>Supply of branded merchandise and promotional materials (Calendars, banners, branded stationery &amp; promotional materials)</td>
</tr>
<tr>
<td>AS/004/2020-2022</td>
<td>Supply of office furniture, fixtures, and fittings and window blinds</td>
</tr>
<tr>
<td>AS/005/2020-2022</td>
<td>Supply of bottled water</td>
</tr>
<tr>
<td>AS/006/2020-2022</td>
<td>Provision of photocopy, printing and binding services</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>SUPPLY OF ICT EQUIPMENT AND SERVICES</td>
</tr>
<tr>
<td>AS/007/2020-2022</td>
<td>Provision of ICT equipment’s (laptops, projectors, cameras, printers, scanners, UPS, Servers, and PABX)</td>
</tr>
<tr>
<td>AS/008/2020-2022</td>
<td>Provision of photography, videography and documentary production services</td>
</tr>
<tr>
<td>AS/009/2020-2022</td>
<td>Provision of voice, Data communication services, computer networks and network equipment’s</td>
</tr>
<tr>
<td>AS/010/2020-2022</td>
<td>Repair of and maintenance of office equipment (printers, photocopiers, scanners, projectors, air conditioning units)</td>
</tr>
<tr>
<td>AS/011/2020-2022</td>
<td>Repair and maintenance of computer hardware, server and other I.T related services</td>
</tr>
<tr>
<td>AS/012/2020-2022</td>
<td>Provision, installation and maintenance of CCTV cameras, Bio metric equipment</td>
</tr>
<tr>
<td>AS/013/2020-2022</td>
<td>Provision of data security and disaster recovery services</td>
</tr>
<tr>
<td>AS/014/2020-2022</td>
<td>Provision of website design, maintenance and hosting services</td>
</tr>
<tr>
<td>AS/015/2020-2022</td>
<td>Provision of software’s and associated licences (Windows, Microsoft office, Anti virus)</td>
</tr>
</tbody>
</table>

### C PROVISION OF SERVICES

| AS/016/2020-2022 | Provision of general insurance and loan guard |
| AS/017/2020-2022 | Provision of property valuation services |
| AS/018/2020-2022 | Provision of motor vehicle valuers’ services |
| AS/019/2020-2022 | Provision of Audit services |
| AS/020/2020-2022 | Provision of legal services |
| AS/021/2020-2022 | Provision of Auctioneering, debt collection and repossession services |
| AS/022/2020-2022 | Provision of dealers /sale of new and old motor vehicle services |
| AS/023/2020-2022 | Provision of consultancy services (Team building, event management services) |
| AS/024/2020-2022 | Provision of consultancy services (Trainings) |
| AS/025/2020-2022 | Provision of vehicle hire services (Buses, tour vans, taxi etc) |
| AS/026/2020-2022 | Provision of HR consultancy services |
| AS/027/2020-2022 | Provision of Market survey research services |
| AS/028/2020-2022 | Provision of digital marketing/social media marketing services |

Interested vendors may download pre-qualification/Registration of supplier’s documents from Amref Sacco website (www.amrefsacco.org) and pay a non-refundable fee of **Kshs. 2500 per category**.

**Payments should be made through the bank account as follows:**

Bank: National Bank of Kenya, Wilson airport  
Account name: Amref Sacco Ltd  
Account number 0100 908 56 53 000

The completed prequalification documents clearly indicating tender number and category to be placed inside plain, sealed and separate envelopes (**each category MUST be submitted in a separate envelope**) and envelope clearly labelled as below.
PRE-QUALIFICATION OF SUPPLIERS 2020-2022: TENDER NO......... CATEGORY NO....... and addressed to:

The CEO
Amref Sacco Ltd
P.O Box 18604-00100

And deposited in the Tender Box 2nd floor next to the reception at Amref Sacco offices, Amref Building Nairobi on or before Thursday 13th February 2020, 12 NOON.

Bids will be opened immediately thereafter in the presence of the bidders who choose to attend or their representatives at the Large conference room.

NB: Bids without copies of receipts from Amref Sacco will be disqualified.
2. PRE-QUALIFICATION INSTRUCTIONS

1.1. Introduction
Amref Sacco Limited would like to invite interested vendors who must qualify by meeting the set criteria as provided by Amref Sacco to perform the contract of supply and delivery of goods and services.

2.2 Pre-qualification Objective
The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to Amref Sacco as and when required during the stated period.

2.3 Invitation of Pre-qualification
Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to CEO – Amref Sacco so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

2.4. Experience
Prospective suppliers must have carried out successful supply and delivery of similar items/services to Sacco/Government/Corporation/ NGOs/ institutions of similar size and complexity. Potential suppliers must demonstrate the willingness and commitment to meet the pre-qualification criteria.

2.5. Pre-qualification Document
This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified

N/B: All the documents should be bound and paginated.

2.6 Distribution of Pre-qualification Documents
A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

THE CEO
AMREF SACCO LTD
P.O BOX 18604-00100
NAIROBI

Not later than THURSDAY, FEBRUARY 13, 2020, at 12 Noon
2.7 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the CEO on the following address not later than 7th February 2020.

    The CEO
    Amref Sacco,
    P.O. Box 18604- 00100,
    NAIROBI.
    Email: procurement@amrefsacco.org

2.8 Additional Information

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

2.9 Request for Quotations

Request for quotations will be made available only to those bidders whose qualifications are accepted by Amref Sacco at the disclosure of the tender committee after the completion of the pre – qualification process.

2.9.1 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 on the authority of the CEO Amref Sacco. Prices quoted should be inclusive of all delivery charges and valid for 90 days.

2.9.2 Payments

All local purchase shall be on credit of a minimum of sixty (60) 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, PQ-8, are to be completed by prospective suppliers 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 and in ink.
3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Amref 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 by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Amref Sacco 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 Prequalification

3.3.1 (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier 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 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 supplier’s credit position. Potential suppliers 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 to be filled/ provided 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. Letter of reference from past customers should be included in Form PQ-6 (at least from three organizations- attach copy of LPO/LSO/Contract)
3.4 **Statement**

Application must include a sworn statement 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 the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then Amref Sacco reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.6 **Information on Suppliers**

The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate

3.6.2 The firm must declare any conflict of interest in relation to any member of staff. Amref Sacco will not procure goods or services from suppliers where the employees have not declared conflict of interest

3.6.3 Any effort by the tenderer to influence Amref Sacco in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.
### 3.7 Prequalification Criteria

<table>
<thead>
<tr>
<th>Required Information</th>
<th>Form Type</th>
<th>Points Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Registration Documentation</td>
<td>PQ-1</td>
<td>24</td>
</tr>
<tr>
<td>2. Pre-qualification Data</td>
<td>PQ-2</td>
<td>6</td>
</tr>
<tr>
<td>3. Supervisory Personnel</td>
<td>PQ-3</td>
<td>10</td>
</tr>
<tr>
<td>4. Financial Position</td>
<td>PQ-4</td>
<td>20</td>
</tr>
<tr>
<td>5. Confidential Report</td>
<td>PQ-5</td>
<td>15</td>
</tr>
<tr>
<td>6. Past Experience</td>
<td>PQ-6</td>
<td>10</td>
</tr>
<tr>
<td>7. Litigation History</td>
<td>PQ-7</td>
<td>10</td>
</tr>
</tbody>
</table>

**TOTAL** 100

### 3.8 The qualification is 70 points and above
4. FORM PQ-1 REGISTRATION DOCUMENTATION

Mandatory Requirements:

1. Copy of Certificate of Registration/Incorporation of Business Name.
2. Copy of PIN Certificate of firm/company/individual from Kenya Revenue Authority.
3. Must submit certified bank statements for the most recent 12 months (from Jan 2019- Dec 2019)
4. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority e.g. Electronic Tax Register (ETR) certificates where applicable
5. Copy of valid Trade License/ Current business licenses from relevant authorities e.g. City council
6. Copy of Letter of recommendation from 3 previous organizations served with similar works
7. Copy of quality assurance certificates if any e.g. ISO 9000/9001
8. A copy of Amref Sacco payment receipt/original banking slips

(Max 24 points)

Three (3) marks each for every requirement where applicable
5. FORM PQ-2: 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. ……………………………………………………………………………

Email address (MUST)……………………………………………………………………

Full Name of applicant ……………………………………………………………………

Other branches location …………………………………………………………………

Organization & Business Information

Management Personnel ……………………………………………………………………

Chief Executive ……………………………………………………………………………
Secretary .................................................................................................................................

General Manager ....................................................................................................................

Treasurer ....................................................................................................................................

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. Bonding company reference 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

    (6 Points)
PQ-3  SUPERVISORY PERSONNEL

Name …………………………………………………………………………………………….

Age ……………………………………………………………………………………………

Academic Qualification ………………………………………………………………………

Under graduate………………………………………………………………………………

Post graduate………………………………………………………………………………

Diploma…………………………………………………………………………………………

High School……………………………………………………………………………………

Professional Qualification …………………………………………………………………

……………………………………………………………………………………………………

(Attach Certificates if any)

Length of service with Contractor or Supplier position held

……………………………………………………………………………………………………

(Attach copies of certificates of at least 2 key personnel in the organization)- 5marks each

(10 points)
6. FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach a copy of the most recent two years audited accounts (From 2018 and above) - 7 marks

(2) Attach letters of recommendation from the firm’s bankers - 7 marks

(3) State Credit period (minimum proposed is 30 days) – 6 marks

(20 Points)
7. FORM PQ-5: 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.

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

<table>
<thead>
<tr>
<th>Part I - General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name ........................................................................................................</td>
</tr>
<tr>
<td>Location of business premises..................................................................................</td>
</tr>
<tr>
<td>Plot No. ................................ Street/Road...............................................................</td>
</tr>
<tr>
<td>Postal Address.........................................................Tel. No........................................</td>
</tr>
<tr>
<td>Email address (MUST)..................................................................................................</td>
</tr>
<tr>
<td>Nature of business......................................................................................................</td>
</tr>
<tr>
<td>Current Trade License. No..............................................Expiring date.........................</td>
</tr>
<tr>
<td>Maximum value of business which you can handle at any one time: Kshs..................</td>
</tr>
<tr>
<td>Name of your bankers.................................................................Branch..................</td>
</tr>
<tr>
<td>Account No.........................................................Branch........................................</td>
</tr>
<tr>
<td>Swift code.........................................................Branch code..................................</td>
</tr>
<tr>
<td>Bank Currency............................................</td>
</tr>
</tbody>
</table>

16
**Part 2 (b) Partnership**

Given details of partners as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship Details</th>
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**Part 2 (c) - Registered Company:**

Private or Public: .................................................................

State the nominal and issued capital of company

Nominal Kshs: ........................................

Issued Kshs: ........................................

Given details of all directors as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship Details</th>
<th>Shares</th>
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</table>

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

(15 points)
8. FORM PQ-6: PAST EXPERIENCE
NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

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

(10 Points)

Three (3) marks each and an additional point for one other
9. FORM PQ-7: LITIGATION HISTORY
Name of Contract Supplier

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.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>AWARD FOR OR AGAINST</th>
<th>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</th>
<th>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)</th>
</tr>
</thead>
<tbody>
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</table>

(10 Points)

10. 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. We enclose all the required documents and information required for the pre-qualification evaluation.

Date: ........................................................................................................

Applicant’s Name: ..................................................................................

Represented by: ...................................................................................

Signature: ............................................................................................

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