

ASILI SACCO SOCIETY LIMITED

Asili Co-op Center, Lower Ngara Road, Opp Arya Boys High School
P.O Box 49064-00100 Nairobi
Tel: 020 2630244 / 020 2699305, Mobile 0722 472 823/ 0733 4728 23
Email: asilisacco@yahoo.com / www.asilisacco.coop

**PRE-QUALIFICATION FOR SUPPLY OF GOODS, WORKS AND SERVICES
ASILI /2018-2019**

<p>PREQUALIFICATION CATEGORY APPLIED FOR:</p> <p>NO.....</p>
<p>CATEGORY DESCRIPTION.....</p>

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PRE-QUALIFICATION FORM FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS BEGINNING 1ST JANUARY 2018 TO 31ST DECEMBER 2019

SECTION A: INSTRUCTIONS FOR PRE-QUALIFICATION

1.1 Introduction

Asili Sacco Society Limited invites eligible candidates to prequalify as suppliers of goods, services and works for the period beginning 1st January 2018 to 31st December 2019.

Vision

‘‘ To be the preferred Sacco in provision of quality services and shareholders benefits.’’

Mission

‘‘To continuously mobilize members’ savings for provision of sustainable competitive financial services by using appropriate technology while adhering to cooperative principles for the benefits of shareholders.’’

Asili Sacco Society Limited tends to prequalify suppliers and contractors for the supply of goods, works and services for the financial years 2018-2019. Suppliers registered with registrar of companies under the law of Kenya in respective merchandise or services are invited to submit their pre-qualification documents to the Chief Executive Officer, Asili Sacco Society Limited, so that they may be shortlisted. Please read through the document carefully and provide the requested information together with all supporting documents.

1.2 Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to Asili Sacco Society Limited. Suppliers who are not prequalified or fail to meet the prequalifying criteria will not be allowed to participate in the Tenders/RFQs/RFPs

1.3 The application should be in a sealed envelope to maintain confidentiality and addressed to:

**The Chief executive Officer,
Asili Sacco Society Limited,
P.O. Box 49064- 00100,
NAIROBI.**

The envelope should be marked with the ‘‘**Prequalification Number applied for and the category description**’’ upon submission, and must be dropped in the Tender box on

the 1st floor next to the reception at **Asili Co-op Center, Lower Ngara Road, Opp Arya Boys High School, Nairobi on or before Thursday 05/10/2017 at 04:30 pm**

Opening of the bids/Prequalification documents will be done on Friday 06/10/2017 at 10:00 am in the conference room.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Documents

The document includes questionnaires forms and instructions for prospective suppliers. In order to be considered for pre-qualification, prospective supplier must provide requested proof and all other information requested for.

- 1.6** Enquiries that may arise from the pre-qualification document should be channeled to the Procurement office-Asili Sacco Society limited, through the above address/contacts.

1.7 Invitation to Tenders/Quotation/Proposals

Bidders who score **70 points** and above will be put in the list of prequalified suppliers for 2018 – 2019 financial years and will be invited to quote for goods and services as and when need arises.

SECTION B: TENDER NOTICE

ASILI SACCO SOCIETY LIMITED
REGISTRATION NO.2077 UNDER CO-OPERATIVE ACT
Asili Co-op Center, Lower Ngara Road, Opp Arya Boys High School
P.O Box 49064-00100 Nairobi
Tel: 020 2630244 / 020 2699305, Mobile 0722 472 823/ 0733 4728 23
Email: asilisacco@yahoo.com / www.asilisacco.coop

PRE-QUALIFICATION OF SUPPLIERS FOR 2018- 2019

Asili Sacco Society Limited invites applications for pre-qualification from interested, eligible and competent suppliers for supply, provision of goods, services and repair & maintenance services for the period starting 1st January 2018- to 31st December 2019, two (2) years period. Current suppliers who wish to continue with supplies must also apply.

LIST OF ASILI SACCO PROCUREMENT CATEGORIES

NO	CATEGORY NO	CATEGORY A (SUPPLY AND DELIVERY OF GOODS/SERVICES)
1	ASILI SC/001/2018-2019	SUPPLY OF VARIOUS OFFICE STATIONERY ITEMS
2	ASILI SC/002/2018-2019	SUPPLY OF COMPUTERS,PRINTER,COMPUTER ACCESSORIES AND CONSUMABLES
3	ASILI SC/003/2018-2019	SUPPLY OF MANAGEMENT SOFTWARE AND LICENSES
4	ASILI SC/004/2018-2019	SUPPLY OF OFFICE EQUIPMENTS,TOOLS,PHOTOCOPIER AND SCANNER
5	ASILI SC/005/2018-2019	SUPPLY OF FURNITURES, CABINETS AND OTHER EQUIPMENTS
6	ASILI SC/006/2018-2019	SUPPLY OF STAFF/OFFICE UNIFORMS AND T-SHIRTS
7	ASILI SC/007/2018-2019	SUPPLY,INSTALLATION AND MAINTENANCE OF TELEPHONE PABX AND TELECOMMUNICATION EQUIPMENTS
8	ASILI SC/008/2018-19	SUPPLY OF BACK-UP EQUIPMENTS
9	ASILI SC/009/2018-2019	SUPPLY AND INSTALLATION OF ELECTRICAL MATERIALS
10	ASILI SC/010/2018-2019	SUPPLY OF MOTOR VEHICLE TYRES, TUBES,SPARE PARTS AND BATTERIES
11	ASILI SC/011/2018-2019	SUPPLY OF MOTOR VEHICLE FUEL, LUBRICANTS AND OILS
12	ASILI SC /012/2018-2019	SUPPLY, INSTALLATION AND MAINTENANCE OF FIRE FIGHTING EQUIPMENTS, GENERATORS AND AIR CONDITIONERS.
13	ASILI SC/013/2018-2019	SUPPLY AND INSTALLATION OF SIGNAGES
14	ASILI SC/014/2018-2019	SUPPLY AND DESIGN OF FORMS, PROMOTIONAL MATERIALS, COMMUNICATION AND ADVERTISING ITEMS.

15	ASILI/015/2018-2019	SUPPLY OF CALENDARS,CAPS,BRONCHURES,PENS,LOGOS,TENTS,BANNERS,DIARRIES AND NOTE BOOKS
16	ASILI SC/016/2018-2019	SUPPLY OF NEWSPAPERS, PERIODICS AND MAGAZINES
17	ASILI SC/017/2018-2019	SUPPLY OF MINERAL WATER AND MAINTENANCE OF DISPENSERS
18	ASILI SC/018/2018-2020	SUPPLY OF CALLING CARDS/AIR TIME
19	ASILI SC/019/2018-2019	SUPPLY OF MILK AND OTHER FOODSTUFFS
		CATEGORY B (PROVISION OF GENERAL SERVICES)
20	ASILI SC/020/2018-2020	PROVISION OF GENERAL PRINTING WORKS
21	ASILI SC/021/2018-2019	PROVISION OF REPAIRS AND MAINTENANCE OF BUILDINGS, CIVIL WORKS AND SEWERAGE
22	ASILI SC/022/2018-2019	PROVISION OF TAGGING OF ASSET SERVICES
23	ASILI SC /023/2018-2019	PROVISION OF SECURITY AND GUARDING SERVICES
24	ASILI/024/2018-2020	PROVISION OF COURIER AND POSTAGE SERVICES
25	ASILI SC/025/2018-2019	PROVISION OF FURMIGATION AND PEST CONTROL SERVICES
26	ASILI SC/026/2018-2019	PROVISION OF OFFICE CLEANING AND SANITARY SERVICES.
27	ASILI SC/027/2018-2019	PROVISION OF MECHANICAL REPAIRS, SPRAY PAINTING AND SERVICING OF MOTOR VEHICLE
28	ASILI SC/028/2018-2019	PROVISION OF CCTV, ALARM INSTALLATION,ACCESS CONTROLS AND BIOMETRIC REGISTER AND MAINTENANCE
29	ASILI SC /029/2018-2019	PROVISION OF GENERAL INSURANCE
30	ASILI SC/030/2018-2019	PROVISION OF DATA BACK-UP, INTERNET,WEBSITE HOSTING, NETWORKING AND WEBSITE DEVELOPMENT.
31	ASILI SC/031/2018-2019	PROVISION OF TRANSPORT,TRAVEL RESERVATIONS,HOTEL ACCOMMODATIONS,AIR TRAVEL AND TICKETING SERVICES
32	ASILI SC/032/2018-2020	PROVISION OF GARBAGE COLLECTION SERVICES
33	ASILI SC/033/2018-2019	PROVISION OF OFFICE AND MACHINE REPAIRS
34	ASILI SC/034/2018-2019	PROVISSION OF AUCTIONEERS AND DEBT COLLECTION SERVICES
35	ASILI SC/035/2018-2019	MAINTENANCE OF WATER PUMPING, WATER TANKS
36	ASLI SC/036/2018-2019	PROVISION OF REPAIR AND MAINTENANCE OF OFFICE FURNITURE AND FITTING,FILLING CABINETS AND OTHER EQUIPMENTS
37	ASILI SC/037/2018-2019	PROVISION OF PHOTOGRAPHY AND VIDEO SERVICES
38	ASILI SC/038/2018-	MAINTENECE OF THE REGISTRY CABINETS

	2019	
		CATEGORY C (CONSULTANCY SERVICES)
39	ASILI SC/039/2018-2019	PROVISION OF EXTERNAL AUDIT SERVICES(SASRA APPROVED ONLY)
40	ASILI SC/040/2018-2019	PROVISION OF TAX CONSULTANCY SERVICES
41	ASILI SC/041/2018-2019	PROVISION OF LEGAL SERVICES
42	ASILI SC/042/2018-2019	PROVISION OF INSURANCE BROKERAGE SERVICES
43	ASILI SC/043/2018-2019	PROVISION OF RESEARCH, TRAINING ,MANAGEMENT AND OTHER CONSULTANCY SERVICES
44	ASILI SC/044/2018-2019	PROVISION OF ICT SYSTEMS CONSULTANCY SERVICES
45	ASILI SC /045/2018-2019	PROVISION OF ASSETS VALUATION SERVICES
46	ASILI SC /046/2018-2019	PROVISION OF REPAIR AND MAINTENANCE OF NETWORK INFRASTRUCTURE,SERVERS AND RELATED SERVICES
47	ASILI SC/047/2018-2019	PROVISION OF CREDIT REFERENCE BUREAU SERVICES
48	ASILI SC/048/2018-2019	PROVISION OF PHYSICAL PLANNING SERVICES
49	ASILI SC/049/2018-2019	PROVISION OF ARCHITECTURAL SERVICES
		CATEGORY D : WORKS
50	ASILI SC/050/2018-2019	GENERAL MAINTENANCE CONTRACTORS (PAINTING, REPAIRS, BUILDING PARTITIONING,WELDING, ROOFING

Note: Special groups i.e women, youths and persons living with disabilities are encouraged to apply.

Pre-qualification documents may be obtained for free by downloading from Asili Sacco website www.asilisacco.coop

Complete documents in a plain, sealed envelope marked prequalification of suppliers indicating the category of items should be addressed to:

**THE CHIEF EXECUTIVE OFFICER
ASILI SACCO SOCIETY LIMITED
P.O. BOX 49064 - 00100
NAIROBI.
Tel: 020 2630244/ 2699305**

And be deposited in the **TENDER BOX** at the **RECEPTION on the 1st FLOOR** so as to be received on or before **05/10/2017 at 04: 30 pm.**

Opening of the prequalification document/Bids will be done on **06/10/2017 at 10:00 am in the conference room.**

Late bids shall not be accepted

Applicants will be notified of the outcome of the exercise after two weeks through their provided contacts

CHIEF EXECUTIVE OFFICER **ASILI SACCO SOCIETY LIMITED**

SECTION C: PREQUALIFICATION CRITERIA

#	Required information	Allocated scores
1	Registration documentation <ul style="list-style-type: none">• Certificate of Incorporation/Registration certificate• County Business Permit• I Tax Pin certificate.	5 5 5
2	Valid Tax compliance certificate	8
3.	Financial capacity <ul style="list-style-type: none">• Audited reports for the last 3 years• Mode of payment & willingness to give credit	9 2
4.	Past Experience& Performance <ul style="list-style-type: none">• No. of years in business• Five referees (mostly clients) attach proof	5 20
5	Confidential business questionnaire <ul style="list-style-type: none">• Duly filled• Fixed premises with telephone facilities	5 9
6.	Litigation History	5
7	Other certificates where applicable e.g. KEBS, registration NEMA ,Professional bodies	5
8	Manpower and expertise	10
9	Past Performance (for ASILI SACCO Past/Current suppliers)	3
10	Declaration and Company stamp	4

	Total	100
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SECTION D: APPLICATION FORM

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as a
 supplier for.....(Category No.)

Postal Address

Telephone Number (fixed line) Mobile.....

E-mail Address

Town Street

Building Floor..... Room/office.....

Other Branches/locations

Full name of authorized signatory

Designation

Official Rubber Stamp and Signature

SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

Part 1: General information

Business Name	
Physical Location of Business premises (Note that a visit to your office may be made to confirm information provided as part of the Evaluation	Town..... Street..... Building Name..... Floor.....
Business operations	Year established..... Duration of business operations.....
Principal Contact Person	Name..... Position.....
Postal Address	P.O.BoxCode
Nature of Business	
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

Part 2(b) – Partnership

Give details of partners as follows:

No.	Name	Nationality	Citizenship details	Share
1				
2				
3				
4				
5				

Part 2(c) – Registered Company

Private or Public																				
State the nominal and issued capital of the company	Nominal Kshs..... Issued Kshs.....																				
Give details of all directors	<table border="1"> <thead> <tr> <th data-bbox="506 548 776 583">Name</th> <th data-bbox="776 548 980 583">Nationality</th> <th data-bbox="980 548 1252 583">Citizenship details</th> <th data-bbox="1252 548 1456 583">Share</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> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Share
Name	Nationality	Citizenship details	Share																		
.....																		
.....																		
.....																		
.....																		

Date..... Signature of tenderer:

If Kenyan citizen, indicate “citizenship details”, whether by Birth, Naturalization or Registration.

(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. Certificate of Registration/Incorporation (Attach copy)
2. Valid Trade License (Attach copy)
3. State VAT Registration No. (Attach copy)
4. I TAX PIN NO(Attach copy)
5. Attach proof of being up to date in VAT and Income Tax Returns (Attach copy of current Tax Compliance Certificate)
6. 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
.....
.....
.....
7. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer etc
.....
.....
8. State any technological innovations or specific attributes which distinguishes you from your competitors
9. Tax Compliance Certificate (attach copy)
10. Other important certificates e.g. KEBS, Please attach proof

SECTION G: FINANCIAL POSITION & TERMS OF TRADE

PART 1

AUDITED REPORTS

- Attach copies of audited reports for the last 3 years.

PART II

TERMS OF TRADE (PAYMENT TERMS)

Asili Sacco Society Limited would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made (a maximum of 30 days credit period).

Confirm acceptance of this:

Acceptable/Not Acceptable

SECTION H: LITIGATION/ARBITRATION INCIDENTS

Litigation and Arbitration incidences

- a) Enumerate any past litigation and arbitration incidences encountered by the firm.
- b) State if the company is/was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

SECTION I: CLIENTS DETAILS

Give details of at least 5 Reputable Organizations where you are supplying the category of goods/services applied for. (Attach proof)

1. Organization Name
Address
Tel. No
Contact Person
Position in the Organization
E –Mail Address.....
Signature of contact person.....Date.....
Company Stamp

2. Organization Name
Address
Tel. No
Contact Person
Position in the Organization
E –Mail Address.....
Signature of contact person.....Date.....
Company Stamp

3. Organization Name
Address
Tel. No
Contact Person
Position in the Organization
E –Mail Address.....
Signature of contact person.....Date.....

Company Stamp

4. Organization Name
- Address
- Tel. No
- Contact Person
- Position in the Organization
- E –Mail Address.....
- Signature of contact person.....Date.....
- Company Stamp

5. Organization Name
- Address
- Tel. No
- Contact Person
- Position in the Organization
- E –Mail Address.....
- Signature of contact person.....Date.....
- Company Stamp

SECTION J: MANPOWER AND EXPERTISE OF STAFF

Qualifications and experience of at least three (3) key personnel proposed for administration and execution of the Contract. Attach Curriculum Vitae (CV's). The CVs should be duly signed by the proposed personnel.

Position	Name	Qualifications	Experience in proposed position

SECTION K: PAST PERFORMANCE

Have you previously been supplying goods/services to Asili Sacco Society Limited?

If yes, give details

.....
.....

Indicate three of the latest orders with asili Sacco Society Limited

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

Do you have any pending orders with Asili Sacco Society Limited? If so give details

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

Have you ever failed to honour Asili Sacco Society Limited LPO? If so give details

.....

Has your contract ever been terminated by Asili Sacco Society Limited?

YES..... NO

If yes, give details on a separate paper

SECTION L: DECLARATION

I/We have completed these forms accurately at the time application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped

Name:

Position in the Company

Date: