

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 2699305/0722472823/0733472823

Email: info@ [asilisacco.coop](mailto:info@asilisacco.coop)/ www.asilisacco.coop

**PRE-QUALIFICATION FOR SUPPLY OF GOODS, WORKS AND SERVICES
ASILI -2023-2024**

PREQUALIFICATION CATEGORY APPLIED FOR: NO.
CATEGORY DESCRIPTION

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PRE-QUALIFICATION FORM FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS BEGINNING 1ST JANUARY 2023 TO 31ST DECEMBER 2024

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 2023 to 31st December 2024.

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 intends to prequalify suppliers and contractors for the supply of goods, works and services for the financial years 2023-2024. 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 29th July 2022 before 01:00pm.**

Opening of the Prequalification documents shall be done on 8th August 2022 at 11:00 am in the conference room. The applicants or their representatives are free to attend.

1.4 Experience/Past work

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
Attach supporting documents.

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 **60 points** and above will be put in the list of prequalified suppliers for 2023 – 2024 financial years and will be invited to quote for goods and services as and when need arises.

SECTION B: PREQUALIFICATION 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 2699305/0722472823/0733472823
Email: asilisacco@yahoo.com / www.asilisacco.coop

PRE-QUALIFICATION OF SUPPLIERS FOR THE YEAR 2023- 2024

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 2023- to 31st December 2024, two (2) years period. Current suppliers who wish to continue with supplies must also apply.

1.Youth, women and persons with disability are encouraged to apply and attach AGPO forms where applicable.

2. For Repair & Maintenance works Firms MUST be registered by NCA

LIST OF ASILI SACCO PROCUREMENT CATEGORIES

NO	CATEGORY NO	CATEGORY A (SUPPLY AND DELIVERY OF GOODS/SERVICES)
1	ASILI SC/001/2023-2024	SUPPLY OF VARIOUS/GENERAL OFFICE STATIONERY ITEMS
2	ASILI SC/002/2023-2024	SUPPLY OF COMPUTERS,PRINTERS,COMPUTER ACCESSORIES AND CONSUMABLES
3	ASILI SC/003/2023-2024	SUPPLY OF MANAGEMENT SOFTWARE AND LICENSES
4	ASILI SC/004/2023-2024	SUPPLY AND MAINTENANCE OF OFFICE EQUIPMENTS,TOOLS,PHOTOCOPIER AND SCANNERS
5	ASILI SC/005/2023-2024	SUPPLY OF FURNITURES, CABINETS AND OTHER EQUIPMENTS
6	ASILI SC/006/2023-2024	SUPPLY OF STAFF/OFFICE UNIFORMS AND T-SHIRTS AND REFLECTORS
7	ASILI SC/007/2023-2024	SUPPLY,INSTALLATION AND MAINTENANCE OF TELEPHONE PABX AND TELECOMMUNICATION EQUIPMENTS
8	ASILI SC/008/2023-2024	SUPPLY OF BACK-UP EQUIPMENTS AND SERVICES
9	ASILI SC/009/2023-2024	SUPPLY AND INSTALLATION OF ELECTRICAL MATERIALS
10	ASILI SC /010/2023-2024	SUPPLY, INSTALLATION AND MAINTENANCE OF GENERATORS, FIRE FIGHTING EQUIPMENTS, AND AIR CONDITIONERS.
11	ASILI SC/011/2023-2024	SUPPLY AND INSTALLATION OF SIGNAGES

12	ASILI SC/012/2023-2024	DESIGN AND SUPPLY OF FORMS, PROMOTIONAL MATERIALS, COMMUNICATION AND ADVERTISING ITEMS.
13	ASILI SC/013/2023-2024	SUPPLY, MAINTENANCE AND SERVICING OF DISPENSERS AND WATER DISTILLER
		CATEGORY B (PROVISION OF GENERAL SERVICES)
14	ASILI SC/014/2023-2024	PROVISION OF GENERAL PRINTING WORKS
15	ASILI SC/015/2023-2024	PROVISION OF REPAIRS AND MAINTENANCE OF BUILDINGS, CIVIL WORKS AND SEWERAGE SERVICES
16	ASILI SC/016/2023-2024	PROVISION OF TAGGING OF ASSET SERVICES
17	ASILI SC /017/2023-2024	PROVISION OF SECURITY AND GUARDING SERVICES
18	ASILI SC/018/2023-2024	PROVISION OF FUMIGATION AND PEST CONTROL SERVICES
19	ASILI SC/019/2023-2024	PROVISION OF OFFICE CLEANING AND SANITARY SERVICES.
20	ASILI SC/020/2023-2024	PROVISION OF MECHANICAL REPAIRS, SPRAY PAINTING SERVICING/MAINTENANCE OF MOTOR VEHICLE SERVICES
21	ASILI SC/021/2023-2024	PROVISION AND MAINTENANCE OF CCTV, ALARM INSTALLATION, ACCESS CONTROLS AND BIOMETRIC REGISTER
22	ASILI SC /022/2023-2024	PROVISION OF GENERAL INSURANCE
23	ASILI SC/023/2023-2024	PROVISION OF DATA BACK-UP, INTERNET, WEBSITE HOSTING, MAINTENANCE , NETWORKING AND DATA BASE MANAGEMENT SYSTEM
24	ASILI SC/024/2023-2024	PROVISION OF TRANSPORT, TRAVEL RESERVATIONS, HOTEL ACCOMMODATIONS, AIR TRAVEL AND TICKETING SERVICES
25	ASILI SC/025/2023-2024	PROVISION OF AUCTIONEERS AND DEBT COLLECTION SERVICES
26	ASLI SC/026/2023-2024	PROVISION OF REPAIR AND MAINTENANCE OF OFFICE FURNITURE AND FITTING, FILLING CABINETS AND OTHER EQUIPMENTS
27	ASILI SC/027/2023-2024	PROVISION OF PHOTOGRAPHY , VIDEO AND DOCUMENTARY SERVICES
28	ASILI SC/028/2023-2024	MAINTENANCE OF THE REGISTRY CABINETS
29	ASILI SC/029/2023-2024	PROVISION OF ADVERTISING AND PRODUCTION SERVICES
30	ASILI SC/030/2023-2024	PROVISION OF EVENT MANAGEMENT SERVICES

31	ASILI SC/031/2023-2024	PROVISION OF ROAD SHOW ADVERTISING SERVICES
32	ASILI/SC/032/2023-2024	SUPPLY OF FOOD STUFFS, DRINKING WATER, MILK, DRY FOODS
33	ASILI/SC/033/2023-2024	SUPPLY, DELIVERY, INSTALLATION OF MICROSOFT PRODUCTS, ANTIVIRUS, FIREWALLS AND OTHER UTILITY SOFTWARE
34	ASILI/SC/034/2023-2024	PROVISION OF WATER TRACKING SERVICES (EMERGENCY WATER SUPPLY-TRUCK LOADS)
35	ASILI/SC/035/2023-2024	PROVISION OF TEAM BUILDING SERVICES
36	ASILI/SC/036/2023-2024	PROVISION OF COURIER SERVICES
37	ASILI/SC/037/2023-2024	SUPPLY OF NEWSPAPERS, MAGAZINES, PERIODICALS
		CATEGORY C (CONSULTANCY SERVICES)
38	ASILI SC/038/2023-2024	PROVISION OF EXTERNAL AUDIT SERVICES (SASRA APPROVED ONLY)
39	ASILI SC/039/2023-2024	PROVISION OF TAX CONSULTANCY SERVICES
40	ASILI SC/040/2023-2024	PROVISION OF LEGAL SERVICES
41	ASILI SC/041/2023-2024	PROVISION OF INSURANCE BROKERAGE SERVICES
42	ASILI SC/042/2023-2024	PROVISION OF RESEARCH, TRAINING, MANAGEMENT AND OTHER CONSULTANCY SERVICES
43	ASILI SC/043/2023-2024	PROVISION OF ICT SYSTEMS AND CONSULTANCY SERVICES
44	ASILI SC /044/2023-2024	PROVISION OF ASSETS VALUATION SERVICES
45	ASILI SC /045/2023-2024	PROVISION OF REPAIR AND MAINTENANCE OF NETWORK INFRASTRUCTURE, SERVERS AND RELATED SERVICES
46	ASILI SC/046/2023-2024	PROVISION OF CREDIT REFERENCE BUREAU SERVICES
47	ASILI SC/047/2023-2024	PROVISION OF ARCHITECTURAL AND PHYSICAL PLANNING SERVICES
		CATEGORY D : WORKS
48	ASILI SC/048/2023-2024	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

Completed 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 **29th July 2022 before 01: 00 pm.**

Opening of the prequalification documents shall be done on **8th august from 10:00 am in the conference room.**

Late bids shall not be accepted

Applicants will be notified of the outcome of the exercise 14 days after the opening of the pre-qualification documents through their provided contacts

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	10
3.	Financial capacity <ul style="list-style-type: none">• Audited reports for the last 2 years• Mode of payment & willingness to give credit	8 4
4.	Past Experience& Performance <ul style="list-style-type: none">• No. of years in business• Five referees (mostly clients) attach proof	5 15
5	Confidential business questionnaire	

	<ul style="list-style-type: none"> • Duly filled • Fixed premises with telephone facilities 	4
		8
6.	Litigation History	5
7	Other certificates where applicable e.g. KEBS, registration NEMA ,Professional bodies	6
8	Manpower and expertise	10
9	Past Performance (for ASILI SACCO Past/Current suppliers) Attach Proof	8
10	Declaration and Company stamp	2
	Total	100

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			
Give details of all directors	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

FINANCIAL/AUDITED REPORTS

- Attach copies of Financial /audited reports for the last 2 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

.....

Have 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 of 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: