



Plan Smarter. Live Better.

# SUPPLIERS PRE-QUALIFICATION

## FOR

## YEAR 2023/2024

PRE-QUALIFICATION NUMBER: REF: .....

CATEGORY (Please indicate).....

## **PRE-QUALIFICATION INSTRUCTIONS**

- a. The purpose of this document is to assist Amica Savings & Credit in the identification and evaluation of potential suppliers and to update the current register of suppliers for various goods, services and works. The prequalified suppliers may subsequently be invited to quote/ tender for the categories in a competitive and efficient manner.
- b. This pre-qualification does not amount to any contractual obligation on the part of Amica Savings & Credit; and the Sacco is not obliged to invite any tenders or quotations from any or all candidates that have expressed interest by responding to this invitation.
- c. Amica Savings & Credit has the right to invite open tenders for goods or services in any of the categories as and when required in line with the Sacco's policy.
- d. Suppliers are encouraged to provide all information requested in the form; evaluation and qualification shall be based on the extent of information and attachments provided.
- e. Amica Savings & Credit reserves the right to authenticate information provided herein without reverting to the participants
- f. Amica Savings & Credit reserves the right to accept or reject any application without assigning any reasons for the decision.
- g. The pre-qualification applies to both existing and potential new clients.

## 1.0 Introduction

Amica Savings & Credit would like to invite interested candidates who qualify by virtue of meeting the set requirements for the provision or supply of the stipulated goods and services to the society.

### 1.1 Objective

The main objective of pre-qualification of suppliers is to supply and deliver assorted goods and services under the relevant tenders, quotations or proposals to the society as and when required during the next two financial years 2023/2024.

### 1.2 Invitation of Pre-qualification and submission

Special groups of suppliers who comprise of women, youth (up to 35 years) and persons living with disabilities and who have been registered with the National Treasury (Directorate of Procurement) and under the laws of Kenya as well as other suppliers are encouraged to submit their pre-qualification documents to “**The Chief Executive Officer, Amica Savings & Credit, P.O Box, 816-10200, Murang’a**” or deposited in the tender box at the head office Murang’a Farmers Union Building **on or before 4<sup>th</sup> November, 2022 at 11.00 A.M.**.

### 1.3 Pre-qualification documents

The document contains a questionnaire to be completed and returned with supporting documents as stipulated. In order to be considered for pre-qualification, prospective suppliers must submit all the information required on the forms/ questionnaires failure to which one may be disqualified.

### 1.4 Perspective-based vendor rating

#### 1.4.1 Experience

Prospective suppliers of goods and services should demonstrate ability and experience to organize, supply and deliver any of the categorization of goods and services listed in the tender notice.

#### **1.4.2 Financial Capability**

The supplier's financial capability will be determined by examination of the latest 2 year audited financial statements submitted with the prequalification documents as well as letters of references from the banks regarding their credit/ financial position.

#### **1.4.3 Past Performance**

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.

#### **1.4.4 Organization's Capability**

Prospective suppliers of goods and services should demonstrate that they have the technical, physical and human resource capability to supply and deliver the mentioned goods and services at the right time, in the right quantity, the right quality and at the right price so as to be pre-qualified.

#### **1.4.5 Inspection and verification**

The society shall have the right to visit the suppliers' premises to verify the information provided in the document and ascertain as part of the pre-qualification process that the vendor in deed has the capability to provide the mentioned goods and services.

#### **1.4.6 Prequalification documentation Presentation**

All documents must be submitted in English Language. Prequalification also applies existing suppliers. The document has a questionnaire that needs to be filled and returned with all other documents as stipulated. The suppliers must have past experience in delivering the services, supply, provide and deliver all goods as stipulated on the tender notice. The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialed by the person or persons who sign(s) the Document.

A table of content illustrating the content of the documents is compulsory, as it creates ease for verification and evaluation.

#### **1.5 Evaluation Criteria**

The following criteria will be used in the evaluation of all potential bidders. The specifications submitted by the bidders shall be evaluated and awarded marks up to a maximum of 100% and only bidders that score 70% and above shall be deemed to be qualified. Participants to note that this does not amount to any contractual obligation on the part of Amica Sacco Ltd, and that Amica Sacco Ltd is not obliged to invite tenders/quotation from any or all who express interest by responding to this prequalification process.

#### **Note:**

Mandatory requirements will determine the responsiveness of a bidder; failure to meet any of the set requirements as noted hereunder will render the bid non-responsive and will automatically be disqualified.

Serial No.	Description Criteria	Maximum Score	Mandatory Requirements	Confirm submission Yes/No
<b>A</b>	<b>Company Profile</b>	<b>24mks</b>		
1	Number of years the company has been operational under the present business name. a) Below 3yrs (2mk) b)3 years to 6 years (4mks) c)more than 6 years (6mks)		Avail a copy of certificate of registration and business permit	.....Y/N
2	Proof of contractual liability cover in Kshs per event as per below ranges. a) 0-500,000 (1mk) b)100,001-1,000,000 (2mks) c) 1,000,001-5,000,000 (3mks) d) Above 5M (4mks)		Copy of policy	.....Y/N
4	Indicate 3 current assignments of at least similar magnitude (9mks)		3 copies of contract of assignment of similar magnitude	.....Y/N
5	Proof of statutory compliance. Attach copies of PIN, VAT and tax Compliance certificate. Compliance certificate from NSSF and NHIF (5mks) <b>Note:</b> Marks will be awarded on prorated basis		Avail relevant copies.	.....Y/N

<b>B</b>	<b>Reputation/ Past experience</b>	<b>19mks</b>		
1	Names of 5 key clients with whom you have done business with in the last two years including value of contracts (5mks) <b>Note:</b> Marks will be awarded on prorated basis		Avail supportive copies	.....Y/N

2	ISO certified by national or international body e.g. KEBS (4mks)		Attach valid and current ISO certificate	.....Y/N
3	Recommendation letters from reputable organizations that you are or have worked with (10mks)		Attach at least 4 recommendation letters	.....Y/N
	<b>Organization's capability</b>	<b>37mks</b>		
1	Evidence of physical address (2mks)		Attach copies of lease, title, rental arrangement or latest utility bills	.....Y/N
2	Names of proprietor/directors/partners with their academic qualifications and years experience (4mks)		Attach resumes/cv	.....Y/N
3	Proof of professionalism/ accreditation where affiliated (4mks)		Attach membership certificates	.....Y/N
4	Briefly describe how you would manage a situation where you are coincidentally engaged in three major yet critical client assignments  Concurrently. How would you ensure timely delivery of all clients requirements as stipulated in the contract (12mks)		Attach a drafted copy of your response with a maximum of 100 words	.....Y/N
5	State 10 factors that in your own opinion distinguish you from other competitors (10mks)		Attach a drafted copy of your response with 10 factors	.....Y/N
6	Give any other information relating to your company that you may consider relevant vis-à-vis your interest to do		Attach a drafted copy of your response with a maximum of 100 words	.....Y/N

	business with Amica Sacco (5mks)			
	<b>Financial Status</b>	<b>20mks</b>		
1	Organization's latest two years certified audited financial statements giving summary of assets and liabilities, income and expenditure and cash flow statement (10mks)		Attach copies of audited financial statements for the last two years	.....Y/N
2	Letter of reference from bankers regarding your credit position (10mks)		Attach copies	.....Y/N

For ease of evaluation, kindly mark and arrange your documents in the order of the evaluation criteria below. The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page, and signed on the last page in the space provided. Suppliers will meet all costs associated with preparation and submission of their applications.

6.1 DECLARATION

I declare that to the best of my knowledge the answers submitted in this Pre-qualification questionnaire (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Amica Sacco Ltd.

Name.....  
Signature.....  
Designation.....  
Date.....

Organization stamp/seal (where applicable).

**6.2 SWORN STATEMENT**

Having studied the registration information for the above project we/I hereby state:

- i. The information furnished in our application is accurate to the best of our knowledge.
- ii. That in case we are successful, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation documents to follow.
- iii. We will not engage in corrupt practices with Amica Sacco Ltd Members or Staff.
- iv. We are not debarred from participating in Public Procurement proceedings by PPRA
- v. When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the registration made.
- vi. We enclose all the required documents and information for the registration evaluation

Applicants Name: .....

Represented By: .....

Signature.....

Date.....

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



*(Please indicate your category of interest by ticking the item number in the left column)*

<b>CATEGORY A</b>	<b>GENERAL PURCHASE</b>
<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>
Amica/01/2023/2024	Supply of General stationery.
Amica/02/2023/2024	Supply of Computers, printers, UPS, and photocopiers.
Amica/03/2023/2024	Supply of Printed communication materials including newsletters, brochures, magazines, annual financial reports, calendars, and diaries.
Amica/04/2023/2024	Supply of ICT licenses e.g. Microsoft licenses, Antivirus, etc.
Amica/05/2023/2024	Computer consumables (toners, cartridges, and ribbons) and accessories.
Amica/06/2023/2024	Supplying and servicing Inverter based backup systems and Generators.
Amica/07/2023/2024	Supply and installation of ICT Local Area Networks (LAN).
Amica/08/2023/2024	Supply and maintenance of firefighting equipment.
Amica/09/2023/2024	Supply and installation of ICT Wide Area Network systems (WAN)
Amica/010/2023/2024	Supply of safes, strong rooms, cash boxes, money counters, cash trolleys.
Amica/011/2023/2024	Supply of furniture and fittings.
<b>CATEGORY B</b>	<b>SERVICES</b>
Amica/012/2023/2024	Provision of Printing Services
Amica/013/2023/2024	Documentary production, photography and videography services and other electronic production
Amica/014/2023/2024	Provision of Corporate Branding Services, Outdoor Branding and Signage Works
Amica/015/2023/2024	Provision of Auctioneering and Debt Collection Services.
Amica/016/2023/2024	Provision of Interior design, furnishing and decorations.
Amica/017/2023/2024	Provision of Maintenance for firefighting equipment.
Amica/018/2023/2024	Provision of Security Guarding Services.
Amica/019/2023/2024	Provision of Sanitary Services.
Amica/020/2023/2024	Provision & Maintenance of Alarm systems.
Amica/021/2023/2024	Provision & Maintenance CCTV and Access control System.
Amica/022/2023/2024	Provision of Electrical installations, Repairs & Services.

Amica/023/2023/2024	Provision of Cash in Transit services.
Amica/024/2023/2024	Provision for Cleaning services
Amica/025/2023/2024	Provision for Fumigation & pest control services
Amica/026/2023/2024	Provision of Motor vehicle tracking services.
Amica/027/2023/2024	Provision of Storage Services eg Motor Vehicle storage.
<b>CATEGORY C</b>	<b>CONSULTANCY &amp; PROFESSIONAL SERVICES</b>
Amica/028/2023/2024	Provision of Legal services – Litigation & Conveyance.
Amica/029/2023/2024	Building consultants and constructions.
Amica/030/2023/2024	Provision of Valuations services - motor vehicle, land, and buildings.
Amica/031/2023/2024	Provision of System Audit services.
Amica/032/2023/2024	Provision of External Audit services (SASRA Approved Only).
Amica/033/2023/2024	Provision of Tax consultancy Services.
<b>CATEGORY D</b>	<b>REPAIRS AND MAINTENANCE SERVICES</b>
Amica/034/2023/2024	Repairs and maintenance of Safes, strong room doors, fireproof cabinets and cash boxes.
Amica/035/2023/2024	Repairs and maintenance of Motor vehicles/cycles.
Amica/036/2023/2024	Repairs of office Furniture and Fittings.
Amica/037/2023/2024	Repairs and maintenance of ICT equipment, printers, and photocopiers.

