

SUPPLIER PRE - QUALIFICATION DOCUMENT

PRE-QUALIFICATION NUMBER: KWTS/PRE/2019/2020

CATEGORY (*Please indicate*):.....

Contents

1.Introduction.....3
2.Important Notes for Suppliers.....3
3. Corporate Information6
4. Financial Information.....9
5. Business Activities.....10
6. Trade References11
7. Certifications, Accreditations and Approvals11
8. Agencies And Partnerships.....12
9. Management Policies12
10. Business Probity and Litigation Management13
11.Insurace14
12.EVALUATION.....15
13.Declaration.....16
Appendix 1.....18

1. Introduction

KWETU SACCO society Ltd is a leading savings and credit institution with an active membership of approximately 10,000 members. The membership is drawn mainly from the members of the teaching fraternity in the counties of Machakos and Makueni and Kajiado. Headquartered at Mwalimu Centre, Machakos Town, The SACCO has 9 Branches spread over the three counties.

In pursuit for excellent service delivery to its members, the SACCO invites applications from interested, eligible and competent candidates for the purpose of Pre-qualifying potential suppliers for the supply of goods, works and services for 2019/2020 Financial Year. The purpose of the program is to promote supplier partnership and to improve on the quality of products and services whilst achieving the most competitive prices.

The Pre-qualification document and the response thereof shall be the ONLY basis for pre-qualification as a supplier in the specified category.

Please read through this document carefully and provide the requested information together with ALL required supporting documents.

2. Important Notes for Suppliers

a) The purpose of this document is to assist KWETU SACCO in the identification and evaluation of potential suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/ or services within the specified category.

b) All documents must be submitted in English Language.

c) In order to simplify this process, you need to provide **certified copies** of all supporting documents requested under the questionnaire.

d) You may also be asked to clarify your answers or provide more details. Please answer ALL questions. If the question does not apply to you please write **N/A**.

e) KWETU SACCO will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration.

f) Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire **are legally binding** and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further KWETU SACCO reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.

g) The information provided in the prequalification document is strictly for confidential and solely for use by KWETU SACCO.

h) Participants to kindly note that this does not amount to any contractual obligation on the part of KWETU SACCO, and that KWETU SACCO is not obliged to invite tenders/quotation from any or all who express interest by responding to this prequalification process.

i) Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.

j) 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.

k) 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.

l) Suppliers will meet all costs associated with preparation and submission of their applications.

m) It is KWETU SACCO policy to require that suppliers observe the highest standard of ethics during the selection and execution of such pre-qualifications.

In pursuance of this policy, KWETU SACCO defines, for the purpose of this provision, the terms set forth below as follows:

- (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and
- (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among suppliers (prior to or after submission of s) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
- (iii) KWETU SACCO will disqualify a supplier where it is determined that the supplier has engaged in corrupt or fraudulent activities in competing for the pre-qualification in question;
- (iv) KWETU SACCO will have the right to examine all documents relating to the performance of such services or supply of such goods to determine capability.
- (v) KWETU SACCO will have the right to inspect the business premises of the supplier.

If you have any queries please send to info@kwetusacco.com

Complete set of pre-qualification /registration documents in plain sealed envelope clearly marked

“pre-qualification of suppliers/contractors/consultants 2019/2020” and indicating item ref no: should

be addressed to: -

Chairman,
KWETU Sacco Society Ltd
BOX 818
MACHAKOS

The complete documents may be deposited in the Tender Box at the reception to the CEO's office 3rd floor Mwalimu centre, Syokimau road ,Machakos not later than 25th September 2019.Existing Suppliers are required to Re apply.

PRE-QUALIFICATION QUESTIONNAIRE

3. Corporate Information

No.	PARTICULARS		RESPONSE
3.1	Full name of organization:		
3.2	Is your organization (Please tick one)	i) a public limited company? Yes, please attach copies of the company's memorandum of association and articles including any change of name	
		ii) Public listed company? If yes, attach copies as (i) above	
		ii) a limited company? If yes, attach copies as (i) above iii) a partnership? Yes attach partnership deed	
		iv) a sole trader? Yes attach business certificate	
		v) other (please specify)	

3.3	Date of Registration:	
3.4	Full physical address of principal place of business: Full postal of the principal place of business:	
3.5	Registered address if different from the above: Post Code:	
3.6	Telephone number:	
3.7	Fax number:	
3.8	E-mail address:	
3.9	Website address (if any):	
3.10	Company Tax PIN: (Kindly provide a copy of the PIN Certificate)	
3.11	VAT Registration number: (Kindly provide a copy of the VAT Certificate)	
3.12	Period in which you have been in the specific business for which you wish to be pre-qualified	

3.13	Names of the Shareholders, Directors and Partners Kindly provide original copy of an official search report issued by the Registrar of Companies showing the directors and shareholders of the company. The report should not be more than one month old.	
3.14	Associated companied(if any)	
3.15	Provide the name company's certified Secretary/Auditors	
3.16	Please provide a copy of the most recent annual return together with a filing receipt.	
3.17	Name of (ultimate) parent/holding company (if this applies):	
3.18	Companies Registry number of parent/holding company (if this applies):	
3.19	If a consortium is expressing interest, please give the full name of the other organization (the proposed consortium partners should also complete this questionnaire in its entirety)	
3.20	Contact person within the organization to whom enquiries about this bid should be directed:	NAME: TITLE TEL: FAX:

		EMAIL:
4.FINANCIAL INFORMATION		

4.1	What was your turnover in the last two years? for year ended --/--/---- for year ended --/--/----
4.2	Has your organization met all its obligations to pay its creditors and staff during the past year?		Yes / No
	If No, please give details		
4.3	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?		Yes / No
	If yes, please give details:		

4.4	If "No" please explain why not:	
4.5	What is the name and branch of your bankers (who could provide a reference)?	Name:
		Branch:
		Telephone Number:
		Postal Address:
		Contact Person Name
		Contact Position
		Contact E-mail:
4.6	<p>Provide a copy of the following</p> <ul style="list-style-type: none"> • A copy of your most recent audited accounts (for the last two years) • A statement of your turnover, profit & loss account and cash flow for the most recent year of trading • A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position 	

5. Business Activities

5.1	What are the main business activities of your organization? i.e. Manufacturer, Assembler, Distributor, service centre, retailer,(please specify).
5.2	How many staff does your organization have? Indicate the number under each category i. Technical (Permanent....., Temporary.....) ii. Semiskilled (Permanent....., Temporary.....)
5.3	Please generally describe the experience and expertise your organization possesses that

	will enable you to effectively and efficiently undertake the work you are bidding for as required by Kwetu SACCO . • Attach you company organogram with emphasis on the job you are bidding for. • Attach CV's of key staff • Expatriate provide copies of valid work permit
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6. Trade References

6.1 Please provide in the table below details of at least five (5) projects you have undertaken relevant to the job you are bidding for performed over the last three (3) years, or that are relevant to this prequalification document.

No	Customer Organization (name)	Customer contact name and phone number	Contract reference and brief description:	Date contract awarded	Value of businesses transacted: (Kshs/USD)
1					
2					
3					
4					
5					

7. Certifications, Accreditations and Approvals

Detail any relevant certifications and accreditations by principals or accreditation bodies and attach copies of such certification. Such certifications may be for your company or for your individual staff as relevant to the work they do and the key skills for the service or goods you propose to supply.

8. Agencies And Partnerships

- a) Detail any agencies and partnerships that you have that are relevant to the categories of goods and/or services you are interested in supplying.
- b) List your primary sources of supply for goods that you propose to supply.

9. Management Policies

a) Employee Integrity

How does the firm ensure the integrity of staff? Detail any related policies

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.....
.....

b) Code of Conduct/Ethics

Does your company have a code of conduct? If so, please attach a copy. Indicate if the company subscribes to a professional body with a code of conduct /ethics.

c) Company employment policy

Does the firm have a documented employment policy? What are key highlights from this policy if in existence?

d) Customer Service

- . Does the firm have a documented policy on Customer Service?
- . Which position in your firm is responsible for customer service and how is this position supported by other functions?
- . Does your firm use any performance management techniques, including customer satisfaction measurement? If so, what are the key parameters?

Note: KWETU SACCO may require that customers for products/services provided by your firm fill out an appraisal form and rate your services for use in subsequent decisions on whether to shortlist your company

10. Business Probity and Litigation Management

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential KWETU SACCO supplier

No;	PARTICULARS	RESPONSE
10.1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
10.2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
10.3	Has any partner, director, shareholder or employee whom you would propose to use to deliver this service been convicted of an offence concerning his professional conduct?*	
10.4	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Kenya Anti-Corruption Authority or similar authority in the country in which your organization is established?	
10.6	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law or the laws of the country in which it is	

	established?	
10.7	Please state if any Director shareholder/ Partner and / or Company Secretary of the Organization is currently employed or has been employed in the past three years by KWETU SACCO	
10.8	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed by KWETU SACCO and who is in a position to influence the award of any supply. For purpose of pre-qualification process close relative refers to parents, siblings, spouse or children	

11. Insurance

Please provide details of your current insurance cover		Value
11.1	Employer's Liability:	
11.2	Public Liability:	
11.3	Professional Indemnity (if applicable)	
11.4	Other (specify)	

12. EVALUATION

(a) Mandatory Requirements For Pre-Qualification You shall be required to attach the following mandatory documents where applicable

- i. Certificate of Incorporation/Partnership deed/business registration for sole proprietorship.
- ii. Trading Certificate where applicable
- iii. TAX PIN Certificate
- iv. Certificate from relevant authorities where applicable

- v. VAT Certificate
- vi. Tax Compliance certificate.
- vii. Annual Returns and receipt
- viii. Accounts Information
- ix. CVs of Senior Staff for consultancies
- x. List of items for which you wish to be considered(attach separate sheet)

NB: Attach all the above documents

(b) General Requirements

- i. The returned documents must be bound and clearly marked as per clause 2m
- ii. KWETU SACCO will examine the documents to determine completeness, general orderliness and sufficiency in responsiveness.
- iii. Suppliers shall not contact KWETU SACCO on the matter relating to the prequalification process from the time of submission to the official communication of the results. Any attempts by the supplier to influence KWETU SACCO in the evaluation shall result in disqualification of their application as suppliers.
- iv. Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.
- v. The applicants should have registered offices and KWETU SACCO reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services.
- vi. Suppliers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required depending on continuous performance.

(c) Additional Requirements

- i. Agents/Distributors shall provide copies of Letters of appointment by the manufacturers to be dealers.

ii. Kenya Bureau of Standards certifications /or equivalent where applicable.

iii. Attach catalogues and brochures for the items you wish to supply.

13. 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 KWETU SACCO

FORM COMPLETED BY	
Name:	
Position (Job Title):	
Date:	
Telephone number	
Email:	
Signature:	
Stamp/Seal	

FORM WITNESSED BY	
Name:	
Position (Job Title):	
Date:	
Telephone number:	

Email:	
Signature:	
Stamp/Seal	