

**KIMISITU SACCO SOCIETY LTD**

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS, AND SERVICES FOR FINANCIAL YEARS 2023-2025**

**COMPANY NAME………………………………………………. CATEGORY NO………………………………………………**

**CATEGORY DESCRIPTION……………………….………**

# IF SPECIAL GROUP PLEASE TICK BELOW: (√) WOMEN

**YOUTH**

**PERSONS WITH DISABILITIES**

**The Chief Executive Officer,**

**Kimisitu Sacco**

**P O Box 10454 – 00100 GPO**

**NAIROBI**

**CLOSING DATE:**

#  THURSDAY DECEMBER 29, 2022, AT 2.30 PM

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**TENDER NOTICE**

Kimisitu Sacco Society Limited invites applications for Tender and Registration of suppliers for the supply of goods and services from interested and eligible suppliers for the financial year 2023 -2025.

1. A complete tender document can be obtained from [www.kimisitusacco.or.ke](http://www.kimisitusacco.or.ke) or [www.srmhub.com](http://www.srmhub.com) upon payment of a non-refundable fee of two thousand five hundred Kenya shillings (Ksh. 2,500) which must be paid to Kimisitu Sacco Society Limited through MPESA as follows:

**1. GO TO LIPA NA M-PESA**

**2. PAYBILL b. BUSINESS NUMBER: 911200**

**3. ACCOUNT NUMBER: 2022TPL**

1. Interested eligible candidates may obtain further information and inspect the tender documents online from  **Thursday December 8, 2022, until Thursday December 29, 2022 at 2.30PM**
2. The tender process will be conducted online, and bids **MUST** be submitted electronically, all interest and eligible bidders must complete the tender application online via, **SRM eProcurement.** Interested and eligible firms who wish to participate in the tenders must visit [www.srmhub.com](http://www.srmhub.com); under the tab written “**Apply Tender**”. More information will be available on this link.

**Chief Executive Officer**

**Kimisitu Sacco Society Limited**

**P.O. Box 10454- 00100 Nairobi.**

So as to reach us on **or before Thursday December 8, 2022, until Thursday December 29, 2022.** The tender will be opened online soon thereafter at **3.30 P.M** in the presence of the bidders’ representatives who choose to attend.

***The Sacco reserves the right to reject any proposal without giving reasons for the rejection and does not bind itself to accept the lowest or any proposal***.

**TENDER ADVERTISEMENT**

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2023 - 2025**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CATEGORY NO. A**  | **GOODS**  | **ELIBILITY**  |
| 1 | KSSL/A-OSPS/1/2023 - 2025  | Supply of General office stationery and printing services  | RESERVED |
| 2 | KSSL/A-CHEA/2/2023 - 2025  | Supply of Computer Hardware & Equipment and Accessories  | Open  |
| 3 | KSSL/A-OFFE/3/2023 - 2025  | Supply of office Furniture, Furnishings, Fittings and equipment  | Open  |
| 4 | KSSL/A-MVT/4/2023 - 2025  | Supply of Motor vehicles Fuel, Tyres, Batteries and Accessories  | Open  |
| 5 | KSSL/A-MPM/5/2023 - 2025  | Supply of branded, Promotional, Communication, and Marketing items and Materials  | RESERVED |
| 6 | KSSL/A-DSD/6/2023 - 2025  | Supply and Design of security documents and forms for FOSA | Open |
| 7 | KSSL/A-OU/7/2023 - 2025  | Supply of Office Utilities (Dispensed water, mineral water, milk, cleaning items and other items  | RESERVED  |
| 8 | KSSL/A-FEFAS/8/2023 - 2025  | Supply and Maintenance of Fire Extinguishers, Fire Alarm System  | RESERVED |
| 9 | KSSL/SOMW/09/2023 - 2025 | Supply and Delivery of Office Mineral Water  | RESERVED |
|   | **CATEGORY NO. B**  | **SERVICES**  | **ELIGIBILITY**  |
| 1 | KSSSL/B-BES/1/2023 - 2025  | Provision of Bulk emails and SMS Services | Open  |
| 2 | KSSL/B-IHBTAS/2/2023 - 2025  | Provision of International Air flights, Hotel booking, Car hire and Taxi services  | RESERVED  |
| 3 | KSSL/B-IMCS/3/2023 - 2025  | Provision and Supply, installation and maintenance of Computer software and systems. (Domain & Firewall Management)  | Open  |
| 4 | KSSL/B-WUDM/4/2023 - 2025  | Provision of Website Upgrade, Design and Maintenance  | RESERVED |
| 5 | KSSL/B-VCEMOVS/5/2023-2025  | Provision of virtual Corporate Event Management System, Online Voting, and live streaming system | Open |
| 6 | KSSL/B-GIS/6/2023 - 2025  | Provision of General Insurance services (Group Life, Group Personal Accident & WIBA- Underwriters Only | Open  |
| 7 | KSSL/B-LGMD/7/2023 - 2025  | Provision of Loan Guard and Members deposit Insurance Services | Open  |
| 8 | KSSL/B-CICS/8/2023 - 2025 | Provision of Chattels Insurance cover Services | Open  |
| 9 | KSSL/B-CSIS/9/2023 - 2025 | Provision of Cyber Security and Cyber Crime Insurance Services | Open  |
| 10 | KSSL/B-NISCS/10/2023 - 2025  | Provision of Network infrastructure, Cloud services and Internet Services and Cloud services  | Open |
| 11 | KSSL/B-BS&E/11/2023 - 2025  | Provision of Bulk SMS and Bulk Email  | Open  |
| 12 | KSSSL/B-CIT/12/2023 - 2025  | Provision of Cash in Transit services | Open  |
| 13 | KSSL/B-FRAS/13/2023 - 2025  | Provision of Fire and Alarm Response Systems and Services | RESERVED |
| 14 | KSSL/B-OCS/14/2023 - 2025  | Provision of Outside catering in Nairobi only | RESERVED |
| 15 | KSSL/B-C&FS/ 15/2023 - 2025 | Provision of Clearing and Forwarding Services | Open |
| 16 | KSSL/VAGM/16/2023-2023 | Provision for attendance, Voting and Live coverage  | Open |
| 17 | KSSL/GSAF/17/2023 - 2025  | Provision for Guarding, Security & Alarm, Fire Alarm Response systems  | Open |
|   | **CATEGORY NO. C** | **WORKS AND CONSULTANCY**  | **ELIGIBILITY**  |
| 1 | KSSSL/C-PMCS/1/2023 - 2025  | Provision of Project Management Consultancy Services - Building and Constructions | Open  |
| 2 | KSSSL/C-PMCS/2/2023 - 2025  | Provision of Project Management Consultancy Services ERP Upgrade and other ICT related services | Open  |
| 3 | KSSSL/C-GCCW/3/2023 - 2025  | Provision of General Construction and Civil Works services  | Open  |
| 4 | KSSSL/C-ARC/4/2023 - 2025  | Provision of Architectural designs Services | Open  |
| 5 | KSSSL/C-QSS/5/2023 – 2025  | Provision of Quantity Surveying Services | Open  |
| 6 | KSSL/B-SQDC/6/2023 – 2025  | Provision of SQL and Database Consultancy Services  | Open |
| 7 | KSSL/B-MSS/7/2023 – 2025  | Provision of Market Research & Survey Consultancy Services  | Open |
| 8 | KSSL/B-BTCS/8/2023 – 2025 | Provision of Board Training Consultancy Services  | Open  |
| 9 | KSSL/B-BTBCS/9/2023 – 2025  | Provision of Board Team Building Consultancy Services  | Open  |
| 10 | KSSL/B-STCS/10/2023 – 2025  | Provision of Staff Training and consultancy Services  | Open  |
| 11 | KSSL/B-STBCS/11/2023 – 2025  | Provision of Staff Team Building Consultancy Services  | Open  |
| 12 | KSSSL/C-TCS/12/2023 – 2025  | Provision of Tax Training Consultancy Services  | Open  |
| 13 | KSSSL/C-ITSA/13/2023 – 2025  | Provision of ICT Systems Audit and IT Security Audit Consultancy Services  | Open  |
| 14 | KSSL/B-MSS/14/2023 – 2025  | Provision of Fixed Assets Valuation Consultancy Services  | Open |
| 15 | KSSSL/C-OPRD/15/2023 – 2025  | Provision of Organizational Policy review and Development(Charters and Policies) | Open  |
| 16 | KSSSL/C-OSHA/16/2023 – 2025  | Provision of Occupational Health Safety, Fire and First Aid Training, workplace Compliance Audit | Open  |
| 17 | KSSL/ODMBS/17/2023-2025 | Provision of Outdoor Marketing Branding services | Open |
| 18 | KSSL/ISO-CS/18/2023-2025 | Provision of ISO Consultancy Services  | Open |
| 19 | KSSL/FBS/19/2023-2025 | Provision of Feasibility Studies Consultancy Services  | Open |
| 20 |  |  | Open |
| 20 | KSSL/HRCS/20/2023-2025 | Provision Human Resources (HR) Consultancy Services | Open |
| 21 | KSSL/VOTS/21/2023-2025 | Provision of virtual -online professional training Services | Open |
| 22 | KSSL/LS/22/2023-2025 | Provision of Legal Services | Open |
|   | **CATEGORY NO. D**  | **REPAIR & MAINTENANCE** | **ELIBILITY**  |
| 1 | KSSL/D-RMEP/1/2023 - 2025 | Repair and maintenance of Electrical and Masonry works  | RESERVED  |
| 2 | KSSL/D-RSMVG/2/2023 - 2025  | Repair, maintenance and servicing of motor vehicles and Generator  | RESERVED  |
| 3 | KSSL/D-RMFF/3/2023 - 2025  | Repair and maintenance of furniture’s & fittings  | RESERVED  |
| 4 | KSSL/D-RMICT/4/2023 - 2025 | Repair and maintenance of Printers, Computers UPS and other ICT related accessories, LAN, WAN and Networking and Telephone and Telecommunication Equipment  | Open  |
| 5 | KSSL/D-RSMVG/5/2023 - 2025  | Repair and General Maintenance and servicing of property  | Open |
| 6 | KSSL/D-RCFES/6/2023 - 2025  | Repair and Maintenance of C.C.T.V, Fire Extinguishers, Fire Alarm System  | Open |
| 7 | KSSL/D-RMACS/7/2023 - 2025  | Repair and Maintenance of Air Conditioning, Systems  | Open |
|   | **CATEGORY NO. E** | **PARTNERSHIPS**  | **ELIBILITY**  |
| 1 | KSSL/BMHIP/1/2023 - 2025 | Development and Running of Partnerships for the supply of Building materials, Household equipment, Domestic Furniture and other Households appliances, Solar lighting, Electronics | Open |
| 2 | KSSL/THP/2/2023 - 2025 | Development and Running of Travel and Holiday packages Partnerships for the supply of Building materials, Household equipment, Domestic Furniture and other Households appliances, Solar lighting, Electronics | Open |
| 3 | KSSL/MSP/3/2023 - 2025 | Development and Running of Motor vehicles supply Partnerships  | Open |

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 **1. GO TO LIPA NA M-PESA**

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**3. ACCOUNT NUMBER: 2022TPL**

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2. The tender process will be conducted online, and bids **MUST** be submitted electronically, all interest and eligible bidders must complete the tender application online via, **SRM eProcurement** portal.Interested and eligible firms who wish to participate in the tenders must visit [www.srmhub.com](http://www.srmhub.com); under the tab written “**Apply Tender**”. More information will be available on this link.

**Chief Executive Officer**

**Kimisitu Sacco Society Limited**

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***The Sacco reserves the right to reject any proposal without giving reasons for the rejection and does not bind itself to accept the lowest or any proposal***.

**Special criteria will be used to evaluate categories reserved**

Special groups. Special Groups may choose to apply for registration in categories open to the public. However, all applications for categories open to the public will be subjected to the same evaluation criteria.

SECTION II - INSTRUCTIONS TO CANDIDATES

* 1. Scope of Tender
		1. Kimisitu Sacco hereinafter referred to as the procuring entity intends to register suppliers for the following Goods, Services and Small works for the Financial Year 2023 - 2025. Registration applications to be received by the procuring entity not later than  **THURSDAY DECEMBER 29, 2022, at 2.30 Pm**
		2. Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.
		3. General information on the candidates’ qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix instructions to candidates.
	2. **Submission of Application**
		1. The application will be completed electronically via SRMhub. Interested and eligible firms who wish to participate in the registration must visit [www.srmhub.com](http://www.srmhub.com); under the tab written “Apply Bid online”. More information will be available on this link. Manual documents or those sent via email will not be evaluated.

The submission should be received not later than **THURSDAY DECEMBER 29, 2022, at 2.30 Pm** Late applications will be automatically rejected.

* + 1. All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
		2. Failure to provide information that is essential for effective evaluation of the applicant’s qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant’s disqualification.
	1. Eligible Candidates
		1. This invitation for registration is open to all candidates who are eligible as defined in Kenya’s Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
		2. The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
		3. All firms found capable of performing the contract satisfactorily in accordance with the set registration criteria shall be registered.
	2. Qualification Criteria
		1. Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant’s general and experience, personnel and equipment capabilities and financial position as demonstrated by the applicant’s response in the forms provided in Section V and submitted with the letter of application. Kimisitu Sacco reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
		2. General Experience. The applicant shall meet the following minimum criteria
			1. Average annual turnover as a supplier over the last two (2) years of Kshs. 0.5 million.
			2. Successful experience in execution of at least 3 assignments of a nature and complexity comparable to the proposed contract within the last two (2) years.
		3. Personnel capabilities. The applicant must have suitably qualified personnel to fill the following positions. Indicate key staff, professional qualification, experience and their functions.
		4. The audited Accounts for the last two (2) years shall be submitted and must demonstrate the soundness of the applicant’s financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant’s bankers.
		5. Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.
	3. Public Sector companies
		1. Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.
	4. Conflict of Interest
		1. The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the entity that has prepared the registration and bidding documents for

the contract. Any such association must be disclosed and may result in the disqualification of the applicant.

* 1. Updating Registration Information
		1. Registered candidates shall be required to update the financial information used for registration at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant’s qualification thresholds are no longer met at the time of bidding.
1. **BRIEF CONTRACT REGULATIONS/GUIDELINES**
	1. Taxes on Imported Materials

The Supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

* 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 client. Prices quoted should be inclusive of all delivery charges.

* 1. Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

**APPENDIX TO INSTRUCTIONS TO CANDIDATES**

Notes on the appendix to instructions to Candidates

1. The appendix to tenderers is intended to assist the procuring entity in providing specific information which may not be adequately covered by the clauses in the instructions to candidates.
2. The appendix may amend any information in the instructions to candidates.
3. The procuring entity should use the appendix to ensure that all relevant information to the candidates relating to a particular registration is included.

**SECTION III: LETTER OF REGISTRATION**

Registration Category Ref No.………………………………………………

THE CHIEF EXECUTIVE OFFICER

KIMISITU SACCO LTD

P. O Box 10454 – 00100 NAIROBI

Dear Sir,

1. Having examined the application documents, we the undersigned, offer to supply and deliver to Kimisitu Sacco and as may otherwise be directed,……….…………………………………………………… (Category). And conformity with the said application documents all or part of t h e items/services in this category or such other items that may be required and are within our capability to supply.
2. We undertake that if our application is acceptable, to deliver goods/services in accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer(s) of the Sacco.
3. We agree to abide by this application for the period of processing the applications, and the executed application together with written acceptance thereof shall constitute a binding agreement between us.
4. We understand: -
	1. That this is not a tender or quotation but an application for consideration to be registered as Kimisitu Sacco’s suppliers for goods/services included or related to this category during the period between 1st February 2023 and 31st January 2025
	2. That you are not bound to accept this application or any that you may receive.
5. We Have Attached to this letter copies of original documents of:
6. We make this application with the full understanding that:
	1. Bids by registered applicants will be subject to verification of all information submitted.
	2. Kimisitu Sacco reserves the right to accept or reject any application, cancel the registration process and reject all applications.
	3. Request for quotations and bids will only be called from registered bidders who meet the requirements.

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Sign and stamp……………………………………………..……………………………….

In the presence of: Name…………………….…………. Sign ………...…………………

Designation ………………………………………………Date ………………………….

**SECTION IV - APPLICATION FORMS**

FORM I- CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE

|  |  |
| --- | --- |
| 1 | Name of Firm: |
| 2 | Postal Address |
| 3 | Telephone Office: Mobile: | Name of Contact Person: |
| 4 | E-mail: Website: |
| 5. | Exact Physical Location street, building(copy of tenancy, lease agreement or title ) |
| 6. | Legal Status (partnership/sole proprietor /Ltd. Company) |
| 7. | Company Reg. Certificate No:/Registration of Business Name (Attach Copy) Year of Incorporation/Registration: |
| 8. | VAT Reg. Certificate No: (Attach Copy) | PIN Certificate No: (Attach Copy) |
| 9. | Valid Tax Compliance Cert./Vat Exemption Cert. (Attach Copy) |
| 10. | Current trade license (Attach a Copy) |
| 11. | Nature of business |
| 12. | Maximum Value of Business which you can handle at a time Kshs: |
| 13. | Name of your Bankers: Branch: |
| 14. | Your trade terms (mode or payment- cash………. Or credit ………..credit period allowed…………..days) |

FORM II – DETAILS OF DIRECTOR/PARTNERS

|  |  |  |  |
| --- | --- | --- | --- |
|  | Names | Nationality | %of Shares |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**FORM III – CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES**

1. What products/services do you want to be considered to

Supply………………………………………………………………………………..……….

………………………………………………………………………….……………..………

……………………………………………………..………………………………….………

1. How many employees do you have?..............How many are permanent?..........How many are temporary?....................
2. Which quality standards certification have you attained in the last two years? (Attach copies)
3. Are you a manufacturer/wholesaler/retailer/other?

(Please Specify) ……………. …………………………………………………………………

………………………………………………………………………….

1. To what extent is your firm /company electronically enabled with your clients and suppliers and how do you intend to carry out business with Kimisitu Sacco?

……………………………………………………………………………………………

……………………………………………………………………………………………

……………………………………………………………………………………………

1. What is your average response time to a request for quotation/ proposal?

…..........................................................................................................................................

1. What is your average response to delivery of goods/services

After issuance of an LPO?....................................................................................................

1. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?

…...............................................................................................................................................

…...............................................................................................................................................

1. If you are a current or previous supplier of goods and services to Kimisitu Sacco, have you at any one time been issued with an LPO and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?

….................................................................................................................................................

….................................................................................................................................................

….................................................................................................................................................

**FORM IV – SUPERVISORY PERSONNEL (Applicable to open Category)**

It shall include specific positions essential to contract implementation. The applicants shall provide the names of personnel qualified to meet the specified requirements stated for each position.

Provide a list of your key supervisory personnel and in particular:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Age | Gender | Position/Job title | Academic Qualification | Professional Qualification |
|  |  |  |  |  |  |
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**(Attach copies of certificates/CVs of key personnel in the organization)**

**FORM V – EXPERIENCE** (Applicable to categories open to the general public and Air Ticketing Services)

Applicant’s three (3) reputable clients in the last three (3) years

Applicants to attach proof of experience relevant to the category they choose to apply for by attaching any of the following documents:

* 1. Copies of LPOs
	2. Letters of Award
	3. Completion certificates
	4. Contract documents etc

**FORM VI – FINANCIAL CAPABILITY (Applicable to categories open to the public and** Provision of Air Ticketing Services)

**Name of Applicant**

The applicant shall demonstrate that it has access to, or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide a copy of audited accounts)

1. Attach a copy of the firm’s two Audited Accounts/certified financial statements giving a summary of assets and current liabilities/or any other financial support

|  |  |
| --- | --- |
| **Financial information in Kshs.** |  |
| **1. Total assets** |  |
| **2. Current assets** |  |
| **3. Total liabilities** |  |
| **4. Current liabilities** |  |

**Banker**

Name of banker

Address of banker

…………………………………………………………………………

Telephone Contact name and title

Fax

E mail

**FORM VII – ELIGIBILITY & LITIGATION HISTORY**

1. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies?

…..............................................................................................................................

…..............................................................................................................................

1. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?...........(If yes, you must present legal documentary evidence that you are cleared, and your business is now solvent).
2. Applicants, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Award FOR or AGAINST Applicant** | **Name of Client, cause of litigation, and matter in dispute** | **Disputed amount** |
|  |  |  |  |
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**SECTION V - EVALUATION CRITERIA**

Kimisitu Sacco will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

EVALUATION CRITERIA 1 – For AGPO Registered Special Groups (Youth, Women & PWD Only)

|  |  |  |
| --- | --- | --- |
| **A** | **MANDATORY REQUIREMENTS** | **COMPLIANCE (YES/NO)** |
| A1 | Valid Certificate of Incorporation/Business Registration (Attach copy) |  |
| A2 | Personal Identification Number(PIN) certificate for thegroup/enterprise as obtained free of charge from the KRA portal (Attach copy) |  |
| A3 | Certificate of registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (For Special Groups only) (Attach copy) |  |
| A4 | Current/Valid Tax Compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy) |  |
| A5 |  Current CR12 (Attach copy) |  |
| A6 | Business permit or trade license  |  |

**EVALUATION CRITERIA II – General Public**

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

|  |  |  |
| --- | --- | --- |
| **B.** | **MANDATORY REQUIREMENTS** | **COMPLIANCE (YES/NO)** |
| B1B2 B3B4 B5B6 | Valid Certificate of Incorporation/Business Registration (Attach copy) Personal Identification Number (PIN) certificate (Attach copy)Valid Tax Compliance Certificate (Attach copy) Current Business Permit/License Professional license and certification for respective categoriesPhysical location of business premises (See business questionnaire) Fulfillment of Special condition relevant to the category applied for Valid CR12 (attach copy)  | YES/NO YES/NO YES/NO YES/NO YES/NO YES/NO |
| **C.** | **TECHNICAL AND FINANCIAL REQUIREMENTS** | **MARKS** |
| C1. | Supplier Availability:* Postal Address (2)
* Telephone Number (2)
* Fax Number (2)
* Website (2)
* Email Address (2)
 | 10 |
| C2. | Business Ownership:-Company/Business Profile (3)-Disclosure of Directors/Partners /Sole Proprietor (2) | 5 |
| C3. | Financial Capability:Audited Accounts for the last 2 years or attach copies of Bank Statements for the last 6 months Less than 2 years = No of years x20  2yrs | 10 |
| C4. | Financial Stability – Evidence of profit making in the attached 2 years audited reports | 10 |
| C5. | Experience:Indicate similar assignments undertaken with at least 3 firms (Attach copies of LPOs (each LPO 5marks), Letters of Award, Completion Certificates, Contracts (5marks for completion certificate) | 20 |
| C6 | At least 3 Supervisory team including qualification and experience. Graduate 3Marks, Diploma 2Marks, Certificate 1MarkEach year of experience 0.5 marks up to a maximum of 6marks | 15 |
| C7 | Supply Capacity:Magnitude of Business handled in the last two years- 2 Million and above (12 marks)Others = Value of work x 12 2million | 12 |
| C8. | Credit Period:Indicate Credit Period - 90 Days (12)- 60 Days (9)- 45 Days (6)- 30 Days (3)- Less than 30 days (1) | 12 |
| C9 | Eligibility & Disclosure of litigation history | 6 |
|  | TOTAL | 100 |

NB: Bidders must meet all the mandatory requirements to qualify.

**THE PASS MARK FOR REGISTRATION SHALL BE 60%**

*(The Technical Evaluation Committee will verify the information submitted by applicants and may visit the physical premises of the applicants. This will form part of the evaluation process).*

Declaration (For the Tenderer only)

(The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria)

1. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? *(Tick appropriately below)*

No Yes

1. Will you accept your contacts to be used in the solicitation of RFP and Quotation once your company is registered during the entire period of the tender? *(Tick appropriately below)*

No Yes

1. Will you accept your company details to be published on our website is your qualify for registration during the entire period of the tender? *(Tick appropriately below)*

No Yes

Official Stamp …………………………………………………Sign…………………..

For Official Use Only

*(The Team Leader of Evaluation Team will make comments below based on the findings about the tenderer)*

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Accept the Firm Reject the Firm

Sign ………………………………………………………Date ……………

Approved /Not Approved

**SECTION VI- DECLARATION**

DECLARATION ON CONFLICT OF INTEREST

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Kimisitu Sacco employee.

Do you have a relationship with any Kimisitu Sacco employee that would cause conflict of interest?

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

I………………………………………………………………………declare, for and on behalf of

…………………(company/firm) that all the information furnished to Kimisitu Sacco in connection with this registration is true and accurate in all material respect. Kimisitu Sacco is hereby authorized to make such inquiries to the said information including with the firms/company’s clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by………………………………………………… …

Title ………………………………………………………………………….

Signature…………………………………………………………………….

Stamp……………………………………………………………………….

**SWORN STATEMENT**

Having studied the Registration information, I/ we hereby state:

* 1. The information furnished in my/our application is accurate to the best of my/our knowledge.
	2. That in case of being Registered we acknowledge that this grants us the right to participate in due time in the submission of a proposal or quotation on the basis of provisions in the tender or quotation documents to follow.
	3. That when the call for Tenders/Quotations is issued, and the legal, technical or financial conditions or the contractual capacity of our firm changes, we will inform you and acknowledge your right to review the registration made.
	4. We enclose all the required documents and information required for the Registration evaluation.
	5. We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Un knowingly relies on it to register our Firm/Company. We are aware that Kimisitu Sacco is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.
	6. We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from Kimisitu Sacco.

Date ………………………………………………………………………………………… Applicant’s

Name (Company)……………………………………………………………..

Represented by ……………………………………………………………………………. Signature

………………………………………………………………………………….. (Stamp or Company Seal)

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

To:

RE: Tender No.

Tender Name

This is to notify that the contract/s stated below under the above-mentioned tender have been awarded to you.

* + 1. Please acknowledge receipt of this letter of notification signifying your acceptance.
		2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
		3. You may contact the Senior Procurement Officer on the subject matter of this letter of notification of award.