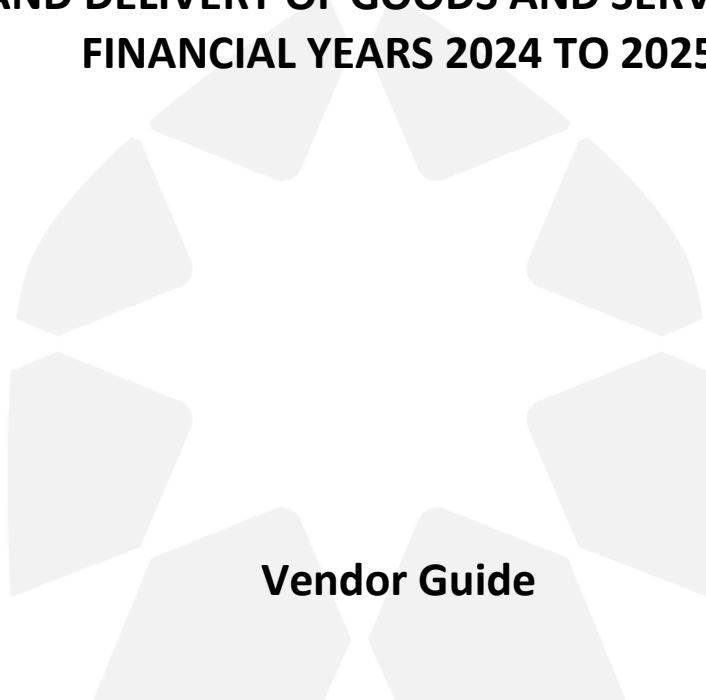


**SUPPLY AND DELIVERY OF GOODS AND SERVICES FOR THE  
FINANCIAL YEARS 2024 TO 2025**



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## INTRODUCTION

Unaitas Sacco Limited is a leading financial institution playing a central and supportive role in the social and economic development of our country through provision of competitively priced financial products and services. Unaitas is licensed and regulated by the Sacco Societies regulatory authority (SASRA) under the Sacco societies act.

The Sacco hereby invites interested bidders of suppliers to prequalification of suppliers for various goods, services and works for the year 2024-2025.

To manage this process, the organization has appointed **SRMHub eProcurement** as the consultants for this project. The pre-qualification process will therefore be conducted online via SRM eProcurement Portal. Interested & eligible suppliers can access and register on [www.srmhub.com](http://www.srmhub.com) and select “**UNAITAS SACCO**” under “Apply Tender”.



Access to submit the application shall be automatically granted upon payment of a non-refundable tender fee of KES 2,500/- per Tender category. The fee is payable using **M-PESA Paybill No. 544600**, Account Number – **Your Company Name**

Existing service providers and suppliers are required to participate in this prequalification so as to be considered. Unaitas Sacco society Ltd, reserves the right to accept or reject any bid in whole or in part without giving reasons. All applicants who duly complete the online prequalification process will be notified of the outcome of their applications after completion of the vetting process.

Closing Date and Time: **October 4th 2023 at 1730 hours East Africa Time**

## SECTION I: INSTRUCTIONS TO THE BIDDERS

1. UNAITAS herein referred to as the organization, invites applicants/candidates who meet the criteria set out by the organization to apply for pre-qualification.
2. Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to financial institutions/Corporations/Institutions/Government of

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similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

3. This invitation of application for pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services. All existing suppliers are encouraged to participate.
4. Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
5. The Supplier registration process shall be completed online on [www.srmhub.com](http://www.srmhub.com)
6. Interested bidders will access and register on <https://www.srmhub.com> for more information and step by step application process available on supplier's dashboard.
7. There is a **non- refundable access fee of KSh. 2,500/-** per set category payable via **M-PESA Paybill** Business Number. **544600, Indicate your organization's name as Account Number.**
8. The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier's dashboard. You are advised to download and review these documents before beginning the application process.
9. Bidders may request clarification in relation to the prequalification by submitting a written request using the Contact us functionality of the supplier dashboard, until 18th September 2023. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
10. The successful applicants will be registered in Unaitas suppliers list for two-year period 2024/2025 and the organization will only deal with the firms that are registered.
11. Applicants must submit duly completed Confidential Business Questionnaire and all other mandatory requirements.
12. UNAITAS reserves the right to request the submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
13. The organization will ensure information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of the organization.

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14. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
15. Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.

## SECTION II. EVALUATION CRITERIA

1. SRMhub will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.
2. Applicants **shall not** contact Unaitas or SRMhub on matters relating to their application **from the time of opening to the time the evaluation is finalized** and official communication sent to them. Any effort by the applicant to influence Unaitas or SRMhub in the evaluation shall result in the cancellation of their application.
3. Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.
4. The applicants must have registered offices and Unaitas 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, works or services.
5. Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.
6. Unaitas reserves the right to accept or reject any or all applications.
7. There shall be two phases of carrying out the evaluation of registration applications:
  - a. Preliminary Evaluation
  - b. Qualification Evaluation.

### a) Preliminary Evaluation

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

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All the applications shall be sorted out according to the various categories contained in the application for registration form.

Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

- i. Certificate of Incorporation/Business Registration Certificate/Partnership deeds
- ii. Current Tax Compliance Certificates
- iii. PIN Certificate
- iv. Current Trade License or business permit
- v. Memorandum & Articles of association or CR 12 or CR 13 (for companies only)
- vi. Duly Completed Code of conduct

A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

#### **b) Qualification Evaluation**

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criteria.

The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.

A detailed assessment of each applicant will be made in the course of evaluating the application.

Applications will be evaluated against the criteria in the table below

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### Scoring Criteria

Sr No.	Pre-qualification Statutory requirements	Max Score
1	Certificate of Incorporation/Business Registration	Pass/ fail
2	Current Tax Compliance Certificates	Pass/ fail
3	PIN/VAT Certificate	Pass/ fail
4	Current Trade License / Business Permit	Pass/ fail
5	Memorandum & Articles of association or CR 12 or CR 13	Pass/ fail
6	Duly Completed Code of conduct	Pass/ fail
<b>Experience</b>		
7	<b>a) Age of Company</b>	5
	0 to 2 years – 1 marks	
	2 to 5 years – 3 marks	
	Over 5 years – 5 marks	
8	Attach Reference letters from at least 3 current or past Customers and their email Contacts (Not Older than 2020), 5 marks each – <b>Total 15 Marks</b>	15
9	Attach Three copies of LPOs or Contracts for the last 3 years from your major clients. 3 LPOs/Contracts of 5 marks each– <b>Total 15 Marks</b>	15
10	Manufacturers or distributors license (If required for your category)	5
11	Special Licenses (if required in your category)	5
12	Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	10
<b>Financial Capacity</b>		
13	Audited financial statements for the last 2 years signed by auditors– 15 marks	25
	Bank statements for the last 3 months - 5 marks	
	Liquidity Ratio– 5 Marks	
14	Attach letters of reference from the Bankers to support bank relations = 5 marks	
<b>Manpower and staffing</b>		

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15	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks	15
16	CVs of Key Management and supervisory the team – 5CVs 2 marks each	
17	Valid Practicing certificates (if required in your category)	5
	<b>TOTAL (Weighted to 100%)</b>	<b>100</b>



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## SECTION III: REGISTRATION CATEGORIES

CATEGORY NUMBER	CATEGORY DESCRIPTION
UNAITAS-PQ/001/01	Supply and Design of branded promotional attires and other materials (T-shirts, Caps, carrier bags, banners, etc.)
UNAITAS-PQ/001/02	Supply and delivery of office utilities (e.g. milk, water, toiletries)
UNAITAS-PQ/001/03	Supply and Maintenance of Fire Equipment, power and cooling equipment, air conditioners, fire extinguishers, Automatic fire suppression system
UNAITAS-PQ/001/04	Supply and Maintenance of ICT Software and Licenses, Office application Microsoft licenses
UNAITAS-PQ/001/05	Supply and Maintenance of physical security , Access Control , CCTV and alarm systems
UNAITAS-PQ/001/06	Supply and servicing of generators, inverters, back up, solar, equipment, Stabilizers and other Electrical equipment
UNAITAS-PQ/001/07	Supply/leasing and servicing of ; Safes and strong room, Document safes, Counting machine (notes and coins) and fake money detectors and cheque scanners, Teller printers
UNAITAS-PQ/001/08	Supply of General Stationery and pre-printed office stationery and rubber stamps
UNAITAS-PQ/001/09	Supply of Office Furniture, office furnishing and office fittings, bulk filers, paper shredders
UNAITAS-PQ/001/10	Supply of printed communication materials including newsletters magazines , financial reports, calendars, and diaries
UNAITAS-PQ/001/11	Supply installation and servicing of ICT equipment: Desktop computers and laptops, Servers Network Equipment(phones, switches, routers and other network accessories), Printers and photocopiers LCD projectors and scanners, Telecommunication and telephony equipment and accessories, other ICT related accessories
UNAITAS-PQ/001/12	Provision of auctioneering services
UNAITAS-PQ/001/13	Provision of debt collection services
UNAITAS-PQ/001/14	Provision of private and criminal investigation services
UNAITAS-PQ/001/15	Provision of courier/mail delivery services
UNAITAS-PQ/001/16	Provision of Electrical services
UNAITAS-PQ/001/17	Provision of Event management
UNAITAS-PQ/001/18	Provision of fashion and design including tailoring of branded staff corporate wear and protective gears
UNAITAS-PQ/001/19	Provision of land surveying services

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UNAITAS-PQ/001/20	Provision of minor office maintenance works e.g. Repairs, carpentry, plumbing
UNAITAS-PQ/001/21	Provision of ICT security solutions; Including firewalls, antivirus solutions, AI security solution and other cyber security solution
UNAITAS-PQ/001/22	Provision of ICT security Audit
UNAITAS-PQ/001/23	Provision of inspection and maintenance of communication Masts, and other communication accessories
UNAITAS-PQ/001/24	Provision of Internet and cloud services
UNAITAS-PQ/001/25	Provision of marketing research services, media Agency & monitoring (social media, print,& electronic media)
UNAITAS-PQ/001/26	Supply design and Maintenance of outdoor Advertising items; road signage, fascia, directional boards and other outdoor advertising services
UNAITAS-PQ/001/27	Supply design and Maintenance of window blinds filming, UV window film, Anti shatter films, Glazing and safety tints, and internal office branding
UNAITAS-PQ/001/28	Provision of Digital Marketing including: web design, web hosting, Design (Art work) of online branding tools, online advertising, creative artworks and graphic design
UNAITAS-PQ/001/29	Provision of Marketing and promotion agency services
UNAITAS-PQ/001/30	Provision of guarding services
UNAITAS-PQ/001/31	Provision of Vehicle Hire Services (buses, tour vans etc.)
UNAITAS-PQ/001/32	Supply of LPG, Fuel cards and diesel
UNAITAS-PQ/001/33	Provision of motor vehicle repair garage services
UNAITAS-PQ/001/34	Provision of Air Travel Agency Services IATA/KATA Registered Firms
UNAITAS-PQ/001/35	Provision of General Cleaning, sanitary services and garbage collection
UNAITAS-PQ/001/36	Provision of Hotel accommodation and conference services.

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