



NAIROBI WATER SACCO

SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS

**NAIROBI WATER SACCO
P.O BOX 13880 - 00100
NAIROBI.
TEL.0711485922**

Closing on 30th November 2022, at 1730hours

www.srmhub.com

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Nairobi Water Sacco, is a Non-deposit taking Savings and Credit Society regulated by The SACCO Societies Regulatory Authority (SASRA) and is open for all members to join.

The Sacco intends prequalify competent & eligible suppliers for the financial years 2023/2024 in the following categories.

For this purpose, new eligible suppliers and service providers are invited to apply and submit an up-to-date information in accordance with the registration guidelines below.

The supplier registration process shall be completed online via SRM eProcurement Portal.

Interested bidders will access and register on www.srmhub.com for more information and step-by-step application process available on supplier's dashboard.

Nairobi Water Sacco reserves the right to accept or reject any application in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

CHIEF EXECUTIVE OFFICER

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 Nairobi Water Sacco herein referred to as the organization OR the Sacco, invites applicants who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 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.
- 3 The Supplier registration process shall be completed online via SRM eProcurement portal
- 4 Interested bidders will access and register on www.srmhub.com for more information and step by step application process available on supplier's dashboard.
- 5 There is a non- refundable access fee of KES 2,500 per category payable via **M-pesa Paybill No. 4095233**, Use Account Number auto generated in system to validate your payment.
- 6 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.
- 7 Bidders may request clarification in relation to the prequalification by submitting a written request using the **Contact us** functionality of the supplier dashboard, until 28th November 2022. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 8 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.
- 9 The successful applicants will be registered in the sacco's suppliers list for a two-year period and the organization will only deal with the firms that are registered.
- 10 Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements in electronic form.
- 11 The Sacco reserves the right to request for 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.
- 12 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization
- 13 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.
- 14 Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.
- 15 The application of this call closes on 30th November 2022 at 1730hours.

16 SRM will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

SECTION III. EVALUATION CRITERIA

1 SRM will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

2 Applicants shall not contact Nairobi Water Sacco or SRM 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 the Nairobi Water Sacco or SRM in the evaluation may 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 Nairobi Water 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, 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 Nairobi Water Sacco 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; and
- 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.

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

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

- i. Self-declaration form
- ii. Confidential Business Questionnaire (Electronic)
- iii. Incorporation/Registration certificate
- iv. Business permit
- v. PIN certificate
- vi. Tax clearance certificate

c) 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.

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

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

c) Applications will be evaluated against the criteria in the table below.

Evaluation Criteria

NO	Pre-qualification Statutory requirements	Max Score
1	Duly filled Confidential Business Questionnaire (electronic)	Pass/ fail
2	Self-Declaration form	Pass/ fail
3	Certificate of Incorporation/Business Registration	Pass/ fail
4	Current Tax Compliance Certificates	Pass/ fail
5	PIN/VAT Certificate	Pass/ fail
6	Current Trade License / Business Permit	Pass/ fail
	Experience	
7	a) Age of Company	5

	<p>0 to 2 years – 0 marks</p> <p>2 to 5 years – 2 marks</p> <p>Over 5 years – 5 marks</p>	
8	b) Five letters of recommendation from current clients (Not older than 2019) 5 Recommendations, 3 marks each – Total 15 Marks	15
9	c) At least Five copies of LPOs or Contracts for the last 3 years from your major clients. 5 LPOs/Contracts of 3 marks each– Total 15 Marks	15
11	Manufacturers or distributors license (If required for your category)	5
12	Special Licenses (if required in your category)	5
13	Evidence of physical address and premises supported by tenancy agreement, lease, title	5
14	<p>Financial Capacity</p> <p>Audited financial statements for the last 2 years signed by auditors– 10 marks OR Bank statements for the last 3 months - 5 marks</p> <p>Liquidity Ratio– 5 Marks</p> <p>Attach letters of reference from the Bankers to support bank relations = 5 marks</p>	20
15	<p>Manpower and staffing</p> <p>Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– (1 mark each) 5 Marks</p> <p>CVs of Key Management and supervisory the team – 5CVs (1 mark each) 5 Marks</p>	10

16	Valid Practicing certificates (if required in your category)	5
17	Valid AGPO certificates for special Groups	10
18	Copy of memorandum of association or CR 12 or CR 13	5
	TOTAL (Weighted to 100%)	100

SECTION IV. REGISTRATION CATEGORIES

Category code	Item description
NBISCO- GS/01/22	Supply of Computer Hardware and Software
NBISCO- GS/02/22	Supply of consumables - toners, cartridges, ribbons, etc.
NBISCO- GS/03/22	Supply of General Office stationery
NBISCO- GS/04/22	Supply of Office Furniture and Fitting, filing cabinets
NBISCO- GS/05/22	Supply and maintenance of safes and strong room equipment
NBISCO- GS/06/22	Designing, branding and production of promotional material and signages- banners, brochures, gifts among others
NBISCO- GS/07/22	Supply of Staff uniform
NBISCO- GS/08/22	Supply and maintenance of security access control devices and biometric equipment
NBISCO- GS/09/22	Supply and installation of Electrical works
NBISCO- GS/10/22	Supply and maintenance of power backup systems
NBISCO- GS/11/22	Supply and maintenance of firefighting equipment e.g. fire extinguishers etc.
NBISCO- GS/12/22	Supply and installation of Air Conditioners
NBISCO- PS/13/22	Provision of Medical Insurance Services - Staff
NBISCO- PS/14/22	Provision of general insurances cover (loan protection cover, deposit cover, GPA/WIBA, group life cover, fidelity cover, money cover, fire & peril, all risk cover, burglary cover and comprehensive insurance cover for motor vehicles & motorcycles).
NBISCO- PS/15/22	Provision of cyber security insurance cover
NBISCO- PS/16/22	Provision of External Audit Services
NBISCO- PS/17/22	Provision of Courier Services
NBISCO- PS/18/22	Provision of Legal Services
NBISCO- PS/19/22	Provision of Security guard services and Cash in Transit
NBISCO- PS/20/22	Provision of Structured cabling and CCTV Maintenance Services
NBISCO- PS/21/22	Provision of Valuation services - Motor Vehicles and other chattels
NBISCO- PS/22/22	Provision of Valuation Services - Land and Buildings
NBISCO- PS/23/22	Provision of Debt Collection and Auctioneering Services
NBISCO- PS/24/22	Provision of Staff, Board, Delegates Training Services
NBISCO- PS/25/22	Provision of ICT system security audit services
NBISCO- PS/26/22	Provision of fumigation services
NBISCO- PS/27/22	Provision of catering services
NBISCO- PS/28/22	Provision of event management & decoration services
NBISCO- PS/29/22	Provision of photography/videography, Sacco documentary, Public Address systems and related services
NBISCO- PS/30/22	Provision of team building facilitation services
NBISCO- PS/31/22	Provision of vehicle tracking/fleet management services
NBISCO- PS/32/22	Provision of development, hosting and maintenance of website
NBISCO- PS/33/22	Provision of Fire safety training & first Aid training
NBISCO- PS/34/22	Provision of Hotel, Conference and Accommodation services
NBISCO- PS/35/22	Provision of transport services (vans, minibuses and buses)

NBISCO- PS/36/22	Provision of Disaster Recovery services
NBISCO- PS/37/22	Provision of Bulk sms services
NBISCO- PS/38/22	Provision of digital communication, signage and outdoor advertising services
NBISCO- PS/39/22	Provision of Data backup services
NBISCO-RM/40/22	Maintenance of Computer Hardware and Software
NBISCO-RM/41/22	Maintenance of ICT networks (LAN and WAN)
NBISCO-RM/42/22	Service and Maintenance of photocopiers and printers
NBISCO-RM/43/22	Service and Maintenance of telephone systems
NBISCO-RM/44/22	Service and Maintenance of Air Conditioners
NBISCO-RM/45/22	Office partitioning/Renovation services
NBISCO-RM/46/22	Service and Maintenance of Fire Fighting Equipment
NBISCO-RM/47/22	Repair of office furniture and fittings
NBISCO-CS/48/22	Provision of Tax Consultancy Services
NBISCO-CS/49/22	Provision of Marketing, Research & Intelligence Consultancy Services
NBISCO-CS/50/22	Provision of ICT security Audit and Network penetration testing services
NBISCO-CS/51/22	Provision Human Resources (HR) Consultancy Services
NBISCO-CS/52/22	Provision of Architectural consultancy including Quantity surveying Services