

**WAUMINI SACCO SOCIETY LIMITED**

**SUPPLIER PREQUALIFICATION FOR THE PERIOD  
2024 - 2025**

**GUIDE AND INSTRUCTIONS**

**Closing on 29<sup>th</sup> November 2023, at 1730hours, EAT**

## **SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES**

**Waumini Sacco Society Limited** wishes to pre-qualify suppliers in order to maintain and improve its service level while getting value for money by procuring goods and services from competent and trustworthy suppliers' at the most competitive prices. The Sacco is seeking the services of interested and eligible suppliers to submit their applications for the prequalification for various goods, services and works for the 2024-2025 Period under the categories listed on [www.srmhub.com](http://www.srmhub.com)

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

Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step-by-step application process available on supplier's dashboard. Existing suppliers who wish to be retained **MUST** apply and submit up-to date information requested in the tender document

Waumini 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.

**THE CHIEF EXECUTIVE OFFICER  
WAUMINI SACCO SOCIETY LIMITED**

## SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 **Waumini Sacco Society Limited** herein referred to as “the organization’ or ‘Waumini Sacco” 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 Bold Insights eProcurement portal (SRM eProcurement)
- 4 Interested bidders will access and register on [www.srmhub.com](http://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 2,000.00 per category payable via M-pesa **Paybill No. 4095233, Account No. “Auto-generated at the payment stage”**
- 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 28<sup>th</sup> November 2023. 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 organisation’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 Organization 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 29<sup>th</sup> November 2023 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 Bold Insight will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

2 Applicants shall not contact Waumini Sacco or Bold Insight 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 Waumini Sacco or Bold Insight 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 Waumini 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 The 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

<b>Mandatory requirements</b>	<b>Max Score</b>
Bidder Declaration Form	Pass/ fail
Certificate of Incorporation/Business Registration	Pass/ fail
Current Tax Compliance Certificates	Pass/ fail
PIN/VAT Certificate	Pass/ fail
Current Trade License / Business Permit	Pass/ fail
Copy of memorandum of association or CR 12 or CR 13	5
<b>Demonstration of Past Experience</b>	
<b>a) Age of Company</b>	5
Above 10 years (5 Marks)	
Between 7-10 Years (4 Marks)	
Between 4-6 Years (3 Marks)	
Between 1-3 Years (2 Marks)	
Below 1 Year (1 Marks)	
<b>b) Three letters</b> of recommendation from Financial Institutions (3 Recommendations, 5 marks each – <b>Total 15 Marks</b> )	15
<b>c) At least three copies of LPOs or Contracts From Financial Institutions for the last 3 years. (3 LPOs/Contracts of 5 marks each– Total 15 Marks)</b>	15
Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	5
<b>Financial Capacity</b>	
Audited financial statements for the last 3 years signed by auditors– 10 marks (2022, 2021, 2020) OR	20
Bank statements for the last 6 months - 5 marks	
Liquidity Ratio– 5 Marks	
Attach letters of reference from the Bankers to support bank relations = 5 marks	
<b>Manpower and staffing</b>	
Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks)	5
At least 3 CVs of Key Management personnel and supervisory the team – 3 CVs 5marks each	15
Indicate the number of staff in your organization	5
Above 20 (5 Marks)	

Between 11-20 (4 Marks)	
Between 6-10 (3 Marks)	
Between 1-5 (2 Marks)	
<b>Specific Category Requirements</b>	
Valid Practicing certificates (if required in your category - Refer to the category Requirements)	
Manufacturers or distributors license (if required in your category - Refer to the category Requirements)	10
Special Licenses (if required in your category - Refer to the category Requirements)	
<b>TOTAL (Weighted to 100%)</b>	<b>100</b>

### SECTION III - REGISTRATION CATEGORIES

CATEGORY A	SUPPLY OF GOODS	Specific Requirement
WSS/2024-25/01	Supply & delivery of general office stationaries	
WSS/2024-25/02	Supply of computer hardware, Servers, Laptops, Tablets, mobile phones, printers, scanners, network equipment and peripherals	Attach copy of manufacturer's authorization letter and/or partnership agreement (either bronze, silver, gold or platinum) with the manufacturer where applicable. If manufacturer, then the letter should show the same
WSS/2024-25/03	Supply and installation of telephone equipment and accessories	Attach copy of manufacturer's authorization letter and/or partnership agreement (either bronze, silver, gold or platinum) with the manufacturer where applicable. If manufacturer, then the letter should show the same
WSS/2024-25/04	Supply of furniture and office equipment	Attach proof of manufacturer, agent or distributor or manufacturer's letter of authorization
WSS/2024-25/05	Supply of cartridges, ribbons, tonners & other consumables	Attach copy of Hewlett Packard (HP) authorization letter or partnership agreement
WSS/2024-25/06	Supply of branded promotional items & services	
WSS/2024-25/07	Supply and maintenance of banking equipment (i.e., Note counters, Coin counters, UV light scanners, Cash strappers, Currency Validators etc.)	Attach copy of manufacturers authorization of the equipment intended to be used
WSS/2024-25/08	Supply and installation of generator and power back system	
CATEGORY B	PROVISION OF SERVICES	Specific Requirement
WSS/2024-25/09	Provision of printing services (Accounting documents, brochures, booklets, journals)	
WSS/2024-25/10	Provision of courier services	Attach valid Courier Operator License issued by the Communications Authority of Kenya
WSS/2024-25/11	provision of cleaning services, fumigation & office errands	Attach documentary proof of NEMA License showing that the chemicals are safe and comply with Environmental, Occupational Health and Safety requirements

WSS/2024-25/12	Provision of computer software and licenses	Attach copy of manufacturer's authorization letter or partnership certification as evidence of your organization being an authorized reseller
WSS/2024-25/13	Provision of internet and Networking services (LAN, WAN, VPN, SDWAN)	Attach a valid Communication Authority of Kenya (CAK) registration license/certificate
WSS/2024-25/14	Provision of insurance brokerage services	Attach membership certificate from Association of Insurance Brokers in Kenya (AIBK)
WSS/2024-25/15	Provision of auctioneering services	Attach current practicing certificate from the Auctioneers Licensing Board
WSS/2024-25/16	provision of valuation services (Motor vehicle)	Attach current practicing certificate as a valuer from Valuers Registration Board of the lead valuer
WSS/2024-25/17	Provision of ICT Audit and Cyber security Services	Attach proof of Certified Information Systems Auditor certificate of key staff 1
WSS/2024-25/18	Provision of Debt collection services	Attach copies of relevant certificates/licenses that mandate your organization to provide debt collection services from a recognized accreditation body such as Association of Debt recovery Agents (ADRA) Kenya or business permit specifying scope of services offered
WSS/2024-25/19	Provision of Bulk SMS, Bulk Email, and communication solutions	Attach valid Content Service Provider license from Communication Authority (CA)
WSS/2024-25/20	Provision of repair and maintenance services of office equipment, computers, copiers, printers, scanners, servers, telephone, and networking equipment	
WSS/2024-25/21	Provision of Virtual meeting, Conference, Education and ADM services	Attach copy of manufacturer's authorization letter and/or partnership agreement (either bronze, silver, gold or platinum) with the manufacturer where applicable. If manufacturer, then the letter should show the same
WSS/2024-25/22	Provision of legal services	Attach a valid cover for professional indemnity, Attach current practicing certificate of key advocates
WSS/2024-25/23	Provision of photography/ videography services	

WSS/2024-25/24	Provision of training/ facilitation services	
WSS/2024-25/25	Provision of Live streaming for events – physical and virtual	
WSS/2024-25/26	Provision of documentary/ video production services	
WSS/2024-25/27	Provision of graphic design services	
WSS/2024-25/28	Provision of event conference facilities	
WSS/2024-25/29	provision of valuation services (Land & Properties)	Valuers License
WSS/2024-25/30	Provision of taxi/cab services	
WSS/2024-25/31	Provision of Document Archiving services	
WSS/2024-25/32	Provision of CCTV & Access control services	Manufacturers' LOA or Distributor License
WSS/2024-25/33	Provision of security guard services	
WSS/2024-25/34	Provision of ICT Consultancy services & Training	
WSS/2024-25/35	Provision of Human Resource Consultancy services (training, research, recruitment etc.)	Registration with IHRM or the Relevant Body
WSS/2024-25/36	Provision of eProcurement services	
WSS/2024-25/37	Provision of car tracking services	