



**NDEGE CHAI**

SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED.

SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED

P.O. Box 857, Kericho. Tel: 052-2030121 Email: info@ndegechaisacco.com

**SUPPLIER PREQUALIFICATION DOCUMENT**

**PREQUALIFICATION NUMBER/REF:NCS/...../2018**

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## 1. Introduction

Ndege Chai SACCO Limited is cooperative society offering members with an opportunity to save and access affordable loans to develop and improve their economic and social welfare

In order for Ndege Chai SACCO Limited to meet its objectives, the Society is undertaking this supplier prequalification prochart for the selection of potential suppliers. The purpose of the prochart 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 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 *Ndege Chai Sacco Ltd* 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) *Ndege Chai Sacco Ltd* 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 *Ndege Chai Sacco Ltd* 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 confidential and solely for use by Ndege Chai Sacco Ltd
- h) Participants to kindly note that this does not amount to any contractual obligation on the part of *Ndege Chai Sacco Ltd* , and that *Ndege Chai Sacco Ltd* 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 Ndege Chai Sacco's 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, Ndege Chai 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 ) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.  
Ndege Chai SACCO L t d will disqualify a
- (iii) supplier where it is determined that the supplier has engaged in corrupt or fraudulent activities in competing for the pre-qualification in question;
- (iv) Ndege Chai SACCO Ltd will have the right to examine all documents relating to the performance of such services or supply of such goods to determine capability.
- (v) Ndege Chai Sacco Ltd will have the right to inspect the business premises of the supplier.

If you have any queries please send to [info@ndegechaisacco.com](mailto:info@ndegechaisacco.com)  
 The Completed questionnaire forms in plain sealed envelope clearly marked "REF: NCS/PRE/01/18 PRE-QUALIFICATION OF SUPPLIERS FOR CATEGORY (please indicate)....." Should be addressed to:

**The Chief Executive Officer  
 Ndege Chai Sacco Ltd,  
 P.O. Box 857-20200  
 KERICHO.**

And deposited in the Tender Box located at the reception area, Ndege Chai House 1<sup>st</sup> Floor not later than **10th October 2018 at 5.00 P.M**

Any document received after the deadline time and date shall be rejected.

**PRE-QUALIFICATION QUESTIONNAIRE**

**3. Corporate Information**

No.	PARTICULARS	RESPONSE	
3.1	Full name of organization:		
3.2	Is your organization (Please <b>tick one</b> )	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  <b>Kindly provide original copy of an official search report issued by the Registrar of Companies showing the directors and shareholders of the company (Companies For CR 12). The report should not be more than one month old.</b>	
3.14	Associated companies (if any)	
3.15	Provide the name company's certified Secretary/Auditors	
3.16	<i>Please provide a copy of the most recent annual return together with a filing receipt.</i>	
3.17	If a consortium is expressing interest, please give the full name of the other organization  <b>(the proposed consortium partners should also complete this questionnaire in its entirety)</b>	
3.18	Name of Contact Person	NAME;  Tel.No;  EMAIL;

**4. Financial Information**

Banker	Name of banker						
	Address of banker .....						
	Telephone			Contact name and title			
	Fax			Email			
Financial information in Kshs.	Actual : previous five years					Projected: next two years	
	1.	2.	3.	4.	5.	1.	2.
1. Total assets							
2. Current assets							
3. Total liabilities							
4. Current liabilities							
5. Profits before taxes							
6. Profits after taxes							
Major Sources of finance as a percentage of total financial requirements(e.g. loans, share capital, e.t.c)	Percentage (%)						
1.							
2.							
3.							
4.							

## 5. Business Activities

No.	PARTICULARS
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 a required by Ndege Chai Sacco Ltd. <ul style="list-style-type: none"><li>• Attach your company organo chart with emphasis on the job you are bidding for.</li><li>• Attach CV's of key staff</li><li>• Expatriate provide copies of valid work permit</li></ul>



## 6. Trade References

Please provide in the table below details of at least ten (8) 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)
1					
2					
3					
4					
5					
6					
7					
8					

**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:** Ndege Chai 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 organisation: Note that failure to disclose information relevant to the section may result in your exclusion as a potential Ndege Chai Sacco Supplier.

No.	PARTICULARS	RESPONSE
10.1	Is the organisation 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 Kshs500,000/=	
10.3	Has any partner, director or shareholder or employee whom you would like 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 or corruption or fraud investigations by the police, Kenya Anti-Corruption authority or similar authority in the country or similar authority in the country in which your organisation is established?	
10.5	Has the organisation not fulfilled obligations relating to the payment of any statutory deductions contributions including income tax required under Kenyan law or the laws of the country in which it is established?	

**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 ii. Trading Certificate where applicable
- ii. TAX PIN Certificate
- iii. Certificate from relevant authorities where applicable
- iv. VAT Certificate
- v. Tax Compliance certificate.
- vi. List of Directors, telephone and their postal address
- vii. Official Companies Registry Ownership Report CR 12
- viii. Annual Returns and receipt
- ix. Accounts Information
- x. CVs of Senior Staff
- xi. Organ chart
- xii. List of items for which you wish to be considered (attach separate sheet)

***B: Attach all the above documents***

**(b) General Requirements**

- i. The returned documents must be bound and clearly marked as per clause 2m
- ii. Ndege Chai Sacco will examine the documents to determine completeness, general orderliness and sufficiency in responsiveness.
- iii. Suppliers shall not contact Ndege Chai 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 the Society 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 Ndege Chai 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.
- iv. 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) is correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Ndege Chai Sacco Ltd.

**FORM COMPLETED BY**

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

**FORM WITNESSED BY**

<b>FORM WITNESSED BY</b>	
Name:	
Position (Job Title):	
Date:	
Telephone number:	
Email:	
Signature:	
Stamp/Seal	

## Appendix 1



SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED

P.O. Box 857, Kericho. Tel: 052-2030121 Email:info@ndegechaisacco.com

### **TENDER FOR PRE-QUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES FOR THE CALENDER YEAR 2019**

Ndege Chai Sacco is in the process of compiling a list of capable suppliers of goods and services as listed below. Interested reputable suppliers who are registered with the Kenya Revenue Authority are invited to apply for prequalification as suppliers in the listed categories for the year 2019. Current suppliers should also re-apply

	<b>CATEGORY No.</b>	<b>DESCRIPTION</b>
1	NCS/2019-001	PREQUALIFICATION FOR SUPPLY OF GENERAL OFFICE EQUIPTMENTS, STATIONERY AND OTHER RELATED ITEMS
2	NCS/2019-002	PREQUALIFICATION FOR SUPPLY AND MAINTENANCE OF COMPUTERS, LAPTOPS, PRINTERS AND RELATED ICT ITEMS
3	NCS/2019-003	PREQUALIFICATION FOR PROVISION OF SECURITY AND GUARDING& SERVICES CASH IN TRANSIT, COURIER SERVICES
4	NCS/2019-004	PREQUALIFICATION FOR PROVISION OF LEGAL SERVICES.
5	NCS/2019-005	PREQUALIFICATION FOR PROVISION OF COMPREHENSIVE OFFICE CLEANING SERVICES.
6	NCS/2019-006	PREQUALIFICATION FOR EXTERNAL AUDIT SERVICES
7	NCS/2019-007	PREQUALIFICATION FOR PROVISION OF EDUCATION AND CAPACITY BUILDING TO MEMBERS, DELEGATES, BOARD, SUPERVISORY AND STAFF
8	NCS/2019-008	PREQUALIFICATION FOR SUPPLY, REPAIR AND MAINTENANCE OF BANKING EQUIPTMENTS EG (FIRE PROOF CASH SAFES, NOTE COUNTERS, UV LIGHT SCANNERS, SHREDDERS, STRONG ROOM SAFES)
9	NCS/2019-009	PREQUALIFICATION FOR PROVISION OF DESIGNING OF PROMOTIONAL BRANDED MATERIALS AND OTHER RELATED SERVICES( UMBRELLAS, LAPTOP BAGS, T-SHIRTS AND SHIRTS)
10	NCS/2019-010	PREQUALIFICATION FOR PROVISION OF INSURANCE SERVICES: CAR, FIRE, CASH IN TRANSIT, FIDELITY, LOAN GUARD AND ASSETS:- UNDERWRITERS ONLY
11	NCS/2019-011	PREQUALIFICATION FOR PROVISION OF LIFE/MEDICAL ASSURANCE SERVICES:- UNDERWRITERS ONLY
12	NCS/2016-012	PREQUALIFICATION FOR DEBT COLLECTION SERVICES(AUCTIONEERING, INVESTIGATION AND REPOSSESSION SERVICES)
13	NCS/2019-013	PREQUALIFICATION FOR OFFICE FURNITURE, FURNISHING AND FITTINGS

14	NCS/2019-014	PREQUALIFICATION FOR FUMIGATION AND PEST CONTROL SERVICES AND SANITARY SERVICES
15	NCS/2019-015	PREQUALIFICATION FOR REPAIRS AND MAINTENANCE IE(OFFICE FURNITURE AND FITTINGS, OFFICE EQUIPMENTS AND RELATED EQUIPMENTS)
16	NCS/2019-016	PROVISION OF VALUATION SERVICES(LAND,BUILDING,MOTORVEHICLE ETC)
17	NCS/2019-017	PREQUALIFICATION FOR SUPPLY AND DELIVERY OF KITCHEN SUPPLIES( MILK, SUGAR, AND BEVERAGES)
18	NCS/2019 - 018	PREQUALIFICATION FOR PROVISION OF WAN,INTERNET NETWORKING,WEB DESIGN & DEVELOPMENT SERVICES
19	NCS/2019 - 019	PREQUALIFICATION FOR PROVISION OF CONSULTANCY SERVICES( ICT,MARKET RESEARCH,TAX, HR)
20	NCS/2019-020	PREQUALIFICATION FOR PROVISION OF FASCIA SIGNS,SIGNAGE AND OUTDOOR ADVERTISEMENTS
21	NCS/2019-021	PREQUALIFICATION FOR REPAIRS AND SERVICING OF MOTOR VEHICLES
22	NCS/2019 - 022	PREQUALIFICATION FOR PROVISION OF OCCUPATION SAFETY & HEALTH ADVISORY SERVICES
23	NCS/2019 - 023	PREQUALIFICATION FOR PROVISION OF PROFESSIONAL COUNSELLING SERVICES

IN ADDITION BIDDERS MUST ATTACH THE FOLLOWING MANDATORY DOCUMENTS

- A) A COPY OF CERTIFICATE OF INCORPORATION /REGISTRATION
- B) A COPY OF CERTIFIED VALID TAX COMPLIANCE CERTIFICATES
- C) A COPY OF CERTIFICATE OF VAT AND PIN CERTIFICATE
- D) CONTACT ADDRESS AND EMAIL ADDRESSES
- E) COPY OF CERTIFICATE OF REGISTRATION WITH RELEVANT REGULATORY BODIES

Prequalification /Tender Documents shall be obtained from the SACCO office Reception by interested Bidders upon payment of Non Refundable Fee of **Ksh.2,500/=** per set of document(s) to the Head Office by Bankers cheque/ cash payable to Ndege Chai Sacco Society Ltd.

Complete prequalification documents in plain Sealed Envelopes clearly Marked Prequalification/Tender Document for Supply of..... (State Tender No. and Item Description) and address to:

**The Chief Executive Officer,**

**Ndege Chai Sacco Society Ltd,**

**P.o Box 857-20200,**

**KERICHO**

The sealed envelopes should be deposited in the tender Box 1<sup>st</sup> Floor, Ndege Chai House on or before **10<sup>th</sup> October, 2018 at 5.00 P.M**



