



CAPITAL SACCO LTD

PRE-QUALIFICATION NOTICE FOR:

**REGISTRATION OF SUPPLIERS FOR GOODS AND
SERVICES**

THE YEAR 2018-2019

February 2018

SECTION 1.

1.1 DESCRIPTION OF CAPITAL SACCO LTD

Capital Sacco originated from the Union Banking Section (UBS) of the then giant **Meru Central Farmers Co-operative Union** (MCFCU) in 1974 offering savings and credit services to its members. The MCFCU drew its members from farmers belonging to various primary marketing societies who were mostly from coffee and tea farmers. On 3rd February 2005 following the split of the giant Meru Central Farmers Co-operative Union (MCFCU) into independent business units, the Union Banking Section was transformed into a Rural Sacco and was duly registered under the Co-operative Societies Act as a legal entity. During registration it was called Meru Farmers Sacco but the name was later changed to **Capital Sacco Ltd** in the year 2012 after rebranding.

1.1.2 Vision

To be a leading national Sacco offering superior financial services

1.1.3 Mission

To provide a range of quality, competitive and innovative financial services that empower members to undertake economic activities to improve their incomes and welfare.

1.1.4 Core values

Capital SACCO espoused the following core values in its endeavor to realize its vision and mission: Action oriented, Customer focused, Teamwork, Integrity, Open minded and Nurturing.

ACRONONYM: ACTION

A: Action oriented

C: Customer focused

T: Teamwork

I: Integrity

O: Open minded

N: Nurturing

1.2 REGISTRATION OF SUPPLIERS OF GOODS AND SERVICES FOR 2018-2019

Capital Sacco Ltd is in the process of updating its list of suppliers for the period 2018-2019. Interested, eligible and competent suppliers are invited to apply for registration, indicating category of goods, works and services they wish to supply.

A. CATEGORY 1 - GENERAL PURCHASE - CS/GP/2018-2019

	Item No.	Item description	Type
1	CS/GP/01-18/19	Supply of general Office stationery, Computer consumables (genuine toners/cartridges, ribbons etc) & accessories.	Youth, Women & PWDs
2	CS/GP/02-18/19	Supply and delivery of Computers, Scanners, Printers, software and licenses, servers, photocopiers and other related ICT equipments	Open
3	CS/GP/03-18/19	Supply and commissioning generators, inverter based backup systems, UPS, batteries and electrical parts	Open
4	CS/GP/04-18/19	Supply of Office furniture and fittings	Open
5	CS/GP/05-18/19	Supply, Servicing and Maintenance of Telephone and other telecommunication equipment.	Open
6	CS/GP/06-18/19	Supply & Installation of ICT networking systems (LAN) and firewalls	Open
7	CS/GP/07-18/19	Supply of marketing and promotional materials such as Umbrellas, Caps, T-shirts, Carrier Bags, Staff Uniforms, and Branded items	Youth, Women & PWDs
8	CS/GP/08-18/19	Design and printing of communication materials including Cards, Booklets, Corporate Newsletters, Brochures, Magazines, Fliers, Calendars, Diaries, Banners, Stickers, Signage, Tear Drops, etc	Youth, Women & PWDs
9	CS/GP/09-18/19	Supply of CCTV equipments, installation and maintenance	Open
10	CS/GP/10-18/19	Supply and Servicing of Safes, Strong room doors cash boxes and cash tills	Open
11	CS/GP/11-18/19	Supply and Servicing of Money counting machine (notes and coin) and Fake money detectors	Open
12	CS/GP/12-18/19	Provision of Cleaning Detergents, Soap Disinfectant, Toiletries and Sanitary Services.	Youth, Women & PWDs

B. CATEGORY 2 - SERVICES - CS/GS/2018-2019

	Item No.	Item description	
13	CS/GS/13-18/19	Provision of guarding /security services	Open
14	CS/GS/14-18/19	Provision of cleaning services and sanitary services	Youth, Women & PWDs
15	CS/GS/15-18/19	Provision of debt collection services	Open
16	CS/GS/16-18/19	Provision of Process Servers/Auctioneering services	Open
17	CS/GS/17-18/19	Provision of asset valuation services	Open
18	CS/GS/18-18/19	Provisions of general and credit life insurance from licensed insurance companies only	Open
19	CS/GS/19-18/19	Provision of events organization services	Youth, Women & PWDs
20	CS/GS/20-18/19	Provision of outside catering services	Open
21	CS/GS/21-18/19	Provision of Supply and maintenance of firefighting equipment	Open
22	CS/GS/22-18/19	Provision of Cash In Transit and Courier Services	Open
23	CS/GS/23-18/19	Provision of Professional Photography/Video graphic, Public Address systems and related services	Youth, Women & PWDs
24	CS/GS/24-18/19	Provision of development, hosting and maintenance of website	Youth, Women & PWDs
25	CS/GS/25-18/19	Provision of Internet Services	Open
26	CS/GS/26-18/19	Provision of vehicle tracking/ fleet management services.	Open
27	CS/GS/27-18/19	Provision of air travel, reservations, ticketing and Visa Services	Open
28	CS/GS/28-18/19	Provision of Public Relations and Media Communications & Advertising Agent Services	Youth, Women & PWDs
29	CS/GS/29-18/19	Provision of Asset Tagging and Valuation Services	Open

C. CATEGORY 3 - CONSULTANCY/SPECIALIZED SERVICES - CS/CS/2018-2019

	Item No.	Item description	
30	CS/CS/30-18/19	Provision of legal advice and services	Open
31	CS/CS/31-18/19	Provision of Architectural Consultancy Services	Open
32	CS/CS/32-18/19	Provision of Structural Engineering Consultancy Services	Open
33	CS/CS/33-18/19	Provision of Marketing Research and Consultancy Services	Open
34	CS/CS/34-18/19	Provision of HR training services – workshop, seminars	Open
35	CS/CS/35-18/19	Provision of External Audit Services	Open

D. CATEGORY 4 – WORKS, REPAIRS AND MAINTENACE SERVICES- CS/WS/2018-2019

	Item No.	Item description	
36	CS/WS/36-18/19	Provision of Building Contractors Services	Open
37	CS/WS/37-18/19	Repairs and maintenance of IT equipments and Printers	Open
38	CS/WS/38-18/19	Repairs and maintenance of Safes, Strong room doors	Open
39	CS/WS/39-18/19	Repairs and maintenance of office equipment, furniture and related facilities	Open
40	CS/WS/40-18/19	Repair and maintenance of motor vehicles (Mechanical)	Open
41	CS/WS/41-18/19	Service Repair of Motor Vehicles (Panel Beating, Body Building and Spraying)	Open
42	CS/WS/42-18/19	Repair and maintenance of motor cycles (Mechanical)	Open

Registration documents with detailed information may be obtained free of charge from **Capital Sacco Ltd website. www.capitalsacco.co.ke**.

Completed registration documents are to be enclosed in plain sealed envelopes marked “Registration of suppliers for the year 2018-2019 (Category and reference Number)and be deposited in the Tender Box situated at **Capital Sacco head office, MACCU building 3rd floor, Room 316 OR** be addressed and posted to:

The Chief Executive Officer,

Capital Sacco ltd,

P.O Box 1479-60200,

Meru, Kenya.

So as to be received on or before **20th February 2018 at 11.00AM**

Existing suppliers who wish to be retained are advised to re-apply and re-submit up-to-date information requested in the pre-qualification document.

CHIEF EXECUTIVE OFFICER

CAPITAL SACCO LTD

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SECTION II – INSTRUCTIONS TO CANDIDATES

2.1 Eligible Candidates

- 2.1.1. This registration of suppliers is open to all eligible candidates as described in the prequalification document.
- 2.1.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the exercise.
- 2.1.3. Candidates involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of Tendering

- 2.2.1 The Candidates shall bear all costs associated with the preparation and submission of its pre-qualification document, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.
- 2.2.2 The prequalification document will be obtained **Free of Charge** from Capital Sacco website.

2.3 Amendment of the Prequalification Documents

- 2.3.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the document by issuing an addendum.

2.4 Language of pre-qualification document

- 2.4.1 The pre-qualification document prepared by the candidate, as well as all correspondence and documents relating to the document exchange by the candidate and the Procuring entity, shall be written in English language, provided that any printed literature furnished by the candidate may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the pre-qualification document, the English translation shall govern

2.5 Documents Comprising the Prequalification Document

The document prepared by the candidate shall comprise documentary evidence that the candidate is eligible and is qualified to be prequalified in the prequalification document.

2.6 Eligibility and qualifications

- 2.6.1 The candidate shall furnish, as part of its bid, documents establishing the candidate eligibility to bid and its qualifications to perform future contracts. Detailed requirements are as stipulated in the schedule requirements.

2.7 Submission, Receipt and Opening of Applications

The original pre-qualification Documents shall be prepared in indelible ink. It shall contain no interlineations or over writing, except as necessary to correct errors made By the Applicant. Any such corrections must be initialed by the person who sign(s) The Pre-qualification Document.

- 2.7.1 Completed pre-qualification documents are to be enclosed in A plain sealed envelopes marked “**Prequalification of suppliers for the year 2018/19** (Category and reference Number)and be deposited in the Tender Box situated at **Capital Sacco head office, MACCU building 3rd floor, Room 316 OR** be addressed and posted to

The Chief Executive Officer,

Capital Sacco ltd,

P.O Box 1479-60200,

Meru, Kenya.

So as to be received on or before **20th February 2018 at 11.00AM** any document received after the deadline shall be rejected as a late application and shall not be considered. The registration documents will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at **Maccu Building, Third Floor Boardroom, Room 317** immediately thereafter.

2.8 Essential Evaluation Criteria for Registration

Important Pre-requisite - Prospective suppliers of goods and services should submit the relevant important pre-requisite information that is requested for in the pre-qualification exercise.

Financial Capability - The supplier’s financial capability will be determined by examination of the latest 3 year audited financial statements together with latest 6 months’ bank statements submitted with prequalification documents as well as letters of references from the bankers regarding credit/financial position.

Past Experience

The past performance of suppliers shall be given due consideration in the prequalification exercise. Letters of reference from the past and present clients should be included.

2.9. Notification of Pre-qualification

All successful participants shall be notified formally of the outcome after completion of the pre-qualification process

2.10 Contacting the procuring entity

2.10.1 No candidate shall contact the procuring entity on any matter relating to its bid from the time of the opening to the prequalification list is approved.

2.10.2 Any effort by a candidate to influence the procuring entity in its decisions on evaluation, comparison or approval may result in the rejection of the candidates bid.

2.11 Award of contract

a) Post qualification

2.11.1 The Sacco may visit or undertake any other activity to determine to its satisfaction whether a candidate is qualified to be prequalified.

2.11.2 A negative determination will result in rejection of the candidates bid.

2.12 Corrupt or Fraudulent Practices

2.12.1 The Procuring entity requires that candidates observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations; the following terms are defined as follows;

- i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenders (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition.

2.12.2 The procuring entity will reject a candidate’s prequalification document if it determines that the candidate recommended for award has engaged in corrupt or fraudulent practices in competing for the contract.

2.12.3 Further a candidate who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

2.13 Pre-Qualification Criteria

i.	Important Prerequisites	PQ-1	Pg 11
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iii.	Financial Position	PQ-3	Pg 14
iv.	Confidential business questionnaire	PQ-4	Pg 15
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FORM PQ-1
IMPORTANT PREREQUISITES

- i. Must Be a Registered Firm in Kenya with a certificate of registration, incorporation/memorandum and article of Association. Copy which must be attached.
- ii. Must be Kenya Revenue Authority (KRA) compliant and up-to-date with income tax and VAT returns. Attach copy of VAT, PIN certificates and valid Tax compliance certificates.
- iii. Must have fixed business premises (attach copy of lease or, rental agreement or ownership title)
- iv. Must provide copy of audited accounts for the last two consecutive years; if new company, submit certified bank statements in the name of the firm for the last 6 months.
- v. Must fill the attached business questionnaire
- vi. Must indicate Physical address, telephone numbers, fax and e-mail address.
- vii. Completeness of the tender document. (All the required forms are to be filled accordingly)
- viii. For Building Contractors, Structural engineers, Architect's services and Mechanical Engineers, Please provide Ministry of Public Works certification
- ix. Youths, Women and PWDS must attach relevant certificates from the Treasury.
- x. Practicing certificates for all professionals
- xi. Attach Manufacturer/Dealers authorization letter for Computers/Equipment

FORM PQ-2

REGISTRATION OF SUPPLIER APPLICATION FORM

Date

To:

The Chief Executive Officer

Capital Sacco Ltd

P.O Box 1479-60200

Meru, Kenya

Dear Sir/Madam,

Being duly authorized to represent and act on behalf of _____ (Name of the Company) [hereinafter referred to as the bidder] and having reviewed and fully understood all the information provided, the undersigned hereby apply to be pre-qualified by yourselves as a bidder for the following tenders for goods and services under;

	Category Number	Category Name
1		
2		
3		
4		
5		

Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information

deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

Your Sacco and its authorized representatives may contact the following persons for further information.

Contact 1: Name: Telephone No

Contact 2: Name: Telephone No.....

Contact 3: Name Telephone No.....

Contact 4: Name Telephone No

Contact 5: Name Telephone No

This application is made with the full understanding that: Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.

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

Name Sign

For and on behalf of (name of Applicant)

FORM PQ-3

FINANCIAL POSITION

1. Attach a copy of firm's two years audited financial statements giving summary of assets and liabilities/or any other financial support.
2. Attach letters of reference from the bankers regarding supplier's credit position.
3. Attach 6 months' current bank statements

FORM PQ-4

CONFIDENTIAL BUSINESS QUESTIONNAIRE

PART 1: GENERAL

- 2. Business name
- 3. Postal address Code town
- 4. Principal contact person/s Position
- 5. Physical location of business
- 6. Town Street.....
- 7. Plot no. Building Floor
- 8. Email address
- 9. Telephone Numbers: Landline/s
- Mobile/s
- 10. Nature of business (Ltd, Partnership, Sole proprietorship, etc).....
- 11. Duration of business operation..... year established

PART 2. SOLE PROPRIETOR

Your full names:

Surname First Others

Nationality

PART 3: PARTNERSHIP

Number of partners

Give partners details as follows:

Name/nationality/citizenship details/shares

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

PART 4. REGISTERED COMPANY

- a) Private Limited Company
- b) Public Limited Company

Nominal capital of the company (Kshs)

Issued capital of the company (Kshs)

Number of directors

Give partners details as follows:

Name/nationality/citizenship details/shares

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.*

PART 5. DIRECTORSHIP TO OTHER COMPANIES

- a) Are you or any of the above directors also directors in others companies that are seeking pre-qualification? (yes/no)
- b) If yes complete the table below.

S/no	Name of the Director	Name & address of company	Certificate of incorporation	No. of share holding
1				
2				
3				
4				
5				
6				

FORM PQ-5

PAST EXPERIENCE:

Provide contact details for 5 references for previous or current corporate clients that you have worked for the past 2 years. References may be contacted at any time.

- 1. Organization.....
Contact name.....Designation
Telephone numberE-mail address.....
- 2. Organization
Contact nameDesignation
Telephone number.....E-mail address
- 3. Organization
Contact nameDesignation
Telephone number.....E-mail address
- 4. Organization
Contact nameDesignation
Telephone number.....E-mail address
- 5. Organization
Contact nameDesignation
Telephone number.....E-mail address

*Ensure you have provided reference letters for **ALL** the above organizations, duly **signed** and **Stamped** by the relevant officer also attach copies of LPOs showing works done and their value.
The reference letter **MUST** be on the organization's letterheads*

2.14 DECLARATION FORM

Having studied the pre-qualification information for the above exercise, I/we hereby state that the information furnished in our application is accurate to the best of our knowledge.

Name

For and on behalf of

Position

Signature,

Date

E-mail.....

Telephone.....

Postal Address.....Postal Code.....

COMPANY STAMP/ SEAL.....