



JAMII CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LTD

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PRE-QUALIFICATION/REGISTRATION OF BIDDERS FOR THE SUPPLY/PROVISION OF GOODS AND SERVICES FOR FINANCIAL YEARS 2024/2025

TABLE OF CONTENTS

Contents	Page
1. Pre-qualifications Instruction	2
2. Brief Contract Regulations	4
3. Pre-qualification Data Instructions	5
4. Form PQ-1-Pre-qualification Documents	8
5. Form PQ-2-Pre-qualification Data	8
6. Form PQ-3-Supervisory Personnel	9
7. Form PQ-4-Financial Position	10
8. Form PQ-5-Past Experience	10
9. Form PQ- 6-Sworn Statement	11
10. Form PQ-7-Confidential Questionnaires	12
11. Form PQ-8-Litigation History	14

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PRE-QUALIFICATION NOTICE 2024- 2025

Jamii Sacco Society Ltd invites applications for the pre-qualification of suppliers of goods, works and services for the financial years, **2024- 2025**. Bidders are informed that goods, works and services will be procured on “As and when required basis”

CATEGORY A	
JCSCS/01/2024- 2025	Supply of General Office Stationery and Printed Stationeries
JCSCS/02/2024- 2025	Supply of Computers , Computer Consumables, Toners, Printers, , Software’s and Other Accessories,
JCSCS/03/2024- 2025	Supply of Office furniture, Fittings and Office Equipment
JCSCS/04/2024- 2025	Supply of Branded Items .
CATEGORY B	PROVISION OF VARIOUS SERVICES
JCSCS/5/2024- 2025	Provision of Fumigation & Pest Control ,Cleaning Services And Garbage Collection
JCSCS/6/2024- 2025	Provision of Sanitary Services
JCSCS/7/2024- 2025	Repair & maintenance of Office Equipment, Water Dispensers etc
JCSCS/8/2024- 2025	Provision of General Repairs and Maintenance of Building
JCSCS/9/2024- 2025	Provision of Security and Guarding Services
JCSCS/10/2024- 2025	Provision of Motor Vehicle Valuation and Assessment Services
JCSCS/11/2024- 2025	Provision of Car Tracking Services
JCSCS/12/2024- 2025	Provision of Professional Designs of Artwork, Branding and Promotional Materials

JCSCS/13/2024- 2025	Repair and Maintenance of Computers and Accessories, printers ,Servers , 40 KVA UPS , IP Telephony, Scanners and Air-conditioner
JCSCS/14/2024- 2025	Upgrading , Servicing and Maintenance of CCTV, Alarm system, and access control
JCSCS/15/2024- 2025	Provision of Advertising , Communication, Digital &Social Media Marketing Services
CATEGORY C	PROFESSIONAL CONSULTANCY SERVICES
JCSCS/16/2024- 2025	Provision of Human Resource Consultancy
JCSCS/17/2024- 2025	Provision of Audit & Tax Services
JCSCS/18/2024- 2025	Provision of debt Collection Services
JCSCS/19/2024- 2025	Provision of Auctioneer services
JCSCS/20/2024- 2025	Provision Of Legal Services.
JCSCS/21/2024- 2025	Provision of Land Valuation Services

NB: Firms previously pre-qualified MUST APPLY AFRESH to be considered /listed.

Detailed pre-qualification documents should be downloaded from our website: www.jamiisacco.com. Duly completed pre-qualification documents in plain sealed envelopes clearly marked with the pre-qualification category or tender number should be addressed to:-

THE CHIEF EXECUTIVE OFFICER,
JAMII SACCO SOCIETY,
P O Box 57929-00200,NAIROBI.

All prequalification documents and bids for group creditors should be deposited in the Tender Box Situated at the **Procurement Office, Jamii Sacco Court, Mukenia Road South B Nairobi on or before 12.00 Noon on 30/10/2023 thereafter** the same shall be opened. The Society reserves the right to accept orreject any application either in whole or in part, and does not allow itself to give reason for either rejection or acceptance. Interested applicants are free to attend and witness the opening

NB: Special Groups are encouraged to apply, i.e. Youths, Women and Persons with Disability.

1.8 Questions Arising from Documents

Questions that may arise from the Pre-qualifications documents should be directed to the Chief Executive Officer Jamii Sacco Society Ltd whose address is given in par 1.

1.9 Additional Information

The Sacco reserves the right to request submission of additional information from prospective bidders.

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by Sacco after scoring more than 75 points soon after the completion of the pre-qualification process

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials

2.4 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's Accounting Officer or Tender Committee.

2.5 Payments

All local purchases shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the contract Agreement.

PRE-QUALIFICATION DATA INSTRUCTIONS

3.1. Pre-qualification data Forms

The attached questionnaire forms PQ-1, PQ-2,PQ-3, PQ-4, PQ-6, PQ-7 & PQ-8 are to be completedBy prospective supplier/contractors who wish to be Pre-qualified for submission of tender for the **specified tenderlot**

- 3.1.1 The Pre-qualification application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2 QUALIFICATION

- 3.21 It is understood and agreed that the pre-qualification Data on prospective bidders is to be used by Jamii Sacco in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the **Tender lot** as described by the client.
- 3.22 Prospective bidders will not be considered qualified unless in the Judgment of Jamii Sacco they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/Services.

3.3 Essential Criteria for Pre-qualification

- 3.3.1.(a) Experience: Prospective bidder shall
Have at least 3 years experience in the
Supply of goods, services and allied items in case of
potential supplier/contractor should show competence,
willingness and capacity to service the contract.
- (b) Prospective supplier requires special
Experience and capability to organize, supply and delivery
of items, or services at short notice.

3.3.2 Personnel

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in Form PQ.3.

3.3.3 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as Letters of reference

from their bankers regarding supplier's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactorily information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data on Form PQ-4. However, potential bidders should provide evidence of financial capability to executive contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers should be included in Form PQ-5 where applicable.

3.4 STATEMENT

Application must include a sworn statement Form PQ-6 by the Tenderer ensuring the accuracy of the information given.

3.5 WITHDRAWAL OF PREQUALIFICATION

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the client/Jamii Sacco could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments. The Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 OUTLINED SUPPLY AND DELIVERY PROCEDURES

The Pre-qualified applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in form PQ-2

3.7 Pre-qualification Criteria

Required Information	Form type	Points Score
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1. Registration Documentation	PQ-1	20
2. Pre-qualification Data	PQ-2	5
3. Supervisory Personnel	PQ-3	5
4. Financial Position	PQ-4	15
5. Past Experience	PQ-5	20
6. Sworn Statement	PQ-6	5
7. Confidential Questionnaire	PQ-7	20
8. Litigation History	PQ-8	10
TOTAL		100

3.8 Qualification Mark

The qualification mark is **75 points** and over

FORM PQ 1 PRE-QUALIFICATION DOCUMENTATION

All firms must provide:

- (a) Copies of Certificate of Registration
- (b) Copy of V.A.T Registration Certificate
- (c) Tax compliance Certificate from Kenya Revenue Authority (Failure to produce this certificate to prove compliance will lead to automatic disqualification thus No further evaluation of your application)
- (d) Copies of Pin Certificates of Firm/Company/Individual
- (e) List of ongoing Contracts/Projects (goods, services)
- (f) Bank references

FORM PQ-2

PRE-QUALIFICATION DATA

1. Contractor Identification.....
Legal name of firm.....
Post office address.....
Street and Address.....
City.....

- Country.....
- Telephone No.....
- Person to contact.....
- Title.....
2. Organization & Business Information.....
- Management Personnel.....
- President.....
- Secretary.....
- General Manager.....
- Treasurer.....
- Other.....
- Partnership (if applicable).....
- Names of Partners.....
3. Business founded or incorporated.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Bank reference and address.....
7. Bonding company reference and address.....
8. Enclose copy of the organization chart of the firm indicating the main fields of activities

FORM PQ-3

SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

Professional Qualification.....

Length of service with contractor or supplier position held
.....

Supply or service experience

- a) Name of Client/Customer.....
- b) Character and nature of Contract.....
- c) Contract value.....
- d) Location of Contract.....
- e) Period of Contract.....
- f) Title and responsibility in Contract.....
.....
- g) Other.....

Proposed Technical Personnel

- e)
- f)
- g)

Proposed position in this project if contract is awarded.....
.....

Brief statement of supply and service delivery method the supplier plans to use to execute the contract.....

FORM PQ-4

FINANCIAL POSITION

Attached a copy of firm's two recent certified financial statements giving Summary of assets and current liabilities/or any other financial support.

FORM PQ-5

PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS (2022/2023)

NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1.
 - i) Name of client (Organization).....
 - ii) Address of Client (Organization).....
 - iii) Name of contact person at the client (Organization).....
 - iv) Telephone No. of Client.....
 - v) Value of contract.....
 - vi) Duration of contract (date).....

2. Name of 2nd client (Organization)

- (i) Name of client (Organization).....
 - (ii) Address of client (Organization).....
 - (iii) Name of contact person at the client (Organization).....
 - (iv) Telephone No. of Client.....
 - (v) Value of contract.....

Duration of contract (Date).....

3. Name of 3rd Client (Organization)

- i) Name of client (Organization).....
 - ii) Address of Client (Organization).....
 - iii) Telephone No. of Client.....

Name of contact person at the client (Organization).....

- v) Value of contract.....
 - vi) Duration of contract (Date).....

4. Others.....

FORM PQ-6

SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.

c. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the pre-qualification made.

d. We enclose all the required documents and information required for the pre-qualification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal)

FORM PQ-7

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2 (b) or 2 (c) whichever applies in your type of business.

You are advised that it is a serious offence to give false information on this Form

PART 1 GENERAL

Business Name.....

Location of Business premises.....

Plot No.....Street/Road.....

Postal Address.....Tel No.....

Nature of business.....

Current Trade License No.....Expiring date.....

Maximum value of business which you can handle at any one time Ksh.....

Name of your bankers.....Branch.....

PART 2(A) – Sole Proprietor

Your name in full.....Age.....

Nationality.....Country of origin.....

Citizenship details.....

Part 2 (b) – Partnership:

Name	Nationality	citizenship Details	Shares
1.
2.
3.
3.
4.
5.

Part 2 (c) - Registered Company

Private or Public

State the nominal and issue capital of the company

Norminal Kshs.....

Issued Kshs

.....

Give details of all directors as follows:

Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Date.....Signature & Stamp of

Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, naturalization or Registration

PQ-8 **LITIGATION HISTORY**

Name of Contractor/Supplier

Contractors/Supplier should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for or against	Name of client cause of Litigation and matter in dispute	Disputed Amount (current value, Kshs. Equivalent

CATEGORY NO AND DESCRIPTION__