



Safaricom Sacco
LIMITED

SUPPLIER PRE - QUALIFICATION DOCUMENT

PRE-QUALIFICATION NUMBER: REF: SAFSACCO/PRE/2019/2020

CATEGORY (*Please indicate*).....

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1. INTRODUCTION

Safaricom Sacco Limited is undertaking the supplier prequalification in order to select potential suppliers for the provision of stipulated goods and services to the Sacco.

2. OBJECTIVE

The main objective of pre-qualification of suppliers is to supply assorted goods and services under relevant tenders/ quotations to Safaricom Sacco Ltd on and as when required during the stated period.

3. PREQUALIFICATION DOCUMENTATION

All documents must be submitted in English Language. Prequalification also applies existing suppliers. The document has a questionnaire that needs to be filled and returned with all other documents as stipulated.

The suppliers must have past experience in delivering the services, supply, provide and deliver all goods as stipulated on the tender notice.

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.

4. FINANCIAL CAPABILITY

The financial capability of the supplier must be supported by attaching at least 3 years of audited accounts. The organization should also proof the technical and human resource capability to deliver the goods and services within required quality, quantity, price when need orders are placed.

5. SUPPLIER VISIT

The company should also be willing to allow Safaricom Sacco carry an impromptu visit to ascertain information provided. Safaricom Sacco will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to completely adhere to the requirements 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.

6. CRITERIA FOR INTERGRATION

The following criteria will be used in evaluation and awarding of marks to a maximum of 100%. For a bidder to qualify they will have to score over 70% overall score. Participants to note that this does not amount to any contractual obligation on the part of Safaricom Sacco Ltd, and that Safaricom Sacco Ltd is not obliged to invite tenders/quotation from any or all who express interest by responding to this prequalification process.

The information provided in the prequalification document is strictly confidential and solely for use by Safaricom Sacco Ltd

7. SIGNIG OF THE DOCUMENT

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. Suppliers will meet all costs associated with preparation and submission of their applications.

SUBMISSION OF PREQUALIFICATION DOCUMENTS

The Completed prequalification and other supporting documents to place in plain sealed envelopes clearly marked;

“REF: SAFSACCO/PRE/2019/2020, PRE-QUALIFICATION OF SUPPLIERS FOR CATEGORY (please indicate)”

This should be addressed to:

**MANAGING DIRECTOR
SAFARICOM SACCO LTD
P.O. BOX 3042 -30100, NAIROBI, KENYA.**

And deposited in the Tender Box located at the reception area at Safaricom Care Centre, Wing 1C not later than.....

Document received after the deadline time and date shall be rejected.

If you have any queries please send to sacco@safaricom.co.ke

PART (B) SUPPLIER REGISTRATION APPLICATION FORM

I/We.....hereby apply for registration as supplier(s) (Name of Company/Firm)

Of..... (Item Description)

..... (Category No.)

Post Office Address.....

Town.....

Street.....

Name of Building.....

Room/Office No.....Floor No.....

Telephone No.Cell phone No.....Fax.....

Email.....

Contact Person.....

Full Name of Applicant.....

Other Branches Location.....

2. Organization & Business Information

Chief Executive officer/Managing Director.....

Senior Management Team

.....

.....

.....

(Name and Designation)

Partnership if applicable:

Names of Partners.....

Business founded or incorporated in year.....

Under present Management since.....

Net worth equivalent in Kshs;

Bank reference and address.....

Organization’s nature of Business.....

What gives your organization an edge over your competitors?

.....

.....

Indicate terms of trade/sale.....

(20 Points)

PART (C) DETAILS OF KEY PERSONNEL

Name

Designation.....

Age.....

Academic Qualification.....

Professional Qualification.....

Length of service with Contractor or Supplier and position held.....

(Attach copies of certificates/CV of key personnel in the Organization)

(10 Points)

PART (D) DETAILS OF FINANCIAL POSITION

- i) Attach certified copies of firm’s two recent certified audited books of accounts for the last two (2) years (Exempted for the reserved categories).
- ii) Attach certified last three months’ bank statement. For the reserved categories give a proof of an account in the supplier’s name will be required. iii. Attach letter of reference from the bankers regarding supplier’s credit position.

(20 Points)

PART (E) CONFIDENTIAL BUSINESS QUESTIONNAIRE

Give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applies to your type of business.

Note that it is a serious offence to give false information on this form

Part E - 1 - General Business

Business Name.....

Location of Business Premises.....

Plot NoStreet/Road.....

Postal address Tel No.....

Nature of Business.....

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

Maximum value of business which can be handled at any one time khs.....

Name of your bankers.....

Branch.....

Part E 2 - Sole Proprietor

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

Nationality.....Country of Origin.....

Citizenship details

Part E 3 - Partnership

Give details of partners as follows:

Name	Nationality	Citizenship details	Shares
1.....
2.....
3.....
4.....

PART E 4 - PRIVATE/ PUBLIC

Registered Company Private or Public.....

State the nominal and issued capital of company-

Nominal Kshs..... Issued Kshs.....

Given details of all directors as follows:-

Name	Nationality	Citizenship details	Shares
1.....
2.....
3.....
4.....

Date.....Signature of Candidate.....

*If Kenyan Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

(10 Points)

PART (F) PAST EXPERIENCE

NAMES OF CLIENTS IN THE LAST THREE YEARS AND VALUES OF BUSINESS CONTRACTED (Give four (4) best by value)

1st Client details

- i) Name of Client
 - ii) Address of Client
 - iii) Name of Contact person at the clients.....
 - iv) Telephone No.
 - v) Value of business (Ksh).....
 - vi) Contract Duration.....
- (Attach Recommendation letter)

2nd Client details

- i) Name of Client
 - ii) Address of Client
 - iii) Name of Contact person at the clients.....
 - iv) Telephone No.
 - v) Value of business (Ksh).....
 - vi) Contract Duration.....
- (Attach Recommendation letter)

3rd Client details

- i) Name of Client
 - ii) Address of Client
 - iii) Name of Contact person at the clients.....
 - iv) Telephone No.
 - v) Value of business (Ksh).....
 - vi) Contract Duration.....
- (Attach Recommendation letter)

4th Client details

- i) Name of Client
 - ii) ii) Address of Client
 - iii) Name of Contact person at the clients.....
 - iv) Telephone No.
 - v) Value of business (Ksh).....
 - vi)Contract Duration.....
- (Attach Recommendation letter)

(20 Points) (5 points each)

PART (G) SWORN STATEMENT

Having studied the registration information for the above project we/I hereby state:

- i. The information furnished in our application is accurate to the best of our knowledge.
- ii. That in case we are successful, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation documents to follow.
- iii. We will not engage in corrupt practices with Safaricom Sacco Members or Staff.
- iv. We are not debarred from participating in Public Procurement proceedings by PPRA
- v. When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the registration made.
- vi. We enclose all the required documents and information for the registration evaluation.

Applicants Name.....

Represented by.....

Signature.....

Date.....

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

(10 Points)

PART (H) LITIGATION HISTORY

Name of Contract Supplier _____

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

Year	Award For/Against	Name of Client	Cause of Litigation & Matter in Dispute	Disputed Amount (Current Value, Ksh Equivalent)

Applicants Name.....

Signature & Date.....

Date.....

(10 Points)

PART G: DECLARATION

I declare that to the best of my knowledge the answers submitted in this Pre-qualification questionnaire (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Safaricom Sacco Ltd.

Name.....

Signature.....

Designation.....

Date.....

Organization stamp/seal (where applicable).

POINTS AWARD SUMMARY

#	REQUIREMENTS	ITEM	POINTS
1	Supplier registration application form		20
2	Details of key personnel		10
3	Details of financial position		20
4	Confidential business questionnaire		10
5	Past experience		20
6	Sworn affidavit		10
7	Litigation history		10
	TOTAL		100



PRE- QUALIFICATION OF SUPPLIERS FOR THE YEAR 2019/2020

Safaricom Sacco Ltd. invites interested eligible firms to submit applications for pre-qualification of suppliers of the following categories of Goods and Services. All the suppliers with whom we are currently engaged also need to re-apply.

	CATEGORY CODE	ITEM DESCRIPTION	ELIGIBILITY
CATEGORY A. SUPPLY AND DELIVERY OF GOODS			
1.	SAFSACCO/A1/19/20	Supply of General Office Stationery.	Special Groups
2.	SAFSACCO/A2/19/20	Supply of Printed Stationery and Financial Report Booklets	Special Groups
3.	SAFSACCO/A3/19/20	Supply of Laptops, Computer Hardware, Computer Consumables & Accessories and Network Equipment's.	Open
4.	SAFSACCO/A4/19/20	Supply of Software and Software licenses.	Open
5.	SAFSACCO/A5/19/20	Designing, Branding and Production of promotional materials and Signage e.g. T-shirts, caps, banners, folders, posters, brochures, gifts among other corporate documents like magazines.	Special Groups
CATEGORY B. PROVISION OF TECHNICAL AND PROFFESIONAL SERVICES			
1.	SAFSACCO/B1/19/20	Provision of Insurance and Medical Cover.	Open
2.	SAFSACCO/B2/19/20	Provision of Air travel agency and Car hire.	Open
3.	SAFSACCO/B3/19/20	Provision of Courier Services.	Open
4.	SAFSACCO/B4/19/20	Provision of Public Relation, Corporate Marketing and Communication services.	Open
5.	SAFSACCO/B5/19/20	Provision of Debt Collection and Private Investigation Services.	Open
6.	SAFSACCO/B6/19/20	Provision of Legal Services- Litigation & Conveyance.	Open

7.	SAFSACCO/B7/19/20	Provision of Statutory Audit and Tax Advisory Services.	Open
8.	SAFSACCO/B8/19/20	Provision of Asset Valuation Services.	Open
9.	SAFSACCO/B9/19/20	Provision of Land Surveying Services. Construction and Project Management.	Open
10.	SAFSACCO/B10/19/20	Provision of Taxi and transport services	Open
11.	SAFSACCO/B11/19/20	Provision of car tracking services	Open
12.	SAFSACCO/B12/19/20	Provision of car tracking services	Open
13.	SAFSACCO/B13/19/20	Provision of tents for outdoor events	Open
14.	SAFSACCO/B14/19/20	Provision of Cash in Transit Services	Open
15.	SAFSACCO/B15/19/20	Provision of Hardware Maintenance Services for Printers, Scanner, UPS and Computers.	Open

Note;

i) Special Groups are Women, Youth (up to 35 Years) and Persons Living With Disabilities who have registered with the Directorate of Procurement (National Treasury).

ii) Applicants for the Special Category shall clearly mark letter 'S' on the top right of the envelope.

Interested and eligible firms are required to download <https://safaricom sacco.com/downloads/> the bid documents, print and fill in before submitting the same to Safaricom Sacco Ltd.

The bid documents are FREE of charge and must be submitted on or before

The completed documents are to be enclosed in plain sealed envelopes marked with the Category Number and Item Description and must be deposited in the tender box located in our office reception area, Safaricom Care Centre, 1st Floor, Wing 1C, Addressed to;

THE GENERAL MANAGER

SAFARICOM SACCO LTD,

P.O BOX 2392 -00606,

NAIROBI, KENYA.

Pre-qualification documents will be opened onat the Safaricom Sacco Office Block- (Opposite A.C.K. St. Marks Church- Westlands) in the presence of the applicants or their representatives who wish to attend.

Safaricom Sacco Ltd. reserves the right to accept or reject any application partially or in whole without assigning any reasons thereof. Late bids will not be accepted.

Safaricom Sacco Ltd.. Empowering You!