



CHAI SACCO SOCIETY LTD
KTDA Plaza, 4th Floor
P.O. Box 278-00200 Nairobi

REGISTRATION OF SUPPLIERS FOR PROVISION OF SERVICES FOR FINANCIAL YEARS 2018/2019

COMPANY NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

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SECTION I- INVITATION FOR REGISTRATION

REGISTRATION OF SUPPLIERS FOR PROVISION OF SERVICES AND UPDATING OF THE SUPPLIERS LIST

Chai Sacco Society Ltd intends to update their Register of suppliers for Various Services for the financial years 2018/2019. Interested eligible suppliers are invited to apply for registration, indicating the category of services they wish to apply for. Suppliers currently in the suppliers list who wish to be retained are required to apply and submit up to date information required in the registration of suppliers document.

PROVISION OF SERVICES

S/No	CATEGORY	ITEM
1	Category 5	Servicing and maintenance of motor vehicles and motor cycles
2	Category 7	Provision of Repairs and maintenance of furniture and related equipment
3	Category 13	Supply and installation of electrical works
4	Category 18	Provision of insurance for members loan and cash
5	Category 19	Provision of insurance for group accident and group personal life assurance for staff
6	Category 20	Provision of medical cover
7	Category 24	Provision of risk management framework services
8	Category 26	Provision of public relations & media communication services
9	Category 27	Provision of marketing research services
10	Category 28	Consultancy services on Sacco re-branding
11	Category 29	Consultancy in project management
12	Category 30	Consultancy on occupation, health & safety & fire Audits
13	Category 31	Provision of binding & printing services inclusive of rubber stamps
14	Category 32	Provision of signage & outdoor advertising services
15	Category 33	Provision of guarding/security services
16	Category 34	Provision of cash transit services
17	Category 37	Provision of events organization services
18	Category 38	Provision of interior design, furnishing and decoration
19	Category 42	Provision of courier services
20	Category 43	Provision of photography and videographer services
21	Category 44	Provision of development, hosting & maintenance of website
22	Category 47	Provision of debt collection and auctioneering services.
23	Category 48	Repair and maintenance of motor vehicles and motorbikes
24	Category 49	Servicing & maintenance of LAN & WAN networking system
25	Category 51	Provision of fire response

26	Category 53	Servicing & maintenance of electrical equipment/Air conditioner system
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1.2 Documents containing detailed instructions and requirements may be downloaded from the Chai Sacco website www.chaisacco.co.ke free of charge

Those wishing to register in more than one category will be required to download documents for each category.

Completed registration documents in a plain sealed envelope, clearly marked “**REGISTRATION OF SUPPLIERS FOR 2018/2019** and bearing the respective **REFERENCE NUMBER & CATEGORY** but no indication of the applicant, should be deposited in the Tender Box at Chai Sacco Reception- Chai Sacco Society Ltd, **KTDA PLAZA**, 4th Floor so as to be received on or before **Wednesday 09th May, 2018 at 10:30 am.** or sent by post to

**The Chief Executive Officer
Chai SACCO Society Ltd
P.O. Box 278, 00200
NAIROBI**

SECTION II – INSTRUCTION TO APPLICANTS

2.1 Introduction

Chai Sacco referred to as the procuring entity intends to register suppliers for the mentioned services

- 2.1.2 Registration is open to eligible firms and voluntary formed ventures as indicated in appendix instruction to applicants. Suppliers registered with Registrar of companies under the laws of Kenya in respective services are invited to submit their registration documents.
- 2.1.3 Prospective suppliers must have carried out successful delivery of similar services to Government/Corporate/institutions of similar size. Potential suppliers must demonstrate the willingness and commitment to meet the registration criteria.

2.2 Submission of application

- 2.2.1 Applications for registration shall be submitted in a sealed envelope marked with the category name and reference number and deposited in the Tender Box located at Chai Sacco Society Ltd, **KTDA PLAZA, 4th Floor** so as to be received on or before **Wednesday 9th May, 2018 at 10:30 am.** OR be addressed and posted to:

**The Chief Executive Officer
Chai SACCO Society Ltd
P.O. Box 278, 00200
NAIROBI**

- 2.2.2 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender, exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer 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 tender, the English translation shall govern.

2.3 Eligibility of applicants

- 2.3.1 This invitation for registration is open to all candidates who are eligible as defined in the Kenya Public Procurement Law and regulations.
- 2.3.2 The Chai Sacco employees, committee members, board members and their **relatives' (spouse and children) are not eligible to participate.**
- 2.3.3 Any public owned sector or Company may be eligible to qualify if in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependant agency of another public entity

2.4 Qualification Criteria

- 2.4.1 The attached questionnaire forms described are to be completed by prospective suppliers who wish to be registered for submission of tender for the specific tender.
- 2.4.2 The registration application forms which are not filled out completely and submitted in the prescribed manners will not be considered. All the documents that form part of the proposal must be written in English and indelible.
- 2.4.3 **General experience:** The applicant shall meet the following minimum criteria:
- i. Confirmation of experience using attachment of reference letters from at least 3 customers.
- 2.4.4 **The audited accounts: The supplier's financial condition will be determined by the last** two years audited financial statement submitted with the application documents as well as letters of reference from previous performances. Potential suppliers will be prequalified on the satisfactory information given.

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. Potential bidders shall provide evidence to execute the contract.

- 2.4.5 **Litigation history:** the applicant should provide accurate information about ligation or arbitration resulting from contracts completed or uncompleted under its execution.
- 2.4.6 **Past Performance:** will be given due consideration in registration of suppliers. Letters of reference from past customers should be included.
- 2.4.7 **Statement:** Application must include a sworn statement by the tenderer ensuring the accuracy of the information given.

2.4.9 Business premises: The firm must have a fixed Business premise and must be registered in Kenya with certificate of Registration, Incorporation/Memorandum and articles of Association. Copies must be attached.

2.4.10 The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance Certificate.

SECTION III: APPLICATION FORMS.

Form I LETTER OF REGISTRATION

Registration category Ref No:

Category description.....

**To: The Chief Executive Officer
Chai SACCO Society Ltd
P.O. Box 278, 00200
NAIROBI**

Dear Sir:

1. **Having examined the application documents including Addenda Nos.....**
of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to Chai Sacco and as may otherwise be directed (Category).....
and conformity with the said application documents all or part of the items/supply in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver services with accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer/s of the society.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.
4. We have attached to this application copies of original documents of:
 - a) Registration/ incorporation certificate
 - b) PIN Certificate
 - c) VAT Certificate
 - d) Valid tax compliance certificate
 - e) Audited account for the last two (2) financial years OR
 - f) Bank statement of the last six (6) months (special groups)

We make this application with full understanding that:

- i. Bids by registered applicants will be subject to verification of all information submitted.
- ii. Chai Sacco reserves the right to accept or reject any application, cancel the registration process and reject all applications
- iii. Request for quotations and bids will only be called from registered bidders who meet the requirements.

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

Sign and stamp

Witnessed by

Designation

Date

Form II – CONFIDENTIAL BUSINESS QUESTIONNAIRE

1	Name of The Firm:	
2	Postal Address	
3	Office Telephone No: Mobile No:	
4	Email Address	Website:
5	Physical Address. Location Street /Plot Number and Building	
6	Legal Status (Partnership/Sole/or Company)	
7	Company Registration No/Registration of Business/Legal Notice(Attach Copy) Year of Registration/Incorporation:	
8	VAT Registration No: (Attach Copy)	
9	PIN Certificate No: (Attach Copy)	
10	Current Tax Compliance Certificate/VAT Exemption Certificate(Attach Copy)	
11	Current Trade License (Attach Copy)Mandatory for Open Category	
12	Nature of Business	
13	AGPO Certificate No:	
14	Your Trade Terms: (Credit Period)	
15	Maximum Value of Business You Can Handle at a Time Kshs.	

Company profile (attach copies)

A. Nature of the company (sole proprietorship, partnership or registered company).....

Name Of Directors/Partners/owners

1. **Name****Nationality**.....**ID/Passport No**.....
2. **Name****Nationality**..... **ID/Passport No**.....
3. **Name**.....**Nationality**.....**ID/Passport No**.....
/
4. **Name****Nationality**.....**ID/Passport No**.....

B. Contact persons:

1. **Name****Phone No**.....**ID/passport No**.....
2. **Name****Phone No**.....**ID/passport No**.....
3. **Name****Phone No**.....**ID/passport No**.....

Form III

CAPABILITY AND COMPETENCE TO DELIVER SERVICES

1. Products/services **you want to be considered to supply**.....
2. Number of staff
3. Are you a manufacture/wholesaler/retailer **or distributor**.....
4. To what extent is your firm/company electronically enabled with your client?
.....
.....
5. Can we trade on e-procurement platform with your company (yes/no)
.....
.....
6. What is your average response time to a request for quotation/proposal?
.....
7. What is your average response time to delivery of service after issuance of an **LPO/Contract**?
.....
8. Have you at any one time been requested to quote for the supply of goods services and failed to return the quotation without assigning reason for your action?.....

Form IV - SUPERVISORY PERSONNEL

It shall include specific positions essential to contract implementation. The applicants shall provide the names of the personnel qualified to meet the specific requirement stated for each position.

Provide a list of your key personnel and particular:

Name	Age	Gender	Position/Job Title	Academic Qualification	Professional Qualification

{ Attach copies of certificate/CVs of key personnel in the organization }

Form V: Experience

- I. Number of years the company has been in **operation**.....
- II. Indicate the maximum amount of business with (in financial terms) your company can **handle at any given time Kshs**.....

Referees:

1. **Name of company**.....
Postal address
Contact person
Signature
Company rubber stamp.....
2. **Name of company**.....
Postal address
Contact person
Signature
Company rubber.....
3. **Name of company**.....
Postal address
Contact person
Signature
Company rubber.....

Applicant's three reputable clients in the last 3 years

Applicants must attach proof of experience relevant to the category they choose to apply.

They any attach any of the following documents:

- i. Copies of LPOs
- ii. Letter of award
- iii. Completion certificates
- iv. Signed contract

FORM VI – FINANCIAL CAPABILITY

Name applicants.....

You are required to demonstrate that the company’s financial positions is healthy enough to enable you transact business with Chai Sacco by showing that it has access to or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide audited accounts or banks statements for the last six months)

- (1) **Attach a copy of firm’s two audited accounts/certified financial statements giving** summary of assets and current liabilities/ or any other financial support.
- (2) Credit period: please indicate the credit period you are willing to offer Chai **Sacco**.....
- (3) Annual turnover: what is your annual **turnover?**
- (4) Banker **Name of the Bank**.....
 Address of the Banker.....
 Telephone No.....
 Contact Name and Title.....
 Fax
- Email Address**.....

PROCLAMATION /SWORN STATEMENT/DECLARATION

I/We the undersigned, state that, ALL the information we have given provided in this document is correct/accurate to the best of our knowledge and that I/We give Chai Sacco authority to seek any reference it may deem vital while carrying out their evaluation. I/We also hereby declare that the company is not debarred from participating in any public procurement proceeding.

Name of applicant.....**Designation**.....**Signature**.....

Witnessed by.....**Designation**.....**Signature**.....

Official rubber stamp

State if you have any relationship with Chai Sacco employee (which relationship)

.....
.....

Information submitted by.....

Title.....

Signature

Stamp.....

SECTION V – EVALUATION CRITERIA

Evaluation criteria for AGPO (Registered Special Groups for women, youth and people with disability)

No	MANDATORY REQUIREMENT	COMPLIANCE
i	Valid certificate of incorporation/business registration	
ii	VAT/PIN certificate for organization	
iii	Certificate of registration of youth women and people with disability owned business enterprises	
iv	Current /Valid tax compliance certificate	
v	Availability of physical Office(evaluation team may visit to confirm)	
vi	Dully filled confidential business questionnaire with disclosure of directors/ partners /sole proprietors	

NOTE: All copies of the above Documents MUST be attached for a firm to be qualified to proceed to the next level of evaluation.

Mandatory requirement for open category

	Requirements	Attached or not	Remarks
I	Company registration certificate (registration certificate/certificate of incorporation)		
ii.	VAT/PIN Registration certificate		
iii	Valid trading license/permit		
iv	Current/Valid tax compliance certificate		
v	Availability of physical Office(evaluation team may visit to confirm)		
vi	Dully filled confidential business questionnaire with disclosure of directors/ partners /sole proprietors		
vii	Certified copies of audited accounts for the last 3 years		

NOTE: All copies of the above Documents MUST be attached for a firm to be qualified to proceed to the next level of evaluation.

GENERAL REQUIREMENTS

S/No	REQUIREMENTS	POINTS
1	Certified copies of audited accounts for the last 3 years..... 5 Evidence of profit making in the last 3 years 5 Or bank statement for last 6 months (for reserved group)..10	10
2	Reference from 3 main current clients (fully filled) Evidence attached20 Evidence not attached0	20
3	Evidence of physical office – physical location2pts Postal address2pts Telephone number 2pts Email address2pts Contact person2pts	10
4	Credit Facility 30 Days2 60 Days5 90 Days10	10
5	Proclamation/sworn statement. Fully filled, signed and rubber stamped	10
6	Litigation history	10
7	Disclosure of business ownership (company profile disclose directors, partners or sole proprietorship)	10
8	Supply capacity: Maximum volume of business one can handle in one year 2 million and above20 1.5- 2 million15 1 -1.5 million10 0.5 -1 million5	20
	TOTAL POINTS	100

THE PASS MARK FOR REGISTRATION SHALL BE 70%

(The evaluation team will verify the information given by the tenderer and may visit the premises of the applicants for more proof as part of evaluation process)

OFFICIAL STAMP OF THE TENDERER