

WANANCHI DT SACCO SOCIETY LIMITED

(Registered Under the Co-operative Societies Act and Licensed by SASRA)

TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS OF GOODS, SERVICES AND OTHER WORKS

Wananchi DT Sacco Society Limited is in the process of preparing and updating its register for suppliers of various goods, services and other works for the year 2025-2026. Interested, competent and eligible suppliers or firms are invited to apply for pre-qualification, clearly indicating the category of goods, services they wish to apply.

CATEGORY A: SUPPLY OF GOODS

REF NO.	ITEMS DESCRIPTION
WSSLTD/1/2025-2026	Supply of computer stationery, toners, ribbons, cartridges and other general stationery
WSSLTD/2/2025-2026	Supply of office furniture, fixtures and fittings
WSSLTD/3/2025-2026	Supply of office Equipment including safes, strong room doors, photocopiers, telephone heads and Accessories
WSSLTD/4/2025-2026	Supply and delivery of Newspapers, magazines and periodicals
WSSLTD/5/2025-2026	Supply of computer Hardware, Servers, Desktop computers, Laptops, Tablets, networking equipment's and other consumables
WSSLTD/6/2025-2026	Supply and delivery of Computer software
WSSLTD/7/2025-2026	Supply of note/coin counting and currency validations machines.
WSSLTD/8/2025-2026	Supply, installation and commissioning of generators
WSSLTD/9/2025-2026	Supply and Installation of Electrical, Structured Cabling and IP Telephony.
WSSLTD/10/2025-2026	Supply and installation of ICT security- CCTV, access control devices, biometric equipment
WSSLTD/11/2025-2026	Designing, Printing and Supply of Branded calendars, brochures, magazines, attire, staff uniforms, umbrellas, Tents and billboards.
WSSLTD/12/2025-2026	Supply of motor-vehicles fuels, oils and lubricants
WSSLTD/13/2025-2026	Supply and Installation of Solar Panels, inverter based backup systems and Associated Materials.
WSSLTD/14/2025-2026	Supply And Installation of Air- Conditioning systems
WSSLTD/15/2025-2026	Supply and Maintenance of Fire Equipment, Power and Cooling Equipment: Fire Extinguishers, Automatic Fire Suppression Systems, Smoke Detectors

CATEGORY B: PROVISION OF SERVICES

WSSLTD/15/2025-2026	Provision of garbage collection and sanitary disposal services
WSSLTD/16/2025-2026	Provision for staff medical services
WSSLTD/17/2025-2026	Provision of human resources consultancy and training services.
WSSLTD/18/2025-2026	Provision of architectural and related services
WSSLTD/19/2025-2026	Provision of air conditioning and mechanical ventilation Services
WSSLTD/20/2025-2026	Provision of Audit and related services
WSSLTD/21/2025-2026	Provision of Legal Services
WSSLTD/22/2025-2026	Provision of software accessory services
WSSLTD/23/2025-2026	Provision of loan guard insurance and risk management services
WSSLTD/24/2025-2026	Provision of general insurance and consultancy services

WSSLTD/25/2025-2026	Provision of marketing research and consultancy services
WSSLTD/26/2025-2026	Provision of music, TV and film production services, photography and videography services
WSSLTD/27/2025-2026	Provision of voice recording animation, voice over services
WSSLTD/28/2025-2026	Provision of digital marketing including, web design, design (art work) of online branding tools and online advertising
WSSLTD/29/2025-2026	Provision and maintenance of alarms, CCTV systems fire detectors, alarm response and related services.
WSSLTD/30/2025-2026	Provision of general building, construction and maintenance services.
WSSLTD/31/2025-2026	Maintenance, repairs and cleaning of computers, laptops, printers and other related electronic equipment.
WSSLTD/32/2025-2026	Repairs and servicing of motor vehicles and motorcycles (approved garages and dealers)
WSSLTD/33/2025-2026	Repairs and maintenance of generators
WSSLTD/34/2025-2026	Provision of internet services and cloud services
WSSLTD/35/2025-2026	Provision of debts collection and auctioneering services
WSSLTD/36/2025-2026	Provision of asset valuation services
WSSLTD/37/2025-2026	Provision of Guarding security services
WSSLTD/38/2025-2026	Provision of Cleaning services
WSSLTD/39/2025-2026	Provision of Vehicle Tracking & Fleet Management Services
WSSLTD/40/2025-2026	Provision of asset tagging services
WSSLTD/41/2025-2026	Provision of policy formulation consultancy services
WSSLTD/42/2025-2026	Provision of tax consultancy services

The application for pre-qualification documents can be obtained from the society's website www.wananchisacco.co.ke

Completed documents in plain sealed envelope(s) and clearly marked on the envelopes as below:

PRE-QUALIFICATION OF SUPPLIERS 2025-2026: TENDER NO.....

Should be addressed to:

**The chairman
Wananchi DT Sacco Society Limited
P.O Box 910-10106
Othaya**

And placed in the Tender Box at Wananchi Sacco Society Building at Othaya so as to be received on or before 13th November 2024 at 12.00 pm. Documents submitted after this time will be disqualified.

The pre-qualifications documents will be opened immediately at the Sacco Boardroom of Wananchi building Othaya in the presence of the Tenderers who chose attend.

Wananchi Sacco Society Limited reserves the right to accept or reject any application/tender and does not bind itself to give any reasons for such decision(s)

CHIEF EXECUTIVE OFFICER

WANANCHI DT SACCO SOCIETY LIMITED
PREQUALIFICATION OF BIDDERS/SUPPLIERS
FOR SUPPLY/PROVISION OF GOODS AND SERVICES
FOR THE YEAR 2025-2026

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TENDER INSTRUCTION.

1.1 INTRODUCTION

Wananchi Sacco Society Limited invites interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods and services to the Society.

1.2 PRE-QUALIFICATION OBJECTIVE

The main objective of this part is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Society as and when required during the year 2025/2026.

1.3 INVITATION OF PRE-QUALIFICATION

Suppliers registered with Registrar of Companies under the law of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to THE CHAIRMAN, WANANCHI SACCO SOCIETY LIMITED so that they may be pre-qualified for submission of tenders/quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for pre-qualification.

1.4 EXPERIENCE

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 PRE-QUALIFICATION DOCUMENT

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 INFORMATION

In order to be considered for pre-qualification prospective suppliers must submit all the information herein requested.

1.7 QUESTIONS ARISING FROM DOCUMENTS

Question that may arise from the pre-qualifications documents should be directed to the Chief Executive Officer's Office.

1.8 ADDITIONAL INFORMATION

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

1.9 INVITATION TO TENDER

Invitations to Tenders/quotations will be made available only to those bidders whose qualifications are accepted by the society after scoring more than 75 points soon after the completion of the pre-qualification process.

1.10 DISTRIBUTION OF PRE-QUALIFICATION DOCUMENTS

A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

**THE CHAIRMAN
WANANCHI DT SACCO SOCIETY LIMITED
P.O BOX 910 – 10106
OTHAYA**

Not later than 13th November 2024 at 12.00 noon (local time)

2. BRIEF CONTRACT REGULATIONS / GUIDANCE.

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 unless the item(s) is/are donor funded.

2.2 CUSTOMS CLEARANCE

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

2.3 CONTRACT PRICE.

The contract shall be of unit price type of 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 Management or Tender Committee.

2.4 PAYMENTS

All local purchase 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-5, PQ-6, PQ-7 AND PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

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

It is understood and agreed that the pre-qualification Data on prospective bidders is to be used by the Society in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Tender Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of Society 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

- a. Experienced: Prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items. The 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.

3.3.1 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.

3.3.2 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 suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.2.1 Special Consideration will be given to the financial resources available such 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 execute the contract.

3.3.3 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-6 Where applicable.

3.4 STATEMENT

Application must include a sworn Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 WITHDRAWAL OF PRE-QUALIFICATION

Should a condition arise between the time of a firm is pre-qualified to bid and the bid opening date, which is in the opinion of the Society 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 Society reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 The firm must have a fixed Business premise and must be registered in Kenya, with certificate of registration incorporation/memorandum and Article of Association, copies of which must be attached.

FORM PQ-1 PRE-QUALIFICATION DOCUMENTS

All firms must provide:-

1. Copies of Certificate of registration
2. Copy of VAT Registration Certificate
3. Tax Compliance certificate from Kenya Revenue Authority (failure to produce this certificate to proof compliance, will lead to automatic disqualification thus no further evaluation of your application).
4. Copies of Pin Certificate of firm/company/individual.
5. Copy of Income Tax returns.
6. Letters of recommendation from at least three (3) of your current major clients.
7. Physical locations.
8. Company profile to include management team and Board of directors
9. Trading license

PQ-2 PREQUALIFICATION DATA

I/We _____ hereby apply
For registration as Supplier(s) of:-

Postal Address _____ Tel. No. _____

Fax No. _____ Email Address _____ Town _____

Street _____ Name of building _____

Office/Room No. _____ Floor No. _____

Full Name of the Applicant _____

Signature _____ Date _____

Witness's Name _____

Signature _____ Date _____

PQ3 - SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualifications.....

.....

..... Lengthy of service with Contractor or

supplier..... Position

.....

..... (Attach copies of certificate of key personnel in the Organization).

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE.

- (1). Attach a copy of firm’s two recent certified financial statements giving summary of assets and current liabilities/or any other financial support.
- (2). Attach letters of reference from the bankers regarding supplier’s credit position.

PQ-5 CONFIDENTIALITY BUSINESS QUESTIONNAIRE

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

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

Part 1 General:

Nature of business.....

Current Trade Licence No.....Expiring date.....

Maximum value business which you can handle at any one time:

Ksh.....

Name of your bankers.....

Branch.....

Part 2 (a) Sole Proprietor:

Your name in full

Part 2 (b) – Partnership

Give details of partners as follows:-

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

Part 2 (C) – COMPANY DETAILS

Trading Name.....

Reg No.....

Date of incorporation

No of Shareholders

Give the details of the directors as follows:

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

Any additional information can be attached on a different sheet.

PQ-6 PAST EXPERIENCE.

Give particulars of organizations where you have provided goods and services for a period not less than one year. (Please attach reference letters).

PQ-7 LITIGATION HISTORY.

Name of Contract /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/AGAINST	NAME OF CLIENT/ CAUSE OF LITIGATION AND MATTER	DISPUTED AMOUNT (CURRENT VALUE, KSHS EQUIVALENT)

FORM PQ-8

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 and the legal, technical or financial conditions or the contractual capacity of the firm changes we shall 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.....

Signature

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