



## TENDER NOTICE

Wakenya Pamoja Sacco society limited invites eligible and interested bidders for the supply of goods and services for the years 2024 and 2025 so as to be received on or before **26<sup>th</sup> September 2023 .at 11.00 a.m.**

### **SUPPLY OF GOODS**

Wpss ltd/01/2024-25 Supply of stationery & Cartridges	open
Wpss ltd/02/2024-25 Safes, strong room doors and maintenance	open
Wpss ltd/03/2024-25 Newspapers and Sacco magazines	Special group
Wpss ltd/04/2024-25 Computer hardware, desktop computers and laptops	Special group
Wpss ltd 05/2024-25 computer softwares	Open
Wpss ltd/06/2024-25 Bullet proof doors	open
Wpss ltd/07/2024-25 Supply of currency counting machines	Special group
Wpss ltd/08/2024-25 Designing and printing of calenders,T-shirts,bronchures and caps	open
Wpss ltd /09/2024-25 Supply of generators	open
Wpss ltd/10/2024-25 Motor-vehicle tyres, tubes, batteries and spare parts	Special group
Wpss ltd/11/2024-25 Supply of milk and consumables	Special group
Wpss ltd/12/2024-25 Motor-vehicle fuel, oils and lubricants	open
Wpss ltd /13/2024-25 Detergents	Special group
Wpss ltd /14/2024-25 Supply of Solar systems	Open
Wpss ltd /15/2024-25 Furniture and fittings	Open

### **PROVISION OF WORKS AND SERVICES**

Wpss ltd/16/2024-25 Legal services	open
Wpss ltd/17/2024-25 Insurance services	open
Wpss ltd /18/2024-25 Guarding Services	open
Wpss ltd/19/2024-25 Repairs and maintenance of generators	open
Wpss ltd /20/2024-25 Repairs and maintenance of vehicles	open
Wpss ltd /21/2024-25 Maintenance, repairs and cleaning of computers	Special group
Wpss ltd /22/2024-25 Training and Education services	open
Wpss ltd /23/2024-25 General building and Renovation	open
WPss ltd/24/2024-25 Cash in transit	open
Wpss ltd /25/2024-24 Consultancy services	open

Wpss ltd /26/2024-25 External audit services	open
Wpss ltd /27/2024-25 Tax services	open
Wpss ltd / 28/2024-25 Fire Extinguishers	open
Wpss ltd/ 29/2024-25 Alarm systems	Open
Wpss ltd /30/2024-25 Maintenance of CCTV Cameras	Open
Wpss ltd 31/2024-25 Courier services	Open
Wpssltd 32/2024-25 Data Storage	Open
Wpssltd 33/2024-25 System networking	Open
Wpssltd 34/2024-25 E –waste services(purchase junk computers, printers & ICT equipments)	Special group
Wpssltd 35/2024-25 Debt recovery services	Open
Wpssltd 36/2024-25 Valuation & security perfection	Special group
Wpssltd 37/2024-25 Provision of asset Tagging services	Special group
Wpssltd 38/2024-25 Repair and maintenance of office furniture & fittings	Special group
Wpssltd 39/2024-25 Photography and video coverage	Special group

### Mandatory requirements

1. Certificate of incorporation
2. A copy of a valid KRA Tax compliance Certificate
3. A copy of receipt upon purchase of tender documents
4. Letters of recommendation from two major clients

A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fee of **Ksh.1000/= (one thousand shillings only)** to be deposited in **Wakenya Pamoja Sacco society front office** or

<b>Bank name</b>	<b>co-operative bank</b>
<b>Account name</b>	<b>Wakenya Pamoja Sacco society</b>
<b>Account number</b>	<b>01120016633400.</b>

Completed documents are to be enclosed in plain sealed envelopes marked with the reference number and deposited in the tender box at the Sacco reception or addressed to the **chief Executive officer Wakenya Pamoja Sacco society limited P.O BOX 829-40200 Kisii.**

NAME OF THE FIRM.....

CATEGORY NO.....

ITEM DESCRIPTION.....

SPECIAL GROUP (Kindly Specify if Youth, Women or Person Living with Disabilities).....

CLOSING DATE: 26TH SEPTEMBER, 2023 AT 11.00 A.M

## SECTION I

### TENDER INSTRUCTIONS

#### 1.1 Introduction

Wakenya Pamoja SACCO Society Ltd (WPS) would like to invite interested candidates who must qualify by meeting the set criteria as provided by WPS to perform the contract of provision of goods and services.

#### 1.2 Invitation of tender

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their tender documents to the CEO WPS so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.

#### 1.3 Experience

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

#### 1.4 Tender Document

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

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

#### 1.6 Questions Arising from Documents

Questions that may arise from the tender documents should be directed to the CEO WPS on the following address: CEO, WPS, P.O. Box 829-40200, Kisii.

#### 1.7 Additional Information

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

#### 1.8 Request for quotations/ proposals will be made available only to those bidders whose qualifications are accepted by WPS after scoring more **than 70 points** after the completion of the pre - qualification process.

## SECTION II

### BRIEF CONTRACT REGULATIONS/GUIDELINES

#### 2.1 Taxes on Imported Materials

The Supplier shall pay custom duty and VAT as required by the law.

#### 2.2 Customs Clearance

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

#### 2.3 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 on the authority of the Tender Committee. Prices quoted should be inclusive of all delivery charges.

## 2.4 **Payments**

All local purchase shall be on credit of a minimum of fourteen (14) days or as may be stipulated in the Contract Agreement.

## **SECTION III**

### **TENDER DATA INSTRUCTIONS**

#### **3.1 Tender data forms**

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers who wish to be pre-qualified for submission of tender for the specific tender.

**3.1.1** The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

#### **3.2 Qualification**

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

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment of WPS 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 tender**

**3.3.1 (a)** Experience: Prospective bidders shall have at least 1 year experience in the supply of goods, services and allied items in case of potential supplier 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 on short notice.

#### **3.3.1 Personnel**

The names pertinent information and 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 prequalification documents as well as letters of reference from their bankers regarding suppliers credit position. Potential suppliers will be pre-qualified on the satisfactory information given.

**3.3.3** 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 to be filled/ provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

#### **3.3.4 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6

#### **3.4 Statement**

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

#### **3.5 Withdrawal of tender.**

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, WPS reserves the right to reject the tender from such a bidder even though they have been 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 Articles of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate.

**3.7 Prequalification Criteria**

<b>Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
1) Registration Documentation	PQ – 1	30
2) Prequalification Data	PQ – 2	10
3) Supervisory Personnel	PQ – 3	10
4) Financial Position	PQ – 4	20
5) Confidential Report	PQ – 5	15
6) Past Experience	PQ – 6	10
7) Litigation History	PQ – 7	5
<b>TOTAL</b>		<b>100</b>

**3.8 The minimum score to qualify for prequalification shall be 70 points. Applicants who will not meet this minimum score shall be disqualified.**

## **FORM PQ – 1: REGISTRATION DOCUMENTATION**

All firms **must** provide **certified** copies of the following:-

- 1) Certificate of Registration / Incorporation.
- 2) Valid Tax Compliance Certificate from Kenya Revenue Authority
- 3) Copies of Pin Certificate of firm/company
- 4) Letter of recommendation from previous organization served.
- 5) Evidence of physical registered office.

**(30 points)**

**FORM PQ – 2: REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We .....(*name of business*)  
hereby apply for registration as suppliers of  
.....(*item description*)  
.....(*sub-category code number*).

Post Office Address.....Town.....  
Street.....  
Name of building.....  
Room /Office No.....  
Telephone No.....  
Full Name of applicant.....  
Other branches location.....

**Organization & Business Information**

Management Personnel.....  
Chief Executive.....  
Secretary .....  
General Manager.....  
Treasurer .....  
Other .....

Partnership (if applicable) Names of Partners  
.....  
.....

Business founded or incorporated.....  
Under present management since .....  
Net worth equivalent.....

**(10 Points)**



**FORM PQ – 3: SUPERVISORY PERSONNEL**

Name.....  
Age.....  
Academic Qualification .....  
Under graduate.....  
Post graduate.....  
Diploma.....  
High School .....  
Professional Qualification.....  
(Attach Certificates if any)  
Length of service with Contractor or Supplier position held

.....  
(Attach copies of certificates of key personnel in the organization and professional)

**(10 Points)**

**FORM PQ – 4: FINANCIAL POSITION AND TERMS OF TRADE**

- 1) Attach a copy of firm's audited accounts for previous year.
- 2) Attach letters of reference from the bankers regarding supplier's credit position.
- 3) State Credit period (minimum proposed is 30 days)

**(20 Points)**

**FORM PQ – 5: 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 applied to 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.....  
 Fax.....Email.....  
 Nature of Business.....  
 Registration Certificate No.....  
 Maximum value of business which you can handle at any one time-Kshs.....  
 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**  
 Given details of partners as follows:

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

**Part 2(c) - 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.....	.....	.....	.....
5.....	.....	.....	.....

Date.....Signature

Candidate.....

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization of registration.

**NOTE:** Attach copies of Directors’ identity cards/passports and color size photographs.

**(10 points)**



The tenderer must provide the following information and provide documents to support the information given.

<b>Criterion</b>	<b>Particulars Provided</b>	<b>Scores</b>
Tender Documents should be submitted sealed original and copy in separate envelopes marked as such, the envelopes shall then be sealed in an outer envelope.		
Incorporation/Registration certificate		
Business Permit		
Form of Tender- Duly completed and signed		
Confidential Business questionnaire – Duly completed and signed		
Business Permit from local Authorities		
Tax Compliance Certificate PIN Certificate VAT Certificate		
Audited Accounts for the last 3 years		
Name and attach at least 3 Clients Supplied with similar services		

## **B: TECHNICAL CAPABILITY ASSESMENT**

<b>Criterion</b>	<b>Particulars Provided</b>	<b>Scores</b>
Years in Business		
Conformity to Technical Specifications <ul style="list-style-type: none"> <li>• Same</li> <li>• Alternative</li> </ul>		
Relevant Experience with Other Public Organizations <ul style="list-style-type: none"> <li>• Universities</li> <li>• Others</li> </ul>		
Maximum Value of Business indicated		
Delivery/implementation Schedule provided		
Rating by two clients served in the last one year		

Nature of businesses related to the tender applied for		
<b>Maximum score</b>		

**C: FINANCIAL CAPABILITY**

As deduced from the audited accounts

**D: OPERATIONAL ASSESMENT BY SITE VISIT**

<b>Criterion</b>	<b>Observations made</b>	<b>Scores</b>
Confirmation of Business Name & physical Address		
Confirmation of Originals of Attached Documents		
Composition of staff <ul style="list-style-type: none"> <li>• Management</li> <li>• Technical</li> <li>• Supervisory</li> <li>• Support</li> </ul>		
Name and Qualification of Key Management & Technical Staff 1: 2: 3: 4:		
Nature of operations (relevant) indicated		
Size of Business <ul style="list-style-type: none"> <li>▪ Large</li> <li>▪ Medium</li> <li>▪ Small</li> </ul>		
Customer Service Centre/ After Sales Service		
Major Principals Represented		
Premises <ul style="list-style-type: none"> <li>▪ Owned</li> <li>▪ Leased</li> </ul>		
<b>TOTAL</b>		

**TECHNICAL EVALUATION COMMITTEE'S RECOMMENDATION**

Then evaluation of the tender and tenderer by Technical Evaluation Committee will be summarized as follows:

<b>Major Area of Concern</b>	<b>Indicator from the</b>	<b>Aggregated Scores</b>
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	<b>Evaluation Exercise</b>	
Responsiveness of Tender to Sacco/ Public Procurement Act Requirements		
Responsiveness of Tender to Sacco's Technical Specifications		
Physical and Administrative Organization of Tenderer		
Technical ability of Tenderer to meet the Specific Performance Targets of the Tender		
Financial ability of tenderer to meet the production, Delivery and payment terms of the Tender		
<b>TEC Decisions</b>	<b>Recommended or not Recommended</b>	

**For Official Use Only**

*(The Team of Evaluation Team will make comments below based on the findings about the supplier)*

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**Accept the Firm**

**Reject the Firm**



Sign.....Date.....