



**PREQUALIFICATION OF SUPPLIERS FOR PERIOD
ENDING 31ST DECEMBER 2017 BY AFYA SACCO
SOCIETY LIMITED**

**NOTICE DATE: 21ST OCTOBER 2016
CLOSING DATE 28TH OCTOBER 2016 at 12.00 NOON**

ITEM CODE

DESCRIPTION OF GOODS/ SERVICE:

Afya Sacco Society Limited is in the process of updating the list of suppliers for supply of goods and services for the financial year 2017.

Interested suppliers who must be V.A.T and PIN registered are invited to apply for registration as suppliers for the category of goods and services they can supply/provide.

Prequalification process is not a guarantee for business but rather it is a process that ensures that companies that are prequalified become eligible to be called upon to provide quotations for the provision of goods and services when this goods and services are required by the organization.

All the existing suppliers should also re-apply afresh and submit up-to-date information requested in the suppliers **Pre-qualification Document**.

Please complete the attached pre-qualification documents and return as specified therein.

L Sakwa
GENERAL MANAGER HRS & ADMN

TABLE OF CONTENTS

CONTENTS	PAGE
1. Category of services	3
2. Pre-qualifications Instruction	4
3. Brief Contract Regulation	6
4. Pre-qualification Data Instructions	6
5. Form PQ-1-Pre-qualification Documentation	9
6. Form PQ-2-Prequalification Data	10
7. Form PQ-3 Supervisory Personnel	12
8. Form PQ-4 Financial Position	13
9. Form PQ-5 Past Experience	14
10. Form PQ-6 Sworn Statement	16
11. Form PQ-7 Confidential Questionnaires	17
12. Form PQ-8 Litigation History	20

PREQUALIFICATION OF SUPPLIERS ON THE FOLLOWING SERVICES

CATEGORY OF GOODS/SERVICES

ITEM CODE	DESCRIPTION OF GOODS OR SERVICES
AFYA/P/001/2017	Supply of General & Printed & Computer stationery
AFYA/P/002/2017	Supply of Office Furniture, Equipment & Fittings.
AFYA/P/003/2017	Supply of Computers, Laptop's, Server's, and other Computer Hardware.
AFYA/P/004/2017	Repair & Maintenance of computers, printers, servers, laptops & peripherals.
AFYA/P/005/2017	Repair of office equipment, furniture & fittings.
AFYA/P/006/2017	Maintenance of generators and power backup system at Fosa Branches.
AFYA/P/007/2017	Cleaning & washing of carpet & chairs.
AFYA/P/008/2017	Maintenance of Air Conditioners in Nairobi and Fosa Branches.
AFYA/P/009/2017	Repair and Maintenance of Network Equipment and Cabling
AFYA/P/010/2017	Provision of Bulk SMS Services
AFYA/P/011/2017	Supply of Marketing and Promotional Materials

AFYA/P/012/2017	Provision of Website design, Hosting and Maintenance
AFYA/P/013/2017	Provision of Internet Services, Lease Lines to branches(P2P) and Email services.
AFYA/P/014/2017	Provision of Insurance Cover for IT Assets
AFYA/P/015/2017	Repair and Maintenance of IP CCTV system
AFYA/P/016/2017	Provision of Antivirus License and Maintenance
AFYA/P/017/2017	Provision of Disaster Recovery Services
AFYA/P/018/2017	Provision of Fortinet 100D Licenses and Maintenance
AFYA/P/019/2017	Provision of Navision Software Maintenance
AFYA/P/020/2017	Provision of Courier Services
AFYA/P/021/2017	Provision of Cash in transit, Security and guarding Services in the FOSA's
AFYA/P/022/2017	Repair and Maintenance of PABX Telephone heads and other Telecommunication Equipment and Accessories for Nitsuko and AVAYA

Please complete the attached Pre-qualification of Suppliers Form for the category you wish to be prequalified in and return as specified to the Chief Executive Officer, Afya Sacco Society Limited and clearly mark on the Envelope "Pre-qualification of Suppliers-year 2017 stating the **Item Code** and **Description** so as to reach him on or before 12.00 Noon **28TH OCTOBER 2016**.

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The Chief Executive Officer, Afya Sacco Society Limited would like to invite 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 objectives of this part is to supply and deliver assorted items and also provide services under relevant Tenders/Quotations to the Afya Sacco Society Limited as and when required during the period ending 31st December 2017.

1.3 Invitation of Pre-qualification

Suppliers registered with Register of Companies under the Law of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to the Chief Executive Officer, Afya Sacco Society Limited so that they may be pre-qualified for submission of tenders/quotations(**Youth, women and persons with disability are also encouraged to apply**). The client requires prospective suppliers to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have successfully carried out supply and delivery of similar items/contracts and must demonstrate the willingness and commitment to meet the pre-qualification.

Youth, women and persons with disability are however exempted from this requirement.

1.5 Pre-qualification Documents

These documents include questionnaire form and documents required of prospective suppliers.

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

1.7 Distribution of Pre-qualification Documents

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

**CHIEF EXECUTIVE OFFICER
AFYA SACCO SOCIETY LIMITED
P O BOX 11607-00400
NAIROBI**

TELEPHONE NO 0202223970 – Not later 12.00 Noon (Local time) on 28th October 2016.

1.8 Questions Arising from Documents

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

1.9 Additional Information

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

1.10 Invitation to Tenders/Quotations

Bidding documents (Tenders/Quotations) will be made available only to those bidders whose qualifications are accepted by Society after the completion of the pre-qualification process.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay customs duty and all other taxes as applicable for all imported materials to be supplied.

2.2 Customs Clearance

The Suppliers shall be responsible for customs 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 and on the authority of the Society.

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

3.0 Pre-qualification Data Instruction

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 or contractors who wish to be pre-qualified for submission of tender for the specified tender lot.

3.1.1 The per-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 English language and 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 the Society in determining, according to its solo judgment and discretion, the qualifications of prospective bidder to perform in respect to the Tender lot as described by the Society.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Society they possess capability, qualified available personnel, suitable 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 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, he/she should show competence, willingness and capacity to service the contract.

3.3.2 Personnel

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

3.3.3 Financial Condition

The suppliers 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 satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital taking in to 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 contract

3.3.5 Past Performances

Past performances 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 opening date which 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 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	POINT SCORE
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 (ywpd exempted)	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 80 points and over for established firms and 50 points for Youth, Women and disadvantaged groups.

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 contract/projects (goods, services)
- f) Bank reference.
- g) For Youth, Women and Persons With Disabilities please attach Registration Certificate from Treasury.

FORM PQ-2 PRE-QUALIFICATION DATA

1. CONTRACTOR IDENTIFICATION

Legal name of Firm

Post Office Address

Street and Address

City

Country

Telephone No.....

Contact Person....

Management Personnel

2. ORGANIZATION AND BUSINESS INFORMATION

Management Personnel

Managing Director

Secretary

General Manager

Treasurer/Finance

Other

Partnership (if applicable).....

Names of partners.....

3. Business Founded or Incorporated (Specify date).....
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

Academic Qualification.....

Professional Qualification.....

Length of service with contractor or supplier and 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

a)

b)

c)

d)

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 firms two recent certified financial statement giving summary of assets and current liability/or any other financial support for the two years.

FORM PQ-5 PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS.

- i) Names 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).....

Name of 2nd client (organization).....

- i) Name of client (organization).....
- ii) Address of Client(organization).....
- iii) Name of contact person in the client organization.....
- iv) Telephone No. of client
- v) Value of Contract.....
- iv) Duration of contract(dates).....

Name of 3rd Client (Organization)

- i) Name of client (organization).....
- ii) Address of Client (Organization).....
- iii) Telephone No. of Client.....
- iv) Name of contact person at the client (Organization).....
- v) Value of contract.....
- vi) Duration of contract (dates).....
- 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 incase 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 Tender/Quotation 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

Represented

Signature

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

PQ-7 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 2 (a), 2(b),2(c)

Whichever applies to your type of business.

You are advised that it is a serious offence to give false information on his form.

Part 1

Business Name

Location of business premises.....

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

Postal Address.....Tel No.....Fax.....Email.....

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

Registration Certificate No.....

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

Kshs.....

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

Part2 (a) – Sole proprietor

Your Name in fullAge.....

NationalityCountry of Birth.....

Citizenship details.....

Part 2(b) – Partnership

Give details of partners as follows:-

	NAME	NATIONALITY	CITIZENHIP DETAILS	SHARES
1				
2				
3				
4				
5				

Part 2(c) - Registered Company

Private or Public

State the nominal and issued capital of the company.....

Nominal Kshs.....

Issued Kshs.....

Give details of all directions as follows:-

	NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARES

Date.....Signature of Tenderer.....

If Kenya Citizen, indicate under Citizenship details whether by Birth

.....

PQ – 8 - LITIGATION HISTORY

Name of Contractor/Supplier

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS EQUIVALENT)

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