



PRE-QUALIFICATION/ REGISTRATION OF SUPPLIERS

Mentor Sacco Society Ltd invites applications from eligible firms for prequalification/registration as suppliers/providers of goods and services for the years 2020-2021 in the following categories.

TENDER NO.	ITEM DESCRIPTION	Type
MSSL/PQ/01/2020-21	Supply & maintenance of I.C.T. equipment including Computers, Laptops, UPS, Printers, etc.	Open
MSSL/PQ/02/2020-21	Supply of Toners, Cartridges, Computer Consumables and accessories	Open
MSSL/PQ/03/2020-21	Supply of Office Furniture, Fittings and Office Equipment	Open
MSSL/PQ/04/2020-21	Supply of General office stationery and consumables	Open
MSSL/PQ/05/2020-21	Supply of branded marketing materials e.g. brochures, calendars, diary, T-shirts, banners, etc.	Open
MSSL/PQ/06/2020-21	Provision, servicing firefighting equipment & training staff on disaster management	Open
MSSL/PQ/07/2020-21	Repair & maintenance of lifts	Open
MSSL/PQ/08/2020-21	Provision and Maintenance of CCTV and power Back-ups	Special
MSSL/PQ/09/2020-21	Provision of valuation services: land, vehicles, machinery, etc. Asset valuation, coding, tagging etc.	Open
MSSL/PQ/10/2020-21	Provision of vehicle tracking services	Open
MSSL/PQ/11/2020-21	Minor office renovations/repairs e.g. plumbing, electrical works	Special
MSSL/PQ/12/2020-21	Supply and maintenance of air conditioners	Open
MSSL/PQ/13/2020-21	Provision of design, layout of interior & exterior of our offices	Special
MSSL/PQ/14/2020-21	Provision of Sacco insurance services for health medical, workmen, fire, cash in transit, etc.	Open
MSSL/PQ/15/2020-21	Provision of cash in transit, security & guarding, alarm system maintenance	Open
MSSL/PQ/16/2020-21	Provision of education, training, capacity building, event management etc.	Open
MSSL/PQ/17/2020-21	Provision of external audit services, system audit, tax consultancy etc.	Open
MSSL/PQ/18/2020-21	Provision of office cleaning services, sanitary unit & services etc.	Special
MSSL/PQ/20/2020-21	Provision of marketing and Research consultancy	Open
MSSL/PQ/20/2020-21	Event management and team building	Special
MSSL/PQ/21/2020-21	Provision of advisory & legal matters	Open
MSSL/PQ/22/2020-21	Provision of advisory, strategic planning & policy formulations	Open
MSSL/PQ/23/2020-21	Supply and maintenance of generators	Open
MSSL/PQ/24/2020-21	Debt recovery, auctioneer services, asset disposal services etc.	Open
MSSL/PQ/25/2020-21	Supply and maintenance of safes, strong room doors, money counting machines, etc.	Open

Tenders should be deposited in the tender box at Murang'a town head office by 1.00 pm on 1st October 2019.

Tender document are available at the Head office upon payment of a non-refundable fee of ksh.1, 000 or can be downloaded free of charge on our website www.mentorsacco.co.ke Kindly send your Proposals in a plain sealed envelope clearly indicating the tender name and number to:

**The Chief Executive Officer,
 Mentor Sacco Ltd,
 Mentor Complex, Uhuru Highway
 P.O Box, 789-10200, Murang'a, Kenya.**

PRE-QUALIFICATION INSTRUCTIONS

Introduction

Mentor Sacco Society Ltd invites applications from eligible firms for prequalification/registration as suppliers/providers of goods and services for the years 2020-2021.

1.2 Objective

The main objective of pre-qualification/registration of suppliers/providers of goods and services for the two-year period ending **31st December 2021**.

1.3 Invitation of Pre-qualification

Suppliers registered with the Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their pre-qualification documents to **The Chief Executive Officer, Mentor Sacco Society**, so as to be pre-qualified for submission of quotations.

The prospective suppliers are required to provide mandatory information for pre-qualification.

1.4 Pre-qualification Documents

This document includes a questionnaire to be completed and returned with the tender and be supported by the requisite documents from eligible and competent bidders.

To be considered for pre-qualification, prospective suppliers must submit all the information required on the forms / questionnaire.

1.5 Submission of Pre-qualification Documents

Duly completed pre-qualification and other supporting documents should be addressed to:

The Chief Executive Officer,

Mentor Sacco Society Ltd,

P.O Box 789, 10200,

Murang'a.

And be deposited in the Tender Box at **Mentor Sacco Head Quarters**, United Plaza, Kenyatta highway, **Murang'a**.

1.6 Pre-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 qualification of prospective bidders to perform in respect with the tender category as described by the client.

1.7 Essential Criteria for Pre-qualification

Experience - Prospective suppliers of goods and services should demonstrate ability and experience to organize, supply and deliver any of the categories of goods and services listed in the Tender Notice.

Financial Capability

The supplier's financial capability will be determined by examination of the last year audited financial statements submitted with prequalification documents as well as letters of references from their bankers regarding credit/financial position. For sole proprietor and partnership business entities, their financial capability will be determined by examination of certified last one year bank statements submitted with prequalification documents as well as letters of references from their bankers regarding credit/financial position.

Past Performance

The past performance of suppliers shall be given due consideration in the prequalification exercise. Letters of reference from the past and present clients should be included.

1.8 Notification of Pre-qualification

All successful participants shall be notified formally of the outcome after completion of the prequalification process, through their emails or SMS.

1.9 Presentation

A table of contents illustrating the contents of the documents is compulsory, as it creates ease of evaluation and will help verify the contents

2.0 Verification/Due diligence

The Society shall have the right to visit the suppliers' premises to verify the information provided in the document and ascertain as part of the prequalification process, that the supplier in deed has the capability to provide the stated goods and or service PRE-

QUALIFICATION CRITERIA

	REQUIRED INFORMATION	FORM REF
1	PRE-QUALIFICATION DOCUMENTS	PQ-1
2	PRE-QUALIFICATION DATA	PQ-2
3	FINANCIAL POSITION	PQ-3
4	PAST EXPERIENCE- REFERENCES	PQ-4A
5	PAST EXPERIENCE- VOLUME OF BUSINESS	PQ-4B
6	CONFIDENTIAL REPORT	PQ-5

FORM PQ-1 PRE-QUALIFICATION DOCUMENTS (All these are mandatory, and failure to attach any of them will lead to an automatic disqualification)

All firms must provide:-

1. Copy of Certificate of Registration/ Incorporation
2. Tax Compliance Certificate from Kenya Revenue Authority
3. Copy of Pin Certificates of firm/company/individual.
4. Copy of current Trade License (county government business license)
5. Registration with the National treasury (Directorate of Procurement) for the Special groups

FORM PQ-2

PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM

Part 1 - General Information

I/We (Name of company/firm) hereby
apply for registration as supplier(s) of.....

.....
..... (Item Description)

Tender No.

Physical Location of Business

Premises:

County government business No..... (NB: this mandatory for all applicants)

Postal Address:

Business Registration Ref No: Dated.....

Telephone No.....

Mobile No/s:

E-mail:

Nature of Business:

Full name of applicant

Other business branches (if any)

.....
.....

Part 2 (a) - Sole Proprietor

Name:

Age:

Nationality:

ID/Passport No:

Part 2 (b) - Partnership

Give details of partners as follows:

No	Name	Citizenship	Residence	Shares
1				
2				
3				
4				
5				
6				
7				

Part 2 (c) - Registered Company (attach CR12)

Private or Public Company:

Please state Nominal and Issued capital for the Company:

Nominal Kshs:

Issued Kshs: Give details of all Directors as Follows:

No	Name	Citizenship	Residence	Shares
1				
2				
3				
4				
5				

Part 3 - Names of All Associated or Holding Companies (if any)

- 1
- 2
- 3
- 4
- 5

NB: If more companies are applicable, please give the information on a separate sheet of paper

FORM PQ-3 FINANCIAL POSITION

Attach a copy of firm’s latest one year certified audited financial statements giving summary of assets and liabilities, income and expenditure, cash flow statement. For sole proprietor and partnership business entities, attach copies of the last one year certified bank statements.

Attach letters of reference from the bankers regarding supplier’s credit/financial position.

FORM PQ-4A PAST EXPERIENCE- REFERENCES

Names of key clients with whom the applicant has done business in the last two years including the values of contracts/orders.

1st Organization

Name of client (organization)

Address of client (organization).....

Name of contact person at the client/organization.....

Telephone No. of client.....

Value of Contract.....

Duration of Contract (date).....

(Attach documental evidence of existence of contract- attachment/letters of recommendation)

2nd client (organization)

Name of client (organization)

Address of client (organization).....

Name of contact person at the client/organization.....

Telephone No. of client.....

Value of Contract.....

Duration of Contract (date).....

(Attach documental evidence of existence of contract - attachment/letters of recommendation)

3rd client (organization)

Name of client (organization)

Address of client (organization).....

Name of contact person at the client/organization.....

Telephone No. of client.....

Value of Contract.....

Duration of Contract (date).....

(Attach documental evidence of existence of contract - attachment/letters of recommendation)

FORM PQ-4B PAST EXPERIENCE- VOLUME OF BUSINESS

State three highest value of business you have handled in the past 12 months

Name of highest value contract

Name of client (organization)

Value of Contract.....

Name of 2nd highest value contract

Name of client (organization)

Value of Contract.....

Name of 3rd highest value contract

Name of client (organization)

Value of Contract.....

FORM PQ 5 CONFIDENTIAL BUSINESS QUESTIONNAIRE-

(To be filled by all prospective suppliers)

Part 1

(a) How many years have you been in business under the present business name?

.....

(b) What is the maximum value of business which you can handle at any one time?

Kshs

(c) State some of the factors that in your own opinion distinguish you from other competitors.

.....
.....
.....

(d) State whether or not you have experienced, in the area of non-performance by your company, any problem(s) with any contract(s) awarded to you by any organization during the last 12 months and give a brief explanation/description of the problem(s) and how you managed to solve it.

.....
.....
.....

(e) Give any other information relating to your company that you may consider relevant to your bid to do business with Mentor Sacco Ltd.

.....
.....

.....
Part 2

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

(a) VAT Registration Number

(b) PIN Number

(c) State any Quality Assurance Certification e.g. ISO 9000 held by the company
.....

(d) State if the Company is a subject of bankruptcy proceedings, in receivership, Administrative receivership or any other form of liquidation as defined by the applicable law.
.....

(e) Assets and Liabilities:-

Total Assets in Kshs

Current Assets in Kshs

Total Liabilities in Kshs

Net Worth (Total Assets-Total Liabilities) Working

Capital

(f) Terms of Sale / Trade:-

Credit Period Yes/ No

(If Yes Please Indicate Number of Credit Days)

(g) Name of Bankers and Branch
.....

Part 3
DECLARATION

Having studied the pre-qualification information for the above exercise, I/we hereby state that the information furnished in our application is accurate to the best of our knowledge.

Name

For and on behalf of

Position.....

Signature.....

Date

Official Stamp