



VISION AFRIKA SACCO SOCIETY LIMITED

PREQUALIFICATION

UPDATING OF PRE-QUALIFICATION OF SUPPLIERS FOR 2024 -2024

Vision Afrika Deposit taking Sacco Society Ltd invites applications from interested and eligible firms and individuals for pre-qualification for the supply of the under listed Goods, Services and Works for the **Year 2024-2025**. All the suppliers with whom we are currently engaged also need to re-apply. Please note this is a continuous process as per the procurement regulations.

| Reference | Particulars |
|--|--|
| CATEGORY A: SUPPLY AND DELIVERY OF GOODS | |
| VAS/P/1/2024 | Supply of General Office Stationery |
| VAS/P/2/ 2024 | Production of branded T-shirts, blouses caps, banners, folders, posters, brochures, gifts, Professional Designs of Artwork , audited booklet and official forms. |
| VAS/P/3/2024 | Supply of Cleaning materials, Detergents, Disinfectants, Fumigation & Sanitary Services |
| VAS/P/4/2024 | Supply of computer software & licenses |
| VAS/P/5/2024 | Supply of computers & Accessories |
| VAS/P/6/2024 | Supply of Office furniture, Fittings and Office, Equipment |
| CATEGORY B: PROVISION OF GENERAL SERVICES | |
| VAS/P/7/2024 | Provision of CCTV controls, access backups, void, air conditioner and structured cabling system. |
| VAS/P/8/2024 | Provision of Guarding & security services |
| VAS/P/9/2024 | Provision of General insurance services. |
| VAS/P/10/2024 | Provision of legal services |

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| VAS/P/11/2024 | Provision of Medical insurance services. |
| VAS/P/12/2024 | Provision of Electricals services |
| VAS/P/13/2024 | Provision ICT system Audit consultancy |
| VAS/P/14/2024 | Provision of Hardware Maintenance services for printers, scanners, UPS and computers |
| VAS/P/15/2024 | Provision of General Repairs and maintenance of building |
| VAS/P/16/2024 | Provision for refilling, servicing and Maintenance of Fire Fighting Equipment and safety services |
| VAS/P/17/2024 | Provision of Cash In – Transit Services |
| VAS/P/18/2024 | Provision of transport services |
| VAS/P/19/2024 | Provision of External Data Backup & Disaster Recovery Services |
| VAS/P/20/2024 | Provision of bulk SMS, short code Services and Airtime |
| VAS/P/21/2024 | Provision of website design and hosting services |
| VAS/P/22/2024 | Supply, Installation and maintenance of Firewalls and Endpoint Security |
| VAS/P/23/2024 | Provision of Annual Support Service and Maintenance of Generator |
| VAS/P/24/2024 | Provision of Training, Education and Consultancy Services |
| VAS/P/25/2024 | Provision of Marketing, PR and Digital Communications Services |
| VAS/P/26/2024 | Provision of Debt Collection & Auctioneering Services |

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| VAS/P/27/2024 | Provision of tent management services ,tents, décor and PA services |
| VAS/P/28/2024 | Provision of Courier Services. |
| VAS/P/29/2024 | Supply and maintainance of Bankers safes, strong room doors |
| VAS/P/30/2024 | Production of Media production Services,s |
| VAS/P/31/2024 | Provision of Cleaning Services ,Garbage Collection, fumigation and pest control |
| VAS/P/32/2024 | Provision of Repair & Maintenance of Office Equipment, Telephone, Water Dispensers etc |
| VAS/P/33/2024 | Provision of Motor Vehicle Valuation and Assessors services |
| VAS/P/34/2024 | Provision of Motor Vehicle Car TrackingServices |
| VAS/P/35/2024 | Provision of Advertising , Communication, Digital & Social Media Marketing Services |
| VAS/P/36/2024 | Provision of Land / Property Valuation Services |
| VAS/P/37/2024 | Provision of Quantity surveyor services |

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| VAS/P/38/2024 | Provision of Building and Construction services |
| VAS/P/39/2024 | Provision of professional Consultancy service i.e strategic plan, policy documents |
| VAS/P/40/2024 | Provision of maintenance of IP Telephone systems |
| VAS/P/41/2024 | Provision of asset tagging and barcodes services |

Interested suppliers are required to update their status with Vision Afrika DT Sacco society limited by completing and submitting the required documents to :

**The Chief Executive Officer,
Vision Afrika DT Sacco Society Ltd,
P.O. Box 18263-20100 Nakuru**

PRE-QUALIFICATION INSTRUCTIONS

Introduction

Vision Afrika Deposit taking Sacco Society Ltd would like to invite interested candidates who must qualify by meeting the set criteria as provided by Vision Afrika DT Sacco Society Ltd to perform the contract of supply and delivery or provision of goods and services to the society.

1.2 Objective

The main objective of pre-qualification of suppliers is to supply and deliver assorted Goods and Services under relevant Tenders/quotations to the Society as and when required.

1.3 Invitation of Pre-qualification

Suppliers registered with the Registrar of Companies under the laws of Kenya, business names and any other relevant organization in respective merchandise or services are invited to submit their pre-qualification documents to **The Chief Executive Officer, Vision Afrika Deposit taking Sacco Society Ltd**, so as to be prequalified 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. In order 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,
Vision Afrika DT Sacco Society Ltd,
P.O. Box 18263 - 20100,
Nakuru**

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 latest 2 year audited financial statements submitted with prequalification documents as well as letters of references from the 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.

Capacity of the Firm

Prospective suppliers of goods and services should demonstrate that they have the technical, physical, logistical and human resource capacity to supply and deliver the category of goods and/or services that they are seeking to be pre-qualified for.

1.8 Notification of Pre-qualification

All participants shall be notified formally of the outcome after completion of the prequalification process

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

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

(ALL THESE ARE MANDATORY, AND FAILURE TO ATTACH ANY OF THEM WILL LEAD TO AN AUTOMATIC DISQUALIFICATION).

SUBMISSION CHECKLIST

| No. | Documentation | Applicable categories |
|-----|--|-------------------------|
| 1. | Duly filled in Business Questionnaire | All categories |
| 2. | Submission of copy of Company or Firm's Certificate of Incorporation/Registration, licenses | All categories |
| 3. | Submission of copy of the Company's Current Valid Tax Compliance Certificate and KRA Pin certificate , | All categories |
| 4 | Submission of resumes/CVs of at least three (3) key staff that will be directly involved in the area of assignment, detailing their skills and experience | All categories |
| 5 | Submission of copies of at least three (3) recent/ existing evidence of recent/existing clients where supplier has supplied similar goods/services (evidence of existence of each contract)/LPOs/LSOs | All categories |
| 6 | Copy of manufacturer's authorization letter | <i>Where applicable</i> |
| 7 | Copies of relevant certificates/licenses that mandate your organization to provide auctioneering services. | <i>Where applicable</i> |
| 8 | Current practicing certificate issued by the Law Society of Kenya and other professional services like HR practitioners, ICT practitioners, | <i>Where applicable</i> |
| 9 | Copies of relevant certificates/licenses that mandate your organization to provide debt collection services from a recognized accreditation body or business permit | <i>Where applicable</i> |
| 10 | Association of Kenya insurers (AKI) as applicable to your organization. Current license by Insurance regulatory authority | <i>Where applicable</i> |
| 11 | Copy of certificate of registration with the Institute of Certified Public Accountants of Kenya (ICPAK) or The Institute of Internal Auditors (IIA) , Human resource institute etc for the firm or partner | <i>Where applicable</i> |
| 11 | Provide catalogue of goods and services | <i>Where applicable</i> |

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|----|--|--|
| 12 | paid the requisite fee with a receipt attached herein. | |
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FORM 1

BUSINESS QUESTIONNAIRE

Part 1 - General Information

I/We hereby apply for registration
(Name of company/firm)

as supplier(s) of

(Item Description)

(Category No.)

Physical Location of Business Premises:

.....

Postal Address:.....

Business Registration Ref No:.....

Date of registration of business: KRA Pin.....

KRA Vat certificate (where applicable).....

Mobile No/s:

E-mail:

Nature of Business:

Name of applicant.....

Other business branches (if any)

Part 2 (a) - Sole Proprietors

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 | | | | |

Part 2 (c) - Registered Company

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

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

FORM 3

FINANCIAL POSITION

Attach a copy of firm’s latest certified audited financial statements giving summary of assets and liabilities, income and expenditure, cash flow statement.

FORM 4

PAST EXPERIENCE- REFERENCES

Names of at three Key Clients with Whom the Applicant Has Done Business in the Last Two Years Including the Values of Contracts/Orders. Provide at least three references.

| | Organization 1 | Organization 2 | Organization 3 |
|---------------------------|-----------------------|-----------------------|-----------------------|
| Name of Organization | | | |
| Address of client | | | |
| Name of contact person | | | |
| MOBILE No. of client | | | |
| Value of Contract | | | |
| Duration of Contract/Work | | | |

(Attach documental evidence of existence of contract)

FORM 5

HUMAN, TECHNICAL AND LOGISTICAL CAPACITY

Please provide the following and any other evidence of your firm’s physical, human, technical and logistical capacity to supply and deliver should you be awarded a tender

Managerial and key Personnel Competency

List the key managerial and technical staff of your organization (attach their CVs)

| Name of Key Staff | Position held | Position Held from (Date) |
|-------------------|---------------|---------------------------|
| | | |
| | | |
| | | |

Part 2

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

(a) VAT Registration Number

PIN Number

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.

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(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

Stamp