



**NAFASI DT SACCO SOCIETY LIMITED**

**PREQUALIFICATION DOCUMENT**

**P.O. Box 41426-00100, Nairobi.**

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**Website: [www.nafasisacco.co.ke](http://www.nafasisacco.co.ke)**

**UPDATING OF PRE-QUALIFICATION OF SUPPLIERS FOR 2023 -2024-2025**

Nafasi 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 2023-2024-2025**. 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.

<b>Reference</b>	<b>Particulars</b>
<b>CATEGORY A: SUPPLY AND DELIVERY OF GOODS</b>	
NS/P/1/2023	Supply of General Office Stationery
NS/P/2/ 2023	Designing, Branding and Production of promotional materials and Signage e.g. T-shirts, caps, banners, folders, posters, brochures, gifts among other corporate documents like magazines, Calendars and Financial Reports.
NS/P/3/2023	Supply of Cleaning materials, Detergents, Disinfectants, Fumigation & Sanitary Services
NS/P/4/2023	Supply of computer software & licenses
NS/P/5/2023	Supply of Laptops, Computer Hardware, Scanners, Printers, tonners, photocopiers, Computer Consumables & Accessories and Network Equipment's.
NS/P/6/2023	Supply of Office furniture, Fittings and Office, Equipment
<b>CATEGORY B: PROVISION OF GENERAL SERVICES</b>	
NS/P/7/2023	Provision and maintenance of CCTV Equipment, alarm systems and biometric systems
NS/P/8/2023	Provision of Guarding & security services
NS/P/9/2023	Supply and Maintenance of digital based IP telephone/ phone, equipment and related spares/ accessories
NS/P/10/2023	Provision of General insurance services.

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NS/P/11/2023	Provision of legal services
NS/P/12/2023	Provision of Audit & Tax Services
NS/P/13/2023	Provision of Medical insurance services.
NS/P/14/2023	Provision of Electricals & structural cabling contractors services
NS/P/15/2023	Provision cyber security Consultancy and ICT system Audit consultancy
NS/P/16/2023	Provision of Hardware Maintenance services for printers, scanners, UPS and computers
NS/P/17/2023	Provision of General Repairs and maintenance of building
NS/P/18/2023	Provision for refilling, servicing and Maintenance of Fire Fighting Equipment and safety services
NS/P/19/2023	Provision of Cash In - Transit Services
NS/P/20/2023	Provision of asset tagging services
NS/P/21/2023	Provision of Annual Support Service and Maintenance of Core Banking System (Microsoft Navision) and Mobile Banking
NS/P/22/2023	Provision of External Data Backup & Disaster Recovery Services
NS/P/23/2023	Provision of bulk SMS Services and Airtime
NS/P/24/2023	Provision of website development and hosting services
NS/P/25/2023	Provision for Supply, maintenance and Installation of Firewalls and Endpoint Security
NS/P/26/2023	Provision of Annual Support Service and Maintenance of Generator
NS/P/27/2023	Provision for Supply, Installation & Maintenance of Air Conditioners

NS/P/28/2023	Provision of Training, Education, and other Consultancy Services
NS/P/29/2023	Provision of fumigation and pest control services
NS/P/30/2023	Provision of Marketing, PR and Digital Communications Services
NS/P/31/2023	Provision of Debt Collection & Auctioneering Services
NS/P/32/2023	Provision of tents for outdoor events and event management

NS/P/33/2023	Provision of Courier Services.
NS/P/34/2023	Supply of uniforms, T-shirts, Shirts and blouses, Caps & Banners
NS/P/35/2023	Bankers safes, Maintenance of safes & equipment and strong room doors
NS/P/36/2023	Production of Media Documentary Services, Photography and Video Services
NS/P/37/2023	Provision of Cleaning Services and Garbage Collection
NS/P/38/2022	Provision of Repair & Maintenance of Office Equipment, Telephone, Faxes, Water Dispensers etc
NS/P/39/2023	Provision of Professional Designs of Artwork, Branding and Promotional Materials
NS/P/40/2023	Provision of Comprehensive Insurance for motor vehicles, Motorbikes ect
NS/P/41/2023	Provision of social media activations , digital marketing & content management systems, Marketing analytics
NS/P/42/2023	Provision of Motor Vehicle Valuation, Assessors and Car Tracking Services
NS/P/43/2023	Fumigation & Pest Control Services

NS/P/44/2023	Transport,car hire and taxi services
NS/P/45/2023	Provision of Courier services
NS/P/46/2023	Provision of Land / Property Valuation Services
NS/P/47/2023	Provision of cleaning
NS/P/48/2023	Architecture services
NS/P/49/2023	Quantity surveyor
NS/P/50/2023	Provision of Building and Construction services
NS/P/51/2023	Provision of human resource consultancy, Strategic plan consultancy, Team Building services , ICT Professional services, procurement professional services,
NS/P/52/2023	Provision of Public relations, Advertisement services & Media Consultancy
NS/P/53/2023	Provision and supply and maintenance of IP Telephone systems, telecommunication equipment, audio visual equipment and accessories
NS/P/54/2023	Provision of auctioneer services
NS/P/55/2023	Provision of debt recovery services, Asset / Or Vehicle recovery services

Interested suppliers are required to update their status with Nafasi Deposit taking Sacco society limited by completing and submitting the required documents to below address by **31<sup>st</sup> August 2023**:

**The Chief Executive Officer,  
Nafasi Deposit Taking Sacco Society Ltd,  
P.O. Box 41426-00100 Nairobi  
Email: [procurement@nafasisacco.co.ke](mailto:procurement@nafasisacco.co.ke)**

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## PRE-QUALIFICATION INSTRUCTIONS

### **Introduction**

Nafasi Deposit taking Sacco Society Ltd would like to invite interested candidates who must qualify by meeting the set criteria as provided by Nafasi Deposit taking 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, Nafasi 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,  
Nafasi Deposit Taking Sacco Society  
Ltd, P.O. Box 41426 - 00100,  
Nairobi.**

Deadline:

**Submit to the above by 31.08.2023**

### **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**

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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, KRA Pin certificate ,	All categories
4.	Submission of Copy of Valid PIN certificate	All categories
6	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



8	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
9	Copy of manufacturer's authorization letter	<i>Where applicable</i>
10	Copies of relevant certificates/licenses that mandate your organization to provide auctioneering services.	<i>Where applicable</i>
11	Current practicing certificate issued by the Law Society of Kenya and other professional services like HR practitioners, ICT practitioners,	<i>Where applicable</i>
12	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>
13	Association of Kenya insurers (AKI) as applicable to your organization. Current license by Insurance regulatory authority	<i>Where applicable</i>
14	Copy of certificate of registration with the Institute of Certified Public Accountants of Kenya (ICPAK) or The	<i>Where applicable</i>
	Institute of Internal Auditors (IIA) , Human resource institute etc for the firm or partner	

**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 .....
- 3 .....

**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.**

	<b>Organization 1</b>	<b>Organization 2</b>	<b>Organization 3</b>
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