

KIMBILIO DAIMA SACCO PREQUALIFICATION OF SUPPLIERS FOR 2024-2026**Tender Reference No:** _____

KIMBILIO DAIMA SACCO is one of the deposit-taking Sacco in Kenya licensed by SASRA to operate front office services. It has steadily continued to grow in terms of membership, asset base and operational functions. Being a financial institution its main functions include Lending and Deposit taking.

We are looking for the services of a firm with the following minimum qualifications:

- i. 5 Years of Experience
- ii. Clientele records detailing financial institutions
- iii. Registered with Professional Body (Where applicable)

Interested bidders should forward their applications indicating clearly the methodology that they are going to employ to complete the task.

Applications forms should be downloaded from website

www.kimbiliodaimasacco.co.ke must be submitted in plain sealed envelopes and marked with the prequalification Number. Applications should be dropped **STRICTLY** in the tender box on the ground floor of Chepsol plaza Kimulot, on or before the **11th April 2024 04.00pm**. local time.

**CHAIRMAN TENDER COMMITTEE,
KIMBILIO DAIMA SACCO,
P.O BOX 81-20225
KIMULOT.**

Tender Reference No: _____

Part 1 PRE-QUALIFICATION INSTRUCTIONS KIMBILIO DAIMA SACCO PREQUALIFICATION OF SUPPLIERS FOR 2024-2026 Introduction

KIMBILIO DAIMA SACCO would like to invite interested candidates who must qualify by meeting the set criteria as provided by KIMBILIO DAIMA SACCO for provision of 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 Kimbilio Daima Sacco and when required during the two-year period ending **31st December 2026**.

1.3 Invitation of Pre-qualification

- i. Suppliers registered with the Registrar of Companies under the laws of Kenya and possess a minimum of 5 Years of Experience, Clientele records detailing financial institutions and Registered with Professional Body (Where applicable).

Provision of this services are invited to submit their pre-qualification documents to

**THE CHAIRMAN, TENDER COMMITTEE,
KIMBILIO DAIMA SACCO SOCIETY,
P.O.BOX 81-20225, KIMULOT.**

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 forms 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.

1.4 Submission of Pre-Qualification Documents

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

**THE CHAIRMAN TENDER COMMITTEE,
KIMBILIO DAIMA SACCO SOCIETY,
P.O.BOX 81-20225, KIMULOT.**

And

Be deposited in the Tender Box at the Reception, KIMBILIO DAIMA SACCO ground floor in Kapset Head Office.

Tender Reference No: _____

1.5 Pre-qualification KIMBILIO DAIMA SACCO PREQUALIFICATION OF SUPPLIERS FOR 2024-2026

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Kimbilio Daima Sacco 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. **1.6 Essential Criteria for Pre-qualification**

Experience - Prospective suppliers of the 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 for relevant category - 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.

1.7 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

Kimbilio Daima Sacco 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

Tender Reference No: _____

KIMBILIO DAIMA SACCO PREQUALIFICATION OF SUPPLIERS FOR 2024-2026**PRE-QUALIFICATION CRITERIA REQUIRED INFORMATION FORM**

1 Prequalification documentation PQ-1 Mandatory

2 Pre-qualification data PQ-2

3 Financial position PQ-3

4 Past Experience- References PQ-4A

6 Past Experience- Volume of business PQ-4B

6 Human, Technical and Logistical Capacity PQ-5

7 Confidential report PQ-6

8 Declaration of capacity PQ-7

Tender Reference No: _____

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.
2. Copy of VAT Registration Certificate
3. Tax Compliance Certificate from Kenya Revenue Authority
4. Copy of Pin Certificates of firm/company/individual.
5. Copy of current Trade License

NOTE: Expired Documents are deemed NOT-ATTACHED

Tender Reference No: _____

**FORM PQ 2 REGISTRATION OF SUPPLIERS APPLICATION FORM Part 1 -
General Information**

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

Physical Location of Business Premises:
.....

Postal Address:

Business Registration Ref No:

Date of registration of business

Telephone No

Mobile No:

Tender Reference No: _____

KIMBILIO DAIMA SACCO PREQUALIFICATION OF SUPPLIERS FOR 2024-2026

Email:

Nature of Business:

.....

Full name of applicant

.....

Other business branches (if any)

KIMBILIO DAIMA SACCO Prequalification

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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				

Tender Reference No: _____

4				
5				

Kimbilio Daima Sacco Prequalification

Part 2 (c) - Registered Company

Private or Public Company:

Please state Nominal and Issued capital for the Company:

Nominal KSh.:

Issued KSh.:

Give details of all Directors as Follows:

Part 3 - Names of All Associated or Holding Companies (if any) (2mks)

1

2

3

4

5

6

KIMBILIO DAIMA SACCO PREQUALIFICATION OF SUPPLIERS FOR 2024-2026

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

No	Name	Citizenship	Residence	Shares
1				
2				
3				
4				
5				

Tender Reference No: _____

FORM PQ-3 FINANCIAL POSITION

1. Attach a copy of firm's latest two years certified audited financial statements giving summary of assets and liabilities, income and expenditure, cash flow statement
2. Attach letters of reference from the bankers regarding supplier's credit position.

Tender Reference No: _____

**KIMBILIO DAIMA SACCO PREQUALIFICATION OF SUPPLIERS FOR 2024-2026
FORM PQ-4A PAST EXPERIENCE- REFERENCES**

Names of Key Clients with Whom the Applicant Has Done Business

Client one

- a) Name of client (organization)
- b) Address of client (organization)
- c) Name of contact person at the client/organization
-
- d) Telephone No. /Email of client
-
- e) Value of Contract
- f) Duration of Contract (date)

(Attach documental evidence of existence of contract- attachment is worth

Client two

- a) Name of client (organization)
- b) Address of client (organization)
- c) Name of contact person at the client/organization
-
- d) Telephone No. /Email of client
-
- e) Value of Contract
- f) Duration of Contract (date)

(Attach documental evidence of existence of contract- attachment is worth

Client three

- a) Name of client (organization)
- b) Address of client (organization)
- c) Name of contact person at the client/organization
-
- d) Telephone No. /Email of client
-
- e) Value of Contract
- f) Duration of Contract (date)

(Attach documental evidence of existence of contract- attachment is worth

Tender Reference No: _____

**KIMBILIO DAIMA SACCO PREQUALIFICATION OF SUPPLIERS FOR 2024-2026
FORM PQ-4B PAST EXPERIENCE- VOLUME OF BUSINESS State three highest
value of business you have handled in the past 12 months**

1.

a) Name of client (organization)

b) Value of Contract.....

2.

(a) Name of client (organization)

(b) Value of Contract.....

3.

a. Name of client (organization)

b. Value of Contract.....

FORM PQ-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.

Tender Reference No: _____

KIMBILIO DAIMA SACCO PREQUALIFICATION OF SUPPLIERS FOR 2024-2026

1) Physical facilities

Evidence of physical premises (place of business)

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.....
.....

3) 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)

FORM PQ 6 CONFIDENTIAL BUSINESS QUESTIONNAIRE- 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?

KSh.

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

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(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 12months and give a brief explanation/description of the problem(s) and how you managed to solve it.

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Tender Reference No: _____

.....
(e) Give any other information relating to your company that you may consider relevant to your bid to do business with KIMBILIO DAIMA SACCO.
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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 KSh.

Current Assets in KSh.

Total Liabilities in KSh.

Net Worth (Total Assets-Total Liabilities)

Working Capital

(f) Terms of Sale / Trade: -

Credit: Yes/ No

(If Yes Please Indicate Number of Credit Days)

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

Tender Reference No: _____

KIMBILIO DAIMA SACCO PREQUALIFICATION OF SUPPLIERS FOR 2024-2026

FORM PQ 7- DECLARATION DECLARATION OF STATUS

Indicate your status in the following by stating YES OR NO.

Note that KIMBILIO DAIMA SACCO may want to verify this information: - The applicant is not:

(i) Insolvent; YES _____ NO _____

(ii) In receivership; YES _____ NO _____

(iii) Bankrupt; YES _____ NO _____

(iv) Being wound up YES _____ NO _____

FORM PQ 8 –METHODOLOGY

Briefly outline the methodology that you are going to employ to provide services for Kimbilio Daima Sacco to a satisfactory level.

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DECLARATION

I/we have read and understood 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__

Tender Reference No: _____