



PREQUALIFICATION DOCUMENT
PREQUALIFICATION/REGISTRATION OF
SUPPLIERS FOR
SUPPLY/PROVISION OF GOODS &
SERVICES FOR
2024-2025

Receipt Number:

Prequalification Ref. No.

TABLE OF CONTENT

	Page Number
Section I Invitation to Prequalification	2
1.1 Submission of Application	3
Section II Instruction to Candidates	4
2.1 Submission Checklist	4
2.2 Eligibility of Candidates	5
2.3 Consideration	5
2.54 Distribution of Pre-Qualification Documents	5
Section III Evaluation Criteria	6
3.1 Evaluation Matrix	6
Section IV Standard Forms	7
4.1 Submission Form	7
4.2 Confidential Business Questionnaire Form	8-9
4.3 Anti-Corruption Affidavit Form	10-11
4.4 Nature of business	12
4.5 Disclosure	13
4.6 Terms of payment	14
4.7 Conflict of interest disclosure	15
4.8 Criminal offence disclosure	16

SECTION I INVITATION FOR PREQUALIFICATION
DATE: 14TH NOVEMBER 2023

Ushuru Sacco Society Limited is in the process of updating its register of suppliers of goods and services for the year 2024-2026 as stated below. Interested suppliers are invited to apply for pre-qualification. Existing suppliers who wish to be re-considered must apply and submit up-to-date information as requested in the pre-qualification documents.

NO.	PREQUALIFICATION NUMBER	ITEM DESCRIPTION
CATEGORY A SUPPLY OF GOODS AND OFFICE EQUIPMENT		
1.	USS/A/001/2024	Installation and Maintenance of Telephone and Communication Equipment
2.	USS/A/002/2024	General Office Repairs, Renovations and Construction
3.	USS/A/003/2024	Supply of drinking water
4.	USS/A/004/2024	Supply of general office stationery and pre-printing services
5.	USS/A/005/2024	Supply and maintenance of Office furniture, fittings and Furnishing including Office blinds
6.	USS/A/006/2024	Supply of promotional material and merchandise (T-shirts, brochures, banners, e.t.c)
7.	USS/A/007/2024	Supply and Delivery of milk and related product
8.	USS/A/008/2024	Supply and Maintenance of Kitchen Equipment
CATEGORY B PROVISION OF PROFESSIONAL AND GENERAL SERVICES		
9.	USS/B/001/2024	Provision of Audit Services
10.	USS/B/002/2024	Provision of Courier Services
11.	USS/B/003/2024	Provision of Cash in Transit(CIT) Services
12.	USS/B/004/2024	Provision of Security & Guarding Services
13.	USS/B/005/2024	Provision of Property Management Services
14.	USS/B/006/2024	Provision of Valuation Services
15.	USS/B/007/2024	Provision of Fire Safety Equipment & Maintenance
16.	USS/B/008/2024	Provision of Insurance Service(General, loan guard, Medical and GPA)
17.	USS/B/009/2024	Provision of Cyber Security Insurance and bankers blanket
18.	USS/B/010/2024	Provision of Cleaning Services
19.	USS/B/011/2024	Provision of Legal Services
20.	USS/B/012/2024	Provision of Fumigation Services
21.	USS/B/013/2024	Provision of Debt Collection
22.	USS/B/014/2024	Provision of Electrical Services
23.	USS/B/015/2024	Provision of Tents, decoration public Address etc. for corporate Events
24.	USS/B/016/2024	Provision of Vehicle hire and transportation services
25.	USS/B/017/2024	Provision of the Custodial services for securities, collaterals.
26.	USS/B/018/2024	Provision of Land Survey Services
27.	USS/B/019/2024	Provision of Human Resource Training and Development
28.	USS/B/020/2024	Provision of Property Management Consulting Services
29.	USS/B/021/2024	Provision of Human Resources management consultancy services

CATEGORY C		ICT EQUIPMENT AND SERVICES
30.	USS/C/001/2024	Provision of Computerized Audit System
31.	USS/C/002/2024	Provision of ERP System & Support
32.	USS/C/003/2024	Supply of Computer Software and Licenses including Firewall and end point
33.	USS/C/004/2024	Provision & Maintenance of CCTV and Biometric Access control System
34.	USS/C/005/2024	Repair and Maintenance of office equipment computer equipment, Servers, ACs, printers, photocopiers and UPS's.
35.	USS/C/006/2024	Provision of Web hosting services
36.	USS/C/007/2024	Provision of Systems audit and penetration testing services
37.	USS/C/008/2024	Provision of Data Centre setup and cloud services
38.	USS/C/009/2024	Supply of Customer relationship management system and Call Centre services
39.	USS/C/010/2024	Supply of Business intelligent (BI) system
40.	USS/C/011/2024	Supply and Maintenance of Network management and monitoring system
41.	USS/C/012/2024	Repair & Maintenance of LAN, WAN, Internet Networking
42.	USS/C/013/2024	Supply and maintenance of Electronic documents management system (EDMS)
43.	USS/C/014/2024	Supply of KYC Data Check / Data Clean-up system
44.	USS/C/015/2024	Supply of Computers and Accessories
45.	USS/C/016/2024	Provision and maintenance of Clean Power
46.	USS/C/017/2024	Provision of Computerized Audit Services
47.	USS/C/018/2024	Provision of Disaster Management Services
48.	USS/C/019/2024	Repair and Maintenance of Generators and Power Back ups.
49.	USS/C/020/2024	Supply of internet services, leased lines and email services
50.	USS/C/021/2024	Supply , Servicing and Repair of Safes, Strong room Doors, Cashboxes, Money Counting Machines and Counterfeit Money Detectors
51.	USS/C/022/2024	Provision of Web design and maintenance services
52.	USS/C/023/2024	Provision of Conducting Background Investigations and Reference Checks
53.	USS/C/024/2024	Provision of Electronic Asset Tagging & Asset Management Services

Interested eligible firms may obtain further information, and the prequalification documents on the Society's website-www.usurusacco.com upon payment of non-refundable fees of Kshs. 1,000/= on submission at our offices, Ushuru Sacco Center Wood Avenue Kilimani.

Mode of payment:

1. Make payment to our bank account at Co-operative bank.
2. Deposit Cash over the Counter at our offices in Ushuru Sacco Society ltd.

Applicants should submit completed pre-qualification documents in plain envelopes clearly marked:

**THE NATIONAL CHAIRMAN
USHURU SACCO SOCIETY LTD
P.O.BOX 52072-00200
NAIROBI**

and be deposited in the Tender Box at the USHURU SACCO CENTER, WOOD AVENUE KILIMANI 2nd FLOOR, so as to be received on or before Friday, 8th December, 2023 at 12:00 noon

Prequalification documents will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at the USHURU SACCO CENTER, WOOD AVENUE KILIMANI 2nd FLOOR.

1.1 Submission of Application

Applications for prequalification shall be submitted in sealed envelopes clearly marked with the prequalification reference number and deposited in the tender box at Ushuru Sacco Society Ltd so as to be received on or before Monday, 8th December 2023, 2019 at 12 noon, the procuring entity reserves the right to accept or reject late applications.

Failure to provide information that is essential for effective evaluation of the applicant's qualification or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

SECTION II INSTRUCTION TO CANDIDATES

2.1 Submission Checklist

This order and arrangement shall be considered as the Pre-Qualification Format. Candidates shall tick against each item indicating that they have provided it.

No.	Item	Tick Where Provided
1	Submission Form	
2	Confidential Business Questionnaire (CBQ)	
3	Anti-Corruption Affidavit Form	
4	Copy of PIN Certificate	
5	Copy of VAT Registration Certificate	
6	Copy of Company or Firm's Registration Certificate	
7	Nature of Business	
8	Evidence of Physical address and premises (Attach copies of utility bills	
9	Two years Audited Accounts and 6 months Bank statements	
10	Names with full contact as well as physical addresses of three (3) previous customers of similar goods/services (where applicable)	
11	Names and proof of professional qualifications of staff (where applicable)	
12	Number of leading clients in terms of clients turnover (Attach a list of profiled clients and their respective turnover for the last three years)	
13	Any other document or item required by the Prequalification Document. (The Candidate shall specify such other documents or items it has submitted)	

2.2 Eligibility of Candidates

2.2.1 This invitation for pre-qualification is open to all candidates who are eligible and meet the evaluation attributes in table 2.2.

2.2.2 The Society's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the Prequalification.

2.2.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

2.3 Consideration

In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information as outlined in the evaluation criteria on page 6.

2.4 Distribution of Pre-Qualification Documents

Two copies of the completed pre-qualification/registration data and other requested information should be submitted.

SECTION III EVALUATION CRITERIA

3.1 Evaluation Matrix

The prequalification documents shall be evaluated based on the following matrix.

	Evaluation Attributes	Evaluation Parameters
A	Prequalification Submission form	Mandatory
B	Copy of Certificate of registration.	Mandatory
C	Three letters of recommendation from the corporate clients	To be scored
D	Tax Compliance Certificate	Mandatory
E	Duly completed Confidential Prequalification business questionnaire	Mandatory
F	Sworn Anti-corruption affidavit	Mandatory
G	Evidence of Physical address and premises (Attach copies of utility bills)	Mandatory
H	Two years Audited Accounts and 6 months Bank statements.	To be scored
I	Period of operation	To be scored
J	Number of leading clients in terms of clients turnover (Attach a list of profiled clients and their respective turnover for the last three years)	To be scored
K	Number of Qualified staff with their qualifications	To be scored

SECTION IV: STANDARD FORMS

4.1 SUBMISSION FORM

Date: _____

Prequalification Ref. No. _____

To: The National Chairman
Ushuru SACCO Society Ltd
P. O. Box 52072-00200
NAIROBI

Gentlemen and/or Ladies:

1. Having examined the pre-qualification documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission the required goods and services in conformity with the said Prequalification documents.
2. We undertake, if our prequalification is accepted, to deliver install and commission the required goods and services in accordance with the delivery schedule specified in the Schedule of Requirements.
3. We agree to abide by this Prequalification for a period of[Number] days from the date fixed for its opening of the Instructions to candidates, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. This prequalification, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties
5. We understand that you are not bound to accept the lowest or any prequalification you may receive.

Dated this _____ day of _____ 20_____

[Signature]

[In the capacity of]

Duly authorized to sign for and on behalf of _____

4.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business.

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

Part 1 – General:			
Business		Name	
Location	of	business	
premises.....			
Plot	No.....	Street/Road	
Postal Address	Tel No.....	E mail
Nature			of
Business.....			
.....			
Registration			Certificate
No.....			
Maximum value of business which you can handle at any one time –			
Kshs.....			
Name	of	your	bankers
Branch			
.....			
Part 2: - Sole Proprietor			
Your name in full		Age	
Nationality	Country of origin		
Citizenship details			

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Part 2 (c) – Registered Company

Private or Public

.....

State the nominal and issued capital of company-

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....
2.....
3.....
4.....
5.....

Date

Signature of Candidate

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

4.3 ANTI-CORRUPTION AFFIDAVIT FORM

REPUBLIC OF KENYA
IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT
CHAPTER 15 OF THE LAWS OF KENYA

AND

IN THE MATTER OF THE PUBLIC PROCUREMENT AND DISPOSAL
ACT, 2015

I.....of P.O Boxbeing a resident ofin the Republic of Kenya do hereby make oath and state as follows:-

1. **THAT** I am the Chief Executive/Managing Director/Principal officer/Director of (Name of the candidate) which is a candidate in respect of Prequalification reference Number to supply goods, render services and/or carry out works for Ushuru Sacco Society limited and duly authorized and competent to make this affidavit
2. **THAT** the aforesaid candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Ushuru Sacco Society Limited, which is the procuring entity.
3. **THAT** the aforesaid candidate , its servants and/or agents have not been offered and will not offer any inducement to any member of the board, Management, Staff and/or employees and/or agents of Ushuru Sacco Society Limited.
4. **THAT** the aforesaid Candidate, its servants and/or agents have not been debarred from any procurement process.
5. **THAT what** is deponed to hereinabove is true to the best of my knowledge, information and belief.

SWORN atby the said
.....
Name of Chief Executive/Managing Director/
Principal Officer/Director
On thisday of.....20.....

Before me

Commissioner for Oaths

DEPONENT

4.5 DISCLOSURE

ASSOCIATE COMPANIES

- A)..... E).....
... ..
- B)..... F).....
... ..
- C)..... G).....
... ..
- D)..... H).....
... ..

NUMBER OF STAFF EMPLOYED

- (1) TECHNICAL.....
- (2) SEMI –SKILLED.....

(Attach Organization Chart and CVs)

PERIOD IN

BUSINESS.....

OTHER ORGANIZATIONS/COMPANIES WHERE YOU SUPPLY

- A).....
- B).....
- C).....

Give their full address and the range of items you supply
(This may be done on a separate sheet)

Name(s) of

Banker(s).....

Account Numbers(s).....

4.6 TERMS OF PAYMENT

Our payment Terms are 30 days from the date of invoice/delivery on receipt/acceptance of goods/services.

RANGE OF PRODUCT/SERVICES YOU SPECIALISE IN

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

HAVE YOU PREVIOUSLY BEEN SUPPLYING GOODS TO USHURU SOCIETY LTD?

IF YES, WHICH MATERIALS

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

INDICATE THREE OF OUR LATEST ORDERS:

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

DO YOU HAVE ANY PENDING ORDERS WITH US? IF SO GIVE DETAILS

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

HAVE YOU EVER FAILED TO HONOUR OUR LPO? IF SO GIVE DETAILS

.....

HAVE YOU EVER BEEN BLACKLISTED BY USHURU SACCO SOCIETY LIMITED?

YES.....

NO.....

4.7 CONFLICT OF INTEREST DISCLOSURE

WE/I the undersigned state that I have no conflict of interest in relation to this procurement

Signed
For and on behalf of
M/s.....

In capacity of
.....

Dated this.....day of20.....

Suppliers/Company's rubber Stamp.....

4.8 CRIMINAL OFFENCE DISCLOSURE

I/WE NAME OF DIRECTOR/DIRECTORS:-

A)..... B).....

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of procurement proceedings.

Signed

For and on behalf of
M/s.....

In the capacity of
.....

Dated this.....day of.....2023

Suppliers/Company's rubber

Stamp.....