

PRE-QUALIFICATION INSTRUCTIONS

- i. The purpose of this document is to assist Digital Media Sacco in the identification and evaluation of potential suppliers and to update the current register of suppliers for various goods, services and works. The prequalified suppliers may subsequently be invited to quote/ tender for the categories in a competitive and efficient manner.
- ii. This pre-qualification does not amount to any contractual obligation on the part of Digital Media Sacco; and the Sacco is not obliged to invite any tenders or quotations from any or all candidates that have expressed interest by responding to this invitation.
- iii. Digital Media Sacco has the right to invite open tenders for goods or services in any of the categories as and when required in line with the Sacco's policy.
- iv. Suppliers are encouraged to provide all information requested in the form; evaluation and qualification shall be based on the extent of information and attachments provided.
- v. Digital Media Sacco reserves the right to authenticate information provided herein without reverting to the participants
- vi. Digital Media Sacco reserves the right to accept or reject any application without assigning any reasons for the decision.
- vii. The pre-qualification applies to both existing and potential new suppliers

1.0 Introduction

Digital Media Sacco would like to invite interested candidates who qualify by virtue of meeting the set requirements for the provision or supply of the stipulated goods and services to the Sacco.

1.1 Objective

The main objective of pre-qualification of suppliers is to supply and deliver assorted goods and services under the relevant tenders, quotations or proposals to the Sacco as and when required during the next two financial years 2019.

1.2 Invitation of Pre-qualification and submission

Special groups of suppliers who comprise of women, youth (up to 35 years), persons living with disabilities and who have been registered with the National Treasury (Directorate of Procurement) and under the laws of Kenya, Sacco members as other suppliers are encouraged to submit their pre-qualification documents to “The Procurement Committee, Digital Media Sacco, P.O Box, 69825-00400 Nairobi” or deposited in the tender box at the head office Red Commercial Complex, Cabanas 2nd floor

1.3 Pre-qualification documents

The document contains a questionnaire to be completed and returned with supporting documents as stipulated. In order to be considered for pre-qualification, prospective suppliers must submit all the information required on the forms/ questionnaires failure to which one may be disqualified.

1.4 Perspective-based vendor rating

1.4.1 Experience

Prospective suppliers of goods and services should demonstrate ability and experience to organize, supply and deliver any of the categorization of goods and services listed in the tender notice.

1.4.2 Financial Capability

The supplier’s financial capability will be determined by examination of the latest 2 year audited financial statements submitted with the prequalification documents as well as letters of references from the banks regarding their credit/ financial position.

1.4.3 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.

1.4.4 Organization’s Capability

Prospective suppliers of goods and services should demonstrate that they have the technical, physical and human resource capability to supply and deliver the mentioned goods and services at the right time, in the right quantity, the right quality and at the right price so as to be pre-qualified.

1.4.5 Inspection and verification

The Sacco shall have the right to visit the suppliers' premises to verify the information provided in the document and ascertain as part of the pre-qualification process that the vendor in deed has the capability to provide the mentioned goods and services.

1.4.6 Presentation

A table of content illustrating the content of the documents is compulsory, as it creates ease for verification and evaluation.

1.5 Evaluation Criteria

The following criteria will be used in the evaluation of all potential bidders. The specifications submitted by the bidders shall be evaluated and awarded marks up to a maximum of 100% and only bidders that score 60% and above shall be deemed to be qualified.

Note: Mandatory requirements will determine the responsiveness of a bidder; failure to meet any of the set requirements as noted hereunder will render the bid non-responsive and will automatically be disqualified.

SUPPLIERS DETAILS

PART (A) REGISTRATION DOCUMENTS

The following are to be submitted:

- i. Business / Company profile
- ii. Photocopy of the Kenya National Identity Card or Valid Kenyan Passport of all Directors of the company or partners in the firm or enterprise.
- iii. A copy valid Kenya Revenue Authority iTax Registration Certificate
- iv. A certified copy of valid confirmation of directors (CR12)
- v. A valid Tax Compliance / Exemption Certificate from Kenya Revenue Authority
- vi. Copy of certified certificate of Incorporation/ firms registration certificate
- vii. Copy of a valid Business License
- viii. Current AGPO certificate for the reserved categories
- viii. Names with full contact as well as physical addresses of previous customers of similar goods and reference letters from at least four (4) previous customers (The youth, persons with disabilities and women to provide the four referees from their manufacturer)
- ix. Audited financial statements. The audited financial statements required must be those that are reported within eighteen (18) calendar months of the date of the tender document. (For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, they should submit Original Bank Statement/Bank reference of not more than three months from date of applying; the statements should be certified by the Bank issuing the statements. The certification should be original).
- x. Specific requirement for the category

(Non- submission hereof leads to automatic disqualification with no further evaluation of your application).



PART (B) SUPPLIER REGISTRATION APPLICATION FORM

I/Wehereby apply for registration as supplier(s)

(Name of Company/Firm)

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

..... (Category No.)

Post Office Address.....

Town.....

Street.....

Name of Building.....

Room/Office No.....Floor No.....

Telephone No.Cell phone No.....Fax.....

Email.....

Contact Person.....

Full Name of Applicant.....

Other Branches Location.....

2. Organization & Business Information

Chief Executive officer/Managing Director.....

Other Senior Management Team

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

(Name and Designation)

Partnership if applicable:

Names of Partners.....

Business founded or incorporated in year.....

Under present Management since.....

Net worth equivalent in Kshs;

Bank reference and address.....

Organization’s nature of Business.....

What gives your organization an edge over your competitors?

.....
.....

Indicate terms of trade/sale.....

(20 Points)

PART (C) DETAILS OF PERSONNEL

Name

Designation.....

Age.....

Academic Qualification.....

Professional Qualification.....

Length of service with Contractor or Supplier and position held.....

(Attach copies of certificates/CV of key personnel in the Organization)

(10 Points)



PART (D) DETAILS OF FINANCIAL POSITION

- i. Attach certified copies of firm’s two recent certified audited books of accounts for the last two (2) years (Exempted for the reserved categories).
- ii. Attach certified last three months’ bank statement. For the reserved categories give a proof of an account in the supplier’s name will be required.
- iii. Attach letter of reference from the bankers regarding supplier’s credit position.
(For reserved categories attach 2 and 3 (each 10 points) and for others attach 1-10 points, 2-5 points and 3-5 points)

(20 Points)

PART (E) CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

Business Name.....

Location of Business Premises.....

Plot NoStreet/Road.....

Postal addressTel No.....

Nature of Business.....

Current Trade License No..... Expiring date.....

Maximum value of business which you can handle at any one time – Kshs.....

Name of your bankers.....

Branch.....

Part 2 (a) – Sole Proprietor

Your name in full.....Age.....

Nationality.....Country of Origin.....

Citizenship details

Part 2 (b) – Partnership

Give details of partners as follows:

Name	Nationality	Citizenship details	Shares
1.....
2.....
3.....
4.

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.

Date.....Signature of Candidate.....

*If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

(10 Points)



PART (F) PAST EXPERIENCE

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS AND VALUES OF CONTRACT/ORDERS
(Give four (4) best by value)**

1st Client (Organization)

- i) Name of Client (Organization).....
- ii) Address of Client (Organization).....
- iii) Name of Contact person at the clients (Organization.....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (Date).....
(Attach documental evidence of existence of contract)

2nd Client (Organization)

- i) Name of Client (Organization).....
- ii) Address of Client (Organization).....
- iii) Name of Contact person at the clients (Organization.....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (Date).....
(Attach documental evidence of existence of contract)

3rd Client (Organization)

- i) Name of Client (Organization).....
- ii) Address of Client (Organization).....
- iii) Name of Contact person at the clients (Organization.....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (Date).....
(Attach documental evidence of existence of contract)

4th Client (Organization)

- i) Name of Client (Organization).....
- ii) Address of Client (Organization).....
- iii) Name of Contact person at the clients (Organization.....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (Date).....
(Attach documental evidence of existence of contract)

(20 Points) Each 5



PART (G) SWORN STATEMENT

Having studied the registration information for the above project we/I hereby state:

- i. The information furnished in our application is accurate to the best of our knowledge.
- ii. That in case we are successful, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation documents to follow.
- iii. We will not engage in corrupt practices with Digital Sacco Members or Staff.
- iv. We are not debarred from participating in Public Procurement proceedings by PPRA
- v. When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the registration made.
- vi. We enclose all the required documents and information for the registration evaluation.

Applicants Name.....

Represented by.....

Signature.....

Date.....

(Full name and designation of the person signing and stamp or seal)

(10 Points)

PART (H) LITIGATION HISTORY

Name of Contract Supplier _____

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award For/Against	Name of Client	Cause of Litigation & Matter in Dispute	Disputed Amount (Current Value, Ksh equivalent)

Applicants Name.....

Signature & Date.....

Date.....

(10 Points)



1.6 DECLARATION

I/We the undersigned, certify that the information provided in this form is correct and in the event of changes details will be provided as soon as possible.

Name.....

Signature.....

Designation.....

Date.....

Organization

REQUIRED BIDDER INFORMATION SUMMARY

	Required Information	Item Form	score
	Registration Documents	Part A	Mandatory Requirements
	Suppliers Details	Part B	20
	Details of Personnel	Part C	10
	Details of Financial position	Part D	20
	Confidential Business Questionnaire	Part E	10
	Past Experience	Part F	20
	Sworn statement	Part G	10
	Litigation	Part H	10
	TOTAL		100

