



PREQUALIFICATION OF SUPPLIERS FOR 2016-2018

TENDER REFERENCE NO. STI/PREQ/16

Stima Investment Cooperative Society Ltd invites applications from interested and eligible firms for pre-qualifications for specialized services for the **Year 2016/2018**

All the suppliers with whom we are currently engaged/ prequalified previously also need to re-apply.

ITEM NO	CATEGORY CODE	ITEM DESCRIPTION
PROVISION OF GENERAL GOODS AND SERVICES		
1	STI/01/16	Provision of Cleaning, Fumigation and Pest Control Services
2	STI/02/16	Provision of Internet Service and Website Domain Hosting
3	STI/03/16	Maintenance of Copiers, Fax and Printers
4	STI/04/16	Provision of Courier and Postage Services, photography and video services, media liaison, events and promotion, air travel
5	STI/05/16	Provision of Laundry & Dry Cleaning Services
6	STI/06/16	Supply of Drinking Water & Dispensers
7	STI/07/16	Supply of Emergency Clean Water Supply (Truck Loads)
8	STI/08/16	Supply of Uniform (Custom-Made), Suits Supply (Ready-Made), Industrial Safety Wear, T-shirts, overalls, dust coats
9	STI/09/16	Provision and Maintenance of Hand dryers
SUPPLY OF OFFICE FURNITURE		
10	STI/10/16	Supply of Furniture, Furnishings & Fittings
11	STI/11/16	Provision of Repair of Furniture and Fittings Services
FACILITIES MANAGEMENT & MAINTENANCE		
12	STI/12/16	Supply & Maintenance of Generators, Electrical Equipment & Appliances – Microwave, TV Installations and Repairs
13	STI/13/16	Supply & Maintenance Safes and Fire Proof Cabinets
ICT EQUIPMENT & RELATED ITEMS		
14	STI/14/16	Provision of Multi-Functional Network Printer Lease Services
15	STI/15/16	Supply of Equipment (Printers, toners, Photocopiers, Scanners, LCD Projectors, Telephones and
16	STI/16/16	Supply and Maintenance of Equipment (Printers, Servers, Computers, Laptops, Routers, Switches Photocopiers, Scanners, LCD Projectors,

		Telephones
17	STI/17/16	Supply of Computer Software and Licenses
18	STI/18/16	Provision of Internet Services and Web Domain Hosting Services
19	STI/19/16	Provision of Network Infrastructure Services, Data Communication Services, Computer Networks
SECURITY RELATED SERVICES, ALARM & CCTV		
20	STI/20/16	Provision of Security Guarding Services
21	STI/21/16	Supply and Installation of CCTV, Access Control, Intruder Alarms Metal & Explosive detectors
22	ST/22/16	Provision of Local and International Courier, Postage & Parcel Services
MARKETING AND COMMUNICATION SERVICES AND MATERIALS		
23	STI/23/16	Design & Supply of Marketing and Branded Promotional Items & Merchandise
24	STI/24/16	Supply of Assorted Items (e.g. Trophies, Phones, Cameras, Photo Frames, Artefacts, Artworks,
25	STI/25/16	Supply & Maintenance of Outdoor Advertising Items (Directional Boards & Road Signs, Billboards,
26	STI/26/16	Provision of Research, Survey & Media Monitoring Services
27	STI/27/16	Provision of Event Management Services (e.g. Events, Sponsorships, Roadshows Etc.)
28	STI/28/16	Provision of Professional & Ordinary Photography, Videography & Related Services (Television
29	STI/29/16	TV and Radio Commercial Production Houses
TRANSPORT & CLEARING SERVICES		
30	STI/30/16	Clearing & Forwarding Services
31	STI/31/16	Motor Vehicles Valuation Services
32	STI/32/16	Provision of Cab/Taxi Services, Car Hire, Buses & Mini Buses
33	STI/33/16	Provision of Air Travel & Ticketing Agency Services (IATA Registered Only)
BUILDING WORKS		
34	STI/34/16	Provision of Construction Services; Including Renovations, Partitioning and Repairs

35	STI/35/16	Provision of Repairs and Maintenance Services of Lifts and Escalators
36	STI/36/16	Renewable Energy Contractors
37	STI/37/16	Supply & Maintenance of Fire Fighting and Fire Protection Equipment
38	STI/38/16	Supply, Installation and Maintenance of Air Conditioning and Refrigeration services
39	STI/39/16	Provision of Electrical Installations & Services, Repairs & Maintenance
40	STI/40/16	Provision of Plumbing Installations & Drainage Services
41	STI/41/16	Provision of Structured cabling Services
42	STI/42/16	Supply, Installation & Maintenance of Window Blinds & Curtains
43	STI/43/16	Provision of Borehole Servicing/Pump, Servicing and Maintenance, Cleaning of Water Tanks, Water
PROFESSIONAL SERVICES		
44	STI/44/16	Provision of Property and Land Valuation Services
45	STI/45/16	Provision of Auctioneering & Debt Collection Services
46	STI/46/16	Provision of physical planning services
47	STI/47/16	Provision of Occupational Safety & Health Advisory Services (I.E. Audits, Assessment and Trainings)
48	STI/48/16	Provision of land surveying services
49	STI/49/16	Provision of Tax Consultancy, Audit, Services, Marketing, Customer Service and PR
50	STI/50/16	Provision of ICT Audit Consultancy Services
51	STI/51/16	Provision of property and Facility Management Services
52	STI/52/16	Provision of HR Training and Consultancy Services (i.e. Employee Satisfaction, Recruitment,
53	STI/53/16	Provision of legal services
54	STI/54/16	Provision of Quantity Surveyor (QS) Services
55	STI/55/16	Environmental Impact assessment and management consultancy service
56	STI/56/16	Team Building, Psychometric Testing, Various Training Services Etc.)
57	STI/57/16	Provision of Architectural, Interior Design & Landscape Design Consultancy Services
58	STI/58/16	Energy/power audit services

59	STI/59/16	Provision of First Aid Training, Fire Marshalls Training, Fire Audit,
60	STI/60/16	Civil/Structural Consulting Engineers
61	STI/61/16	Provision of Accountancy, External Audit and Tax Consultants Services
62	STI/62/16	Electrical and Mechanical Consulting Engineers
63	STI/63/16	Provision of System Audit Services and Quality Assurance Services
64	STI/64/16	Renewable Energy Consultancy Services and provision Project management consultancy services

Pre-qualification documents may be downloaded from Stima Investment website on www.stimainvestment.co.ke

Duly completed Pre-qualification documents in plain sealed envelopes clearly marked with the pre-qualification category number for pre-qualification of suppliers should be addressed to:

The Chief Executive Officer
Stima Investment Co-operative Society Ltd
P.O Box 75629, 00200
Nairobi

And deposited in the Tender Box situated at the Reception of Stima Investment Plaza on 5th floor, so as to be received on or before, **Monday 25th April 2016 at 12 noon**. The submitted pre-qualification documents shall be opened immediately thereafter in the **Boardroom on 5th Floor** of Stima Investment Plaza in the presence of bidders or their representatives who may wish to attend. Stima Investment reserves the right to accept or reject any application either in part or in whole without assigning reasons thereof.

For Stima Investment Co-operative Society Ltd
CHIEF EXECUTIVE OFFICER

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Stima Investment Cooperative Society would like to invite interested candidates who must qualify by meeting the set criteria as provided 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 during the two-year period ending **31st December 2018**.

1.3 Invitation of Pre-qualification

Suppliers registered with the Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their pre-qualification documents to GENERAL MANAGER, STIMA INVESTMENT COOPERATIVE SOCIETY, 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 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 General Manager,
Stima Investment Co-operative Society Ltd,
P.O Box 75629, 00200,
Nairobi**

And

Be deposited in the Tender Box at the Reception, Stima Sacco Plaza, Mushembi road Parklands,

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 pre-qualification 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 Cooperative 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

	REQUIRED INFORMATION	FORM REF	SCORE
1	Prequalification documentation	PQ-1	Mandatory
2	Pre-qualification data	PQ-2	20
3	Financial position	PQ-3	20
4	Past Experience- References	PQ-4A	12
6	Past Experience- Volume of business	PQ-4B	10
6	Human, Technical and Logistical Capacity	PQ-5	24
7	Confidential report	PQ-6	14
			100

The qualification level is 70 points and above

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. Tax Compliance Certificate from Kenya Revenue Authority
3. Copy of Pin Certificates of firm/company/individual.
4. Copy of current Trade License
5. A utility Bill for proof of physical presence
6. National Construction Authority (NCA) certificates for Contractors
7. Professional practicing licenses for professional service providers

NOTE: Expired Documents are deemed NOT-ATTACHED

FORM PQ 2

PRE-QUALIFICATION DATA (Total 20 mks)

REGISTRATION OF SUPPLIERS APPLICATION FORM

Part 1 - General Information (14 mks)

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

.....

Telephone No Mobile No:

Fax No: E-mail:

Nature of Business:

.....

Full name of applicant

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Other business branches (if any)

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Part 2 (a) - Sole Proprietor (3 mks)

Name:

Age:

Nationality:

ID/Passport No:

Part 2 (b) - Partnership (4 mks)

Give details of partners as follows:

No	Name	Citizenship	Residence	Shares
1				
2				
3				
4				
5				

Part 2 (c) - Registered Company (6mks)

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)

(2mks)

1

2

3

4

5

6

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

NOTE: Sole Proprietor gets a maximum of 17 mks, while a Limited Company a maximum of 20 mks

FORM PQ-3

FINANCIAL POSITION (20 mks)

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 **(15 mks)**
2. Attach letters of reference from the bankers regarding supplier's credit position.**(5mks)**

FORM PQ-4A

PAST EXPERIENCE- REFERENCES (12 Marks)

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

1. 1st Organization

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

(Attach documental evidence of existence of contract- attachment is worth 2 mks,)

2. 2nd client (organization)

- a) Name and Address of client (organization)
- b) Description of work done.....
- c) Name of contact person at the client/organization.....
- d) Telephone No. of client.....
- e) Value of Contract.....

f) Duration of Contract (date).....

(Attach documental evidence of existence of contract - attachment is worth 2 mks)

3. 3rd client (organization)

g) Name and Address of client (organization)

h) Description of work done.....

i) Name of contact person at the client/organization.....

j) Telephone No. of client.....

k) Value of Contract.....

l) Duration of Contract (date).....

(Attach documental evidence of existence of contract - attachment is worth 2 mks)

FORM PQ-4B

PAST EXPERIENCE- VOLUME OF BUSINESS (12 Marks)

State three highest value of business you have handled in the past 12 months

1. Name of Highest value contract

a) Name of client (organization)

b) Value of Contract.....

2. Name of 2nd Highest value contract

(a) Name of client (organization)

(b) Value of Contract.....

3. Name of 3rd Highest value contract

a. Name of client (organization)

b. Value of Contract.....

Note: Marks for stating = 6marks, Marks for evidence attached = 6 marks

FORM PQ-5

HUMAN, TECHNICAL AND LOGISTICAL CAPACITY (24 Marks)

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

1) Physical facilities

Evidence of physical premises (place of business) e.g. attachment of latest utility bill (Electricity, Water bill, Council Rates payments, etc) **(6 marks)**

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2) Equipment (6 marks)

List down the main equipment including Motor Vehicles owned by your firm

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3) Managerial and key Personnel Competency (6 marks)

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

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

- 4) Briefly describe how you would manage a situation where you are coincidentally engaged in three major yet critical client assignments concurrently. How would you go about ensuring that all the client assignments/contracts are delivered on a timely and quality basis while ensuring that all clients are satisfied with the level of customer service? **(6 marks)**

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FORM PQ 6

CONFIDENTIAL BUSINESS QUESTIONNAIRE- (14 mks)

(To be filled by All Prospective Suppliers)

Part 1 – (4 mks)

(a) How many years have you been in business under the present business name?

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(b) What is the maximum value of business which you can handle at any one time?

Kshs

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

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(e) Give any other information relating to your company that you may consider relevant to your bid to do business with Stima Sacco

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Part 2 (8 mks)

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.

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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 (2 mks)

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