

## **PREQUALIFICATION INSTRUCTIONS**

Viktas SACCO Society would like to invite interested candidates who must qualify by meeting the set criteria as provided by Viktas 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 prequalification of suppliers is to supply and deliver assorted goods and services under relevant tenders/quotations to the society as and when required during the period ending 31<sup>st</sup> December 2024

### **1.2 Invitation of prequalification.**

Suppliers registered with the registrar of companies under the laws of Kenya in respective merchandise or services are invited to submit their prequalification documents to the Chief Executive Officer, VIKTAS Sacco society ltd, 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 prequalification, a prospective suppliers must submit all the information required on the forms/questionnaire.

### **1.5 Submission of prequalification documents**

Duly completed prequalification and other supporting documents in a plain sealed envelope **bearing no indication of tenderer** but indicating the **Tender Number** should be addressed to;

**The Chief Executive Officer,  
Viktas Sacco Society Ltd  
P.O Box 2183 NYAHURURU**

And be deposited in the tender box situated at our head office Nyahururu GLANIN House along Nyeri Nyahururu road.

### **1.6 Pre-qualification**

It is 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 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 Pre-qualification 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 prequalified for.

#### **1.8; Notification of prequalification**

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 supplier's premises to verify the information provided in the document and ascertain as part of the prequalification process, that the supplier indeed has the capability to provide the stated goods and/or service.

**FORM TS-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;-

- I. Copy of deposit slip KSH 1,000
- II. Copy of certificate of Incorporation/Registration.
- III. Tax Compliance certificate from Kenya Revenue Authority.
- IV. Copy of PIN certificates of firm/Company/ Individual
- V. Copy of the CR 12 as issued by the registrar of Companies on the Registrar's letterhead giving the names and shareholding of the directors/partners/sole proprietor.
- VI. Copy of relevant certificate and licenses mandating your organization to provide services offered.

**NOTE: Expired Documents are deemed- NOT ATTACHED**

**FORM TS-2:**

**PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM:**

**Part 1- General information;**

I/We.....hereby apply for registration as **(Name of Company/firm)**

Supplier(s)  
of.....  
..... **(Item description)**

.....  
..... **(Category number)**

Physical location of business Premises:  
.....  
.....

Postal address: ..... Postal code: .....Town:  
.....

Business Registration Ref no:  
.....

Date of registration of business:

.....

Telephone number:

.....  
.....

Mobile Number (s) :

.....  
.....

E-mail:

.....  
.....

Nature of business:

.....

Full name of applicant:

.....

Other business branches (if any)

.....

**Part 2 (a)            -Sole proprietor**

Name: .....

Age: .....

Nationality: .....

I.D/ Passport no.: .....

**Part 2 (c)            -Registered Company**

Private or Public Company: .....

(Please state the Nominal or Issued Capital for the company)

Nominal:            Ksh.....

Issued:             Ksh.....

**FORM TS- 3:**

**FINANCIAL POSITION**

Proof the financial viability of the business.

(Attach letters of reference from the bankers regarding supplier's credit position.)

**FORM TS-4: (A)**

**PAST EXPERIENCE REFERENCES**

Names of key clients with whom the applicant has done business in the last two years including the values of contracts/orders

**1<sup>st</sup> organization:**

Name of Client (Organization)

.....

Address of Client (Organization)

.....

Telephone number of client (Organization)

.....

Value of Contract

.....

Duration of Contract

.....

**2<sup>nd</sup> Organization:**

Name of Client (Organization)

.....

Address of Client (Organization)

.....

Telephone number of client (Organization)

.....

Value of Contract

.....

Duration of Contract

.....

**3<sup>rd</sup> Organization:**

Name of Client (Organization)

.....

Address of Client (Organization)

.....

Telephone number of client (Organization)

.....

Value of Contract

.....

Duration of Contract

.....

**FORM TS-6**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**(To be filled by all prospective suppliers)**

**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?  
.....
- (c) State some of factors that in your own opinion distinguish you from other competitors  
.....  
.....
- (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 last12 months and give a brief explanation or description of the problem(s)and how you managed to solve it.....  
.....  
.....  
.....  
.....
- (e) Give any other information relating to your company that you may consider relevant to your bid to do business with VIKTAS SACCO SOCIETY LIMITED.

## PART 2

### **STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENT**

- (a) VAT registration number .....
- (b) PIN number .....
- (c) State any Quality Assurance Certificate e.g ISO 9000 Held by the Company.  
.....  
.....
- (d) State if the Company is a subject of bankruptcy proceedings, any 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) in Ksh  
.....  
Working capital in Ksh  
.....  
.....
- (f) Terms of sale/Trade**  
Credit period: Yes/no  
.....  
.....  
If yes, please indicate the number of credit days  
.....
- (g) Name of Bankers and Branch:**  
.....

**PART 3**

**DECLARATION**

Having studied the prequalification 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:

.....

Signature:

.....  
.....

Date:

.....  
.....

STAMP:

.....  
.....