



**PRE-QUALIFICATION OF
SUPPLIERS FOR GOODS
AND SERVICES FOR THE
FINANCIAL YEARS 2021/22/23**

To be filled and returned with necessary attachments

PRE-QUALIFICATION OF SUPPLIERS 2019,2020 & 2021

Wanandegge Sacco Ltd invites for pre-qualification of competent suppliers who have operated relevant business for the last 3 (three) years in the following area;

WAN11/18 Provision of External Audit Services

The proposals clearly marked “**Wanandegge Sacco Pre-qualification of External Audit**” should be deposited in the Sacco tender box at Wanandegge Sacco Offices on or before **4th December, 2020 at 12.00 noon** addressed to the;

**The CEO
Wanandegge Sacco Ltd.
P.O. Box 19074-00501, JKIA
NAIROBI.**

Wanandegge Sacco Ltd reserves the right to accept or reject any application either in part or in whole without assigning reasons thereof.

All the suppliers with whom the institution is currently engaged in provision of these services need to re-apply.

**JOANNE CHERUTO
CHIEF EXECUTIVE OFFICER**

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The Wanandegge Sacco would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply of external services to the Sacco.

1.2 Objective

The main objective of pre-qualification of suppliers is to supply external audit services under relevant Tenders/quotations to the Sacco.

1.3 Invitation of Pre-qualification

Suppliers registered with SASRA to submit their pre-qualification documents to THE CHIEF EXECUTIVE OFFICER, WANANDEGE SACCO, 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 tender 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

1.5 Submission of Pre-qualification Documents

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

**THE CEO
Wanandegge Sacco Ltd.
P.O. Box 19074-00501, JKIA
NAIROBI.**

AND

Deposited in the Tender Box at the reception.

1.6 Pre-qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Sacco in determining, according to its sole judgment and discretion, the qualification of prospective bidders to perform in respect with the tender as described by the client.

1.7 Essential Criteria for Pre-qualification

Experience - Prospective suppliers should demonstrate ability and experience to in supply of the service

Financial Capability - The supplier's financial capability will be determined by examination of the latest 3 year audited financial statements together with latest 6 months' bank 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 **MUST** be included.

1.8 Notification of Pre-qualification

All successful participants shall be notified formally of the outcome after completion of the pre-qualification process

1.9 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 prequalification process, that the supplier in deed has the capability to provide the services.

PRE-QUALIFICATION CRITERIA

	REQUIRED INFORMATION	FORM REF
1	Prequalification documentation	PQ-1
2	Pre-qualification data	PQ-2
3	Financial position	PQ-3
4	Past Experience	PQ-4
5	Confidential report	PQ-5

FORM PQ-1

PRE-QUALIFICATION DOCUMENTS

All firms must provide:-

1. Company profile
2. PIN Certificates
3. Certificate of Incorporation.
4. Tax compliance Certificate.
5. Audited copies of Financial Statements for the last three (3) years
6. 6 months current bank statements

FORM PQ 2 PRE-QUALIFICATION DATA
REGISTRATION OF SUPPLIERS APPLICATION FORM

Part 1 - General Information

I/We hereby apply for registration of
(Name of company/firm)

supply of external Audit services

Physical Location of Business Premises:
.....

Postal Address:

Type of Organization; (Company. Sole proprietorship, others).....

Business Registration No:

Date of registration of business PIN NO.....

Telephone No Mobile No:

VAT No: E-mail:

Full name of contact person Email Address
..... Telephone

Other business branches (if any)

Part 2 (a) - Sole Proprietor

Name:.....

Age:

Nationality:

Citizenship:.....

ID/Passport No:

Part 2 (b) - Partnership

Give details of partners as follows:

No	Name	Nationality	Citizenship	Shares
1				
2				
3				
4				
5				

Part 2 (c) - Registered Company

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	Nationality	Citizenship	Shares
1				
2				
3				
4				
5				
6				

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

1

2

3

4

5

6

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

FORM PQ-3

FINANCIAL POSITION

1. Attach a copy of firm's three years audited financial statements giving summary of assets and liabilities/or any other financial support.
2. Attach letters of reference from the bankers regarding supplier's credit position.
3. Attach 6 months' current bank statements

FORM PQ-4

PAST EXPERIENCE

Names of Key Clients with Whom the Applicant Has Done Business in the Last Two Years Including the Values of Contracts/Orders. (Attach reference letters of the named clients)

1. 1st client (Organization)

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

(Attach evidence of existence of contract)

2. 2nd client (organization)

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

(Attach evidence of existence of contract)

3. 3rd client (organization)

- a) Name of client (organization)

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

(Attach evidence of existence of contract)

- 4. Others.....

(Attach evidence of existence of contract)

FORM PQ 5

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?
Kshs

- (c) State some of the 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 last 12 months and give a brief explanation/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 WANANDEGE SACCO

Part 2

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

(a) VAT Registration Number

(b) PIN Number

(Attach tax compliance certificate)

(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 Kshs

Current Assets in Khs 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

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

E-mail.....

Telephone.....

Postal Address.....Postal Code.....

COMPANY STAMP/ SEAL.....