



**REQUEST FOR PRE-QUALIFICATION OF
CONTRACTORS FOR GOODS
AND SERVICES FOR THE YEAR
2018/2019**

**PRE-QUALIFICATION
DOCUMENT**

| |
|---|
| CATEGORY NO..... |
| CATEGORY DESCRIPTION..... |
| RECEIPT NUMBER.....(<i>attach receipt copy</i>) |

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INTRODUCTION

Safaricom Investment Cooperative is the investment vehicle of choice. It exists to optimize its members' wealth. Safaricom Investment Cooperative wishes to pre-qualify suppliers in order to get its shareholders' value for money by procuring goods and services from competent suppliers at most competitive prices.

The pre-qualification document and the response thereof shall be the **ONLY** basis for pre-qualification as a supplier in specified category. One application form can **ONLY** be used to apply for **ONE** category of goods/services (please note that failure to indicate the category number and item description will lead to **DISQUALIFICATION**.)

Please read through this document carefully and provide the requested information together with **ALL** required supporting documents.

INVITATION TO TENDER

Safaricom Investment Cooperative invites applications for pre-qualification from competent suppliers based in Kenya in the under listed categories for the financial year **2018/2019**. Interested eligible suppliers are invited to apply for pre-qualification, indicating the category of goods or services they wish to supply.

- SIC/P001/2018** Provision of designing, Branding and production of promotional materials and signage e.g. T-shirts, caps, banners, Posters, magazines, brochures etc.
- SIC/P002/2018** Provision of publicity and advertising services
- SIC/P003/2018** Provision of general Office stationery
- SIC/P004/2018** Provision of property valuation services
- SIC/P005/2018** Provision of real estate agency services
- SIC/P006/2018** Provision of land survey services
- SIC/P007/2018** Provision of quantity survey services
- SIC/P008/2018** Provision of electrical engineering services
- SIC/P009/2018** Provision of environmental impact assessment services
- SIC/P010/2018** Provision of project management services
- SIC/P011/2018** Provision of legal services
- SIC/P012/2018** Provision of architectural and interior design services
- SIC/P013/2018** Provision of structural and civil engineering works
- SIC/P014/2018** Provision of mail delivery and courier services
- SIC/P015/2018** Provision of market research services
- SIC/P016/2018** Provision of General contractor services (renovations, fencing, field clearing and related services)
- SIC/P017/2018** Provision of Tractors/Earth mover hire services
- SIC/P018/2018** Provision of Landscaping /designers services
- SIC/P019/2018** Provision of Investment/financial literacy training services
- SIC/P020/2018** Provision of Farming projects consultation services
- SIC/P021/2018** Provision of Security services
- SIC/P022/2018** Provision of laptops, computers, computer software and licenses
- SIC/P023/2018** Provision of public relation Agency services
- SIC/P024/2018** Provision of transport services (Taxi, car hire, Vans)
- SIC/P025/2018** Provision of Event management services
- SIC/P026/2018** Provision of Air travel reservations and Ticketing services
- SIC/P027/2018** Provision of HR consultancy
- SIC/P028/2018** Provision of Water drilling services
- SIC/P029/2018** Provision of Cleaning services
- SIC/P030/2018** Provision of Garbage collection services

Pre-qualification documents can be obtained from the Safaricom Investment Cooperative website www.sic.co.ke . A receipt showing proof of payments of a non-refundable fee of

Kshs 6000 should be attached to the prequalification documents at the point of return. Payment shall be made by depositing cash to the following account:

Bank: Cooperative Bank, Westland's
Account Name: Safaricom Investment Cooperative Society
Account No.: 01120150100700

Completed documents in plain sealed envelope, clearly marked prequalification of suppliers, category tender no. and addressed to

The Chief Executive Officer
Safaricom Investment Cooperative Ltd,
P.O Box 66827-00800
NAIROBI KENYA.

Should be dropped in the tender box situated at the Reception of Safaricom Investment Cooperative Offices at Westcom point building, Fourth floor on Mahiga Mairu Avenue, along Waiyaki Way, opposite Safaricom headquarters **on or before 11/6/2018.**

Pre-qualification documents will be opened immediately thereafter at the Safaricom Investment Cooperative office in the presence of the applicants or their representatives who wish to attend.

Safaricom Investment Cooperative reserves the right to accept or reject any application partially or in whole without giving any reasons.

Note;

i) Special Groups Are Women, Youth (up to 35 Years) and Persons Living with Disabilities who have registered with the Directorate of Procurement (National Treasury).

IMPORTANT NOTES TO THE SUPPLIER

- a) The purpose of this document is to assist Safaricom Investment Cooperative in the identification and evaluation of potential suppliers who may subsequently be invited to tender or give quotations for the supply of goods or services within the specified category.
- b) The questionnaire is to be fully and comprehensively completed in respects.
- c) All documents must be submitted in English Language
- d) Provide certified copies of all supporting documents requested under the Questionnaire. You may be asked to clarify your answers or provide more details.
- e) Safaricom Investment Cooperative will examine the documents to determine completeness, general orderlies and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration.
- f) Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire are **legally binding** and should need arise, may be used as evidence in any court of law, which has jurisdiction.
- g) Further Safaricom Investment Cooperative reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein. Any information given and found incorrect shall lead to disqualification of the Applicant.
- h) Information given by the applicant shall be treated in strict confidence.
- i) Applicants to kindly note that this does not amount to any contractual obligation on the part of Safaricom Investment Cooperative, and that Safaricom Investment Cooperative is not obliged to invite tenders/quotation from any or all who express interest by responding to this pre-qualification process.
- j) Where insufficient space has been provided on the questionnaire, additional answers may be provided as supplementary on separate sheets.
- k) The original document shall be prepared in indelible ink. It shall contain no Interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialed by the person(s) who sign(s) the Document
- l) The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page and signed on the last page in the space provided.
- m) Applicants will meet all cost associated with preparation and submission of their applications.
- n) Canvassing will lead to automatic disqualification of the applicant.
- o) Submission is as per instruction given in Invitation to Tender.
- p) Late submission will not be acceptable. Any application(s) received after the date and time of closure will not be considered.

MANDATORY REQUIREMENTS

You shall be required to attach the following mandatory documents where applicable.

- I. Certification of Incorporation/Partnership deed
- II. Trading Certificate where applicable
- III. PIN Certificate
- IV. Certificate from relevant authorities where applicable
- V. VAT certificate
- VI. Tax Compliance Certificate
- VII. List of Directors, telephone numbers and their postal addresses
- VIII. Audited Financial Statements for the past 2 years
- IX. Organogram
- X. CVs of Senior Staff as reflected in the Organogram and Other staff as may have been requested.
- XI. List of items or service for which you wish to be considered (attach separate sheet)

PREQUALIFICATION QUESTIONNAIRE

PART A: GENERAL INFORMATION

| | | | | | |
|----------------------------------|--|--|----------------------------------|--------------------|------------------------|
| 1 | Name of Organization | | | | |
| 2 | Postal Address | P.O Box.....Code..... | | | |
| 3 | Principal Contact Person | Name: Position: | | | |
| 4 | Contacts: | Telephone:..... Fax No. Email: | | | |
| 5 | Physical Location of Business Premises (Note that a visit to your office may be made to confirm information provided as part of the tender evaluation) | Town Street..... Building Name Floor..... | | | |
| 6 | Nature of organization (e.g. sole proprietorship, Public Limited Company, Partnership etc) | <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;"> Limited Liability Company (1) </td> <td style="width: 33%;"> Partnership (2) </td> <td style="width: 33%;"> Sole Proprietor (3) </td> </tr> </table> | Limited Liability Company (1) | Partnership (2) | Sole Proprietor (3) |
| Limited Liability Company (1) | Partnership (2) | Sole Proprietor (3) | | | |
| 7 | Names of the Proprietor, Directors or Partners | 1. 2. 3. 4. | | | |
| 8 | Geographical area of Operations | | | | |
| 9 | Business Operations | Year established..... Duration of Business Operation..... | | | |
| 10 | Company Registration No(<i>Attach Copy</i>) | | | | |

| | | | | | | | | | | |
|-------------------------|---|--|--------------------------|-----------------------|-------------------------------------|--------------------------|-----------------|-----|-------------------------------------|--------------------------|
| 11 | VAT Registration No. (<i>Attach copy</i>) PIN Number | <table border="0"> <tr> <td data-bbox="764 96 959 163">Number</td> <td data-bbox="1013 96 1198 163">Attached copy? YES</td> <td data-bbox="1133 134 1192 191"><input checked="" type="checkbox"/></td> <td data-bbox="1263 134 1321 191"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="764 197 959 264">Number</td> <td data-bbox="1013 197 1198 264">YES</td> <td data-bbox="1133 235 1192 291"><input checked="" type="checkbox"/></td> <td data-bbox="1263 235 1321 291"><input type="checkbox"/></td> </tr> </table> | Number | Attached copy? YES | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Number | YES | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Number | Attached copy? YES | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| Number | YES | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| 12. | Valid Tax Compliance Certificate (<i>attach copy</i>) | <table border="0"> <tr> <td data-bbox="764 296 959 363">Attached copy?</td> <td data-bbox="1013 296 1198 363">YES</td> <td data-bbox="1133 338 1192 394"><input checked="" type="checkbox"/></td> <td data-bbox="1263 338 1321 394"><input type="checkbox"/></td> </tr> </table> | Attached copy? | YES | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | |
| Attached copy? | YES | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| 13. | Provide a brief description of goods or Services that you offer | | | | | | | | | |

PART B FINANCIAL INFORMATION

| | | | | | | | |
|--|---------------------------------|----|----|------------------------|----|------------------------------|----|
| Banker | Name of banker | | | | | | |
| | Address of banker | | | | | | |
| | Telephone | | | Contact name and title | | | |
| | Fax | | | Email | | | |
| Financial information in Kshs. | Actual : previous five years | | | | | Projected: next two years | |
| | 1. | 2. | 3. | 4. | 5. | 1. | 2. |
| 1. Total assets | | | | | | | |
| 2. Current assets | | | | | | | |
| 3. Total liabilities | | | | | | | |
| 4. Current liabilities | | | | | | | |
| 5. Profits before taxes | | | | | | | |
| 6. Profits after taxes | | | | | | | |
| Major Sources of finance as a percentage of total financial requirements(e.g. loans, share capital, e.t.c) | Percentage (%) | | | | | | |
| | 1. | | | | | | |
| | 2. | | | | | | |
| | 3. | | | | | | |
| | 4. | | | | | | |

PART C: TRADE REFERENCE

| | | |
|---|--|---|
| | | Provide contact details for 3 referees for previous/current work that is similar or the same to the one now applied for. Note that the referees may be contacted without further references to you. |
| | How many references are you indicating? (Tick one) | <p style="text-align: center;">0 1 2 3</p> <p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> |
| A | Have supplied any goods or services to other organisations before? | <p>Tick one</p> <p style="text-align: center;">YES NO</p> <p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> </p> <p>Describe the goods or service offered</p> <p>.....</p> <p>.....</p> <p>When.....and for how long.....</p> |
| B | 1 | <p>Organization Name</p> <p>.....</p> <p>Contact Name and</p> <p>.....</p> <p>Position</p> <p>.....</p> <p>Telephone No.</p> <p>.....</p> <p>E-Mail Address</p> <p>.....</p> <p>Service provided</p> <p>.....</p> |
| | 2 | <p>Organization Name</p> <p>.....</p> <p>Contact Name and</p> <p>.....</p> <p>Position</p> <p>.....</p> <p>Telephone No.</p> <p>.....</p> <p>E-Mail Address</p> <p>.....</p> <p>Service provided</p> <p>.....</p> |
| | 3 | <p>Organization Name</p> <p>.....</p> <p>Contact Name and</p> <p>.....</p> <p>Position</p> <p>.....</p> <p>Telephone No.</p> <p>.....</p> |

| | | |
|--|------------------|-------|
| | E-Mail Address | |
| | Service provided | |

In addition to the above, you are required to attach copies of Letters of Award, or any other approved document from each of the above showing works done and values.

PART D: PERSONNEL CAPABILITIES

1) List key proposed management positions

| | |
|----|---|
| 1. | Title of position Name of prime candidate Name of alternate candidate |
| 2. | Title of position Name of prime candidate Name of alternate candidate |
| 3. | Title of position Name of prime candidate Name of alternate candidate |
| 4. | Title of position Name of prime candidate Name of alternate candidate |

PART E: VERIFICATION OF BUSINESS SUSTAINABILITY

| | | |
|--|--------------------------|-----|
| Can the applicant supply certified audited financial statements for the last two Financial years? The supply of these financial statements will be mandatory for your tender to be considered responsive. | | |
| Are you currently involved in any litigation or arbitration (or any other legal process which may result in legal or financial liability)? | | |
| If yes what is the financial exposure as a result of the litigation, arbitration or other legal process and on what basis has this financial exposure been calculated? | | |
| If yes, what other exposure could result from the litigation, arbitration or other legal process and will this financial or other exposure materially prejudice the bidder’s financial position or its ability to successfully and timely implement any contract which may be awarded to it pursuant to this tender? | | |
| Have you ever: | | |
| Question | Response (<i>tick</i>) | |
| | Yes: | No: |
| Forfeited any payment on a contract? | | |
| Been declared in default of a contract? | | |
| Negotiated the premature termination of a contract? | | |
| Had an uncompleted contract assigned to another Contractor? | | |

PART F

(To be completed by applicants in the following categories: **Building Construction, Electrical and Civil Works Constructors, Architect, Electrical Engineers, Mechanical Engineers, Quantity Surveyors, Structural and Civil Engineers**):

1. Company Licenses

Provide list of company licences e.g. Ministry of Road and Public Works, Public Health Registration, CCK, Manufacturers, Product Dealership Licenses, Pest Control Products Board, AAK, IEK etc. (*Specify Classification where applicable e.g. Ministry of Roads & Public Works Class A,B,C,etc*)

2. Project History

List the information on public or private projects completed over the last five (5) years or up to ten (10) most recent (5 completed and 5 ongoing)

a. Completed

| No | Client | Project Title | Location/Town | Start Date | End Date | Project Cost/Value | Sub Contractors- If Any- up To three |
|----|--------|---------------|---------------|------------|----------|--------------------|--------------------------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |

b) Current/on-going projects

| No | Client | Project Title & Location | Consultant (s) | Start & End Date | Project Cost/Value | % Complete | Source of Funding |
|----|--------|--------------------------|----------------|------------------|--------------------|------------|-------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |

You can attach a separate sheet of paper if space provided is not sufficient

3. Experience

- a) How many years have you been engaged in the contracting business under the present firm name?.....
- b) Describe nature of work performed by your firm.....
.....
- c) How many years of experience have you had in the type of work described in above..... No. 2
- d) State the labour force engaged at any one time by your firm

Maximum.....Minimum.....

4. Major Relevant Construction Equipment

| | | |
|-----------------------|--|---------------------------|
| Item of equipment | | |
| Equipment information | 1. Name of manufacturer | 2. Model and power rating |
| | 3. Capacity | 4. Year of manufacturer |
| Current status | 5. Current location | |
| | 6. Details of current commitments | |
| Source | 7 Indicate source of the equipment * Owned * Rented * Leased * Specially manufactured | |

(You may use separate sheets of paper for additional information)

Omit the following information for equipment owned by the Applicant or partner

| | |
|------------|--|
| Owner | 8. Name |
| | 9. Address of owner |
| | Telephone Contact name and title |
| | Fax Email |
| Agreements | Details or rental/lease/manufacture agreements specific to the project |

PART G: CERTIFICATION

I/We do hereby certify that the above information is correct in all respects.

Full Name:

Designation/Position

Signature:

Date:

Company Stamp