RELI REGULATED NWDT SACCO SAVINGS AND CREDIT SOCIETY LTD

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HEAD OFFICE
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NAIROBI.

PREQUALIFICATION INSTRUCTIONS

Reli Regulated would like to invite interested candidates who must qualify by meeting the set criteria as provided by Reli Regulated 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 period ending **31st December 2027.**

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 addressed to The Chief Executive Officer, Reli Regulated, 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 scanned as a **single PDF document**, indicating the tender number and sent to procurement@relisacco.co.ke.

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 prequalified for.

1.8: Notification of pre-qualification:

Pre-qualified Vendors will be added to the pre-qualified list which is posted in the Reli Sacco Website.

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 in deed has the capability to provide the stated goods and or service.

PRE-QUALIFICATION CRITERIA:

	REQUIRED INFORMATION	**FORM REF:**
1	Pre-qualification documentation	RS -1
2.	Pre-qualification data	RS- 2
3.	Financial position	RS -3
4.	Past Experience - References	RS- 4A
5.	Past Experience - Volume of business	RS- 4B
6.	Human, Technical and logistical capacity	RS- 5
7.	Confidential report	RS-6

FORM RS-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/Incorporation/CR 12

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.

NOTE: Expired Documents are deemed – NOT ATTACHED

FORM RS-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 (b) - Partnership:
(Give details of partners as follows):

No.	Name	Citizenship	Residence	Shares

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	Citizenship	Residence	Shares

Part 3: Names of all Associated or Holding Companies (if any):

1 ……..

2. ……..

3. ……..

4. ……

5. …….

6. ……..

7. ……..

8. …….

9. …….

10. ……

FORM RS-3:

FINANCIAL POSITION

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.

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

FORM RS-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.

1st Organization:

Name of client (organization) ……..

Address of client (organization) ……

Telephone no. of client (organization) ……

Value of contract ……..

Duration of contract ……

(Attach documental evidence of existence of contract – attachment)

2nd Organization:

Name of client (organization) ……..

Address of client (organization) ……

Telephone no. of client (organization) ……

Value of contract ……..

Duration of contract ……

(Attach documental evidence of existence of contract – attachment)

3rd Organization:

Name of client (organization) ……..

Address of client (organization) ……

Telephone no. of client (organization) ……

Value of contract ……..

Duration of contract ……

(Attach documental evidence of existence of contract – attachment)

FORM RS-4(B):

PAST EXPERIENCE-VOLUME OF BUSINESS:

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

Name of Highest Value contract:

Name of client/organization: …….

Value of contract: ……

Name of 2nd highest value contract:

Name of client/organization: …….

Value of contract: ……

Name of 3rd highest value contract:

Name of client/organization: …….

Value of contract: ……

FORM RS-5

HUMAN, TECHNICAL AND LOGISTICAL CAPACITY

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.

Physical facilities:

Evidence of physical premises (place of business) e.g. attachment of latest utility bill (electricity, water bill, council rates payments etc)

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Managerial and key personnel competency:

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

Name of Key staff	Position Held	Position Held from (date)

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?

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FORM RS-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?
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 RELI SACCO Society ltd.

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Part 2:

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) in Kshs……

Working capital in Kshs. ……

(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: ……..

Stamp: ……