



## KITUI TEACHERS DT SACCO SOCIETY LIMITED

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### KTS DT SACCO SOCIETY LTD PRE- QUALIFICATION DOCUMENT

PRE-QUALIFICATION DOCUMENT FOR SUPPLIERS OF GOODS AND SERVICES

FOR THE PERIOD JANUARY TO DECEMBER 2024

PRE –QUALIFICATION NO: KTS/PREQ/\_\_\_\_\_/2023-24

ITEM: .....

NAME OF APPLICANT: .....

DATE: \_\_\_\_\_

KTS DT SACCO SOCIETY LTD

P.O. BOX 254 – 90200 KITUI

Phone No.: 020-8014596

EMAIL [info@kituiteacherssacco.com/procurement@kituiteacherssacco.com](mailto:info@kituiteacherssacco.com/procurement@kituiteacherssacco.com)

KTS DT SACCO SOCIETY LTD invites bidders for the PRE-QUALIFICATION OF SUPPLIERS for the Year 2023/24, interested bidders should download the documents from our website:

[www.kituiteacherssacco.com](http://www.kituiteacherssacco.com)



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Completed Tender document should be submitted In Plain Sealed Envelopes, clearly Marked Tender Number on The Right-Hand Side Corner and Should Be Addressed To:

**THE CHAIRMAN  
KTS DT SACCO SOCIETY LTD  
P. O. BOX 254-90200,  
TEL 020 8014596 KITUI**

Must be Placed in the Tender Box **at Kitui head office**, or sent by post so as to reach the above address not later than **23/12/2022 at 12.00noon**.

Submitted bids will be opened publicly in the Main Board Room, soon after the above stated closing date and time in the presence of the tenderers or their representatives who choose to attend. Late bids will be returned unopened.

KTS DT Sacco society ltd reserves the right to reject any tender without giving reasons for the rejection and does not bind itself to accept the lowest or any tender.

NB: Women, Youth and PWD are encouraged to apply

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**PRE- QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEAR 2023-24 SECTION 1: INVITATION FOR PRE-QUALIFICATION**

**1.1 Introduction**

Pre-qualification exercise for the selection of potential suppliers of various goods and services. The purpose of this exercise is to promote supplier partnership and to improve on the quality of products and services while achieving the most competitive prices.

**1.2 Categories**

KTS DT Sacco society ltd invites applications for prequalification from eligible bidders for the Supply of goods and services in the under listed categories for the year 2023/24.

**CATEGORY A: PROVISION OF GOODS.**

<b>NO</b>	<b>TENDER NO</b>	<b>ITEM DESCRIPTION</b>
<b>1</b>	KTS/01/2023-24	Supply of office stationery and consumables.
<b>2</b>	KTS/02/2023-24	Supply of Printing rolls, Ribbons, Toners and Cartridges.
<b>3</b>	KTS/03/2023-24	Design and printing of calendars, brochures, banners, T-shirts, Caps, tents, Staff Uniforms and related materials
<b>4</b>	KTS/04/2023-24	Supply and delivery of Computers (hardware & software) and other office equipment i.e. Photocopiers, Laptop, Tablets, POS Terminals, Printers, Note counters, Scanners, Laminators, Biometric Equipment, UPS & other related materials.
<b>5</b>	KTS/05/2023-24	Supply of motor vehicle tyres, tubes, batteries, oil, lubricants and related spare parts.

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<b>6</b>	KTS/06/2023-24	Supply of office furniture, fixtures and fittings
<b>7</b>	KTS/07/2023-24	Supply of office equipment including filing cabinets, bulk filers and other accessories

### **CATEGORY B: PROVISION OF SERVICES, REPAIRS & MAINTENANCE.**

NO	TENDER NO	ITEM DESCRIPTION
<b>1</b>	KTS/08/2023-24	Repair and servicing of motor vehicles, motorbikes & Generators.
<b>2</b>	KTS/09/2023-24	Provision of repairs and maintenance of Computer systems, Photocopiers, Scanners, printers, firewall, switches, routers and other related equipment
<b>3</b>	KTS/10/2023-24	General maintenance and renovations of buildings (NCA registered).
<b>4</b>	KTS/11/2023-24	Supply, installation & servicing of Air conditioners, fans, money counters and other equipment's
<b>5</b>	KTS/12/2023-24	Supply, installation and maintenance of electrical systems
<b>6</b>	KTS/13/2023-24	Provision of Fumigation, Pest Control Services and sanitary bins
<b>7</b>	KTS/14/2023-24	Provision of documentary and digital signage
<b>8</b>	KTS/15/2023-24	Maintenance of LAN and WAN
<b>9</b>	KTS/16/2023-24	Repair and maintenance of furniture and related facilities
<b>10</b>	KTS/17/2023-24	Supply & maintenance of telecommunication equipment (routers, CISCO, PABX etc)



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11	KTS/18/2023-24	Supply, installation and Maintenance of CCTV equipment.
12	KTS/19/2023-24	Supply, installation & servicing of solar power system
13	KTS/20/2023-24	Supply, installation and Maintenance of firefighting equipment and other fire alarms.
14	KTS/21/2023-24	Supply, installation and maintenance of security alarm systems
15	KTS/22/2023-24	Provision and maintenance of IP telephony services
16	KTS/23/2023-24	Provision of Website Upgrade, design and Maintenance
17	KTS/24/2023-24	Supply, Implementation, Integration and Post implementation support of network access control
18	KTS/25/2023-24	Supply and maintenance of power backup systems, UPS and power stabilizers.
19	KTS/26/2023-24	Provision Of Plumbing, Drainage and Sewerage Maintenance Services.
20	KTS/27/2023-24	Provision of minor office maintenance works
21	KTS/28/2023-24	Provision of research, training, customer surveys and other consultancy services
22	KTS/29/2023-24	Provision of courier services
23	KTS/30/2023-24	Provision of auctioneers and debt collection services
24	KTS/31/2023-24	Provision of property Valuation services including motor vehicles

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Kitui Teachers Plaza along Kalundu road. P.O Box 254 – 90200 Kitui, Kenya. Tel: +254(020)-8014596

Twitter: @kituisacco | Facebook: Kitui Teachers Sacco Society ltd | E.info@kituiteacherssacco.com, Website: [www.kituiteacherssacco.com](http://www.kituiteacherssacco.com)

*'Together, We make a difference'*

## **SECTION 2: INSTRUCTIONS TO APPLICANTS**

### 2.1 Format and Signing of Application

- a) The applicants shall prepare one document comprising the prequalification document clearly marked with the category.
- b) The prequalification document and price schedule shall be typed and signed by a person or persons duly authorized to sign on behalf of the applicant. Alterations or white out shall not be allowed.

### 2.2 Submission of Application

Application for prequalification shall be submitted in sealed envelopes marked with the prequalification document name and reference code numbers deposited to KTS DT Sacco society ltd are to be received on or before **23/12/2022 at 12.00noon.**

**Please note that late submission of documents will not be accepted. Canvassing for tenders by bidders/applicants or by proxy shall lead to automatic disqualification.**

- a) The applicants are required to submit pre-qualification request per tender category in separate envelopes if the applicant is interested in more than one category.
- b) Multiple applications sealed in one envelope will be disqualified from further review and consideration.
- c) Each application envelope must be clearly marked with the tender category reference code number the supplier is applying for pre-qualification.
- d) Any prequalification document received after the deadline will be disqualified.
- e) Applications received after the closing date shall be rejected and returned to the applicant unopened.
- f) All the information requested for prequalification shall be provided in English.
- g) Failure to provide information that is essential for effective evaluation of the applicant's qualification or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.
- h) Applications should clearly indicate their charges as per specifications in the attached schedule.



Note: In case of discrepancy between unit prices and total, the unit price shall prevail.

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- i) The price schedule must be typed, alterations or white out will not be allowed

### 2.3. Eligible Bidders

- a) In case of firms only suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-qualification documents.
- b) Suppliers currently doing business with KTS DT Sacco society ltd are free to reapply for this pre-qualification
- c) The prospective suppliers are required to supply mandatory information for prequalification.
- d) The applicant shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

### 2.4 Qualification criteria.

#### i. Experience:

- a) Prospective bidders shall have at least 1-year experience in the supply of goods, services and allied items. The potential supplier should show competence, willingness and capacity to service the contract following pre-qualification. Individual firms shall show proof of academic or professional qualifications.
- b) Prospective suppliers require special experience and capability to organize, supply and deliver goods and services at short term notice.

#### **ii. Financial condition**

The Supplier's financial condition will be determined by latest financial statements submitted with the pre-qualification document as well as audited statements and bank statement regarding suppliers' credit position.



iii. **Value for money:** Pre-qualification will not only be based on the prices of goods or services on the supplier's price list but pre-qualification will be based on quality of the goods or service at reasonable prices.

iv. **Past performance:** Past performance in the relevant field will be given due consideration in pre-qualifying bidders.

### **2.5 Cost of Application.**

The applicant shall bear all costs associated with the preparation and submission of the prequalification documents. Kitui Teachers Sacco society ltd will not be responsible or liable for those costs, regardless of the conduct and/or the outcome of the pre-qualification process.

### **2.6 Clarification of Pre-qualification Documents.**

The prospective applicant requiring any clarification on the pre-qualification documents may notify KTS DT Sacco society Ltd in writing or e-mail address [Email: procurement@kituiteacherssacco.com](mailto:procurement@kituiteacherssacco.com) OR [info@kituiteacherssacco.com](mailto:info@kituiteacherssacco.com) or call **020-8014596**

The organization will respond through email to any request that it receives earlier than 4 days prior to the deadline for the submission of applications.

### **2.7 Amendments of prequalification documents**

At any time prior to the deadline for submission of applications KTS DT Sacco society ltd may, for any reason, whether at its initiative or in response to a clarification requested by a prospective applicant, notify the bidders by issuing subsequent addendum.

The addendum thus issued shall be part of the pre-qualification documents and shall be communicated in writing.

In order to afford prospective applicants reasonable time to take an addendum into account in preparing their applications, the organization may at its discretion, extend the deadline for the submission of applications.

## 2.8 Currencies

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Prices shall be quoted in Kenya Shillings.

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## **SECTION 3: IMPORTANT INFORMATION**

### **3.0 Corrupt or fraudulent practices**

KTS DT Sacco society Ltd requires that applicants observe the highest standards of ethics during the procurement process and execution of contracts when used in the present conditions following terms as defined as follows: -

- a) Corrupt practices mean offering a bribe, giving, receiving or soliciting or anything of value to influence the action of a public official in the procurement process or in contract execution
- b) Fraudulent practice means a misrepresentation in order to influence a procurement process or the execution of a contract to the detriment of KTS DT Sacco society Ltd and includes collusive practice among applicant (prior to or after pre-qualification submission) designed to establish prices at artificial non-competitive levels and to deprive KTS DT Sacco society Ltd of the benefits of free and open competition.

KTS DT Sacco society Ltd will reject a proposal for award if it determines that the applicant recommended for award has engaged in corrupt or fraudulent practices competing for the contract in question.

### **3.1 Confidentiality**

Information relating to the examination, evaluation of applications, and recommendations for prequalification of the successful participants shall not be disclosed to applicants or any other persons not officially concerned with the process until pre-qualification of the successful applicant has been announced. Canvassing will lead to automatic disqualification.

### **3.2 Notification of Qualified Applicants**

Applicants whose applications are determined to be successful will be notified in writing by KTS DT Sacco society Ltd.



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### 3.3 KTS DT Sacco society ltd right to accept or reject applications

KTS DT Sacco society ltd reserves the right to accept or reject any application, and to announce the pre-qualification process and reject all applications, at any time prior to approval of contract, without thereby incurring any liability to the affected applicant (s) or any obligation to inform the affected applicant(s) of the grounds for KTS DT Sacco society ltd action.

### 3.4 Acceptance of the Approval

The successful bidders shall be required to acknowledge in writing the acceptance of their prequalification document to KTS DT Sacco society ltd. The Tenderer will be required to sign and return a copy of the letter within 14 days from the date of the letter, failing of which the offer will be treated as un-accepted and may be given to the next Tenderer without notice.

### 3.5 Declaration

I/We have completed this form to best of our knowledge and it is agreed that all responses can be sustained if requested to do so, any inaccuracy in the information filled herein will be used as a ground for removal or termination of the tender.

Signed & sealed: ..... For and

on Behalf of: .....

Position in the Company: .....

Date: .....



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### **SECTION 4: SUMMARY OF REQUIRED DOCUMENTS**

NO	REQUIREMENTS	
1	Duly filled Pre-qualification Documents	
2	Organization profile	
3	Financial position Firm's audited accounts for previous year and latest bank statement	
4	Relevant past experience (LPOS recommendation letter from other organization letters of completion of contracts etc.)	
5	Price list of items in the selected bid category	
<b>In addition, provide clear photocopies of the following:</b>		
	Copy of National ID CARD	
	Copy of FIRM Registration certificate	
	Copy of KRA PIN Certificate	
	Copy of valid KRA TAX COMPLIANCE Certificate	
	CR 12 FORM –for limited companies for the last three months.	
	Current TRADE LICENCE with county government	



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SELLER'S SIGNATURE ..... NAME.....

DESIGNATION .....

SELLER'S OFFICIAL RUBBER STAMP .....

**FOR OFFICIAL USE ONLY**

OPENED BY:

1: ..... SIGNATURE .....DATE.....TIME.....

2: ..... SIGNATURE .....DATE.....TIME .....

3: ..... SIGNATURE .....DATE.....TIME .....

WITNESSED BY: .....SIGNATURE .....DATE .....TIME.....