



United Nations Sacco Society Ltd

UN Sacco Building, United Nations Complex,
United Nations Avenue,

P.O. Box 2210-00621, Nairobi, Kenya

Tel: +254-020-7622700 • Fax: +254-020-7622887

Email: info@unsacco.org • Website: www.unsacco.org

RE- TENDER - PREQUALIFICATION OF SUPPLIERS FOR 2019-2020

UNSACCO invites applications from interested and competent firms for pre-qualification for the supply of goods and services for the year 2019-2020. Suppliers that had applied for registration in the re-advertised categories need to confirm if they are to re-apply by writing an email to procurement@unsacco.org.

Goods

Prequalification Number	Description	Eligibility
UNSACCO/PQ/A4/2019-2020	Supply and Maintenance of Note Counters, Cash Counting Machines and Cashiers Receipt Printers	Open
UNSACCO/PQ/A5/2019-2020	Supply and Maintenance of Switchboard	Open
UNSACCO/PQ/A8/2019-2020	Supply and Installation of Networking Equipment	Open
UNSACCO/PQ/A9/2019-2020	Supply, installation and maintenance of Call Center Set-up	Open
UNSACCO/PQ/A12/2019-2020	Supply and Maintenance of Email System	Open
UNSACCO/PQ/A13/2019-2020	Supply and Delivery of Bottled Water	Open

Services

Prequalification Number	Description	Eligibility
UNSACCO/PQ/B1/2019-2020	Provision of Videography, Photography and documentary production Services	Open
UNSACCO/PQ/B3/2019-2020	Provision of Tax Consultancy Services	Open
UNSACCO/PQ/B11/2019-2020	Provision of Market Survey Research Services	Open
UNSACCO/PQ/B13/2019-2020	Provision of Development and Maintenance of Website(s)	Open
UNSACCO/PQ/B14/2019-2020	Provision of Architectural Services	Open
UNSACCO/PQ/B15/2019-2020	Provision of Legal Services	Open
UNSACCO/PQ/B16/2019-2020	Provision of Debt Collection Services	Open
UNSACCO/PQ/B17/2019-2020	Provision of Valuation Services	Open

Pre-qualification documents shall be downloaded from our website: www.unsacco.org. Suppliers are requested to ensure that they submit all the required documentations/proof. Failure to submit requested documentation will lead to disqualification.

Duly completed pre-qualification documents in plain sealed envelopes clearly marked "PRE-QUALIFICATION OF SUPPLIER FOR (please indicate category.....)" Should be addressed to

**The Chief Executive Officer
United Nations Sacco Limited
UN Complex, Gigiri
P.O BOX 30552-00100, NAIROBI, KENYA**

And deposited in the Tender box located at 2nd Floor, Gigiri Plaza along United Nations Avenue on or before 22nd February 2019 at 12.00 Noon. Interested Firms should note that an application fee of Ksh 1,000 applies for each category to be paid in cash when depositing the pre-qualification documents. A receipt shall be provided upon making payment.

Pre-qualification documents shall be opened immediately thereafter in the UNSACCO boardroom in the presence of bidders or their representatives who choose to attend.

Canvassing or giving of false information will lead to automatic disqualification.



UN SACCO
Your Financial Anchor

REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES FORM (2019-2020)

COMPANY/ BUSINESS NAME.....

CATEGORY NO: 1.

2.

(A firm/Company shall be registered in a maximum of two categories.)

CATEGORY 1 DESCRIPTION.....

CATEGORY 2 DESCRIPTION

DATE SUBMITTED.....

NOTE: You are required to fill and submit this form together with the following:

1. Certificate of Incorporation/ Certificate of Registration
2. Business Permit and Valid Tax Compliance Certificate
3. Certificate from National/ County Treasury (Youth, Women and PWD) where applicable
4. Recommendation letters from past and or current clients.
5. Certificate from professional regulator where applicable
6. Provide at least 3 LPO's/contracts or relevant evidence of Goods/Services previously supplied/performed.
7. Confidential Business Questionnaire
8. 2 year Audited financial statements and latest 6 months bank statement.
9. Company Organogram and list of relevant equipment owned for category of Goods/services that your company seek to be qualified for where applicable.
10. Declaration

DECLARATION

We/I hereby declare that:

- a) The company is not insolvent, in receivership, bankrupt or in the process of being wound up.
- b) On being registered we acknowledge that we shall participate within the given time in the submission of a tender/quotation and as per the conditions given in that tender/quotation.
- c) We are not guilty of any serious violation of fair employment laws and practices.
- d) We are not debarred from participating in procurement proceedings under the Public Procurement and Asset Disposal Act, 2015
- e) The information furnished in our application is accurate.

Applicant's Name / Company's Name

.....

Represented by:.....

Signature & Stamp

(Full name and designation of the person signing and stamp or seal)

Date

.....

For Official Use:

Date Received.....

Receiving officer:

Name:

Designation:

Sign:

Received stamp

Appendix 1:

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) and 3 whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

<u>Part 1- General:</u>	
	Business Name
	Location of business premises.....
	Plot No. Street/Road.....
	Postal Address..... Tel. No.....
	Email Address.....
	Nature of business.....
	Current Trade License No.....Expiring date.....
	Maximum value of business which you can handle at any one time: Kshs.....
	Name of our bankers.....Branch

<u>Part 2 (a) – Sole Proprietor:</u>																															
<input type="checkbox"/>	Your name in full.....Age..... Nationality.....Country of origin.....																														
<input type="checkbox"/>	*Citizenship details.....																														
<u>Part 2 (b) Partnership:</u>																															
	Given details of partners as follows:																														
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="border-bottom: 1px solid black; width: 25%;"></th> <th style="border-bottom: 1px solid black; width: 25%; text-align: center;"><i>Name</i></th> <th style="border-bottom: 1px solid black; width: 25%; text-align: center;"><i>Nationality</i></th> <th style="border-bottom: 1px solid black; width: 25%; text-align: center;"><i>Citizenship Details</i></th> <th style="border-bottom: 1px solid black; width: 20%; text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	2.	3.	4.	5.
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1.																											
2.																											
3.																											
4.																											
5.																											
<input type="checkbox"/>																															

Part 2 (c) – Registered Company:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.			
2.			
3.			
4.			
5.			

****if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.***

Part 3 – References

Give details of at least 3 relevant experience that demonstrates ability and experience to Supply or perform the Goods/Services in the categories you have applied for.

Client Name and Address	Type of Goods Supplied or Services Performed	Value of Goods/Services Supplied/ Performed

NB: Attach supporting documents where necessary

Date

Signature and Official Stamp of Candidate.....

Appendix 2:

List of categories for registration (*pick only two*)

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