



RE-QUALIFICATION DOCUMENT FOR SUPPLIERS FOR YEAR

PREQUALIFICATION OF SUPPLIERS FOR YEAR

Wanandegge Housing Co-operative Society Ltd invites applications from interested and eligible firms for prequalification for the supply of goods and services for the year

Bidders are informed that goods, works and services will be procured on 'As and when required basis'.

Item No.	Category Code	Item Description
		SUPPLY AND DELIVERY OF GOODS
1	WH/PQ/01/2022-2024	Supply of General Office Stationery
2	WH/PQ/02/2022-2024	Supply of Servers, Computers, Computer accessories & Networking equipment's.
3	WH/PQ/03/2022-2024	Supply of ICT Network Security System (NGFW), Computer software and licenses.
4	WH/PQ/04/2022-2024	Supply of Office equipment and tools, (Telephone and Telecommunication equipment's Photocopying Machine, Scanners, Toners, Cartridges and Printers accessories.
5	WH/PQ/05/2022-2024	Supply of Furniture, fittings and Equipment
6	WH/PQ/06/2022-2024	Supply of Building Hardware and Electrical Materials
7	WH/PQ/07/2022-2024	Supply design and printing of Forms, Posters Brochures, and Banners-Shirts Notebooks and other marketing /promotional materials.Communicaion and advertising items and related materials.
8	WH/PQ/08/2022-2024	Supply and installation of signage
9	WH/PQ/09/2022-2024	Supply of Mineral
10	WH/PQ/10/2022-2024	Supply of Fire -fighting equipment's training and maintenance.
		PROVISION OF GENERAL SERVICES
11	WH/PQ/11/2022-2024	Provision of photography and Video Services
12	WH/PQ/12/2022-2024	Provision of repair & maintance Services of office equipment and tools .e.g. Photocopies computers and printers.
13	WH/PQ/13/2022-2024	Provision of Advertising Services(Electronic and Print)
14	WH/PQ/14/2022-2024	Provision of event items (Hire of Plastic Chairs, Tents, PA System and related items.
15	WH/PQ/15/2022-2024	Provision of Board, Staff and Members training services and team building.
		CONSULTANCY AND PROFESSIONAL SERVICES
16	WH/PQ/16/2022-2024	Provision of research in market survey, Customer services and new market feasibility studies.
17	WH/PQ/17/2022-2024	Provision of research in market survey, Customer services and new market feasibility studies.
18	WH/PQ/18/2022-2024	Provision of Tax Audit & consultancy services
19	WH/PQ/19/2022-2024	Provision of Insurance services

20	WH/PQ/20/2022-2024	Provision of ICT consultancy services
21	WH/PQ/21/2022-2024	Provision of Bulk Text Messaging services
22	WH/PQ/22/2022-2024	Provision of Transport Services
23	WH/PQ/23/2022-2024	Provision of Land Surveying Services
24	WH/PQ/24/2022-2024	Provision of legal services
25	WH/PQ/25/2022-2024	Provision of property valuation services
26	WH/PQ/26/2022-2024	Provision of Human Resource Consultancy services
27	WH/PQ/27/2022-2024	Provision of ICT Networking /CCTV /Telephony Equipment maintenance services
		WORKS
28	WH/PQ/28/2022-2024	Provision of Architectural Engineering Services
29	WH/PQ/29/2022-2024	Provision of Structural Engineering Services
30	WH/PQ/30/2022-2024	Provision of road tarmacking and grading services
31	WH/PQ/31/2022-2024	Provision of fencing services
32	WH/PQ/32/2022-2024	Provision of Electrical Engineering Services
33	WH/PQ/33/2022-2024	Provision of Drilling of Boreholes and gravelling of Roads
34	WH/PQ/34/2022-2024	Provision of Building Contractors Class C and above.
35	WH/PQ/35/2022-2024	Provision of Quality Surveying Services

Any supplier/Contractor wishing to participate in any category must attach VAT and PIN certificate, certificate of incorporation, latest tax compliance certificate, current trade license, 3 years audited accounts and duly filled prequalification application document.

Prequalification application documents can be obtained from Wanandeg Housing Offices at Wanandeg Plaza 2nd floor Wing A between 8.00 am to 5.00 pm upon payment of non- refundable fee of Kes.2,000 for each category.

The proposals clearly marked **“PREQUALIFICATION OF SERVICE PROVIDERS FOR 2022-2024”** should be deposited in the tender box situated at the Wanandeg Plaza 2nd floor Wing A on or before **05th August 2022 at 12.00 noon** addressed to:

**CHAIRMAN
WANANDEGE HOUSING CO-OPERATIVE SOCIETY,
P.O BOX 700-00521,
NAIROBI.**

Wanandeg Housing Co-operative Society reserves the right to accept or reject any pre-qualification application document and is not bound to give any reason.

A few plots are available for sale in the following projects;

- a) **Kantafu**, prime plots, 2.4 Kms from the tarmac on Kangundo road at kes 450,000 for one eighth of an acre including title deed.

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Wanandege Housing Limited 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 and delivery or provision of goods and services.

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 Wanandege Housing Limited as and when required.

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 to THE CHAIRMAN, WANANDEGE HOUSING LIMITED, 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 pre-qualification includes a questionnaire to be completed and returned with the documents and be supported by the requisite documents from eligible and competent companies.

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 chairman,
Wanandege Housing Co-operative Society.
P.O. Box 700-00521,
EMBAKASI.**

Should be deposited in the Housing Co-operative tender box at Wanandegge Housing Offices on or before **05th August 2022 at 12.00 noon.**

1.6 Pre-qualification

It is understood and agreed that the pre-qualification data on prospective companies is to be used by Wanandegge Housing Limited in determining, according to its sole judgment and discretion, the qualification of prospective suppliers/contractors 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 pre-qualification Notice.

Financial Capability - The supplier's financial capability will be determined by examination of the latest 3 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.

1.8 Notification of Pre-qualification

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

1.9 Verification

Wanandegge Housing Limited 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/contractor in deed has the capability to provide the stated goods and or services.

PRE-QUALIFICATION CRITERIA

	REQUIRED INFORMATION	FORM REF	SCORE
1	Prequalification documentation	PQ-1	30
2	Pre-qualification data	PQ-2	20
3	Financial position	PQ-3	25
4	Past Experience	PQ-4	10
5	Confidential report	PQ-5	15
			100

The qualification level is 70 points and above

FORM PQ-1

PRE-QUALIFICATION DOCUMENTS

All firms must provide:-

1. Copies of Certificate of Registration.
2. Copy of VAT Registration Certificate
3. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to proof compliance, will lead to automatic disqualification thus no further evaluation of your application).
4. Copies of Pin Certificates of firm/company/individual.
5. Copy of current Trade License

FORM PQ 2

PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

Part 1 - General Information

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

as supplier(s) of
(Item Description)

.....
(Category No.)

Physical Location of Business Premises:

Postal Address:

Business Registration Ref. No:

Date of registration of business

Telephone No

Mobile No:

Facsimile No:

E-mail:

Nature of Business:

Full name of applicant

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 two 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.

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.

1. 1ST of 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 documental 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 documental 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 documental evidence of existence of contract)

4. Others.....

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?
Kes
- (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 Housing Co-operative Society.

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 Kes

Current Assets in Kes

Total Liabilities in Kes

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