

INVITATION FOR BID



Tender No.NACICO/TENDER/2023/1

FOR

QUALIFICATION OF SUPPLIERS FOR THE FINANCIAL YEARS

2023-2024

**PROVISION OF CLEANING ,CATHERING AND MESSENGER
SERVICES.**

JANUARY 2023

Table of Contents

	Page
1. INVITATION FOR QUALIFICATION	3
2. INSTRUCTIONS TO CANDIDATES	5
3. APPENDIX TO INSTRUCTIONS TO CANDIDATES	10
4. FORMPQ-1 REGISTRATION DOCUMENTATION	13
5. FORMPQ-2 PREQUALIFICATION DATA	14
6. FORMPQ-3 SUPERVISORY PERSONNEL	15
7. FORMPQ-4 FINANCIAL POSITION & TERMS OF TRADE	16
8. FORMPQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE	17
9. FORMPQ-6 PAST EXPERIENCE	18
10. FORMPQ-7 LITIGATION HISTORY	19
11. FORMPQ-8 SWORN STATEMENT	20

TENDER

PROVISION OF CLEANING ,CATHERING AND MESSENGER SERVICES.

NACICO SACCO SOCIETY LTD invites interested & qualified suppliers / bidders for provision of cleaning, catering and messenger services for its Nacico Plaza, Makadara, City Hall, Kisumu and Mombasa Offices for the financial year 2023/ 2024.

Interested firms to collect bid documents at Nacico Plaza, Landhies Road, 2nd Floor and submit them on or before 25th January 2023 addressed to :-

The Chief Executive Officer
Nacico Sacco Society Ltd
P.O. Box 34525 – 00100
NAIROBI
info@naciosacco.coop

To be deposited in the Tender Box on the reception office at Nacico Plaza, 2nd Floor.

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

- 2.1.1 NACICO SACCO would like to invite interested candidates who must qualify by meeting the set criteria as provided by NACICO SACCO to perform the contract of provision of cleaning services, catering and messenger services to NACICO SACCO.

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the qualification document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **“ORIGINAL”**. In addition, the applicant shall submit one copy of the same qualification document clearly marked **“COPY”**. In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the qualification document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the qualification document shall initial all pages of the tender where entries or amendments have been made. The qualification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the qualification document.

2.3 Submission of Applications

2.3.1 Applications for qualification shall be submitted in sealed envelopes marked with the qualification category, title and tender number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before , January 25th 2023 at 2.30 p.m. Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the original and the copy of the qualification document in separate envelopes duly marking the envelopes **“ORIGINAL”** and **“COPY”**. Both envelopes shall then be sealed in a single (one) outer separate envelope.

The inner and outer envelopes shall:

- (a) Be addressed and delivered to the location at the address provided in the invitation for qualification and the advertisement.
- (b) Bear the qualification category, title and reference number of the prequalification document. In addition to the identification required in sub-Clause 2.2.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared “late” pursuant to Clause 2.3.1.

- 2.3.3 If the outer envelope is not sealed and marked as instructed above, NACICO SACCO will assume no responsibility for the misplacement or premature opening of the qualification document. If the outer envelope discloses the Candidate's identity the NACICO SACCO will not guarantee the anonymity of the qualification submission, but this shall not constitute grounds for rejection of the qualification document.
- 2.3.4 All the information requested for qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.3.5 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.4 Eligible Candidates

- 2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Qualification documents to NACICO SACCO so that they may be qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification - Form PQ-1.
- 2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to NACICO SACCO, as NACICO SACCO shall reasonably request.

2.5 Qualification Criteria

- 2.5.1 qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8. These are to be completed by prospective suppliers who wish to be qualified for submission of tender for the specific tender.
- 2.5.2 The qualified application forms (Form PQ-2) which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.
- 2.5.3 **Experience**
Prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items
- 2.5.4 **Personnel**
The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.
- 2.5.5 **Financial Condition**
The Supplier's financial condition will be determined by latest financial statement submitted with the qualification documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers will be qualified on the satisfactory information given.
- 2.5.6 **Confidential Business Questionnaire**

The general information and details of nature of business and location should be included in Form PQ -5.

2.5.7 Past Performance

Past performance will be given due consideration in qualifying bidders. Letter of reference from past customers should be included in Form PQ-6.

2.5.8 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution – Form PQ-7 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form PQ-8.

2.6 Cost of Application

The qualification document shall be availed to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its tender and the NACICO SACCO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

2.7 Clarification of qualification Documents

2.7.1 The prospective applicant requiring any clarification of the qualification documents may notify the NACICO SACCO in writing or by email at the NACICO SACCO's email address indicated in the qualification data.

2.7.2 NACICO SACCO will respond in writing through email to any request for clarification that he receives earlier than 3 days prior to the deadline for the submission of applications. Copies of NACICO SACCO's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the qualification documents.

2.8 Amendment of qualification Documents

2.8.1 At any time prior to the deadline for submission of applications, NACICO SACCO may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the qualification documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the qualification documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or cable to all who shall have picked the qualification documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the NACICO SACCO.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the NACICO SACCO may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 Deadline for Submission of qualification Documents

- 2.9.1 Applications must be received by NACICO SACCO at the address specified in Sub-Clause 2.10.1 no later than the time and date stipulated in the notice for qualification.
- 2.9.2 NACICO SACCO may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of NACICO SACCO and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Opening of Prequalification Documents

- 2.10.1 NACICO SACCO will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.
- 2.10.2 NACICO SACCO shall prepare minutes of the opening of the qualification documents, including the information disclosed to those present.
- 2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

2.11 Process to be Confidential

- 2.11.1 Information relating to the examination, evaluation of applications and Recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence NACICO SACCO's processing of applications or approval decisions may result in the rejection of the applications.

2.12 Clarification of Applications and Contacting of the NACICO SACCO

- 2.12.1 To assist in the examination, evaluation, and comparison of applications, NACICO SACCO may, at its discretion, ask any applicant for clarification of his/her application.
- 2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact NACICO SACCO on any matter relating to its application from the time of the opening to the time the qualification is approved. If the applicant wishes to bring additional information to the notice of NACICO SACCO, it should do so in writing.
- 2.12.3 Any effort by any applicant to influence NACICO SACCO in NACICO SACCO's qualification evaluation or prequalification approval decisions may result in the rejection of the candidate's application.

2.13 Examination of qualification Documents and Determination of Responsiveness

- 2.13.1 Prior to the detailed evaluation of applications, NACICO SACCO will determine whether each application (a) has been properly signed and delivered pursuant to clause 2.3 ; (b) is substantially responsive to the requirements of the qualification documents; and (c) provides any clarification and/or substantiation that NACICO SACCO may require to determine responsiveness pursuant to Sub-Clause 2.15
- 2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the qualification documents without material deviation or reservation. A material deviation or reservation is one (a) which limits in any substantial way, inconsistent with the qualification documents, NACICO SACCO's rights or the applicant's obligations under the contract; or (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.
- 2.13.3 If an application is not substantially responsive, it will be rejected by NACICO SACCO and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- 2.13.4 NACICO SACCO, prior to the approval of the qualification may confirm the qualification of each applicant who shall have passed the technical stage of the qualification process in order to determine whether the applicant possesses all the requirements in the application for the qualification document submitted.

2.14 Notification of Qualified Applicants

- 2.14.1 Applicant whose application is determined to be successful in accordance with sub-clause 2.15 will be notified by NACICO SACCO within thirty (60) days from the date of opening of qualification documents.
- 2.14.2 At the same time NACICO SACCO notifies qualified Applicant that his/her application is responsive, NACICO SACCO shall notify the other Applicants whose applications are not responsive.

2.15 Evaluation and Comparison of Applications

- 2.15.1 NACICO SACCO will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13
- 2.15.2 qualification will be based on meeting the minimum requirements to pass in the criteria set.

2.16 NACICO SACCO's Right to accept any Application and to reject any or all Applications

- 2.16.1 NACICO SACCO reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2.17 Notification of Approval

2.17.1 Prior to expiration of the period of qualification validity prescribed by NACICO SACCO, the SACCO will notify successful applicants.

2.18 Acceptance of the Approval

2.18.1 The successful candidate shall be required to acknowledge in writing the Acceptance of their qualification to NACICO SACCO

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit only TWO COPIES. ONE marked "ORIGINAL" P qualification document and ONE marked "COPY" and that both shall be placed in one outer envelope
- (ii) Subject to Clause 2.5.1 Bidders will be required to provide requirements Under others and marks provided will be distributed on the entire requirement.
- (iii) Subject to Clause 2.5.3 Youth, Women and PWD firms to provide Names & Contacts of referees or experience
- (iv) Subject to Clause 2.15 on Evaluation and Comparison of Applications the evaluation Criteria shall as follows:

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1.	Certified copy of Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate/Exemption certificate	Mandatory
3.	Current Year Single Business Permit by the City Council of Nairobi for the firm bidding, or any other valid single business permit from other counties.	Mandatory
4.	Copies of registration with RELEVANT REGULATORY BODIES where applicable e.g. IATA, Pharmacy & Poisons Board, LSK etc.	Mandatory
5.	Current practicing certificates for professionals where applicable	Mandatory
6.	Copies of National identity cards (IDs) or valid passports of all Directors of the company/enterprise	Mandatory

Please Note

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of the evaluation.

B: OTHER REQUIREMENTS

	Requirements	Score
1	Duly filled Pre-qualification Data (PQ-2)	10
2	Supervisory Personnel(PQ-3)	
	i) University Degree	10
	ii) Professional/Diploma	7
	iii) Certificate	3
	Score for only 1 of (i-iii)	
3	Financial Position(PQ-4)	
	i)firm's audited accounts/Bank Statements for1year.(attach	10
	ii) Letter of reference from the banker regarding supplier's	10
	iii) State Credit period (minimum proposed is 30 days)	5
4	Duly filled Confidential Business Questionnaire(PQ-5)	10
5	Relevant Past Experience(PQ-6)	
	a) Provide names of three clients(organizations)	
	i) First client Organization (Attach documental evidence)	3
	ii) Second client Organization(Attach documental	3
	iii) Third client Organization(Attach documental evidence)	3
	iv) other	1
6	Litigation History (Provide current sworn affidavit) (PQ-7)	10
7	Sworn Statement(PO-8)	5
OTHERS		
8	Company profile & Organizational Chart	6
9	Clearly marked tender top page	2
10	Provide Two copies of tender document	2
	Total	100

Please Note

The minimum pass mark to qualify for prequalification shall be 80. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

FORM PQ-1 REGISTRATION DOCUMENTATION

All firms **MUST** provide copies of the following:-

- 1.** Certified copy of Certificate of Registration/Incorporation
- 2.** Certified copy of Valid Tax Compliance Certificate/ Exemption certificate
- 3.** Current Year Single Business Permit by the City Council of Nairobi for the firm bidding, or any other valid single business permit from other counties
- 4.** Copies of registration with relevant regulatory bodies where applicable.
- 5.** Current practicing certificates for professionals where applicable
- 6.** Copies of National identity cards (IDs) or valid passports of all Directors of the company/enterprise

FORMPQ-2 - -QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1/We.....here by apply for registration as supplier(s)
(Name of Company/Firm)

Of ..CLEANING...SERVICES.....

.....
(Item Description)

Address.....

Name of building..... Room/Office No Floor No.

Telephone Nos

Full Name of applicant.....

Other branches location..... **Organization &**

Business Information (attach company profile)

Partnership (if applicable)

Names of Partners

.....
.....

3. Business founded or incorporated under present management since

5. Net worth equivalent (Kshs).....

6. Bank reference and address.....

7. Bonding company reference

address.....
.....

8. Enclose copy of organization chart of the firm indicating the main fields of activities

.....

9. State any technological innovations or specific attributes which distinguish you

From your competitors.....

10. Indicate terms of trade/sale.....

PQ-3 SUPERVISORY PERSONNEL

Name.....Age.....

..... Academic

Qualification.....

Undergraduate.....

Postgraduate.....Diploma.....

.....

Certificate..... High

School.....

Professional Qualification

(Attach Certificates if any)

Length of service with Contractor or Supplier/position held

.....

(Attach copies of certificates of key personnel in the organization)

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's audited accounts/Bank Statements for previous one year
- (2) Attach letters of reference from the bankers regarding supplier's credit position.
- (3) State Credit period (minimum proposed is 30 days)

PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

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

<p>Part 1 – General:</p> <p>Business Name</p> <p>Location of business premises.</p> <p>Plot No.....Street/Road</p> <p>Postal Address Tel No. Fax E mail</p> <p>Nature of Business</p> <p>Registration Certificate No.</p> <p>Maximum value of business which you can handle at any one time – Kshs.</p> <p>Name of your bankers Branch</p>

<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age</p> <p>Nationality Country of origin</p> <p>Citizenship details</p>																								
<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.				
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1.																					
2.																					
3.																					
4.																					
<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company-</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p>DateSignature of Candidate</p>	Name	Nationality	Citizenship Details	Shares	1.....	2.....	3.....	4.....	5.....
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5.....																					

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration

FORM PQ-6 - PAST EXPERIENCE

NAME OF AT LEAST THREE

CLIENTS/REFEREES

1. Name of 1stClient (organization)
 - i) Name of Client (organization).....
 - ii) Address of Client (organization).....
 - iii) Name of Contact Person at the client(organization).....
 - iv) Telephone No. of Client.....
 - v) Value of Contract.....
 - vi) Duration of Contract (date).....
(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)
 - i) Name of Client (organization).....
 - ii) Address of Client (organization).....
 - iii) Name of Contact Person at the client(organization).....
 - iv) Telephone No. of Client.....
 - v) Value of Contract.....
 - vi) Duration of Contract (date).....
(Attach documental evidence of existence of contract)

3. Name of 3rdClient (organization)
 - i) Name of Client (organization).....
 - ii) Address of Client (organization).....
 - iii) Name of Contact Person at the client (organization).....
 - iv) Telephone No. of Client.....
 - v) Value of Contract.....
 - vi) Duration of Contract (date).....
(Attach documental evidence of existence of contract)

4. Other clients.....

FORM PQ-7 - LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last two years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS EQUIVALENT)

FORM PQ-8 - SWORN STATEMENT

Having studied the pre-qualification information for the above tender, we/I hereby state:

- a) That the information furnished in our/my application is accurate to the best of my/our Knowledge.
- b) That this prequalification shall not result into a contract. In case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation document.
- c) When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the pre-qualification made.
- d) We enclose all the required documents and information required for the pre-qualification evaluation
- e) That we have the capacity to undertake jobs under the categories hereby applied.

i) Date

ii) Company's Name.....

iii) Represented by

iv) Designation (iii).....

v) Signature(Over stamp or seal)