

INVITATION FOR PREQUALIFICATION



Tender No.NAC/T/2025-2027

FOR

**PREQUALIFICATION OF SUPPLIERS/CONSULTANTS
FOR THE FINANCIAL YEARS 2025-2027**

CATEGORY.....

SUPPLY/PROVISION OF.....

SEPTEMBER 2025

Table of Contents

	Pag e
1. INVITATION FOR PRE-QUALIFICATION	2
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 OPERATIONS	17
9. FORMPQ-6 PAST EXPERIENCE	18
10. FORMPQ-7 LITIGATION HISTORY	19
11. FORMPQ-8 SWORN STATEMENT	20

INVITATION FOR PREQUALIFICATION

Tender No: **NAC/T/2025-2027**

Tender name: **PREQUALIFICATION OF SUPPLIERS/CONSULTANTS
FOR THE FINANCIAL YEARS 2025-2027**

NACICO SACCO invites applications for pre-qualification of Suppliers and Consultants from interested and eligible bidders for the supply/provision of the underlisted goods, services and consultants for the Financial Years 2025-2027.

A) SUPPLY OF GOODS

ITEM NO.	CATEGORY	ITEM DESCRIPTION: PREQUALIFICATION FOR
1	NAC/T/A/001/2025	Supply & delivery of General office stationery.
2	NAC/T/A/002/2025	Design & Printing Promotional Materials.
3	NAC/T/A/003/2025	Supply & delivery of Office Equipment, Computers, Printers, IP phones, Servers, Synology, routers, PABX & related items.
4	NAC/T/A/004/2025	Supply & delivery of computer Software, Network Security Application Licenses & Hardware.
5	NAC/T/A/005/2025	Supply & delivery of computer consumables, Accessories & related items.
6	NAC/T/A/006/2025	Supply & delivery of Audio-Visual systems & Security equipment (scanners, detectors).
7	NAC/T/A/007/2025	Supply & delivery of office furniture & fittings.
8	NAC/T/A/008/2025	Supply & delivery of Clothing, uniforms, protective gear etc.
9	NAC/T/A/009/2025	Supply & delivery of Motor Vehicle spare parts.

B) PROVISION OF SERVICES

ITEM NO.	CATEGORY	ITEM DESCRIPTION: PREQUALIFICATION FOR
10	NAC/T/B/001/2025	Provision of SACCO assets verification and Valuation services.
11	NAC/T/B/002/2025	Provision of information system, audit services.
12	NAC/T/B/003/2025	Provision of cleaning & Fumigation services.
13	NAC/T/B/004/2025	Provision of Legal services.
14	NAC/T/B/005/2025	Provision of Auctioneer services.
15	NAC/T/B/006/2025	Provision of Insurance Covers.
16	NAC/T/B/007/2025	Provision of Branding/communication Services
17	NAC/T/B/008/2025	Provision of Web Hosting, Design, Development & Maintenance Services.
18	NAC/T/B/009/2025	Provision of Repair, maintenance and servicing of Computers & related Equipment.
19	NAC/T/B/010/2025	Provision of Repair & maintenance of telecommunication Equipment.

20	NAC/T/B/011/2025	Provision of Security Services.
21	NAC/T/B/012/2025	Provision of training and consultancy services.
22	NAC/T/B/013/2025	Provision of Managed Network security services.
23	NAC/T/B/014/2025	Provision of Courier services.
24	NAC/T/B/015/2025	Provision of ISP, WAN, MPLS and Wi-Fi Networking connection Services.

The PREQUALIFICATION documents, containing submission information, detailed terms and conditions of qualification may be obtained from the **Sacco website:** <https://naciosacco.coop>

Duly completed Prequalification Documents in plain sealed envelopes clearly marked

“Category.....For the supply/provision of
.....” should be addressed to:

**THE CHIEF EXECUTIVE OFFICER
NACICO SACCO
P.O. BOX 34525-00100
NAIROBI.**

And be deposited in the Tender Box located at the NACICO PLAZA 2nd Floor near the CEO’s Office, so as to be received on or before **Monday, 22nd September 2025 at 10.00am.**

Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend, in the boardroom located at the Nacico Plaza 2nd floor or where directed by the CEO.

**CHIEF EXECUTIVE OFFICER,
NACICO SACCO SOCIETY LIMITED**

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 goods, and services to NACICO SACCO.

2.2. Format and Signing of Applications

- 2.2.1 The applicant shall prepare one original document comprising the prequalification 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 prequalification document clearly marked **“COPY”**. In the event of discrepancy between them, the original shall prevail.
- 2.2.2 The original and copy of the prequalification 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 prequalification document shall initial all pages of the tender where entries or amendments have been made. The prequalification 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 prequalification document.

2.3 Submission of Applications

- 2.3.1 Applications for prequalification shall be submitted in sealed envelopes marked with the prequalification 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 **MONDAY, September 22, 2025** at 10.00 a.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 prequalification 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 prequalification and the prequalification advertisement.
- (b) Bear the prequalification 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 prequalification document. If the outer envelope discloses the Candidate's identity the NACICO SACCO will not guarantee the anonymity of the prequalification submission, but this shall not constitute grounds for rejection of the prequalification document.
- 2.3.4 All the information requested for prequalification 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 Pre-Qualification documents to NACICO SACCO so that they may be pre-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 Pre-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 pre-qualified for submission of tender for the specific tender.
- 2.5.2 The pre-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 prequalification documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers will be pre-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 pre-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 prequalification 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 pre-qualification process.

2.7 Clarification of Prequalification Documents

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

2.8 Amendment of Prequalification 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 prequalification documents by issuing subsequent Addenda.
- 2.8.2 The Addendum thus issued shall be part of the prequalification documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or cable to all who shall have picked the prequalification 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 Prequalification 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 prequalification.
- 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 prequalification 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 prequalification list 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 prequalification evaluation or prequalification approval decisions may result in the rejection of the candidate's application.

2.13 Examination of Prequalification 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 prequalification 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 prequalification documents without material deviation or reservation. A material deviation or reservation is one (a) which limits in any substantial way, inconsistent with the prequalification 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 prequalification may confirm the qualification of each applicant who shall have passed the technical stage of the prequalification process in order to determine whether the applicant possesses all the requirements in the application for the prequalification document submitted.

2.14 Notification of Qualified Applicants

- 2.14.1 Applicants whose applications are 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 prequalification documents.
- 2.14.2 At the same time NACICO SACCO notifies qualified Applicants that their applications are 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 Prequalification 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 prequalification validity prescribed by NACICO SACCO, the SACCO will notify successful applicants.

2.18 Acceptance of the Approval

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

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the prequalification 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" Pre-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 PIN, Valid & Current Tax Compliance Certificate and VAT Certificate.	Mandatory
3.	Current Year Single Business Permit by the County Government for the firm bidding.	Mandatory
4.	Copies of registration with RELEVANT REGULATORY BODIES where applicable.	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 for 1 year. (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	3
	ii) Second client Organization (Attach documental	3
	iii) Third client Organization (Attach documental	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.
- 3.** Current Year Single Business Permit by the County 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.
- 7.** Valid CR12 for limited liability companies.

FORMPQ-2 - PRE-QUALIFICATION

DATA REGISTRATION OF SUPPLIERS

APPLICATION FORM

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

Of
(Category No....)

.....
(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

Part 1 – General:

Business Name

Location of business premises.

Plot No.....Street/Road

Postal Address Tel No. Fax E mail

Nature of Business

Registration Certificate No.

Maximum value of business which you can handle at any one time – Kshs.

Name of your bankers Branch

Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of origin

Citizenship details

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
4.			

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

DateSignature of Candidate

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 1st 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)
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 3rd 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)
4. Others 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	DISPUTED AMOUNT (CURRENT VALUE) KSHS.

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)