WANANCHI DT SACCO SOCIETY LIMITED

(Registered Under the Co-operative Societies Act and Licensed by SASRA)

TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS OF GOODS, SERVICES AND OTHER WORKS

Wananchi DT Sacco Society Limited is in the process of preparing and updating its register for suppliers of various goods, services and other works for the year 2027-2028. Interested, competent and eligible suppliers or firms are invited to apply for pre-qualification, clearly indicating the category of goods, services they wish to apply.

CATEGORY A: SUPPLY OF GOODS

REF NO.	ITEMS DESCRIPTION
WSSLTD/1/2027-2028	Supply of computer stationery, toners, ribbons, cartridges and other general stationery
WSSLTD/2/2027-2028	Supply of office furniture, fixtures and fittings
WSSLTD/3/2027-2028	Supply of office Equipment including safes, strong room doors, photocopiers, telephone heads and Accessories
WSSLTD/4/2027-2028	Supply and delivery of Newspapers, magazines and periodicals
WSSLTD/5/2027-2028	Supply of computer Hardware, Servers, Desktop computers, Laptops, Tablets, networking equipment's and other consumables
WSSLTD/6/2027-2028	Supply and delivery of Computer software
WSSLTD/7/2027-2028	Supply of note/coin counting and currency validations machines.
WSSLTD/8/2027-2028	Supply, installation and commissioning of generators
WSSLTD/9/2027-2028	Supply and Installation of Electrical, Structured Cabling and IP Telephony.
WSSLTD/10/2027-2028	Supply and installation of ICT security- CCTV, access control devices, biometric equipment
WSSLTD/11/2027-2028	Designing, Printing and Supply of Branded calendars, brochures, magazines, attire, staff uniforms, umbrellas, Tents and billboards.
WSSLTD/12/2027-2028	Supply of motor-vehicles fuels, oils and lubricants
WSSLTD/13/2027-2028	Supply and Installation of Solar Panels, inverter-based backup systems and Associated Materials.
WSSLTD/14/2027-2028	Supply And Installation of Air- Conditioning systems
WSSLTD/15/2027-2028	Supply and Maintenance of Fire Equipment, Power and Cooling Equipment: Fire Extinguishers, Automatic Fire Suppression Systems, Smoke Detectors

CATEGORY B: PROVISION OF SERVICES

WSSLTD/16/2027-2028	Provision of garbage collection and sanitary disposal services
WSSLTD/17/2027-2028	Provision for staff medical services
WSSLTD/18/2027-2028	Provision of human resources consultancy and training services.
WSSLTD/19/2027-2028	Provision of architectural and related services
WSSLTD/20/2027-2028	Provision of air conditioning and mechanical ventilation Services
WSSLTD/21/2027-2028	Provision of Audit and related services
WSSLTD/22/2027-2028	Provision of Legal Services
WSSLTD/23/2027-2028	Provision of bulk sms services
WSSLTD/24/2027-2028	Provision of loan guard insurance and risk management services

WSSLTD/25/2027-2028	Provision of general insurance and consultancy services
WSSLTD/26/2027-2028	Provision of marketing research and consultancy services
WSSLTD/27/2027-2028	Provision of music, TV and film production services, photography and videography services
WSSLTD/28/2027-2028	Provision of voice recording animation, voice over services
WSSLTD/29/2027-2028	Provision of digital marketing including, web design, design (art work) of online branding tools, online advertising, social media influencing.
WSSLTD/30/2027-2028	Provision and maintenance of alarms, CCTV systems fire detectors, alarm response and related services.
WSSLTD/31/2027-2028	Provision of general building, construction and maintenance services.
WSSLTD/32/2027-2028	Maintenance, repairs and cleaning of computers, laptops, printers and other related electronic equipment.
WSSLTD/33/2027-2028	Repairs and servicing of motor vehicles and motorcycles (approved garages and dealers)
WSSLTD/34/2027-2028	Repairs and maintenance of generators
WSSLTD/35/2027-2028	Provision of internet services and cloud services
WSSLTD/36/2027-2028	Provision of debts collection and auctioneering services
WSSLTD/37/2027-2028	Provision of asset valuation services
WSSLTD/38/2027-2028	Provision of Guarding security services
WSSLTD/39/2027-2028	Provision of Cleaning services
WSSLTD/40/2027-2028	Provision of Vehicle Tracking & Fleet Management Services
WSSLTD/41/2027-2028	Provision of asset tagging services
WSSLTD/42/2027-2028	Provision of policy formulation consultancy services
WSSLTD/43/2027-2028	Provision of data analytics and business intelligence services
WSSLTD/44/2027-2028	Provision of Queuing system
WSSLTD/45/2027-2028	Provision of Audit and Database monitoring Software
WSSLTD/46/2027-2028	Provision of SIEM (Security Information and Event Management) solutions
WSSLTD/47/2027-2028	Provision of tax consultancy services

Tender pre-qualification documents can be obtained from the Sacco website, **www.wananchisacco.co.ke** upon payment of non-refundable fees of Kshs 1,000 per tender document payable via cash deposit at any Wananchi Sacco branch or via Mpesa through **Paybill No. 899410** account No **M#091256**.

Persons interested to bid for more than one item should pay and tender a document for each separately.

Completed documents in plain sealed envelope(s) and clearly marked on the envelopes as below:

PRE-QUALIFICATION OF SUPPLIERS 2027-2028: TENDER NO……..

Should be addressed to:

The Chairman
Wananchi DT Sacco Society Limited
P.O Box 910-10106
Othaya

And placed in the Tender Box at Wananchi Sacco Society Building at Othaya so as to be received on or before 6th November 2026 at 12.00 pm. Documents submitted after this time will be disqualified.

The pre-qualifications documents will be opened immediately a t the Sacco Boardroom of Wananchi building Othaya in the presence of the Tenderers who chose attend.

Wananchi Sacco Society Limited reserves the right to accept or reject any application/tender and does not bind itself to give any reasons for such decision(s)

CHIEF EXECUTIVE OFFICER

WANANCHI DT SACCO SOCIETY LIMITED

PREQUALIFICATION OF BIDDERS/SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR THE YEAR 2027-2028

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TENDER INSTRUCTION

1.1 INTRODUCTION

Wananchi Sacco Society Limited invites 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 to the Society.

1.2 PRE-QUALIFICATION OBJECTIVE

The main objective of this part is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Society as and when required during the year 2027/2028.

1.3 INVITATION OF PRE-QUALIFICATION

Suppliers registered with Registrar of Companies under the law of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to THE CHAIRMAN, WANANCHI SACCO SOCIETY LIMITED so that they may be pre-qualified for submission of tenders/quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for pre-qualification.

1.4 EXPERIENCE

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 PRE-QUALIFICATION DOCUMENT

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 INFORMATION

In order to be considered for pre-qualification prospective suppliers must submit all the information herein requested.

1.7 QUESTIONS ARISING FROM DOCUMENTS

Question that may arise from the pre-qualifications documents should be directed to the Chief Executive Officer's Office.

1.8 ADDITIONAL INFORMATION

The Society reserves the right to request submission of additional information from prospective bidders.

1.9 INVITATION TO TENDER

Invitations to Tenders/quotations will be made available only to those bidders whose qualifications are accepted by the society after scoring more than 75 points soon after the completion of the pre-qualification process.

1.10 DISTRIBUTION OF PRE-QUALIFICATION DOCUMENTS

A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

THE CHAIRMAN
WANANCHI DT SACCO SOCIETY LIMITED
P.O BOX 910 – 10106
OTHAYA

Not later than 6th November 2026 at 12.00 noon (local time)

2. BRIEF CONTRACT REGULATIONS / GUIDANCE.

2.1 TAXES ON IMPORTED MATERIALS

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 CUSTOMS CLEARANCE

The contractors shall be responsible for customs clearance of their imported goods and materials.

2.3 CONTRACT PRICE.

The contract shall be of unit price type of cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's Management or Tender Committee.

2.4 PAYMENTS

All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the contract Agreement.

PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 PRE-QUALIFICATION DATA FORMS

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 AND PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

The pre-qualification application forms, which are not filled out completely and submitted in the prescribed manner, may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2 QUALIFICATION

It is understood and agreed that the pre-qualification Data on prospective bidders is to be used by the Society in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Tender Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of Society they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

a. Experienced: Prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract.

b. Prospective supplier requires special experience and capability to organize, supply and delivery of items, or services at short notice.

3.3.1 Personnel

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in Form PQ-3.

3.3.2 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.2.1 Special Consideration will be given to the financial resources available such as Working Capital, taking into account the amounts of uncompleted orders on contract and now in progress. (Data on Form pq-4) However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.3 Past Performance

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

3.4 STATEMENT

Application must include a sworn Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 WITHDRAWAL OF PRE-QUALIFICATION

Should a condition arise between the time of a firm is pre-qualified to bid and the bid opening date, which is in the opinion of the Society could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Society reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 The firm must have a fixed Business premise and must be registered in Kenya, with certificate of registration incorporation/memorandum and Article of Association, copies of which must be attached.

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 Certificate of firm/company/individual.
5. Copy of Income Tax returns.
6. Letters of recommendation from at least three (3) of your current major clients.
7. Physical locations (provide current tenancy agreement or Copy of title deed or Lease Certificate or OSHA Workplace License).Company profile to include management team and Board of directors
8. Current copy of CR12 and copies of National IDs of directors'/ business owners.
9. A current certificate of data handlers (data controller or data processor) for all data handling organizations handling personal data
10. Company profile to include management team and Board of Directors..

N.B. Bidder who do not meet any of the above criterion shall be considered non responsive.

PQ-2 PREQUALIFICATION DATA

I/We_____hereby apply
For registration as Supplier(s) of:-

_____

_____

_____

_____

Postal Address _____Tel. No._____

Fax No. _____Email Address_____._____Town

_____

Street_____Name of building

_____

Office/Room No._____Floor No.

_____

Full Name of the Applicant_____

_____

Signature _____Date

_____

Witness's

Name_____

_____

Signature_____Date_____

PQ3 - SUPERVISORY PERSONNEL

Name……

Age…….

Academic Qualifications……..

……

……. Lengthy of service with Contractor or

supplier…….. Position

……

…… (Attach copies of certificate of key personnel in the Organization).

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

(1). Attach a copy of firm's two recent certified financial statements giving summary of assets and current liabilities/or any other financial support.
(2). Attach letters of reference from the bankers regarding supplier's credit position.

PQ-5 CONFIDENTIALITY BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part (2), 2(b) or 2(c) which ever applies to your type of business

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

Part 1 General:
Nature of business……

Current Trade Licence No……...…….Expiring date……..

Maximum value business which you can handle at any one time:

Ksh……..

Name of your bankers……
Branch…….

Part 2 (a) Sole Proprietor:

Your name in full …….

Part 2 (b) – Partnership

Give details of partners as follows:-

Name	Nationality	Citizenship Details	Shares

1……

2……

3……

4……

5……

Part 2 (C) – COMPANY DETAILS

Trading Name……..…….

Reg No..……..……...

Date of incorporation ……..……...

No of Shareholders ……

Give the details of the directors as follows:

Name	Nationality	Citizenship Details

1……

2……

3……..

4……

5……

Any additional information can be attached on a different sheet.

PQ-6 PAST EXPERIENCE

Give particulars of organizations where you have provided goods and services for a period not less than one year. (Please attach reference letters).

PQ-7 LITIGATION HISTORY

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

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

FORM PQ-8

SWORN STATEMENT

Having studied the pre-qualification information for the above project We/I hereby state:

a. The information furnished in our application is accurate to the best of our knowledge
b. That 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 documents to follow.
c. When the call for Tenders/Quotations is issued and the legal, technical or financial conditions or the contractual capacity of the firm changes we shall come 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. By my signature, I consent to sharing and processing of my data, understanding the purpose for which it will be used in the tendering process and by Wananchi DT Sacco Society Ltd in accordance with the Kenyan Data Protection Act 2019 and Data protection general regulation 2021

Applicant's Name……

Signature ……..

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

Date……