



P.O. BOX 83 - 10300, KERUGOYA.

Cell Phone: 0724 256461

E-Mail: info@ollin.co.ke, Site: www.ollin.co.ke

PREQUALIFICATION DOCUMENT

Prequalification NO: OLLIN 2494/2024

Prequalification/Registration of suppliers

For

Supply/Provision of goods and services

For

The Year 2025/2026

Category. (A,B,C) _____

Item Name: _____

Mode of Payment (Cheque, Cash, Mpesa) _____

Date of Payment: _____

Receipt No./Mpesa Ref. No. _____

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Together We Prosper

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INVITATION FOR PREQUALIFICATION FOR THE YEAR 2025/2026

Ollin Savings & Credit Cooperative Society Limited is a Licensed Deposit taking Sacco with its Membership spread across all the 47 counties and beyond.

The Sacco is inviting eligible firms and individuals to be prequalified for the provision of software solutions, supply of goods and provision of services for the year 2025/2026 under the following categories:-

CATEGORY A: PROVISION OF GOODS.	
Item No.	Item
1.	Supply of branded promotional materials- brochures, magazines & advertising materials, caps, T-shirts etc
2.	Supply of general and printed stationery.
3.	Supply of ICT hardware (servers, computers, Scanners, printers & UPS, switches, routers and other computer peripherals).
4.	Supply of ICT Consumables (toners, cartridges & ribbons).
5.	Supply of office equipments (photocopiers, money counting machines, currency detectors, IP telephone system, safes).
6.	Supply & installation of air conditioners.
7.	Supply and installation of CCTV system.
8.	Supply and installation of alarm system.
9.	Supply and installation of Clean Energy Solution.
10.	Supply & installation of fire fighting equipments.
12.	Supply and installation of Marketing Merchandise.
CATEGORY B: PROVISION OF SERVICES.	
Item No.	Item
1.	Maintenance of standby power generators.
2.	Provision of guarding services.
3.	Maintenance of strong room doors and safe services.
4.	Maintenance of CCTV system.
5.	Provision of cleaning services.
6.	Provision of legal services.
7.	Provision of cash in transit services.
8.	Repair and maintenance of air conditioners.
9.	Provision of system Audit services.
10.	Provision of digital asset management services.
11.	Provision of web development and hosting services.
12.	Maintenance of alarm system and electrical fence.
13.	Repair and maintenance of firefighting equipments.
14.	Provision of audit services (Registered with ICPAK and accredited by SASRA).
15.	Management and maintenance of Server Infrastructure and Data center.
16.	Preventive maintenance of computers and computer accessories.
17.	Provision of LAN and WAN services.

18.	Provision of asset verification, tagging and coding services.
19.	Provision of cloud backup services and infrastructure as a service.
20.	General office repairs and renovations (electrical, plumbing).
21.	Provision of consultancy Services– Trainings, Policy development, Strategic Plan, Feasibility Study among others
22.	Provision of e-marketing services.
23.	Provision of property valuation services.
24.	Provision of auctioneering services.
25.	Provision of debt collection services.
26.	Provision of architectural services.
27.	Provision of structural engineering services.
28.	Provision of building and construction services.
29.	Provision of quantity surveying services.
30.	Provision of institutional branding services.
31.	Provision of leasing of office equipments, photocopiers, scanners, printers among others.
33.	Provision of ICT Consultancy.
29.	Provision of Colocation services.
30.	Provision of Sanitation services.
31.	Provision of system penetration services
33.	Provision of Data protection as a service

CATEGORY C: PROVISION OF SOFTWARE SOLUTIONS.

Item No.	Item
1	Provision of Cyber & end Point Security Solutions (Firewall, Antivirus solutions among other Security solutions).
2	Provision of a Business Intelligence Solution.
3	Provision of a call Centre Solution.
4	Provision of a Customer Survey Solution.
5	Supply of application software and licenses (office suite, Operating system and database software).
6	Supply of a Siem Solution.
7	Provision of a Queue Management System.
8	Provision of E-Procurement System.
9	Provision of hyper-converged infrastructure
10	Provision of an Integration Bus(App manager)
11	Provision of Audit and Database monitoring Software.

Tender pre-qualification documents can be obtained from the Sacco website, www.ollin.co.ke upon payment of non refundable fees of **Ksh 1,000/= per tender document payable via cash deposit at any Ollin Sacco branch or via Mpesa through paybill No. 480587 account No. 3300301**

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

Applicants should submit completed pre-qualification documents in plain envelopes clearly marked: **“PREQUALIFICATION DOCUMENTS FOR SUPPLY/PROVISION OF GOODS AND SERVICES.”**

Category _____ Item No. _____ Item _____

The envelope **MUST NOT** in any form identify the bidder and should be addressed to: -

**THE C.E.O,
OLLIN SACCO LIMITED
P. O. BOX 83-10300
KERUGOYA.**

Tender pre-qualification documents should be deposited in the Tender Box located at the Sacco Head Office – Kerugoya or dropped at any of the Sacco Branches addressed as above to be received on or before **Monday, 11th November, 2024 by 4.00 pm.**

Ollin Sacco reserves the right to accept or reject any expression of interest for pre-qualification in part or in whole and is not bound to give any reason for its decision thereof.

2.1 Scope of Tender

2.1.1 Ollin Savings and Credit Co-operative Society limited hereinafter referred to as the procuring entity intends to invite tenders for supply and provision of the following:

(Schedule showing description for each category of goods/service – attached)

It is expected that prequalification application will be submitted to be received by the procuring entity not later than **Friday, 8th November 2024.**

2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix of instructions to candidates.

2.2 Submission of Application

2.2.1 Applications for prequalification shall be submitted in sealed envelopes clearly marked with the tender name and reference number and deposited in the tender box at Ollin Sacco so as to be received on or before **Friday, 8th November 2024.**

2.2.2 The procuring entity reserves the right to accept or reject late applications.

2.2.3 The name and mailing address; of the applicant **MUST** not be marked on the envelope. All the information requested for the pre qualification shall be provided in English language.

2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualification or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.3 Eligibility of Candidates

2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law regulations and as indicated in the appendix of instructions to candidates.

2.3.2 Procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the act.

2.3.3 All entities found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

2.4 Qualification Criteria

- 2.4.1 Pre-qualification will be based on meeting the requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicants general and particular experience, capacity and financial position as demonstrated by the applicant's response in the forms provided in section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to supply/provide the goods and services.
- 2.4.2 **Financial Position;** the applicant entity shall demonstrate that it has access to, or has available, liquid asset, unencumbered real assets, lines of credit and other financial means sufficient to meet the supply/provide goods and services for a period of 12 months.
- 2.4.3 **Litigation history;** the applicant should provide accurate information of any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

2.5 Public Sector companies

- 2.5.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

2.6 Updating pre-qualification Information

- 2.6.1 Pre-qualification candidates shall be required to update the financial information used for prequalification at the time of submitting bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification threshold is no longer met at the time of bidding.

APPENDIX **INSTRUCTIONS TO CANDIDATES**

1. The following instructions for the pre-qualifications of candidates shall supplement, complement or amend the provisions of the instructions to candidates.
2. Whether 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.

Notes on letter of application

The letter of application will be prepared by the applicant and will follow the format presented herein, prepared on the letterhead of the applicant and will include full postal address, telephone numbers and e-mail address.

The letter of application will be duly signed by the authorized representatives of the applicant. Any clause which does not apply to the applicant in the letter of application herein shall be ignored by the applicant.

SECTION III – LETTER OF APPLICATION

Ollin Sacco Ltd
P.O. Box 83-10300
KERUGOYA

Date:

Dear Sir/Madam,

Being duly authorized to represent and act on behalf of (name of firm)_____

(here in after referred to as “the Applicant”), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (tender No. and tender name)

Tender number	Tender name
1.	
2.	
3.	
4.	

1. Attached to this letter are copies of original documents defining:
 - a) the Applicant’s legal status
 - b) The principal place of business and
 - c) Certificate of incorporation
 - d) Copy of PIN certificate
 - e) Copy of VAT certificate
 - f) Current tax compliance certificate
 - g) CRB Clearance Certificate
2. By this application your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the applicant.
3. By this application your agency and its authorized representatives can contact the following persons for further information.

	Name	Position held	Mobile No.	E-Mail Address
1				
2				
3				

4. This application is made with the full understanding that:
 - a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
 - b) Your agency reserves the right to:
 - Amend the scope and value of any supplies bid under this tender; in such event, bids will only be called from bidders who meet the revised requirements; and
 - Reject or accept any application, cancel the prequalification process, and reject all applications
 - c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the applicant on the grounds for them.
5. Appended to this application, we give details of the participation of each party including capital contribution and profit/loss agreements, partnership association. We also specify the financial commitment in terms of the percentage of the value of the each supply/provision of service, and the responsibilities for execution of each supply/provision of service.
6. We confirm that if we bid, that bid, as well as any resulting/provision of service, will be signed so as to legally bind all partners, jointly and severally.
7. The undersigned declares that the statement made and the information provided in the duly completed application is complete, true, and correct in every detail.

Signed & Stamped	Signed & Stamped
Name	Name
For and on behalf of (name of Applicant)	For and on behalf of (name of partner)

SECTION IV - FORMS

Table of Contents

<u>Form No.</u>	<u>Name</u>
1.	General information
2.	Financial capability
3.	Litigation History

Notes on completion of forms

Application Form 1 **General information**
This form is to be completed by all applicants. Where the applicant proposes to use agents the information shall be supplied.

Application Form 2 **Financial Capability**
This form shall be completed by every applicant. It shall contain financial information to demonstrate that the applicant meets the requirements stated in the instructions to candidates. If necessary separate sheets shall be used to provide complete banker information. A copy of the audited balance sheet shall be attached. The information shall include the summary of actual assets and liabilities for the last two years.

Application Form 3 **Litigation History**
This form is to be completed by all applicants. It shall provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

APPLICATION FORM (I) – GENERAL INFORMATION

1.	Name of the firm	
2.	Head office address	
3.	Telephone	Contact person
4.	E-mail	
5.	Place of incorporation/registration	Year of incorporation/registration
6.	PIN No.	

Nationality of owners			
Name	Nationality	ID No./passport No.	
1.			
2.			
3.			
4.			
5.			

APPLICATION FORM (2) – FINANCIAL CAPABILITY

Name of applicant

Banker	Account Name:	
	Address of banker:	Contact Name:
	Telephone:	E-mail

Financial information for the last two years		
	Kshs.(Year 2022)	Kshs. (Year 2023)
1. Total Assets		
2. Current Assets		
3. Total Liabilities		
4. Current Liabilities		

APPLICATION FORM (3) LITIGATION HISTORY

Name of Applicant

Applicants shall provide information of any history of litigation or arbitration resulting from supply/provision of services executed in the last five years or currently under execution

Year	Award FOR or AGAINST applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)