



...towards a prosperous future together

REGISTRATION OF SUPPLIERS

REGISTRATION OF DEBT COLLECTORS FOR THE PERIOD 2023-2025

REFERENCE	DESCRIPTION/CATEGORY	ELIGIBILITY	REGIONS
ST/REG/04/23	PROVISION OF PROFESSIONAL DEBT COLLECTION SERVICES FOR THE PERIOD 2023 TO 2025	OPEN	Mombasa, Kisumu, Embu, Meru, Olkaria, Nakuru, Eldoret and Kisii.

Supplier Registration Documents

Supplier registration documents can be obtained free of charge from the procurement office situated at, STIMA SACCO Plaza, 1st Floor, Mushembi Road, Parklands Nairobi, Kenya during normal office working hours (9.00 am to 12.30 pm, 2.00 pm to 4.30 pm) Monday to Friday excluding public holidays beginning on **28th September 2023**.

Completed supplier registration responses and documents are to be submitted in plain sealed envelopes, marked “**Provision of Professional Debt Collection Services for The Period 2023 to 2025**” as more particularly described in the Tender Document.

Any Queries and clarification should be directed to

CHIEF EXECUTIVE OFFICER

STIMA SACCO SOCIETY LTD

P.O. BOX 75629-00200

NAIROBI,

KENYA.

Telephones: +254703024024/000

E-Mail: procurement@stima-sacco-com

Website: www.Stima-sacco.com

INTRODUCTION

Dear Prospective Supplier,

1. *Description of Stima Sacco Society Limited and our Core Business*

1.1 Stima Sacco is one of the leading SACCOs in Kenya. It was not only among the first to meet the rigorous licensing criteria by SACCO regulatory authority and has also registered one of the highest growth its loan book and membership. From its registration in 1974 as SACCO targeting Kenya power then East Africa Power and Lighting Company, Stima SACCO has registered over 100,000 members and over KES 21 billion asset base to date.

1.3 **Our Vision is “To redefine financial wellness”**

1.4 **Our Mission is “Empowering members for life.”**

2. *Organizational and Business Structure*

2.1 Stima Sacco is structured into head office and twelve branches namely; Mombasa, Nakuru, Embu, Olkaria, Kisumu, Eldoret, Nairobi CBD, Kawi , E-House, Kisii, Meru and Nairobi Parklands branch.

3. *Nature and Scope of Registration*

"Registration of suppliers" means the process of identifying and obtaining a list of prospective providers of a specified category of goods, works or services by a procuring entity for a specified period of time but not exceeding more than two years, and maintaining them for the purpose of inviting them on rotational basis for subsequent tendering proceedings such as request for quotations or restricted tendering, that may arise during the period of listing;

DISCLAIMER: In no event is the registration a confirmation of guarantee of award of contract, order or tender

REGISTRATION INSTRUCTIONS

1.1 Introduction

STIMA SACCO would like to invite interested candidates who will qualify by meeting the set criteria as provided for in this Tender Document and eligible to perform the contract of supply and delivery or provision of goods and services.

1.2 Registration Objective and scope

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to STIMA SACCO 'as and when required' during the Financial Year 2023-2025. There is no guarantee that once registered with STIMA SACCO you will be invited to quote for various goods or services over the two years.

1.3 Invitation for Registration

Suppliers registered under the Laws of Kenya to supply or provide respective merchandise/services are invited to submit their registration documents to the Chief Executive Officer so that they can be registered for submission of quotations/Tenders. The prospective Suppliers are required to supply mandatory information for registration. Bidders should submit one (1) neatly bound hard copy of the completed registration data and other requested information clearly marked -:

ST/REG/04/23- PROVISION OF PROFESSIONAL DEBT COLLECTION SERVICES FOR THE PERIOD 2023 TO 2025 and be addressed to:

Chief Executive Officer

Stima Sacco Society Ltd

P.O. Box 75629- 00200

NAIROBI

And deposited in the Tender Box situated on the Ground Floor, Stima Sacco Plaza, Nairobi so as to be received on or before **Wednesday, 11th October 2023, at 12.00 noon.**

1.4 Threshold

Potential suppliers/contractors must demonstrate the capacity, willingness and commitment to meet the registration criteria. All information quoted or referenced to must be adequately supported.

1.5 Pertinent information requirement

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.6 Mode of Submission of Registration Documents

Bidders should submit one (1) neatly bound hard copy of the completed registration data and other requested information shall be submitted to be received on or before date specified under invitation to tender.

1.7 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to The chief executive officer at the address indicated under invitation to tender.

1.8 Additional Information

STIMA SACCO reserves the right to request submission of additional information from prospective bidders. Such request shall not amount to modification of tender submitted but as supportive evidence to already submitted information.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The local suppliers will have to pay all taxes payable as applicable for all imported materials to be supplied.

2.2 Customs Clearance

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

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges and taxes.

2.4 Payments

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

3.0 REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4 and PQ-5, are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific tender.

3.1.1 Incomplete or incorrectly filled registration forms submitted in the prescribed manner will **NOT** be considered. All the documents that form part of the proposal must be written in English.

3.2 QUALIFICATION

3.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by STIMA SACCO in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of STIMA SACCO they possess the 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 registration

- I. Experience: Prospective bidders shall have experience in the supply of goods, services and allied items and hence should show competence, willingness and capacity to service the contract.
- II. Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

3.3.2 Personnel

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

3.3.3 Financial stability

The Supplier's financial stability will be determined by latest financial statement AND bank statement submitted with the registration documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders, on contract and in progress (data on Form PQ-4). However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in registering bidders. Letters of reference from at least five (5) past customers/clients should be included.

3.4 Accuracy of information submitted

The tenderer shall swear in (Form PQ-4) that the information submitted is nothing but the pure truth regarding the organization. Supply of any false information is a sufficient ground for disqualification.

3.5 Withdrawal of registration

Should a circumstance change between the time the firm bid for registration and the bid opening date, which in the opinion of STIMA SACCO 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, STIMA SACCO reserves the right to reject the tender from such a bidder even though He/She was initially prequalified.

3.6 The firm must have a Fixed Business Premise (provide legal lease agreement) and must be registered in Kenya, with certificate of registration/ incorporation and copies attached during bid submission.

3.6.1 The firm must proof that it has paid all its statutory obligations and have a valid Tax compliance/Exemption certificate

3.7	Required information	Form type	scores
	1. Mandatory requirements	PQ-1	Mandatory requirement
	2. Technical Qualification	PQ-2	100
	5. Confidential business questionnaire	PQ-3	Filled, signed & stamped
	7. sworn statement	PQ- 4	Filled, signed & stamped
	8. Litigation history	PQ- 5	Filled, signed & stamped

PQ 1 -Preliminary Examination Parameters (Mandatory Requirements) – Stage 1 of the Evaluation

No	Requirements	Compliance (Yes OR No)
MR 1	Documentary evidence of the company’s Certificate of Incorporation or registration certificate.	
MR 2	Copy of the company’s current Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA) valid at least up to the date of tender opening.	
MR 3	Photocopy of the Kenya National Identity Card or Valid Kenyan Passport of all Directors of the company or partners in the firm or enterprise.	
MR 4	Tender document to be serialized from page one up to the last including attachments/appendixes	
MR 5	Confirmation of Directors (CR. 12)	
MR 6	Current trade license/business permit from local County (Successful bidders shall be placed based on the area of operation as per the permit and our Region List on Page 1)	
MR 7	Filled confidential business questionnaire	

Bidders shall be required to meet all the Mandatory Requirements to progress to stage 2 of the evaluation on Technical Qualification).

PQ2-Stage 2: Technical Qualification

Tenderers fully complying with mandatory requirements will be subjected to technical evaluation on the capacity to deliver the contract based on the technical parameters given below:

	Evaluation Attribute	Max Score
1.	A detailed description of the organization profile	10
2.	The firm should provide at least five (5) Reference sites in debt collection. Provide certified recommendation letters or contracts in debt collection from established firms/institutions/Corporations. 5 marks per reference. Total Marks 25 marks	25
3.	Company profile and number of years in the business for provision of debt collection: i) At least 5 years and above. (10 marks) ii) 3 to 4 years. (5 Marks) iii) less than 2 years in operation. (2 marks)	10
4.	Provide a list of at least 5 corporate clients served in the last five years with telephone numbers and contact persons. 1 mark for each client up to a maximum of (5 marks)	5
5.	Give a listing of team composition including task assignments. Provide Curriculum Vitae (CV) for Key staff to be engaged in the assignment – (2 marks.) for each CV, up to a maximum of five CVs. Attach evidence of qualification in a business-related course	10
6	Adequacy for the assignment: Demonstrate experience in similar assignments. Bidders should attach letters or reports of proof of staff having accomplished similar assignments- 2 marks for each staff up to a maximum of 10 marks	10
7.	Confirmation of physical address e.g., a lease or title deed or a utility bill	10
8	Professional indemnity cover 2million and above – 10 marks 1-1.9 million – 5 marks Below 1million – 0 marks	10
9.	Financial position – Provide certified audited financial accounts for the last two years 2020 & 2021 (5 marks each year)	10
	TOTAL	100

Tenderers will be required to score 80% and above on the above Technical Evaluation to be enlisted in our panel of prequalified suppliers.

FORM PQ-3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part I- General:

Business Name

Location of business premises..... Plot No.

..... Street/Road..... Postal

Address..... Tel. No..... Nature of
business..... Current Trade
License No..... Expiring date.....
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:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
.....

.....
.....
.....

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:-

	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.			
2.			
3.			
4.			
5.			

Date Signature of Candidate.....

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

FORM PQ-4 - SWORN STATEMENT

Having studied the registration information for the above project we/I hereby state:

- The information furnished in our application is accurate to the best of our knowledge.
- That in case we are successful, 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.
- We will not engage in corrupt practices with Stima Sacco Members of Staff.
- We are not debarred from participating in Public Procurement proceedings by PPRA
- When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the registration made.
- We enclose all the required documents and information for the registration evaluation

Applicant's Name

Represented by

Signature

Date

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

FORM PQ-5 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 five 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)

Applicant's Name

Signature and stamp

Date