



*...towards a prosperous future together*

## **REGISTRATION OF SUPPLIERS**

### **REGISTRATION OF SUPPLIERS FOR ICT-RELATED SERVICES**

|             |  |
|-------------|--|
| ST/PRE/G/01 | Supply, Delivery, Installations, Configuration And Commissioning And Maintenance Of Data Centre  |
| ST/PRE/G/02 | Supply, Delivery, Installation, Configuration And Commissioning Of Enterprise Business Systems (Including Erp, Crm, Electronic Document Managemant, Electronic Payment Solutions, Enterprise Email/ Collaboration) |
| ST/PRE/G/03 | Supply, Delivery & Commissioning, Repair And Maintenance Of Enterprise Infrastructure (Servers, Storage Systems, Network Systems Etc)  |
| ST/PRE/G/04 | Provision Of Ict Professional Services (Including Ict Advisory/ Consultancy, Compliance And Security Audit, Certifications Of Ict Infrastructure) – Firms  |
| ST/PRE/G/05 | Prequalification for Supply, Delivery and Installation of Electronic Document Management Software (EDMS)   |
| ST/PRE/G/06 | Prequalification for Supply, Installation, and commissioning of Network and Systems Security   |
| ST/PRE/G/07 | Prequalification for Supply, Installation, and commissioning of Compliance auditing tools  |
| ST/PRE/G/08 | Prequalification for Supply, Installation, Commissioning and Maintenance of Local Area Network (LAN)   |
| ST/PRE/G/09 | Prequalification for Supply, Installation, Commissioning and Maintenance of Network/Security Operation Centre (NOC/SOC)  |
| ST/PRE/G/10 | Prequalification for ICT Forensics & Investigations Firms  |

## **Supplier Registration Documents**

Supplier registration documents can be obtained free of charge from procurement office situated at, STIMA SACCO Plaza, 1st Floor, Mushembi Road, Parklands Nairobi, Kenya during normal office working hours (9.00am to 12.30pm, 2.00pm to 4.30pm) Monday to Friday excluding public holidays beginning on **14<sup>th</sup> February, 2023**.

Completed supplier registration responses and documents are to be submitted in plain sealed envelopes, marked “**Registration of Suppliers February, 2023**” 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](mailto:procurement@stima-sacco-com)

Website: [www.Stima-sacco.com](http://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 nine branches namely; Mombasa, Nakuru, Embu, Olkaria, Kisumu, Eldoret, Nairobi CBD, Kawi and Nairobi 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 2020-2022. 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 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/01/2023- REGISTRATION OF SUPPLIERS FEBRUARY, 2023** 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 **Monday, 20<sup>th</sup> February 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 |

**SECTION I – REGISTRATION AREAS OF INTEREST (Tick as Appropriate)**

|             |  |
|-------------|--|
| ST/PRE/G/01 | Supply, Delivery, Installations, Configuration And Commissioning And Maintenance Of Data Centre  |
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**PQ 1 -Preliminary Examination Parameters (Mandatory Requirements) – Stage 1 of the Evaluation**

| No   | Requirements  | Compliance<br>(Yes OR No) |
|------|---|---------------------------|
| MR 1 | Documentary evidence of the company’s Certificate of Incorporation or registration certificate (Legal structure)  |                           |
| MR 2 | Copy of the company’s <b>current</b> 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 | Provide documentary evidence of liquid assets and/or availability of credit facilities of a value of at least <b>Kshs.50 million (Kenya Shillings Fifty Million)</b> . (Attach copies of certified bank statements for the last six months <b>OR</b> letter of credit line from a financial institution registered by Central Bank of Kenya. The documents so provided may be verified for authenticity).                                   |                           |
| MR 5 | Confirmation of Directors (CR. 12)  |                           |
| MR 6 | Copies of valid business permits and license number   |                           |
| MR 7 | Documentary evidence in form of Audited Accounts for the Company for at least three (3) consecutive years between and including 2019 and 2021 to indicate the Company has had an average annual turnover of Kenya Shillings Two Hundred Million (Kshs. 200 Million) and above in each of the three years. The audited accounts <b>MUST</b> be signed by the auditor preparing the audited accounts and the candidate’s Company Director(s). |                           |

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 capacity to deliver the contract based on the technical parameters given below:

|           | <b>Evaluation Attribute</b>  | <b>Weighting Score</b>  | <b>Max Score</b> |
|-----------|--|---|------------------|
| <b>1.</b> | A detailed description of the organization profile   | Company profile   | 5                |
| <b>2.</b> | Number of years in the business of building construction and maintenance ( <b>a copy of the certificate of incorporation or registration to be provided for verification</b> ).  | Each active year of registration will earn <b>1mark</b> to a maximum of 5 years | <b>5</b>         |
| <b>3.</b> | Provide a list of at least five (5) <b>clients with references (names and telephone number of contact persons)</b> to which the company has undertaken <b>ICT Projects</b> each valued at <b>KShs.20,000,000</b> and above in the last <b>5 years</b> . The Sacco may undertake due diligence on the list.<br><b>Note:</b> Bidder to provide copies of contracts and completion certificates/letter from the clients with completion date and amounts as proof of having undertaken the works. | Each reference client will earn <b>7 marks</b> to a maximum of 5 clients        | <b>35</b>        |
| <b>4.</b> | Demonstrate partner level approval from the listed manufacturers. Attach certificates from the following, CISCO, FORTINET, NUTANIX, VMWARE, NETAPP, HP or relevant as per the category   | Each certificate will earn 7 marks to a maximum of 6 certificates               | <b>35</b>        |
| <b>5.</b> | Provide a list of 5 technical workforces with 3 years plus experience with valid certifications in the listed areas below  |   |                  |
|           | i. Certifications such as Cisco Certified Internetwork Expert (CCIE) or equivalent   | 2 marks   | 10               |
|           | ii. VMware Certified professional or equivalent  | 2 marks   |                  |
|           | iii. NetApp Certified Support Engineer or equivalent   | 2 marks   |                  |
|           | iv. VEEAM Certified Engineer or equivalent   | 2 marks   |                  |
|           | v. Fortinet Network Security Expert (NSE) or equivalent  | 2 marks   |                  |
| <b>6.</b> | Audited Financial Statements for the last three consecutive years (2018 and 2021) certified by a certified auditor. The evaluation committee will consider annual turnover   | i) <b>10 marks</b> for average annual turnover of 100 Million and above         | <b>10</b>        |

|           |              |   |            |
|-----------|--------------|---|------------|
|           |              | ii) <b>7 marks</b> for average annual turnover of 99M and below 49Million<br>iii). No mark for average annual turnover of below 50Million |            |
| <b>7.</b> | <b>TOTAL</b> |   | <b>100</b> |

Tenderers will be required to score 75% and above on the above Technical Evaluation to be enlisted in our panel of prequalified suppliers.

**Additional Information to Bidders**

**1. Personnel**

Tenderer will be required to provide a list of at least five (5) Qualified Technical Staff in the company relevant to building construction works or related field.

**2. Equipment**

Tenderer to provide list of equipment required to execute the woks and provide further details of proposed items of equipment to confirm ownership and or leased.

**3. Subcontractors**

The tenderer to provide details of Subcontractors they will engage for services ('Specialized Subcontractors') if any

**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 .....

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***Part 2 (a) – Sole Proprietor***

Your name in full.....Age.....

Nationality..... Country of origin.....

\*Citizenship details.....

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***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** .....