



# JOINAS SACCO SOCIETY LIMITED

P.O. BOX 669-00219 KARURI  
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## PROCUREMENT ADVERTISEMENT

<b>JSSL/01/2022:</b>	PREQUALIFICATION FOR SUPPLY OF GENERAL AND PREPRINTED STATIONERIES.
<b>JSSL/02/2022:</b>	PREQUALIFICATION FOR SUPPLY OF STAFF UNIFORMS AND PROMOTIONAL MATERIALS.
<b>JSSL/03/2022:</b>	PREQUALIFICATION FOR SUPPLY OF COMPUTER HARDWARE AND SOFTWARE, PRINTERS, LAPTOPS, CAMERAS SCANNERS, TONNERS, DOTMATRIX RIBBONS AND OTHER COMPUTER HARDWARE.
<b>JSSL/04/2022:</b>	PROVISION OF REPAIR AND SERVICES OF PABX MACHINE AND TELEPHONE SETS.
<b>JSSL/05/2022:</b>	PROVISION AND SUPPLY OF SACCO BUSINESS CONSULTANCY SERVICES.
<b>JSSL/06/2022:</b>	PREQUALIFICATION FOR PROVISION OF CLOUD DATA BACKUP SERVICES.
<b>JSSL/07/2022:</b>	PREQUALIFICATION FOR STRUCTURED CABLING, FIBRE OPTIC, LAYING AND SLICING.
<b>JSSL/08/2022:</b>	PREQUALIFICATION FOR SUPPLY AND INSTALLATION OF GENERATOR & MAINTENANCE OF POWER GENERATOR.
<b>JSSL/09/2022:</b>	PREQUALIFICATION FOR SUPPLY OF ELECTRICAL ENGINEERING SERVICES AND MAINTAINANCE OF ELECTRICAL EQUIPMENT.
<b>JSSL/10/2022:</b>	PREQUALIFICATION FOR PROVISION OF SECURITY SERVICES.
<b>JSSL/11/2022:</b>	PREQUALIFICATION FOR PROVISION OF MAINTENANCE OF FIRE FIGHTING EQUIPMENT.
<b>JSSL/12/2022:</b>	PREQUALIFICATION FOR PROVISION OF MAINTENANCE OF SAFE AND STRONGROOM DOORS.
<b>JSSL/13/2022:</b>	PROVISION AND SUPPLY OF PLUMBING SERVICES.
<b>JSSL/14/2022:</b>	PROVISION, SUPPLY AND MAINTENANCE OF OFFICE FURNITURE AND EQUIPMENTS.
<b>JSSL/15/2022:</b>	PROVISION AND SUPPLY OF CLEANING SERVICES.
<b>JSSL/16/2022:</b>	PREQUALIFICATION FOR LEGAL SERVICES AND REPRESENTATIONS.
<b>JSSL/17/2022:</b>	PREQUALIFICATION FOR PROVISION OF LAND VALUERS AND CHARGING SERVICES.
<b>JSSL/18/2022:</b>	PROVISION OF GENERAL INSURANCE & MEDICAL INSURANCE COVER
<b>JSSL/19/2022:</b>	PREQUALIFICATION FOR PROVISION OF LOAN INSURANCE COVER.
<b>JSSL/20/2022:</b>	PREQUALIFICATION FOR PROVISION OF EXTERNAL AUDIT SERVICES.
<b>JSSL/21/2022:</b>	PROVISION OF REPAIR AND MAINTENANCE OF BUILDING.
<b>JSSL/22/2022:</b>	PROVISION OF BUILDING AND CIVIL WORKS.
<b>JSSL/23/2022:</b>	PROVISION AND SUPPLY OF AUCTIONEERING SERVICES.
<b>JSSL/24/2022:</b>	PREQUALIFICATION FOR SUPPLY OF SANITARY BINS.
<b>JSSL/25/2022:</b>	PROVISION OF ASSET VALUATION SERVICES.
<b>JSSL/26/2022:</b>	PREQUALIFICATION FOR DISPOSAL OF ASSETS.
<b>JSSL/27/2022:</b>	PROVISION OF MUSIC, T. V AND FILM PRODUCTION, PHOTOGRAPHY AND VIDEOGRAPHY SERVICES.
<b>JSSL/28/2022:</b>	PROVISION OF REPAIR AND SERVICING OF MOTOR VEHICLE AND MOTOR CYCLE.
<b>JSSL/29/2022:</b>	PROVISION OF MOTOR VEHICLE AND MOTOCYCLE TRACKING SERVICES.
<b>JSSL/30/2022:</b>	PROVISION OF TAX CONSULTANCY SERVICES.
<b>JSSL/31/2022:</b>	PROVISION AND SUPPLY OF CORE-BANKING SYSTEM.
<b>JSSL/32/2022:</b>	PROVISION AND SUPPLY OF ALTERNATIVE BANKING CHANNELS (MOBILE BANKING).
<b>JSSL/33/2022:</b>	PROVISION AND SUPPLY OF TEAM BUILDING AND TRAINING SERVICES.
<b>JSSL/34/2022:</b>	PROVISION AND SUPPLY OF CASH IN TRANSIT SERVICES.
<b>JSSL/35/2022:</b>	PROVISION AND SUPPLY OF INTERNET AND CLOUD SERVICES.
<b>JSSL/36/2022:</b>	PROVISION AND SUPPLY OF SOFTWARE, OFFICE APPLICATIONS, MICROSOFT LICENCES AND ANTIVIRUSES.
<b>JSSL/37/2022:</b>	PROVISION AND SUPPLY OF INSTALLATION AND SERVICING OF AIR CONDITIONER SERVICES.
<b>JSSL/38/2022:</b>	PROVISION AND SUPPLY OF DRINKING WATER.
<b>JSSL/39/2022:</b>	SUPPLY AND DELIVERY OF MONEY COUNTING MACHINE (NOTES AND COINS) AND FAKE MONEY DETECTOR.
<b>JSSL/40/2022:</b>	PROVISION, SUPPLY AND SERVICING OF OFFICE STAMPS.
<b>JSSL/41/2022:</b>	PROVISION OF VOICE RECORDING AND VOICE OVER ANIMATION.
<b>JSSL/42/2022:</b>	PROVISION OF DIGITAL COMMUNITY SIGNAGE AND OUTDOOR ADVERTISING SERVICES.
<b>JSSL/43/2022:</b>	PROVISION AND SUPPLY OF OFFICE CURTAINS, BLINDS AND FIXTURES.
<b>JSSL/44/2022:</b>	PREQUALIFICATION AND SUPPLY OF SYSTEM AUDIT SERVICES.

**NOTE: PLEASE NOTE THAT IF YOU WERE SHORTLISTED AS SERVICE PROVIDER OF JOINAS SACCO SOCIETY IN THE YEAR 2020 THE VALIDITY OF YOUR CONTRACT IS NOT AFFECTED BY THIS RE-ADVERTISEMENT FOR THE REMAINING PERIOD OF YOUR CONTRACT TERM.**

INTERESTED BIDDERS ARE REQUIRED TO PAY NON REFUNDABLE FEE OF KSH 2,400 PER CATEGORY

PRE-QUALIFICATION DOCUMENTS WITH DETAILED SPECIFIED CONDITIONS ARE AVAILABLE ON COMPANY'S WEBSITE.

COMPLETED DOCUMENTS IN SEALED ENVELOPES CLEARLY MARKED \* **PRE-QUALIFICATION DOCUMENTS FOR SUPPLY FOR GOODS AND SERVICES**\*,CATEGORY REF..... DESCRIPTION ....AND THE TENDERS COMPANY NAME SHOULD BE ADDRESSED AND SENT TO

**THE PROCUREMENT COMMITTEE  
JOINAS SACCO SOCIETY LIMITED  
P.O BOX 669-00219,  
KARURI.**

Or to be deposited in the tender box at our office premises, Kanja house building in Banana, along Banana Limuru road, together with payment receipt to reach us on or before Friday 11/02/2022 at 4pm and opening will be done on the same day in presence of bidders who choose to attend.

The society reserves the rights to accept or reject any application in part or whole and is not bound to give reasons for its decisions and does not have to award the lowest bidder.

**PRE-QUALIFICATION FOR SUPPLY  
OF GOODS AND SERVICES  
IN YEAR 2022-2023**

**FOR**

**JOINAS SACCO SOCIETY LTD,  
P.O BOX 669, 00219  
KARURI**

**CLOSING DATE: 11.02.2022 AT 4.00PM**

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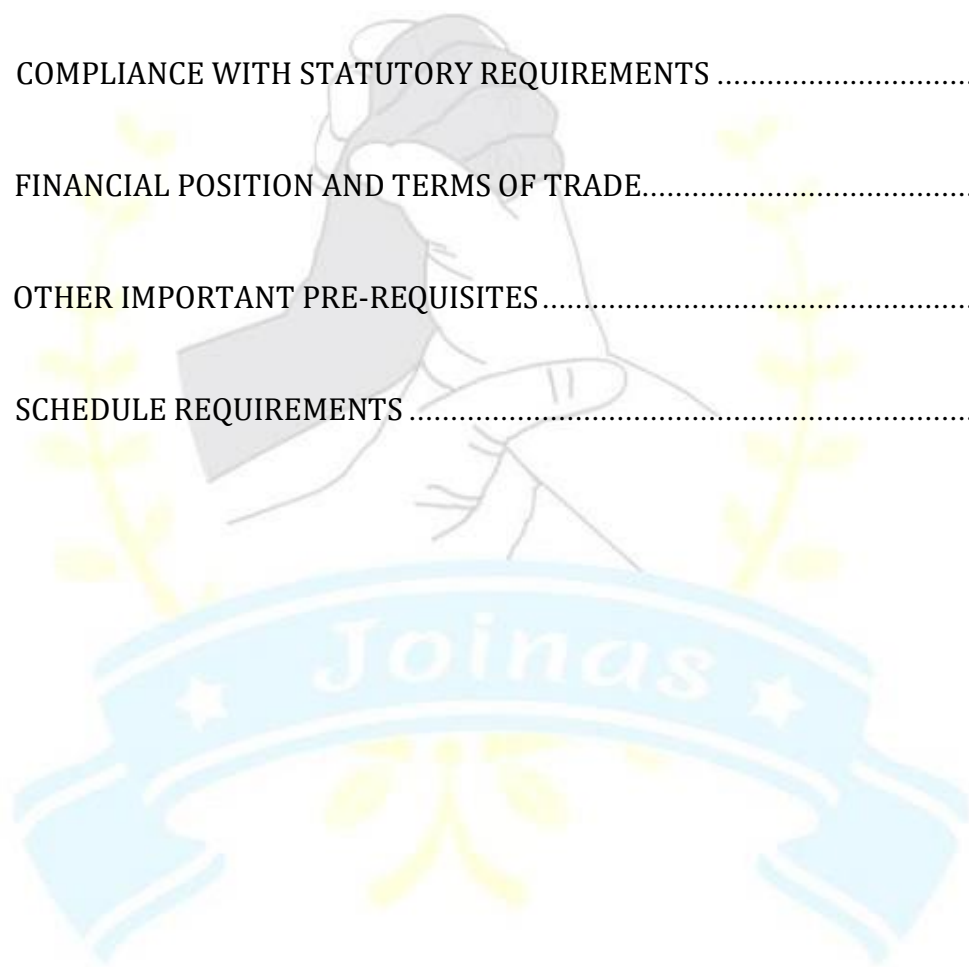
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**SECTION A:**

**PRE-QUALIFICATION FOR SUPPLY OF GOODS AND SERVICES**

**SUPPLY OF**.....

**CATEGORY NO.**.....

**TENDERERS NAME**.....

**RECEIPT. NO** ..... **OF Kshs. 2,400/=**

(Photocopy of the receipts to be attached)

The firm(s) are hereby invited to quote for the same category for supply of

.....

The firms shortlisted to supply will be asked as and when an item/equipment/service or goods under the above tender number and category is required by Joinas Sacco Society Ltd. in the financial year 2022.

**NB:** (i) Please note that you will be disqualified if you give false information for the purposes of seeking qualification(s).

(ii) Also check your tender documents before leaving the issuing office and be satisfied that you have taken the relevant forms/documents.

**Important Note:**

**The specifications of the category No. and category description are attached to the supplier application form. Please ensure that you purchase the relevant category.**

**REGISTRATION OF SUPPLIERS**

Category No. & description: .....

Supply of.....

Miscellaneous Receipt No.....

**Attach copy of payment receipt**

Applicants are hereby requested to provide their particulars as for general information as appropriate.

You are strongly advised that it is a serious offence to give false information on any of the forms, or to canvass as this will lead to disqualification.

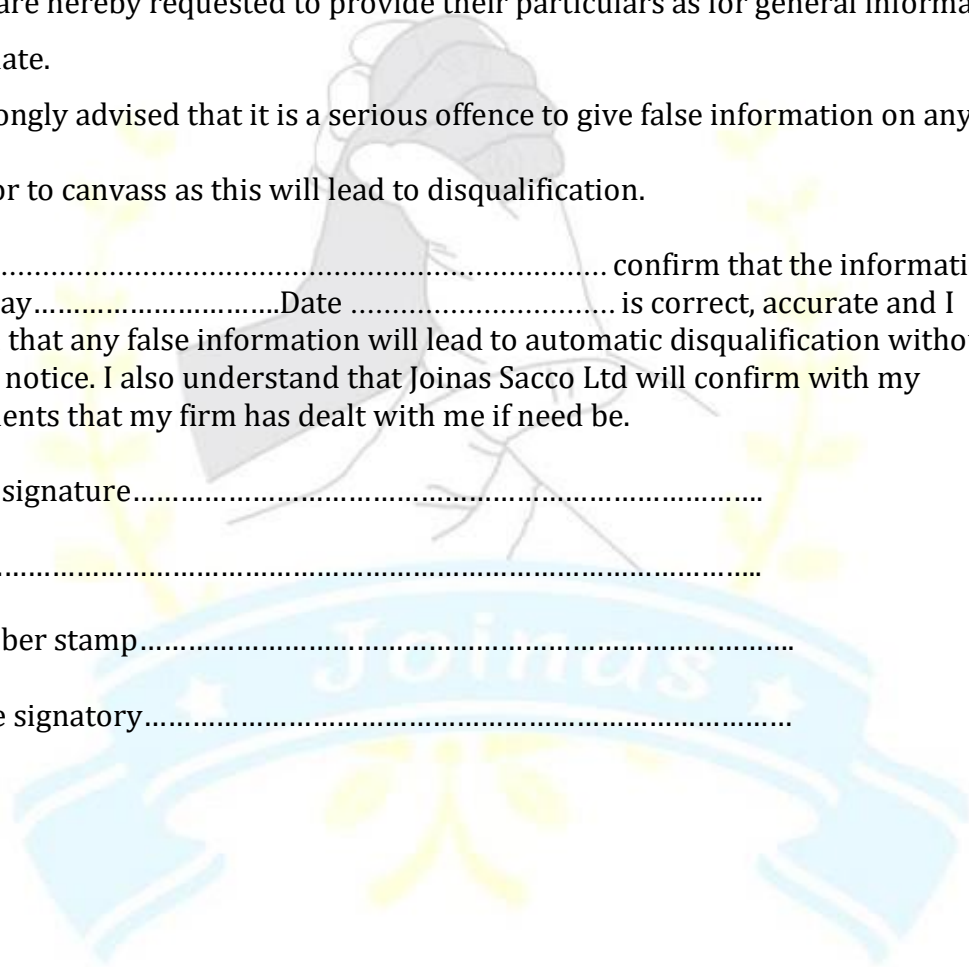
I ..... confirm that the information given this day.....Date ..... is correct, accurate and I understand that any false information will lead to automatic disqualification without any further notice. I also understand that Joinas Sacco Ltd will confirm with my previous clients that my firm has dealt with me if need be.

Authorized signature.....

Date.....

Official Rubber stamp.....

Name of the signatory.....



## **Mandatory Documents**

The following documents are mandatory and must accompany submissions.

1. Certification of Incorporation/Registration.
2. A copy of a valid trade license.
3. A copy of a valid KRA tax compliance.
4. Audited accounts for current financial year.
5. Letters of Recommendation for 3 years of 3 of your major clients.
6. Certificate from affiliated bodies/associations.
7. A copy of official receipt.
8. CR-12 document.

## **Payment of the Prequalification Document**

*The cost of the tender document is Kshs. 2,400/= Non-refundable fee paid either in cash or Deposit directly to Account number 01120063365400 Cooperative Bank Kiambu branch with Narration/Deposited by: **Name of company** or Pay bill number 317150 Account Number: **Name of the company.***

## **VERY IMPORTANT INFORMATION**

The pre-qualification documents are not transferable.

Do not indicate your company name on the envelope or any other detail except:

Application for prequalification must be clearly marked on the envelope:

“Category Ref No. and pre-qualification of suppliers for goods and services”

**SECTION B:**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particular indicated in Part 1 and either Part 2 (a), 2 (b) or 2(c) whichever applies to your type of business.

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

Part 1: General:

Business Name .....

Location of Business .....

Plot No .....

Postal Address .....

Nature of Business .....

Current trade licence no ..... Expiry date.....

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

Name of your bankers .....Branch .....

Are you an agent of Kenya National Trading Corporation? **YES/NO**

Part 2 (a): Sole proprietor:

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

Nationality .....country of origin .....

Give details of your partners as follows:

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

Part 2 (b): Registered companies:

Private or Public .....

State the nominal and issued capital of the company

Nominal Kshs .....

Issued Kshs .....

Give details of all directors as follows:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

Date ..... Signature of Tender .....

If citizen, indicate under "Citizen Details" whether by birth, naturalization or registration.

# Section C: SUPPLIERS APPLICATION FORM

Official Receipt No.....

Date.....

## REGISTRATION OF SUPPLIERS APPLICATION FORM

I / WE ..... apply

(Name of the company/ Firm)

For registration as supplier(s)

.....

Of.....

(Item Description)

.....

Category No.....

Postal Address..... Email Address.....

Website Address ..... Tel.....

Street.....Name of building .....

Room / Office No.....

Physical Location .....

Full name of applicant.....

Other branches location .....

.....



**SECTION D:**

**STATUS COMPLIANCE WITH STATUTORY REQUIREMENTS**

1. Certificate of registration of company or Incorporation No..... (Attach copy)
2. State VAT Registration No. ....(Attach copy)
3. Current local authority permit no... ..(Attach copy)
4. Current trade license no... ..(Attach copy)
5. PIN No... ..(Attach copy)
6. CR-12.....(Attach copy)
7. Proof of being up to date in VAT and income Tax Returns –KRA Tax Compliance Certificate.
7. Other Government levies status .....
8. State any technological innovations or specific attributes which distinguishes you with your competitors .....
9. \*(a) State any quality Assurance Certification e.g. ISO 9000 series held by your company  
.....
- \*\* (b) State any Environmental Certification e.g. National Environmental Management Authority  
.....
10. State if the company is subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law.....  
.....  
.....

**NB:**

- The above No. 9. Applies only to the vendors who are interested in supplying chemicals, food related consumables, laboratory items and petroleum products.
- Where certification for quality assurance is different, feel free to write your certification body

**SECTION E:**

**FINANCIAL POSITION AND TERMS OF TRADE**

3. Assets and liabilities

- 1. Total Assets in Kshs.....
- 2. Current Assets in Kshs.....
- 3. Total Liabilities in Kshs.....
- 4. Net Worth (Total Assets-Total Liabilities).....
- 5. Working Capital Kshs.....  
[Total Assets-Net Worth]

**(Provide Company accounts/financial statements)**

Indicate terms of sale / trade:-

- (i) Cash on delivery
- (ii) Credit period Yes / No. Tick as appropriate, if Yes Indicate No. of Days.....
- (iii) Upfront payment / down payment Yes / No. Tick as appropriate, If yes state percentage.....

**Referees (2)**

- Names of companies.....
- And addresses.....
- Names of contact Persons.....
- Signature and Date.....

**Declaration**

I / we have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

- Signed and Sealed: .....
- For and on behalf of: .....
- Position in company: .....
- Date: .....

**NB: They must be signed by two of your current major customers & stamped by them.**

**Similarly, the client has to sign the declaration part and stamp. All relevant testimonials or trade references must be attached for at least 4 companies that you supply.**

## **SECTION F: OTHER IMPORTANT PRE-REQUISITES**

- **MUST BE A REGISTERED FIRM IN KENYA** with a certificate of registration incorporation/memorandum and Article of Association. (Copy of which must be attached.) Or where the company is International, other details in regard to its registration and trading operations need to be provided.
- Where the company has franchise of International Company or intellectual right they should attach the relevant agreement with its counterpart.
- Must be Kenya Revenue Authority (KRA) ETR compliant and up-to-date with Income tax and VAT Returns. To attach copy of VAT, PIN and VAT Compliant Certificates.
- Must provide copy of current relevant trade license. (Attach copy)
- Proof of attainment of ISO/Kenya Bureau of Standards/Equivalent certificate will be an added advantage
- Must provide copy of current Local Authority Permit. (Attach copy)
- Member of professional body. Membership of Kenya Association of Manufactures (KAM), Federation of Kenya Employers (FKE). Computer Society of Kenya, ICPAK/ICPSK, Pharmacy and Poison Board, Kenya Federation of Cooperatives (KFS) or member of any Certification body will be an added advantage etc. (Attach copy as proof)
- Must confirm that the firm, its servants or agents have not offered and shall not offer any inducement(s) to the procuring entity.
- **DECLARATION:** I/ We..... declare that we shall not offer /have not offered inducements to any member of the procuring unit.  
..... (Signature)..... (Official stamp)
- Proof of Registration with relevant Regulatory and Government Authority where applicable e.g. registration with Institute of Engineers, Ministry of Roads and Public Works, Communication Commission of Kenya, Telkom Kenya, IATA etc where applicable  
(Attach copy as proof).
- Attach company profile indicating qualifications of key personnel. (Attach copies of their certificates)
- Must have fixed Business Premises and location.
- Provide a list of at least four clients both for (previous and current) with evidence / proof of contractual documents, commitment letters or testimonial letter from any of the previous satisfied customers.
- Past litigation and arbitration incidences encountered if any by the firms in the last one year must be enumerated

NB: (i) Failure to abide by the above conditions and giving false information shall lead to disqualification.

(ii) Canvassing directly or indirectly will too lead to automatic disqualification.