



**CHUNA DT SACCO LTD**  
**P.O BOX 30197 – 00100,**  
**NAIROBI.**

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**PRE-QUALIFICATION OF SUPPLIERS FOR GOODS,  
WORKS, AND SERVICES FOR THE YEAR 2023/2025**

**REFERENCE: CHUN/PREQ/2023-2025**

**DEADLINE FOR SUBMISSION FRIDAY, 08/09/2023**

**CLOSING TIME: 3:00 PM**

Tel: 0705 951672, 0733 809 421, VoIP 3640

Email; [procurement@chunasacco.co.ke](mailto:procurement@chunasacco.co.ke) Website; [chunasacco.co.ke](http://chunasacco.co.ke)

Located at The University of Nairobi, Main Campus Harry Thuku Road Adjacent to Central police Station Nairobi



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## **INTRODUCTION AND BACKGROUND**

CHUNA SACCO Society Ltd is the Sacco for the employees of the University of Nairobi and its affiliated organizations. It was registered in 1976 and is duly licensed by SACCO SOCIETIES REGULATORY AUTHORITY (SASRA) as Deposit Taking Sacco (DTS). The Sacco is located at the School of Engineering, University of Nairobi Main campus on Harry Thuku Road adjacent to Central Police Station, Nairobi.

The Sacco has a membership of over 3200 and an asset base of over Kshs 2.1 billion. Our overall goal is to contribute effectively to the economy, increase members returns in form of dividends and interest on shares and deposits respectively; through efficient and effective processes, offering of financial products and quality services delivery.

### **Objective**

The broad objective of this assignment is to pre-qualify interested suppliers and service providers both current and new in the provision of assorted goods and services listed in this document under relevant tenders/ quotations as and when needed in the year 2023-2025.

### **Procuring Process**

CHUNA undertakes to comply with her policies on Procurement and Disposal of asset and as such Suppliers are encouraged to be privy to its contents.

### **Availability of the Document**

The document is available on our website, however, Suppliers who have paid the required Kshs 2,000.00 can request for a soft copy of it. The same shall be provided via email. However, one is not permitted to share with other Suppliers the soft copy. If established a Supplier shared the document with another Supplier all the parties shall stand disqualified.

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**RE: PRE-QUALIFICATION OF SUPPLIERS OF GOODS, WORKS AND SERVICES YEAR 2023/2025**

**PER-QUALIFICATION REF: CHUN/PREQ/2023-2025**

We hereby invite applications for prequalification of suppliers for the provision of goods and services for the year 2023-2025. Interested eligible suppliers are invited to apply indicating the code number and category of goods or services they wish to supply.

The Tender document shall be accompanied by the following Mandatory requirements for preliminary evaluation: -

1. Receipt for the payment of the non-refundable Kshs 2,000.00 fee.
2. Certificate of Incorporation/ Registration or Business Name registration.
3. Current Business Permit.
4. Current Valid Tax compliance certificate.
5. Copies of Tax PIN and VAT registration certificate.
6. Audited Accounts for the last two years i.e., 2021 and 2022.
7. Bank Statement for the last six months.
8. Qualification and experience of key personnel for those applying for Consultancy/Specialized services (Attach CVs of at least three).
9. A document detailing the Firm/Company profile. (Must indicate name of Directors, their Shareholding, nationalities etc.).
10. List and value of all similar contract works performance in the last two (2) years (Attach evidenced of paid invoices)
11. Contacts of at least two (2) major clients who may be contacted for further information on these contracts
12. Those applying under AGPO rules must attach Certificates of being registered as such

A complete set of the Pre-qualification documents may be obtained by interested suppliers upon payment of a non-refundable fee of KES 2,000.00 from CHUNA SACCO offices. All payments shall be made via M-pesa Paybill Business No. 561999 (A/c No: PRQ{company name}) email the transaction code to **procurement@chunasacco.com**. (This is to ensure minimum physical contact). A duly filled document with all the relevant attachments shall be returned to CHUNA offices Tender Box on or before 08<sup>th</sup> Sept 2023 by 3:00pm, sealed in an envelope and the identification code of the good or service to be supplied clearly marked on the envelope.

**The Envelope should be addressed to;**

The Chief Executive Officer  
Chuna Sacco Society Limited  
P. O. Box 30197 - 00100  
Nairobi.

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## 2023-2025 PRE-QUALIFICATION APPLICATION FORM

TENDER REF: CHUNA/PREQ/2023-2025

To:

The Chief Executive Officer,  
Chuna Sacco Society Ltd,  
P.O. Box 30197-00100,  
NAIROBI

Dear Sir/Madam,

**RE: APPLICATION FOR PRE-QUALIFICATION FOR SUPPLY OF GOODS, WORKS AND SERVICES 2023-2025.**

1. Having examined the application documents the receipts of which is hereby duly acknowledged, we the undersigned apply for registration as Supplier/Service provider for: CATEGORY NO... .. during the year 2023-2025
2. We undertake, if our application is acceptable to be competitive in our tenders and quotations and shall offer high quality goods/services and as per your specifications.
3. For goods/services, which require manufacturers support, we will obtain manufacturers certificate, license or guarantee.
4. We agree to abide by our statements in this application.
5. We understand this is not a tender but an application for consideration to participate in the company's procurement process during year 2023-2025 and that you are not bound to accept it or any application you may receive.

**Signed:**

**In the capacity of:**

**Duly authorized to sign for and on behalf**

---

**Date**

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## SUPPLIER – PRE-QUALIFICATION CATEGORIES

YEAR 2023-2025: TENDER REF; CHUN/PREQ/2023-2025

ITEM NO	ITEM DESCRIPTION	INTEREST GROUP (AGPO)
<b>CATEGORY A</b>	<b>GENERAL PURCHASES</b>	
CHUN/PREQ/A/2023-25	Supply of general office Stationery, computer consumables (genuine toners/ cartridges, ribbons etc.) & accessories	Women/Youth/People with disability
CHUN/PREQ/B/2023-25	Supply of marketing, Advertising and promotional materials such as umbrellas, caps, T-shirts, Diaries, Calendars, Banners	Open for ALL
CHUN/PREQ/C/2023-25	Supply and Maintenance of computer hardware /servers/desktops/Printers/IPAD/VOIP headphones, Photocopiers/Scanners, Air conditioner systems, CCTVs and other equipment/ accessories.	Open for ALL
CHUN/PREQ/D/2023-25	Supply of computer licensed softwares i.e. Operating systems, Audit aided softwares, antivirus, integration softwares etc.	Open for ALL
CHUN/PREQ/E/2023-25	Provision of building and construction services and maintenance thereon including painting and fittings	Open for ALL
CHUN/PREQ/F/2023-25	Provision of Repairs and maintenance of furniture and related equipment	Women/Youth/People with disability
CHUN/PREQ/G/2023-25	Supply and Provision of maintenance Services of Inverter systems, UPS, Back-up batteries, electrical materials and generators.	Open for ALL

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CHUN/PREQ/H/2023-25	Supply of Office Assorted Furniture and fittings including window blinds	Open for ALL
CHUN/PREQ/I/2023-25	Supply and Installation of Networking systems, Switches, Routers and maintenance thereon	Open for ALL

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CHUN/PREQ/J/2023-25	Provision of printing, publishing and Media liaison services	Women/Youth/People with disability
CHUN/PREQ/L/2023-25	Provision of insurance for office equipment, computers, furniture, Motor Vehicle, and other asset with insurable interest	Open for ALL
CHUN/PREQ/M/2023-25	Provision of insurance for members loan, Cash in transit, WIBA, Fiduciary, Cybercrime and related losses	Open for ALL
CHUN/PREQ/N/2023-25	Provision for staff Medical Cover, group personal accident insurance and group personal life assurance for staff	Open for ALL
CHUN/PREQ/O/2023-25	Supply and Maintenance of Security alarm systems and CCTV	Open for ALL
CHUN/PREQ/P/2023-25	Provision of Water Dispensers and Mineral Water	Open for ALL
<b>CATEGORY B</b>	<b>CONSULTANCY/SPECIALIZED SERVICES</b>	
CHUN/PREQ/BA/2023-25	Provision of legal services - litigation & conveyance	Open for ALL
CHUN/PREQ/BB/2023-25	Provision of architectural, Design and Quantity Surveyor services (or Consortium)	Open for ALL
CHUN/PREQ/BC/2023-25	Provision of External Audit, Forensic Audit, Tax Consultancy, Management/Training/Administration Consultancy/Services and Accounting Services	Open for ALL
CHUN/PREQ/BD/2023-25	Provision of Public Relations, Brand management and media communication services.	Open for ALL
CHUN/PREQ/BE/2023-25	Provision of consultancy in occupation, Healthy & safety and Fire Audits	Open for ALL
CHUN/PREQ/BF/2023-25	Provision of Assets Tagging and Asset re-branding Services.	Women/Youth/People with disability

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<b>CATEGORY C</b>	<b>SERVICES</b>	
CHUN/PREQ/CA/2023-25	Provision of Cash in Transit Services	Open for ALL
CHUN/PREQ/CB/2023-25	Provision of Debt Collection services, Asset valuation services and Auctioneering Services.	Open for ALL
CHUN/PREQ/CC/2023-25	Provision of cleaning, sanitary services waste disposal, fumigation and pest control services	Open for ALL
CHUN/PREQ/CD/2023-25	Supply and maintenance of firefighting equipment, Smoke Detectors and fire alarms.	Open for ALL
CHUN/PREQ/CE/2023-25	Provision of photography/videography, Public Address systems and related services	Open for ALL
CHUN/PREQ/CF/2023-25	Provision of development, hosting and maintenance of website	Open for ALL
CHUN/PREQ/CH/2023-25	Supply, Installation and Maintenance of Document Management Service Software.	Open for ALL
CHUN/PREQ/CI/2023-25	Provision of Conference facilities and services, hotel accommodation services, transport and air ticketing services	Open for ALL
CHUN/PREQ/CJ/2023-25	Provision of guarding security services	Open for ALL
CHUN/PREQ/CK/2023-25	Provision of Courier services	Open for ALL
CHUN/PREQ/CL/2023-25	Provision of annual support and maintenance of Core Banking system	Open for ALL
CHUN/PREQ/CM/2023-25	Provision of Data center set up and cloud services	Open for ALL
CHUN/PREQ/CN/2023-25	Provision of Call Centre and Marketing services	Open for ALL

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## **EVALUATION**

There shall be two phases of carrying out the evaluation of Pre-qualification application(s).

- a) Preliminary Evaluation
- b) Technical Evaluation.

### **Preliminary Evaluation**

- a) All the applications shall be sorted out according to the various categories and levels contained in the application for pre-qualification form.
- b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:
  - 1) Payment of the Kshs 2,000.00 non-refundable fee.
  - 2) Certificate of Incorporation / Registration or Business Name registration.
  - 3) Tax PIN and VAT Certificate
  - 4) Valid Tax Compliance Certificate, (year 2023)
  - 5) Three (3) letters of commendation from your corporate/major clients
  - 6) Completed Confidential Business Questionnaire
  - 7) Audited accounts for the last 2 years
  - 8) Bank Statement for the last six months.
  - 9) Company profile
  - 10) Evidence of permanent physical address
- c) Incomplete submissions shall be considered substantially non-responsive and shall be excluded from those considered for detailed evaluation.
- d) A list shall be compiled for those who pass the preliminary evaluation to be evaluated in detail.

### **Technical Evaluation**

- a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list;
- b) A detailed assessment of each applicant will be made in the course of evaluating the application.
- c) Details of the applicant's organizational structure, financial capability, annual turnover for the last two years, experience in the relevant field, available resources and references will be assessed as follows.

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EVALUATION CRITERIA	MAX SCORE	SCORE AWARDED	REMARKS
<p><b>Company Profile:</b></p> <p>a) Provide company profile showing detailed objectives of the company, physical and postal addresses, names of Directors, management team and general structure of the company.</p> <p>b) Certification by regulatory/affiliation bodies (attach copy)</p> <p>c) State number of Permanent and Temporary employees</p> <p>d) Any quality standards certifications by Suppliers or ISO certifying body or regulatory agency</p> <p>e) Provision of Valid Business Permit</p>	<p>10</p> <p>5</p> <p>5</p> <p>5</p> <p>10</p>		
<p><b>Experience:</b></p> <p>a) Number of years in the business (maximum score for three years and above)</p> <p>b) List (and provide evidence) of 3 major current references with their contacts within the last three years. State product/service provided and value of Goods/service.</p>	<p>10</p> <p>15</p>		
<p><b>Physical Facilities:</b></p> <p>Provide evidence of availability of office premise (copy of title deed, lease/tenancy agreement or utility bill);</p>	10		
<p><b>Financial Capacity</b></p> <p>a) Provide <b>audited accounts for the last 2 years and 6 months bank statements;</b></p> <p>b) Demonstrate access to credit facilities;</p>	<p>5</p> <p>10</p>		
<p>Provide qualifications and experience of 3 key personnel (attach CVs)</p>	7		
<p>Confirmation of details through due diligences e.g., office location, confirmation letters from clients, etc.</p>	8		
<b>TOTAL SCORE</b>	<b>100</b>		

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## **Communication**

Information relating to preliminary evaluations of all the applications and also those who qualify for pre-qualification shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of pre-qualification results is made to all applicants. Once the list of those who succeeded to be prequalified has been approved and ratified by the Tender Committee, the Secretariat shall notify all applicants whether their application was responsive or not.

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## **STANDARD FORMS**

### Confidential Business Questionnaire Form

You are requested to give the particulars 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 a serious offence to give false information on this form and if proven shall lead to automatic disqualification.

#### **Part 1**

##### General: Business Name

.....

Location of business premises

.....

Plot No.....

Street/Road.....

Postal Address.....

Tel No.....

Fax.....

E-mail.....

Nature of Business.....

Registration Certificate No.....

PIN No.....

VAT Reg.No.....

Maximum value of business which you can handle at any one-time

Kshs.....

Name of your bankers.....

Branch.....

##### Part 2 (a) – Sole Proprietors

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

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

Citizenship details.....

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**Part 2 (b) Partnership**

Give details of partners as follows:

Name, Nationality, Citizenship Details, Shares

- 1.....
- 2.....
- 3.....

**Part 2 (c) Registered Company**

Private or public.....

State the nominal and issued capital of company-Nominal

Kshs..... issued Kshs.....

Give details of all directors as follows

Name, Nationality, Citizenship Details& Shares

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

\* If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

**PAST PERFORMANCE & EXPERIENCE**

a) Please provide at least three (3) major supplies/projects/assignments you have undertaken relevant to the job you are applying to be pre-qualified for over the last three (3) years,

1. Name of 1st Client (Organization)

- i) Name of Client (organization).....
- ii) Address of Client (organization).....
- iii) Name of Contact Person at the client (organization).....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract)

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2. Name of 2nd Client (organization)
- i) Name of Client (organization).....
  - ii) Address of Client (organization).....
  - iii) Name of Contact Person at the client (organization).....
  - iv) Telephone No. of Client.....
  - v) Value of Contract.....
  - vi) Duration of Contract (date).....
- (Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)
- i) Name of Client (organization).....
  - ii) Address of Client (organization).....
  - iii) Name of Contact Person at the client (organization).....
  - iv) Telephone No. of Client.....
  - v) Value of Contract.....
  - vi) Duration of Contract (date).....
- (Attach documental evidence of existence of contract)

4. Name of 4th Client (organization).....
- i) Address of Client (organization).....
  - ii) Name of Contact Person at the client (organization).....
  - iii) Telephone no. of Client.....
  - iv) Value of Contract.....
  - v) Duration of Contract (date).....
- (Attach documentary evidence of existence of contract)

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b) Trade References attach at least four (4) current letters of recommendation from reputable organizations that you have supplied goods, works/service for the last three years.

c) Name and address of your Bankers

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

d) Have you ever had an order/contract issued and cancelled in whole or part by Chuna Sacco Society?

Yes/no.....

If yes give reasons for cancellation

.....

e) Do you have any objection in Chuna Sacco Society obtaining a confidential financial report from your bankers? .....

f) Has your company ever been involved in litigation/arbitration with clients/consultants?

If yes, give details

.....

### NOTE:

Kindly, clearly indicate the M-pesa Paybill payment reference code as proof of payment; .....

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## **GENERAL INFORMATION**

### **(APPLICANTS MUST READ AND UNDERSTAND THESE REQUIREMENTS)**

## **INTRODUCTION**

### **1.0 ELIGIBLE APPLICANTS**

- 1.1 This Invitation for Application is open to all applicants eligible as described in the application documents. Eligible applicants shall complete and specify in the application document the category preferred.
- 1.2 Applicants shall provide the qualification information statement that the applicant (including all members of a joint venture and sub-contractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 1.3 An applicant shall not be under a declaration of ineligibility for corrupt and fraudulent practices.
- 1.4 Officials of CHUNA SACCO i.e., staff, Directors and their family members are NOT eligible to apply for pre-qualification of Suppliers by the Sacco.

### **2.0 ELIGIBLE GOODS**

- 2.1 All goods applied for shall have their origin in eligible source countries.
- 2.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 2.3 The origin of goods is distinct from the nationality of the applicant.

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### **3.0 COST OF TENDERING**

**3.1** The applicant shall bear all costs associated with the preparation and submission of its application, and CHUNA SACCO, will in no case be responsible for those costs, regardless of the conduct or outcome of the prequalification process.

### **4.0 CONTENTS**

**4.1** The application document comprises documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders.

- (i) Application Notice
- (ii) Application form
- (iii) Category Description
- (iv) Requirement for Prequalification
- (v) Evaluation Criteria
- (vi) Appraisal Questionnaire
- (vii) Manufacturer's Authorization Form
- (viii) Application questionnaire
- (ix) Confidential questionnaire.
- (x) General Information

### **4.2 IMPORTANT DOCUMENTS REQUIRED**

**4.2.1** The applicant is expected to examine all instructions, forms, terms, and specifications in the application documents. Failure to furnish all information required by the application documents or to submit an application not substantially responsive to the application documents in every respect will be at the applicant's risk and may result in the rejection of its application.

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Located at The University of Nairobi, Main Campus Harry Thuku Road Adjacent to Central police Station Nairobi

## **5.0 CLARIFICATION OF DOCUMENTS**

**5.1** A prospective applicant requiring any clarification of the application document may notify CHUNA SACCO through email address indicated in this application.

## **6.0 AMENDMENT OF DOCUMENTS**

- 6.1** At any time prior to the deadline for submission of applications, CHUNA SACCO, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, may modify the application documents by amendment.
- 6.2** All prospective candidates that have received the application documents will be notified of the amendment in hard copy writing or by email, and will be binding on them.
- 6.3** In order to allow prospective applicants reasonable time in which to take the amendment into account in preparing their application, CHUNA SACCO, at its discretion, may extend the deadline for the submission of application.

## **PREPARATION OF APPLICATIONS**

### **7.0 LANGUAGE OF APPLICATION**

**7.1** The application prepared by the applicant, as well as all correspondence and documents relating to the application exchanged by the applicant and CHUNA SACCO, shall be written in English language. Any printed literature furnished by the applicant may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

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## **8.0 DOCUMENTS COMPRISING THE APPLICATION**

**8.1** The application prepared by the applicant shall comprise the following components:

- a) An Application Form indicating the category applied.
- b) Documentary evidence established in accordance with paragraph 9 that the applicant is eligible to apply and is qualified to be pre-qualified if its application is accepted.

**8.2** Documentary evidence established in accordance with paragraph 10 that the goods and ancillary services to be supplied by the applicant are eligible goods and services and conform to the application documents.

## **9.0 APPLICANTS ELIGIBILITY AND QUALIFICATIONS**

**9.1** Applicants shall furnish, as part of the application, documents establishing the applicants' eligibility to apply and qualification to perform the contract if the application is accepted.

**9.2** The documentary evidence of the applicants' eligibility to apply shall be established to the company's satisfaction that the goods at the time of supply shall be from an eligible source country as defined under paragraph 1 of section 2.

**9.3** The documentary evidence of the applicants' qualifications to perform the contract if the application accepted shall be established to the company's satisfaction;

- a) That, in the case of an applicant requesting registration for goods which the applicant did not manufacture or otherwise produce, the applicant has been duly authorized by the goods' manufacturer or producer to supply the goods.
- b) That the applicant has the financial, technical and production capability necessary to perform as per contract to be awarded.
- c) That, in the case of an applicant not doing business within Kenya, the applicant is or will be (if awarded the contract) represented by an agent in Kenya, equipped and able to carry out the applicants' maintenance, repair and spare part-stocking obligations prescribed in the conditions of contract and/or technical specifications.

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## **10.0 GOODS' ELIGIBILITY AND CONFORMITY TO APPLICATION DOCUMENT.**

- 10.1 Pursuant to paragraph 2 of this section, the applicant shall furnish, as part of his application, documents establishing the eligibility and conformity to the tender documents of all goods, which the applicant proposes to supply if registered.
- 10.2 The documentary evidence of the eligibility of the goods shall consist of a statement on the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of order.
- 10.3 The documentary evidence of conformity of the goods to the application documents may be in the form of literature, drawings, and data, and shall consist of: -
- a) A detailed description of the essential technical and performance characteristics of the goods to be supplied.
  - b) A list giving full particulars, including available sources and current catalogue, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the company and
  - c) A clause-by-clause commentary on the company's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

## **11.0 FORMATS AND SIGNING OF APPLICATION**

- 11.1 The applicant shall prepare one copy of the application indicating the category requested.
- 11.2 The application shall be typed or written in indelible ink and shall be signed by the applicant or a person or persons duly authorized to bind the applicant to the future contract.

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## **12.0 SUBMISSION OF APPLICATION**

**12.1** The applicant shall seal the application in an envelope:

Be addressed to the Chuna Sacco Society Ltd at the following address: -

**The Chief Executive Officer  
Chuna Sacco Society Ltd  
P.O. Box 30197-00100 NAIROBI  
AND BEAR: APPLICATION FOR PRE-QUALIFICATION OF SUPPLIERS FOR  
CATEGORY BIDDED**

## **13.0 DEADLINE FOR SUBMISSION OF APPLICATIONS**

- 13.1** Applications must be received by CHUNA SACCO at the address and send to reach the company on the date and time specified.
- 13.2** CHUNA SACCO may, at its discretion, extend this deadline for the submission of applications by amending the application documents in accordance with paragraph 6, in which case all rights and obligations of the company and candidates previously subject to the deadline will therefore be subject to the deadline as extended.

## **14.0 MODIFICATIONS AND WITHDRAWAL OF APPLICATIONS**

- 14.1** The applicant may modify or withdraw its application after the applications submission, provided that written notice of the modification, including substitution or withdrawal of the application, is received by CHUNA SACCO prior to the deadline prescribed for submission of applications.

## **15.0 OPENING OF APPLICATIONS**

- 15.1** The Evaluation and Procurement committee shall open the pre-qualification documents not later than one week after the deadline for the application, record all the applications received and the category of supply applied for, conduct a fair evaluation based on the criteria given in this document.
- 15.2** The successfully pre-qualified applicants will be notified of that fact within 21 days from



the application deadline. Likewise, the unsuccessful applicants will be notified within the same period stating the reason for failure to be pre-qualified.

**15.3** CHUNA SACCO will prepare minutes of the application opening.

## **16.0 CLARIFICATION OF APPLICATIONS**

**16.1** To assist in the examination, evaluation and short listing of applicants, CHUNA SACCO may, at its discretion, ask the applicant for a clarification of its application. The request for clarification and the purpose shall be in writing.

**16.2** Any effort by the applicant to influence CHUNA SACCO in its application evaluation, application short listing decision may result in the rejection of the applicants/ application.

## **17.0 PRELIMINARY EXAMINATION**

**17.1** CHUNA SACCO will examine the application to determine whether they are complete, whether required documents have been furnished, whether the documents have been properly signed and whether the applications are generally in order.

**17.2** CHUNA SACCO may waive minor mistakes or non-conformity or irregularity in an application which does not constitute a material deviation.

**17.3** Prior to the detailed evaluation, CHUNA SACCO will determine the substantial responsiveness of each application to the application documents. A substantially responsive application is one, which conforms to all the terms and conditions of the application documents without material deviations. CHUNA SACCO's determination of

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applications' responsiveness is to be based on the contents of the application itself without recourse to extrinsic evidence.

## DECLARATION

Having studied the pre-qualification information for the above exercise, I/we hereby state that the information furnished in our application is accurate to the best of our knowledge.

Name

.....  
.....

For and on behalf

of.....

Position.....

.....

Signature

.....

Date .....

.....

Email.....

.....

Telephone.....

.....

Postal Address.....Postal

Code.....

COMPANY STAMP/

SEAL.....

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