



# **PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE FINANCIAL YEAR 2026**

To be filled and returned with necessary attachments

## **PRE-QUALIFICATION OF SUPPLIERS FY 2026**

Wanandegge Sacco Ltd invites for pre-qualification of competent suppliers who have operated relevant business for the last 3 (three) years in the following area;

### **WAN11/26 Provision of External Audit Services**

The proposals clearly marked “**Wanandegge Sacco Pre-qualification of suppliers 2026**” should be deposited in the Sacco tender box at Wanandegge Sacco Offices upon payment of a non-refundable fee of Kes. Two Thousand (2,000/=) per set of documents payable at the Sacco banking hall, on or before **31<sup>st</sup> January 2026** at **12.00 noon** addressed to the;

**Tender Committee,  
Wanandegge Sacco Ltd.  
P.O. Box 19074-00501, JKIA  
NAIROBI.**

Tenders will be opened immediately thereafter on the closing date shown above in the presence of bidders or their representatives who may choose to attend at the Sacco Boardroom. Late bids will be automatically rejected.

Wanandegge Sacco Ltd reserves the right to accept or reject any application either in part or in whole without assigning reasons thereof.

**All the suppliers with whom the institution is currently engaged in provision of this service need to re-apply.**

**JOANNE CHERUTO  
CHIEF EXECUTIVE OFFICER**

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

The Wanandegge Sacco would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods, services and works to the Sacco.

### **1.2 Objective**

The main objective of pre-qualification is to maintain a register of interested suppliers for provision of goods, services and works under relevant Tenders/quotations to the Sacco as and when required.

### **1.3 Invitation of Pre-qualification**

Suppliers registered with the registrar of companies under the laws of Kenya in respective merchandise or services are invited to submit their pre-qualification documents to THE TENDER COMMITTEE, WANANDEGE SACCO, so as to be pre-qualified for submission of quotations. The prospective suppliers are required to provide mandatory information for pre-qualification.

### **1.4 Pre-qualification Documents**

This tender document includes a questionnaire to be completed and returned with the tender and be supported by the requisite documents from eligible and competent bidders.

In order to be considered for pre-qualification, prospective suppliers must submit all the information required on the forms

### **1.5 Submission of Pre-qualification Documents**

Duly completed pre-qualification and other supporting documents should be addressed to:

**Tender Committee  
Wanandegge Sacco Ltd.  
P.O. Box 19074-00501, JKIA  
NAIROBI.**

**AND**

Deposited in the Tender Box at the reception upon payment of the Kes 2,000/= non-refundable fee at the Sacco banking hall.

## **1.6 Pre-qualification**

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Sacco in determining, according to its sole judgment and discretion, the qualification of prospective bidders to perform in respect with the tender category as described by the client.

## **1.7 Essential Criteria for Pre-qualification**

**Experience** - Prospective suppliers of goods and services should demonstrate ability and experience to organize, supply and deliver any of the categories of goods and services listed in the Tender Notice.

**Financial Capability** - The supplier's financial capability will be determined by examination of the latest 3 year audited financial statements together with latest 6 months' bank statements submitted with prequalification documents as well as letters of references from the bankers regarding credit/financial position.

### **Past Performance**

The past performance of suppliers shall be given due consideration in the prequalification exercise. Letters of reference from the past and present clients should be included.

## **1.8 Notification of Pre-qualification**

All successful participants shall be notified formally of the outcome after completion of the pre-qualification process

## **1.9 Verification**

The Sacco shall have the right to visit the suppliers' premises to verify the information provided in the document and ascertain as part of the prequalification process, that the supplier in deed has the capability to provide the stated goods and services.

## **1.20 Invitation to Tenders/Quotations**

As the need arises, Quotations will be invited from Pre-Qualified bidders in the relevant category in accordance with the Public Procurement Regulations.

### PRE-QUALIFICATION CRITERIA

	REQUIRED INFORMATION	FORM REF	SCORE
1	Prequalification documentation	PQ-1	Mandatory
2	Pre-qualification data	PQ-2	15
3	Financial position	PQ-3	15
4	Past Experience	PQ-4	40
5	Confidential report	PQ-5	20
6	Litigation History	PQ-6	5
7	Declaration	PQ-7	5
		<b>TOTAL</b>	<b><u>100</u></b>

**FORM PQ-1**

**PRE-QUALIFICATION DOCUMENTS**

All firms must provide:-

1. Company profile
2. Copy of PIN Certificates
3. Copy of Certificate of Incorporation or Registration.
4. Copy of Business Permit.
5. Valid Tax compliance Certificate.
6. Audited copies of Financial Statements for the last three (3) years.
7. 6 months current bank statements.

**FORM PQ 2**

**PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

**Part 1 - General Information**

I/We ..... hereby apply for registration  
(Name of company/firm)

as supplier(s) of .....  
(Item/service Description)

.....  
(Category No.)

Physical Location of Business Premises.....

Postal Address: .....

Type of Organization; (Company. Sole proprietorship, others).....

Business Registration No: .....

Date of registration of business .....PIN NO.....

Telephone No .....Mobile No: .....

VAT No: ..... E-mail: .....

Nature of Business: .....

Other special considerations (Youth, disabled, Women)

.....

Full name of applicant .....

Other business branches (if any) .....

**Part 2 (a) - Sole Proprietor**

Name.....

Age: .....

Nationality: .....

Citizenship.....

ID/Passport No.....

**Part 2 (b) - Partnership**

*Give details of partners as follows:*

No	Name	Nationality	Citizenship	Shares
1				
2				
3				
4				
5				



**Part 2 (c) - Registered Company**

Private or Public Company... ..

Please state Nominal and Issued capital for the Company:

Nominal Kshs... ..

Issued Kshs.....

Give details of all Directors as Follows:

No	Name	Nationality	Citizenship	Shares
1				
2				
3				
4				
5				
6				

**Part 3 - Names of All Associated or Holding Companies (if any)**

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

If more companies are applicable, please give the information on a separate sheet of paper

## **FORM PQ-3**

### **FINANCIAL POSITION**

1. Attach a copy of firm's three years audited financial statements giving summary of assets and liabilities/or any other financial support.
2. Attach letters of reference from the bankers regarding supplier's credit position.
3. Attach 6 months' current bank statements

## FORM PQ-4

### PAST EXPERIENCE

**Names of Key Clients with Whom the Applicant Has Done Business in the Last Two Years Including the Values of Contracts/Orders. (Attach reference letters of the named clients)**

1. 1<sup>st</sup> client (Organization)

- a) Name of client (organization) .....
- b) Address of client (organization).....
- c) Name of contact person at the client/organization.....
- d) Telephone No. of client.....
- e) Value of Contract.....
- f) Duration of Contract (date).....

(Attach documental evidence of existence of contract)

2. 2<sup>nd</sup> client (organization)

- a) Name of client (organization) .....
- b) Address of client (organization).....
- c) Name of contact person at the client/organization.....
- d) Telephone No. of client.....
- e) Value of Contract.....
- f) Duration of Contract (date).....

(Attach documental evidence of existence of contract)

3. 3<sup>rd</sup> client (organization)

- a) Name of client (organization) .....

- b) Address of client (organization).....
- c) Name of contact person at the client/organization.....
- d) Telephone No. of client.....
- e) Value of Contract.....
- f) Duration of Contract (date).....

(Attach documental evidence of existence of contract)

4. Others.....

## FORM PQ-5

### LITIGATION HISTORY

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.

	<b>YEAR</b>	<b>Award For/Or Against</b>	<b>Name of client, Cause of litigation and matter in dispute</b>	<b>Disputed amount( Current value, Kshs. equivalent)</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				

## **FORM PQ-6**

### **CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**(To be filled by All Prospective Suppliers)**

#### **Part 1**

- (a) How many years have you been in business under the present business name?
  
- (b) What is the maximum value of business which you can handle at any one time?  
Kshs .....
  
- (c) State some of the factors that in your own opinion distinguish you from other competitors.
  
  
  
  
  
  
  
  
  
  
- (d) State whether or not you have experienced, in the area of non-performance by your company, any problem(s) with any contract(s) awarded to you by any organization during the last 12 months and give a brief explanation/description of the problem(s) and how you managed to solve it.
  
  
  
  
  
  
  
  
  
  
- (e) Give any other information relating to your company that you may consider relevant to your bid to do business with WANANDEGE SACCO

**Part 2**

**STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS**

(a) VAT Registration Number .....

(b) PIN Number .....

**(Attach tax compliance certificate)**

(c) State any Quality Assurance Certification e.g. ISO 9000 held by the company

(d) State if the Company is a subject of bankruptcy proceedings, in receivership,  
Administrative receivership or any other form of liquidation as defined by the applicable law.

**(e) Assets and Liabilities:-**

Total Assets in Kshs .....

Current Assets in Kshs.....

Total Liabilities in Kshs .....

Net Worth (Total Assets-Total Liabilities) .....

Working Capital.....

**(f) Terms of Sale / Trade:-**

Credit Period Yes/ No

**(If Yes Please Indicate Number of Credit Days)**

**(g) Name of Bankers and Branch**



**FORM PQ-7**

**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..... .

E-mail.....

Telephone.....

Postal Address.....Postal Code.....

**COMPANY STAMP/ SEAL.....**

**END.**