UKRISTO NA UFANISI DT SACCO LTD

Tufanikiwe Pamoja

PRE-QUALIFICATION OF SUPPLIERS FOR 2026-2028

CLOSING DATE: TUESDAY 10TH NOVEMBER 2026

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PREQUALIFICATION NOTICE

PRE-QUALIFICATION OF SUPPLIERS FOR 2026-2028

Ukristo Na Ufanisi DT Sacco LTD invites applications for prequalification from interested vendors (including current suppliers) for the supply of goods, works and services to the organization for the years 2026 – 2028 period.

The prequalification list is as below:

REFERENCE NUMBER	ITEM DESCRIPTION
UKRISTO/01/2026	**Supply of Office Stationery and Consumables**
UKRISTO/02/2026	**Supply and Maintenance of Computers and Computer Accessories**
UKRISTO/03/2026	**Supply of Office Furniture and equipment**
UKRISTO/04/2026	**Provision of Legal Services**
UKRISTO/05/2026	**Provision of General Insurance services; Medical, Deposit and loans protection, last expense, Group life, WIBA**
UKRISTO/06/2026	**Supply and printing of Branded Promotional items**
UKRISTO/07/2026	**Provision of Graphics and Web Design Services**
UKRISTO/08/2026	**Provision of Website and Email Hosting Services**
UKRISTO/09/2026	**Provision of Valuation Services- movable and immovable**
UKRISTO/10/2026	**Provision of debt collection and Auctioneering Services**
UKRISTO/11/2026	**Supply, Installation, and Maintenance of General Office Equipment i.e. Safes, Strong room Doors, Money Counters, Magnetic Locks, Electric Door Locks, Door Closures, Access Control Equipment, CCTVs, etc.**
UKRISTO/12/2026	**Provision of Tracking Services (Motor Vehicle and Motorbikes)**
UKRISTO/13/2026	**Provision of Repair and Maintenance Services for Generators and Air Conditioners**
UKRISTO/14/2026	**Provision of Software's and Associated Licenses (Windows, Microsoft Office, Antivirus)**
UKRISTO/15/2026	**Provision of Data Security, Offsite Backups, And Disaster Recovery Services**
UKRISTO/16/2026	**Provision of System Audit, Forensic Audit, And Monitoring Services**
UKRISTO/17/2026	**Provision of Voice, Network Equipment Data and Communication Services**
UKRISTO/18/2026	**Provision of Small Building Works, Renovations, Office Partitioning, Electrical, Plumbing Repairs and Related Services**
UKRISTO/19/2026	**Provision of Architectural Services**
UKRISTO/20/2026	**Provision of Quantity Surveying Services**
UKRISTO/21/2026	**Provision of Sacco Staff, Board & Members Training and Development Services**
UKRISTO/22/2026	**Provision of Consultancy Services in HR and Management e.g. Recruitment, job evaluation and Team Building**
UKRISTO/23/2026	**Provision of Office Cleaning, Sanitation, And Fumigation Services**
UKRISTO/24/2026	**Provision of Outside Catering Services**
UKRISTO/25/2026	**Provision of External Audit Services**
UKRISTO/26/2026	**Provision of OSH Statutory audits, risk assessment and training**

UKRISTO/27/2026	**Supply and Maintenance of Fire Safety and Protection Equipment and Services**
UKRISTO/28/2026	**Provision of Security Services- day and night guards and cash in transit**

Interested candidates may download the Pre-qualification of supplier·s documents from the Ukristo Na Ufanisi DT Sacco LTD website https://ukristonaufanisicoop.co.ke/ and pay a non-refundable fee of Kshs 2,000.00.

Payments should be made through the bank account as follows:

Co-operative Bank account number **01100029492600** OR pay directly at the Head Office Ukristo Na Ufanisi DT Sacco LTD located at ACK Emmanuel Church Kawangware.

Completed pre-qualification documents in sealed envelopes, clearly marked with the **reference number and item description** should be deposited in the pre-qualification box at the **Head Office located at ACK Emmanuel Church Kawangware** opposite **Kawangware Primary between 9:00am – 4:00pm** upon payment of **non-refundable** fee of **2,000.00.**

The completed pre-qualification documents clearly indicating pre-qualification number and description should be placed inside plain, sealed and separate envelopes (each item MUST be submitted in a separate envelope) and the envelope clearly labelled as below:

PRE-QUALIFICATION OF SUPPLIERS 2026-2028:
REFERENCE NUMBER AND ITEM DESCRIPTION… (e.g. **UKRISTO/29/2026….**) and addressed to:

The Procurement Committee
Ukristo Na Ufanisi DT Sacco LTD
P.O Box 872 – 00605
Riruta, Kenya.

Ukristo Na Ufanisi DT Sacco LTD reserves the right to accept or reject any or all bids and is not bound to give any reasons for its decision.

PRE-QUALIFICATION INSTRUCTIONS

Introduction

Ukristo Na Ufanisi DT Sacco Limited referred to as the ·Company·, would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Ukristo Na Ufanisi DT Sacco Limited to perform the contract of supply and delivery or provision of goods and services to the Company.

Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to Ukristo Na Ufanisi DT Sacco Limited as and when required during the stated period.

Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to Procurement Committee · Ukristo Na Ufanisi DT Sacco Limited so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre- qualification.

Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to institutions of similar size, nature, and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified.

N/B: All the documents should be bound and paginated.

Distribution of Pre-qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

THE PROCUREMENT COMMITTEE
UKRISTO NA UFANISI DT SACCO LTD
P.O BOX 872 – 00605
RIRUTA, KENYA.

Not later than Tuesday 10th November 2026, at 4:00PM.

Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Procurement Committee on the following address not later than 6th November 2026:

THE PROCUREMENT COMMITTEE
UKRISTO NA UFANISI DT SACCO LIMITED
P.O. Box 872 – 00605

RIRUTA, NAIROBI.

Email: procurement@ukristonaufanisicoop.com

Additional Information

Ukristo Na Ufanisi DT Sacco Limited reserves the right to request submission of additional information from prospective bidders.

Request for quotations

Request for quotations will be made available only to those bidders whose qualifications are accepted by Ukristo Na Ufanisi DT Sacco Limited at the disclosure of the procurement committee after the completion of the pre – qualification process.

Brief contract regulations/guidelines

Taxes on Imported Materials

Ukristo Na Ufanisi DT Sacco Limited is not exempted from any tax this only applies on particular funded projects e.g. Global Fund, USAID etc.

Customs Clearance

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

Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the procurement Committee. Prices quoted should be inclusive of all delivery charges and valid for 30 days.

Payments

All local purchase shall be on credit of a minimum of sixty (60) days or as may be stipulated in the Contract Agreement.

PRE-QUALIFICATION DATA INSTRUCTIONS

Pre-Qualification Data Forms

The attached questionnaire forms **PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8,** are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

Qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Ukristo Na Ufanisi DT Sacco Limi Ufanisi DT Sacco Limited in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of Ukristo Na Ufanisi DT Sacco Limited they possess 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.

Essential Criteria for Pre-qualification

1. ***Experience:*** Prospective bidders shall have at least **2 years'** experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract. Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.
2. ***Personnel:*** The names, pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.
3. **Financial Condition:** The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors' credit position. Potential suppliers/contractors will be pre- qualified on the satisfactory information given.
   Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/ provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.
4. ***Past Performance:*** Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6 (at least from three organizations- attach copy of LPO/LSO/Contract)
5. ***Sworn Statement:*** Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then Ukristo Na Ufanisi DT Sacco Limited reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

Information on Suppliers

The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate.

The firm must declare any conflict of interest in relation to any member of staff or board member. Ukristo Na Ufanisi DT Sacco Limite Ufanisi DT Sacco Limited will not procure goods or services from suppliers where the employees have not declared conflict of interest.

Ukristo Na Ufanisi DT Sacco Limited may carry out a source audit exercise for the shortlisted prequalified suppliers.

Any effort by the tenderer to influence Ukristo Na Ufanisi DT Sacco Limited in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

PREQUALIFICATION CRITERIA

Required Information	Form Type	Points Score
Registration Documentation	PQ-1	30
Pre-qualification Data	PQ-2	5
Supervisory Personnel	PQ-3	10
Financial Position	PQ-4	20
Confidential Report	PQ-5	15
Past Experience	PQ-6	10
Litigation History	PQ-7	10
TOTAL POINTS		**100**

The qualification is 70 points and above.

FORM PQ-1: REGISTRATION DOCUMENTATION

Mandatory Requirements:

1. Copy of Certificate of Registration/Incorporation of Business Name,
2. Copy of PIN Certificate of firm/company/individual from Kenya Revenue Authority,
3. Must submit certified bank statements for the recent 6 months (from January 2026 – July 2026),
4. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority e.g. Electronic Tax Register (ETR) certificates where applicable,
5. Copy of valid Trade License/ Current business licenses from relevant authorities e.g. City council,
6. Copy of Registration certificate as a contractor by Ministry of Roads and Public Works and other relevant authorities for all civil/ works contractors,
7. Copy of Letter of recommendation from 3 previous organizations served with similar works,
8. Copy of Practicing Certificate for all professionals e.g. certificate of affiliated bodies/associations (Pharmacist license, legal, medical),
9. Copy of Memorandum of Understanding or Articles of Association,
10. Transport Hire firms must attach evidence of having taken all the Insurance covers,
11. Where mandatory for service provision, each firm must attaché evidence of registration with Professional bodies/Authorities e.g. IATA, Municipal / City Council Certificates of health for food stuffs handling,
12. Copy of quality assurance certificates if any e.g. ISO 9000/9001

NOTE: A COPY OF THE UKRISTO NA UFANISI DT SACCO LIMITED PAYMENT RECEIPT/ORIGINAL BANKING **SLIPS MUST BE ATTACHED.**

(Max 30 points)

Three (3) marks each for every requirement where applicable

FORM PQ-2: PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as supplier(s)
(Name of Company/Firm)

of ……
(Item Description)

……
(Category No.)

Post Office Address ……

Town ……

Street ……

Name of building ……

Room / Office No. ……

Floor No. ……

Telephone Nos. ……

Email address (MUST) ……

Full Name of applicant ……

Other branches location ……

Organization & Business Information ……

Management Personnel ……

Chief Executive ……

Secretary ……

General Manager ……

Treasurer ……

Other……

Partnership (if applicable)

Names of Partners ……

Business founded or incorporated ……

Under present management since ……

Net worth equivalent Kshs……

Bank reference and address ……

Bonding company reference address……...

Enclose copy of organization chart of the firm indicating the main fields of activities

…….

State any technological innovations or specific attributes which distinguish you from your competitors

……..……
Indicate terms of trade/sale

(Max 5 Points)

FORM PQ-3: SUPERVISORY PERSONNEL

All firms **MUST** give the following details;

Name of director/manager ……

Academic qualification…….……

Professional qualification…….....……

Length of service with contractor or supplier position held ……...……

……

…….....

Construction/or service experience

a) Name of project.……

b) Character and nature of project.……

c) Contract value……

d) Location of project.……

e) Period of project……

f) Title and responsibility in project.……

……..

g) Other…….....

Proposed Technical Personnel

(a) ……

(b) ……

(c) ……

(d) ……

(e) ……

(f) ……

(g) ……

Proposed position in this project if contract is awarded……

……

(Attach copies of certificates of at least 2 key personnel in the organization) - 5marks each

(Max 10 Points)

FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE

Attach a copy of the most recent two years audited accounts (From 2024 and above) - **7 marks**

Attach letters of recommendation from the firm's bankers - **7 marks**

State Credit period (minimum proposed is 60 days) – **6 marks**

(Max 20 Points)

FORM PQ-5: 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
*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

Part I - General

Business Name ……

Location of business premises…….…….

Plot No. …….…… Street/Road……..……

Postal Address…….…… Tel. No……...….....

Email address (MUST)…….

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

Account No……. Branch…….

Swift code……. Branch code…….

Bank Currency…….

Part 2 (a) – Sole Partnerships:

Your name in full:

……Age……

Nationality……Country of origin……

Citizenship details……

Part 2 (b) Partnership

Given details of partners as follows:

Name | Nationality | Citizenship Details | Shares

1. ……...
2. ……...
3. ……
4. ……
5. ……

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: -

Name | Nationality | Citizenship Details | Shares

1. ……
2. ……
3. ……
4. ……
5. ……

(Max 15 Points)

FORM PQ-6: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

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)

i) Name of 2nd 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)

i) Name of 3rd 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.Others ……

(Max 10 Points)

Three (3) marks each and an additional point for one other

FORM PQ-7: 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

(Max 10 Points)

FORM PQ-8: SWORN STATEMENT

Having studied the pre-qualification 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 of being pre-qualified 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 enclose all the required documents and information required for the pre-qualification evaluation.

Date: ……

Applicant's Name: ……

Represented by: ……..

Signature: ……

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