



**UKRISTO NA UFANISI SACCO LIMITED**  
**INVITATION FOR EXPRESSIONS OF INTEREST**

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# NOTICE

## INVITATION FOR EXPRESSIONS OF INTEREST

Ukristo Na Ufanisi DT Sacco Limited invites expressions of interest from qualified and experienced firms for the following service opportunity:

1. Provision of Architectural Consultancy Services.
2. Provision of External Audit Services.

Interested parties are requested to submit a detailed expression on interest, including but not limited to the instructions that can be accessed electronically from <https://ukristonaufaniscoop.co.ke/downloads/tenders>

Please address your submissions to The Procurement Committee Ukristo Na Ufanisi DT Sacco LTD P.O Box 872 – 00605 Riruta, Kenya and deposit your submissions in the tender box at the Head Office located at ACK Emmanuel Church Kawangware opposite Kawangware Primary between 9:00am – 4:00pm. The deadline for submission is 14 days from the advert date.

We look forward to reviewing your proposals.

# EOI DATA INSTRUCTIONS

## EOI Data Forms

The attached questionnaire forms **EOI-1, EOI-2, EOI-3, EOI-4, EOI-5, EOI-6, EOI-7, EOI-8**, are to be completed by prospective service providers who wish to submit their EOIs.

The 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 EOI data on prospective service providers is to be used by Ukristo Na Ufanisi DT Sacco Limited in determining, according to its sole judgment and discretion, the service providers 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 services.

### ***Essential Criteria for qualification***

1. **Experience:** Prospective bidders shall have at least 2 years' experience for Architectural Consultancy Services and 5 years' experience for External Audit Services in service provision and should show competence, willingness and capacity to service the contract.
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 EOI-3.
3. **Financial Condition:** The service provider's financial condition will be determined by latest financial statement submitted with the EOI documents as well as letters of reference from their bankers regarding service provider's credit position. Potential service providers will be considered 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 EOI-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 qualifying bidders. Letter of reference from past clients should be included in Form EOI-6 (at least from three organizations- attach copy of LPO/LSO/Contract)
5. **Sworn Statement:** Application must include a sworn statement Form EOI-8 by the Tenderer ensuring the accuracy of the information given.

## Withdrawal of Expression of Interest

Should a condition arise between the time the firm is 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 qualified.

## Information on Service Providers

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 Limited may carry out a source audit exercise for the qualified service provider.

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.

## QUALIFICATION CRITERIA

Required Information	Form Type	Points Score
Registration Documentation	EOI-1	30
EOI Data	EOI-2	5
Supervisory Personnel	EOI-3	10
Financial Position	EOI-4	20
Confidential Report	EOI-5	15
Past Experience	EOI-6	10
Litigation History	EOI-7	10
<b>TOTAL POINTS</b>		<b>100</b>

*The qualification is 70 points and above.*

# FORM EOI-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,
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. Where mandatory for service provision, each firm must attach evidence of registration with Professional bodies/Authorities e.g. IATA, Municipal / City Council Certificates of health for food stuffs handling,
11. Copy of quality assurance certificates if any e.g. ISO 9000/9001

**(Max 30 points)**

***Three (3) marks each for every requirement where applicable***

# FORM EOI-2: EOI DATA

## REGISTRATION OF SERVICE PROVIDER APPLICATION FORM

I/We hereby apply for registration as a service provider  
(Name of Company/Firm)

Of .....  
(Service 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 EOI-3: SUPERVISORY PERSONNEL

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

1. Name of director/manager .....  
Academic qualification.....  
Professional qualification.....  
Length of service with contractor or supplier position held .....  
.....  
.....
2. Name of Personnel 2 .....  
Academic qualification.....  
Professional qualification.....  
Length of service with contractor or supplier position held .....  
.....  
.....
3. Name of Personnel 3 .....  
Academic qualification.....  
Professional qualification.....  
Length of service with contractor or supplier position held .....  
.....  
.....
4. Name of Personnel 4 .....  
Academic qualification.....  
Professional qualification.....  
Length of service with contractor or supplier position held .....  
.....  
.....
5. Name of Personnel 5 .....  
Academic qualification.....  
Professional qualification.....  
Length of service with contractor or supplier position held .....  
.....  
.....

6. Name of Personnel 6.....  
 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 EOI-4: FINANCIAL POSITION AND TERMS OF TRADE**

Attach a copy of the most recent two years audited accounts (From 2020 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 EOI-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 EOI-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 2<sup>nd</sup> 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 3<sup>rd</sup> 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 EOI-7: LITIGATION HISTORY

### Name of Service Provider

Service provider 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 EOI-8: SWORN STATEMENT

Having studied the EOI 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 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 qualification evaluation.

Date: .....

Applicant's Name: .....

Represented by: .....

Signature: .....

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