Your Timely Financier

INVITATION FOR PREQUALIFICATION

Tender No: TUSL / 2027-2028

FOR

PREQUALIFICATION OF SUPPLIERS FOR

THE FINANCIAL YEAR 2027-2028

TENDER No: ……

SUPPLY/PROVISION OF … ……

October 2026

TIMES U SACCO

CONTENTS

SECTION 2: INSTRUCTIONS TO CANDIDATES 4
2.1 Introduction 4
2.2. Format and Signing of Applications 4
2.3 Submission of Applications 4
2.4 Eligible Candidates 5
2.5 Qualification Criteria 5
2.6 Cost of Application 5
2.7 Clarification of Prequalification Documents 5
2.8 Amendment of Prequalification Documents 6
2.9 Deadline for Submission of Prequalification Documents 6
2.10 Opening of Prequalification Documents 6
2.11 Process to be Confidential 6
2.12 Clarification of Applications and Contacting of the TIMES U DT SACCO 6
2.1.3 Examination of Prequalification Documents and Determination of Responsiveness 7
2.14 Notification of Qualified Applicants 7
2.15 Evaluation and Comparison of Applications 7
2.16 TIMES U SACCO'S Right to accept any Application and to reject any/ all Applications 7
2.17 Notification of Approval 7
2.18 Acceptance of the Approval 7
APPENDIX: INSTRUCTIONS TO CANDIDATES 8
PRELIMINARY EVALUATION 9
a) MANDATORY REQUIREMENTS 9
b) OTHER REQUIREMENTS 9
Please Note 9
FORM PQ-1 REGISTRATION DOCUMENTATION 10
FORMPQ-2 - PRE-QUALIFICATION DATA 11
REGISTRATION OF SUPPLIERS APPLICATION FORM 11
Organization & Business Information (attach company profile) 11
Partnership (if applicable) 11
PQ-3 SUPERVISORY PERSONNEL 12
PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE 13
PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM 14
FORM PQ-6 - PAST EXPERIENCE 16
NAME OF AT LEAST THREE CLIENTS/REFEREES 16
FORM PQ-7 - LITIGATION HISTORY 17
Name of Contract Supplier… 17
FORM PQ-8 - SWORN STATEMENT 18

TIMES U SACCO

Section 1: INVITATION FOR PREQUALIFICATION

Tender No: TUSL 2027-2028

Tender name: PREQUALIFICATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2027-2028

TIMES U SACCO Is in the process of updating the list of suppliers for goods and services for the financial year 2027/2028 and thus invites applications for pre-qualification from interested and eligible bidders for the supply/provision of the under listed goods and services.

Invitation for prequalification

Interested suppliers may participate in the prequalification process by visiting (https://www.timesusacco.co.ke) click on the tab written "Resource click on tenders". The details and list of prequalification categories and more information will be available on this link.

Prequalification forms can be downloaded from our website or picked from any of our branches, and payment of non-refundable fee of Kshs. 1,000 deposited to:

Bank: CO-OPERATIVE BANK
Account Name: TIMES U DT SACCO
Account No:01100020483700

SUPPLIER PREQUALIFICATION FOR THE PERIOD 2027/2028

ITEM NUMBER	ITEM NAME
TUSL/CS/0001/2026	SUPPLY&DELIVERY OF GENERAL OFFICE STATIONERY
TUSL/CS/0002/2026	DESIGN&PRINTING PROMOTIONAL MATERIALS
TUSL/CS/0003/2026	SUPPLY&DELIVERY OF COMPUTER ANTI-VIRUS SOFTWARE AND MAINTENANCE
TUSL/CS/0004/2026	SUPPLY&DELIVERY OF OFFICE FURNITURES/ FITTINGS AND OFFICE EQUIPMENT
TUSL/CS/0005/2026	SUPPLY&DELIVERY OF OFFICE MACHINES,CASH COUNTING MACHINES AND ACCESSORIES
TUSL/CS/0006/2026	PROVISION OF SECURITY SERVICES
TUSL/CS/0007/2026	PROVISION OF CLEANING SERVICES
TUSL/CS/0008/2026	PROVISION MAINTANCE OF POWERBACK-UP SYSTEMS , UPS,AIR CONDITIONERS AND ELECTRICALS
TUSL/CS/0009/2026	PROVISION OF INSURANCE SERVICES
TUSL/CS/0010/2026	PROVISION OF WEB HOSTING,DESIGN&MAINTENANCE SERVICES
TUSL/CS/0011/2026	SUPPLY AND MAINTENANCE OF SAFE,STRONG ROOM DOORS AND TIMELOCK
TUSL/CS/0012/2026	ELECTRONIC SECURITY AND COMMUNICATION SYSTEMS
TUSL/CS/0013/2026	PROVISION AND MAINTENANCE OF FIRE EXTINGUISHERS
TUSL/CS/0014/2026	SERVICING AND MAINTENANCE OF MOTORBIKES/VEHICLES
TUSL/CS/0015/2026	REPAIR AND MAINTENANCE OF COMPUTERS,PRINTERS,LAPTOPS AND OTHER ELECTRONIC EQUIPMENT
TUSL/CS/0016/2026	PROVISION OF TRAINING SERVICES AND CONSULTANCY
TUSL/CS/0017/2026	PROVISION OF CONSTRUCTION SERVICES AND RENOVATIONS
TUSL/CS/0018/2026	PROVISION OF LEGAL SERVICES
TUSL/CS/0019/2026	PROVISON OF LAND AND MOTOR VALUATION SERVICES
TUSL/CS/0020/2026	PROVISION OF AUCTIONEERS AND DEBT COLLECTION SERVICES
TUSL/CS/0021/2026	SUPPLY AND DELIVERY OF OFFICE UTILITIES:EG SUGAR,WATER,SUGAR,TEA LEAVES AND TOILETRIES
TUSL/CS/0022/2026	PROVISION OF SERVER SERVICING AND DR SITE SERVICES
TUSL/CS/0023/2026	PROVISION AND MENTAINACE OF ALARM SERVICES
TUSL/CS/0024/2026	PROVISION OF EXTERNAL AUDIT(SASRA APROVED)AND TAX ADVISORY SERVICES
TUSL/CS/0025/2026	PROVISION OF MOTORCYCLE AND OTHER VEHICLE TRACKING SERVICES

TUSL/CS/0026/2026	**PROVISION OF OCCUPATIONAL HEALTH AND SAFETRY AUDIT,TRAINING**
TUSL/CS/0027/2026	**PROVISION &MENTAINACE OF IP TELEPHONY SERVICES**
TUSL/CS/0028/2026	**PROVISION OF GENERAL REPAIR AND MENTAIINANCE WORKS**
TUSL/CS/0029/2026	**PROVISION OF BULKY SMS SERVICES**
TUSL/CS/0030/2026	**PROVISION OF DATA RECOVERY SERVICES**
TUSL/CS/0031/2026	**Supply, Installation and Maintenance of ICT Infrastructure**
TUSL/CS/0032/2026	**PROVISION AND MENAINANCE SD WAN NETWORKS**
TUSL/CS/0033/2026	**CORE BANKING, SOFTWARE LICENSING AND SYSTEMS INTEGRATION**
TUSL/CS/0034/2026	**. CYBERSECURITY, DATA PROTECTION AND ICT AUDIT SERVICES**
TUSL/CS/0035/2026	**DIGITAL BANKING, LENDING AND PAYMENT SOLUTIONS**
TUSL/CS/0036/2026	**BUSINESS INTELLIGENCE, MIS AND DATA MANAGEMENT SOLUTIONS**
TUSL/CS/0037/2026	**CLOUD HOSTING, DATA BACKUP AND DISASTER RECOVERY SERVICES**
TUSL/CS/0038/2026	**. ICT SUPPORT, MAINTENANCE, CONSULTANCY AND TRAINING SERVICES**
TUSL/CS/0039/2026	**PROVISION OF MANAGED SECURITY SERVICES**

Times U DT Sacco is a well-established Sacco Licensed by SASRA as a deposit taking Sacco with operations throughout Meru and Tharaka Nithi County. We offer Credit services and solutions to Agribusinesses, Organized Groups, SMEs, Individual Businesses and Employees both in the Public and Private sector.

The Complete prequalification tender documents with detailed information may be obtained from any of Times U DT LTD branches or via the website.(**www.timeusacco.co.ke)**

Duly completed Prequalification Documents in plain sealed envelopes clearly marked "Tender No: …… For the supply/provision of ..... " should be addressed to:

THE CHAIRMAN,
TIMES U DT SACCO SOCIETY LIMITED
P.O. BOX. 310 -60202
NKUBU.

And to be deposited in the tender box situated in the banking hall at Sacco's building or sent via post to the above address so as to be received on or before, 18 th November 2026 at 10.00 a.m local time.

Applications will be opened immediately thereafter, in the presence of bidders or their representatives who choose to attend.

NB: Suppliers who are currently on our list and wish to be considered should apply.

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1 TIMES U SACCO would like to invite interested candidates who must qualify by meeting the set criteria as provided by TIMES U DT SACCO to perform the contract of provision of goods and/or services to TIMES U DT SACCO.

2.2. **Format and Signing of Applications**

2.2.1 The applicant shall prepare one original document comprising the prequalification document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **"ORIGINAL".** In addition, the applicant shall submit one copy of the same prequalification document clearly marked **"COPY".** In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the prequalification document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the prequalification document shall initial all pages of the tender where entries or amendments have been made. The prequalification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the prequalification document.

2.3 **Submission of Applications**

2.3.1 Applications for prequalification shall be submitted in sealed envelopes marked with the prequalification category, title and tender number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before Friday, October 30th, 2020 at 4.00 p.m. local time. Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the original and the copy of the prequalification document in separate envelopes duly marking the envelopes **"ORIGINAL"** and **"COPY".** Both envelopes shall then be sealed in a single (one) outer separate envelope.

The inner and outer envelopes shall:

(a) Be addressed and delivered to the location at the address provided in the invitation for prequalification and the prequalification advertisement.

(b) Bear the prequalification category, title and reference number of the prequalification document. In addition to the identification required in sub-Clause 2.2.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared "late" pursuant to Clause 2.3.1.

2.3.3 If the outer envelope is not sealed and marked as instructed above, TIMES U SACCO will assume no responsibility for the misplacement or premature opening of the prequalification document. If the outer envelope discloses the Candidate's identity the TIMES U SACCO will not guarantee the anonymity of the prequalification submission, but this shall not constitute grounds for rejection of the prequalification document.

2.3.4 All the information requested for prequalification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

TIMES U SACCO

2.4 Eligible Candidates

2.4.1 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 TIMES U DT SACCO so that they may be pre - qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for prequalification - Form PQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to TIMES U DT SACCO, as TIMES U DT SACCO shall reasonably request.

2.5 Qualification Criteria

2.5.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8. These are to be completed by prospective suppliers who wish to be pre-qualified for submission of tender for the specific tender.

2.5.2 The pre-qualified application forms (Form PQ-2) 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.

2.5.3 Experience

Prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items

2.4.4 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.

2.5.5 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 supplier's credit position. Potential suppliers will be pre-qualified on the satisfactory information given.

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form PQ -5.

2.5.7 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.

2.5.8 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution - Form PQ-7 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form PQ-8.

2.6 Cost of Application

The Complete prequalification tender documents with detailed information may be obtained from Times U Sacco Ltd offices Nkubu, opposite KCB Nkubu; Monday to Friday from 8. 30a.m to 4.00pm upon payment of a non-refundable fee of Kenya Shillings One Thousand (Kshs. 1,000) only payable per bid document

2.7 Clarification of Prequalification Documents

2.7.1 The prospective applicant requiring any clarification of the prequalification documents may notify TIMES U DT SACCO in writing or by email at the TIMES U DT SACCO'S email address indicated in the prequalification data.

2.7.2 TIMES U DT SACCO will respond in writing through email to any request for clarification that he receives earlier than 3 days prior to the deadline for the submission of applications. Copies of TIMES U DT SACCO'S response to queries raised by applicants (including an explanation of the query but without identifying the sources of the

TIMES U SACCO

inquiry) will be sent to all prospective applicants who will have picked the prequalification documents.

2.8 Amendment of Prequalification Documents

2.8.1 At any time prior to the deadline for submission of applications, TIMES U DT SACCO may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the prequalification documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the prequalification documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or cable to all who shall have picked the prequalification documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the TIMES U DT SACCO.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the TIMES U SACCO may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 Deadline for Submission of Prequalification Documents

2.9.1 Applications must be received by TIMES U DT SACCO at the address specified no later than the time and date stipulated in the notice for pre-qualification.

2.9.2 TIMES U DTSACCO may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of TIMES U DT SACCO and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Opening of Prequalification Documents

2.10.1 TIMES U DT SACCO will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.10.2 TIMES U SACCO shall prepare minutes of the opening of the prequalification documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

2.11 Process to be Confidential

2.11.1 Information relating to the examination, evaluation of applications and Recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence TIMES U SACCO'S processing of applications or approval decisions may result in the rejection of the applications.

2.12 Clarification of Applications and Contacting of the TIMES U DT SACCO

2.12.1 To assist in the examination, evaluation, and comparison of applications, TIMES U DT SACCO may, at its discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact TIMES U DT SACCO on any matter relating to its application from the time of the opening to the time the prequalification list is approved. If the applicant wishes to bring additional information to the notice of TIMES U DT SACCO, it should do so in writing.

2.12.3 Any effort by any applicant to influence in TIMES U DT SACCO'S

Prequalification evaluation or prequalification approval decisions may result in the rejection of the candidate's application.

2.1.3 Examination of Prequalification Documents and Determination of Responsiveness

2.13.1 Prior to the detailed evaluation of applications, TIMES U D T SACCO will determine whether each application:

(a) has been properly signed and delivered pursuant to clause 2.3;

(b) is substantially responsive to the requirements of the prequalification documents;

(c) provides any clarification and/or substantiation that TIMES U DT SACCO may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the prequalification documents without material deviation or reservation. A material deviation or reservation is one:

(a) which limits in any substantial way, inconsistent with the prequalification documents, TIMES U DT SACCO'S rights or the applicant's obligations under the contract;

(b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.13.3 If an application is not substantially responsive, it will be rejected by TIMES U DT SACCO and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 TIMES U DT SACCO, prior to the approval of the prequalification may confirm the qualification of each applicant who shall have passed the technical stage of the prequalification process in order to determine whether the applicant possesses all the requirements in the application for the prequalification document submitted.

2.14 Notification of Qualified Applicants

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by TIMES U DT SACCO within thirty (30) days from the date of opening of prequalification documents.

2.14.2 At the same time TIMES U SACCO notifies qualified Applicants that their applications are responsive, TIMES U DT SACCO shall notify the other Applicants whose applications are not responsive.

2.15 Evaluation and Comparison of Applications

2.15.1 TIMES U SACCO will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.15.2 Prequalification will be based on meeting the minimum requirements to pass in the criteria set.

2.16 TIMES U SACCO'S Right to accept any Application and to reject any/ all Applications

2.16.1 TIMES U DT SACCO reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2.17 Notification of Approval

2.17.1 Prior to expiration of the period of prequalification validity prescribed by TIMES U D SACCO, the TIMES U DT SACCO will notify successful applicants.

2.18 Acceptance of the Approval

2.18.1 The successful candidates shall be required to acknowledge in writing the Acceptance of their prequalification to TIMES U DT SACCO

APPENDIX: INSTRUCTIONS TO CANDIDATES

The following instructions for the prequalification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

(i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit only **TWO COPIES**;
ONE marked "**ORIGINAL**" Pre-qualification document and ONE marked "**COPY**" and that both shall be placed in one outer envelope

(ii) Subject to Clause 2.5.1 Bidders will be required to provide requirements Under others and marks provided will be distributed on the entire requirement.

(iii) Subject to Clause 2.5.3 Youth, Women and PWD firms to provide Names & Contacts of referees or experience

(iv) Subject to Clause2.15 on Evaluation and Comparison of Applications the evaluation Criteria shall as follows:

TIMES U SACCO

PRELIMINARY EVALUATION

a) MANDATORY REQUIREMENTS

1. Certified copy of Certificate of Registration/Incorporation
2. Certified copy of Valid Tax Compliance Certificate/Exemption certificate
3. Current Year Single Business Permit from the respective County Council for the firm bidding.
4. Copies of registration with RELEVANT REGULATORY BODIES where applicable e.g. IATA, Pharmacy & Poisons Board, LSK etc
5. Current practicing certificates for professionals where applicable.
6. Copies of National identity cards (IDs) or valid passports of all Directors of the company / enterprise

Please Note

Any applicant who fails to provide ALL the mandatory requirements shall NOT proceed to the next stage of the evaluation.

b) OTHER REQUIREMENTS

	Requirements	**Score**
1	Duly filled Pre-qualification Data (PQ-2)	10
2	Supervisory Personnel(PQ-3)	
	i) University Degree	10
	ii) Professional/Diploma	7
	iii) Certificate	3
	Score for only 1 of (i-iii)	
3	Financial Position(PQ-4)	
	i)firm's audited accounts/Bank Statements for1year.(attach proof)	10
	ii) Letter of reference from the banker regarding supplier's credit	10
	iii) State Credit period (minimum proposed is 30 days)	5
4	Duly filled Confidential Business Questionnaire(PQ-5)	10
5	Relevant Past Experience(PQ-6)	
	a) Provide names of three clients(organizations)	
	i) First client Organization (Attach documental evidence)	3
	ii) Second client Organization(Attach documental evidence)	3
	iii) Third client Organization(Attach documental evidence)	4
6	Litigation History (Provide current sworn affidavit) (PQ-7)	10
7	Sworn Statement(PQ-8)	5
	OTHERS	
8	Company profile & Organizational Chart	6
9	Clearly marked tender top page	2
10	Provide Two copies of tender document	2
	Total	100

Please Note

The minimum pass mark to qualify for prequalification shall be 80. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

TUNGATI SACCO

FORM PQ-1 REGISTRATION DOCUMENTATION

All firms **MUST** provide copies of the following: -

1. Certified copy of Certificate of Registration/Incorporation
2. Certified copy of Valid Tax Compliance Certificate/ Exemption certificate
3. Current Year Single Business Permit by the City Council of Nairobi for the firm bidding, or any other valid single business permit from other counties
4. Copies of registration with relevant regulatory bodies where applicable e.g. IATA, Pharmacy & Poisons Board, LSK etc.
5. Current practicing certificates for professionals where applicable
6. Copies of National identity cards (IDs) or valid passports of all Directors of the company/enterprise

TIMES U SACCO

FORMPQ-2 - PRE-QUALIFICATION DATA
REGISTRATION OF SUPPLIERS APPLICATION FORM

1/We .....here by apply for registration as ***supplier(s)***
(Name of Company/Firm)
Of ……..……..
(Category No...)

……
(Item Description)

Address .....

Name of building ..... Room/Office No ..... Floor No .....

Telephone Nos.....

Full Name of applicant .....

Other branches location .....

Organization & Business Information (attach company profile)
Partnership (if applicable)
Names of Partners

3. Business founded or incorporated under present management since .....

5. Net worth equivalent (Kshs).....

6. Bank reference and address .....

7. Bonding company reference
address .....

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

9. State any technological innovations or specific attributes which distinguish you
From your competitors.....

10. Indicate terms of trade/sale.....

TIMES U SACCO

PQ-3 SUPERVISORY PERSONNEL

Name.....

Age

.....

Academic Qualification.....

Undergraduate .....

Postgraduate .....

Diploma .....

Certificate .....

High School .....

Professional

Qualification

.....

(Attach Certificates if any

(v) Length of service with Contractor or Supplier/position held

(Attach copies of certificates of key personnel in the organization)

TIMES U SACCO

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach a copy of firm's audited accounts/Bank Statements for previous one year
(2) Attach letters of reference from the bankers regarding supplier's credit position.
(3) State Credit period (minimum proposed is 30 days)

TIMES U SACCO

PQ-5 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 applied to your type of business.

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

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 .....

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

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

Part 2 (a) - Sole Proprietor

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	.....			

TIMES U SACCO

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.			

Date……Signature of Candidate .....

If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, naturalization or registration

TIMES U SACCO

FORM PQ-6 - PAST EXPERIENCE

NAME OF AT LEAST THREE CLIENTS/REFEREES

1. Name of 1st 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 documental evidence of existence of contract)

2. Name of 2nd 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 …….

Duration of Contract (date)…….....

(Attach documental evidence of existence of contract)

3. Name of 3rd 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 documental evidence of existence of contract)

4. Others clients .....…….

TIMES U SACCO

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 two 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)

TIMES SACCO

FORM PQ-8 - SWORN STATEMENT

Having studied the pre-qualification information for the above tender, we/I hereby state:

a) That the information furnished in our/my application is accurate to the best of my/our Knowledge.

b) That this prequalification shall not result into a contract. 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 document.

c) When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the prequalification made.

d) We enclose all the required documents and information required for the pre- qualification evaluation

e) That we have the capacity to undertake jobs under the categories hereby applied.

i. Date ……..……..

ii. Company's Name……..…….

iii. Represented by .....

iv. Designation (iii)……..…….

v. Signature.....(Over stamp or seal)

TIMES U SACCO