

FORM OF PRE-QUALIFICATION

FROM:

.....

.....

Date:

To: TRANSNATION SACCO LTD
CHAIRMAN, TENDER COMMITTEE
P.O BOX 15-60400-CHUKA.

RE: Pre-qualification for**In accordance with Pre-Qualification No** **Dated**

I/We

hereby pre-qualify to

in accordance with the attached pre-qualification forms/conditions of pre-qualification/schedule of requirements at the price/fees/charges shown against each item and in conformity with the scheduled delivery arrangements stated. This applies to item numbers only in the schedule representing a total amount of Kshs.....N/A..... pre-qualified for.

I/We understand that the Sacco reserves the right to accept or reject this pre-qualification in part or in whole for any reason it considers justifiable.

I/We agree that terms of this pre-qualification will remain valid for and will not be withdrawn for a period of days from the final date for submission of pre-qualification namely:

In the event of this pre-qualification being accepted in part or in full within the stipulated..... days; I/We agree to supply against an order signed by an officer of the Trans Nation Sacco authorized to do so, those goods accepted in this Pre-qualification to the quoted delivery dates and that failure on my/our part to meet these requirements constitutes a breach of contract.

Witnessed by**Address****Signature of Witness****Date:****Pre-qualifier's Name****Pre-qualifier's Signature****Pre-qualifier's designation****Full Address****Telephone No.****Date:**

**TRANSNATION SACCO SOCIETY LIMITED
P.O. BOX 15-60400 CHUKA**

CONDITIONS FOR PRE-QUALIFICATION

FORM S 32

SERIAL NO.N/A AS NO PAYMENT IS REQUIRED.

MISCELLANEOUS RECEIPT NO.N/A.....

DATE OF RECEIPTN/A..... AMOUNT Kshs.N/A.....

1. The pre qualifier is the person, company, agency or firm of contractors who/which undertakes to supply the goods or perform the service described in the pre-qualification document. The signatory must be a recognized official in the company and be authorized to sign on its behalf.

Documents

2. (1) The pre-qualifier will receive a Miscellaneous Receipt in respect of payment for pre-qualification documents. These include the following forms in duplicate:
 - (i) S 31: Form of Pre-qualification
 - (ii) S 32: Pre-qualification form to be completed by all intending suppliers
 - (iii) S 33: Confidential Business Questionnaire
 - (iv) The pre-qualifier should retain one set for his records and return the other set in accordance with these conditions.
2. (2) The pre-qualifier is required to check the number of pages of the documents accompanying the form of pre-qualification. Should he find any missing or any figure indistinct, or should he be in doubt about the precise meaning of any of the items of figure, for any reason whatsoever, he must inform the issuing office at once and have the matter rectified, before the final date for the submission of pre-qualifications.
2. (3) The pre-qualifier's signature to this document and to all documents, as required, which accompany the form of Pre-qualification, shall indicate that he fully understands their contents and that he accepts all the conditions stated or implied therein.

Submission of Pre-qualification

3. (1) Attention is invited to the Pre-Qualification Notice. The completed pre-qualification documents must be submitted to the address shown on the Form of Pre-qualification in a wax sealed envelope endorsed on the outer cover with "Pre-qualification for**TENDER NAME**.....
Pre-qualification No. **TENDER NUMBER**..... No indication of pre-qualifier's name must appear on the envelope."
3. (2) The Form of Pre-qualification must be properly signed in ink, dated and witnessed and must accompany any other documents concerned with the pre-qualification.
3. (3) The pre-qualifications will not be accepted unless correctly submitted on the approved forms. Pre-qualifications for which the appropriate fee has not been paid will not be considered valid. They may be posted to the address given not later than the appointed time and date.
3. (4) Any pre-qualification received later than the appointed time and date, irrespective of the cause of the delay, will be rejected.

Communication

4. (1) There shall be no verbal variations in regard to a pre-qualification once submitted. Should an error be made, it may be corrected in writing before the closing date and should be submitted in a plain sealed envelope as shown in paragraph 3. No amendments will be entertained after the closing date.
4. (2) All correspondence with pre-qualifiers will be sent to the address shown on the forms of tender by post, courier or via email as appropriate.

Liability

5. No liability will be admitted nor claim allowed for error in the pre-qualification owing to mistake in those documents which should have been rectified in the manner described above.

Validity

6. Pre-qualifications shall remain valid for at least 30/60/90 days from the final date for acceptance, but this date may be extended by mutual consent. No pre-qualification may be withdrawn during this period without giving valid reasons failing which the pre-qualifier may be penalized in future pre-qualifications.

Sample

7. Pre-qualifiers may be required to deposit samples in sealed containers labelled with the pre-qualifier's name, full details of the item, number on the schedule of requirements and a complete description of the goods concerned to enable identification to be made. Samples must be deposited before the final date for acceptance and a signature of receipt obtained. When samples have been deposited, this must be shown on the pre-qualification form as stated on the foot of the form. Returnable samples from unsuccessful pre-qualifications should be collected from the pre-qualifications issuing officer.

Packaging

8. Unless otherwise stated, the goods are required to be properly packed and packaged for long term storage in containers suitable to withstand rough handling and for over-storage in stacks.

Acceptance

9. The Sacco reserves the right to accept or reject any pre-qualification either wholly or in part and does not bind itself to accept the lowest or any pre-qualification or to give reasons for rejection.

Successful Pre-qualifications

10. A letter of acceptance will be sent to the successful pre-qualifications in respect of the whole or part of his pre-qualification which has been accepted, within the validity period.

The letter is not an authority for him to arrange supply or to undertake the service stated. Unsuccessful pre-qualifications will also be notified at the same time.

Compliance with given Conditions

11. If the pre-qualifier does not comply in every way with those conditions, his pre-qualification shall be liable to rejection.

Pre-qualifier's Name: Witness's Name:

Address: Address:

Phone no. Phone no.

Signature: Signature:

TRANSNATION SACCO SOCIETY LIMITED
CONFIDENTIAL BUSINESS QUESTIONNAIRE

FORM S 33

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.

Part 1 – General:

Business Name:
Location of business premises
Plot No.: Street/Road
Postal Address: Tel. No.
Nature of Business:
Current Trade Licence No. Expiring date:
Maximum value of business which you can handle at any one time: Kshs.
Name of your bankers Branch:
Are you an agent of the Kenya National Trading Company? YES/NO

Part 2 (a) – Sole Proprietor:

Your name in full Age:
Nationality Country of Origin
*Citizenship details

Part 2 (b) – Partnership:

Give details of partners as follows:

	Name	Nationality	Citizenship	Shares
1.				
2.				
3.				

Part 2 (c) Registered Company:

Private or Public

State the nominal and issued capital of the company-

Nominal Kshs.
Issued Kshs.

Give details of all directors as follows:

	Name	Nationality	Citizenship	Shares
1.				
2.				
3.				

Date: Signature of Pre-qualifier

*If Kenya Citizen, indicate under “Citizenship Details” whether by birth, Naturalization or Registration.