



**OTHAYA FARMERS
CO-OPERATIVE
SOCIETY LIMITED**

PRE-QUALIFICATION FOR SUPPLY OF GOODS, WORKS AND SERVICES, OTHAYA FCS /PRE/2016-2018 FINANCIAL YEARS

Vision: To be the best managed and leading coffee based co-operative society in Kenya

Mission: To be a producer of top quality coffee for top quality prices and for quality life of our members

Motto: Empower farmers through value addition

Postal Address: P.O. Box 21-10106

Tel: (+254) 020 352 6517, +254 711 130 732

Email: othayafcs@gmail.com, **Website:** othayacoffee.co.ke

Region: Othaya, Nyeri County, Central Kenya



December 2016

OTHAYA FARMERS CO-OPERATIVE SOCIETY LTD

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PRE-QUALIFICATION FOR SUPPLY OF GOODS, WORKS AND SERVICES

OTHAYA FARMERS /PRE/ 2016-2018 FINANCIAL YEARS

CATEGORY NO.
CATEGORY DESCRIPTION.....
RECEIPT NO (Attach receipt Copy)

TABLE OF CONTENTS

SECTION A: INSTRUCTIONS FOR PRE-QUALIFICATION	4
SECTION B: TENDER NOTICE	6
SECTION C: PREQUALIFICATION CRITERIA	9
SECTION D: APPLICATION FORM	10
SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE	11
SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS	14
SECTION G: FINANCIAL POSITION & TERMS OF TRADE	15
SECTION H: LITIGATION/ARBITRATION INCIDENCES	16
SECTION I: CLIENTS DETAILS.....	17
SECTION J: MANPOWER AND EXPERTISE OF STAFF	18
SECTION K: PAST PERFORMANCE	18
SECTION L: DECLARATION	19

PRE-QUALIFICATION FORM FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE 2016-2018 FINANCIAL YEARS ENDING 30TH SEPTEMBER OF EVERY YEAR

SECTION A: INSTRUCTIONS FOR PRE-QUALIFICATION

1 Introduction

Vision: To be the best managed and leading coffee based co-operative society in Kenya

Mission: To be a producer of top quality coffee for top quality prices and for quality life of our members

Motto: Empower farmers through value addition

Core Values

Teamwork, Transparency and accountability, Reliability, Innovation, creativity and Customer focus

Slogan

Empowering farmers through value addition

Othaya Farmers Co-Operative Society Ltd intends to pre-qualify suppliers and contractors for the supply of goods, works and services for the financial years 2016-2018. Suppliers registered with registrar of companies under the law of Kenya or individuals in respective merchandise or services are invited to submit their pre-qualification documents to the Chairman, Othaya Farmers Co-Operative Society Ltd so that they may be short listed. Please read through the document carefully and provide the requested information together with all supporting documents.

- 1.1 Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to Othaya Farmers Co-operative Society Ltd. Suppliers who are not qualified or fail to meet the prequalifying criteria will not be allowed to participate in the Tenders/RFQs/RFPs.

1.2 The application should be in a sealed envelope to maintain confidentiality and addressed to:

THE CHAIRMAN,

OTHAYA FARMERS CO-OPERATIVE SOCIETY LTD

POSTAL ADDRESS: P.O. BOX 21-10106 OTHAYA

TEL: (+254) 020 352 6517, +254 711 130 732

Email: othayafcs@gmail.com, Website: othayacoffee.co.ke

The envelope should be marked with the Prequalification Number applied for and the category description upon submission must be dropped in the Tender box on or before **Thursday 5th January 2017 at 10.00 a.m.** Successful prequalified tenderers will be notified later after evaluation

1.3 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the pre-qualification criteria and give proof of service done in the past.

1.4 Pre-qualification Documents

The document includes questionnaires forms and instructions for prospective suppliers. In order to be considered for pre-qualification, prospective supplier must provide requested proof and all other information requested.

1.5 Enquiries that may arise from the pre-qualification document should be channeled to the Procurement office – Othaya Farmers Co-operative Society Ltd, through the above address.

1.6 Invitation to Tenders/Quotation/Proposals

Bidding documents will be made available to those bidders whose qualification are approved after scoring 70 points and above soon after the evaluation process. Please note that late submissions will not be accepted.

SECTION B: TENDER NOTICE

OTHAYA FARMERS CO-OPERATIVE SOCIETY LTD.

PRE-QUALIFICATION OF SUPPLIERS FOR TWO FINANCIAL YEARS (2016-2018)

Othaya Farmers was registered in 1956 as a producer Cooperative Society through the ministry of Industrialization and Enterprise Development (then Ministry of Co-operative and Marketing). The objective of the society is to produce specialty coffee and sells it at high value for the benefits of the producers. Currently the society has 19 wetmills, a dry mill, state of the art coffee nursery and has the following licenses: Coffee pulping station license for 19 wetmills, Grower marketing license, Nursery operation license, milling license, KEBS registration, bar codes and movement permit. The Othaya Farmers Co-operative Ltd. invites eligible candidates to pre-qualify as suppliers of the following goods and services for the **period 2016/2017 and 2017/2018 financial years**

S/NO	TENDER NO.	TENDER NAME	REMARKS
1.	OTHAYA FARMERS /1/O/2016-2018	SUPPLY OF VARIOUS OFFICE STATIONERY ITEMS AND COMPUTER CONSUMABLES	SPECIAL CATEGORY
2.	OTHAYA FARMERS /2/O/2016-2018	SUPPLY OF COFFEE PROCESSING MATERIALS, EXPORT BAGS AND GUNNY BAGS	OPEN
3.	OTHAYA FARMERS /3/O/2016-2018	LEASE OF WATER DISPENSERS AND SUPPLY OF BOTTLED WATER	SPECIAL CATEGORY
4.	OTHAYA FARMERS /4/O/2016-2018	SUPPLY OF HARDWARE AND CONSTRUCTION MATERIALS	OPEN
5.	OTHAYA FARMERS /5/O/2016-2018	SUPPLY OF ASSORTED ELECTRICAL ITEMS	OPEN
6.	OTHAYA FARMERS /6/O/2016-2018	SUPPLY OF DETERGENT AND CLEANING MATERIALS	SPECIAL CATEGORY
7.	OTHAYA FARMERS /7/T/2016-2018	SUPPLY OF MOTOR VEHICLE TYRES, TUBES AND BATTERIES	OPEN
8.	OTHAYA FARMERS /8/O/2016-2018	SUPPLY OF MOTOR VEHICLE FUEL, LUBRICANTS AND OILS	OPEN
9.	OTHAYA FARMERS /9/O/2016-2018	SUPPLY, REPAIR AND MAINTENANCE OF FIRE FIGHTING EQUIPMENT	OPEN
10.	OTHAYA FARMERS /10/O/2016-2018	SERVICES OF COFFEE MACHINE REPAIRS AND GENERATORS	OPEN
11.	OTHAYA FARMERS /11/O/2016-2018	SUPPLY OF STAFF UNIFORM	SPECIAL CATEGORY
12.	OTHAYA FARMERS /12/O/2016-2018	PROVISION OF OFFICE CLEANING SERVICES	SPECIAL CATEGORY
13.	OTHAYA FARMERS /13/O/2016-2018	PROVISION OF AIR TRAVEL, TICKETING SERVICES, ACCOMMODATION AND TAX SERVICES	OPEN
14.	OTHAYA FARMERS /14/O/2016-2018	SUPPLY, REPAIR AND MAINTENANCE OF ELECTRONIC EQUIPMENTS AND SYSTEMS	OPEN
15.	OTHAYA FARMERS	PROVISION OF FUMIGATION AND PEST	OPEN

	/15/T/2016-2018	CONTROL SERVICES	
16.	OTHAYA FARMERS /16/O/2016-2018	HIRE OF TENTS AND OUTSIDE CATERING FACILITIES	OPEN
17.	OTHAYA FARMERS /17/O/2016-2018	PROVISION OF LANDSCAPING SERVICES	OPEN
18.	OTHAYA FARMERS /18/T/2016-2018	PROVISION OF MINOR WELDING WORKS	OPEN
19.	OTHAYA FARMERS /19/T/2016-2018	DESIGN AND BRANDING OF PROMOTIONAL MATERIALS, T-SHIRTS, CAPS, BANNERS, POSTERS AND GIVE AWAYS	OPEN
20.	OTHAYA FARMERS /20/T/2016-2018	REPAIR OF OFFICE EQUIPMENT AND MACHINES	SPECIAL CATEGORY
21.	OTHAYA FARMERS /21/T/2016-2018	PRINTING AND PUBLISHING SERVICES	SPECIAL CATEGORY
22.	OTHAYA FARMERS /22/T/2016-2018	REPAIR AND MAINTENANCE OF PABX & OTHER TELEPHONE EQUIPMENT	OPEN
23.	OTHAYA FARMERS /23/T/2016-2018	DESIGN, ARTWORK AND ILLUSTRATIONS FOR BOOKS AND MAGAZINES	OPEN
24.	OTHAYA FARMERS /24/T/2016-2018	MAINTENANCE OF WATER PUMPING, WATER TANKS AND BOREHOLE SYSTEMS	OPEN
25.	OTHAYA FARMERS /25/T/2016-2018	REPAIR AND MAINTENANCE OF MOTOR VEHICLES	OPEN
26.	OTHAYA FARMERS /26/T/2016-2018	MAINTENANCE OF GENERATORS	OPEN
27.	OTHAYA FARMERS /27/T/2016-2018	MAINTENANCE OF AIR CONDITIONERS	OPEN
28.	OTHAYA FARMERS /28/T/2016-2018	REPAIR AND MAINTENANCE OF BUILDING, CIVIL WORKS AND SEWERAGE SERVICES	OPEN
29.	OTHAYA FARMERS /29/T/2016-2018	PROVISION OF COUNSULTANCY SERVICES- QUANTITY SURVEYING, LANSCAPING, STRUCTURAL/CIVIL ENGINEERING, ARCHITECTURAL SERVICES, ELECTRICAL ENGINEERING, INTERIOR DESIGN AND ENVIRONMENTAL SERVICES	OPEN
30.	OTHAYA FARMERS /30/T/2016-2018	PROVISION OF TRAINING AND CAPACITY BUILDING SERVICES	OPEN
31.	OTHAYA FARMERS /31/T/2016-2018	PROVISION OF INSURANCE BROKERAGE SERVICES	OPEN
32.	OTHAYA FARMERS /32/T/2016-2018	PROVISION OF RADIO AND TV PRODUCTION SERVICES	OPEN
33.	OTHAYA FARMERS /33/T/2016-2018	PROVISION OF HOTEL ACCOMODATION SERVICES	OPEN
34.	OTHAYA FARMERS /34/T/2016-2018	PROVISION OF INTERNET, EMAIL AND WEB BASED SERVICES	SPECIAL CATEGORY
35.	OTHAYA FARMERS /35/T/2016-2018	PROVISION OF SANITARY SERVICES	SPECIAL CATEGORY
36.	OTHAYA FARMERS /36/T/2016-2018	PROVISION OF ASSET VALUATION SERVICES	OPEN
37.	OTHAYA FARMERS /37/T/2016-2018	PROVISION OF CUSTOMER SATISFACTION SURVEYS	OPEN
38.	OTHAYA FARMERS /38/T/2016-2018	PROVISION OF EMPLOYEE SATISFACTION AND WORK ENVIRONMENT SURVEYS	OPEN

39	OTHAYA FARMERS /39/T/2016-2018	PROVISION OF LEGAL SERVICES	OPEN
40	OTHAYA FARMERS /40/T/2016-2018	PROVISION OF ENVIRONMENTAL AUDIT SERVICES	OPEN
41	OTHAYA FARMERS /41/T/2016-2018	PROVISION OF AUDIT SERVICES	OPEN
42	OTHAYA FARMERS /42/T/2016-2018	PROVISION OF FIRST AID TRAININGS SERVICES	OPEN
43	OTHAYA FARMERS /43/T/2016-2018	PROVISION OF COFFEE MARKETING SERVICES	OPEN
44	OTHAYA FARMERS /44/T/2016-2018	SUPPLY OF CERTIFIED SEED	OPEN
45	OTHAYA FARMERS /45/T/2016-2018	PROVISION OF FINANCIAL SERVICES	OPEN
46	OTHAYA FARMERS /46/T/2016-2018	SUPPLY OF COFFEE PROCESSING MACHINES	OPEN
47	OTHAYA FARMERS /47/T/2016-2018	SUPPLY OF COFFEE PACKAGING MATERIALS	OPEN
48	OTHAYA FARMERS /48/T/2016-2018	PROVISION OF ARCHITECTURAL AND INTERIOR DESIGN SERVICES	OPEN
49	OTHAYA FARMERS /49/T/2016-2018	SUPPLY OF FURNITURE, FURNISHINGS & FITTINGS AND PROVISION OF REPAIR OF FURNITURE AND FITTINGS SERVICES	OPEN
50	OTHAYA FARMERS /50/T/2016-2018	PROVISION OF SECURITY RELATED SERVICES, ALARM & CCTV	OPEN
51	OTHAYA FARMERS /51/T/2016-2018	PROVISION OF COFFEE TRANSPORT SERVICES	OPEN
52	OTHAYA FARMERS /52/T/2016-2018	SUPPLY OF FARM INPUTS SUCH AS CHEMICALS, FERTILIZERS, FOLIA FEEDS FARM EQUIPMENTS AND FARM EQUIPMENT SPARE PARTS	OPEN

Pre-qualification documents may be obtained from Othaya FCS store supervisor during normal working hours or downloaded from our website: othayacoffee.co.ke.

Complete documents in a plain, sealed envelope marked prequalification of suppliers indicating the category of items should be addressed to the above address and deposited in the TENDER BOX at the Othaya Office so as to be received on or before **Thursday 5th January 2017 at 10.00 A.M.** prequalified tenderers will be notified through the contact provided for in the prequalification documents.

Late bids shall not be accepted.

SECTION C: PREQUALIFICATION CRITERIA

	Required information	Allocated scores
1	Registration documentation <ul style="list-style-type: none"> • Certificate of Incorporation/Registration certificates/Individual ID • PIN certificate. 	5 5
2	Valid Tax compliance certificate	8
3	Financial capacity <ul style="list-style-type: none"> • The previous Financial statements • Mode of payment & willingness to give credit 	9 2
4	Past Experience & Performance <ul style="list-style-type: none"> • No. of years in business • Two referees (mostly clients) attach proof 	5 15
5	Confidential business questionnaire Duly filled Fixed premises with telephone facilities	6
6	Litigation History	6
7	Other certificates e.g. KEBS, Registration with MOPW, Professional bodies certification (if professional services)	5
8	Manpower and expertise	10
9	Past Performance (for Past/Current suppliers)	12
10	Declaration and Company stamp	4
	Total	100

NB;

Youths, Women and Persons with disability shall be exempt from most of the above.

SECTION D: APPLICATION FORM

Official Receipt No. (of purchase of prequalification Document)

(Attach copy)

REGISTRATION OF SUPPLIERS APPLICATION FORM

We (Firm name) here by apply for registration as a
supplier for

(category code No.)

Postal Address

.....

Telephone Number (fixed line) Mobile:

E-mail Address Fax

Town Street

Building Floor Room/office

Other Branches/locations

.....

.....

Full name of authorized signatory

Designation

Official Rubber Stamp and Signature

SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 (a) and either part 2(a), 2(b) or 2(c) whichever applies to your type of business

YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

Part 1: General information

Business Name	
Physical Location of Business premises (Note that a visit to your office may be made to confirm information provided as part of the Evaluation)	Town Street Building Name Floor
Business operations	Year established Duration of business operations.....
Principal Contact Person	Name Position
Postal Address	P.O. Box Code
Nature of Business	
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
County of Origin
Citizenship details

Part 2(b) – Partnership

Give details of partners as follows:

No.	Name	Nationality	Citizenship details	Share
1				
2				
3				
4				
5				

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	Name	Nationality	Citizenship details	Share

Date Signature of tenderer:

If Kenyan citizen, indicate ``citizenship details``, whether by Birth, Naturalization or Registration.

(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

- 1. Certificate of Registration/Incorporation (Attach copy)
- 2. Valid Trade License (Attach copy)
- 3. State VAT Registration No. (Attach copy)
- 4. PIN NO (Attach copy)
- 5. Attach proof of being up to date in VAT and income Tax returns (Attach copy) Of current Tax Compliance Certificate)
- 6. 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.
.....
.....
.....
- 7. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer etc
.....
.....
.....
- 8. State any technological innovations or specific attributes which distinguishes you from your competitors
.....
- 9. Tax Compliance Certificate (attach copy)
- 10. Other important certificates e.g. KEBS, Registration with MOPW, Professional bodies certification for professional services and works Please attach proof

SECTION G: FINANCIAL POSITION & TERMS OF TRADE

PART I

AUDITED REPORTS

- Attach copies of The previous Financial statements

PART II

TERMS OF TRADE (PAYMENT TERMS)

Othaya Farmers Co-operative Society would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made.

Confirm acceptance of this:

Accepted/Not Acceptable

SECTION H: LITIGATION/ARBITRATION INCIDENTS

Litigation and Arbitration incidences

- a) Enumerate and past litigation and arbitration incidences encountered by the firm.
- b) State if the company is/was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

NOT APPLICABLE/NONE

SECTION 1: CLIENTS DETAILS

Give details of at least 3 Reputable Organizations where you are supplying the category of goods/services applied for (Attach proof)

- 1. Organization Name
Address
Tel. No
Contact Person
Position in the Organization
E-Mail Address
Signature of contact person Date.....
Company Stamp
- 2. Organization Name
Address
Tel. No
Contact Person
Position in the Organization
E-Mail Address
Signature of contact person Date.....
Company Stamp
- 3. Organization Name
Address
Tel. No
Contact Person
Position in the Organization
E-Mail Address
Signature of contact person Date.....
Company Stamp

SECTION J: MANPOWER AND EXPERTISE OF STAFF

Qualifications and experience of at least five key personnel proposed for administration and execution of the Contract. Attach Curriculum Vitae (CV's). THE CVs should be duly signed by the proposed personnel.

Position	Name	Qualifications	Experience in proposed position

SECTION K: PAST PERFORMANCE

Have you previously been supplying goods/services to Othaya Farmers Co-Operative Society Limited?

If yes, give details

.....
.....

Indicate three of the latest orders with Othaya Farmers Co-operative Society Limited

.....
.....
.....

Do you have any pending orders with Othaya Farmers Co-operative Society Limited?

.....
.....
.....

Have you ever failed to honor Othaya Farmers Co-operative Society Limited? If so give details

.....

Has your contract ever been terminated by Othaya Farmers Co-operative Society Limited?

Yes NO

If yes, give details on a separate paper

SECTION L: DECLARATION

We have completed these forms accurately at the time application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped

Name:

Position in the Company

Date: