

**SHIRIKA SAVINGS AND  
CREDIT  
SOCIETY LIMITED**

**PRE-QUALIFICATION  
DOCUMENT FOR THE  
YEAR 2018**

**ISSUED: JANUARY 2018**

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# PRE-QUALIFICATION FORM

You are requested to provide particulars as indicated in the following as accurately as possible, and where space is not sufficient, please use separate paper.

## SECTION 1: REQUIREMENTS

1. Category No. You are applying for: .....

2. Name of Company: .....

3. Address (physical and postal): .....

4. Telephone no. :

- Land line .....
- Mobile .....

5. E-mail address: .....

6. Year of business started: .....

7 . **Nature of Business (Tick)**

Manufacturer       Wholesaler       Distributor       General Stockist   
Dealer/Agent       Any other (please specify)

**8. Name of Managing Director/Chief Executive Officer**

NO	NAMES	NATIONALITY	CITIZENSHIP	SHARES
1				
2				
3				
4				
5				

**9. Name of Business and Account numbers**

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**10. Current major clients:**

No.	Name of Client	Address	Tel./Fax No.	Name of Contact person

11. Details, scope and status of business executed by the applicant with clients listed above (contract sum, commencement and completion dates must be indicated).

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12. Litigation History:

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## **SECTION 2: PRE- QUALIFICATION DOCUMENTATION**

13. All firms must provide:-

- a) Copies of Certificate of Registration.
- b) Copy of V.A.T Registration Certificate.
- c) Tax compliance Certificate from Kenya Revenue Authority (Failure to produce this certificate to prove compliance will lead to automatic disqualification thus NO further evaluation of your application).
- d) Copies of Pin Certificates of Firm/Company/Individual.
- e) List of ongoing Contacts/Projects (goods, services).
- f) Bank references.

## **SECTION 3: TERMS AND CONDITIONS**

- 1. Payment is made after completion of delivery and acceptance of goods/services by the inspection/acceptance Committee.
- 2. Delay in delivery of goods and services will cause cancellation of the order.
- 3. The supplier will replace goods, which do not meet the specified quality at the time of delivery.
- 4. The supplier will follow the mode of goods and services specified by the Project.
- 5. The supplier will guarantee after-service at least one year for permanent equipment.

## **SECTION 4: CERTIFICATION**

I/We do hereby confirm that the information given above is correct, and

I/We do accept that we shall follow the conditions and terms stipulated in the procurement procedures or any other terms and conditions imposed.

**Name:** ..... **Signature:** .....,

**Designation:** ..... **Date:** .....

**Stamp**