



**THE SACCO SOCIETIES REGULATORY AUTHORITY
(SASRA)**

**FRAMEWORK AGREEMENT FOR SUPPLY & DELIVERY AIRTIME (PWD's
CATEGORY)**

TENDER NO: SASRA/OO2/2022-2023

SECTION I
INVITATION FOR
TENDERS

REQUEST FOR QUOTATIONS (RFQ)

To:

From: The Sacco Societies Regulatory Authority

Quotation No: SASRA/002/2022-2023

1. The Sacco Societies Regulatory Authority invites you to submit quotations for **Re-tender for Supply and delivery of Airtime** indicated in detail in "Table A. Schedule of Requirements and Specifications". The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language. Tenderers may obtain further information during office hours between 0800 to 1700 hours at the address given below.
2. Quotations shall be submitted in accordance with the instruction in Part 1: Quotation Procedures and in a sealed envelope clearly indicating name and address of tenderer, the quotation name and title and must reach the Procuring Entity at the address indicated below not later than **20th July 2022 at 11:00 am. Quotations shall be delivered by email.** Late quotations shall be rejected.
3. Enquiries regarding this quotation may be addressed to:

Procurement Office

Sacco Societies Regulatory Authority

P.O Box 25089 – 00100

Nairobi

procurement@sasra.go.ke

4. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
5. Please inform by email or express mail the undersigned within 1 days of receipt of this RFQ if you will not be submitting a quotation.
6. This tender is open to AGPO registered firms under PWDs category.
7. Address for Submission of Quotations procurement@sasra.go.ke

Chief Executive Officer

INSTRUCTIONS TO TENDERERS

1. **Tenderers are advised to read carefully** these instructions and the Conditions of Contract in Part 3: Contract, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.
2. **Validity of Quotations:** The quotation will be held valid for 120 days from the date of submission.
3. **The Quotation shall consist of** completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this Request for Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.
4. **Sealing and Marking of Quotations:** Quotations shall be clearly labeled with the **Quotation No: SASRA/002/2022-2023** during submission.
5. **Submission of Quotations:** Quotations, should be submitted to the address, on or before the date and time indicated **CLOSING DATE: 20th July 2022 at 11:00 am**
6. **Opening of Quotations:** Quotations will be retrieved immediately after the closing date and time specified.
7. **Tenderer Eligibility:** Tenderer to attach a scanned copy of
 - i) A VALID AGPO (PWD) Certificate.
 - ii) Certificate of registration/Incorporation
 - iii) Completely filled Confidential Questionnaire Form
 - iv) Serialization/Pagination of the submitted bid document
8. **Invitation not transferable:** This invitation is not transferable to other firms or individuals not so invited.
9. **Goods Eligibility:** Tenderer must submit as evidence documents to show the country of origin of any goods to be supplied or incorporated in the work or services
10. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedure set out below:
 - i) Preliminary examination to determine Tenderer eligibility: As per 7 above
 - ii) Technical examination to determine goods eligibility: Listing of Prices for Airtime denominations. Quotations failing this stage will be rejected and not considered in next stage.
 - iii) Financial comparison of quotations to determine the lowest evaluated quotation.
11. **Lowest Evaluated Quotation:** The lowest evaluated quotation shall be recommended for award of contract.
12. **Award of contract:** Award of contract shall be by placement Local Purchase Order
13. **Right to Reject:** The Procuring Entity reserves the right to accept or reject any quotation

or to cancel the quotation process and reject all quotations at any time prior to contract award.

PART 2: SCHEDULE OF REQUIREMENTS

TABLE A. SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS

No	Description	Minimum Quantity per Month	Maximum Airtime Value per Month	Period
1	Assorted Airtime scratch cards each	A Variety of cards worth KES 100,000	A Variety of cards worth KES 200,000	2 years only

SPECIFICATIONS REQUIRED

The cards will be ordered on monthly basis. Bidders must quote for each denomination in all the listed categories.

No	Description (calling cards)
A.	Various Denominations calling cards
Ai.	Safaricom
Aii.	Telkom
Aiii.	Airtel

PRICE SCHEDULE

Indicate your Unit cost inclusive of all taxes and discounts

No	Description (calling cards)	Unit cost (Kshs)
A.	KES1000 Denomination	
Ai.	Safaricom	
Aii.	Telkom	
Aiii.	Airtel	
B.	KES500 Denomination	
Bi.	Safaricom	
Bii.	Telkom	
Biii.	Airtel	
C.	KES250 Denomination	
Ci.	Safaricom	
Cii.	Telkom	
Ciii.	Airtel	
A.	KES100 Denomination	
Ai.	Safaricom	
Aii.	Telkom	
Aiii.	Airtel	
A.	KES50 Denomination	
Ai.	Safaricom	
Aii.	Telkom	
Aiii.	Airtel	

Signature:
And seal/Stamp
Name:

Position:

Authorised for and on behalf of (*specify name of tenderer*) _____

Date _____

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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.

<p>Part 1 General</p> <p>Business Name</p> <p>Location of Business Premises</p> <p>Plot No,Street/Road</p> <p>Postal addressOfficial Mobile Tel No.</p> <p>Alternative Tel No..... Email.....</p> <p>Contact person Name.....</p> <p>Nature of Business</p> <p>Registration Certificate No.....</p> <p>Maximum value of business which you can handle at any one time – Kshs.....</p> <p style="padding-left: 20px;">Name of your bankers</p> <p>Branch</p>

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full..... Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details</p>																				
	<p>Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 35%;">Citizenship Details</th> <th style="width: 25%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
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	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of companyNominal KES.</p> <p>Issued KES.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 35%;">Citizenship Details</th> <th style="width: 25%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
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	<p>Date..... Signature of Candidate.....</p>																				