

REQUEST FOR QUOTATION DOCUMENT FOR

WEBSITE DEVELOPMENT AT LIMLAK SACCO SOCIETY AND INSURANCE
AGENCY OFFICE.

QUOTATION NO. : LIM/20250506

LIMLAK SACCO SOCIETY AND INSURANCE AGENCY LIMITED

P.O. BOX 1306 -00217

LIMURU, KENYA

Website: www.limlaksacco.co.ke

REQUEST FOR PROPOSAL (RFP) FOR WEBSITE DEVELOPMENT.

1.0 EXECUTIVE SUMMARY

LIMLAK Sacco Society and Insurance agency Ltd is inviting interested bidders/Solution Vendors to express their interest for website development solution for the Society. It is in this regard therefore that we extend this invitation to your firm.

If you are interested, we would appreciate receiving a written proposal from your firm, comprising both technical and financial components. These should be appropriately sealed and appropriately addressed as above.

The proposals should be submitted to the Society on or before **3rd June 2025**.

2.0 INTRODUCTION

LIMLAK SACCO transformed from a Welfare Association to a Cooperative Society Limited in 2013 after attaining a membership base of 180 members. The current membership is over 3,600 with an asset base of over Ksh 344 million. The aim of the Sacco is promoting thrift among members by affording them an opportunity for and or accumulating their savings; thereby creating a source of funds from which loans and advances shall be made to them at fair and reasonable rates of interests.

The Sacco has opened common bond to include members from well-established business organizations, farmers, investment groups and other salaried individuals. The Sacco is aiming at expanding customer-base through rigorous marketing strategies including website.

SECTION I: INSTRUCTIONS TO BIDDERS

- 1.0 **THIS IS NOT AN ORDER.** Read the conditions and instructions provided on below before quoting
- 1.1 The Sacco shall only engage suppliers who have their PIN Number as required above (**attach evidence**)
- 1.2 The Quotation **MUST** be sealed in a plain envelope and clearly marked “**WEBSITE DEVELOPMENT TENDER NO LIM/20250506**” and addressed to: -
- The CEO,
Limlak Sacco Society Ltd,
P.O Box 1306- 00217,
Limuru (K)
- 1.3 The bid should be hand delivered and deposited in the Quotation Box provided at the reception area of Limlak Sacco Society Ltd head office Limuru not later than **3rd June 2025 at 1.00 PM.**
- 1.4 Late tenders shall be rejected and returned un-opened.
- 1.5 Canvassing will lead to automatic disqualification
- 1.6 All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections made and initialed by the persons signing the quotation.
- 1.7 This form must be signed by an authorized representative of the candidate and preferably it should be rubber stamped.
- 1.8 If you do not wish to quote, please endorse the reasons on this quotation and return it, otherwise your name may be deleted from the suppliers’ database for the items listed here on.
- 1.9 Return the original copy of your quotation and retain a duplicate copy for your record

CONDITIONS

1. The General conditions of contract with the Government of Kenya apply to this transaction. This form properly constitutes the agreement
2. Prices quoted should be in **Kenya shillings** and must include cost for delivery, discount, duty and sales tax.
3. The buyer shall make payment for goods, works or services delivered within 30 days after invoicing and acceptance of delivered goods, works or services.
4. The offer must remain firm for **60 days** from the closing date unless otherwise stipulated by the seller.
5. The buyer shall not be bound to accept the lowest or any other offer, and reserves the right to accept any offer in part unless the seller stipulates the contrary.
6. Sample of offers when required will be provided free, and if not destroyed during test will, upon request returned at the seller’s expenses.

SECTION 2: WEBSITE DEVELOPMENT

The SACCO website should have (but not limited to) the following features:

- ❖ Homepage with mission, vision.
- ❖ About Us (history, team, leadership)
- ❖ Integrate with a chatbot where members can chat with the system without human intervention.
- ❖ Intuitive site navigation i.e. utilize “mega menus” to drive people to a 2nd and 3rd level deep from one click, as well as site search.
- ❖ Responsive design i.e. allow viewing on different devices
- ❖ Content should be written using SEO best practices to achieve higher google ranking
- ❖ Online account opening (or initiation) and downloadable form
- ❖ Web portal – For transactions
- ❖ Have a section for latest news both in video and text
- ❖ Links to social media
- ❖ Map to the Sacco offices
- ❖ Contact form linked to Sacco email with use of captcha to avoid junk emails.
- ❖ Have a FAQ section
- ❖ Should use secure channel with SSL enabled.
- ❖ Should have downloads, careers, contact us, tenders’ sections.
- ❖ Website content as provided by the Sacco.
- ❖ Videos and testimonials
- ❖ Social Media and channels integration
- ❖ Admin panel to update content (CMS)
- ❖ Search Engine Optimization (SEO)
- ❖ Conversion Rate Optimization (CRO)
- ❖ Rollout, Training and Mentorship

SECTION 3: EVALUATION PROCESS

The Tender Processing committee appointed by the Sacco shall evaluate the bids on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows;

Stage1: Compliance with the Mandatory Requirements

Stage 2: The Technical Evaluation

Stage 3: The Financial Evaluation

Stage 4: Post-qualification.

1. Compliance with the Mandatory Requirements

Bids not meeting all the mandatory requirements will receive no further consideration during the evaluation process. The Bidders shall be required to provide/meet the following:-

- i. A copy of Certificate of registration/incorporation
- ii. A copy of a Valid tax compliance certificate

- iii. Copies of audited accounts for two financial years: 2023 and 2024.

Failure to submit any one of the documents listed above shall lead to automatic disqualification of a tender.

2. Technical Evaluation

No	Item	Score (%)
a	Brief description of the organization and physical location (Please provide addresses and contact person)	10%
b.	<p>Experience of Website Development.</p> <p>5 or more Projects - 30 Marks</p> <p>3 to 4 projects - 20 Marks</p> <p>2 Projects - 10 Marks</p> <p>1 Project 5 Marks</p> <p>(evidenced in form of Completion Certificate and LPO/LSO/contracts)</p>	30%
c	<p>Compliance to Technical Requirements</p> <ul style="list-style-type: none"> • Match all Specifications as per Requirements – 2 Marks • Scalability – 2 Marks • Project Implementation Plan – 2 Marks • Implementation Support Plan - 2 Marks- • Compliance and Integration with the existing system installed at the Limlak Sacco – 2 Marks 	10%
c.	<p>Years in business</p> <p>i. Over 5 years -10 marks</p> <p>ii. Less than or equal to 5 years and above 4years-7 marks</p> <p>iii. Less than or equal to 4 years and above 3 years -5 marks</p> <p>iv. Less than or equal to 3 years and above 2years-2 marks</p> <p>v. Below 2 year - 1 mark</p>	10%
d.	<p>Execution Plan</p> <p>A detailed plan showing the activities to be executed, the duration for executing each activity, team member assigned role and the expected output/deliverables</p> <p><i>Award 1 mark for each scope item covered by the plan with the duration, resource to execute the activity and the output is provided to a maximum of 9 marks</i></p>	10%

e.	Knowledge and experience of staff to implementing/ take charge of the contract execution. (Attach Evidence) (one staff =5marks) i. 2 personnel over 5 yrs experience with a post graduate in ICT related field- 10 marks ii. 2 personnel above 3 yrs and below 5 yrs with diploma ICT related field - 8 marks iii. One personnel below 3 yrs and above 1 years ICT related field - 6 marks iv. One personnel below 1 years in ICT related field - 1 mark	10%
f.	Liquidity Ratio(To be calculated from submitted audited accounts) i) 1 : 2 & above = 15marks ii) 1 :1.99 = 10 marks iii) 1 : 0.5 – 0.99 = 5marks iv) 1:< 0.5 = 1 mark	10%
g	Profitability ratio(to be calculated from submitted audited accounts) i. 20% and above = 15 marks ii. 15% - 19% = 10 marks iii. 10% - 14% = 5 marks iv. 1% -9% = 1 mark	10%
TOTAL SCORE		100%

- (a) The Technical Evaluation Criteria, given below, will be applied for the assessment of the technical quality of the proposal in response to the requirements.
- (b) A tender must score a minimum of 70% to qualify for further consideration at the financial evaluation stage.
- (c) Solutions Demonstration - Top firms will be invited to show a Demo of the solution
- (d) All the information and means of proof provided will commit the contractor throughout the duration of the contract.

3. Financial Evaluation

- (a) The evaluation will be made on the basis of the tender price offered and filled by the tenderers in the tender form and financial bid form.
- (b) The tender with the lowest financial proposal amongst those that proceed to the financial evaluation stage shall be the successful tender.

4. Post-qualification

- (a) If it deems fit, Limlak Sacco may employ available mechanisms to satisfy itself whether the tenderer that is selected having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- (b) The determination will take into account the tenderer financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer as well as such other information as Limlak Sacco deems necessary and appropriate.
- (c) An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the tenderers tender, in which event Limlak Sacco will proceed to the next lowest evaluated bid to make a similar determination of that tenderer's capabilities to perform satisfactorily.

SECTION 5: STANDARD BID FORMS

TECHNICAL BID

The information sought here relates to the technical evaluation criteria. It is therefore paramount that Tenderers provide all the information requested as it will be used in scoring their bids.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are required to give the full particulars and disclosures sought for in this Business Questionnaire as far as it is applicable to your firm's type of business.

PART 1: GENERAL INFORMATION

- a) Name of Business: _____
- b) Date of formation: _____
- c) Postal address of business: _____ Tel No. _____
- d) Fax No. _____ E-mail add. _____
- e) Location of Business premises/Street/Road _____
- f) Plot No: _____
- g) State if premises is owned /rented/leased: _____
- h) If rented/leased confirm that rent is either up-to date or in arrears:

- i) Nature of business: _____
- j) Certificate of Incorporation Number (with copy attached): _____
- k) Current Trade License No: _____ Expiry date _____
- l) Business Turnover during the last 2 years: 2023:Kshs _____
2024: Kshs. _____
- m) Name of your local bankers: _____ Branch _____
- n) Other obligatory declarations:
Personal Income Tax Number (PIN No.) _____
Other registration (as applicable): _____
- o) Provide proof of fulfillment and compliance with all statutory/legal requirements affecting/regarding your business
(Provide of copies of relevant certificates).
- p) Attach copies of latest Audited Accounts and Report of your company.

BUSINESS PARTICULARS

(A) Sole Proprietor

Names in full: _____ Age _____

Nationality: _____ Country of Origin _____

Citizenship Details: _____

(B) Partnership (if applicable)

Give details of all the partners of your company (including strategic partners) as follows: -

Name	Nationality	Citizenship Details	Shares Held
1.			
2.			
3.			
4.			

(C) – Limited Liability Company/Corporation

a) Certificate of Incorporation No: _____

b) State the nominal and issued capital of company:

i) Nominal Kshs _____

ii) Issued Kshs_____

c) State last date annual returns were submitted to Registrar of Companies

d) Give details of all Directors as follows:-

Name	Nationality	Citizenship Details	Shares Held
1.			
2.			
3.			

(D) - Associated/Subsidiary Companies

Provide details of other business firms that your company has interests in.

Name of Company	Number of shares owned	% To Total Equity
1.		
2.		
3.		

SECTION 6: FINANCIAL FORMS

The bidder with the lowest evaluated bid shall be the successful bidder.

ITEM	DESCRIPTION	QTY	AMOUNT (KSH)
1	Website Development	1	
2	Hosting per annum	1	
3	Government Tax		
TOTAL CARRIED TO SUMMARY			

Signature and Stamp of Bidder_____ Date:_____

Please provide the Name and telephone number of the contact person in your firm in relation to this request for Quotation in the spaces provided hereunder: -

Name of contact person: _____

Telephone/ Mobile Phone number: _____

Remarks by the supplier:

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

C.E. O.

A handwritten signature in black ink, appearing to read "H. P. H.", is written over a horizontal line. The signature is stylized with a large, sweeping initial "H" and a final flourish.

Date: May 6th, 2025