

**PRE-QUALIFICATION OF SUPPLIERS  
OF GOODS AND SERVICES  
FOR THE 2017/18  
FINANCIAL YEAR**

**CATEGORY NUMBER** \_\_\_\_\_

**CLOSING DATE AND TIME**

**9<sup>TH</sup> DECEMBER 2016 12:00 pm**

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## **PART A**

### **GENERAL INFORMATION AND INSTRUCTIONS TO APPLICANTS**

1. Spire Bank Limited is in the process of pre-qualifying suppliers for supply of goods and services for the 2017/2018 financial year.
2. The current suppliers on the approved list must re- apply again for pre-qualification
3. Spire Bank therefore invites eligible firms to submit applications for pre-qualification of suppliers for the categories of goods and services during the 2017/18 financial year

<b>SBL/01/2016:</b>	<b>Supply of Computers and Computer Accessories.</b>
<b>SBL/02/2016:</b>	<b>Supply of Office Furniture.</b>
<b>SBL/03/2016:</b>	<b>Supply and Service of Fire Fighting Equipments.</b>
<b>SBL/04/2016:</b>	<b>Supply of General Office Stationery.</b>
<b>SBL/05/2016:</b>	<b>Provision and maintenance of Currency Counting Machines</b>
<b>SBL/06/2016:</b>	<b>Provision of Cleaning Services.</b>
<b>SBL/07/2016:</b>	<b>Supply of Office Equipment.</b>
<b>SBL/08/2016:</b>	<b>Provision of security consulting and vulnerability/ penetration services.</b>
<b>SBL/09/2016:</b>	<b>Provision of Taxi and Car Hire Services</b>
<b>SBL/10/2016:</b>	<b>Provision of Air Ticketing Services</b>
<b>SBL/11/2016:</b>	<b>Provision of Printed stationery</b>
<b>SBL/12/2016:</b>	<b>Provision of Carpentry, Masonry, plumbing, General Repairs and Maintenance Services</b>
<b>SBL/13/2016:</b>	<b>Provision of Fumigation services and Pest Control.</b>
<b>SBL/14/2016:</b>	<b>Supply of branded promotional items &amp; material (Banners, T Shirts, Bags, Flags, Caps etc)</b>
<b>SBL/15/2016:</b>	<b>Maintenance of Generators &amp; Inverters</b>
<b>SBL/16/2016:</b>	<b>Structured Cabling</b>
<b>SBL/17/2016:</b>	<b>Provision of Sanitary Bins services</b>
<b>SBL/18/2016:</b>	<b>Provision of Air Conditioning and maintenance services</b>
<b>SBL/19/2016:</b>	<b>Water dispenser and Mineral Water services</b>
<b>SBL/20/2016:</b>	<b>Repair and Maintenance of Motor Vehicle and related Accessories</b>
<b>SBL/21/2016:</b>	<b>Architectural, Interior design and Construction work.</b>
<b>SBL/22/2016:</b>	<b>UPS supply and maintenance services</b>
<b>SBL/23/2016:</b>	<b>Provision of Hotels Accommodation, conference facilities and outside catering services</b>
<b>SBL/24/2016:</b>	<b>Provision of Training / Team building services</b>
<b>SBL/25/2016:</b>	<b>Provision of leasing photocopiers / printers / scanner</b>
<b>SBL/26/2016:</b>	<b>Provision of CCTV/ Access control / Fire alarm services</b>
<b>SBL/27/2016</b>	<b>Supply of refreshments/tea services</b>

SBL/28/2016:	Provision of CIT services
SBL/29/2016:	Provision of Guarding Services
SBL/30/2016:	Provision of Preventive maintenance for servers, PCs and laptops
SBL/31/2016:	Provision of Enterprise storage system and supply of servers
SBL/32/2016:	Provision of Microsoft licenses and support
SBL/33/2016:	Provision and support of Avaya equipment
SBL/34/2016:	Provision and supply of network managed services
SBL/35/2016:	Provision of Communication Links
SBL/36/2016:	Provision of Asset verification services
SBL/37/2016:	Provision of Courier services
SBL/38/2016:	Recruiting Agencies
SBL/39/2016:	Provision of security consulting and vulnerability/ penetration services
SBL/40/2016:	Supply of external hard drives/ USB disks.
SBL/41/2016:	Supply of network equipment.
SBL/42/2016:	Provision/consultation on MNOs APIs integration.
SBL/43/2016:	Provision of Enterprise service bus (ESB)

4. To be eligible the applicants must prove that they qualify to participate in public tenders by providing the following items:
  - i. Copy of the business certificate of registration
  - ii. Certificate of incorporation
  - iii. Copy of VAT registration certificate
  - iv. Copy of PIN registration certificate
  - v. Copy of Tax compliance certificate
  - vi. Documentary evidence of competence and capacity to supply the goods and/or services (Audited accounts, bank statements, proof of works done etc)
  - vii. Relevant business experience
  - viii. Physical location of the business
  - ix. Names and addresses of three referees
  
5. Pre-qualification documents will be accepted upon payment of a non-refundable fee of **Kshs. 5,000** (Kenya shillings five thousands only) only in cash or Bankers cheque per category of goods and/or services. To be paid to the nearest branch.
  
6. The completed pre-qualification document must be submitted in a plain sealed envelop which should bear the words: "Pre- qualification of suppliers for supply of ....." (**Category and item**)
  
7. The documents should be submitted by **9<sup>th</sup> December 2016** before **12.00 Noon** and deposited in the tender box at Equatorial Fidelity Center Ground floor at the reception, or posted to:

**The Chairman  
Tender Committee  
Spire Bank Ltd  
P. O. Box 52467 - 00200  
Nairobi.**

8. Late applications will not be accepted
9. The cost of the application will be borne entirely by the applicant
10. Pre-qualification of suppliers will be based on eligibility of the firm, compliance with statutory requirement, competence and capacity to supply the goods and/or services and relevant business experience.
11. All applicants must be willing to supply to Spire Bank Limited by the order of **LOCAL PURCHASE ORDER (LPO)** when awarded the contract.
12. Only pre-qualified applicants will be allowed to participate in the bank's competitive quotations in the categories for which one has pre-qualified.
13. Pre-qualified suppliers when requested to quote will be expected to supply genuine items as per the specifications or sample given. The suppliers are also expected to maintain their prices for not less than 90 days when requested to quote.
14. This pre-qualification does not amount to any contractual obligation on the part of Spire Bank Limited and does not prevent SBL from procuring goods and services by open tender as provided by the Public Procurement and Disposal Act, 2005.
15. Pre - qualified suppliers should be able to offer their services outside the major towns (Nairobi, Kisumu and Mombasa) and attend to emergency cases if called upon to do so.
16. Spire Bank Limited reserves the right to accept or reject any or all applications and is not bound to give reasons for the decision thereof.

**PART B**

**PRE-QUALIFICATION DATA**

Legal name of the firm.....

Category applied.....

SBL receipt (Banking slip) ..... (Attach copy)

Postal address.....Town.....post code.....

Telephone number(s).....

Fax number(s).....

Email Address.....

**Physical address**

Building.....Floor.....

Plot number.....Door.....

Street.....

Certificate of registration/incorporation No..... (Attach copy)

Trade license No..... (Attach copy)

VAT registration No..... (Attach copy)

PIN Certificate No..... (Attach copy)

Tax compliance certificate..... (Attach copy)

Maximum value of business which you can handle at any given date: .....

Name of Bankers: ..... Branch: .....

**NB: It would be preferred to have all successful bidders opening accounts with SBL, to enable us process payments in an efficient manner and faster.**

Indicate whether there have been any previous dealings with SBL. Yes/NO..... (Specify) if yes indicate which one and give scope and costs of the order undertaken and completed

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

Indicate whether you have any insiders (relatives, acquaintances, business associates etc) in Spire Bank. Yes/ No.....

Please disclose the conflict or any potential conflict: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The signatory of this supplier pre-qualification questionnaire guarantees the trust and accuracy of all responses given herein, and is an authorized officer or agent of the company.

Information submitted and completed by

Name.....

Title..... Date.....

Company rubber stamp

**COMPANY PROFILE**

Names of Directors:

1.....Nationality.....

2.....Nationality.....

3..... Nationality.....

**EXPERIENCE**

No of years the company has been in operations.....

Volume of business transacted in the last 3 years.....

**REFERENCES**

This part is to be filled by the referees themselves

**1. REFEREEE 1**

Company Name	
Name of contact person	
Title	
Nature of business	
Brief description of Goods/services Provided in the last 2 years	

How do you rate this supplier?

	Poor	Good	V. Good
Competitiveness	.....	.....	.....
Quality (consistency)	.....	.....	.....
Delivery	.....	.....	.....

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official company stamp:



**2. REFEREE 2**

Company Name	
Name of contact person	
Title	
Nature of business	
Brief description of Goods/services Provided in the last 2 years	

How do you rate this supplier?

	Poor	Good	V. Good
Competitiveness	.....	.....	.....
Quality (consistency)	.....	.....	.....
Delivery	.....	.....	.....

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official company stamp:

**3. REFEREE 3**

Company Name	
Name of contact person	
Title	
Nature of business	
Brief description of Goods/services Provided in the last 2 years	

How do you rate this supplier?

	Poor	Good	V. Good
Competitiveness	.....	.....	.....
Quality (consistency)	.....	.....	.....
Delivery	.....	.....	.....

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official company stamp:

**CREDIT PERIOD**

Please indicate the credit period you are willing to offer SBL.....

**DELIVERY PERIOD**

Please indicate how long you will take to deliver goods or services upon receiving the bank LPO.....

**DECLARATION**

We understand that the bank is not bound to accept the lowest or any of our tender that you may receive.

Name of the company .....

Name of the person authorized to sign on

Behalf of the company.....

Signature.....

Please confirm that you have a banking relationship with Spire Bank

Account Name.....

Account Number.....

Branch.....