



**PRE-QUALIFICATION OF SUPPLIERS
OF
GOODS AND SERVICES
FOR
THE 2019/2020 FINANCIAL YEAR**

CATEGORY

NUMBER

CLOSING DATE AND TIME
30th November 2018 12:00 Noon

.....

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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 2019/2020 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 2019/20 financial year

SBL/02/2018:	Supply of Office Furniture.
SBL/03/2018:	Supply and Service of Fire Fighting Equipments.
SBL/04/2018:	Supply of General Office Stationery.
SBL/05/2018:	Provision and maintenance of Currency Counting Machines
SBL/06/2018:	Provision of Cleaning Services.
SBL/07/2018:	Supply of Office Equipment.
SBL/09/2018:	Provision of Taxi and Car Hire Services.
SBL/10/2018:	Provision of Air Ticketing Services.
SBL/12/2018:	Provision of Carpentry, Masonry and General Repairs & Maintenance Services.
SBL/13/2018:	Provision of Fumigation services and Pest Control.
SBL/14/2018:	Supply of branded promotional items & material (Banners, T Shirts, Bags, Flags, Caps etc)
SBL/15/2018:	Maintenance of Generators & Inverters
SBL/16/2018:	Structured Cabling
SBL/17/2018:	Provision of Sanitary Bins services
SBL/18/2018:	Provision of Air Conditioning and maintenance services
SBL/19/2018:	Water dispenser and Mineral Water services
SBL/20/2018:	Repair and Maintenance of Motor Vehicle and related Accessories
SBL/21/2018:	Architectural, Interior design and Construction work.
SBL/22/2018:	Ups supply and maintenance services
SBL/23/2018:	Provision of Hotels Accommodation, conference facilities and outside catering services
SBL/24/2018:	Provision of Training / Team building services
SBL/25/2018:	Provision of leasing photocopiers / printers / scanner

SBL/26/2018:	Provision of CCTV/ Access control / Fire alarm services
SBL/27/2018:	Provision of Corporate Branding Services
SBL/28/2018:	Provision of CIT services
SBL/29/2018:	Provision of Guarding Services
SBL/30/2018:	Provision of Preventive maintenance for servers, PCs and laptops
SBL/31/2018:	Provision of Enterprise storage system and supply of servers
SBL/32/2018:	Provision of Microsoft licenses and support
SBL/33/2018:	Provision and support of Avaya equipment
SBL/34/2018:	Provision and supply of network managed services
SBL/35/2018:	Provision of Communication Links
SBL/36/2018:	Provision of Asset verification services
SBL/37/2018:	Provision of Courier services
SBL/38/2018:	Recruiting Agencies
SBL/39/2018:	Security Documents/ Cheque printing
SBL/43/2018:	Provision of Investigation services
SBL/44/2018:	Provision of Storage yard services
SBL/46/2018:	Tracking services for motor vehicles
SBL/48/2018:	Supply of milk

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. Interested applicants may download the pre-qualification documents from our website (www.spirebank.co.ke).

6. The completed pre-qualification document must be submitted in a plain sealed envelope which should bear the words pre- qualification of suppliers for supply of (Category and item)

7. The documents should be submitted by **30th November 2018** before **12.00 Noon** and deposited in the tender box at Mwalimu Towers, Hill Lane, Upper Hill Mezzanine 1 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: After selection, the vendors will be expected to submit all the necessary KYC documents, open an account with Spire Bank, Execute the necessary SLA's and or submit the PI cover where applicable.

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

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.....
.....

Indicate whether you have any insiders (relatives, acquaintances, business associates etc) in Spire Bank. Yes/ No.....Please disclose the conflict or any potential conflict.....

.....
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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

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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

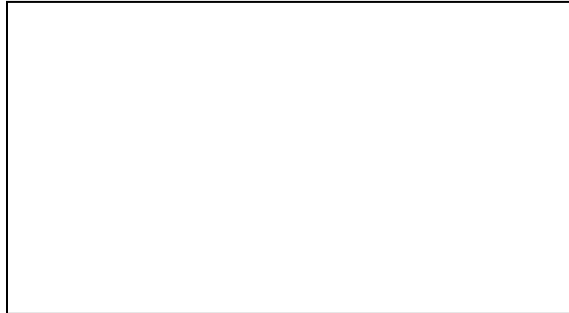
This part is to be filled by the referees themselves

1

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

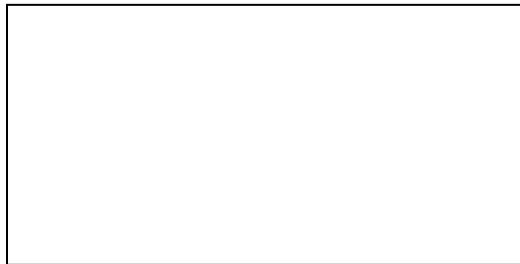
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Competitiveness
Quality (consistency)
Delivery

Signature.....Date.....

Official company stamp.....



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

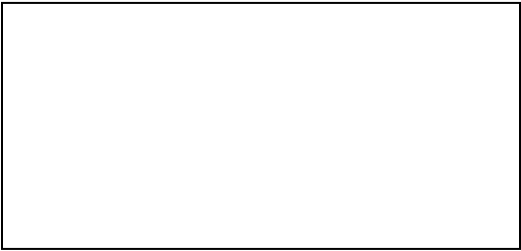
2 years

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.....