



CENTURY MICROFINANCE BANK LIMITED

TENDER NO. PQ/2016-2017

PREQUALIFICATION OF SUPPLIERS

FOR

SUPPLY/PROVISION OF GOODS AND SERVICES

FOR

THE YEAR 2016-2017

CLOSING DATE 21st MARCH 2016

RECEIPT:.....

SERIAL NO:.....

CATEGORY NO:.....

TABLE OF CONTENTS

	PAGE
1. TENDER NOTICE	2-3
2. PRE-QUALIFICATION INSTRUCTIONS	4-5
3. BRIEF CONTRACT REGULATIONS	5
4. PRE-QUALIFICATION DATA INSTRUCTIONS	5-7
5. FORM PQ - 1 PRE-QUALIFICATION DOCUMENTS	8
6. FORM PQ - 2 PREQUALIFICATION DATA	9-10
7. FORM PQ - 3 SUPERVISORY PERSONNEL	11
8. FORM PQ - 4 FINANCIAL POSITION	12
9. FORM PQ - 5 CONFIDENTIAL BUSINESS QUESTIONNAIRES	13
10. FORM PQ - 6 PAST EXPERIENCE	14
11. FORM PQ - 7 SWORN STATEMENT	15

TENDER NOTICE

CENTURY MICROFINANCE BANK LIMITED (“CENTURY”)

PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS, SERVICES AND WORKS FOR 2016 and 2017 FINANCIAL YEARS

Century invites Applications from interested and eligible bidders for the pre-qualification/registration as supplier(s) for the period commencing 1st APRIL 2016 and ending on 31st MAY 2017

NO.	TENDER NO.	ITEMS OR SERVICES DESCRIPTIONS
A. CATEGORY 1 - GOODS		
PRE-QUALIFICATION NO	ITEM DESCRIPTION	
CMFB/PQ/A01/2016-2017	Supply of computer consumables (genuine toners/cartridges, ribbons and accessories)	
CMFB /PQ/A02/2016-2017	Supply of Computers, Printers, UPS, ICT Software and licenses, photocopiers, note counters and fake money detectors	
CMFB /PQ/A03/2016-2017	Supply and installation of ICT networking systems (LAN)	
CMFB /PQ/A04/2016-2017	Supply of server infrastructure and accessories	
CMFB /PQ/A05/2016-2017	Supply of assorted office furniture and fittings	
CMFB /PQ/A06/2016-2017	Supply of printed communication materials including newsletters, brochures, magazines, annual financial reports, calendars and diaries	
CMFB /PQ/A07/2016-2017	Supply of marketing and promotional materials such as Umbrellas, Caps, T-shirts	
CMFB /PQ/A08/2016-2017	Provision of general supplies (e.g. detergents, sanitary and toiletries etc)	
CMFB /PQ/A09/2016-2017	Provision of general office stationary (files, photocopying papers, counter books, pens, rubber stamps)	
CMFB /PQ/A010/2016-2017	Supply and servicing of safes, cash boxes and cash tills	
CMFB /PQ/A011/2016-2017	Provision and supply of drinking water	
B. CATEGORY 2 - REPAIRS AND MAINTENANCE		
CMFB /PQ/B01/2016-2017	Repairs and maintenance of IT equipment and printers	
CMFB /PQ/B02/2016-2017	Repairs and maintenance of office equipment, furniture and related facilities	
CMFB /PQ/B03/2016-2017	Supply, installation and repair of plumbing and water infrastructure	
CMFB /PQ/B04/2016-2017	Supply and installation of electrical equipments and electrical consumables	
CMFB /PQ/B05/2016-2017	Supply of building and construction materials and repair	
CMFB /PQ/B06/2016-2017	Supply and maintenance of generators	
CMFB /PQ/B07/2016-2017	Supply, installation and maintenance of air conditioners	

NB: Prequalification will not guarantee engagement as such will depend on need basis

Pre-qualification documents containing detailed terms and conditions of application may be obtained from www.century.co.ke

Pre-qualification documents must be submitted together with a copy of a payment slip of a non-refundable fee of Kshs. 3,000/= per set of documents per category payable to the Teller at Century’s Gikomba Branch, 1st Floor, KK Plaza, on New Pumwani Road, Gikomba or by Bankers Cheque in favor of **CENTURY MICROFINANCE BANK LIMITED**. Kindly submit the documents in a plain sealed envelopes clearly marked, “Pre-Qualification/Registration For Suppliers For Supply/Provision Of Goods, Services And Works for the financial year 2016-2017 with category reference number” to be deposited in the Tender Box situated at KK Plaza, New Pumwani Road, Gikomba Nairobi not later than 21st March 2016 at 10.00 a.m. and addressed to:

Chief Executive Officer
Century Microfinance Bank Limited
KK Plaza, New Pumwani Road
P. O. Box 38319 – 00623
NAIROBI.

Applications will be opened immediately thereafter, in the presence of bidders or their representatives who may wish to attend at 11.00 AM. Century reserves the right to accept or reject any application/s and is not obliged to give reasons for its decision thereof. Any Canvassing or late tenders will not be accepted leading to automatic disqualification.

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Century would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods or provision of services/works.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotation when required during the period commencing 1st April 2016 and ending 31st May, 2017.

1.3 Invitation of Pre-qualification

Interested and competent suppliers/contractors are invited to submit their PRE-QUALIFICATION documents to Tender Committee. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar goods/services/works to other institutions of similar size and complexity where applicable. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

1.6 Evaluation

Evaluation will be done within reasonable time but not later than thirty (30) days upon opening of the bids and all bidders will be notified accordingly.

1.7 Distribution of Pre-qualification Documents

Two (2) copies of the completed pre-qualification data and other requested information shall be submitted to reach:

**Chief Executive Officer
Century Microfinance Bank Limited
P. O. Box 38319- 00623
NAIROBI**

Not later than 21st March 2016 at 10.00 AM

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Tender Committee whose address is given in paragraph 1.7 or via email (info@century.co.ke) (preferred)

1.9 Additional Information

Century reserves the right to request submission of additional information from prospective bidders.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

2.2 Payments

All local purchase/service orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific category.

3.1.1 The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in black ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Century in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Century they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre-Qualification

3.3.1 Experience

Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6

3.4 Statement

Application must include a sworn statement Form PQ-7 by the bidder ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification

Should a condition arise between the time a bidder is pre-qualified to bid and the bid opening date which in the opinion of Century could substantially change the performance and qualification of the bidder or its ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, Century will reserve the right to reject the tender from such a bidder even though it was initially pre-qualified.

3.6 The bidder must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration/Incorporation or any other relevant constitution documents, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory and must be attached.

3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	35
2. Pre-qualification Data	PQ-2	20
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	10
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	15
	TOTAL	100

3.8 The qualification is 70 points and over, *however, Century may, at its own and absolute discretion alter the pass mark, either upwards or downwards, in all or some of the categories. Such decision by Century shall not be subject to challenge whatsoever.*

FORM PQ-1 PRE-QUALIFICATION DOCUMENTS

All bidders must provide:-

1. Certified Copy/copies of document/s of Registration.
2. Certified Copy of VAT Registration Certificate.
3. A Tax Compliance Certificate (Bidders are requested to note that failure to produce this certificate will lead to automatic disqualification without further evaluation of the application).
4. A Copy of PIN Certificate of firm and/or Company
5. A copy of current Trade License, where applicable.
6. Any other legal/professional certification required for the category/categories applied for

(35 points)

FORM PQ-2 -PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1. I/We hereby apply for registration as supplier(s)
(Name of Company/Firm)

of
(Item Description)

.....
(Category No.)

Post Office Address

Town

Street

Name of Building

Room/Office No. Floor No.

Telephone Nos.

Full Name of Applicant

Other branches location

2. Organization & Business Information

Management Personnel

Managing Director/Chief Executive officer.....

Support Staff/ Secretary.....

Treasurer/Finance Officer (as may apply).....

Others (Specify).....

Partnership (if applicable)

Names of Partners

3. Enterprise Incorporated on.....

4. Net worth equivalent Kshs.

5. Bank reference and address

.....

6. Enclose an abridged copy of profile of the firm indicating the main fields of activities

7. State any advantage or specific attributes that distinguish you from other players

.....

.....

.....

8. Indicate terms of trade/sale:.....

9. State the delivery period upon receiving an LPO or LSO.....

(20 Points)

PQ-3 SUPERVISORY PERSONNEL

Name

Academic Qualifications

.....

Professional Qualifications

.....

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of key personnel in the organization)

(10 Points)

PQ-4 -FINANCIAL POSITION & TERMS OF TRADE

(1) Attach certified extract copies of audited financial statements for the last two years.

(2) Attach letters of reference from the bankers regarding supplier's credit position.

(10 Points)

FORM PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

Information given herein may be verified independently, and by submitting this application, the bidder agrees and gives Century unfettered authority to independently seek and or verify information supplied.

<p><i>Part I- General</i></p> <p>Business Name</p> <p>Location of business premises.....</p>
--

Plot No. Street/Road.....
 Postal Address.....Tel. No.....
 Nature of business.....
 Current Trade Licence No.....Expiring date.....
 Maximum value of business which you can handle at any one time:
 Kshs.....
 Name of your bankers.....Branch

<input type="checkbox"/>	<p><i>Part 2 (a) – Sole Proprietor</i> Your name in full..... Nationality.....Country of origin..... *Citizenship details.....</p>																								
<input type="checkbox"/>	<p><i>Part 2 (b) Partnership</i> Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Name</i></th> <th style="text-align: left;"><i>Nationality</i></th> <th style="text-align: left;"><i>Citizenship Details</i></th> <th style="text-align: left;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> </p>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>								
<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>																						
.....																						
.....																						
.....																						
<input type="checkbox"/>	<p><i>Part 2 (c) – Registered Company:</i> Private or Public..... State the nominal and issued capital of company- Nominal Ksh..... Issued Ksh..... Given details of all directors as follows:- <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Name</i></th> <th style="text-align: left;"><i>Nationality</i></th> <th style="text-align: left;"><i>Citizenship Details</i></th> <th style="text-align: left;"><i>Shares</i></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> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> </p>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	2.	3.	4.	5.
<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>																						
1.																						
2.																						
3.																						
4.																						
5.																						
DateSignature																									

*If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

(10 Points)

FORM PQ-6 -PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
(Attach reference document)
2. Name of 2nd Client (organization)
- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
(Attach reference document)
3. Name of 3rd Client (organization)
- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
(Attach reference document)
4. Others
(Attach a supplementary copy)

(15 Points)

FORM PQ-7 - SWORN STATEMENT

Having studied the pre-qualification/registered information for the above I/We hereby state:

- a. The information furnished in my/our application is accurate to the best of my/our knowledge.
- b. That in case of being pre-qualified I/We acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited to do so by Century.
- c. When the Request for Quotations is issued and the legal technical financial conditions or the contractual capacity of the firm changes I/We shall notify Century and acknowledge Century's right to review the pre-qualification made.
- d. I/We enclose all the required documents and information required for the pre-qualification evaluation.
- e. I/We confirm that I/We have not been debarred from participation in Public Procurement and have no litigation pending against me/us in any court or in a tribunal (if such exists, please give facts in a separate sheets and attach the same)

Date

Applicant's Name

Represented by*

Signature

(*Full name and designation of the person signing. This document should be stamped or sealed)