



PRE-QUALIFICATION DOCUMENT 2021-2022

CENTURY MICROFINANCE BANK LIMITED TENDER

**TENDER FOR THE PRE – QUALIFICATION OF
SUPPLIERS FOR GOODS, WORKS AND SERVICES
FOR THE FINANCIAL
YEAR 2021-2022**

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1. TENDER NOTICE

CENTURY MICROFINANCE BANK LIMITED (“CENTURY”)

PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS, SERVICES AND WORKS FOR 2021–2022 FINANCIAL YEAR

Century invites Applications from interested and eligible bidders for the prequalification/registration as supplier(s).

CATEGORY CODE	ITEM DESCRIPTION
CATEGORY A: SUPPLY AND DELIVERY OF GOODS	
CMFB/PQ01/2021-2022	Supply of Accessories and Network Equipment.
CMFB/PQ02/2021-2022	Supply of office equipment and tools (photocopiers, scanners, telephones and telecommunication equipment.
CMFB/PQ03/2021-2022	Supply of Computer Software and Licenses.
CMFB/PQ04/2021-2022	Supply of Office Furniture and Fittings, filing cabinets.
CMFB/PQ05/2021-2022	Supply and Maintenance of Fire Detectors, Fire Equipment, training services, Generators and Air Conditioners.
CMFB/PQ06/2021-2022	Supply and Maintenance of Safes, Strong Room Equipment.
CMFB/PQ07/2021-2022	Supply of Uniform (Custom-Made), dust coats, T-shirts and shirts.
CMFB/PQ08/2021-2022	Supply of General Office Stationery.
CMFB/PQ09/2021-2022	Provision of Design and Artworks Printing of Corporate Newsletter, Calendars, Diaries, Christmas Cards, Brochures, banners and promotional materials.
CATEGORY B: PROVISION OF GENERAL SERVICES	
CMFB/PQ10/2021-2022	Provision of Cleaning Services and Sanitary Services.
CMFB/PQ11/2021-2022	Provision of Internet Service and Website Domain Hosting.
CMFB/PQ12/2021-2022	Repair & Maintenance of office equipment, Computer, Copiers, Printers*
CMFB/PQ13/2021-2022	Provision of Repair of Furniture and Fittings Services.
CMFB/PQ14/2021-2022	Development of Radio, Print and TV Production.
CMFB/PQ15/2021-2022	Provision of Media Liaison Services.
CMFB/PQ16/2021-2022	Provision of Network Infrastructure Services.
CMFB/PQ17/2021-2022	Provision of Local and International Courier, Postage & Parcel Services.
CMFB/PQ18/2021-2022	Provision of Security Guarding Services.
CMFB/PQ19/2021-2022	Provision of Legal Services.
CMFB/PQ20/2021-2022	Provision of Insurance underwriting and brokerage services.
CMFB/PQ21/2021-2022	Provision of Auctioneering, investigation & Debt Collection Services.
CMFB/PQ22/2021-2022	Supply and Installation of CCTV, Access Control and Intruder Alarms.

CMFB/PQ23/2021-2022	Provision of Biometric System Maintenance Services.
CMFB/PQ24/2021-2022	Provision of Enterprise computing and Storage Services.
CMFB/PQ25/2021-2022	Provision of vehicle tracking services.
CMFB/PQ26/2021-2022	Provision of Credit Life Insurance.
CATEGORY C: CONSULTANCY SERVICES	
CMFB/PQ27/2021-2022	Provision of Corporate Governance Consultancy Services.
CMFB/PQ28/2021-2022	Provision of ICT Security Audit Consultancy Services.
CMFB/PQ29/2021-2022	Provision of Health and Safety Audit Services.
CMFB/PQ30/2021-2022	Provision of Brand and Reputation Consultancy.
CMFB/PQ31/2021-2022	Provision of Human Resources (HR) Consultancy Services.
CMFB/PQ32/2021-2022	Provision of Change Management and Performance Improvement Services.
CMFB/PQ33/2021-2022	Provision of PR & Advertising Consultancy Services.
CMFB/PQ34/2021-2022	Provision of Research in Marketing.
CMFB/PQ35/2021-2022	Provision of Research on Customer Service.
CMFB/PQ36/2021-2022	Provision of ICT System Post Implementation Audit Consultancy Services.
CMFB/PQ37/2021-2022	Provision of Risk and Compliance Consultancy Services.
CMFB/PQ38/2021-2022	Provision of Property, vehicle and Land Valuation Services.
CATEGORY D: WORKS	
CMFB/PQ39/2021-2022	General Contractors for Renovations and Office Fit Out.

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. 5,000/=** per set of documents per category payable to the Teller at Century's Moi Avenue Branch, Bihi towers 8th Floor or by Bankers Cheque in favor of CENTURY MICROFINANCE BANK LIMITED. Kindly submit the documents in a plain sealed envelope clearly marked, "**Pre-Qualification/Registration for Suppliers for Supply/Provision of Goods, Services and Works for the financial year 2021-2022 with category reference number**" to be deposited in the Tender Box situated at Bihi towers

8th Floor, Moi Avenue, Nairobi not later than **15th February, 2021 at 4.00 p.m.** and addressed to:

**Chief Executive Officer
Century Microfinance Bank Limited
Bihi towers 8th Floor, Moi Avenue
P. O. Box 38319 – 00623,
NAIROBI.**

Applications will be opened immediately thereafter. 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.

2. PRE-QUALIFICATION INSTRUCTIONS

2.1. 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.

2.2. 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 March 2021 and ending February, 2022.

2.3. Invitation of Pre-qualification

Interested and competent suppliers/contractors are invited to submit their PREQUALIFICATION 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.

2.4. 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.

2.5. 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.

2.6. 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.

2.7. Submission of Pre-qualification Documents

Two (2) copies duly completed pre-qualification and other supporting documents should be addressed to:

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

Not later than 15th February 2021

And

Be dropped at the reception at Bihi towers 8th Floor, Moi Avenue, Nairobi, Kenya.

2.8. 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)

2.9. Additional Information

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

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1. Taxes on Imported Materials

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

3.2. 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.

4. PRE-QUALIFICATION DATA INSTRUCTIONS

4.1. 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.

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.

4.2. Qualification

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.

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.

4.3. Essential Criteria for Pre-Qualification

4.3.1. 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.

4.3.2. 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. 7

4.3.3. 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.

Special consideration will be given to the financial resources available as working capital, taking into account the number 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.

4.3.4. 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

4.4. Statement

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

4.5. 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.

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.

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.

4.6. 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

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)

NOTE: Expired Documents are deemed NOT-ATTACHED

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

- i. Attach certified extract copies of audited financial statements for the last two years.
- ii. 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>Part I- General</p> <p>Business Name</p> <p>Location of business premises..... Plot No. Street/Road..... Postal Address.....Tel. No..... Nature of business..... Current Trade License No.....Expiring date..... Maximum value of business which you can handle at any one time: Kshs.....</p> <p>Name of your bankers.....Branch</p>																								
<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....</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 border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Name	Nationality	Citizenship Details	Shares																
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<p>Part 2 (c) – Registered Company:</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company Nominal Ksh.....</p> <p>Issued Ksh.....</p> <p>Given details of all directors as follows: -</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 30%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>2.</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>3.</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Name	Nationality	Citizenship Details	Shares	1.					2.					3.				
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1.																								
2.																								
3.																								
<p>DateSignature</p>																								

*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

1. Name of the 1st Client

- i) (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 prequalification 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 sheet 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)