



**Caritas**  
Microfinance BANK  
Regulated by Central Bank of Kenya (CBK)

## PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEAR 2019-2021

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### 1.0 UPDATE OF LIST OF GOODS AND SERVICES PROVIDERS.

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#### **DESCRIPTION:**

Caritas Microfinance Bank is in the process of updating its panel of goods services providers for the Year 2019-2021. Interested and existing suppliers are invited to submit updated information, indicating the goods/services they wish to provide.

Completed documents in plain sealed envelopes **MUST** indicate the **Category No.** and **goods/service description** and clearly marked "**Pre-qualification of goods/service providers 2019-2021**" and should be deposited in the "**Tender Box**" at the reception in Cardinal Otunga Annex ground floor, Cardinal Otunga Street, Nairobi.

#### **Address:**

**The Procurement Committee,  
Caritas Microfinance Bank  
Ground Floor, Cardinal Otunga Annex  
P.O. Box 15352-00100, Nairobi**

The closing date for the submission of applications will be **18<sup>th</sup> February 2019, at 5.00pm.**

## **1.1 APPLICATION SUBMISSION SHEET**

We, the undersigned, apply to be pre-qualified for the provision of goods/services to Caritas Microfinance Bank for the 2019-2021 financial years and declare that:

- (a) We have examined and have no reservations to the Pre-qualification Document and Instructions.
- (b) We, including any subcontractors or suppliers for any part of the contract subject to this pre-qualification process, have the technical and financial capabilities to undertake the provision of the required goods and services.

- (c) We, including any subcontractors or suppliers for any part of the contract subject to this pre-qualification do not have any conflict of interest, in accordance with the Caritas Microfinance Bank's Policy for Procurement and Disposal and the Public Procurement & Disposal Act, 2005.
- (d) We, including any subcontractors or suppliers for any part of the contract subject to this pre-qualification, have not been declared ineligible to supply goods and services under the Kenyan laws or official regulations or by an act of compliance.
- (e) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.

Signed \_\_\_\_\_

Name \_\_\_\_\_

In the Capacity of \_\_\_\_\_

Duly authorized to sign the application for and on behalf of:

Applicant's Legal Name (Organization) \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Official Stamp \_\_\_\_\_

<b>MANDATORY REQUIREMENTS</b>
Certificate of Incorporation/Business Registration
Duly filled, signed and stamped confidential business questionnaire
Valid Tax Compliance/ Exemption Certificate
Certified Audited accounts for the last two (2) years
VAT registration certificate
Current trade license
KRA PIN certificate
Provide evidence of availability of office premise
Certified Bank statements for the past one year.
Must serialize/paginate/number the pages of their document from the first page to the last page
Business /Company Profile

## 1.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

### PART A - BACKGROUND INFORMATION

1	Name of Organization											
2	Address for all Correspondence											
3	Principal Contact Person/s											
4	Position											
5	Telephone Numbers	Landline/s:..... Mobile/s:.....										
6	Fax Numbers											
7	E-mail Address											
8	Physical Location of Business Premises ( <i>Note that a visit to your office may be made to confirm information provided as part of tender evaluation</i> )	Town:..... LR. No..... Street:..... Building..... Floor:.....										
9	Nature of Organization ( <i>Ltd, Plc, Partnership, Sole proprietorship, etc</i> )											
10	Names of Proprietor/ Partners/ Directors	<table border="0"> <thead> <tr> <th>NAME</th> <th>NATIONALITY</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>.....</td> </tr> <tr> <td>2.....</td> <td>.....</td> </tr> <tr> <td>3.....</td> <td>.....</td> </tr> <tr> <td>4.....</td> <td>.....</td> </tr> </tbody> </table>	NAME	NATIONALITY	1.....	.....	2.....	.....	3.....	.....	4.....	.....
NAME	NATIONALITY											
1.....	.....											
2.....	.....											
3.....	.....											
4.....	.....											
11	Geographical Areas of Operations											
12	Business Operations	Year established..... Duration of business operation.....										
13	Company Registration No. ( <i>Attach copy</i> )	No.....										
14	VAT Registration No. ( <i>Attach copy</i> )											

		No.....
15	Valid Tax Compliance Certificate	Attach copy
16	Current Trade License No. ( <i>attach a copy</i> )	No.....
17	Brief description of goods/ services that you offer <i>(Attach copies of Authorization certificate and/ or Professional body certification - current)</i>	
18	Number of Professionals / Specialists in your organization <i>(Attach copies of professional certificates)</i>	No.....
19	Professional indemnity cover ( <i>if applicable</i> )	Attach copy
20	Involvement in environmental conservation efforts. Indicate projects where you have included environmental considerations in the design e.g. energy conservation.	

**Please attach copy of organizational structure and profile of key personnel of the organization**

**PART B - FINANCIAL STATUS**

18	Name of Bank & Branch ( <i>from which a financial reference may be sought</i> )	Branch CMFB?..... Other?..... <i>(Indicate Bank name &amp; branch)</i>
19	Bank address	
20	Bank Telephone Number	
21	Bank Contact Name & Position	
22	State Annual Turnover ( <i>Attach certified copies of bank statements for the past one year</i> )	Annual Turn Over in KSh.....
23	State Profit for the past 2 years <i>(Attach copies of audited accounts)</i>	Profit in KSh. Year..... Year.....

	Year.....	.....
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CMFB – Prequalification Application Document

**PART C - REFERENCES**

24	Provide contact details for 3 referees for previous / current supplies for goods and services that is similar or the same to the one now applied for. The referees may be contacted at any given time.	
A	How many references are you indicating?	
B	<p>Is Caritas Microfinance Bank one of your references?</p> <p><b>Other</b>          Organization.....          Contact Name.....          Position.....          Telephone No.....</p>	<p>Yes..... No.....</p>
D	<p>E-mail address.....          Organization.....          Contact Name.....          Position.....          Telephone Nos.....          E-mail address.....</p>	<p>Signature of referee &amp;          Official Stamp</p>
E	<p>Organization.....          Contact Name.....          Position.....          Telephone No.....          E-mail address.....</p>	<p>Signature of referee &amp;          Official Stamp</p>
<p><b>Please attach copies of LPOs, award letters or any other approved document from each of the above showing works done and their values.</b></p>		



**PART D - PROJECT / SUPPLIES HISTORY**

List information on public or private major projects/supplies completed over the last 5 years and most recent / ongoing specifying your role in the projects.

*(Attach copies of LPOs, award letters or any other approved document from each of the above showing works done and their values).*

**(i) Completed**

<b>Client</b>	<b>Project title / Role</b>	<b>Duration/Period</b>	<b>Value</b>

**(ii) Current / On-going**

<b>Client</b>	<b>Project title /Role</b>	<b>Duration/Period</b>	<b>Value</b>

**(iii) Maximum value of project handled at any one time KSh.....**