

**PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES
FOR THE YEAR 2019 - 2021**

Caritas Microfinance Bank was recognized and awarded as the Fastest Growing Microfinance Bank in the year 2018. The Bank invites applications from interested firms (including current suppliers) for prequalification for the supply of goods and services to the organization for the period 2019-2021 as follows:

CATEGORY NO.	CATEGORY DESCRIPTION
CMFB/2019/CAT/001	Supply of general office stationery
CMFB/2019/CAT/002	Design and supply of printed stationery e.g. Bank slips, loan forms, promotional materials, business card, L.P.O's etc.
CMFB/2019/CAT/003	Supply of printed T-shirts, caps, fliers and banners
CMFB/2019/CAT/004	Supply of office furniture & equipment
CMFB/2019/CAT/005	Provision of guarding services
CMFB/2019/CAT/006	Supply, installation and maintenance of CCTV, access control and intruder alarms
CMFB/2019/CAT/007	Provision of website design and maintenance
CMFB/2019/CAT/008	Provision of electrical installations and services, repairs and maintenance
CMFB/2019/CAT/009	Supply and maintenance of leased multi-functional copiers/printers
CMFB/2019/CAT/010	Provision of cleaning services
CMFB/2019/CAT/011	Provision of insurance underwriter services
CMFB/2019/CAT/012	Provision of branding & signage services
CMFB/2019/CAT/013	Supply, installation and maintenance of generators
CMFB/2019/CAT/014	Provision of marketing agency services
CMFB/2019/CAT/015	Provision of Courier and Parcel services
CMFB/2019/CAT/016	Provision of Motor vehicle tracking services
CMFB/2019/CAT/017	Provision of Marketing and Customer satisfaction surveys services
CMFB/2019/CAT/018	Supply, installation and maintenance of strong room doors, safes and fire proof cabinets.
CMFB/2019/CAT/019	Supply and Maintenance of Note counters
CMFB/2019/CAT/020	Provision of plumbing installations and drainage services
CMFB/2019/CAT/021	Supply, installation and maintenance of mantrap doors, magnetic and/or electric door locks.
CMFB/2019/CAT/022	Provision of Cash in Transit and ATM replenishment services
CMFB/2019/CAT/023	General repairs and maintenance of office furniture
CMFB/2019/CAT/024	Supply, installation and maintenance of air-conditioning, refrigeration and data center cooling services
CMFB/2019/CAT/025	Supply, installation and maintenance of fire-fighting equipment, smoke detectors and fire alarm system maintenance.
CMFB/2019/CAT/026	Supply of seals, coin bags, paper bags, bags for cash-in transit, canvas mailbags with metallic D-locks and repair of canvas mailbags.
CMFB/2019/CAT/027	Supply and maintenance of ICT equipment (servers, computers, laptops, routers, switches, wireless access points, storage and backup subsystems.
CMFB/2019/CAT/028	Supply and maintenance of power inverters-AVR/AVS and UPS
CMFB/2019/CAT/029	Provision of network infrastructure services, data communication services, computer networks and structured cabling.
CMFB/2019/CAT/030	Provision of investigations and forensic services

A non-refundable fee of Kenya Shillings Five Thousand (Kes 5,000/=) per category is payable.

Payment should be made into the "Pre-qualification Account" in our Cardinal Otunga Plaza branch.

Pre-qualification documents with detailed information and instructions can be obtained from the Banks website www.caritas-mfb.co.ke or from our main reception located at Cardinal Otunga Annex, ground floor.

Completed forms in sealed envelopes clearly quoting the category number and description (attach a copy of the bank in slip for the prequalification documents purchased) to be deposited in the tender box at the address below on or before 18th February 2019.

Address:

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