



*Tunaamini Ni Wakati Wako*

**PRE-QUALIFICATION OF SUPPLIERS  
OF  
GOODS AND SERVICES  
FOR  
THE 2020/22 FINANCIAL YEAR**

**CATEGORY**

**NUMBER .....**

**CLOSING DATE AND TIME**

**6<sup>th</sup> MARCH 2020 12:00 pm**

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**PRE- QUALIFICATION OF SERVICE PROVIDERS**

**GENERAL INFORMATION AND INSTRUCTIONS TO APPLICANTS**

1. Jamii Bora Bank Limited (JBB) is in the process of pre-qualifying suppliers for supply of goods and services for the 2020 financial year.
2. The current suppliers on the approved list must re- apply again for pre-qualification
3. JBB therefore invites eligible firms to submit applications for pre-qualification of suppliers for the categories of goods and services during the 2020/21 financial year

<b>JBB/01/2020/22</b>	<b>Supply of Computers and Accessories.</b>
<b>JBB/02/2020/22</b>	<b>Supply of Office Furniture.</b>
<b>JBB/03/2020/22</b>	<b>Supply and Service of Fire Fighting Equipments.</b>
<b>JBB/04/2020/22</b>	<b>Supply of General Office Stationery.</b>
<b>JBB/05/2020/22</b>	<b>Provision of Computer Maintenance Services.</b>
<b>JBB/06/2020/22</b>	<b>Provision of Cleaning Services.</b>
<b>JBB/07/2020/22</b>	<b>Supply of Office Equipment.</b>
<b>JBB/08/2020/22</b>	<b>Supply of Toners, and Cartridges.</b>
<b>JBB/09/2020/22</b>	<b>Provision of Taxi and Car Hire Services.</b>
<b>JBB/10/2020/22</b>	<b>Provision of Air Ticketing Services.</b>
<b>JBB/11/2020/22</b>	<b>Provision of Printing Services.</b>
<b>JBB/12/2020/22</b>	<b>Provision of Carpentry, Masonry and General Repairs &amp; Maintenance Services.</b>
<b>JBB/13/2020/22</b>	<b>Provision of Fumigation services and Pest Control.</b>
<b>JBB/14/2020/22</b>	<b>Supply of branded promotional items &amp; material (Banners, T Shirts, Bags, Flags, Caps etc)</b>
<b>JBB/15/2020/22</b>	<b>Maintenance of Generators &amp; Inverters</b>
<b>JBB/16/2020/22</b>	<b>Structured Cabling</b>
<b>JBB/17/2020/22</b>	<b>Provision of Sanitary Bins services</b>
<b>JBB/18/2020/22</b>	<b>Provision of Air Conditioning and maintenance services</b>
<b>JBB/19/2020/22</b>	<b>Water dispenser and Mineral Water services</b>
<b>JBB/20/2020/22</b>	<b>Repair and Maintenance of Motor Vehicle and related Accessories</b>
<b>JBB/21/2020/22</b>	<b>Architectural, Interior design and Construction work.</b>
<b>JBB/22/2020/22</b>	<b>Ups supply and maintenance services</b>
<b>JBB/23/2020/22</b>	<b>Provision of Hotels Accommodation, conference facilities and outside catering services</b>
<b>JBB/24/2020/22</b>	<b>Provision of Training / Team building services</b>
<b>JBB/25/2020/22</b>	<b>Provision of leasing photocopiers / printers / scanner</b>
<b>JBB/26/2020/22</b>	<b>Provision of CCTV/ Access control / Fire alarm services</b>
<b>JBB/27/2020/22</b>	<b>Provision of Corporate Branding Services</b>
<b>JBB/28/2020/22</b>	<b>Provision of CIT services</b>
<b>JBB/29/2020/22</b>	<b>Provision of Guarding Services</b>
<b>JBB/30/2020/22</b>	<b>Provision of Preventive maintenance for servers, PCs and laptops</b>

JBB /31/2020/22	Provision of Enterprise storage system and supply of servers
JBB/32/2020/22	Provision of Microsoft licenses and support
JBB/33/2020/22	Provision and support of Cisco telephone equipment
JBB/34/2020/22	Provision asset tagging services
JBB/35/2020/22	Provision of Legal services
JBB/36/2020/22	Provision of Debt recovery
JBB/37/2020/22	Provision of Auctioneer services
JBB/38/2020/22	Provision of Bulk SMS
JBB/39/2020/22	Provision of CRB services
JBB/40/2020/22	Provision of Marketing Research Services
JBB/41/2020/22	Provision of Data digitization (Archive documents)
JBB/42/2020/22	Provision of System Integration Services ( Mpesa, Fiorano among others )
JBB/43/2020/22	Provision of ATM services and maintenance
JBB/44/2020/22	Valuers services
JBB/45/2020/22	Real estate and Property agents

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. Copy of VAT registration certificate
- iii. Copy of PIN registration certificate
- iv. Copy of Tax compliance certificate
- v. Documentary evidence of competence and capacity to supply the goods and/or services
- vi. Relevant business experience
- vii. Physical location of the business
- viii. Names and addresses of three referees
- ix. Business financial statement for the last 3 years

For legal services the following must be submitted for consideration.

- i. Letter requesting empanelment
- ii. Firm Profile
- iii. Copy of current professional indemnity cover
- iv. Copies of Certificate of Registration of firm
- v. Copies of **current** practicing certificate for all partners and all associates
- vi. Recommendation Letter from at least 3 corporate institutions (2 being financial institutions)

Letter confirming they are not handling any litigation matter against the Bank

5. Interested applicants can get the pre-qualification documents at our website. To download visit [www.jamiborabank.co.ke](http://www.jamiborabank.co.ke) downloads( pre- qualification document )
6. Pre-qualification document must be submitted with an attached banking deposit slip upon payment of a non-refundable fee of **Kshs. 3,500** (Kenya shillings three thousands)

five hundred only) in cash or Bankers cheque per category of goods and/or services. To be deposited to the nearest Jamii Bora bank branch account no GL Account 209907.

7. 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) clearly indicated at the bottom of the envelope.**
8. The documents should be submitted by **6<sup>th</sup> March 2020** before **12.00 P.M** and deposited in the tender box at Jamii Bora Towers, on Mezzanine floor at the reception, or posted to

**The Chairman  
Tender Committee  
Jamii Bora Bank Ltd  
P. O. Box 22741 - 00400  
Nairobi.**

9. Late applications will not be accepted
10. The cost of the application will be borne entirely by the applicant
11. 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.
12. All applicants must be willing to supply to Jamii Bora Bank Limited by the order of **LOCAL PURCHASE ORDER (LPO)** when awarded the contract.
13. Only pre-qualified applicants will be allowed to participate in the bank's competitive quotations in the categories for which one has pre-qualified.
14. 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.
15. This pre-qualification does not amount to any contractual obligation on the part of Jamii Bora Bank Limited and does not prevent JBB from procuring goods and services by open tender as provided by the Public Procurement and Disposal Act, 2005.
16. Pre - qualified suppliers should be able to offer their services outside the major towns (Nairobi, Kisumu, Nakuru, Nyeri, Kisii and Mombasa) and attend to emergency cases if called upon to do so.
17. Jamii Bora 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.....

JBB 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)

Business financial statement.....(Attach copy)

Maximum value of business which you can handle at any given date.....

**Name of bankers.....Branch.....**

**NB: It would be preferred to have all successful bidders opening accounts with JBB, to enable us process payments in an efficient manner and faster.**

Indicate whether there have been any previous dealings with JBB. Yes/NO..... (Specify) if yes indicate which one and give scope and costs of the order undertaken and completed

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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.

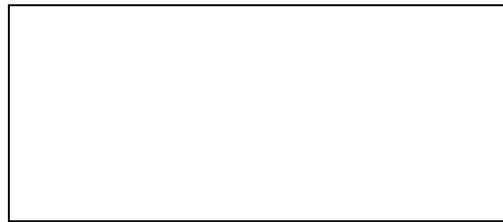
Information submitted and completed by

Name.....

Title.....

Date.....

Company rubber stamp



**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.....





Company Name	
Name of contact person	
Title	
Nature of business	
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How do you rate this supplier?

	Poor	Good	V. Good
Competitiveness	.....	.....	.....
Quality (consistency)	.....	.....	.....
Delivery	.....	.....	.....

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

Official company stamp.....

Company Name	
Name of contact person	
Title	
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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 JBB.....

**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.....