

# JamiiBora — BANK —

*Tunaamini Ni Wakati Wako*

**PRE-QUALIFICATION OF VENDORS/SERVICE  
PROVIDERS FOR GOODS AND SERVICES FOR  
FOR THE PERIOD 2018 - 2020**

JBB/PREQ/2018-2020

**NOVEMBER 2017**

## **INVITATION TO TENDER FOR PREQUALIFICATION OF VENDORS/SERVICE PROVIDER FOR GOODS AND SERVICES FOR JAMII BORA BANK**

Jamii Bora Bank (JBB) is one of Kenya's fastest growing enterprise banks, with an ambitious target to become a middle tier bank over the next few years with a goal to eventually become a pan-African micro financier and to grow with its customers towards financial prosperity.

JBB leverages on technology to enable its customers to have access to a truly robust financial service that will transform their lifestyles and enable them to access their accounts anywhere, anytime. We expect that this will significantly reduce the cost of access to financial services and enable the Bank to take its services closer to Kenyans, East Africans and Africans at large.

The Bank invites suitably qualified bidders to submit sealed submissions for the Pre-Qualification / short listing for the supply/provision of Goods and Services for Jamii Bora Bank for the financial years January 2018 to December 2020.

**To download the Application Document, please visit Jamii Bora Bank website [www.jamiiborabank.co.ke](http://www.jamiiborabank.co.ke) on "Tenders" link.** Interested eligible bidders may obtain further information, if necessary, from Jamii Bora Bank Head Office at the address given below from 8.00 am to 5.00 pm during working days. No liability will be accepted for loss or late delivery and late submissions will be rejected.

Your sealed bids in plain sealed envelope clearly marked the prequalification category and reference number, should be submitted into the JBB Tender box and addressed to:

**Chairman  
Tender Committee  
Jamii Bora Bank  
Jamii Bora Bank Head Office  
Jamii Bora Towers  
Argwings Kodhek Road- Kilimani  
P.O. Box 22741-00400  
Telephone: +254-20- 2214976/ 2210339  
Mobile: +254-709-881000  
NAIROBI- KENYA**

The deadline for submission is **Friday, 24<sup>th</sup> November 2017.**

## **JAMII BORA BANK**

### **Pre-qualification of Suppliers for Goods and Services for 2018-2020**

#### **INSTRUCTIONS TO APPLICANTS**

#### **SECTION I.**

##### **1. SCOPE**

Scope of Project	1.1 Jamii Bora Bank (hereinafter referred to as the Purchaser) invites applications from interested and qualified firms for pre-qualification to provide goods and services for 2018/2020 Financial Year as briefly described in the Pre-qualification Data Sheet.
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##### **2. FRAUD AND CORRUPTION**

Fraud and Corruption	<p>2.1 It is the Purchaser's policy to require that Bidders, Suppliers, Contractors and Consultants observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Purchaser:</p> <p>(a) defines, for the purposes of this provision, the terms set forth below as follows:</p> <p>(i) "<i>corrupt practice</i>" means the offering, giving, receiving, or soliciting of anything of value to influence the action of the bank official in the procurement process or in contract execution; and</p> <p>(ii) "<i>fraudulent practice</i>" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the</p>
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	<p>other bidders of the benefits of free and open competition;</p> <p>(b) Will reject a proposal for award if it determines that an applicant subsequently recommended for contract award has engaged in corrupt or fraudulent practices in competing for the Contract;</p> <p>(c) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Purchaser financed or any other contract.</p>
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### **3. ELIGIBILITY**

Eligible Bidders	3.1 This pre-qualification process is open to all firms that have not been declared ineligible to supply goods and services under the Kenyan laws or official regulations or by an act of compliance with a decision of the United Nations Security Council.
	3.2 Individual or Joint Venture Applications including ineligible firms or firms from ineligible source countries, as defined by applicable Purchaser country or United Nations Security Council listings, shall be rejected.
	3.3 Applications from Firms may also be rejected if a firm has been engaged by the Purchaser to act on behalf of the Purchaser, to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the System described in these Pre-qualification documents

### **4. PREQUALIFICATION CRITERIA AND REQUIREMENTS**

General	4.1 Pre-qualification will be based on Applicants meeting all the following minimum criteria regarding their general and particular experience, financial position and personnel capabilities, and other relevant information as demonstrated by the Applicants responses, and by the submission of the specific documents listed in the Pre-qualification Data Sheet
	4.2 By submission of documentary evidence in its Pre-

	<p>qualification Application, the Applicant must establish to the Purchaser's satisfaction:</p> <ul style="list-style-type: none"> <li>a.) That it has the financial, technical, management and production capability necessary to perform the anticipated Contract, that it meets the qualification criteria specified in the Pre-qualification documents, and has a successful performance history. (For the purposes of establishing an Applicant's qualifications, the experience and/or resources of any Subcontractor will not be taken into account unless they are named as specialist subcontractors.</li> <li>b.) That, in the case of an Applicant not doing business within the Purchaser's country, the Applicant is or will be (if awarded the Contract) represented by an Agent in that country who is equipped, and able to carry out the Applicant's maintenance, technical support, training, and other obligations to undertake such a project.</li> </ul>
Vendor Capability	<p>4.3 The Applicant should submit documentary evidence in support of their understanding of, and capability in undertaking such a contract, including:</p> <ul style="list-style-type: none"> <li>c.) An overview description of the essential technical and performance characteristics of the components of the goods and services to be supplied.</li> <li>d.) An outline Project Plan describing, among other things, the methods by which the Applicant would carry out its overall management and co-ordination responsibilities of such a project, and the human and other resources the Applicant would anticipate being required for such goods or services.</li> <li>e.) An assessment of what the Applicant would expect the Purchaser and any other party involved in the implementation of the proposed contract to provide during implementation, and how the Applicant would propose to co-ordinate the activities of all the involved parties.</li> <li>f.) A written confirmation that the Applicant shall accept</li> </ul>

		responsibility for the successful integration and interoperability of all components of the contract
Particular Experience	4.4	Evidence that the Applicant has been actively engaged in the supply and implementation of at least two similar projects during the last three years, in the role of prime contractor, or partner in a joint venture
Management Capability	4.5	General information on the management structure and experience of key personnel engaged by the Applicant or Joint Venture
Financial Capability	4.6	The provision of audited financial statements for the last two (2) years.

## 5. JOINT VENTURES

Joint Venture	5.1	<p>Applications submitted by a joint venture of two or more firms as partners shall also comply with the following requirements:</p> <ul style="list-style-type: none"> <li>a.) In case of a successful bid, the Joint Venture Agreement, shall be signed so as to be legally binding on all partners;</li> <li>b.) One of the partners shall be nominated as being in charge, and this nomination shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;</li> <li>c.) The partner in charge shall be authorised to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture, and the entire execution of the Contract, including payment, shall be done exclusively with the partner in charge;</li> <li>d.) All partners of the joint venture shall be liable jointly and severally during the bidding process and for the execution of an awarded Contract in accordance with the Contract terms.</li> <li>e.) The partner or combination of partners who are responsible for a specific component(s) of the project must meet the relevant minimum qualification criteria, as such criteria may reasonably associated with the component(s) of the required project (e.g. successful performance</li> </ul>
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	history, . required turnover etc.).
<b>6. MISCELLANEOUS PROVISIONS</b>	
Cost of Pre-qualification	6.1 The Applicant shall bear all costs associated with the preparation and submission of its pre-qualification Application. In this respect the vendors will pay a fee of Kshs. 3000/= in a bankers cheque payable to Jamii Bora Bank or deposit the amount into account No; GL Account 209907 at any Jamii Bora Bank Branch and submit the bank slip/cheque alongside the prequalification documents.
Language of the Application	6.1 Pre-qualification Application and all correspondence and documents Application shall be written in the language specified in the Pre-qualification Data Sheet.
Purchaser's Rights	6.1 The Purchaser reserves the right to: <ul style="list-style-type: none"> <li>a.) Follow up and/ or clarify any references or information submitted by the Applicant,</li> <li>b.) Disqualify any Applicant if it finds at any time that the information submitted by the Applicant is materially inaccurate or materially incomplete,</li> <li>c.) Reject or accept any pre-qualification application, and/ or any late Application, and</li> <li>d.) Cancel the pre-qualification process and reject all Applications.</li> </ul>

## **SECTION II.**

### **7. PRE-QUALIFICATION DATA SHEET**

The following specific data for the Pre-qualification Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicant, to which cross-reference is made. Whenever there is a conflict, the provisions in the Pre-qualification Data Sheet shall prevail over those in the Instructions to Applicants.

7.1	<b>Name of Purchaser:</b> Jamii Bora Bank.
7.2	<b>Purchaser's address:</b>  The Chairman Tender Committee Jamii Bora Bank P. O. Box 22741-00400, Nairobi.
7.3	<b>Telephone:</b> +254-20- 2214976/ 2210339 <b>Mobile :</b> +254-709-881000 <b>Email:</b> info@jamiiborabank.co.ke
7.4	<b>Description of the Systems for which Pre-Qualifications are invited:</b>  Supply/Provision of goods and services for 2018-2020 Financial Years as detailed in Section III
7.5	<b>Applicable Guidelines</b>  Jamii Bora Bank Regulations and Procedures as set out in the Procurement and Asset Disposal Procedures.
7.6	<b>Summary of required Pre-qualification Documents</b>  a.) Details of Vendor capability and understanding b.) Details of similar contracts/supplies in which the Applicant has been involved, including brief details of the contract, size, period of involvement, location, current status and reference details c.) Audited Financial Statements for the last three years

	<p>d.) Details of organisational structure and key personnel</p> <p>e.) Details of Joint Venture Partners, including clear identification of the nominated partner.</p>
7.7	<p><b>Language of Applications</b></p> <p>The language of all correspondence and documents related to the bid is English. Key passages of all accompanying printed literature in any other language must be translated into the above language.</p>
7.8	<p><b>Required Number of Copies of the Applications</b></p> <p>Three (3) copies.</p>
7.9	<p><b>Application Submissions</b></p> <p>Pre-qualification documents in plain sealed envelopes clearly marked "Pre-qualification of Suppliers" bearing no indication of the tenderer should be deposited in the tender box or posted to: The Chairman, Tender Committee, Jamii Bora Bank – Mezzanine Floor, Jamii Bora Bank Towers, Argwings Kodhek Road P. O. Box 22741-00400 Nairobi.</p>
7.10	<p><b>Date and time for Application submissions</b></p> <p>The deadline for the submission of Pre-qualification documents is: Friday 24th November 2017, 12.00 noon.</p>

### **SECTION III.**

#### **8. PRE-QUALIFICATION FORMS**

##### **8.1 APPLICATION SUBMISSION SHEET**

We, the undersigned, apply to be pre-qualified for the provision of goods and services to Jamii Bora Bank for 2018/2020 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 Jamii Bora Bank's procedure for Procurement of Goods & Services and Asset Disposal.
- (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.
- (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 \_\_\_\_\_

Address \_\_\_\_\_

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Dated on \_\_\_\_\_ day of \_\_\_\_\_ 2017

## 8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

Business Name.....

Location of Business Head Office.....

Plot No.....

Road/ Street.....

Postal Address.....Tel No.....

Email Address.....

PIN No.....

VAT No.....

Registration Certificate No.....(Please Attach a copy)

Place of Incorporation/ Registration.....

Current Trade License No.....

Nature of Business.....

Details and Nationality of Business Owners

<u>Name</u>	<u>Address</u>	<u>Nationality</u>
1.....	.....	.....
2.....	.....	.....
3.....	.....	.....
4.....	.....	.....

Volume (maximum value) of business handled at any one time.....

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Name of your Bankers.....

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Branch.....

Give names of four referees, reputable organizations you have been dealing with.....

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**PREQUALIFICATION OF VENDORS/SERVICE PROVIDER FOR GOODS AND SERVICES  
FOR JAMII BORA BANK FOR 2018-2020**

**LIST OF REQUIREMENTS**

	<b>CATEGORY 1 - SUPPLY &amp; MAINTENANCE OF GOODS &amp; EQUIPMENT</b>
JBB/001	Supply of General Stationery
JBB/002	Supply of Computer Stationery, Consumables and accessories
JBB/003	Supply of Printed Stationery
JBB/004	Supply of Office Furniture, Furnishings & Fittings
JBB/005	Supply of computers ,printers ,LCD projectors & photocopiers
JBB/006	Supply of motor vehicle tyres , tubes and batteries
JBB/007	Supply of Staff Uniforms & Corporate Wear
JBB/008	Supply of Branded Promotional Materials
JBB/009	Supply & Maintenance of Signages Outdoor Advertising
JBB/010	Supply of Coin and Mail Bags
JBB/011	Supply & Maintenance of Telephone Equipment (PABX, IP (Cisco)and related accessories
JBB/012	Supply and Maintenance of Office equipment (Currency validators, note counters, coin counters,
JBB/013	Supply and Maintenance of queue management systems
JBB/014	Supply and Maintenance of Strong Room Doors, time-locks and Safes
JBB/015	Supply and Maintenance of Fire-fighting Equipment & Suppression Systems
JBB/016	Supply and Maintenance of Generators
JBB/017	Supply and Maintenance of Intruder Alarm Systems
JBB/018	Supply and Maintenance of CCTV cameras
JBB/019	Supply & Maintenance of Flowers Plants
JBB/020	Supply & Maintenance of Lifts
	<b>CATEGORY 2 - PROVISION OF SERVICES</b>
JBB/021	Provision of Cash-in-Transit Services
JBB/022	Provision of offsite ATM cash management services
JBB/023	Provision of Security Guarding Services
JBB/024	Provision of General Printing Services

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JBB/025	Provision of Security Printing Services
JBB/026	Provision of leased printers and copiers
JBB/027	Provision of Fumigation and Pest Control Services
JBB/028	Provision of Sanitary Services & Garbage Disposal
JBB/029	Provision of Water Dispensers and Mineral Water
JBB/030	Provision of Office Cleaning Services
JBB/031	Provision of Conference & Hotel accommodation services
JBB/032	Provision of transport and Car Hire Services Taxis ,buses ,mini buses and drivers
JBB/033	Provision of Courier Services
JBB/034	Provision of Air Travel Agency Services ( IATA registered)
JBB/035	Provision of Event Planning and Management, (Tents, chairs, Décor, tables, PA system etc.)
JBB/036	Provision of clearing and forwarding services
JBB/037	Provision of Marketing Agency services
JBB/038	Provision of outdoor advertising services, street lights, billboards etc.
JBB/039	Provision of videography & photography services
JBB/040	Provision of Fleet Management system &vehicle tracking services
JBB/041	Provision of Vehicle Valuation Services
JBB/042	Provision of storage yards for repossessed assets
JBB/043	Provision of Electrical Installation works, Repairs and Maintenance
JBB/044	Provision of Minor Repairs and maintenance of electrical equipment and appliances
JBB/045	Provision of Air Conditioning and Mechanical Ventilation Services
JBB/046	Provision of Plumbing, Drainage, Fire fighting Installations and services
JBB/047	Provision of Building Construction Services and Repairs
JBB/048	Provision of Human Resource Consultancy & Training Services
JBB/049	Provision of Staff Medical Schemes/Services
JBB/050	Provision of Marketing Research & Consultancy Services
JBB/051	Provision of Digital Marketing Services
JBB/052	Provision of Customer Satisfaction Survey Services
JBB/053	Provision of Transaction Advisory Services
	<b>CATEGORY 3 - PROVISION OF ICT EQUIPMENT &amp; SERVICES</b>
JBB/054	Provision of ICT Consultancy Services
JBB/055	Supply, Repair & Maintenance of Computer Systems, Servers, Routers and cabling solutions
JBB/056	Provision of Software Solutions & Licensing
JBB/057	Supply & Maintenance of ATMs
JBB/058	Supply & Maintenance of UPSs & Inverters