

# **PRE-QUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES FOR THE 2023/24 FINANCIAL YEAR**

CLOSING DATE AND TIME  
**12<sup>th</sup> May, 2023 12:00 pm**



**access**

more than banking

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## **PART A**

### **PRE- QUALIFICATION OF SERVICE PROVIDERS**

#### **GENERAL INFORMATION AND INSTRUCTIONS TO APPLICANTS**

1. Access Bank (Kenya) PLC is in the process of pre-qualifying suppliers for supply of goods and services for the 2023/24 financial year.
2. The current suppliers on the approved list must re-apply again for pre-qualification
3. Access Bank (Kenya) PLC therefore invites eligible firms to submit applications for prequalification of suppliers for the categories of goods and services during the 2023/24 financial year.

**ABK/01 Supply of Computers and Accessories.**

**ABK/02 Supply of Office Furniture.**

**ABK/03 Supply and Service of Fire Fighting Equipment.**

**ABK/04 Supply of General Office stationery, Toners and Cartridges.**

**ABK/05 Provision of Computer Maintenance Services.**

**ABK/06 Provision of Cleaning Services.**

**ABK/07 Supply of Office Equipment.**

**ABK/08 Provision of Taxi and Car Hire Services.**

**ABK/09 Provision of Air Ticketing Services.**

**ABK/10 Provision of Printing Services.**

**ABK/11 Provision of Carpentry, Masonry and General Repairs & Maintenance Services.**

**ABK/12 Provision of Fumigation Services and Pest Control.**

**ABK/13 Supply of Branded Promotional Items & Material (Banners, T Shirts, Bags, Flags, Caps etc)**

**ABK/14 Maintenance of Generators & Inverters**

**ABK/15 Structured Cabling**

**ABK/16 Provision of Sanitary Bins services**

**ABK/17 Provision of Air Conditioning and Maintenance Services**

**ABK/18 Water Dispenser and Mineral Water Services**

**ABK/19 Repair and Maintenance of Motor Vehicles And Related And Accessories**

**ABK/20 Architectural, Interior Design And Construction Work.**

**ABK/21 UPS Supply And Maintenance Services**

**ABK/22 Provision of Hotels Accommodation, Conference Facilities And Outside Catering Services**

**ABK/23 Provision of Training / Team Building Services**

**ABK/24 Provision of Leasing Photocopiers / Printers / Scanner**

**ABK/25 Provision of CCTV/ Access control / Fire Alarm Services**

**ABK/26 Provision of Corporate Branding Services**

**ABK/27 Provision of CIT services**

**ABK/28 Provision of Guarding Services**

**ABK /29 Provision of Enterprise Storage System And Supply Of Servers**

**ABK/30 Provision of Microsoft Licenses And Support**

**ABK/31 Provision and Support Of Cisco Telephone Equipment**

**ABK/32 Provision Asset Tagging Services**

**ABK/33 Provision of Legal services**

**ABK/34 Provision of Debt recovery**

**ABK/35 Provision of Auctioneer services**

**ABK/36 Provision of Bulk SMS**

**ABK/37 Provision of CRB Services****ABK/38 Provision of Marketing Research Services****ABV/39 Provision of ATM Services and Maintenance****ABK/40 Valuers Services**

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 year

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 practicing certificate for all partners and all associates
- vi. Recommendation Letter from at least 3 corporate institutions (2 being financial current 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 **kenya.accessbankplc.com** 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. 2,500.00 (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 Access Bank (Kenya) PLC **Account No. 250070100**. The completed pre-qualification document must be submitted to **KenyaEnterpriseBusinessSupport@ACCESSBANKPLC.com**

**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 **Access Bank (Kenya) PLC 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 Access Bank (Kenya) PLC and does not prevent Access Bank (Kenya) PLC 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, Mombasa, North Rift and South Rift regions) and attend to emergency cases if called upon to do so.
17. Access Bank (Kenya) PLC 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\_\_\_\_\_

Access Bank (Kenya) PLC 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 Access Bank (Kenya) PLC, to enable us process payments faster and in an efficient manner.**

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

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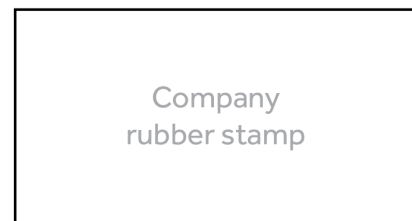
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The signatory of this supplier pre-qualification questionnaire guarantees the trust and accuracy of all responses given herein, and is an authorized officer or agent of the company. Information submitted and completed by

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



## COMPANY 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

Referee #1	
Name of contact person	
Title	
Goods/services Provided in the last 2 years	

How do you rate this supplier?

	Poor	Good	Very Good
Competitiveness			
Quality (consistency)			
Delivery			

Signature\_\_\_\_\_Date\_\_\_\_\_

Official company stamp\_\_\_\_\_

INSURANCE REGULATORY AUTHORITY  
P.O. Box 43505 - 00100  
NAIROBI

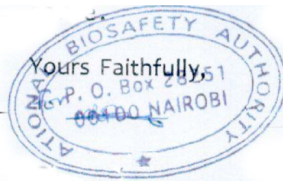
Referee #2	
Name of contact person	
Title	
Goods/services Provided in the last 2 years	

How do you rate this supplier?

	Poor	Good	Very Good
Competitiveness			
Quality (consistency)			
Delivery			

Signature\_\_\_\_\_Date\_\_\_\_\_

Official company stamp\_\_\_\_\_



### Referee #3

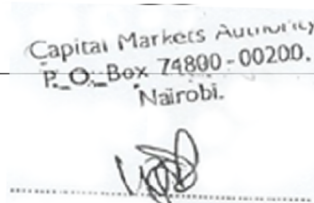
Name of contact person	
Title	
Goods/services Provided in the last 2 years	

How do you rate this supplier?

	Poor	Good	Very Good
Competitiveness			
Quality (consistency)			
Delivery			

Signature\_\_\_\_\_Date\_\_\_\_\_

Official company stamp\_\_\_\_\_





**CREDIT PERIOD**

Please indicate the credit period you are willing to offer Access Bank (Kenya) PLC \_\_\_\_\_

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**DELIVERY PERIOD**

Please indicate how long you will take to deliver goods or services upon receiving an

LPO from Access Bank (Kenya) PLC \_\_\_\_\_

**DECLARATION**

We understand that the Access Bank (Kenya) PLC 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

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Signature \_\_\_\_\_



## **HEAD OFFICE**

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