

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

CLOSING DATE AND TIME
12th 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.

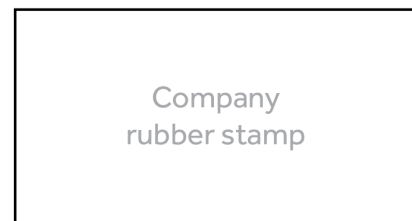
Indicate whether there have been any previous dealings with Access Bank (Kenya) PLC. Yes/
NO _____ (Specify) if yes indicate which one and give scope and costs of the order
undertaken and completed

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

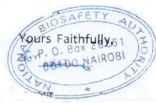
Referee #2	
Name of contact person	
Title	
Goods/services Provided in the last 2 years	

How do you rate this supplier?

	Poor	Good	Very Good
Competitiveness			
Quality (consistency)			
Delivery			

Signature_____Date_____

Official company stamp_____



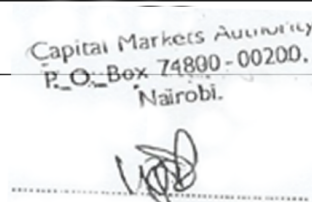
Referee #3	
Name of contact person	
Title	
Goods/services Provided in the last 2 years	

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 _____

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

Signature _____



HEAD OFFICE

11th Floor, The Address, Off Muthangari Drive.

P.o.box 34353 - 00100, Nairobi, Kenya

T: +254 (20) 2224235/6

W: Kenya.accessbankplc.com