

FIRST COMMUNITY BANK LIMITED

TENDER DOCUMENT

PREQUALIFICATION OF SUPPLIERS FOR GOODS WORKS AND SERVICES FOR THE YEAR 2021-2022

CATEGORY REF.....

CATEGORY DESCRIPTION

PAYMENT RECEIPT (*Attach copy*)

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Note: applications may be made for prequalification of more than one category of goods and services but one tender document can only be used to apply for one category of goods and services.

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TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS AND CONTRACTORS FOR GOODS, WORKS AND SERVICES FOR THE YEAR 2021-2022

First community Bank invites interested and eligible applicants for pre-qualification/registration of suppliers and contractors for supply of under listed goods, works and services for the year 2021-2022.

CATEGORY REF:	CATEGORY DESCRIPTION
FCB/01/2021-2022	Prequalification for supply of General stationary.
FCB/02/2021-2022	Prequalification for supply of Printed stationary.
FCB/03/2021-2022	Prequalification for supply and printing of stamps and company seals.
FCB/04/2021-2022	Prequalification for supply of branded promotional materials, tents, mail bags and flexi banners etc.
FCB/05/2021-2022	Prequalification for provision of corporate branding, forex boards and signage services.
FCB/06/2021-2022	Prequalification for supply of office furniture, furnishings and fittings.
FCB/07/2021-2022	Prequalification for supply and printing of Staff Badges.
FCB/08/2021-2022	Prequalification for the Supply, renewal, support and maintenance of Cybersecurity System (Firewalls, Anti-Virus, Proxy, Email gateway, NAC, database firewalls, penetration test etc.)
FCB/09/2021-2022	Prequalification for the Supply configuration and maintenance of ICT Hardware's (desktops, Laptops, IP Phones, Routers, Switches etc.)
FCB/10/2021-2022	Prequalification for the Supply, Install and maintenance of ICT Digital solutions and software. (Off shell and or customized software.)
FCB/11/2021-2022	Prequalification for the Supply, Configuration and maintenance of Datacenter (Dc Servers, systems.)
FCB/12/2021-2022	Prequalification for provision of Archiving services.
FCB/13/2021-2022	Prequalification for leasing and maintenance of photocopiers.
FCB/14/2021-2022	Prequalification for repair & maintenance of buildings.
FCB/15/2021-2022	Prequalification for building contractors and civil works.
FCB/16/2021-2022	Prequalification for supply and maintenance of air conditioners.
FCB/17/2021-2022	Prequalification for supply, installation and service of generators.
FCB/18/2021-2022	Prequalification for supply and installation of power back up systems (inverters, stabilizers, AVR'S and UPS).
FCB/19/2021-2022	Prequalification for provision of structural cabling services.
FCB/20/2021-2022	Prequalification for provision of plumbing and drainage services.
FCB/21/2021-2022	Prequalification for provision of electrical services and maintenance of electrical equipment's.

FCB/22/2021-2022	Prequalification for provision of consultancy services (architects, quantity surveyors and engineers).
FCB/23/2021-2022	Prequalification for supply and service of firefighting equipment's, fire alarms and fire detection services.
FCB/24/2021-2022	Prequalification for supply and maintenance of safes, fire resistant cabinets and strong room doors.
FCB/25/2021-2022	Prequalification for leasing, supply and maintenance of note counters, note sorters, coin counters and validators.
FCB/26/2021-2022	Prequalification for repair and maintenance of motor vehicle and supply of spare parts.
FCB/27/2021-2022	Prequalification for provision of transport, car leasing, truck and car hire services
FCB/28/2021-2022	Prequalification for professional relocation of household items for staff.
FCB/29/2021-2022	Prequalification for Provision of car tracking services.
FCB/30/2021-2022	Prequalification for provision of land and motor vehicle valuation services.
FCB/31/2021-2022	Prequalification for provision debt collection and auctioneering services.
FCB/32/2021-2022	Prequalification for provision of legal services.
FCB/33/2021-2022	Prequalification for provision of HR services (Employee engagement and surveys, Recruitment, job evaluation, Training and team buildings)
FCB/34/2021-2022	Prequalification for the supply of branded wear (shirts, T-shirts, caps, kanzus etc.)
	Prequalification for provision of insurance cover services
FCB/35/2021-2022	Prequalification for provision of events management services.
FCB/36/2021-2022	Prequalification for provision of medical insurance cover.
FCB/37/2021-2022	Prequalification for provision of videography, documentary and photography services.
FCB/38/2021-2022	Prequalification for provision of advertising services and graphic design services.
FCB/39/2021-2022	Prequalification for supply and service of ATM machines.
FCB/40/2021-2022	Prequalification for provision of security documents printing services.
FCB/41/2021-2022	Prequalification for provision of crime scene management and forensic investigation services.
FCB/42/2021-2022	Prequalification for provision of lease and maintenance of intruder alarm systems.
FCB/43/2021-2022	Prequalification for provision of lease and maintenance of CCTV systems.
FCB/44/2021-2022	Prequalification for provision of lease and maintenance of access control systems.
FCB/45/2021-2022	Prequalification for supply of queue leads and queue management systems.

FCB/46/2021-2022	Prequalification for provision of cash in transit services-CIT
FCB/47/2021-2022	Prequalification for provision of guarding services
FCB/48/2021-2022	Prequalification for provision of courier and parcel services.
FCB/49/2021-2022	Prequalification for provision of professional cleaning services.
FCB/50/2021-2022	Prequalification for supply of sanitary bins, Toilet papers and air freshener dispensers.
FCB/51/2021-2022	Prequalification for supply of drinking water and water dispensers.
FCB/52/2021-2022	Prequalification for Provision of catering and tea services.
FCB/53/2021-2022	Prequalification for provision of fumigation and pest control services.
FCB/54/2021-2022	Prequalification for supply of fuel cards and diesel.
FCB/55/2021-2022	Prequalification for provision of clearing & forwarding services.
FCB/56/2021-2022	Prequalification for provision of hotel bookings, travel agency and air ticketing
FCB/57/2021-2022	Prequalification for the supply of milk.

Prequalification documents with detailed specified conditions are available on the company's website www.firstcommunitybank.co.ke Interested bidders are required to pay a non-refundable fee of **Kshs 3,000** (Three Thousand shillings only) per category, payable to **A/C Number 199201** at any of our First community bank branches countrywide.

Completed documents in plain sealed envelopes clearly marked "Prequalification documents for the supply of goods and services", Category Ref..... Description and the tenderer's company name should be addressed

& sent to: **The Tender Committee**

First community bank Limited

P.O Box 26219 GPO 00100, Nairobi

Or be deposited in the tender box at our Head office, First community bank FCB MIHRAB, Mezz 1, **together with the payment receipt** to reach us on or before 23rd October 2020 at noon.

The list of suppliers will be maintained in the First community bank database and does not constitute any contractual obligation with any party.

The company reserves the right to accept or reject any application in part or whole and is not bound to give reasons for its decision.

SECTION TWO

2.0 SCOPE OF TENDER

First community bank limited (referred as the Procuring entity) intends to prequalify for supply and provision of various categories of goods and services to help achieve banks provision needs in line with the bank's core business. All applications are to be submitted not later than 23rd October 2020 at 12:00 PM.

2.1 ELIGIBILITY.

Prequalification is open to eligible firms

2.2 APPLICATION SUBMISSION

2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with tender name and category and shall be deposited in the tender box at our Head office, FCB Mihrab Towers, Lenana Road, Mezz 1, **together with the payment receipt** to reach us on or before 23rd October 2020 at 12.00 pm.

2.2.2 First community bank reserves the right to accept or reject late applications.

2.2.3 Failure to provide information that is essential for effective evaluation of the applicant's qualifications will result in the bidders 'disqualification.

2.3 ELIGIBLE CANDIDATES.

2.3.1 This is an invitation for eligible firms to prequalify in the supply of goods and provision of services to the procuring entity.

2.3.2 The procuring entity's employees, its committee members, board members and their relatives (spouse and Children) are not eligible to participate in the prequalification or tender processing.

2.3.3 All bidders found capable of performing the contract satisfactorily in accordance with the set prequalification tender Criteria shall be prequalified.

2.4 QUALIFICATION CRITERIA.

2.4.1 Prequalification shall be based on meeting the minimum requirements to pass in the criteria set in the evaluation conditions template as set in section 3 of this document.

2.4.2 The declaration will be either pass or fail regarding the bidders' general and particular experience, personal and financial position, and submitted with the letter of application.

2.4.3 The procuring Entity reserves the right to waive minor deviations if they don't materially affect the capability of an applicant to perform the contract. The qualification criteria are as specified in the other important Pre-requisites.

2.5 CONFLICT OF INTEREST.

2.5.1 The bidder shall not be associated nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the tender.

2.5.2 Any such association must be disclosed and may result in the disqualification of the applicant.

SECTION THREE

3.1 LETTER OF APPLICATION

Notes on letter of application

The letter of application will be prepared by the applicant and will follow the form presented herein

The letter of application will be prepared on the letterhead paper of the applicant company and will include full postal address, telephone numbers and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant

3.1.1- LETTER OF APPLICATION

To The Tender Committee
First community bank Limited
P.O Box 26219 GPO 00100
Nairobi

Date.....

Dear Sir/Madam

I. Being duly authorized to represent and act on behalf of _____ (name of firm) (here in after referred to as 'the bidder), and having reviewed and fully understand all of the prequalification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Category ref No. and Description)

Category Ref Number	Description

2. Attached to this letter are copies of original documents defining

(a) The applicant's legal status

(b)The principal place of business and

(c)The place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).

3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in

connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience and competence of the applicant.

4. Your Agency and its authorized representatives may contact the following **references** for further information

General and managerial enquiries	
Contact person	
Organization	
Telephone 1	
Signature & Official stamp	

General and managerial enquiries	
Contact person	
Organization	
Telephone 1	
Signature & Official stamp	

Technical enquiries	
Contact person	
Organization	
Telephone 1	
Signature & Official stamp	
Financial enquiries	
Contact person	
Organization	
Telephone 1	
Signature & Official stamp	

5. This application is made with full understanding that:

(a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed	Signed
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3.2 EVALUATION CRITERIA

IMPORTANT PRE-REQUISITES

- Must be a registered firm in Kenya with a certificate of registration, incorporation/memorandum and article of association. Copy which must be attached
- Must be Kenya Revenue Authority (KRA) compliant and up to date with income tax and VAT returns. Attach copy of VAT, PIN certificates and valid Tax Compliance certificates.
- Memorandum and articles of association for a registered Company
- Must provide company profile
- Must provide Relevant registration from Local government, (license)
- Evidence of physical address and premises. (Attach copies of utility bills e.g. electricity /water or lease agreement/Title
- Must attach copy of latest copy of audited accounts if available
- Must attach a list of five referees
- Must fill the attached business questionnaire
- Must submit certified bank statement in the name of the firm for the last 6 months
- Must indicate physical address, telephone numbers, fax and email address.
- Completeness of the tender document. (All required forms are to be filled accordingly)
- For categories dealing with construction the bidders must be registered with the ministry of public works/NCA in their respective category
- Must attach professional certificates (consultancy, Legal services, valuers, Auctioneers)
- Attach a copy of banking slip as proof of payment
- Proof of dealership, certification with manufacturers of electronic/computer equipment such as Lenovo HP, Dell, Cisco.
- Must be willing to open an account with First community bank.

3.3 Relevant experience for supply of goods

Using the format below please get confirmation and authorized signatories from firms where you have made substantial delivery of goods for which you seek to be prequalified. (Attach copies of LPO's)

Organization Name	Value in Ksh of goods supplied within the last 6 months	Contact person	Sign and stamp
1			
2			
3			

Declaration

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

I/We confirm that I/We are not insolvent, in receivership, bankrupt or being wound up, our business activities have not been suspended, and we are not subject of legal proceedings for any of the foregoing.

I/we confirm that I/we have fulfilled our obligations to pay taxes and social security contributions

Signed and sealed.....

For and behalf of:

Position in company:

Date:

