

1. Introduction

BIMAS Kenya LTD, a micro finance institution, is a human and enterprise development organization without religious, political or Governmental affiliations. It provides access to financial and technical assistance services for sustainable wealth creation.

BIMAS is seeking to pre-qualify its suppliers with an aim of promoting supplier partnership and to improve on the quality of products and services whilst achieving the most competitive prices.

2. Invitation to prequalification

The purpose of this prequalification document is to enable prospective bidders who are interested in receiving the invitation to tender or request for quotation to provide BIMAS procurement committee with sufficient information to make an initial assessment of their standing, capability and suitability for various engagements with the institution.

Applicants can be in the form of association, joint venture or private with a registered business.

Applicants shall not have a conflict of interest and shall be obligated to disclose any situation of actual or potential conflict that may impact their capacity to the best interest of BIMAS K LTD

All goods and services described in the notice of invitation shall be eligible. BIMAS K LTD however notifies all applicants that quality of goods and services should be of high standards at all times.

Amendment to the prequalification document at any time after submission but prior to the deadline of applications may be done by issuing an addendum. Any addendum issued shall be part of the prequalification document.

3. Important Notes for Suppliers

- a) All documents must be submitted in English Language.
- b) In order to simplify this process, you need to provide all supporting documents requested under the questionnaire. Incomplete applications will automatically be disqualified.
- c) You may also be asked to clarify your answers or provide more details. Please answer **ALL** questions. If the question does not apply to you please write **N/A**.

- d) BIMAS K LTD will examine the documents to determine completeness general orderliness and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration.
- e) Please note that by responding to this questionnaire you certify that all answers provided in this questionnaire **are legally binding** and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further BIMAS K LTD reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- f) The information provided in the prequalification document is strictly confidential and solely for use by BIMAS K LTD and can only be disclosed to a third party with the consent of the other party or by an order of the court. Nothing contained in this Clause shall prevent BIMAS K LTD from disclosing any such information to the extent required in or in connection with any legal proceedings arising out of this document.

In this context, third party doesn't include BIMAS K LTD employees and or agents, subsidiary or related companies.

- g) Participants to kindly note that this does not amount to any contractual obligation on the part of BIMAS k ltd and that BIMAS K Ltd is not obliged to invite tenders/quotation from any or all who express interest by virtue of responding to this prequalification process.
- h) Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
- i) The original Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialed by the person or person(s) who sign(s) the Document.
- j) The completed document shall be signed off and initialed by Director/Partner of the organization and **rubber stamped on each page**, and signed on the last page in the space provided.
- k) It is BIMAS K LTD policy to require that suppliers observe the highest standard of ethics during the selection and execution of such pre-qualifications. In pursuance of this policy, BIMAS K LTD defines, for the purpose of this provision, the terms set forth below as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of BIMAS K LTD in the pre-qualification process; and
 - ii. "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of BIMAS K LTD, and includes collusive practices among suppliers (prior to or after submission) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition
- l) BIMAS K LTD will disqualify a supplier where it is determined that the supplier has engaged in corrupt or fraudulent activities in competing for the pre-qualification in question;
 - m) BIMAS K LTD will have the right to examine all documents relating to the performance of such services or supply of such goods to determine capability.
 - n) Once BIMAS K Ltd has completed the evaluation of the applicants it shall notify all applicants in writing

4. Essential criteria for prequalification

- a) Experience- Prospective suppliers of goods and services should demonstrate ability and experience to organize, supply and deliver any of the categories of goods and services listed in the prequalification document.
- b) Past performance-The past performance of the suppliers shall be given due consideration in the prequalification exercise. Letters of reference from the past and present clients should be included.
- c) Verification- if successful and before confirmation, BIMAS K Ltd shall have the right to visit the supplier's premises to verify the information provided in the document and ascertain as part of the prequalification process/due diligence.
- d) Financial capability-Suppliers financial capability will be determined by either submission of 2 years audited financial statements, letters of reference from bank regarding financial position.

If you have any queries please send to procurement@bimaskenya.com

Duly completed documents for pre-qualification in plain sealed envelopes, marked on top

“PRE-QUALIFICATION FOR SUPPLY OF GOODS AND SERVICES”

DESCRIPTION OF SPECIALIZATION

Should be mailed to the address below or deposited in the **BIMAS complex, off Embu-Nairobi, Road opposite Shell petrol Station** so as to reach or before **31/03/2019 at 5.00 PM.**

**Chief Executive Officer
BIMAS
P O BOX 2299
EMBU-60100**

5. Company /Business profile

1. Company/Business Name-----

2. Legal status (partnership/sole proprietor/ Ltd. Company)-----

3. a) Company/Business registration certificate No.----- (attach copy)
4. (a) VAT No.----- Attach copy)
(b) PIN No. -----
5. Contact Person: Name-----
Title-----

Telephone No. -----

6. Postal Address: -----

i. Location of business premises-----

ii. Road/Street. -----

iii. Telephone No: -----

iv. Fax: -----

v. E-mail address: -----

vi. Website (if any): -----

6. Names of Directors and their nationality

No.	Names of partners/shareholders	Nationality	Percentage of shareholding
1			
2			
3			
3			
5			
6			

7. Staffing and coordination

Please provide full details on how your organization will deliver/co-ordinate delivery of Aspects of any contract entered into.

Total Number of staff employed in your organization----- (give details of Permanent and casual) -----

8. Past Experience

Please provide details of relevant contracts you have been awarded for the provision of services or goods in the last 3 years similar to those applied for.

1	Name of organization..... Contact person..... Telephone number contact person..... Nature of supply..... Value of supply..... Date of supply.....
2	Name of organization..... Contact person..... Telephone number contact person..... Nature of supply..... Value of supply..... Date of supply.....
3	Name of organization..... Contact person..... Telephone number contact person..... Nature of supply..... Value of supply..... Date of supply.....
4	Name of organization.....

	Contact person..... Telephone number contact person..... Nature of supply..... Value of supply..... Date of supply.....
5	Name of organization..... Contact person..... Telephone number contact person..... Nature of supply..... Value of supply..... Date of supply.....

Have you been previously providing BIMAS with any Services/supplying good?

YES

NO

If yes, do you have any pending deliveries?

YES

NO

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Have you failed to honour any BIMAS Orders? If so give details.

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9. Financials

- a) Bank.....
- b) Bank Account.....
- c) Branch name.....

10. Are there any court actions outstanding related to your organization? If yes, give details.

11. List of goods and services

BKLO1/PQ/2019	Supply and delivery of general office stationary and supplies, computers, printers, laptops, photocopier, servers, scanners, office furniture, fittings(including office curtains), furnishings, asset tags
BKLO2/PQ/2019	Supply and installation of LAN and WAN networks, CCTV cameras, power back up, security alarm system, IP telephone system, generator
BKLO3/PQ/2019	Supply and delivery of corporate wear, business cards, staff Id's, printing and supply of promotional materials (t-shirts, caps, Umbrellas, banners, calendars, notebooks). Provision of fascia signs, signage and outdoor advertising including office branding
BKLO4/PQ/2019	Supply ad delivery of motor vehicle, motorcycle, Motor vehicle and cycle spare parts, riding gears, generators, air conditioners, fire fighting equipments, electrical items and electrical services
BKLO5/PQ/2019	Repair and maintenance of computers, printers, photocopiers, servers, laptops, telephones and other peripherals. Provision of maintenance services on generators, air conditioner, firefighting equipment, general office repair and renovation, maintenance of building(electrical works, plumbing services, office painting)
BKLO6/PQ/2019	Provision of insurance services, car tracking services, legal services, debt collection /repossession services, auctioneering services, valuation services(property, land and motor vehicle) print media and mass media services

BKLO7/PQ/2019	Construction of building services
BKLO8/PQ/2019	Consultancy for Workplace Health , safety and fire audit , consultancy services in microfinance, staff training, documentary shooting, market research services

Please complete the declaration below in its entirety to your response.

I/we certify that the information provided in response to this Questionnaire is accurate and complete as at the date set out below.

I/we understand that the provision of false information in response to this Questionnaire could result in the Company being excluded from the list of those who may be invited to tender/quotation for a contract with BIMAS.

I/we undertake to inform BIMAS promptly following any matter which would alter or add to any of the information given in response to this Questionnaire.

I/we make this declaration for and on behalf of the Company.

Signed:

Name:

Position:

Date:

Company stamp