



SUPPLIER PREQUALIFICATION GUIDE AND INSTRUCTIONS

Closing on 15th April 2024, at 1700hours, EAT

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Commercial International Bank (CIB) Kenya Limited is a leading financial services provider licensed by the Central Bank of Kenya (CBK) and with on ground presence in Kenya and has a steadily growing customer base. The Bank is continuously expanding and upgrading its systems and processes to meet the changing needs of its customers and partners. To meet this objective, the Bank continuously seeks to partner with competent and reliable suppliers and service providers for supply of various goods and services.

CIB Kenya Limited is in the process of updating its supplier database and is therefore inviting interested and eligible suppliers to submit their application for prequalification of suppliers for supply of goods, services and works for the period (Year 2024 - Year 2026).

The pre-qualification process will therefore be conducted electronically on **SRM eProcurement Portal** i.e www.srmhub.com.

The categories for the supply of various goods and services are listed on <http://bit.ly/3VszQJP> or www.srmhub.com

Commercial International Bank (CIB) Kenya Limited reserves the right to accept or reject any application in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

Procurement Manager

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 **Commercial International Bank (CIB) Kenya Limited** herein referred to as “the organization’ or ‘CIB Bank”, invites applicants who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
- 3 The Supplier registration process shall be completed online via Bold Insights eProcurement portal (SRM eProcurement)
- 4 Interested bidders will access and register on www.srmhub.com for more information and step by step application process available on supplier’s dashboard.
- 5 There is no bidder fee for this prequalification.
- 6 The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier’s dashboard. You are advised to download and review these documents before beginning the application process.
- 7 Bidders may request clarification in relation to the prequalification by submitting a written request using the **Contact us** functionality of the supplier dashboard, until 10th April 2024. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 8 Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
- 9 The successful applicants will be registered in the organisation’s suppliers list for a two-year period and the organization will only deal with the firms that are registered.
- 10 Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements in electronic form.
- 11 The Organization reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
- 12 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization
- 13 The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- 14 Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.
- 15 The application of this call closes on 15th April 2024 at 1700hours.
- 16 SRM will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

SECTION III. EVALUATION CRITERIA

1 Bold Insight will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

2 Applicants shall not contact CIB Bank or Bold Insight on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence the CIB Bank or Bold Insight in the evaluation may result in the cancellation of their application.

3 Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

4 The applicants must have registered offices and CIB Bank reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.

5 Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.

6 CIB Bank reserves the right to accept or reject any or all applications.

7 There shall be two phases of carrying out the evaluation of registration applications:

- a. Preliminary Evaluation; and
- b. Qualification Evaluation.

a. Preliminary Evaluation

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

a) All the applications shall be sorted out according to the various categories contained in the application for registration form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

- i. Self-declaration form
- ii. Confidential Business Questionnaire (Electronic)
- iii. Incorporation/Registration certificate
- iv. Business permit
- v. VAT Registration Certificate
- vi. Tax clearance certificate

c) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

b. Qualification Evaluation

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criterion.

a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.

b) A detailed assessment of each applicant will be made in the course of evaluating the application.

c) Applications will be evaluated against the criteria in the table below.

Evaluation Criteria

NO	Pre-qualification Statutory requirements	Max Score
1	Duly filled Confidential Business Questionnaire (electronic)	Pass/ fail
2	Self-Declaration form	Pass/ fail
3	Certificate of Incorporation/Business Registration	Pass/ fail
4	Valid and Current Tax Compliance Certificate from Kenya Revenue Authority	Pass/ fail
5	VAT Registration Certificate if VAT registered.	Pass/ fail
6	Current and valid Trade License/ Current business licenses from relevant authorities e.g City Council	Pass/ fail
7	CR 12 or Copy of Memorandum of Understanding or Articles of Association.	5
Experience		
8	a) Age of Company	5
	0 to 2 years – 1 mark	
	2 to 5 years – 3 marks	
	Over 5 years – 5 marks	
9	b) Three letters of recommendation from current clients (Not older than 2020) 3 Recommendations, 3 marks each – Total 15 Marks	15
10	c) At least Three copies of LPOs or Contracts for the last 3 years from your major clients. 3 LPOs/Contracts of 5 marks each– Total 15 Marks	15
11	Manufacturers or distributors license (If required for your category)	5
12	Professional and Special Licenses (if required in your category)	Pass or Fail
13	Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	5
Financial Capacity		
14	Audited financial statements for the last 2 years signed by auditors– 15 marks OR	25
	Bank statements for the last 3 months - 5 marks	
	Liquidity Ratio – 5 Marks	
15	Attach letters of reference from the Bankers to support bank relations = 5 marks	
Manpower and staffing		
16	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks	10
17	CVs of Key Management and supervisory the team – 5CVs 1 marks each	
18	Staff numbers working for organization – Maximum 5 marks	5
	TOTAL (Weighted to 100%)	100

SECTION III - REGISTRATION CATEGORIES

Supply of Goods	
CIB/PQ/001/2023-2025	Supply of printed stationeries
CIB/PQ/002/2023-2025	Supply of Leather products e.g. Leather Bags, Wallets, A4 folders
CIB/PQ/003/2023-2025	Supply of Branded promotional materials (T-shirts, Caps & Shirts)
CIB/PQ/004/2023-2025	Supply of Assorted Items (i.e. Trophies, Branded Gift items, Phones, Cameras, Photo Frames, Artworks)
CIB/PQ/005/2023-2025	Supply of rubber stamps and company seals
CIB/PQ/006/2023-2025	Supply of Plastic Seals, canvas mail bags, Coin Bags, Branded CBK repatriation Bags for Cash-in-Transit and Metallic D-locks
CIB/PQ/007/2023-2025	Supply of non-printed stationery
CIB/PQ/008/2023-2025	Supply of ATM and transaction receipt printer stationery (pre-printed receipt rolls & other stationeries)
CIB/PQ/009/2023-2025	Supply of LTO Data Tapes
CIB/PQ/010/2023-2025	Supply, fitting and aligning of Motor vehicle tyres, tubes, batteries and accessories
CIB/PQ/011/2023-2025	Supply of milk (fresh and long life)
CIB/PQ/012/2023-2025	Supply of furniture, fittings and furnishings
CIB/PQ/013/2023-2025	Supply of office tiles and carpets
CIB/PQ/014/2023-2025	Supply of toners and cartridges
CIB/PQ/015/2023-2025	Supply of bottled drinking water
CIB/PQ/016/2023-2025	Supply of branded confectionery items
CIB/PQ/017/2023-2025	Supply, Maintenance & Service of Fire Suppression systems
CIB/PQ/018/2023-2025	Provision of Digital Media Signage Solution
CIB/PQ/019/2023-2025	Supply and Maintenance of projectors
CIB/PQ/020/2023-2025	Supply and maintenance of generators
CIB/PQ/021/2023-2025	Supply and implementation of of eboard solutions/platforms
CIB/PQ/022/2023-2025	Supply and maintenance of potted plants and flowers
CIB/PQ/023/2023-2025	Supply, installation and maintenance of ATM machines
CIB/PQ/024/2023-2025	Supply and maintenance of safes, fire resistant cabinets and strong room doors.
CIB/PQ/025/2023-2025	Supply & maintenance of note and coin counters, cash strappers, sealing machines, bulk note acceptors and shredders
CIB/PQ/026/2023-2025	Supply of queue leads and queue management systems
CIB/PQ/027/2023-2025	Supply of personal protective equipment (e.g.disposable masks, glovesetc)
CIB/PQ/028/2023-2025	Supply of USB call centre headsets
CIB/PQ/029/2023-2025	Supply of staff ID cards accessories (branded lanyards, staff ID card holders)
CIB/PQ/030/2023-2025	Supply of RFID cards, blank non-RFID printable cards
CIB/PQ/031/2023-2025	Supply of computers hardware, printers, laptops, camerasand other computer accessories
CIB/PQ/032/2023-2025	Supply and maintenance of power back- up systems,UPS and power stabilizers
CIB/PQ/033/2023-2025	Supply of asset tagging, bar codes and provision of asset tracking services
CIB/PQ/034/2023-2025	Supply of motor vehicle/generator fuel (petrol & diesel)
CIB/PQ/035/2023-2025	Supply of point of sale materials
CIB/PQ/036/2023-2025	Supply of Office air freshners and Sanitary bins
CIB/PQ/037/2023-2025	Supply, Installation and Commissioning of Access Control Systems
CIB/PQ/038/2023-2025	Supply and Installation of Mobile Banking Applications
CIB/PQ/039/2023-2025	Supply and Installation of Internet Banking Platform
CIB/PQ/040/2023-2025	Supply and Installation of an employee online recruitment platform
CIB/PQ/041/2023-2025	Supply ,Installation and commisioning of a Learning Management System
CIB/PQ/042/2023-2025	Supply, Installation and Commissioning of Privileged Access Management (PAM) Solution

CIB/PQ/043/2023-2025	Supply, Installation and Commissioning of Data loss prevention (DLP) & Data Classification solution
CIB/PQ/044/2023-2025	Supply, Installation and Commissioning of DDOS solution
CIB/PQ/045/2023-2025	Supply, Installation and Commissioning of an Enterprise Middleware Solution
CIB/PQ/046/2023-2025	Supply, Installation and Commissioning of a Fixed Asset Management Solution
CIB/PQ/047/2023-2025	Supply, Installation and Commissioning of a call manager solution
CIB/PQ/048/2023-2025	Supply, Installation and Commissioning of a Global Reconciliation System
CIB/PQ/049/2023-2025	Supply, Installation and Commissioning of a Strategic Management Reports (SMR) System
CIB/PQ/050/2023-2025	Supply, Installation and Commissioning of an Online account opening platform
CIB/PQ/051/2023-2025	Supply, installation and maintenance of a call centre management system
	Provision of Services
CIB/PQ/052/2023-2025	Provision of property agent services
CIB/PQ/053/2023-2025	Provision of credit referencing services
CIB/PQ/054/2023-2025	Provision of indoor and outdoor branding services
CIB/PQ/055/2023-2025	Provision of document archiving services
CIB/PQ/056/2023-2025	Provision of car tracking services
CIB/PQ/057/2023-2025	Provision of environmental and social due diligence and consultancy services
CIB/PQ/058/2023-2025	Provision of office beverage vending services
CIB/PQ/059/2023-2025	Provision of landscaping & swimming pool maintenance services
CIB/PQ/060/2023-2025	Provision of energy audit services
CIB/PQ/061/2023-2025	Provision of private investigation services
CIB/PQ/062/2023-2025	Provision of office cleaning and sanitary services
CIB/PQ/063/2023-2025	Provision of security documents printing services e.g. cheque books
CIB/PQ/064/2023-2025	Provision of cash-in-transit and offsite atm management services
CIB/PQ/065/2023-2025	Provision of fumigation and pest control services
CIB/PQ/066/2023-2025	Provision of printer leasing services
CIB/PQ/067/2023-2025	Provision of employee background screening/checks services
CIB/PQ/068/2023-2025	Provision of professional relocation and removal services (Local & International)
CIB/PQ/069/2023-2025	Provision of international and local courier services
CIB/PQ/070/2023-2025	Provision of bulk SMS and email services
CIB/PQ/071/2023-2025	Provision of market research services
CIB/PQ/072/2023-2025	Provisions of customer service survey services, NPS tracking and mystery shopping
CIB/PQ/073/2023-2025	Provision of staff outsourcing, training and recruitment services
CIB/PQ/074/2023-2025	Provision of ICT Consultancy services and ICT project management
CIB/PQ/075/2023-2025	Provision of Data Centre Co-location services
CIB/PQ/076/2023-2025	Provision of CRS Reporting consultancy services
CIB/PQ/077/2023-2025	Provision of disposal of electronic waste services (computer hardware, software & telephones)
CIB/PQ/078/2023-2025	Provision of unarmed security guarding services
CIB/PQ/079/2023-2025	Provision of services for installation and maintenance of intruder alarm and CCTV system
CIB/PQ/080/2023-2025	Provision of communication services (PR services)
CIB/PQ/081/2023-2025	Provision of communication services (Digital Marketing services)
CIB/PQ/082/2023-2025	Provision of media planning & buying services
CIB/PQ/083/2023-2025	Provision of creative (ATL/BTL) Advertising services
CIB/PQ/084/2023-2025	Provision of experiential marketing services (roadshows, merchandising, direct marketing, activations)
CIB/PQ/085/2023-2025	Provision of events management and décor set up services
CIB/PQ/086/2023-2025	Provision of Professional Photography, videography & related services

CIB/PQ/087/2023-2025	Provision of sound entertainment services (PA System, DJ, Audio-Visuals & Related services)
CIB/PQ/088/2023-2025	Provision of catering services
CIB/PQ/089/2023-2025	Provision of Integrated Security Services Solution (CCTV, Access Control, Intruder & Fire Alarms)
CIB/PQ/090/2023-2025	Provision of website hosting and maintenance services
CIB/PQ/091/2023-2025	Provision of car hire services including taxis, buses and minibuses
CIB/PQ/092/2023-2025	Provision of HR Consultancy services
CIB/PQ/093/2023-2025	Provision of OSHA audit services
CIB/PQ/094/2023-2025	Provision of Immigration support services (Permits, VISAs)
CIB/PQ/095/2023-2025	Provision of vehicle repair and maintenance services (Toyota/BMW/Jaguar/Mercedes)
CIB/PQ/096/2023-2025	Provision of Architectural/interior design consultancy services
CIB/PQ/097/2023-2025	Provision of Electrical engineering consultancy services
CIB/PQ/098/2023-2025	Provision of mechanical engineering consultancy services
CIB/PQ/099/2023-2025	Provision of Civil/structural engineering consultancy services
CIB/PQ/100/2023-2025	Provision of Construction management consultancy services
CIB/PQ/101/2023-2025	Provision of Quantity surveying consultancy services
CIB/PQ/102/2023-2025	Provision of Physical security consultancy services
CIB/PQ/103/2023-2025	Provision of Energy audit services
CIB/PQ/104/2023-2025	Provision of Cyber Security Penetration Testing services
CIB/PQ/105/2023-2025	Provision of Consumer Research services
CIB/PQ/106/2023-2025	Provision of Bill Payments Aggregation Services
CIB/PQ/107/2023-2025	Provision of motor vehicle sale/lease services (Toyota/BMW/Jaguar/Mercedes)
CIB/PQ/108/2023-2025	Provision of garbage collection and waste management services
CIB/PQ/109/2023-2025	Provision of car hire and app based taxi hailing services
CIB/PQ/110/2023-2025	Provision Of Enviromental Impact Assessment And audit Services
CIB/PQ/111/2023-2025	Provision Of Fire Safety Training
CIB/PQ/112/2023-2025	Provision Of Insurance Brokerage & Risk Management Services
CIB/PQ/113/2023-2025	Provision of ISO Certification Training services
CIB/PQ/114/2023-2025	Provision of plumbing Services
CIB/PQ/115/2023-2025	Provision Of Sustainability External Assurance Services
CIB/PQ/116/2023-2025	Provision Of Staff/HR Training Services
CIB/PQ/117/2023-2025	Provision Of Travel Management & Hotel Bookings services
CIB/PQ/118/2023-2025	Software Development Services
CIB/PQ/119/2023-2025	Manufacturers/distributors of Kitchen and toiletry products
	Works
CIB/PQ/120/2023-2025	Provision of premises maintenance and repair works
CIB/PQ/121/2023-2025	Provision of structured cabling works
CIB/PQ/122/2023-2025	Builders works contractors
CIB/PQ/123/2023-2025	Electrical works contractors
CIB/PQ/124/2023-2025	Mechanical and HVAC works contractors