



CFC STANBIC BANK LIMITED

REQUEST FOR PROPOSAL

**THREE YEAR COMPREHENSIVE MAINTENANCE
CONTRACT FOR BANK WIDE KENYA AND SOUTHERN
SUDAN UNINTERRUPTIBLE POWER SUPPLY (UPS) UNITS**

Table of Contents

1.	SECTION 1 – INVITATION TO TENDERS	3
1.1.	Introduction.....	3
1.2.	Aims and Objectives of the UPS maintenance	3
1.3.	Format of Request For Proposal and Other Information for Bidders	3
	SECTION 2 - TERMS OF REFERENCE.....	6
2.	SECTION 3 - GENERAL CONDITIONS OF CONTRACT.....	11
2.1.	Introduction	11
2.2.	Award of Contract	11
2.3.	Application of General Conditions of Contract	11
2.4.	Bid Validity Period	11
2.5.	Non-variation of Costs	11
2.6.	Delays in the Bidder’s Performance.....	11
2.7.	Liquidated damages for delay.....	11
2.8.	Governing Language.....	11
2.9.	Applicable Law	11
2.10.	Bidder’s Obligations.....	12
2.11.	The Bank’s Obligations	12
2.12.	Confidentiality	12
2.13.	Force Majeure	12
2.14.	Payment.....	12
3.	SECTION 4 – ANNEXURES	13
3.1.	Company Profile.....	13
3.2.	Interest in the Bank	13
3.3.	Supplier’s Information.....	13
	APPENDIX 1 - DECLARATION OF INTEREST	14
	APPENDIX 2 – SUPPLIER INFORMATION	15

1. SECTION 1 – INVITATION TO TENDERS

1.1. Introduction

CfC Stanbic Bank Limited (hereinafter referred to as “the Bank”) (Registration Number 9520), issues a Request For THREE YEAR COMPREHENSIVE MAINTENANCE CONTRACT FOR BANK WIDE KENYA AND SOUTHERN SUDAN UNINTERRUPTIBLE POWER SUPPLY (UPS) UNITS

The Supplier must strictly adhere to the terms and conditions set out in this Request For Proposal in preparing and submitting Proposals to the Bank. Failure to comply with these requirements will result in the Supplier’s Proposal being disqualified or penalized.

Background

The CfC Stanbic bank operates various Power Uninterruptible Power Supply units. These units are located in the Network of CfC Stanbic Bank Branches, ATM s and Southern Sudan.

These UPS units provide continuous power to mission critical equipment such as the phone system, data servers, ATMs , and Head Office.

The data servers and phone system operate 24 hours a day 7 days a week 365 days a year.

In order to maintain the condition and availability of service from the UPS units the bank requires “Annual Maintenance” be performed on each unit. The “Annual Maintenance” consists of two “System PMs” and quarterly (4) “Battery PMs.” The goal of this work is to assure continuity of service by servicing, repairing, and providing support for the equipment and also identify any possible problems.

1.2. **Aims and Objectives of the UPS maintenance**

The purpose of this RFP is to secure a three year maintenance contract with a UPS maintenance vendor for all sites.

1.3. **Format of Request For Proposal and Other Information for Bidders**

1.3.1. The overall summary information regarding the Comprehensive Hygiene and cleaning services

1.3.2. Proposals from bidders should be submitted in two distinct parts, namely technical proposal and financial proposal and these should be in two separate sealed envelopes, both of which should then be placed in a common sealed envelope marked:

REQUEST FOR PROPOSAL

THREE YEAR MAINTENANCE CONTRACT FOR BANK WIDE KENYA AND SOUTHERN SUDAN UNINTERRUPTIBLE POWER SUPPLY (UPS) UNITS

The two separate inner envelopes should be clearly marked “**Technical Proposal**”, and “**Financial Proposal**”, respectively, and should bear the name of the Bidder.

1.3.3. The Technical Proposal should contain the following:

- Details on your company history, company size, experience and systems that would enable your organization manage the Bank’s portfolio in Kenya and Southern Sudan.
- Resumes and certificates of your senior members of staff and certificates of 3 professionally qualified staff in your team and the profile of the personnel who may be involved in the work and management, with emphasis on academic qualifications, professional qualifications and experience
- List your top 3 current client list and the services you provide each client detailing the value of the business engaged with them
- Indicate your efficiency ratios and provide evidence of the same

- Indicate the ownership structure and proportionate shareholding
- Please enclose details of your organization structure and mission statement
- Indicate the value adding services that would be of significant importance to our banking environment

1.3.4. A two-stage procedure will be adopted by the Bank for evaluating the proposals, with the technical evaluation of all proposals received in time being completed prior to any financial proposal being evaluated. Technical proposals will be evaluated based on the following general areas:

- Firm’s general experience in the field of assignment
- Understanding of the aims and objectives
- Proposed Methodology of Carrying out the provision of the required service
- Firm’s financial capacity
- Overall Value proposition

Financial proposals will be evaluated on the basis of :

- Annual terms submitted as per attached-Schedule of RFP ,The relative split between technical and financial scores will be as follows:

Technical	-	70%
Financial	-	30%
Total	-	100%

1.3.5. Bidders are requested to hold their proposals valid for ninety (90) days from the closing date for the submission. The Bank will make its best efforts to arrive at a decision within this period.

1.3.6. All costs pertaining to the preparation of a proposal and negotiations of a contract shall be borne by the firms submitting proposals.

1.3.7. Assuming that the Contract can be satisfactorily concluded the bidders shall be expected to commence the assignment after letter of award and final agreement is reached pending sign-off of contract documents.

1.3.8. The bid documents, shall be addressed to :

**MANAGER PROCUREMENT,
Cfc STANBIC CENTRE, CHIROMO.
P.O BOX 72833-00200 NAIROBI KENYA
Tel +254 (0)20 3268 309
E-Mail; csb_procurement (csb_procurement@mail.standardbank.com)**

1.3.9. Consideration of Proposals

- The Bank reserves the right to accept or to reject any bid, and to annul the bidding process and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to any Bidder or any obligation to inform the Bidder of the grounds for its action.
- All proposals duly submitted will be taken into consideration by the Bank and will be evaluated.
- The Bank’s decision/s regarding the acceptance or non-acceptance of a proposal shall be final and the Bank is not obliged to furnish any reason for such decision.

1.3.10. Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Bank will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1.3.11. Clarification of Bidding Document

All correspondence related to the contract shall be made in English. Any clarification sought by the bidder in respect of the project shall be forwarded in writing addressed to the Manager Procurement and Logistics and sent by e-mail to the address: csb_procurement@stanbic.com

The queries and replies thereto shall then be circulated to all other prospective bidders (without divulging the name of the bidder raising the queries) in the form of an addendum, which shall be acknowledged in writing by the prospective bidders. This will be at least **2 days** before the deadline for submission of bids.

1.3.12. Amendment of Bidding Document

At any time prior to the deadline for submission of bids, the Bank, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment. All prospective Bidders that have received the bidding documents will be notified of the amendment in writing, and it will be binding on them. It is therefore important that bidders give the correct details in the format given on page 1, i.e., ‘

REQUEST FOR PROPOSAL;

THREE YEAR COMPREHENSIVE MAINTENANCE CONTRACT FOR BANK WIDE KENYA AND SOUTHERN SUDAN UNINTERRUPTIBLE POWER SUPPLY (UPS) UNITS

To allow prospective Bidders reasonable time to take any amendments into account in preparing their bids, the Bank may at its sole discretion extend the deadline for the submission of bids based on the nature of the amendments.

1.3.13. Cost Structure and non-escalation

The bidder shall, in their offer (Financial Proposal), detail the proposed prices.

No price escalation under this contract shall be allowed. The Bank shall not compensate for any costs incurred in the preparation and submission of this Invitation to Tender.

1.3.14. Taxes and Incidental Costs

The prices and rates in the financial offer will be deemed to be inclusive of all **TAXES** and any other incidental levies and costs.

1.3.15. Responsiveness of Proposals

The responsiveness of the proposals to the requirements of this invitation to tender will be determined. A responsive proposal is deemed to contain all documents or information specifically called for in this invitation to tender documents. A bid determined not responsive will be rejected by the Bank and may not subsequently be made responsive by the Bidder by correction of the non-conforming item(s).

1.3.16. Currency for Pricing of Tender

All bids in response to this invitation to tender should be expressed in **KES**. Expressions in other currencies shall not be permitted.

1.3.17. Correction of Errors

Bids determined to be substantially responsive will be checked by the Bank for any arithmetical errors. Errors will be corrected by the Bank as below:

- a) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern, and
- b) Where there is a discrepancy between the unit rate and the line total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

The price amount stated in the Bid will be adjusted by the Bank in accordance with the above procedure for the correction of errors.

1.3.18. Evaluation and Comparison of Bids

Technical proposals will be evaluated prior to the evaluation of the financial bids. Financial bids of firms whose technical proposals are found to be non-qualifying in whatever respect may be returned unopened.

SECTION 2 - TERMS OF REFERENCE

The purpose of this RFP is to secure a three year maintenance contract with a UPS maintenance vendor for all sites in Kenya and Sudan. The following is a scope of work to be performed during the contract period.

The annual maintenance of the UPS system should include all associated equipment of the units. This would include the battery cabinets, capacitors, circuit control boards, and all associated components.

The “System” and “Battery PMs” required shall be in accordance with the manufacturer’s operations and maintenance manual and any other applicable documents. In addition, the following are requirements of the maintenance contract as well as items that will need to be checked, recorded, and measured or performed.

- Guaranteed 4-hour on-site emergency response, 7 days/week, 24 hours/day.
- Resolution of incidents within 72 hours.
- Includes 100% parts coverage (excluding batteries)
- Includes one Semi-Annual and one Annual System Preventive Maintenance Service scheduled by the customer between 8am-5pm, Monday-Friday (excluding national holidays).
- Includes 100% parts labor and travel coverage.
- Performed by trained Vendor Engineers.

Technical Proposal

At a minimum, this section should provide detailed descriptions of:

- Maintenance and services being proposed.
- Any alternative maintenance and services being proposed.

MAINTENANCE AND SERVICE

For purposes of this RFP, you are requested to describe the maintenance and service alternatives your firm offers that are suggested for the banks UPS units. Pricing options should be clearly outlined as well.

In responding to this portion of the RFP, the bank has a special interest in the following:

- Source of services. Are these services provided by company personnel or out-sourced? If out-sourced, to whom?
- Telephone support. Is first level telephone support available? Describe.
- Remote diagnostics. Can in-depth diagnostic checks be performed remotely? Via what method (i.e. dial vs. IP)?
- Response time. What on-site response time alternatives are available – including the relative cost of each? Are technicians available locally in or from where will they be dispatched?
- Sparing. What sparing levels of equipment, if any, are recommended – Including related costs?
- Warranty alternatives. Describe how manufacturer warranties on given facility components are integrated into the maintenance and service alternatives offered by your firm. Include:
- Clarification of what constitutes customer abuse, normal wear and tear, and acts of God.
- Troubleshooting. How do your maintenance and service programs address troubleshooting situations that involve other entities such as the local utility company?
- Renewal options. Describe renewal or extension options of your maintenance and service offerings - including related costs.
- Parts availability. Describe the level of parts availability your organization has.

BI DDER' S BRIEFING SESSION

In order to clarify any questions about this RFP, the bank will convene a mandatory Bidders briefing session on Monday 29th February 2016 @ 10:00am.

This conference will be conducted in the Cfc Stanbic Head office Chiromo Head Office , The meeting is anticipated to last approximately two hours.

It is mandatory for prospective vendors to attend this session in order to submit a proposal and receive serious or otherwise consideration. Due to the technical interests to be discussed at this meeting, Cfc Stanbic Bank strongly recommends that service personnel at the technical and managerial level also be in attendance.

The tentative agenda for this conference is as follows:

- Brief review of the RFP.
- Brief question and answer period.

Please advise [csb_procurement \(csb_procurement@stanbic.com\)](mailto:csb_procurement@stanbic.com) by Feb 26th 2015 @ 5:00pm regarding your intention to attend the bidders conference.

An email response with the names and positions of the attendee(s) will be sufficient notification on [csb_procurement \(csb_procurement@stanbic.com\)](mailto:csb_procurement@stanbic.com)

3.1 UPS Full System Preventive Maintenance Service

3.1.1 Semi-Annual Service

- Perform temperature check on all breakers, connections, and associated controls. Repair and/or report all high temperature areas.
- Perform a complete visual inspection of the equipment including subassemblies, wiring harnesses, contacts, cables, and major components.
- Check air filters for cleanliness.
- Check module(s) completely.
- Record all voltage and current meter readings on the module control cabinet or the system control cabinet.

3.1.2 Annual Service Includes the Above, Plus

- Check the inverter and rectifier snubbers for burned or broken wires.
- Check all nuts, bolts, screws, and connectors for tightness and heat discoloration.
- Check fuses on the DC capacitor deck for continuity (if applicable).
- With customer approval, perform operational test of the system including unit transfer and battery discharge.
- Check and verify the units are operating with the current firmware from the manufacturer, and update as necessary.
- Calibrate and record all electronics to system specifications.
- Measure and record all low-voltage power supply levels.
- Record phase-to-phase input voltage and currents.
- Review system performance with customer to address any questions and to schedule any repairs.
- Check power capacitors for swelling or leaking oil. (if applicable)

During the initial PM visit, an Annual Service PM must be performed

3.2 UPS Battery Preventive Maintenance Service

- Guaranteed on-site emergency response, 7 days/week, 24 hours/day.
- Includes battery recycling as required, with documentation meeting EPA, Requirements.
- Performed by trained Battery Specialist or Customer Engineers
- Preventive Maintenance Service scheduled by the customer between 8am-5pm, Monday-Friday (excluding national holidays).

3.2.1 Battery Inspection Service

- Check integrity of battery cabinet.
- Visual inspection of the battery cabinet and/or room to include:
 - Check for NO-OX grease or oil on all connections (if applicable).
 - Check battery jars for proper liquid level (if flooded cells).
 - Check for corrosion on all the terminals and cables.
 - Examine the physical cleanliness of the battery room and jars.
 - Measure and record DC bus ripple voltage (if applicable).
 - Measure and record total battery float voltage.

3.2.2 Quarterly Battery Service

- Inspect the appearance and cleanliness of the battery and the battery room.
- Measure and record the total battery float voltage and charging current.
- Measure and record the overall AC ripple voltage.
- Measure and record the overall AC ripple current.
- Visually inspect the jars and covers for cracks and leakage.
- Measure and record the ambient temperature.
- Verify the integrity of the battery rack/cabinet.
- Record installation date of each battery.
- Provide a detailed written report noting any deficiencies and corrective action needed, taken and/or planned.

3.2.3 Annual Battery Service Includes the Above, Plus

Re-tighten all connections to the battery manufacturer's specifications, if required. Refer to the manufacturer's literature to determine if re-tightening is required.

Measure and record all battery connection resistances, when applicable.

To maintain that requirement the bank prefers to have a set price per battery replacement during the (3) year contract. This set price must include the cost of the battery, shipping, installation, and removal of old battery.

Along with the set price per battery replacement, each new battery purchased and installed will be covered by a warranty regardless of the age of the string.

3.3 Problem definitions

3.3.1 Critical Problems

Definition: A Critical Problem is defined as an incident that renders the banks system(s) unusable until the problem is resolved. There are no acceptable alternatives or workarounds available to restore partial and/or temporary service. Resolution of the problem is considered to be of utmost priority.

Example: A Critical Problem would include operational or total failure of the following equipment but is not limited to: Main control board, failed battery causing an open in the battery string, Inverter or Rectifier.

Expectations: For Critical Problems, an industry qualified technician would be onsite within the required 1-hour response time from the time of the reported incident with the appropriate replacement part/s or equipment based upon availability of the part or equipment which needs replacing. The replacement may be a newer version of equipment as older and discontinued parts may not be available or hard to procure. If the replacement part or equipment is not available, the vendor will make the best effort to obtain the part or equipment as quickly as possible. The vendor will provide an estimate on when this part or equipment will be onsite.

3.4.2 Major Problems

Definition: A **Major Problem** is defined as an incident that prevents normal operation of the banks system(s), but does not preclude the system(s) usability. There are acceptable alternatives or workarounds available to restore partial and/or temporary service until the problem is resolved.

Examples: A **Major Problem** would include partial or total failure of any of the following equipment but is not limited to: Leaking battery case, System cooling fan.

Expectations: For **Major Problems**, an industry qualified technician would be onsite the business day following the reported incident to diagnose the reported problem, identify and order the appropriate replacement part/s or equipment. The technician would be back onsite no later than the second business day along with the ordered parts/equipment, and affect the repair by End of Business that day. The replacement may be a newer version of equipment as older and discontinued parts may not be available or hard to procure. If the replacement part or equipment is not available, the vendor will make the best effort to obtain the part or equipment as quickly as possible. The vendor will provide an estimate on when this part or equipment will be onsite.

3.4.3 Minor Problems

Definition: A **Minor Problem** is defined as an incident that hinders normal operation of the system(s), and does not preclude the system(s) usability, but is a non-normal condition. There are acceptable alternatives or workarounds available to restore partial and/or temporary service until the problem is resolved. (By default, a Minor Problem is any incident that cannot be classified as Critical or Major.)

Examples: A **Minor Problem** would include partial or total failure of any of the following equipment but is not limited to: Non-functioning LCD display, alarm buzzer.

Expectations: For **Minor Problems**, an industry qualified technician would be onsite no later than the second business day following the reported incident to diagnose the problem, identify and order the appropriate replacement part/s or equipment. The technician would be back onsite no later than the third business day along with the ordered parts/equipment, and affect the repair by End of Business that day. The replacement may be a newer version of equipment as older and discontinued parts may not be available or hard to procure. If the replacement part or equipment is not available, the vendor will make the best effort to obtain the part or equipment as quickly as possible. The vendor will provide an estimate on when this part or equipment will be onsite.

Technical Proposal;

At a minimum, this section should provide detailed descriptions of:

- Maintenance and services being proposed.
- Any alternative maintenance and services being proposed.

Pricing Summary

At a minimum, this section must include your estimated cost for that which is being specifically requested in this RFP – including options where indicated. Additionally, any alternative maintenance & service options your firm might wish to propose, are also encouraged.

2. SECTION 3 - GENERAL CONDITIONS OF CONTRACT

2.1. Introduction

Specific terms of contract shall be discussed with the bidder whose proposal will be accepted by the Bank. The resulting contract shall include but not be limited to the general terms of contract as stated below from 3.2 to 3.14.

Should there be any difference between the Bank and the Supplier regarding the interpretation of any provision of this invitation to tender, the Supplier shall accept the Bank's interpretation thereof. The Supplier accepts that the Standard Terms and Conditions contained in Section 3.2 of this invitation to tender shall form the basis of the agreement on which the Supplier shall supply the Services and/or the Product to the Bank should the Bank accept the Supplier's Proposal. And the Supplier acknowledges that it is fully conversant with the provisions of these Standard Terms and Conditions and such terms and conditions as spelt out in this invitation to tender.

2.2. Award of Contract

Following the opening and evaluation of proposals, the Bank will award the Contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid. The Bank will communicate to the selected bidder its intention to finalise the draft conditions of engagement submitted earlier with his proposals. After agreement will have been reached, the successful Bidder shall be invited for agreement and signing of the Contract Agreement to be prepared by the Bank in consultation with the Bidder.

2.3. Application of General Conditions of Contract

These General Conditions (sections 3.2 to 3.14) shall apply to the extent that they are not superseded by provisions in other parts of the Contract that shall be signed.

2.4. Bid Validity Period

Bidders are requested to hold their proposals valid for 1 year from the closing date for the submission.

2.5. Non-variation of Costs

The prices quoted for the service and subsequently agreed and incorporated into the contract shall be held fixed for the contract period.

2.6. Delays in the Bidder's Performance

- 2.6.1. Delivery and performance of the provision of comprehensive UPS maintenance Services, shall be made by the successful Bidder in accordance with the time schedule as per Agreement.
- 2.6.2. If at any time during the performance of the Contract, the Bidder should encounter conditions impeding timely delivery and performance of the items, the Bidder shall promptly notify the Bank in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Bidder's notice, the Bank shall evaluate the situation and may at its discretion extend the Bidder's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 2.6.3. Except in the case of "force majeure" as provided in Clause 3.13, a delay by the Bidder in the performance of its delivery obligations shall render the Bidder liable to the imposition of liquidated damages pursuant to Clause 3.7.

2.7. Liquidated damages for delay

The contract resulting out of this invitation to tender shall incorporate suitable provisions for the payment of liquidated damages by the bidders in case of delays in performance of contract.

2.8. Governing Language

The Contract shall be written in the English Language. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall also be in English.

2.9. Applicable Law

This agreement arising out of this invitation to tender shall be governed by and construed in accordance with the laws of Kenya and the parties submit to the exclusive jurisdiction of the Kenyan Courts.

2.10. Bidder's Obligations

- 2.10.1. The Bidder is obliged to work closely with the Bank's staff, act within its own authority, and abide by directives issued by the Bank that are consistent with the terms of the Contract.
- 2.10.2. The Bidder will abide by the job safety measures and will indemnify the Bank from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Bidder's negligence. The Bidder will pay all indemnities arising from such incidents and will not hold the Bank responsible or obligated.
- 2.10.3. The Bidder is responsible for managing the activities of its personnel, or subcontracted personnel, and will hold itself responsible for any misdemeanors.
- 2.10.4. The Bidder will not disclose the Bank's information it has access to, during the course of the work, to any other third parties without the prior written authorization of the Bank. This clause shall survive the expiry or earlier termination of the contract.

2.11. The Bank's Obligations

In addition to providing the Bidder with such information as may be required by the bidder to complete the comprehensive UPS maintenance, the Bank shall,

- a) Provide the Bidder with specific and detailed relevant information concerning the Provision of the comprehensive UPS maintenance Services.
- b) In general, provide all information and access to Bank's UPS's for maintenance purposes.

2.12. Confidentiality

The parties undertake on behalf of themselves and their employees, agents and permitted subcontractors that they will keep confidential and will not use for their own purposes (other than fulfilling their obligations under the contemplated contract) nor without the prior written consent of the other disclose to any third party any information of a confidential nature relating to the other (including, without limitation, any trade secrets, confidential or proprietary technical information, trading and financial details and any other information of commercial value) which may become known to them under or in connection with the contemplated contract. The terms of this Clause 3.12 shall survive the expiry or earlier termination of the contract.

2.13. Force Majeure

- a. Neither Bidder nor Bank shall be liable for failure to meet contractual obligations due to Force Majeure.
- b. Force Majeure impediment is taken to mean unforeseen events, which occur after signing the contract with the successful bidder, including but not limited to strikes, blockade, war, mobilization, revolution or riots, natural disaster, acts of God, refusal of license by Authorities or other stipulations or restrictions by authorities, in so far as such an event prevents or delays the contractual party from fulfilling its obligations, without its being able to prevent or remove the impediment at reasonable cost.
- c. The party involved in a case of Force Majeure shall immediately take reasonable steps to limit consequence of such an event.
- d. The party who wishes to plead Force Majeure is under obligation to inform in writing the other party without delay of the event, of the time it began and its probable duration. The moment of cessation of the event shall also be reported in writing.
- e. The party who has pleaded a Force Majeure event is under obligation, when requested, to prove its effect on the fulfilling of the contemplated contract.

2.14. Payment

- 3.14.1 Payment shall only be paid after 30 days on receipt of Invoice (subject to clause. 3.14.3) once the debit notes are signed by insurer
- 3.14.2 The Bank will only pay for work done and no advance payment will be made.
- 3.14.3 The vendor will be expected to open an account with the Bank for purposes of payment.
- 3.14.4 The Supplier will invoice the Bank for the services rendered as per agreement. The Supplier will ensure that the invoice complies with the provisions of the VAT Act, failing which the Bank shall not make any

payment in respect thereof until such time as it receives an invoice which complies with the provisions of the VAT Act.

3. SECTION 4 – ANNEXURES

3.1. Company Profile

Bidders willing to be considered for the Provision of Comprehensive UPS maintenance Services **MUST** furnish the Bank with among others the following vital information, which will be treated in strict confidence by the Bank.

- i. Size of the company,
- ii. Length of time in relevant area of work/specialization,
- iii. Certified Technical Resources in relevant area,
- iv. Copy of the Company's Pin Certificate, VAT Certificate, Certificate of Incorporation and Articles of Association with current list of directors and their curriculum vitae,
- v. Current KRA Compliance Certificate,
- vi. Reference sites (three) where similar nature of work has been successfully completed with references letters to be availed and the values of contracts .
- vii. Availability of Resources to handle the assignments,
- viii. Detailed underwriting and claim processes
- ix. Detailed relevant experience including customers served before and type of Comprehensive maintenance
- x. Current customers being served and total value of Contract,
- xi. Company financial position as supported by relevant Audited Financial reports for the latest two years. i.e 2013 & 2014 and shall consist of the following.
 - a. Income Statements
 - b. Statement of Financial Position
 - c. Auditors Report and
 - d. Cash Flow statements or Management AccountsPlease note to fill the Supplier Financial Details (Appendix 2 – Section 2)
- xii. Any other information / documents which may be considered necessary or useful for this invitation to tender.

3.2. Interest in the Bank

The supplier shall provide a statement, as contained in Appendix 1 of this invitation to tender, that none of its employees, Directors or Officers have any involvement or interest in the Bank and similarly that no Bank's employee/s has/have any involvement or interest in the supplier's business.

3.3. Supplier's Information

The Supplier shall submit as part of its Proposal, information about the Supplier in the form attached in Appendix 2.

APPENDIX 1 - DECLARATION OF INTEREST

All Suppliers are required to declare any interest that they or their employees may have in CfC Stanbic Bank, or that any CfC Stanbic Bank employee may have in the Supplier. To that effect the following must be duly stated by the authorised signatory:

1. Are you or any person associated with your Proposal, employees of CfC Stanbic Bank? Yes No

If so, state particulars

2. Have you, or any person associated with your Proposal, any relationship (family, friend, other) with any person employed in CfC Stanbic Bank who may be involved with the evaluation and adjudication of this Invitation to Yes No

If so, state particulars

3. Are you, or any person associated with your Proposal, aware of any relationship (family, friend, other) between the Supplier and any person employed in CfC Stanbic Bank who may be involved with the evaluation and adjudication of Proposals submitted in response to the Request For Proposal-Comprehensive Maintenance of UPS Services Yes No

If so, state particulars

Name of Supplier _____

(Signature of Declarant)

(Date (YYYY-MM-DD))

(Position of Declarant)

(Bid No.)

APPENDIX 2 – SUPPLIER INFORMATION

Supplier Registration / Section 1		
Supplier information / Account details		
Please complete in full		
<p>To: Cfc Stanbic Bank Limited Procurement P O Box 30550 - 00100 Nairobi</p> <p>Attention: Kamau Mwangi Fax No: +254 20 3752907</p>		
Full Name of Supplier		
Trading As		
Core Business Function		
Physical Address	Street / House number	
	City	
	Postal Code	
	Country	
Postal Address	P O Box	
	Suburb / City	
	Postal Code	
	Country	
Accounts Communication	Telephone Number	
	Fax number	
	Cell number	
	Contact person	
	E-mail address of person receiving remittance	
Purchase Order Communication	Telephone number	
	Fax number	
	Cell number	
	Contact person	
	E-mail address of person receiving orders	
	Website / URL	
Tax information	VAT registration no.	
	PIN no	
Payment Data	Account Holder	
	Account Type	
	Bank	
	Branch	
	Branch Code	
	Bank Account number	
	% settlement discount for early	

FINANCIAL PARAMETERS		2014 Kes '000	2013 Kes '000
INCOME STATEMENT			
Turnover/Revenue			
Expenses			
Net profit			
BALANCE SHEET			
Current Assets			
Current Liabilities			
Long term debt			
Shareholders Equity			
Total assets			
Total liabilities (Excluding equity)			
CASHFLOW POSITION			

Technical Proposal

It is noteworthy that the technical proposal constitutes 70% of the total scores of this tender. You are therefore encouraged to give as much information with regards to the quality of your service.

REQUIRED SERVICES-REQUEST FOR PROPOSAL

THREE YEAR COMPREHENSIVE MAINTENANCE CONTRACT FOR BANK WIDE KENYA AND SOUTHERN SUDAN UNINTERRUPTIBLE POWER SUPPLY (UPS) UNITS AS PER ATTACHED SCHEDULES,

PROPOSAL DEADLINE

NOTE;

- **PLEASE PROVIDE YOUR PROPOSAL AS PER ATTACHED SCHEDULE PER QUARTER .**

The RFP clearly marked AS “RFP – THREE YEAR COMPREHENSIVE MAINTENANCE CONTRACT FOR BANK WIDE KENYA AND SOUTHERN SUDAN UNINTERRUPTIBLE POWER SUPPLY (UPS) UNITS AS PER ATTACHED SCHEDULES SHOULD BE IN A PLAIN SEALED ENVELOPE ADDRESSED TO THE PROCUREMENT MANAGER, TO BE DELIVERED AT CfC Stanbic BANK WESTLANDS ROAD-GROUND FLOOR TENDER BOX , BY 2.00 P.M, Monday 7th March 2016.

After submission of the RFQs by due date CfC Stanbic shall evaluate all the RFPs submitted in order to determine which service provider to engage.

CfC Stanbic Reserves the right to engage any service provider at its discretion by ensuring that it gets value for money. The selected service provider will not necessarily be the one with the lowest cost proposal.