



## **PREQUALIFICATION OF SUPPLIERS FOR GOODS & SERVICES**

### **Introduction**

Stanbic Bank Limited is a leading financial services provider in Kenya and our vision is to be a leading nationally relevant financial services organization in Kenya, delivering exceptional client experiences and superior value.

To meet this objective the Bank continuously seeks to partner with competent suppliers and service providers for supply of various goods and services.

Please read through this document carefully and provide requested information together with all supporting documents.

a) The purpose of this exercise is to assist Stanbic Bank Kenya Limited in the identification and evaluation of potential suppliers who may subsequently be invited to tender for specific goods and services.

b) To simplify this process, you need to provide all supporting documents requested under the questionnaire, for example, audited accounts, company registration, compliance certificates, statements and policies among others listed.

c) You may also be asked to clarify your answers or provide more details. Please answer every question. If the question does not apply to you please write N/A; if you don't know the answer please write N/K.

d) Failure to complete and provide the required supporting documentation will lead to supplier's elimination from further consideration in the process.

e) Please note that by providing the documents, you accept that all responses provided are legally binding on the supplier and should the need arise, may be used as evidence in any court of law, which has jurisdiction.

f) Further, Stanbic Bank Kenya Limited will verify at its own cost the accuracy of any answers provided herein and this may include a site visit. All costs pertaining to the preparation of the prequalification exercise shall be borne by the firms submitting the mandatory prequalification requirements.

### **Mandatory Prequalification Requirements**

#### **1. Supplier Information**

<b>DESCRIPTION</b>	<b>ANSWER (Please Use Black Pen in CAPS)</b>
Full registered name of Supplier:	
Type of Organisation	
Date of Registration of your company/business (Attach a copy of certificate of incorporation/registration)	
Physical address of principal place of business?	
Postal address of the principal place of business (include the postal code)?	



Registered address if different from the above?	
Provide a description of significant features / roads next to the business premises	
Office Landline;	
Office Mobile;	
Office Fax number;	
Office Contact e-mail address	
Office website address (if any):	
KRA Tax PIN: (Kindly attach a copy of the KRA PIN Certificate)	
Tax Compliance Certificate (Kindly attach a current copy of Tax Compliance certificate)	
Nature of contract service(s) offered:	
What goods/services do you wish to be considered for?	
Period in which you have been in business	

**2. Contact person information**

(Contact person to whom enquiries about this prequalification should be directed)	
Name:	
Title:	
Office Phone:	
Mobile:	
Office Fax Number:	
Office E-Mail:	

**3. Details of directors/shareholders (attach list if more than one)**

Full 3 Names	
Role(Director/Shareholder)	
Citizenship	
Number of Shares	
Postal Address	
Identification Number/Passport Number	
(Attach Form CR 12 as issued by the Registrar of Companies (certified copy of original) Should not be more than one month old or Please provide a copy of the most recent annual return filed with the Registrar of Companies together with a filing receipt)	



4. *Other supplier information*

<p>Compliance with statutory payments i.e. NSSF and NHIF (please attach evidence of payments for the company staff)</p>	
<p>Proof of registration with the relevant government Ministry (if applicable to this Prequalification) (Attach copy of current registration certificate with relevant statutory bodies)</p>	
<p>Kindly provide details of any public official who has a material influence in the business decisions of your organization.</p>	
<p>The details include full names, nature of interest in the supplying company and detailed position within the public sector. Interest includes but is not limited to direct and indirect management of the company and direct or indirect ownership of the business</p> <p>For this clause, public official includes any appointed, elected or honorary official, officer, employee of, or any person acting in an official capacity for or on behalf of any</p> <ul style="list-style-type: none"> <li>i) government;</li> <li>ii) government ministry, department or agency;</li> <li>iii) company or corporation that is owned or controlled by a government;</li> <li>iv) public international organisation (such as the World Bank);</li> <li>v) political party; or any candidate for political office)</li> </ul>	
<p>Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting authority/client?</p>	
<p>Provide the names of Associated companies (if any) (If a consortium is expressing interest, please give the full name of the other organization (the proposed consortium partners should also complete this questionnaire in its entirety &amp; copies of signed agreement for the consortium)</p>	
<p>Provide the names of Appointed dealers (if any)</p>	
<p>Name of (ultimate) parent/holding company (if this applies)</p>	
<p>Companies Registry number of parent/holding company (if this applies)</p>	



**5. Financial information**

What was your turnover last year? (Kshs)	
Turnover in the last two years? From Year two ended(Kshs) i.e. 2016/2017	
What was your total assets last year	
What was your current assets last year	
What was your total Liabilities last year	
What was your current Liabilities last year	
What was local sales in year two in Kshs	
What was local sales in year one in Kshs	
What are your company's five key products? Indicate their contribution to revenues / turnover (their % contribution to revenue)	
Has your organization met all its obligations to pay its creditors and staff during the past year? If no please provide the details	
Provide the name of company's certified Secretary/Auditors	
Contractor's Own Assessment of Financial Capability-Single Order	
Contractor's Own Assessment of Financial Capability-Monthly Order	
Contractor's Own Assessment of Financial Capability-Annually Order	
(Attach copies of your audited financials/accounts for the last two years) (Provide a copy a statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position)	

**6. Business activities**

How many employees does your organization have?(Please provide a functional organization chart with number of staff in each function)	
Indicate the number of Technical Permanent employees	
Indicate the number of semiskilled Permanent employees	
Indicate the number of Technical Temporary employees	
Indicate the number of semiskilled Temporary employees	



<p>Please generally describe the experience and expertise your organization possesses that will enable you to effectively and efficiently undertake the work you wish to be prequalified for as required by Stanbic Bank Kenya Limited          (Attach your company organogram with emphasis on the category you are being pre-qualified)          (Attach CV's of key staff)          (For expatriate, provide copies of valid work permit)</p>	
<p>Please list your key resources other than staff relevant for the category under which you wish to be considered.          (Attach list if Vehicles, machinery and equipment, show age, owned/leased, status - in working condition or otherwise)</p>	

**7. Trade references**

Please provide customer references names where similar services/goods have been provided. You may attach the recommendation letters/LPO copies, contracts or award letters. (Referees to sign documents)

<b>Customer Reference</b>	<b>Services/goods supplied</b>

**8. Certification, Accreditations and Approvals**

<p>Detail any relevant certifications and accreditations by principals or accreditation bodies and attach copies of such certification. Such certifications may be for your company and for your individual staff as relevant to the work they do and the key skills for your area of expertise. Other expected certifications may be in the areas of Quality Management Systems such as ISO, Environmental Management Processes, Security certification or GSM Association certifications.</p>	
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**9. Agencies and Partnerships**

<p>Detail any agencies and partnerships that you have that are relevant to your business category.           (Attach copies of letter(s) of agency or partnership, manufacturers/principals' appointments)</p>	
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10. *Litigation*

Litigation			
<input type="checkbox"/> No litigation <input type="checkbox"/> Pending litigation			
Year	Matter in Dispute	Value of Pending Claim in KSH. Equivalent	Value of Pending Claim as a Percentage of Net Worth

11. *BCM third party questionnaire*

Questions	Y/N	Explanation / Response
Does your organization have a Business Continuity/Disaster Recovery ("BC/DR") program?		
Does your Business Continuity Plan (BCP) ensure availability of an alternative site should an event interrupt operation from your primary site/sites that support the services provided to Stanbic Bank Kenya Ltd?		
How soon can the alternative site/sites become operational in a contingency situation?		
Does your organization have contingency solutions for the loss of the following at your primary sites – Electrical supply, Water or telecommunications, IT, Building?		
Do you have a staff training program in place to ensure continuity of services in the event that your Business Continuity Plan is invoked?		
How often is your BC/DR Program audited? Is this audit internal, external or both?		
When was the last BC/DR Program audit?		
Can you provide the Bank with a copy of your latest Business Continuity Plan?		
How often is your Business Continuity Plan tested?		
When last was your Business Continuity Plan tested?		
Did the test meet the Recovery Test Objectives as agreed in the Service Level Agreement (SLA) between your organization and the Bank?		
Can your organization provide the latest confirmation and test results of your Business Continuity?		



*12. Occupational Health & Safety requirements.*

Does your company have a Health, Safety and Environmental policy?	
Please provide us with an indication of what your Health and Safety structure looks like.	
Does your company train its employees on health and safety matters?	
How are your companies Health and Safety rules and expectations communicated to your employees?	
How do you manage site supervision for staff and subcontractors that you engage or manage?	
Do you ensure all Health and Safety incidents are reported?	
Do you have workers' compensation for yourself and all your employees?	
Have you or the company been charged with any breaches or been subject to any prosecutions, fines or damages or prohibition or improvement notices relating to HSE matters or other works performed by you or your subcontractor in the past 3 years?	
Does the business carry any liability insurance?	
Health and Safety audits are important for the ongoing assessment of the HSE capability and performance of you and your subcontractors and are also used to identify issues which have arisen in previous audits. <ul style="list-style-type: none"> <li>• Are HSE audits conducted on your own operations?</li> <li>• How frequent are these audits?</li> <li>• Who completes the audits? (Internal or External)</li> </ul>	

*12. Declaration and confirmation*

I/We declare that to the best of my/our knowledge the answers submitted in this prequalification (and any supporting documentation) are correct. I/We understand that any misrepresentation will render my/our organisation ineligible to participate in Stanbic Bank's future tenders.
I/We declare that we have read, understood and agree/ do not agree with Stanbic Bank Kenya Limited Supplier Code of Conduct
I/We declare that we have read, understood and agree/ do not agree with Stanbic Bank Kenya Limited Purchasing Policy

*13. Authorised Signatory*

<b>Company Name</b>	<b>Sign</b>	<b>Date</b>

*Kenya is our home, we drive her growth.*