
UPDATING REGISTER OF PROFESSIONAL SERVICE PROVIDERS FOR THE YEAR 2017/18

1.0 UPDATE OF LIST OF PROFESSIONAL SERVICE PROVIDERS.

SERVICE DESCRIPTION:

Consolidated Bank of Kenya Ltd is in the process of updating its panel of consultants for professional services for the Year 2017/18. Interested professionals are invited to apply, indicating the services they wish to provide.

Completed documents in plain sealed envelopes **MUST** indicate the **Category No.** and **Service Description** and clearly marked **“Pre-qualification of Professional Service Providers 2017/18”** and should be deposited in the **“Tender Box”** on 6th floor, Consolidated Bank House, Koinange Street, Nairobi or forwarded to Branch Managers in upcountry branches or posted to:

The Accounting Officer
Consolidated Bank of Kenya Limited
P. O. Box 51133- 00200
NAIROBI.

The closing date for the submission of applications will be **28th July 2017, at 12 noon.**

1.1 APPLICATION SUBMISSION SHEET

We, the undersigned, apply to be pre-qualified for the provision of services to the Consolidated Bank of Kenya Ltd. for the 2017-2018 financial years and declare that:

- (a) We have examined and have no reservations to the Pre-qualification Document and Instructions.
- (b) We, including any subcontractors or suppliers for any part of the contract subject to this pre-qualification process, have the technical and financial capabilities to undertake the provision of the required goods and services.

- (c) we, including any subcontractors or suppliers for any part of the contract subject to this pre-qualification do not have any conflict of interest, in accordance with the Consolidated Bank’s Policy for Procurement and Disposal and the Public Procurement & Asset Disposal Act, 2015.
- (d) We, including any subcontractors or suppliers for any part of the contract subject to this pre-qualification, have not been declared ineligible to supply goods and services under the Kenyan laws or official regulations or by an act of compliance with a decision of the United Nations Security Council.
- (e) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.

Signed _____

Name _____

In the Capacity of _____

Duly authorized to sign the application for and on behalf of:

Applicant’s Legal Name (Organization) _____

Address _____

Date _____ Official Stamp _____

1.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

PART A - BACKGROUND INFORMATION

1	Name of Organization											
2	Address for all Correspondence											
3	Principal Contact Person/s											
4	Position											
5	Telephone Numbers	Landline/s:..... Mobile/s:.....										
6	Fax Numbers											
7	E-mail Address											
8	Physical Location of Business Premises <i>(Note that a visit to your office may be made to confirm information provided as part of tender evaluation)</i>	Town:..... LR. No..... Street:..... Building..... Floor:.....										
9	Nature of Organization <i>(Ltd, Plc, Partnership, Sole proprietorship, etc)</i>											
10	Names of Proprietor/ Partners/ Directors	<table border="0"> <thead> <tr> <th>NAME</th> <th>NATIONALITY</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>.....</td> </tr> <tr> <td>2.....</td> <td>.....</td> </tr> <tr> <td>3.....</td> <td>.....</td> </tr> <tr> <td>4.....</td> <td>.....</td> </tr> </tbody> </table>	NAME	NATIONALITY	1.....	2.....	3.....	4.....
NAME	NATIONALITY											
1.....											
2.....											
3.....											
4.....											
11	Geographical Areas of Operations											
12	Business Operations	Year established..... Duration of business operation.....										
13	Company Registration No. <i>(Attach copy)</i>	No.....										
14	VAT Registration No. <i>(Attach copy)</i>											

		No.....
15	Valid Tax Compliance Certificate	Attach copy
16	Current Trade License No.	No.....
17	Brief description of services that you offer. (<i>Attach copies of Authorization certificate and / or Professional body certification - current</i>)	
18	Number of service Professionals / Specialists in your organization (<i>Attach copies of professional certificates</i>)	No.....
19	Professional indemnity cover	Attach copy
20	Involvement in environmental conservation efforts. Indicate projects where you have included environmental considerations in the design e.g. energy conservation.	
Please attach copy of organizational structure and profile of key personnel of the organization		

PART B - FINANCIAL STATUS

18	Name of Bank & Branch (<i>from which a financial reference may be sought</i>)	Branch CBKL?
		Other?..... (Indicate Bank name & branch)
19	Bank address	
20	Bank Telephone Number	
21	Bank Contact Name & Position	
22	State Annual Turnover (<i>Attach certified copies of bank statements for the past one year</i>)	Annual Turn Over in KSh.....
23	State Profit for the past 3 years (<i>Attach copies of audited accounts</i>)	Profit in KSh. Year..... Year..... Year.....

PART C - REFERENCES

+	Provide contact details of 3 referees from previous / current work that is similar or the same to the one now applied for. The referees may be contacted at any given time.	
A	How many references are you indicating? (<i>Tick one</i>)	0..... 1..... 2..... 3.....
B	Is Consolidated Bank one of your references?	Yes..... No.....
C	<u>Other</u> Organization..... Contact Name..... Position..... Telephone No..... E-mail address.....	Signature of referee & Official Stamp
D	Organization..... Contact Name..... Position..... Telephone Nos..... E-mail address.....	Signature of referee & Official Stamp
E	Organization..... Contact Name..... Position..... Telephone No..... E-mail address.....	Signature of referee & Official Stamp
Please attach copies of LPOs, award letters or any other approved document from each of the above showing works done and their values.		

PART D – PROJECT / SUPPLIES HISTORY

List information on public or private major projects completed over the last 5 years and most recent /ongoing specifying your role in the project (project QS/ Lead consultant).

(Attach copies of LPOs, award letters or any other approved document from each of the above showing works done and their values).

(i) Completed

Client	Project title / Role	Duration/Period	Value

(ii) Current / On-going

Client	Project title /Role	Duration/Period	Value

(iii) Maximum value of project handled at any one time KSh.....