
Updating Register of Professional Service Providers for the Year 2017-2018

INSTRUCTIONS TO APPLICANTS

SECTION I.

1. SCOPE	
Scope of Project	1.1 Consolidated Bank of Kenya Limited (hereinafter referred to as the Purchaser) invites applications from interested firms for pre-qualification to provide services for 2017-2018 financial year as briefly described in the Pre-qualification Data Sheet.
2. FRAUD AND CORRUPTION	
Fraud and Corruption	2.1 It is the Purchaser's policy to require that Professionals / Consultants observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Purchaser: <p>(a) defines, for the purposes of this provision, the terms set forth below as follows:</p> <p>(i) "<i>corrupt practice</i>" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a bank official in the procurement process or in contract execution; and</p> <p>(ii) "<i>fraudulent practice</i>" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the other bidders of the benefits of free and open competition;</p> <p>(b) will reject a proposal for award if it determines that an Applicant subsequently recommended for contract award has engaged in corrupt or fraudulent practices in competing for the Contract;</p> <p>(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Purchaser financed or any other contract.</p>
3. ELIGIBILITY	
Eligible Bidders	3.1 This pre-qualification process is open to all qualified firms that have

		not been declared ineligible to provide services under the Kenyan laws or official regulations or by an act of compliance with a decision of the United Nations Security Council.
	3.2	Individual or Joint Venture Applications including ineligible firms or firms from ineligible source countries, as defined by applicable Purchaser country or United Nations Security Council listings, shall be rejected.
	3.3	Applications from Firms may also be rejected if a firm has been engaged by the Purchaser to act on behalf of the Purchaser, to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the System described in these Pre-qualification documents
4. PRE-QUALIFICATION CRITERIA AND REQUIREMENTS		
General	4.1	Pre-qualification will be based on Applicants meeting all the following minimum criteria regarding their general and particular experience for the project, financial position and personnel capabilities, and other relevant information as demonstrated by the Applicants responses, and by the submission of the specific documents listed in the Pre-qualification Data Sheet
	4.2	By submission of documentary evidence in its Pre-qualification Application, the Applicant must establish to the Purchaser's satisfaction: That it has the financial, technical and management capability necessary to perform the anticipated Contract, that it meets the qualification criteria specified in the Pre-qualification documents, and has a successful performance history.
Technical Capability & Particular Experience	4.3	Evidence that the Applicant has been actively engaged in the supply or implementation of at least three similar projects during the last three years.
Management Capability	4.4	Organizational / management structure and profile of key personnel engaged by the Applicant or Joint Venture
Financial Capability	4.5	The provision of audited financial statements for the last three (3) years.
Legal Capacity	4.6	Evidence that the applicant is a duly registered legal entity by provision of copies of Certificates of incorporation, Professional body certification(current), P.I.N, V.A.T and Tax Compliance certification and relevant company licences.
5. JOINT VENTURES		
Joint Venture	5.1	Applications submitted by a joint venture of two or more firms as partners shall also comply with the following requirements: a.) in case of a successful bid, the Joint Venture Agreement, shall be signed so as to be legally binding on all partners; b.) one of the partners shall be nominated as being in charge, and this nomination shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners; c.) the partner in charge shall be authorised to incur liabilities and receive instructions for and on behalf of any and all partners of the

	<p>joint venture, and the entire execution of the Contract, including payment, shall be done exclusively with the partner in charge;</p> <p>d.) all partners of the joint venture shall be liable jointly and severally during the bidding process and for the execution of an awarded Contract in accordance with the Contract terms.</p> <p>e.) the partner or combination of partners who are responsible for a specific component(s) of the project must meet the relevant minimum qualification criteria, as such criteria may reasonably associated with the component(s) of the required project (e.g. successful performance history, required turnover etc.).</p>
<p>6. MISCELLANEOUS PROVISIONS</p>	
<p>Language of the Application</p>	<p>6.1 Pre-qualification Application and all correspondence and documents shall be written in the language specified in the Pre-qualification Data Sheet.</p>
<p>Purchaser's Rights</p>	<p>6.2 The Purchaser reserves the right to:</p> <p>a.) Follow up and/ or clarify any references or information submitted by the Applicant,</p> <p>b.) Disqualify any Applicant if it finds at any time that the information submitted by the Applicant is materially inaccurate or materially incomplete,</p> <p>c.) Reject or accept any pre-qualification application, and/ or any late Application, and</p> <p>d.) Cancel the pre-qualification process and reject all Applications.</p>
	<p>6.3 The purchaser shall not be bound to give reasons for its decisions.</p>

SECTION II

7. PRE-QUALIFICATION DATA SHEET

The following specific data for the Pre-qualification Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicant, to which cross-reference is made. Whenever there is a conflict, the provisions in the Pre-qualification Data Sheet shall prevail over those in the Instructions to Applicants.

7.1	Name of Purchaser: Consolidated Bank of Kenya Ltd.
7.2	Purchaser's address: Consolidated Bank of Kenya Ltd. 6th Floor, Consolidated Bank House, Koinange Street, P. O. Box 51133 - 00200, Nairobi.
7.3	Telephone: 020 – 340551 Facsimile: 020 - 340213 Email: headoffice@consolidated-bank.com
7.4	Description of the Services for which Pre-Qualifications are invited: Provision of Professional Services for 2017/2018 Financial Years as detailed in Section III
7.5	Applicable Legislation & Guidelines Consolidated Bank of Kenya Regulations and Procedures as set out in the Procurement and Disposal Policy. The Public Procurement & Asset Disposal Act, 2015 and Public Procurement & Disposal Regulations, 2006.
7.6	Summary of required Pre-qualification Documents a) Details of organisational structure and profile of key personnel b) Details of Joint Venture Partners, including clear identification of the nominated partner (<i>If applicable</i>). c) Copies of Certificates of Incorporation, Current Professional body certification, P.I.N., V.A.T, Tax Compliance certification and Company licences d) Audited Financial Statements for the last three years e) Details of similar projects completed in the last five years and at least three ongoing projects including brief details of the project. f) Any other proof of requirement under specific categories over the above listed. g) Copy of Professional indemnity cover Please pay keen attention to the list of requirements attached herewith as schedule to ensure that where evidence is required it is provided.

7.7	<p>Language of Applications</p> <p>The language of all correspondence and documents related to the bid is English. Key passages of all accompanying printed literature in any other language must be translated into the above language.</p>
7.8	<p>Required Number of Copies of the Applications.</p> <p>Two copies. (1 Original and 1 copy). <i>Kindly submit sections 1.0, 1.1 and 1.2 of the prequalification application document only.</i></p>
7.9	<p>Application Submissions</p> <p>Pre-qualification documents in plain sealed envelopes clearly marked “Pre-qualification of Professional Service Providers – 2017/18” bearing the Category no. and Service Description applied for should be deposited in the “Prequalification Tender Box” on 6th floor, Consolidated Bank House, Koinange Street; Nairobi or forwarded to Branch Managers in upcountry branches or posted to:</p> <p>The Accounting Officer Consolidated Bank of Kenya Ltd P. O. Box 51133- 00200 Nairobi.</p>
7.10	<p>Date and time for Application submissions</p> <p>The deadline for the submission of Pre-qualification documents is: Friday, 28th July 2017 at 1200 pm.</p>

SECTION III

8. PREQUALIFICATION CATEGORIES FOR PROFESSIONAL SERVICES FOR 2017/2018

CATEGORY NO.	SERVICE DESCRIPTION
CBKLS1	PROVISION OF ARCHITECTURAL SERVICES
CBKLS2	PROVISION OF VEHICLE TRACKING SERVICES
CBKLS3	PROVISION OF VALUATION SERVICES (BUILDINGS & MOTOR VEHICLES)
CBKLS4	PROVISION OF AUCTIONEERING SERVICES
CBKLS5	PROVISION OF DEBT COLLECTION SERVICES
CBKLS6	PROVISION OF PRIVATE INVESTIGATION SERVICES
CBKLS7	PROVISION OF STORAGE YARD SERVICES
CBKLS9	PROVISION OF SEARCH SERVICES FOR NAME AND COMPANY
CBKLS10	PROVISION OF AIRTIME AGENCY SERVICES