

**REGISTRATION DOCUMENT FOR SUPPLY AND
DELIVERY OF GOODS, WORKS,
AND SERVICES FOR FINANCIAL YEARS 2025-2026**

TENDER NO. CBKL/REG / 009 / 2025

CATEGORY APPLIED FOR.....

REF NO:

**The Chief Executive Officer
Consolidated Bank of Kenya Ltd
P.O. Box 51133-00200
Nairobi, Kenya**

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Email: procurement@consolidated-bank.com

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TABLE OF CONTENTS

1.	TENDER NOTICE	3-7
2.	BRIEF CONTRACT REGULATIONS	8-9
3.	INSTRUCTIONS TO CANDIDATES	10-16
4.	PRE-QUALIFICATION CRITERIA	17
5.	FORM PQ - 1 PRE-QUALIFICATION DOCUMENTS	18
6.	FORM PQ - 2 PREQUALIFICATION DATA	19
7.	FORM PQ - 3 SUPERVISORY PERSONNEL	20
8.	FORM PQ - 4 FINANCIAL POSITION	21
9.	FORM PQ - 5 PAST EXPERIENCE	22-23
10.	FORM PQ - 6 SWORN STATEMENT	24
11.	FORM PQ - 7 CONFIDENTIAL BUSINESS QUESTIONNAIRE	25
12.	FORM PQ - 8 LITIGATION HISTORY	26
13.	SELF DECLARATION FORMS	27-29

SECTION A- INVITATION TO TENDER (TENDER NOTICE)

Consolidated Bank of Kenya Limited (CBKL) invites applications from interested, eligible, capable individuals and firms for pre-qualification as suppliers and service providers for the years 2025- 2026 in the following categories:

CATEGORY A: SUPPLY AND DELIVERY OF GOODS

Ref. No	Category	Eligibility
CBKL/A1/25-26	Supply and delivery of Branded Printed Stationery	Reserved – Special Groups
CBKL/A2/25-26	Supply and delivery of General Stationery	Reserved – Special Groups
CBKL/A3/25-26	Supply and delivery of Computer Stationery, Consumables and Accessories	Reserved – Special Groups
CBKL/A4/25-26	Supply and delivery of Ink Cartridges and Toners	Reserved – Special Groups
CBKL/A5/25-26	Supply and delivery of ICT Equipment i.e. Computers, Laptops, Ipads etc.	Reserved – Special Groups
CBKL/A6/25-26	Supply and delivery of Computer Systems, Servers, Routers and Printers	Reserved – Special Groups
CBKL/A7/25-26	Supply and delivery of Data Communication Services, Computer Networks and Structured Cabling	Open
CBKL/A8/25-26	Supply and delivery of ATMs	Open
CBKL/A9/25-26	Supply and delivery of Rolls and Related Stationery for ATMs	Open
CBKL/A10/25-26	Supply and delivery of Office Rubber Stamps	Reserved – Special Groups
CBKL/A11/25-26	Supply and delivery of Alarm and CCTV Systems	Open
CBKL/A12/25-26	Supply and delivery of Mantrap Doors	Reserved – Special Groups
CBKL/A13/25-26	Supply and delivery of Air Conditioners and Mechanical Ventilators	Reserved – Special Groups
CBKL/A14/25-26	Supply, delivery, Installation and Maintenance of CCTV & Access Control Systems	Open
CBKL/A15/25-26	Supply and delivery of Office Equipment i.e. Note Counting Machines, sorters & sealing machines	Reserved – Special Groups
CBKL/A16/25-26	Supply and delivery of Coin and Mail Bags	Open
CBKL/A17/25-26	Supply and delivery of Office Furniture, Furnishings and Fittings	Open
CBKL/A18/25-26	Supply and delivery of PABX, Telephone and Telecommunication Equipment	Open
CBKL/A19/25-26	Supply and delivery of Strong Room doors and Safes	Open
CBKL/A20/25-26	Supply and delivery of Fire-Fighting Equipment & Suppression Systems	Open
CBKL/A21/25-26	Supply and delivery of Generators	Reserved – Special Groups
CBKL/A22/25-26	Supply and delivery of Invertors and UPS	Reserved – Special Groups

Ref. No	Category	Eligibility
CBKL/A23/25-26	Supply and Delivery of staff Uniforms, Protective Clothing's and Corporate Wears	Reserved – Special Groups
CBKL/A24/25-26	Supply and delivery of Motor Vehicle Tyres, Tubes, Batteries and Spare Parts	Open
CBKL/A25/25-26	Supply of Fresh Cut-Flowers, potted flowers and maintenance of indoor plants and outdoor plants	Reserved – Special Groups
CBKL/A26/25-26	Supply, delivery and Installation of Signage's, Branding and Outdoor Advertising materials	Reserved – Special Groups
CBKL/A27/25-26	Supply, delivery and Printing Services of Corporate Branded Promotional, Branded Gifts and Communication Materials	Reserved – Special Groups
CBKL/A28/25-26	Supply and delivery Water Dispensers and Mineral Water	Open
CBKL/A29/25-26	Supply and Maintenance of ERP	Open
CBKL/A30/25-26	Supply of Asset Tags	Open

CATEGORY B: PROVISION OF SERVICES

Ref. No	Category	Eligibility
CBKL/B1/25-26	Provision of Human Resources Consultancy and Training Services	Open
CBKL/B2/25-26	Provision of Marketing Research and Consultancy Services	Open
CBKL/B3/25-26	Provision of Design, Creative and Advertising Services	Open
CBKL/B4/25-26	Provision of Public Relations Services	Open
CBKL/B5/25-26	Provision of Repair and Maintenance of Signage's, Branding and Outdoor Advertising materials	Open
CBKL/B6/25-26	Provision of Event Planning and Management Services, including PA Systems	Open
CBKL/B7/25-26	Provision of Décor Services	Open
CBKL/B8/25-26	Provision of Photography and Video Services	Open
CBKL/B9/25-26	Repair Service and Maintenance of Motor Vehicles-Authorized by Ministry of Roads and Transport	Open
CBKL/B10/25-26	Provision of Event Catering Services	Reserved-Special Groups
CBKL/B11/25-26	Provision of Tours and Travel Services.	Open
CBKL/B12/25-26	Provision of Security Guarding and Related Services	Open
CBKL/B13/25-26	Provision of Cash-In-Transit Services	Open
CBKL/B14/25-26	Provision of Courier Services	Open
CBKL/B15/25-26	Provision of Security Printing Services	Open
CBKL/B16/25-26	Provision of Comprehensive Office Cleaning Services	Reserved-Special Groups
CBKL/B17/25-26	Provision of Comprehensive Fumigation and Pest Control Services	Reserved-Special Groups
CBKL/B18/25-26	Provision of Sanitary Services and Garbage Disposal	Reserved-Special Groups

Ref. No	Category	Eligibility
CBKL/B19/25-26	Provision of Garbage Collection Services	Reserved-Special Groups
CBKL/B20/25-26	Provision of Taxi/Car Hire Services	Open
CBKL/B21/25-26	Provision of Air Travel Agency Services (IATA Registered)	Reserved-Special Groups
CBKL/B22/25-26	Provision of Health and Safety Audits	Open
CBKL/B23/25-26	Provision of Energy Audits	Open
CBKL/B24/25-26	Repair and Maintenance of Alarm and CCTV Systems	Open
CBKL/B25/25-26	Repair and Maintenance of Mantrap Doors	Open
CBKL/B26/25-26	Repair and Maintenance of Air Conditioners and Mechanical Ventilators	Open
CBKL/B27/25-26	Repair and Installation and Maintenance of Access Control Systems	Open
CBKL/B28/25-26	Repair and Maintenance of Office Equipment i.e. Note Counting Machines	Open
CBKL/B29/25-26	Repair and Maintenance of Office Furniture, Furnishings and Fittings	Open
CBKL/B30/25-26	Repair and Maintenance of Telephone and Telecommunication Equipment	Open
CBKL/B31/25-26	Repair and Maintenance of Strong Room doors and Safes	Open
CBKL/B32/25-26	Repair and Maintenance of Fire-Fighting Equipment & Suppression Systems	Open
CBKL/B33/25-26	Repair and Maintenance of Generators	Open
CBKL/B34/25-26	Repair and Maintenance of Invertors and UPS	Open
CBKL/B35/25-26	Supply, delivery and Maintenance of Plants and Flower	Reserved-Special Groups
CBKL/B36/25-26	Provision of ICT Consultancy Services	Open
CBKL/B37/25-26	Repair and Maintenance of ICT Equipment i.e. Computers, Laptops.	Open
CBKL/B38/25-26	Repair and Maintenance of Computer Systems, Servers, Routers and Printers	Open
CBKL/B39/25-26	Provision of Messaging (SMS) Services	Open
CBKL/B40/25-26	Maintenance of Data Communication Services, Computer Networks and Structured Cabling	Open
CBKL/B41/25-26	Provision of Software Solutions and Licensing	Open
CBKL/B42/25-26	Maintenance of ATMs	Open
CBKL/B43/25-26	Provision of Website Management and Internet Services	Open
CBKL/B44/25-26	Provision of Website Redesign Services	Open
CBKL/B45/25-26	Provision of Website Hosting and Maintenance Services	Open
CBKL/B46/25-26	Provision of Repair and Maintenance of Lifts	Open
CBKL/B47/25-26	Provision of Structured Cabling Installation and Maintenance	Open
CBKL/B48/25-26	Provision of Vehicle Tracking Services	Open
CBKL/B49/25-26	Provision of Valuation Services including Motor vehicles	Open
CBKL/B50/25-26	Provision of Auctioneering Services	Open
CBKL/B51/25-26	Provision of Debt Collection Service	Open

Ref. No	Category	Eligibility
CBKL/B52/25-26	Provision of Private Investigation Services	Open
CBKL/B53/25-26	Provision of Search Services for Name and Company in Government Offices	Open
CBKL/B54/25-26	Collateral Managers	Open
CBKL/B55/25-26	Provision of Architectural and Project Management Services	Open
CBKL/B56/25-26	Provision of Quantity Surveyor Consultancy Services	Open
CBKL/B57/25-26	Provision of Mechanical and Electrical Consultancy Services	Open
CBKL/B58/25-26	Provision of Supply of Kitchen Commodities & Utilities	Reserved – Special Groups
CBKL/B59/25-26	Provision of Supply of fresh milk	Reserved – Special Groups
CBKL/B60/25-26	Provision of dry cleaning services	Open
CBKL/B61/25-26	Provision of Car Wash Services	Open
CBKL/B62/25-26	Provision of Supply of Motor Vehicle & Genset fuel & LPG Card Services	Open
CBKL/B62/25-26	Provision of Supply of water boozers	Open
CBKL/B63/25-26	Provision of Messengerial/Dedicated Services	Open
CBKL/B64/25-26	Provision of Property Management Services	Open
CBKL/B65/25-26	Provision of Service Charge Audit	Open
CBKL/B66/25-26	Provision of Fixed assets management & verification services	Open
CBKL/B67/25-26	Provision of Audit and Tax Consultancy Services	Open
CBKL/B68/25-26	Provision of Payroll Software	Open
CBKL/B69/25-26	Provision of Property Valuation Services	Open

CATEGORY C: PROVISION OF WORKS

Ref. No	Category	Eligibility
CBKL/C1/25-26	Provision of Minor Building Construction Works including Repair and Maintenance Works NCA Registered Firms Only	Reserved-Special Groups
CBKL/C2/25-26	Provision of Major Building Construction Works – NCA Registered Firms Only	Open
CBKL/C3/25-26	Provision of Plumbing Contractors' Services Including Repairs and Maintenance Works-NCA Registered Firms Only	Open
CBKL/C4/25-26	Provision of Electrical Services & Installations Including Repairs and Maintenance-NCA Registered Firms Only	Open

The complete set of tender and registration documents may be obtained free of charge by interested applicants by downloading from the Consolidated Bank of Kenya Limited (CBKL) website (www.consolidated-Bank.com) under tender portal respectively. Those who download the document must immediately forward their

particulars (i.e. Name & contacts of applicant) to email procurement@consolidated-bank.com for purposes of registration and any clarifications.

Completed registration documents/AGPO certificates must be submitted in plain sealed envelopes clearly marked

“Category Description” and the relevant “Reference No” and should be addressed to:

**The Chief Executive Officer
Consolidated Bank of Kenya Limited
Consolidated Bank House, 6th Floor, Koinange Street
P.O BOX 51133 - 00200, Nairobi.**

and deposited in the tender box located at Consolidated Bank House 6th floor, not later than Friday 23rd May 2025 at 10.30 am. Late applications will not be allowed. Registration documents will be opened immediately thereafter at our boardroom offices at 10.30am in the presence of bidders or their representatives who wish to attend. Consolidated Bank of Kenya Limited (CBKL) reserves the rights to accept or reject any or all applications and is not obliged to assign reasons for its decision thereof.

SECTION B- BRIEF CONTRACT REGULATIONS

1.1 INTRODUCTION

The Consolidated Bank of Kenya Limited (CBKL) would like to invite interested candidates who must qualify by meeting the set criteria as provided, for supply and delivery or provision of services to the CBKL.

1.2 PRE-QUALIFICATION OBJECTIVE

The main objective is to supply and deliver assorted items, works and also provide services under relevant tenders/quotations to the Consolidated Bank of Kenya Limited (CBKL) as and when required during the period ending 31st December, 2026.

1.3 INVITATION OF PRE-QUALIFICATION

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Prequalification documents to the Consolidated Bank of Kenya Limited (CBKL) so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots, singly or in combination. The prospective Suppliers are required to provide mandatory information for pre-qualification/registration.

1.4 EXPERIENCE

Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 PRE-QUALIFICATION DOCUMENT

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 CONSIDERATION

In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information herein requested.

1.7 DISTRIBUTION OF PRE-QUALIFICATION DOCUMENTS

Completed prequalification/registration data and other requested information shall be submitted to reach

**THE CHIEF EXECUTIVE OFFICER
CONSOLIDATED BANK OF KENYA LIMITED
CONSOLIDATED BANK HOUSE, 6TH FLOOR,
KOINANGE STREET
P.O BOX 51133 - 00200, NAIROBI.**

not later than Friday 23rd May 2025 at 10:30 am.

1.8 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the pre-qualification documents should be directed to the Chief Executive Officer through the address given in Clause 1.7

1.9 ADDITIONAL INFORMATION

The Consolidated Bank of Kenya Limited (CBKL) reserves the right to request submission of additional information from prospective bidders.

1.10 INVITATION TO TENDERS/QUOTATIONS

Bidding documents (Tender/Quotations) will be made available only to those applicant's whose qualifications are accepted by the Consolidated Bank of Kenya Limited (CBKL) after scoring more than 70 points after the completion of the prequalification process.

1.11 BRIEF CONTRACT REGULATIONS / GUIDELINES

1.11.1 Taxes on Imported Materials

The supplier will have to pay transport or delivery charges, discount, custom duty, VAT & sales tax as applicable for all imported and local materials to be supplied.

1.11.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

1.11.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's Accounting Officer.

1.11.4 Payments

All orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

SECTION C – INSTRUCTIONS TO CANDIDATES

2.0 PRE-QUALIFICATION/REGISTERED SUPPLIERS DATA INSTRUCTIONS

2.1. INTRODUCTION

The Consolidated Bank of Kenya Limited (CBKL) would like to invite interested candidates who must qualify by meeting the set criteria as provided, to perform the contract of Supply of Goods and Provision of Services within the Consolidated Bank of Kenya Limited (CBKL).

2.2. FORMAT AND SIGNING OF APPLICATIONS

- 2.2.1. The applicant shall prepare one (1) set of documents comprising the prequalification document, as described in Instructions to Candidates, bound with the section containing the appendix to instructions and clearly marked “PREQUALIFICATION OF SUPPLIERS” and other information as stipulated in 2.3.1 below.
- 2.2.2. The prequalification document shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the applicant. The person or persons signing the prequalification document MUST serialize the document and shall initial all pages of the tender where entries or amendments have been made.
- 2.2.3. The prequalification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant in each case such corrections shall be initialed by the person or persons signing the prequalification documents.

2.3. SUBMISSION OF APPLICATIONS

- 2.3.1. Applications for prequalification shall be submitted in sealed envelopes marked,

**REGISTRATION DOCUMENT FOR SUPPLY OF GOODS, WORKS AND
PROVISION OF SERVICES**

TENDER NO..... REF NO

ITEM DESCRIPTION.....

and be addressed to:

**THE CHIEF EXECUTIVE OFFICER
CONSOLIDATED BANK OF KENYA LIMITED
CONSOLIDATED BANK HOUSE, 6TH FLOOR,
KONINANGE STREET
P.O BOX 51133 - 00200,
NAIROBI.**

And deposited in the tender box, situated provided on the 6th Floor,
Consolidated Bank House so as to be received on or before **Friday 23rd**
May 2025 at 10.30 am.

Applications received after the closing date shall be rejected and returned unopened.

2.3.2. All the information requested for prequalification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.3. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiations of the information supplied may result in the applicant's disqualification.

2.4. ELIGIBLE CANDIDATES

2.4.1. Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to the Chief Executive Officer, Consolidated Bank of Kenya Limited (CBKL) so that they may be prequalified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification – FORM PQ-1

2.4.2. Applicants shall provide such evidence of their contained eligibility satisfactory to the Consolidated Bank of Kenya Limited (CBKL), as the bank shall reasonably request.

3.0 TENDER DATA INSTRUCTIONS

3.1 TENDER DATA FORMS

3.1.1 The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8 and PQ-9 are to be completed by prospective suppliers/contractors who wish to be prequalified for submission of tender for the specific category.

3.1.2 The pre-qualified/registered application forms PQ-2 which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.2 QUALIFICATION

3.2.1 It is understood and agreed that the pre-qualification/registration data on prospective

bidders is to be used by the Consolidated Bank of Kenya Limited (CBKL) in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

- 3.2.2 Applicants will not be considered qualified unless in the judgment of the Consolidated Bank of Kenya Limited (CBKL), they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION/REGISTRATION

3.3.1 Experience

The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the Satisfactory information given. This is with the exception of those tenders set aside for special groups such as youth, women and persons with disability. Form PQ-4

3.3.4 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-5. Tenders set aside for special groups i.e. youth, women and persons with disability are exempt from this requirement.

3.3.5 Sworn Statement

Application must include a sworn statement Form PQ-6 by the Applicant ensuring the accuracy of the information given.

3.3.6 Litigation History

The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or currently under its execution over the last five years in Form PQ-8. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

3.4 WITHDRAWAL OF PREQUALIFICATION

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/ Consolidated Bank of Kenya Limited

(CBKL) could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Consolidated Bank of Kenya Limited (CBKL) reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.5 REGISTRATION

The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration /Incorporation/Memorandum and Articles of Association (where applicable), copies of which must be attached.

3.6 STATUTORY OBLIGATIONS

The applicant must show proof that they have paid all statutory obligations and have current Tax Compliance Certificate which is mandatory.

3.7 COST OF APPLICATION

The applicant shall bear all costs associated with the preparation and submission of its tender and the Consolidated Bank of Kenya Limited (CBKL) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

3.8 CLARIFICATION OF PREQUALIFICATION DOCUMENTS

3.8.1 A prospective applicant requiring any clarification of the prequalification documents may notify the Consolidated Bank of Kenya Limited (CBKL) in writing at the Bank's mailing address indicated in the prequalification data.

3.8.2 The Consolidated Bank of Kenya Limited (CBKL) will respond in writing to any request for clarification that it receives earlier than 7 days prior to the deadline for the submission of applications. Copies of the Consolidated Bank of Kenya Limited (CBKL) response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have purchased the prequalification documents.

3.9 AMENDMENT OF PRE-QUALIFICATION DOCUMENTS

3.9.1 At any time prior to the deadline for submission of applications, the Consolidated Bank of Kenya Limited (CBKL) may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the prequalification documents by issuing subsequent Addenda.

3.9.2 The Addendum thus issued shall be part of the prequalification documents and shall be communicated in writing to all purchasers of the prequalification documents. Prospective applicants shall promptly acknowledge receipt of each Addendum in writing to the Consolidated Bank of Kenya Limited (CBKL).

3.9.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the Consolidated Bank of Kenya Limited (CBKL) may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 3.11.2.

3.10 DEADLINE FOR SUBMISSION OF PREQUALIFICATION DOCUMENTS

3.10.1 Applications must be received at the address specified in Sub-Clause 2.3, no later than the time and date stipulated in the notice for pre-qualification.

3.10.2 The Consolidated Bank of Kenya Limited (CBKL) may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 3.10 in which case all rights and obligations of the Consolidated Bank of Kenya Limited (CBKL) and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

3.11 OPENING OF PREQUALIFICATION DOCUMENTS

3.11.1 Applications will be opened in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

3.11.2 The Consolidated Bank of Kenya Limited (CBKL) shall prepare minutes of the opening of the prequalification documents, including the information disclosed to those present.

3.11.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

3.12 CONFIDENTIALITY

Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence the Bank's processing of applications or approval decisions may result in the rejection of the applications.

3.13 CLARIFICATION OF APPLICATIONS AND CONTACTING OF THE CONSOLIDATED BANK OF KENYA LIMITED (CBKL)

To assist in the examination, evaluation, and comparison of applications, the Consolidated Bank of Kenya Limited (CBKL) may, at its discretion, ask any applicant for clarification of his/her application.

3.13.1 Subject to Sub –Clause 3.14, no applicant shall contact the Consolidated Bank of Kenya Limited (CBKL) on any matter relating to its application from the time of the opening to the time the prequalification list is approved. If the applicant wishes to bring additional information to the notice of the Consolidated Bank of Kenya Limited (CBKL), it should do so in writing.

3.14 Any effort by any applicant to influence the Consolidated Bank of Kenya Limited (CBKL) in the applicant's prequalification evaluation, prequalification comparison or prequalification approval decisions may result in the rejection of the candidate's application.

3.15 EXAMINATION OF PREQUALIFICATION DOCUMENTS AND DETERMINATION OF RESPONSIVENESS

3.15.1 Prior to the detailed evaluation of applications, the Consolidated Bank of Kenya Limited (CBKL) will determine whether each application (a) has been properly signed and delivered pursuant to clause 2.3; (b) is substantially responsive to the requirements of the prequalification documents; and (c) provides any clarification and/or substantiation that Consolidated Bank of Kenya Limited (CBKL) may require to determine responsiveness.

3.15.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the prequalification documents without material deviation or reservation. A material deviation or reservation is one (a) which limits in any substantial way, inconsistent with the prequalification documents, CBKL's rights or the applicant's obligations under the contract; or (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

3.15.3 If an application is not substantially responsive, it will be rejected by the Consolidated Bank of Kenya Limited (CBKL) and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

3.15.4 The Consolidated Bank of Kenya Limited (CBKL), prior to the approval of the prequalification may confirm the qualification of each applicant who shall have passed the technical stage the prequalification process in order to determine whether the applicant possesses all the requirements in the application for the prequalification document submitted.

3.15.5 For AGPO registered firms, S. 157(17) of the Act and Regulation 146, mandates the National Treasury to register a small, micro and medium enterprise or a disadvantaged group wishing to participate in public procurement. In addition, R145(3) directs that all small, micro and medium enterprise groups or disadvantaged groups registered by National Treasury shall automatically be included in the list of registered suppliers of a procuring entity upon submission of the National Treasury Registration Certificate. The Fund will continue to receive AGPO certificates even after the closing date and update the list of suppliers immediately.

3.16 NOTIFICATION OF QUALIFIED APPLICANTS

3.16.1 Applicants whose applications are determined to be successful in accordance with sub-clause 3.15 will be notified by the Consolidated Bank of Kenya Limited (CBKL) within thirty (30) days from the date of opening of prequalification documents.

3.16.2 At the same time the Consolidated Bank of Kenya Limited (CBKL) notifies qualified applicants that their applications are responsive, the Consolidated Bank of Kenya Limited (CBKL) shall notify the other applicants whose applications are not responsive.

3.17 EVALUATION AND COMPARISON OF APPLICATIONS

3.17.1 The Consolidated Bank of Kenya Limited (CBKL) reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications, at any time prior to approval of contract, without thereby incurring any liability to the affected applicant or applicants or any obligation to inform the affected applicant or applicants of the grounds for the Procuring entity's action.

3.18 NOTIFICATION OF APPROVAL

Prior to expiration of the period of prequalification validity prescribed by the Consolidated Bank of Kenya Limited (CBKL), the procuring entity will notify successful applicants.

3.19 ACCEPTANCE OF THE APPROVAL

The successful applicants shall be required to acknowledge in writing the acceptance of their prequalification to the Consolidated Bank of Kenya Limited (CBKL).

3.20 WITHDRAWAL OF TENDER

Should a condition arise between the time a firm has tendered the bid and the bid opening date which in the opinion of the Consolidated Bank of Kenya Limited (CBKL) could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments. The Consolidated Bank of Kenya Limited (CBKL) reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.21 OUTLINED SUPPLY AND DELIVERY PROCEDURES

The applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in FORM PQ-2.

3.22 PREQUALIFICATION CRITERIA

S/NO.	Required Information	Form Type	Point
1	Prequalification Documents	PQ – 1	Pass/ Fail
2	Prequalification Data	PQ – 2	15
3	Supervisory Personnel	PQ – 3	15
4	Financial Position & Terms of Trade	PQ – 4	10
5	Past Experience	PQ – 5	15
6	Sworn Statement	PQ – 6	10
7	Confidential Business Questionnaire	PQ – 7	10
8	Litigation History	PQ – 8	10
9	Self-Declaration Forms	PQ – 9	15
	Total Score		100

3.23 QUALIFICATION MARK

The qualification is 70 points and over (except for AGPO Group).

FORM PQ-1: PREQUALIFICATION DOCUMENTS (MANDATORY)

All firms MUST provide the under-listed document as a mandatory requirements:

1. Copies of certificates of registration/incorporation
2. Copy of CR 12 for Limited Companies or CR13 for partners issued within the last 12 months and copies of National IDs for all the Directors / Partners, for Sole Business attach registration certificate and copy of Identity card
3. Location of business supported by electricity bills or lease agreement or title of owner occupier.
4. Valid tax compliance certificate issued by the Kenya Revenue Authority
5. Valid certificate for Access to Government Procurement Opportunities issued by National Treasury (for AGPO-special groups only)
6. Copy of current Trade License or Single business permit from the relevant County Authority. Those applying under the categories set aside for youth, women and persons with disability will be exempted from this requirement.
7. Self-declaration that information provided is accurate and that they are not debarred from participating in Public Procurement (SD1)
8. Applicant must fill, sign and Stamp the ethics and integrity pact attached in the tender document (SD2)
9. The document should be legible and presentable. All pages of the bid document submitted MUST be sequentially serialized from 1st page to the last page. Must be well bound. (No spiral binding).
10. Submission of Company Profile
11. Certificates from affiliated Professional Bodies/ Associations, where the nature of supply, works or service is applicable/specific to your line of business e.g. NCA, IATA, EPRA, CA, LSK, ICPAK, PCB, KISM etc.
12. Completed Confidential Business Questionnaire (Must be duly filled and signed).

NOTE:

- Pursuant to Section 80 of Public Procurement and Assets Disposal Act, 2015 any tender not meeting the mandatory and other qualification requirement criteria will not proceed to further evaluation on Conformity to schedule of Requirements.
- Bidders must meet ALL the Mandatory Requirements to qualify for Registration except the categories reversed for AGPO. Pursuant to Reg.145(3), all applicants in the categories reserved for AGPO shall only be required to submit their valid AGPO registration certificates and shall therefore be automatically included in the list of registered Suppliers.
- All bidders shall provide **one (1)** document per category.

FORM PQ-2: PREQUALIFICATION DATA (TECHNICAL STAGE (15 MARKS))

1. Contact Information

Legal Name of Firm:

Post Office Address:

Street and Physical Address:

City:

Country:

Telephone No:

Contact Person:

Title:

2. Organization and Business Information (Attach Organizational Chart)

Management Personnel:

President (CEO):

Name of Partners (If applicable):

.....

Under Present Management since:

3. Financial Information and Terms of Trade

Net Worth equivalent in KES:

Bank Reference and Address:

.....

Indicate terms of trade/sale:

FORM PQ-3: SUPERVISORY PERSONNEL ATLEAST THREE (15 MARKS)

Name:

Age:

Academic Qualification:

Professional Qualification:

Length of service with Contractor or Supplier.....

Position Held.....

Name:

Age:

Academic Qualification:

Professional Qualification:

Length of service with Contractor or Supplier.....

Position Held.....

Name:

Age:

Academic Qualification:

Professional Qualification:

Length of service with Contractor or Supplier.....

Position Held.....

(Attach copies of CVs of key personnel in the organization)

FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE (10 MARKS EACH 5)

- (1) Attach a copy of the firm's two (2) recent certified bank statements giving summary of assets and current liabilities/or any other financial support.

NB: Those applying under the categories set aside for youth, women and persons with disability will be exempt from this requirement.

- (2) Attach letters of reference from the bankers regarding supplier's credit position.

FORM PQ-5: PAST EXPERIENCE (15 MARKS EACH 3 MARKS)

NAMES OF APPLICANT'S CLIENTS IN THE LAST TWO YEARS

NAMES OF APPLICANT'S OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- a. **Name of 1st Client (Organization)**.....
- b. Address of Client (Organization).....
- c. Name of Contact Person.....
- d. Telephone No. of Client (Organization).....
- e. Value of contract.....
- f. Duration of contract (Date).....
- g. Provide evidence e.g Contract, LPO and LSO for the work in the last two years
.....

- a. **Name of 2nd Client (Organization)**.....
- b. Address of Client (Organization).....
- c. Name of Contact Person.....
- d. Telephone No. of Client (Organization).....
- e. Value of contract.....
- f. Duration of contract (Date).....
- g. Provide evidence e.g Contract, LPO and LSO for the work in the last two years
.....

- a. **Name of 3rd Client (Organization)**.....
- b. Address of Client (Organization).....
- c. Name of Contact Person.....
- d. Telephone No. of Client (Organization).....
- e. Value of contract.....
- f. Duration of contract (Date).....
- g. Provide evidence e.g Contract, LPO and LSO for the work in the last two years
.....

- a. Name of 4th Client (Organization).....
- b. Address of Client (Organization).....
- c. Name of Contact Person.....
- d. Telephone No. of Client (Organization).....
- e. Value of contract.....
- f. Duration of contract (Date).....
- g. Provide evidence e.g Contract, LPO and LSO for the work in the last two years
.....

- a. Name of 5th Client (Organization).....
- b. Address of Client (Organization).....
- c. Name of Contact Person.....
- d. Telephone No. of Client (Organization).....
- e. Value of contract.....
- f. Duration of contract (Date).....
- g. Provide evidence e.g Contract, LPO and LSO for the work in the last two years
.....

NOTE: -The projects/contracts/services/works shall all be within the last Three years, for at least 5 major clients.

-Attach copies of contract awards/ LPOs/LSOs.

FORM PQ-6: SWORN STATEMENT (10 MARKS)

Having studied the pre-qualification document, I hereby state:

- a. The information furnished in our application is accurate to the best of my/our knowledge.
- b. That in case of being pre-qualified/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the Consolidated Bank of Kenya Limited (CBKL).
- c. When the call for Quotations is issued, if the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the Consolidated Bank of Kenya Limited (CBKL) and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Date

Applicant's Name

Represented by

Signature

(Full name and designation of the person signing and stamp or seal)

FORM PQ-7: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM (10 MARKS)

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business. You are advised that it is a serious offence to give false information on this form.

Part 1 – General: Business Name Location of business premises. Plot No..... Street/Road Postal Address Tel No/Mobile. E mail Nature of Business, Registration Certificate No. VAT Reg. No Maximum value of business which you can handle at any one time – Kshs. Name of your bankers Branch Bank Account																																									
<div style="text-align: center;">Part 2 (a) – Sole Proprietor</div> Your name in full Age Nationality Country of origin No. of employees ID/Passport No. <div style="text-align: center;">• Citizenship details</div>																																									
<div style="text-align: center;">Part 2 (b) Partnership Given details</div> of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">Name</th> <th style="width: 15%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 15%;">Shares%</th> <th style="width: 20%;">ID/Passport No.</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td colspan="6">No. of employees</td> </tr> </tbody> </table>							Name	Nationality	Citizenship Details	Shares%	ID/Passport No.	1.	2.	3.	4.	No. of employees					
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3.																																				
4.																																				
No. of employees																																									
<div style="text-align: center;">Part 2 (c) – Registered Company</div> Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs. Given details of all directors as follows; <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">Name</th> <th style="width: 15%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 15%;">Shares%</th> <th style="width: 20%;">ID/Passport No.</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td colspan="6">No. of employees</td> </tr> </tbody> </table>							Name	Nationality	Citizenship Details	Shares%	ID/Passport No.	1.	2.	3.	4.	No. of employees					
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2.																																				
3.																																				
4.																																				
No. of employees																																									
Date Signature of Candidate																																									

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

FORM PQ-8: LITIGATION HISTORY (10MKS)

Name of Applicant.....

The Applicant should provide information on any litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Date	Description of Litigation (i.e. cause of litigation, and matter in dispute)	Name of Client/Parties Involved	Conclusion (Award FOR or AGAINST the Applicant)

Signature and stamp/seal of tenderer

NB: - Only firms with score of 70 points and above will be considered for prequalification.

- For the categories reserved for youth, women and persons with disability the qualification is 50 points and over.

FORM PQ-9 SELF DECLARATION FORMS (15 MARKS)

(r.47)

ETHICS AND INTEGRITY PACT (5 MARKS)

TO BE FILLED, DATED, SIGNED AND SUBMITTED BY ALL PERSONS BIDDING FOR THE SUPPLY OF OR PROVISION OF ANY GOODS OR SERVICES TO THE CONSOLIDATED BANK OF KENYA LIMITED (CBKL)

Bidder's undertaking on Ethics and Integrity

Accepting that transparent business management and fair public administration are the key to social development and national competitiveness, and in an effort to purge corruption and apply sanctions to corrupt businesses, and in full support of the worthy goals of this Integrity Pact, concerning the present proposal for: , I (*lead consultant's name in the case of an individual consultancy*) /all personnel of (*name of association, partnership, corporation or other entity being a non-individual consultant*) and its sub-contractors and agents hereby agree that:

- 1 I/We understand that Consolidated Bank of Kenya Limited (CBKL) is/are a law-abiding institution and I/We undertake to abide by all the Laws of Kenya particularly the laws, rules and regulations governing ethics and integrity and the procurement of goods and services by public agencies in Kenya. I/We shall not conduct any unethical business practices, including but not limited to making false declarations and representations in bidding documents; bid-rigging, collusive bidding, canvassing.
- 2 I/We shall not offer any bribe, gifts, entertainment or any other undue benefits directly or indirectly to any officials of the Consolidated Bank of Kenya Limited (CBKL) or indeed any other person nor commit any other act with a view to unlawfully influencing the process or outcome of procuring for the goods and/or services herein or the performance of any contract arising from the procurement process.
- 3 I/We undertake to report to Consolidated Bank of Kenya Limited (CBKL), Ombudsman and the Ethics and Anti-Corruption Commission (EACC) any acts of corruption and unethical practice by any official of Consolidated Bank of Kenya Limited (CBKL), any of my/our employees, agents, associates, affiliates or indeed any other person that come to our knowledge in the course of procuring the supply and provision of the goods and/or services herein or the performance of any contract arising therefrom.
- 4 In bidding for the goods or services herein and in the course of any contract that may arise therefrom, I/We shall not make any statement which is untrue based on our knowledge, information and belief. I/We shall fully and truthfully declare my/our ability to provide the goods and/or perform the services and we will not bid for the supply of goods or provisions of services which we do not have the capacity to provide whether at all or under the terms required by Consolidated Bank of Kenya Limited (CBKL).
- 5 I/We declare that we have the legal and operational capacity to make a bid for the goods and/or services herein, including but not limited to the fact that I/We am/not an undischarged bankrupt, under receivership or liquidation or otherwise insolvent nor suffering from any such or other incapacity that would make our bid or our ability to provide the goods and/or services herein legally or operationally untenable.
- 6 I/We declare that there is no conflict of interest situation existing between myself/us on the one hand and Consolidated Bank of Kenya Limited (CBKL) on the other with regard to the supply of the goods and/or provision of the services herein that would make my/our bid or contract ethically or legally untenable. If any such conflict arises in the course of the procurement process and before the conclusion of any contract arising therefrom, I/We shall fully and truthfully declare such conflict to Consolidated Bank of Kenya Limited (CBKL).
- 7 I/We understand that the violation if this pact may lead to the disqualification my/our bid, to the termination of any contract or obligation between myself/us and Consolidated Bank of Kenya Limited (CBKL) and my/our prosecution.

Name:Signature..... Stamp.....

FORM SD1
(5 MARKS)

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER
OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I,....., of Post Office Box
.....being a resident of In the republic of
.....do hereby make a statement as follows:-

1. THAT I am the Company Secretary/Chief executive/Managing Director/Principal Officer/Director of
.....(insert name of Company) who is a bidder in respect of Tender No.
..... for (insert tender title/description) for.....(insert
name of procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in
procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....

(Title)

.....

(Signature)

.....

(Date)

Bidder Official Stamp

FORM SD2 SELF DECLARATION FORMS (5 MARKS)

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPTOR FRAUDULENT PRACTICE.

I, of P.O Boxbeing a resident of in the Republic of.....do hereby make a statement as follows:-

1. THAT I am the Chief Executive /Managing Director/Principal Officer/ Director of.....(insert the name of the company) who is a Bidder in respect of Tender No..... for (insert tender title/description) for.....(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay inducement to any member of the Board, Management, Staff and/ or employees and/or agents of(insert name of the Procuring entity) which is the procuring entry.
3. THAT the aforesaid Bidder, its servants and/or agents/subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of.....(name of the procuring entity).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.
THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.....

(Title)

(Signature)

(Date)

Bidder' Official Stamp