



SMEP Microfinance Bank Limited is a public limited company incorporated and licensed under the Microfinance Act (Cap 493D) regulated by The Central Bank of Kenya. Our banking services focus on Church banking, Micro banking & SME banking. Our Mission *is to empower our customers through provision of market driven financial solutions*. We have 42 outlets and various SMEP agents countrywide. We also have a subsidiary company, SMEP Insurance Agency, which provides insurance services to meet diverse customer needs.

SMEP is in the process of updating its register of suppliers for various Goods & Services for the year 2018/2019. Interested eligible suppliers are invited to apply for pre-qualification, indicating category of the goods and/or services they wish to supply as below:

### **PREQUALIFICATION OF SUPPLIERS FOR THE YEAR 2018/19**

No.	Description
1. SMEP/01/2018	- Supply of General Stationery eg photocopy papers, pens
2. SMEP/02/2018	- Supply of Computer Accessories e.g. toners, ribbons, hard/flash disks
3. SMEP/03/2018	- Printing various forms, booklets, cards and letter headed papers
4. SMEP/04/2018	- Supply of Furniture and Equipment e.g. Cabinets, Safes, Desks etc
5. SMEP/08/2018	- Provision of Event Planning and Management , (Tents, chairs, Décor, tables, PA system etc )
6. SMEP/10/2018	-Provision of Air Conditioning and Mechanical Ventilation installation works including Repairs and Maintenance
7. SMEP/12/2018	-Supply & Maintenance of Telephone and Telecommunication Equipment (PABX, IP (Cisco) telephones, routers, and related accessories
8. SMEP/13/2018	-Supply and Maintenance of Fire-fighting Equipment & Suppression Systems including repair and maintenance

Pre-qualification documents can be obtained at the reception SMEP Microfinance Bank Ltd during working hours (8.00am to 3.00pm). Bidders will be required to make a non-refundable payment of Kshs 2,500.00 for the pre-qualification documents. The receipt MUST be attached to the completed pre-qualification document.

Completed pre-qualification documents should be submitted in plain sealed envelopes clearly marked thereon **“Pre-qualification of Supplier 2018/2019”** and the **“Category No”** of the Item applied for. The envelopes should be addressed to:

**The Secretary,  
Tender Committee,  
SMEP Microfinance Bank Ltd,  
P O Box 64063 -00620,  
NAIROBI**

And should be deposited in the Tender Box in SMEP Kirichwa Road offices. The closing date for the submission of applications is 14th November, 2017 at 2.00.pm. Applications received after the deadline will be rejected.

The Bank reserves the right to accept or reject any application without assigning any reason thereof.