



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 Mission *is to empower our members through provision of market driven financial services*. We have 39 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 2023-2024. 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 2023-2024

CATEGORY NO.	TENDER DESCRIPTION
1. SMEP/01/2022	Expression of interest for Supply of General Stationery e.g Photocopying papers, marker pens, box files etc.
2. SMEP/02/2022	Expression of interest for Supply of Computer Accessories i.e Toners & Ribbons
3. SMEP/03/2022	Expression of interest for Supply and Maintenance of Fire-fighting Equipment & Suppression Systems including repair and maintenance.
4. SMEP/04/2022	Expression of interest for Supply of Branded Attires.
5. SMEP/05/2022	Expression Of Interest To Supply And Maintain Banking Equipment – Note Counters & UV Light Scanners.

Pre-qualification documents should be downloaded from the website – www.smep.co.ke

The Bidders will be required to make a non-refundable payment of **Kes. 1,500.00** paid at the Cash Office. 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 Suppliers 2023-2024”** and the **“Category No”** of the Item applied for, and **dropped in the Tender Box**. The envelopes should be addressed to:

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

The closing date for the submission of applications is **Friday 23rd December, 2022 at 2.00 pm, after which All the Bidders are invited to witness the opening of the Tenders on the same day at 2.00 pm, at the same place**. Applications received after the deadline will be rejected. *For more information, please visit our website www.smep.co.ke.*

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