



PREQUALIFICATION APPLICATION FORM

FOR USE BY FIRMS

TO APPLY

FOR THE SUPPLY OF GOODS AND SERVICES

TO SMEP MICROFINANCE BANK LIMITED

FOR THE YEAR

2023-2024

1.0 BACKGROUND

SMEP Microfinance Bank Ltd is a Christian company is in the business of providing a sustainable financial support at a reasonable return, to small and micro entrepreneurs to improve their economic and social standard of living.

1.2 VISION

To be a dynamic Christian Provider of financial solutions transforming lives.

1.3 MISSION

To empower our members through provision of market driven financial services.

1.4 STRATEGIC GOAL

The overall strategic goal of SMEP is to achieve operational and financial Sustainability through provision of high quality financial services to improve the standard of living of the economically poor entrepreneurs and SME's.

1.5 CORE VALUES

SMEP is a Christian based company that upholds: Consistency, Integrity, Teamwork, Excellence and Simplicity.



PQ-1 STATEMENT OF APPLICATION

Name of Applicant:

.....
.....

Goods or Services Applied

For:.....

.....

Reference

Number:.....

.....

Date:.....Signature:.....

NOTES:

1. This Prequalification Application Form is valid for only ONE category of goods or services.
2. Final prices should be inclusive of VAT
3. Any company debarred from public procurement is not eligible
4. Prices quoted must remain valid throughout the year (365 days)
5. Where installation cost is required, a provision in % should be indicated.

Tenders will be opened on the closing day as indicated in the advert in the SMEP Board Room Kirichwa road, Nairobi and Tenderers or their representatives who wish to witness the opening are welcome to do so. When responding to SMEP request for clarification, bidders shall not contact or discuss any aspect of their tenders with SMEP after tender closing date before receipt of notification of prequalification or letters of regret, as applicable. Any such contact shall lead to disqualification of the tenders.

Eligibility for Pre-Qualification

This Invitation to Prequalify is open to all eligible Tenderers. SMEP’s Employees, Committee members, Board members and their relatives (spouse(s) and children) are not eligible to participate in the tender. Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

SMEP will from time to time issue tenders for the actual supply of goods and services when required. Pre-qualification will be for a period of 1 (one) year from the date of appointment or as otherwise may be extended. After this period SMEP may conduct another pre-qualification for the services and goods.



Cost of Tendering

The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and SMEP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process. The price to be charged for the Prequalification Document shall be as indicated in the Invitation for Prequalification. The Tenderer is expected to examine all instructions, forms, provisions, terms and specifications in the Prequalification Document. Failure to furnish all information required by the Prequalification Document or to submit a tender not substantially responsive to the Prequalification Document in every respect will be at the Tenderer’s risk and shall result in the rejection of its Tender. SMEP shall open all Tenders promptly after the close of submission at the location specified in the Invitation for Prequalification or as may otherwise be indicated. The Tenderers or their representatives may attend the opening and those present shall sign a register evidencing their attendance. SMEP will prepare Minutes of the tender opening.

The confirmation will take into account the Tenderer’s technical and financial capabilities and legal compliance. It will be based upon an examination of the documentary evidence of the Tenderer’s qualifications submitted by the Tenderer, as well as confirmation of such other information as SMEP deems necessary and appropriate. An affirmative confirmation will be a prerequisite for appointment. A negative confirmation will result in rejection of the Tenderer’s tender.

The approval of pre-qualification will be either pass or fail regarding the Tenderer’s general and particular experience, capabilities and financial position as demonstrated by the Tenderer’s response to this Tender and inspection when conducted. SMEP shall invite tenders as and when it requires from only the Tenderers who have been pre-qualified, subject to applicable thresholds SMEP shall notify the successful Tenderer(s) in writing that its Tender has been approved and shall notify each unsuccessful Tenderer.

Corrupt or Fraudulent Practices

SMEP requires that Tenderers observe the highest standard of ethics during the procurement process and execution of contracts. **The proposals for pre-qualification shall be valid for at least one year (365 days)**

PQ-2 BASIC APPLICANT DATA

1. Name

Legal Name of Firm:

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.....

Physical Premises:

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.....

Post Office Address:

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Street and Address:

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City / Town:

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Telephone:

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Email:

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Website:

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Contact Person:

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Title:

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2. Incorporation and Registration

Date of Incorporation:

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Date of Registration:

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Nature of Business:

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.....



Date Licensed to transact in applied for goods / services:

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3. Directors

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.....

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4. Ownership / Management of Firm

a) Partnership

Nature of Partnership:

Kindly give the following details of partners:

Name	Nationality	Citizenship Details	Shares

If "Nationality" is Kenyan, kindly indicate the nature of your citizenship in "Citizenship Details" (whether you are citizen by Birth, Naturalization or Registration)

b) Registered Company

Private or Public:

Capital:
Norminal (Kshs):

Issued (Kshs):



c) Business Name Registration/ Sole Proprietorship

Business Name:

Your Name in full:

Date of Birth:

Nationality:

Citizenship Details:

If "Nationality" is Kenyan, kindly indicate the nature of your citizenship in "Citizenship Details" (whether you are citizen by Birth, Naturalization or Registration)

5. Supervisory Personnel

Kindly give the following details regarding the person to be in charge of the provision of goods or service applied for:

Name:

Date of Birth:

Academic Qualification:

Date position assumed:

6. Technical Personnel

Kindly give the following details regarding the person (s) to be directly responsible for the technical delivery of the goods or service applied for:

Name	Responsible For	Qualification	Date responsibility assumed

PQ-3 STATEMENT OF SUPPLY METHODS AND PROCEDURES

Kindly give a brief statement that describes the methods and procedures that you would use to supply the goods or service applied for should you be awarded a contract in future:



PQ-4 FINANCIAL INFORMATION

Net Worth of Business (KShs):

Maximum Value of Contract you can handle at one time (KShs):
.....

Your Bankers (Name):

Your Bankers (Branch):

Your Bankers (Postal Address):

Your Auditors (Name):

Kindly attach a certified copy of your firm’s most recent statement giving a summary of assets and liabilities.

PQ-5 PAST EXPERIENCE

In this section, kindly give details of 3 clients that you have supplied with goods or services similar to what you have applied for. Greater merit will go to firms that have supplied clients who are of similar complexity or nature as SMEP.

Client 1:

- a) Name of Client
- b) Contact Person in Client ‘s Organization
- c) Postal Address:
- d) Telephone:
- e) Character / Nature of Contract
.....
- f) Contract Value
- g) Location of Execution of Contract
- h) Period of Contract



Client 2:

- a) Name of Client
- b) Contact Person in Client Organisation:
- c) Postal Address:
- d) Telephone:
- e) Character / Nature of Contract
- f) Contract Value
- g) Location of Execution of Contract
- h) Period of Contract

Client 3:

- a) Name of Client
- b) Contact Person in Client Organisation:
- c) Postal Address:
- d) Telephone:
- e) Character / Nature of Contract
- f) Contract Value
- g) Location of Execution of Contract
- h) Period of Contract

PQ-6 LITIGATION HISTORY

Kindly supply information regarding any litigation or arbitration resulting from the contracts you've executed in the last five (5) years or currently under execution.

Year	Award for or Against	Litigant (who sued)	Cause of Litigation / Details of the case	Disputed Amount (KShs)

PQ-7 TENDER SUBMISSION CHECKLIST

Kindly confirm that you have attached copies of the following documents to your Prequalification Application Form:

	Document	Attached tick)	Attached(tick)
1.	Letter of Application		
2.	VAT Registration Certificate		
3.	PIN Certificate		
4.	Certificate of Registration or Incorporation		
5.	Tax Compliance Certificate		
6.	Business permit/ council trade licence		
7.	Experience/past performance of the company/and competence staff		
8.	Most recent statement giving a summary of assets and liabilities		
9.	Copy of 2 year latest audited accounts certified by Chartered		
10.	List of ongoing contracts / projects or outstanding orders		
11.	Original Receipt Kshs.1,500 to SMEP MICROFINANCE BANK LTD		
12.	Bank Reference Letter		
13.	Clear sketch for physical office location		
14.	Pre qualification document		
15.	Quotation schedule Final Prices inclusive of VAT and any other taxes		

This order and arrangement shall be considered as the Tender Format and shall be strictly followed to help the Tenderer to submit a complete tender and facilitate accurate examination of submitted tenders during evaluation. **The above information will be provided in:**

- a) **HARD COPY MARKED PREQUALIFICATION DOCUMENTS AND NAME OF BIDDER, TENDER NUMBER AND TENDER DESCRIPTION.**

Tenderers shall tick against each item indicating that they have provided. **Non compliance to this format shall lead to disqualification.**



PQ-8 AFFIRMATION

I / We hereby state:-

1. That the information given in this Prequalification Application Form is accurate to the best of our knowledge.
2. We acknowledge that prequalification is not a contractual agreement between us and SMEP MICROFINANCE BANK LTD but rather a right to submit tenders and quotations whenever calls for the same are advertised by the SMEP.

Name of Tenderer: _____

Authorised signatory: _____ **Date:** _____



LETTER OF APPLICATION

Date: -----

Tender No. -----

The C E O,
SMEP Microfinance Bank Ltd,
Kirichwa Rd,
P.O Box 64063 – 00620,
Nairobi, Kenya.

To whom it may concern,

Having read, examined and understood all of the pre-qualification information provided in the Prequalification Document, the receipt of which is hereby duly acknowledged, we, the undersigned Tenderer, hereby apply to be prequalified by you as a potential bidder for the item(s) as indicated by us.

We agree to abide by this Tender for a **period of.....days (Tenderer please indicate validity of your tender)** from the date fixed for tender opening as per the Prequalification Document, and it shall remain binding upon us and may be accepted at any time before the

expiration of that period. This application, together with your written appointment thereof, shall not constitute a contract between us nor commit SMEP to any actual tender or amount of contract.

We understand that you are not bound to accept any application you may receive. We declare that the statements made and the information provided in our prequalification tender document are complete, true, and correct in every detail.

Yours sincerely,

Name of Tenderer, Signature, Stamp/Seal and Date

NOTES:-

1. SMEP requires a validity period of at least one year, 365 days.
2. This form must be duly signed, stamped and/or sealed.
3. This is a multiple award and shall be made to the compliant and competent service providers based on technical, financial ability and legal compliance.