



MAENDELEO BANK PLC

INVITATION TO TENDER

**PRE-QUALIFICATION OF SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS
FOR PROVISION OF GOODS, SERVICES AND WORKS**

REF: MBPLC/PQ/GSW/2021

ISSUING DATE: 01/12/2021

CLOSING DATE: 22/12/2021

Table of Contents

NOTICE TO INTERESTED SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS	3
PRE-QUALIFICATION INSTRUCTIONS	6
Introduction	6
Pre-qualification Document.....	7
Request for clarification.....	7
PRE-QUALIFICATION INFORMATION FORMS	7
Qualification and bid responsiveness	7
ESSENTIAL CRITERIA FOR PRE-QUALIFICATION	8
Experience.....	8
Personnel.....	8
Financial Condition.....	8
Previous and current performance.....	8
Sworn statement	8
Withdrawal of Prequalification	8
Information on Suppliers.....	9
FORM F-1 REGISTRATION DOCUMENTATION	9
Mandatory documents to be submitted.....	9
FORM F-2: APPLICATION FORM	10
Organization & Business Information.....	10
Partnership (if applicable).....	10
FORM F-3 DETAILS OF SUPERVISORY PERSONNEL	11
FORM F-4: FINANCIAL POSITION AND TERMS OF TRADE	11
FORM F-5: BUSINESS QUESTIONNAIRE	12
Part I - General	12
Part 2 (a) Partnership	12
Part 2 (b) – Registered Company:.....	13
FORM F-6: FIRM’S EXPERIENCE.....	14
FORM F-7: LITIGATION HISTORY	15
FORM F-8: SWORN STATEMENT	15
FORM F-9: DECLARATION OF CONFLICT OF INTEREST.....	16

NOTICE TO INTERESTED SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS

Maendeleo bank Plc invites applications for prequalification from interested and eligible vendors (existing and potential suppliers) for the supply of goods, works and services of various categories as detailed on the following section.

CATEGORY A: GOODS		
S/N	CATEGORY REF. NUMBER	DESCRIPTION
1	MBPLC/PQ/G/01/2021	Supply of stationery and office furniture.
2	MBPLC /PQ/G/02/2021	Supply of ID card, ID Card printers and cashier printers
3	MBPLC /PQ/G/03/2021	Supply of Generator fuel (Petrol & Diesel)
4	MBPLC /PQ/G/04/2021	Supply, installation and maintenance of fire appliances/fire hydrants and safety tools
5	MBPLC /PQ/G/05/2021	Supply and maintenance of curtains and curtain blinds
6	MBPLC /PQ/G/06/2021	Supply and installation of Air conditioners
7	MBPLC /PQ/G/07/2021	Supply and installation of Computers, printers and Computer accessories.
8	MBPLC /PQ/G/08/2021	Printing and supply of cheques and security papers
9	MBPLC /PQ/G/09/2021	Supply of Tv, refrigerators and related electrical appliances
10	MBPLC /PQ/G/10/2021	Printing and Supply of promotion materials, internal and external signage, bank forms
11	MBPLC /PQ/G/11/2021	Supply of cheque scanners
12	MBPLC /PQ/G/12/2021	Supply of POS and PIN pad devices
13	MBPLC /PQ/G/13/2021	Supply of note counters and currency sorter machines
14	MBPLC /PQ/G/14/2021	Supply, installation and commissioning of servers and network equipment
15	MBPLC /PQ/G/15/2021	Supply, installation and commissioning generators

CATEGORY B: SERVICES		
S/N	CATEGORY REF. NUMBER	DESCRIPTION
17	MBPLC /PQ/S/NC/01/2021	Provision of electrical maintenance services
18	MBPLC /PQ/S/NC/03/2021	Provision of clearing and forwarding services
19	MBPLC /PQ/S/NC/04/2021	Décor' including hiring of tents, tables, chairs and accessories
20	MBPLC /PQ/S/NC/05/2021	Security Guard Services and Intruder Alarms
21	MBPLC /PQ/S/NC/06/2021	Supply, repair and maintenance of air conditioners
22	MBPLC /PQ/S/NC/07/2021	PR and Marketing services
23	MBPLC /PQ/S/NC/08/2021	Graphic design services and Digital Marketing services
24	MBPLC /PQ/S/NC/09/2021	Repair and maintenance of motor vehicles
25	MBPLC /PQ/S/NC/10/2021	Transportation, storage and maintenance of materials and equipment
26	MBPLC /PQ/S/NC/11/2021	Courier services
27	MBPLC /PQ/S/NC/12/2021	Human Resources and recruitment services
28	MBPLC /PQ/S/NC/13/2021	Software, website and system development
29	MBPLC /PQ/S/NC/14/2021	Network data cabling support and maintenance
30	MBPLC /PQ/S/NC/15/2021	Repair and maintenance of premises and plumbing system
31	MBPLC /PQ/S/NC/16/2021	Supply, repair and maintenance of generators

32	MBPLC /PQ/S/NC/17/2021	IT hardware equipment support and maintenance services (Computers, Printers, Servers, and UPS)
33	MBPLC /PQ/S/NC/18/2021	ATM support and maintenance services
34	MBPLC /PQ/S/NC/19/2021	POS maintenance and Support services
35	MBPLC /PQ/S/NC/20/2021	Servers and network equipment maintenance and Support
36	MBPLC /PQ/S/NC/21/2021	Network cabling maintenance and Support
37	MBPLC /PQ/S/NC/22/2021	Managed Printing Services
38	MBPLC /PQ/S/NC/23/2021	Office equipment maintenance and support (Note counters, currency sorters, Note binding machines, Digital time stamp machines, forex display boards etc.)
39	MBPLC /PQ/S/C/01/2021	Consultancy: Legal services
40	MBPLC /PQ/S/C/02/2021	Consultancy: Building design, architecture and construction
41	MBPLC /PQ/S/C/03/2021	Consultancy: Electrical
42	MBPLC /PQ/S/C/04/2021	Property Valuation Services
43	MBPLC /PQ/S/C/05/2021	Provision of occupational Health, safety and firefighting training and consultation services
44	MBPLC /PQ/S/C/06/2021	Consultancy: Human resources management
46	MBPLC /PQ/S/C/07/2021	Auctioneering and Debt Collection Services
CATEGORY C: WORKS		
S/N	CATEGORY REF. NUMBER	DESCRIPTION
45	MBPLC /PQ/W/01/2021	Building Contractors (Class I-VII)
46	MBPLC /PQ/W/02/2021	Civil works contractors (Class I-VII)
47	MBPLC /PQ/W/03/2021	Mechanical contractors (Class I-VII)
48	MBPLC /PQ/W/04/2021	Electrical Contractors (Class I-VII)
49	MBPLC /PQ/W/05/2021	Specialist contractors (Class I-III)

The completed pre-qualification documents clearly indicating the category and reference number should be placed inside a **plain** and sealed envelope. Each category MUST be submitted in a separate envelope and the envelope clearly labelled as below:

**PRE-QUALIFICATION OF SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS:
CATEGORY DESCRIPTION... (e.g. CATEGORY C/WORKS/ELECTRICAL CONTRACTORS
MBPLC/C/W/04/2021) and**

addressed

**to; Head of Human Resources and
Administration.**

Maendeleo Bank Plc.

Luther House, Sokoine

Drive,

P. O. Box 216

Dar es Salaam, Tanzania.

A complete set of Pre-Qualification Document(s) shall be purchased by interested Applicant on submission of a written application letter to the address given above and upon payment of a non-refundable fee of TZS 50,000/= (fifth thousand shillings only) for the Pre-Qualification document. Payment should be made to: (Account name: **COMMISSION RECEIVED FROM TENDER BID**, Account number: **30400041**) at any branch of **MAENDELEO BANK PLC** and Payment slip should be submitted with Pre-Qualification Documents(s)

Proposal must be submitted not later than 22/12/2021 at 1500hrs EAT. Proposal must be hand delivered and dropped at tender box located at the main reception at Maendeleo Bank Plc head office located at

Luther House, Sokoine

Drive,

Dar es Salaam, Tanzania.

Maendeleo Bank Plc reserves the right to accept or reject any or all bids and is not bound to give any reasons for its decision.

PRE-QUALIFICATION INSTRUCTIONS

Introduction

Maendeleo Bank Plc invites applications from interested and eligible suppliers for pre-qualification for provision of various services, works and supply of goods.

Suppliers registered by the registrar of companies and business names under the Laws of Tanzania are invited to submit their documents so that they may be pre-qualified for submission of quotations/proposals.

Bids may be submitted for single or multiple categories. Prospective suppliers are required to supply mandatory information for pre-qualification i.e. potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

Pre-qualification Document

This document includes questionnaire forms and documents required to be filled and submitted by prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified.

Maendeleo bank Plc reserves the right to request submission of additional information from prospective bidders.

Request for clarification

Enquiries that may arise from this invitation should be addressed to procurement@maendeleobank.co.tz **not later than 10/12/2021 2021 at 1500hrs.**

Pre-Qualification Information Forms

Questionnaires/forms F-1, F-2, F-3, F-4, F-5, F-6, F-7, F-8 and F-9 are to be completed by prospective suppliers/contractors who wish to be pre-qualified.

Prequalification application forms which are not completely filled 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 blue /black ink.

Qualification and bid responsiveness

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Maendeleo bank Plc 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.

Prospective bidders will not be considered qualified unless in the judgment of Maendeleo bank Plc 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.

Essential Criteria for Pre-qualification

Experience

Prospective bidders shall have at least 2 years' experience in the supply of goods, services or execution of works and should show competence, willingness and capacity to service awarded contract (s).

Additionally, prospective supplier should show special experience and capability to organize supply and delivery of items, or services at short notice.

Personnel

Information and CV of key personnel for individual or group to execute the contract must be indicated in form F-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 on Form F-4.

Previous and current performance

Previous and current performance will be given due consideration in pre-qualifying suppliers. Reference letters from past and current clients should be included in Form F-6 (at least from three organizations- attach copy of LPO/Contract)

Sworn statement

Application for prequalification must include a sworn statement (Form F-8) by the tenderer ensuring the accuracy of the information given.

Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then Maendeleo bank Plc reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

Information on Suppliers

The firm must have a fixed business premise and must be registered in Tanzania, with certificate of registration, Incorporation/Memorandum and Articles of Association, certified copies of which must be submitted.

The firm must show proof that it has paid all its statutory obligations and have a current Tax clearance certificate or any other relevant certificate.

The firm must declare any conflict of interest in relation to any member of staff of Maendeleo bank Plc

Any effort by the tenderer to influence Maendeleo bank Plc in the tender evaluation, tender, comparison or contract award decisions may result in the rejection of the tenderers' tender.

FORM F-1 REGISTRATION DOCUMENTATION

Mandatory documents to be submitted:

1. Certified copy of Certificate of Registration/Incorporation of Business Name.
 2. Certified Copy of TIN Certificate of firm/company/individual from Tanzania Revenue Authority.
 3. Certified copy of valid tax Clearance Certificate from Tanzania Revenue Authority
 4. Certified copy of valid trade License, business licenses and approvals from relevant authorities such as TIRA, BOT, CRB, TFDA and TBS
 5. Certified copy of registration certificate as a contractor by Contractors Registration Board (CRB) where applicable.
 6. Recommendation letters from recent clients (preferably three or more). The letters should be recent and not issued before this invitation.
 7. Certified copy of Practicing Certificate for all professionals
 8. Copy of Memorandum of Understanding and/or articles of Association
- Three (3) marks each for every requirement where applicable
9. Power of Attorney
 10. Lease agreement/ Title deed for the business premise (s)
 11. Company profile
 12. Conflict of interest declaration
 13. Audited financial statements for the recent two years (From 2017)
 14. Reference letter (s) from the banker (s)

FORM F-2: Application Form

I/We (Name of Company/ Firm) hereby apply for registration as
supplier(s) of (Item Description) (Category reference number.)
.....

Post Office Address.....

Town

Street

Name of building

Room /Office No. Floor No.

Telephone Nos.

Email address (MUST).....

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

1. Names of Partners

2. Business founded or incorporated

3. Under present management since

4. Enclose copy of organization chart of the firm indicating the main fields of activities

FORM F-3 DETAILS OF SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

.....

(Attach Certificates if any)

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization)

FORM F-4: FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach a copy of the most recent two years audited accounts (From 2017 and above)

(2) Attach letters of recommendation from the firm’s bankers

FORM F-5: BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a) or 2 (b, whichever applies to your type of business.

Part I - General

Business Name

Location of business premises.....

Plot No. Street/Road.....

Postal Address..... Tel. No.....

Email address (MUST).....

Nature of business.....

Current trade/business License. No... .. Expiring Date.....

Maximum value of business which you can handle at any one time: Tshs.....

Name of your bankers... .. Branch

Account No.....Branch.....

Swift code.....Branch code.....

Bank Currency.....

Part 2 (a) Partnership

Given details of partners as follows:

Name.....

Nationality.....

Citizenship Details.....

Shares.....

Part 2 (b) – Registered Company:

Private or Public.....

State the nominal and issued capital of company

Nominal Tshs.....

Issued Tshs.....

Given details of all directors as follows;

Name.....

Nationality.....

Citizenship Details.

Shares.....

Name.....

Nationality.....

Citizenship Details.

Shares.....

Name.....

Nationality.....

Citizenship Details.

Shares.....

DateSignature of applicant.....

FORM F-6: FIRM'S EXPERIENCE

Names of clients and contract/order value for the last three years

Name of 1st Client (organization)

Name of Client (organization)

Address of Client (organization)

Name of Contact Person at the client (organization)

Telephone No. of Client

Value of Contract

Duration of Contract (date)

(Attach documental evidence of existence of contract)

Name of 2nd Client (organization)

Name of Client (organization)

Address of Client (organization)

Name of Contact Person at the client (organization)

Telephone No. of Client

Value of Contract

Duration of Contract (date)

(Attach documental evidence of existence of contract)

Name of 3rd Client (organization)

Name of Client (organization)

Address of Client (organization)

Name of Contact Person at the client (organization)

Telephone No. of Client

Value of Contract

Duration of Contract (date)

(Attach documental evidence of existence of contract / Purchase order)

FORM F-7: LITIGATION HISTORY

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year:

Award for or against:

Name of client:

Cause of disputed amount:

Litigation and matter in dispute (current value, Tshs. Equivalent):

.....

FORM F-8: SWORN STATEMENT

Having read the pre-qualification instructions, we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualification evaluation.

Date:

Applicant's Name:

Represented by:

Signature:

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

FORM F-9: DECLARATION OF CONFLICT OF INTEREST

I, the undersigned, and representative of [.....],
Submitting a tender in respect of call for tender reference number
(.....), confirm:

- That I do not have any conflict of interest in connection to this tender. A conflict of interest may arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest;
- that I will inform the contracting authority, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;
- that I have not made, and will not to make, any offer of any type whatsoever from which an advantage can be derived under this tender;
- that I have not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of this tender.
- that I understand that Maendeleo bank reserves the right to verify this information and that I am aware of the consequences which may derive from any false declaration in respect of the information required by Maendeleo Bank as a condition of participation in the contract procedure.

Signed:

Date:

Stamp: