

MERCANTILE CREDIT BANK LIMITED.



PRE-QUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS FOR GOODS, SERVICES AND WORKS.

February, 2018.

INTRODUCTION

Mercantile Credit Bank Ltd (“MCBL” or the “Bank”) is a private limited liability company incorporated in 1981 as a Merchant Bank. MCBL is a Tier II Financial Institution under the Financial Institutions Act of 2004 and is regulated and supervised by Bank of Uganda under the Financial Institutions Act. Our Head Office and main branch are located at Plot 8 Old Port Bell Road, Kampala, Uganda.

Mercantile Credit Bank Limited intends to update its master list of prequalified suppliers under the various categories for the period 2018- 2020.

Interested eligible firms are invited to apply for the prequalification, indicating the category of services they wish to provide. (Please note that failure to indicate the category number. and item description will lead to DISQUALIFICATION)

Those firms currently in our Master list and wish to be considered need to also apply afresh. Please read through this document carefully and provide the requested information together with ALL the required supporting documentation.

2. INVITATION TO PREQUALIFY

Mercantile Credit Bank Limited invites applications for prequalification from competent suppliers in the under listed categories for the period from 2018 - 2020.

The applicants need to have completed prequalification documents in plain sealed envelopes, marked with the **Category Number and Description** and addressed to:

**The Tender Committee
Mercantile Credit Bank Ltd
Plot 8 Old Portbell Road.
P.O Box 620
Kampala, Uganda**

The completed tender documents should be delivered at the aforementioned address not later than 30th March, 2018.

Mercantile Credit Bank Ltd reserves the right to accept or reject applications made pursuant to the prequalification at its own discretion without assigning any reason thereof.

3. IMPORTANT NOTES TO THE SUPPLIER

- i. The questionnaire is to be fully and comprehensively completed in all aspects.
- ii. All documents must be submitted in English Language.
- iii. If insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
- iv. Please note that by responding to this questionnaire you accept that all answers provided are legally binding and should the need arise, may be used as evidence in a court of law. Further, Mercantile Credit Bank Limited reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- v. Applicants should note that this does not amount to any contractual obligation on the part of Mercantile Credit Bank Limited and that Mercantile Credit Bank Limited

- is not obliged to invite tenders/quotations from any or all who express interest by responding to this prequalification process.
- vi. Applicants will meet all costs associated with preparation and submission of their tender documents.
 - vii. Any information given and later found to be incorrect shall lead to disqualification of the Bid.
 - viii. The completed document shall be signed off and initialed by a minimum of two Directors/Partners of the Organization and rubber stamped on each page and signed on the last page in the space provided.
 - ix. Canvassing will lead to automatic disqualification of the Bid.
 - x. Failure to pay the non-refundable fee of Ugx 100,000 shall lead to disqualification.
 - xi. Late submission will not be acceptable. Any application (s) received after the date of closure will be considered as late and disqualified.

4. MANDATORY REQUIREMENTS

You shall be required to attach the following mandatory documents where applicable;

- i. Certificate of Incorporation/Partnership deed/Business registration certificate for sole proprietorship.
- ii. Trading Certificate where applicable
- iii. Certificate of registration with relevant regulatory authorities or regulator's license where applicable
- iv. VAT registration certificate
- v. Tax Compliance Certificate
- vi. A copy of Audited financials for at least the last three years.
- vii. List of Directors
- viii. List of shareholders
- ix. Organogram
- x. Details of establishment (office location)
- xi. Details of capacity (number of staff, equipment and other relevant resources)
- xii. List of branches in Uganda and the region, if any
- xiii. List of any affiliated entities operating in the East African Region, if any
- xiv. Proof of payment of the non-refundable fee of Ugx 100,000.

The documents must be provided in the order in which they appear in the above list. The following additional information is also required;

- i. Details of proposed credit period offered.
- ii. Details of relevant experience in similar services
- iii. A minimum of five references from other organizations that have received services from the supplier in the past

5. CLARIFICATION OF PREQUALIFICATION DOCUMENT

A prospective applicant requiring any clarification of the prequalification documents may notify Mercantile Credit Bank Limited in writing or by cable ("e-mail and telephone") at the client's address indicated below.

Attention: The Head of Finance
Mercantile Credit Bank Ltd
Plot 8 Old Port bell Road
P.O Box 620
Kampala, Uganda

Email: eleonor.mirembe@mcb.co.ug; esther.kabasinguzi@mcb.co.ug. Mercantile Credit Bank Limited will respond in writing to any request for clarification on the short-listing documents, which it receives no later than three (3) days prior to the deadline for the submission of the Applications.

6. EVALUATION CRITERIA.

The specific criteria used for preliminary evaluation and short listings are as follows:

Evaluation Criteria	Criteria Description	Weightage
Preliminary Evaluation	Is the vendor qualified and registered to offer that service/goods Supplier should share: · Trading license · Articles and memorandum of association · Certificate of Incorporation · Tax Clearance certificate from URA · Tax Registration certificate · Company profile · Audited financials if any · Proof of payment of a non-refundable fee of Ugx 100,000	30%
Technical Competence	Has the supplier fully demonstrated ability to carry out the service/deliver the goods? Supplier should: Demonstrate the ability to deliver the goods/services · Share experience for similar works accomplished · Recommendations from current or most recent clients · Share innovative solutions if any	60%
Completeness of submission	Did the vendor comply with the directions as outlined in the pre-qualification document? Is their proposal clear, readable & the material easy to follow?	10%
Total		100%

7. PREQUALIFICATION QUESTIONNAIRE

Company Name:

Service Rendered to MCBL

A.) Vendor profile

No	Description	Response
1.	Name of organisation (full corporate name and any relevant business name(s))	
2.	Date of incorporation (dd/mm/yyyy)	
3.	Certificate of incorporation number (please provide a copy of your incorporation certificate)	
4.	URA TIN	
5.	Postal address	Telephone..... Fax No..... Email..... Website..... Postal Address.....
6.	Physical Location of registered office including street/road	Town..... Street..... Building Name..... Floor.....
7.	Name and address of bankers	
8.	Account Number & Branch.	
9.	Name and address of insurers	
10.	Brief description of business	
11.	State Credit Period (Minimum proposed is 30 days)	
12.	Company Auditors	
13.	Business continuity plan on related services being provided. Attach a copy.	
14.	3 Years Audited books of accounts	

No	Description	Response
15.	Memorandum and Articles of Association.	

Associate Companies (where applicable)

(1) _____

(2) _____

(3) _____

(4) _____

Provide the organisation structure of your firm and summarise the number of employees in each section/department.

Total number of staff employed _____

Managerial / Supervisory _____

Technical _____

Provide the resource structure of staff who will be working closely with MCBL

Resource details

Name	Designation	Contacts
1.		
2.		
3.		
4.		

Shareholders Details

Name	Number of Shares	Address

Director's Details

Name	Nationality	Position Held	Citizenship	Shares held
1.				
2.				
3.				

REFERENCES

Submit details of organizations where you have undertaken similar services in the format given below.

NO.	Contact Information	Details
1	Name of company	
	Name of contact Person	
	Person Designation	
	Telephone number	
	Nature of goods/service or supplies	
	E-Mail address	
2	Name of company	
	Name of contact Person	
	Person Designation	
	Telephone number	
	E-Mail address	
	Nature of goods/service or supplies	
3	Name of company	
	Name of contact Person	
	Person Designation	
	Telephone number	

B. FINANCIAL PROFILE

Populate the table below

Financial Profile			
	Year 2014	Year 2015	Year 2016
Total Assets			
Current Assets			
Long Term Assets			
Total Liabilities			
Current Liabilities			
Long Term Liabilities			
Shareholders Capital			
Gross Profit			
Net profit			
Working Capital			

NOTE:

Provide three latest copies of financial statements reflected above.

8. TERMS AND CONDITIONS OF PROCESS

1. Participation in the pre- qualification exercise does not constitute a contractual relationship between the Bank and the applicant.
2. The Bank is not bound to consider any proposal submitted, or to accept or notify any applicant of the success or otherwise of any application or proposal and except as is provided for in this pre - qualification document, inquiries, follow ups, pitching, canvassing should be avoided. Any applicant found to engage in any of the aforementioned may be disqualified.
3. Eventual notification of pre-qualification does not constitute a contract between the Bank and any applicant.
4. For avoidance of doubt, to be pre-qualified under this document merely means that the applicant shall be one of the eligible suppliers of goods/services to the Bank upon the terms and conditions that shall be agreed upon between the Bank and any one of the pre- qualified applicants on a case by case basis, or as may otherwise be determined by the Bank.

5. The Bank is therefore not bound to place any orders, or to accept any offers made by a pre-qualified applicant during the period 2018 - 2020.

6. With or without notice, the Bank reserves the right to remove any pre-qualified applicant from the list of its goods/services providers should such an applicant be determined/found by the Bank to be insolvent/bankrupt or commit any act of bankruptcy or insolvency, or to have provided inaccurate or false information, engaged in acts of corruption or bribery, be involved in any criminal or any other act or conduct of either public or private nature, or any matter or dealings which would cause disrepute or put the operation of the Bank and or any of its officers into public scrutiny.

7. The terms and conditions of any contract or purchase order executed by the Bank with any service provider or supplier shall be in accordance and in conformity with the Bank's general Outsourcing & Procurement policy as amended from time to time. In the event of any conflict between the terms and conditions or any matter provided for in this document, the Bank's Procurement& Outsourcing policy shall prevail.

8. No suit or any other legal proceedings in respect to this prequalification exercise shall be taken or commenced against the Bank until notice of such suit or proceedings has been given to the Bank for the attention of the Managing Director and until after expiry of 30 days from the date upon which such notice was delivered to the Bank.

9. All goods supplied pursuant to any contract or order executed with the Bank shall carry a warranty period in the same way as issued by manufacturer and it shall be the duty of the supplier to secure such a warrant for the Bank. In the event of default or in the absence of a warranty or the failure to grant a warranty, the supplier of the goods shall be obliged upon notice from the Bank to replace the goods which should have been covered by the warranty.

10. Where applicable, providers of services may be required to provide performance bonds or professional indemnities to the Bank.

11. The Bank shall be entitled and is obliged to withhold any part of the monies payable to any provider of goods or services and pay the same against tax liabilities or any other legal liability and issue to the goods/service provider proof of such payment.

12. Anti -Bribery

The applicants shall comply with all applicable laws, statutes, regulations, policies and procedures relating to and governing anti-bribery and anti-corruption including but not limited to the Anti-Corruption Act 2009, and the Bank's related policies and procedures. The applicant shall not engage in any activity, practice or conduct which would constitute an offence under the Act or policies. The applicant shall ensure that their employees, agents and sub-contractors shall not offer, solicit or accept an inducement/advantage in connection with this prequalification exercise. Breach of this clause shall be deemed a material breach of the bidding terms and conditions entitling the Bank to disqualify the applicant immediately.

13. Declaration of a Conflict of Interest

a) Every applicant is required at the point of returning to the Bank the application to be pre - qualified to include a statement ("the declaration of conflict of interest") indicating if the

applicant is in any way related to an employee or member of Mercantile Credit Bank Limited referred to in section 9;

b) The relationship mentioned in 12 (a) above shall include but is not limited to:-

i) Shareholding, partnerships, joint ventures or any other business arrangements;

ii) Any blood, marital, family or any other social ties.

iii) The declaration shall include the name of the particular Mercantile Credit Bank Limited member of staff and the position such a person holds.

c) Failure to comply with this clause shall lead to automatic disqualification or termination of any contract that may be awarded pursuant to this pre-qualification process.

9. DECLARATION OF INTEREST.

All suppliers are required to declare any interest that they or their employees may have in Mercantile Credit Bank Limited, or that any Mercantile Credit Bank Limited employee may have in the supplier. To that effect the following must be duly stated by the authorized signatory:

Are you or any person associated with your proposal, employees of Mercantile Credit Bank Ltd?

Yes

No

If so, state particulars

.....
.....

Have you, or any person associated with your proposal, any relationship (family, friend) with any person employed in Mercantile Credit Bank Limited who may be involved with the evaluation and adjudication of this Request for Proposal No.

.....

Yes

No

If so, state particulars

.....
.....

Are you, or any person associated with your proposal, aware of any relationship (family, friend) between the supplier and any person employed in Mercantile Credit Bank

Limited who may be involved with the evaluation and adjudication of proposals submitted in response to this RFP?

Yes

No

If so, state particulars

.....

10. CERTIFICATION

I/We do hereby state:-

1. That the information given is correct in all respects
2. We acknowledge that prequalification is not a contractual agreement between us and Mercantile Credit Bank Limited but rather a right to submit tenders.

Full Name:.....

Designation/position:.....

Signature:.....

Date:.....

Company Stamp/Seal.....

11. APPENDIX 1: PREQUALIFICATION CATEGORIES

GOODS/SUPPLIES	
CODE	DESCRIPTION.
MCB-P001	Supply of IT equipment (e.g. Laptops, desktops, Servers, Routers, Switches, IT Accessories and consumables).
MCB-P002	Repair and maintenance of IT Equipment e.g. servers, personal computers and laptops
MCB-P003	Supply and maintenance of networking equipment e.g. LAN cabling, Cisco equipment, routers and other accessories.
MCB-P004	Non printed Stationery & HP Toners/Cartridges
MCB-P005	Pre-printed stationery including marketing items (e.g. Brochures, flyers, Billboards, booklets and calendars etc.
MCB-P006	Supply of Assorted Office Furniture, Fittings & Blinds.
MCB-P007	Supply of Drinking Water
MCB-P008	Supply and maintenance of office furniture & fittings e.g. Chairs, tables, cabinets, cupboards
MCB-P009	Supply & Maintenance of Strong Room Doors, Vault Safes, Security Doors and Fireproof cabinets.
MCB-P010	Supply of promotional material & Branding e.g. clothing (T-shirts, Corporate & Sportswear, caps, bandanas etc.), branded stationery (Pens, notebooks etc.).
MCB-P011	Television Sets, Music System, Digital Cameras, Fridges, Microwaves, & Other electrical appliances.
MCB-P012	Mobile Phone Handsets
MCB-P013	Note & Coin counting Machines and cash related equipment

SERVICES	
MCBL-S001	Supply and maintenance of Inverters, deep cycle batteries, UPS equipment, automatic voltage regulators/stabilizers and accessories
MCBL-S002	Supply/Repair/Leasing and maintenance of office printers, Copiers and scanners.
MCBL-S003	Supply and Maintenance of Air conditioners
MCBL-S004	Supply and maintenance of alarm systems, CCTV systems, biometric access control
MCBL-S005	Supply and maintenance of firefighting equipment and suppression equipment
MCBL-S006	Transport Hire & leasing of motor vehicles
MCBL-S007	Air ticketing, Tour and travel services
MCBL-S008	Security Services (e.g Guarding Services, Surveillance, equipment supply, Cash in Transit)
MCBL-S009	Legal Services
MCBL-S010	Valuation services (Property, plant & Equipment)
MCBL-S011	Auctioneering, Debt Collection and recovery services
MCBL-S012	Human resource and consultancy services (Recruitment services, leadership development and coaching, team building facilitation, counselling services, trainings, etc.)
MCBL-S013	Cleaning, Fumigation and garbage collection services
MCBL-S014	Events management Services (Public address system, Merchandising, catering, photography/videography, tents, decoration, etc.)
MCBL-S015	Outdoor Advertising (Billboards, Street Signages/Poles, Street Clocks etc.)
MCBL-S016	Agency/ Creative works Services
MCBL-S017	Public Relations Management
MCBL-S018	Digital Marketing and Social Media Services
MCBL-S019	Media (Radio, TV, Print, digital marketing)

MCBL-S020	Value Added Services (SMS/USSD aggregators and VAS Service providers)
MCBL-S021	Hotel and Conference facilities
MCBL-S022	Catering Services
MCBL-S023	Courier Services (Local and International)
MCBL-S024	Insurance and Brokerage
MCBL-S025	Supply Maintenance of Fire Detection & Fighting system
MCBL-S026	Provision and maintenance of internet service, connectivity and infrastructure.
	WORKS
MCBL-W001	Building and civil contractors
MCBL-W002	Electrical and Mechanical contractors
MCBL-W003	Project management services
MCBL-W004	Provision of Architectural services
MCBL-W005	Provision of Interior Design Services
MCBL-W006	Civil, Electrical, Mechanical consultancy services
MCBL-W007	Repair and maintenance of premises electrical, civil, plumbing and minor repairs including painting, fittings and aluminium partitions