

# **NCBA BANK UGANDA LIMITED.**



**NCBA**

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

## INTRODUCTION

NCBA Bank Uganda Limited is a subsidiary of NCBA Bank Group PLC, the largest privately-owned bank in Kenya that has been in existence since 1962 (We are recognized for our highly developed client relationship management and product innovation within the region. Our regional presence today is in 4 countries; Kenya Tanzania, Uganda and Rwanda.

NCBA Bank Uganda Limited intends to update its master list of prequalified suppliers under the various categories for the **period 2025– 2027**.

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 of service providers and wish to be considered need to also apply a fresh.** Please read through this document carefully and provide the requested information together with ALL the required supporting documentation.

## 2. INVITATION TO PREQUALIFY

NCBA Bank Uganda invites applications for prequalification from competent suppliers in the under listed categories for the **period from 2025 – 2027**.

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**  
**NCBA Bank Uganda Limited**  
**7<sup>th</sup> Floor, Twed Towers, Plot 10, Kafu Road.**  
**P.O Box 28707,**  
**Kampala, Uganda**

The completed tender documents should be delivered at the aforementioned address not later than **02<sup>nd</sup> September 2024**

NCBA Bank Uganda Limited 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, NCBA Bank Uganda 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 NCBA Bank Uganda Limited and that NCBA Bank Uganda 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. 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. List of branches in Uganda and the region, if any
- xii. Form 1 -Ultimate Beneficial ownership information
- xiii. List of any affiliated entities operating in the East African Region, if any

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
- iv. An account with NCBA Bank Uganda Limited

#### **5. CLARIFICATION OF PREQUALIFICATION DOCUMENT**

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

**Attention: Lydia Babirye Nassuna or Stella Mary Achieng,  
Commercial Services,  
NCBA Bank Uganda Limited,  
7th Floor, Twed Towers, Plot 10, Kafu Road.  
P.O Box 28707,  
Kampala, Uganda  
Email: [NCBAUCommercialServices@ncbagroup.com](mailto:NCBAUCommercialServices@ncbagroup.com)**

NCBA Bank Uganda 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: <ul style="list-style-type: none"> <li>· Trading license</li> <li>· Memorandum and Articles of association</li> <li>· Certificate of Incorporation</li> <li>· Tax Clearance certificate from URA</li> <li>· Tax Registration certificate</li> <li>· Company profile</li> <li>· Form 1 Ultimate Beneficial Ownership information</li> <li>· Audited financials if any</li> </ul>	30%
Technical Competence	Has the supplier fully demonstrated ability to carry out the service/deliver the goods?  Supplier should: <ul style="list-style-type: none"> <li>• Demonstrate the ability to deliver the goods/services</li> <li>• Share experience for similar works accomplished</li> <li>• Recommendations from current or most recent clients</li> <li>• Share innovative solutions if any</li> </ul>	60%
Completeness of Submission	Did the vendor comply with the directions as outlined in the pre-qualification document? Is their proposal include clear, readable & the material easy to follow?  Does the supplier have an account with NCBA Bank Uganda Limited?	10%
Total		100%

**7. PREQUALIFICATION QUESTIONNAIRE**

**Company Name:** .....

**Service Rendered to NCBA**.....

**A.) Vendor profile**

No	Description	Response
1.	Name of organization (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	

No	Description	Response
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	
15.	Memorandum and Articles of Association.	

**Associate Companies (where applicable)**

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

Provide the organization structure of your firm and summarize the number of employees in each section/department.

Total number of staffs employed \_\_\_\_\_

Managerial / Supervisory \_\_\_\_\_

Technical \_\_\_\_\_

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

**Resource details**

Name	Designation	Contacts
1.		
2.		
3.		
4.		

**Shareholders Details**

Name	Number of Shares	Address
1.		
2.		
3.		
4.		

**Director's Details**

Name	Nationality	Position Held	Citizenship	Shares held
5.				
6.				
7.				
8.				
9.				
10.				

**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	
	E-Mail address	
	Nature of goods/service or supplies	

## B. FINANCIAL PROFILE

Populate the table below

Financial Profile			
	Year 2021	Year 2022	Year 2023
<b>Total Assets</b>			
Current Assets			
Long Term Assets			
<b>Total Liabilities</b>			
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 **2025 - 2027**.

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 Procurement and Vendor Management 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 & Vendor Management 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 NCBA Bank Uganda 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 NCBA Bank Uganda Limited member of staff, the position such a person holds as well as the branch of posting.

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 NCBA Bank Uganda Limited, or that any NCBA Bank Uganda 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 NCBA Bank Uganda Limited?

Yes

No

If so, state particulars

.....  
.....

Have you, or any person associated with your proposal, any relationship (family, friend) with any person employed in NCBA Bank Uganda 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 NCBA Bank Uganda 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 NCBA Bank Uganda Limited but rather a right to submit tenders.

Full Name.....

Designation/position.....

Signature: .....

Date: .....

Company Stamp/Seal.....

<b>APPENDIX 1; PREQUALIFICATION GROUPS</b>	
<b>CODE</b>	<b>DESCRIPTION - GOODS</b>
NCBAU-G001	Supply of IT equipment (e.g. Laptops, desktops, Servers, Routers, Switches, IT Accessories, phones, televisions and consumables).
NCBAU -G002	Repair and maintenance of IT Equipment e.g. servers, personal computers , laptops, UV lights and Time stamps
NCBAU-G003	Supply and maintenance of networking equipment e.g. LAN cabling, Cisco equipment, routers and other accessories.
NCBAU-G004	Non-printed Stationery & HP Toners/Cartridges
NCBAU-G005	Pre-printed stationery including marketing items (e.g Brochures, flyers, Billboards, booklets and calendars etc.
NCBAU-G006	Supply of Assorted Office Furniture, Fittings & Blinds.
NCBAU-G007	Supply of Drinking Water
NCBAU-G008	Supply and maintenance of office furniture & fittings e.g. Chairs, tables, cabinets, cupboards
NCBAU-G009	Supply & Maintenance of Strong Room Doors, Vault Safes, Security Doors and Fireproof cabinets.
NCBAU-G010	Supply of promotional material & Branding e.g. clothing (T-shirts, Corporate & Sportswear, caps, bandanas etc.), branded stationery (Pens, notebooks etc.).
NCBAU-G011	Television Sets, Music System, Digital Cameras, Fridges, Microwaves, & other electrical appliances.
NCBAU-G012	Mobile Phone Handsets
NCBAU-G013	Note & Coin counting Machines and cash related equipment
NCBAU-G014	ATM Supply, Installation and Maintenance.
NCBAU-G015	Green plants, environmental and sustainability goods and services
<b>SERVICES</b>	
NCBAU-S001	Maintenance of Generators.
NCBAU-S002	Supply and maintenance of Inverters, deep cycle batteries, UPS equipment, automatic voltage regulators/stabilizers and accessories
NCBAU-S003	Supply/Repair/Leasing and maintenance of office printers, Copiers and scanners.
NCBAU-S004	Supply and Maintenance of Air conditioners
NCBAU-S005	Supply and maintenance of alarm systems, CCTV systems, biometric access control
NCBAU-S006	Supply and maintenance of firefighting equipment and suppression equipment
NCBAU-S007	Transport Hire & leasing of motor vehicles
NCBAU-S008	Air ticketing, Tour and travel services
NCBAU-S009	Security Services (e.g Guarding Services, Surveillance, equipment supplies, Cash in Transit)
NCBAU-S010	Legal Services
NCBAU-S011	Valuation services (Property, plant & Equipment)
NCBAU-S012	Auctioneering, Debt Collection and recovery services
NCBAU-S013	Human resource and consultancy services (Recruitment services, leadership development and coaching, team building facilitation, counselling services, trainings, etc.)
NCBAU-S014	Cleaning, Fumigation and garbage collection services
NCBAU-S015	Events management Services (Public address system, Merchandising, catering, photography/videography, tents, decoration, entertainment etc.)
NCBAU-S016	Outdoor Advertising (Billboards, Street Signages/Poles, Street Clocks etc.)

NCBAU-S017	Agency/ Creative works Services
NCBAU-S018	Public Relations Management
NCBAU-S019	Digital Marketing and Social Media Services
NCBAU-S020	Media ( Radio, TV, Print, digital marketing )
NCBAU-S021	Value Added Services (SMS/USSD aggregators and VAS Service providers)
NCBAU-S022	Hotel and Conference facilities
NCBAU-S023	Catering Services
NCBAU-S024	Courier Services (Local and International)
NCBAU-S025	Insurance and Brokerage
NCBAU-S026	Supply Maintenance of Fire Detection & Fighting system
NCBAU-S027	Customs Clearing and Forwarding agent services
	<b>WORKS</b>
NCBAU-W001	Building and civil contractors
NCBAU-W002	Electrical and Mechanical contractors
NCBAU-W003	Project management services
NCBAU-W004	Provision of Architectural services
NCBAU-W005	Provision of Interior Design Services
NCBAU-W006	Civil, Electrical, Mechanical consultancy services
NCBAU-W007	Repair and maintenance of premises electrical, civil, plumbing and minor repairs including painting, fittings and aluminum partitions



