



**PREQUALIFICATION OF
SUPPLIERS/SERVICES PROVIDERS
FOR GOODS, SERVICES & WORKS
[SBUL/PQN/2023-2025]**

FOR

STANBIC BANK UGANDA LIMITED

March 2023

Stanbic Bank Uganda Ltd
Procurement
10th Floor Crested Towers, Short Tower
Plot 17, Hannington Road
P.O.BOX 7131, Kampala.

Stanbic Bank *IT CAN BE*[™]

A member of Standard Bank Group

TABLE OF CONTENTS

Section 1.....	3
1.1 Introduction.....	3
1.2 Instruction to Applicants	3
1.3 Eligibility Requirements	4
1.4 Consideration of Pre-Qualification Documents.....	4
1.5 Cost of Pre-Qualification.....	4
1.6 Key Process Timelines	4
Section 2	5
Prequalification Submission Sheet	6
1.1 Prequalification Category	6
1.3 Client Reference Information	7
1.4 Checklist of Required Documentation/Information	7
Respondents Are Required to Assess Their Level of Compliance to the Prequalification Requirements Using The Checklist Below.....	7
Appendix A.....	7
Declaration of Interest	7
Appendix B.....	8
Evaluation Criteria	8

SECTION 1

1.1 INTRODUCTION

Stanbic Bank Uganda Limited (“**the Bank**”) invites interested and eligible service providers to respond to this prequalification notice under the listed categories as published on the Bank’s website <https://www.stanbicbank.co.ug/>. At the end of this exercise, successfully shortlisted providers shall constitute the Bank’s Approved List of Service providers for the period 2023-2025.

1.2 INSTRUCTION TO APPLICANTS

All interested respondents are hereby advised to adhere to the prequalification instructions listed below;

- a) Interested eligible firms are invited to apply for prequalification, indicating the category (as per details published on the Bank’s website) of services they wish to provide.
- b) Please note that as part of your submission in response to this notice, the **category number and description** for the services you wish to be prequalified for **MUST** be clearly expressed. Failure to adhere to this instruction shall lead to automatic DISQUALIFICATION.
- c) Entities holding valid contracts with the Bank and those successfully onboarded during the 2020 prequalification exercise are not required to respond to this notice.**
- d) Respondents are encouraged to carefully read the contents of this document and provide ALL the required information together with supporting documentation.
- e) All documents must be submitted in English Language.
- f) Applicants should note that participation in this prequalification process does not amount to any contractual obligation on the part of Stanbic Bank Uganda Limited, and that the Bank is not obliged to shortlist entities as approved providers by virtue of their participation in this prequalification process.
- g) Any false or incorrect information provided as part of responses to this Prequalification Request for Information (RFI) shall lead to disqualification of the entity in breach.
- h) It is important that applicants disclose any material conflict of interest associated with current staff of the Bank. Applicants shall disclose those conflicts of interest that cannot reasonably be avoided for review and consideration by the Bank. Failure to disclose a potential conflict of interest shall lead to blacklisting of the noncompliant entity.
- i) Nonpayment of the mandatory non-refundable fee of **Ugx. 100,000** shall lead to disqualification.
- j) Late submission will not be acceptable. Any application (s) received after the date of closure will be considered as late and disqualified.
- k) The applicants shall compile and submit prequalification documents online via the Bank’s COUPA Procure to Pay portal marked with the Category Number and Description addressed to:

Head Procurement

Stanbic Bank Uganda Limited,

10th Floor, Crested Towers, Short Tower, Plot 17 Hannington Road

P.o. Box 7131, Kampala.

- l) Prequalification responses (**Softcopies only**) should be submitted not later than **28th April 2023**.
- m) Hardcopy Submissions as well as late submissions shall be rejected.
- n) **Anti-Bribery & Corruption:** The Bank is committed to fighting bribery, canvassing and corruption across all its engagements with external suppliers. You are hereby notified that all Bank officials are prohibited from soliciting bribes from suppliers in return for favours. Suppliers are also prohibited from offering any form of bribe, inducement or favour to any Bank official. Any cases of Bribery and Canvassing shall lead to AUTOMATIC DISQUALIFICATION of the Bid.

- o) Harassment:** Either Party or any person acting on their behalf shall not engage in or permit any form of harassment including harassment related to (a) sexuality or any sexual conduct of an unwanted nature; (b) gender; (c) physical, verbal, or psychological abuse; (d) race; (e) religion or belief or (f) threats of violence, physical abuse of the other party's employee(s) during the lifetime of this contract.
- p) NOTE:** The prequalification evaluation exercise shall exclusively be premised on documentation submitted by respondents and relevant findings from supplementary due diligence reference checks (as applicable). Failure to submit quality and complete documentation as requested herein shall be treated as Non-Compliance and the Bank shall **NOT** allow secondary review or submission of follow up documents missed out in the initial/official submission.

Note: Minority owned entities i.e., Women, Youth and People with Disabilities are strongly encouraged to participate in this process.

1.3 ELIGIBILITY REQUIREMENTS

- a) It is mandatory for entities responding to this notice to submit documents that confirm their legal existence i.e. Memorandum & Articles of Association, Certificate of Incorporation/Business Registration Certificate for Sole Proprietorship, etc. as applicable.
- b) Valid Trading License and/or equivalent documents
- c) The entities shall provide evidence of having fulfilled their obligations to pay taxes. Such evidence shall be a copy of the latest Tax Clearance Certificate.
- d) The entities shall provide evidence of past experience executing supplies/services/works of a similar nature for at least (3) three reputable organizations (preferably Financial Institutions).
- e) The entities must complete and sign the declaration of interest form (attached herewith).
- f) Entities in which a former Stanbic Bank staff member is an owner, principal, director or officer, or holds a financial interest shall **ONLY** be eligible for prequalification 12 months after such former staff has left the service of the Bank (cooling off period).
- g) Entities in which a current Stanbic Bank staff member is an owner, principal, director or officer, or holds a financial interest are **NOT** eligible to participate in this prequalification invitation.

1.4 CONSIDERATION OF PRE-QUALIFICATION DOCUMENTS

- a) The Bank reserves the right to accept, disqualify or reject any pre-qualification application at any time during the evaluation process without incurring any liability to any respondent or any obligation to inform the applicant of the grounds for its action.
- b) The Bank's decision regarding the acceptance or non-acceptance of a pre-qualification application (based on the adopted evaluation criteria and related considerations) shall be final and the Bank is not obliged to furnish any reason for the decision adopted.

1.5 COST OF PRE-QUALIFICATION

The respondents shall bear all costs associated with the preparation and submission of pre-qualification documents.

1.6 KEY PROCESS TIMELINES

MILESTONE		TIMELINE
No.	Prequalification Notice publication Dates	21 st to 24 th March 2023
1.	Payment of Non-Refundable Prequalification Fees	Immediately
2.	Submission of payment evidence & Contact Liaisons	7 th April 2023 at 17h00
3.	Issuance of Prequalification RFI & Response Link to nominated liaisons	10 th April 2023
4.	Deadline for Submission of Prequalification RFI responses	28 th April 2023
5.	Feedback on Process Outcome to all respondents	30 th June 2023

SECTION 2

PREQUALIFICATION SUBMISSION SHEET [SBUL/PREQ/2023-2025]

[Please complete this form with all the requested details and submit it as the first page of your prequalification submission and attach all relevant documentation required in this invitation document. Feel free to redraft and/or edit the form below if more fields are required to capture your entity details]

1.1 Prequalification Category

Supply Category	
Category Reference	

1.2 Summary of Company Details

Please complete the entity details required in the table below;

Company Name:		
Head office physical address:		
Postal Address:		
Email Address:		
Telephone Contacts:		
TIN No:		
Shareholders: (Name, Nationality and percentage (%) shareholding)	1.	
	2.	
	3.	
	4.	
Details of Directors: (Names & Nationality)	1.	
	2.	
	3.	
	4.	
Bank Account Details:	Account No:	
	Account Name:	
	Bank Name:	
If the company is a subsidiary of another company, please indicate details of the holding or parent company including shareholding and director details (as above).		

1.1 Client Reference Information

Please provide referees (previous clients) that Stanbic Bank can approach for proof of ability to deliver similar Goods/Services.

Details	Referee 1	Referee 2	Referee 3
Name of Company			
Address			
Contact Name			
Contact E-mail			
Telephone No.			

1.2 Checklist of Required Documentation/Information

Respondents are required to assess their level of compliance to the prequalification requirements using the checklist below.

No.	Requirement	Yes	No	Comment
1.	Certificate of Incorporation/Certificate of Registration for Business, Deed of Partnership and Sole Proprietorship.			
2.	Articles and Memorandum of Association			
3.	Company form 20 (Names and responsibilities of the directors of the company) or equivalent.			
4.	Current Trading Licence/Equivalent Documentation for the year 2023			
5.	Current Tax Clearance Certificate (TCC).			
6.	Completed and signed Declaration of Interest form			
7.	Audited accounts for the past 3 years			
8.	At least three (3) client references/ recommendation letters from key clients			
9.	CVs & certifications of technical personnel within the Company (applicable for professional/ technical services)			
10.	Evidence of Accreditation by relevant Professional Bodies e.g., SRB, ICPAU, ULS, UIPE (where applicable)			
11.	Proof of payment of the non-refundable prequalification fee of Ugx 100,000.			

Prequalification Document Authorized By:

Signature: _____

Name: _____

Position: _____

Date: _____(DD/MM/YY)

APPENDIX A

DECLARATION OF INTEREST

A. All suppliers are required to declare any interest that;

- They or their employees may have in Stanbic Bank Uganda Limited.
- Any Stanbic Bank Uganda Limited employee may have in the supplier entity.

B. Accordingly, duly stated authorized signatories of the Supplier entity are required to complete and sign this declaration of interest form;

1. Are you or any person associated with your pre-qualification application employees of Stanbic Bank Uganda Limited?

Yes No

If yes, state particulars

.....

2. Have you, or any person associated with your pre-qualification application any relationship (family, friend) with any person employed in Stanbic Bank Uganda Limited who may be involved with the evaluation and adjudication of pre-qualification application?

Yes No

If yes, state particulars

.....

3. Are you, or any person associated with your pre-qualification application aware of any relationship (family, friend) between the supplier entity and any person employed in Stanbic Bank Uganda Limited who may be involved with the evaluation and adjudication of pre-qualification application?

Yes No

If so, state particulars

.....

Name of Entity:

Signature of Declarant:

Position of Declarant:

Date:

APPENDIX B

EVALUATION CRITERIA

NOTE: The Bank shall undertake the prequalification evaluation exercise exclusively against documentation submitted by respondents and relevant findings from related premises visits (as applicable). Failure to submit quality and complete/comprehensive documentation/information as requested herein shall be treated as Non-Compliance and the Bank shall NOT allow secondary review or submission of follow up documents/information missed out in the initial submission.

Stanbic Bank Uganda Limited plans to evaluate pre-qualification documents against on the following parameters;

EVALUATION CRITERIA - GENERAL PREQUALIFICATION

No.	Classification	Category	Evidence Required
1	Eligibility & Administrative Assessment		
a)	General Eligibility (Verification of documentation provided) [Evaluated on a ' Pass or Fail ' Basis]	All	Evidence of Payment of Prequalification Fees (Payment Receipt), Copies of Certificate of Inc., Memoranda & Articles of Association, Current Trading License/ Equivalent Documentation, Current Tax Clearance Certificate (ifo Stanbic Bank Uganda Ltd TIN 1014826341), VAT Registration certificate, Company Form 7/20 or equivalent,
b)	Conflict of Interest declaration	All	Signed Declaration of Interest Form
c)	Verifiable Business premises	All	Verifiable Business premises (Physical Address)
2	Financial Assessment		
a)	Financial Performance (Profitability, Liquidity ratio and Annual Turnover)	All	Audited books of Accounts for the past two (2) years
3	Technical Requirements		
a)	Experience providing similar/related services	All	Reference letters from at least three (3) current relevant clients (preferably financial institutions)
b)	Professional Certification And/ Accreditation	Professional Services	Relevant Professional Body Certification E.g. ICPAU, SRB, ERB, Uganda Law Society, CREST, Etc (as applicable)
c)	Professional Indemnity Insurance	Professional Services	Current Professional Indemnity Cover
d)	Manufacturers' Authorisation	Supplies & Services	Current/Relevant Manufacturer authorisation letters / Certificates (where applicable)
e)	Relevant Local & International Quality Standard (s) certification	Supplies & Services	Relevant certification E.g. UNBS, ISO, Etc (where applicable)