



CONFIDENTIAL

**NMB BANK PLC.
INVITATION FOR PREQUALIFICATION
(“IFPQ”)**

“PREQUALIFICATION OF BUILDING AND CIVIL WORKS CONTRACTORS FOR NMB PREMISES ACROSS THE NETWORK’

The content of this document is strictly confidential. You are authorized to use this document only in preparing a response to NMB Request for Proposal **“PREQUALIFICATION OF BUILDING AND CIVIL WORKS CONTRACTORS FOR NMB PREMISES ACROSS THE NETWORK (DIVIDED IN 8 ZONES)”**

It is forbidden to make copies of this document without the express written permission of the REQUESTOR. The content remains the property of NMB Bank PLC. This document, together with all such copies, should be returned to NMB Bank PLC together with your Proposal. Should you decide not to submit a Proposal, this document should be returned to NMB PLC not later than the closing date for the submission of the Proposal.

The address of the Requestor is:
**SECRETARY
NMB MANAGEMENT TENDER COMMITTEE,
NMB HEAD OFFICE,
Ohio/Ali Hassan Mwinyi Road, PO Box 9213,
Dar es Salaam, Tanzania.**

Telephone: +255 22 232 2370

Please escalate your concerns confidentially about any unacceptable practices by any Bank staff involved in this tender process through the following channels:

NMB’s Postal Address: Attn. to CEO [envelope marked “strictly private and confidential”] Toll Free Phone Numbers: 0658 / 0779 / 0685 / 0800 751 000 Email Address: whistleblowing@nmbtz.com NMB Website: www.nmbbank.co.tz/contact-us [then select the Whistle Blowing Section]



INVITATION FOR PREQUALIFICATION

1. NMB Bank Plc. is the largest commercial Bank in Tanzania in terms of branch network, customer base and profitability.

The Bank has set funds for year 2020, towards the cost of operations and maintenance of its facility for NMB HQ and its Branch network. It is intended that part of these funds will be applied to eligible payments under contracts (s) for provision of repair, maintenance and construction works for NMB Bank Branches.

2. The NMB Bank Plc. invites all eligible, qualified and competent Building and Civil Contractors to apply for prequalification of various construction/fit-out/repair/refurbishment works of their premises in various regions across the country. Building Contractors Class 1 to 7 located in various regions across the country. The Selection of eligible and qualified Contractors will be conducted through the Competitive Tendering Procedures as specified in the NMB Procurement Policy and Procedures.
3. The Bank is advertising this prequalification in 8 of its zones namely Dar Es Salaam, Eastern, Central, Northern, Southern, Highland, Lake and Western. The required contractors (Building & Civil) are those located in those regions in Tanzania and selection of pre-qualified contractors will be done per each zone mentioned above. Selection Criteria shall involve the following stages:-

- a) Legal Registration/Compliance – Vendor shall fulfill all requirements in this category to be eligible:
 - i. Possession of registration certificate from relevant authorities i.e. Contractors Registration Board (CRB);
 - ii. Submission of Valid business license (do not submit expired business license), company certificate of incorporation, TIN and/or VAT Registration;
 - iii. Current physical location (mentioning Region and District the company is registered which will be inspected for verification); the location of your business registration shall be in line with the zone you are applying for pre-qualification.
 - iv. Submission of power of attorney document;
 - v. Submission of OSHA certificate.
 - vi. Submission of certified declaration on Litigation information regarding your firm;
- b) Company's Capabilities and Proposed Methodology:
 - i. The company must have preferably three years' experience carrying out construction/civil works;
 - ii. Technical Capability. Submit the list of key staff with their CVs demonstrating their technical ability to carry out the assignment
 - iii. Sufficient capability in terms of equipment to execute works;
 - iv. Financial Capability, submit preferably audited financial statements for the past two years (from 2017 to date).



4. A prospective applicant requiring any clarification of this document may notify NMB in writing addressed to NMB Secretary Tender Committee through email address procurement@nmbtz.com. Any clarification/amendment of the tender document will be communicated through the same link of obtaining the tender document and can be accessible to all prospective applicants.

5. The closing time and date for submission of written Tenders is on **Friday 24th March, 2020 at 15.00 hours**, by that time your application document must be properly sealed and submitted to the respective NMB Zonal Offices that you are applying for as per the addresses provided below. The tender to be marked on top of the envelope: **PREQUALIFICATION OF BUILDING AND CIVIL WORKS CONTRACTORS FOR ZONE**. NMB PLC shall be entitled to reject any application received after the due date and time or application not received at the respective zone.

Northern Zone Office

Clock Tower Branch (Sokoine/Fire Street Build.)

P.O. BOX 1256
Arusha

Central Zone Office

Dodoma Branch (CCM Makao Makuu

P.O BOX 888 (Kuu/Sixth Road)
Dodoma

Lake Zone Office

Kenyatta Branch (Kenyatta Road)

P.O. BOX 1580
Mwanza

Western Zone Office

Tabora Branch (Mihayo Building)

P.O. BOX 681, Jamhuri Street
Tabora

Highland Zone Office

Mbalizi Road Branch (Mbalizi Rd. Street)

P.O. Box 792
Mbeya

Southern Zone Office

Mtwara Branch (Tanu Street)

P.O. Box 625
Mtwara

Eastern Zone Office

Wami Branch 2nd Floor (Uhuru Street)

P.O. BOX 1066
Morogoro

Dar Es Salaam Zone

Ohio/Ali Hassani Mwinyi junction

P.o.Box 9213
Dar Es Salaam

6. The following are the regions falling under each zone, therefore applicants should apply according to their registered locations:-

1. Dar es Salaam (Dar Es Salaam and Zanzibar)
2. Eastern Zone (Morogoro, Pwani and Mafia)
3. Central Zone (Dodoma, Singida and Manyara)



- 4. Northern Zone (Arusha, Kilimanjaro and Tanga)
- 5. Highland Zone (Mbeya, Songwe, Iringa, Njombe, Katavi and Rukwa)
- 6. Southern Zone (Mtwara, Lindi and Ruvuma)
- 7. Western Zone (Tabora, Shinyanga, Kigoma and Simiyu)
- 8. Lake Zone (Mwanza, Kagera, Mara and Geita)

INSTRUCTION TO APPLICANTS

Failure to answer any of the following questions may result in disqualification. All clarifications should be communicated through the address provided in Invitation for application. Completing this questionnaire does not guarantee prequalification.

SECTION 1. MINIMUM REQUIREMENTS

1. 1. General Company information (primary/main office location with proof in attachments)

Company Name

Physical Address

Mailing/Postal Address

Phone number Fax number

Primary Contact Name Secondary Contact Name

Primary Contact Email Address Secondary Contact Email Address



Organization

1. 2 Business type (tick box) Corporation Partnership Limited Liability Company Sole Proprietor Joint

Venture

1. 3 Type of Work (tick box) General Construction Civil Mechanical Plumbing Other (please specify)

1. 4 Regulatory Requirements: Please enclose the following regulatory requirements:-

1.4.1 Valid Business License (*Do not submit an expired business license*)

1.4.2 Company Certificate of Incorporation

1.4.3VAT &/or TIN Registration

1.4.4_CRB Registration Certificate (Also attach a copy of receipt for payment of annual renewal of CRB certificate)

1.5 Litigation/Claims

1.5.1 Applicants to submit certified declaration of litigation statement;

1.5.2 Are there currently any judgments, claims, arbitration proceedings or suits involving Owners pending or outstanding against your company, its officers, owners, or agents? No Yes. If yes, please explain:



1.6 Size/Capacity

1.6.1 How many full-time permanent employees work for your company?

_____ (enclose cv of key personnel).

1.6.2 If the company has more than one office location, how many full-time permanent employees work for the company at the location which will serve the intended region?

_____ (attach cv of key personell).

1.6.3 List the annual Tanzanian Shilling total value of work the company has performed for each year over the last 3 calendar years. (Attach completion certificate/ work sheet)

1 _____ (yr)	2 _____ (yr)	3 _____ (yr)
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SECTION 2. GENERAL REQUIREMENTS

2.1 Experience

Number of years in business as a contractor under the company name listed in 1.1 above: _____ years. List any other names your firm operated under previously.

2.2 Office Locations

NMB projects shall be managed and directed from contractor’s office in the respective zone as mentioned above. An office in the region is defined as “The principal place from which the trade or business of the bidder is directed or managed. (Attach supporting documentation to prove office location – Business License in the registered district/region and Lease agreement or title deed).

2.3 Equipment

Provide a list and proof of ownership of all equipment used in executing works.

2.4 Financials

Attach financial statement (audited statement) of the past 2 years. All documents attached? Yes

No



2.5 Performance/Track Record

2.5.1 Has your company ever failed to complete work awarded to it? Yes No If yes, please provide project name(s), contact information for owner and architect, year(s), and reason why. Attach relevant documentation. _____

2.5.2 Have you ever paid liquidated damages on any project? Yes No If yes, state the project name(s), year(s), and reason why.

2.5.3 Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging? Yes No If yes, state the project name(s), year(s), and reason why: _____

2.5.4 Has your present company, its officers, owners, or agents ever been barred from bidding for public works in Tanzania? Yes No If yes, state the project name(s), year(s), case number and reason why: _____

SECTION 3. SPECIFIC REQUIREMENTS

3.1 Specific References

Please identify three projects for construction/electrical and fit out e.g bank branch fit-out or ATM lobby fit-out works, Any office fit out works etc experienced by your company.

Similar Project Name	
Project description	
Role and Responsibility	
Client Name/ Representative	



Client Address/Phone	
Architect Name/Representative	
Architect Address/Phone/Email	
Contract TZS Value	
Final Contract TZS Value	
Scheduled Completion Date	
Actual Completion Date	
Performance Rating or Letter of Commendation	

Similar Project Name	
Project description	
Role and Responsibility	
Client Name/ Representative	
Client Address/Phone	
Architect Name/Representative	
Architect Address/Phone/Email	
Contract TZS Value	
Final Contract TZS Value	
Scheduled Completion Date	
Actual Completion Date	
Performance Rating or Letter of Commendation	

Similar Project Name	
Project description	
Role and Responsibility	
Client Name/ Representative	
Client Address/Phone	
Architect Name/Representative	
Architect Address/Phone/Email	



Contract TZS Value	
Final Contract TZS Value	
Scheduled Completion Date	
Actual Completion Date	
Performance Rating or Letter of Commendation	

4. STAFFING AND ORGANIZATIONAL STRUCTURE

4.1 Staff Qualifications - Provide organizational structure reflecting authority, responsibility and proportion of time dedicated to construction projects. Attach corresponding CVs showing proven success in building/electrical projects.

Information should include project size and description, time and budget performance, position held, authority and responsibilities, contributions made to project success, and include client/architect contacts with phone numbers.

5. DECLARATION OF INTEREST

5.1.2 Mention list of directors and shareholders of your company, attach memorandum of association of the company

5.1.3 Has any Director, Partner, Associate, Company Secretary, Senior Manager or Manager in your organisation is/has been employed by NMB? . Yes No If YES, please give details_____

5.1.4 Does any Director, Partner, Associate, Company Secretary, Senior Manager, Manager or any person connected with the tender, have any relationship (family, friend, other) with a person employed in the

department concerned with the administration of this Tender and/or any person who may be involved with the evaluation or adjudication of this Tender? . Yes No If YES, please give details

6. Signature



By signing this document, you are acknowledging that all answers are true to the best of your knowledge.
Submitted by:

Company Name (as licensed in TZ) _____

Physical
Address _____

Mailing/Postal
Address _____

Dated this day of: _____

Submitted by:
Name of Authorized Officer _____

Signature of Authorized Officer

Title of Authorized Officer _____

Authorized Officer's phone
number _____

Authorized Officer's
E-mail address _____

Company Stamp: