



**NMB BANK PLC
("NMB")**

REQUEST FOR APPLICATION

**"PREQUALIFICATION OF VENDORS FOR PROVISION OF VARIOUS SERVICES FOR NMB BANK PLC. FOR
THE YEAR 2024-2026"**

The content of this document is strictly for the purpose of this pre-qualification of vendors. You are authorized to use this document only in preparing a response to this NMB Request ONLY".

It is forbidden to replicate 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 appendices, should be returned to NMB BANK PLC together with your application.

The address of the Requestor is:

**SECRETARY
NMB MANAGEMENT TENDER COMMITTEE,
NMB HEAD OFFICE,
Ohio Street/Ali Hassan Mwinyi Road, P O Box 9213,
Dar es Salaam, Tanzania.**

Telephone: 255222322442, Telefax: +255 22 2321361

Email: NMBPrequalificationofvendors@nmbbank.co.tz

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

NMB's Postal Address: Attn. to CEO [envelope marked "strictly private and confidential"]. Phone Numbers: Toll free number: +130 5455 8186 Email Address: nmbbank@whistleblowing.co.za NMB Website: www.whistleblowing.co.za [then select the Whistle Blowing Section.



Summary of details for this request for application: -

<i>Title of this Request for Application</i>	Prequalification of Vendors for Provision of Various Services for NMB Bank Plc. For The Year 2024-2026
<i>Issue Date</i>	19 th June 2023
<i>Deadline for receiving Questions/clarifications</i>	4 th July 2023
<i>Address for requesting clarifications</i>	procurement@nmbbank.co.tz
<i>Applications Closing Time & Date</i>	20th July 2023, 1500, HRS EAT
<i>Delivery Address (Email Submission)</i>	NMBPrequalificationofvendors@nmbbank.co.tz
<i>Invitees</i>	All eligible bidders according to the requirements of this document

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PART 1: GENERAL INSTRUCTION TO VENDORS

1.1 Invitation

Your company is hereby invited to submit an Application for “Prequalification of vendors for provision of various services for NMB Bank for the year 2024 to 2026”. NMB Bank Plc. will use this Application as a basis for a decision regarding the award of contract for **“Prequalification of Vendors for Provision of Various Services for NMB Bank Plc. For the period of the Year 2024 to 2026”**

Accepted	Not Accepted

1.2 Schedule for Submission of Application

The closing/opening time and date for written Applications is on **20th July 2023 at 1500 hours**, by that time your application must read on the email subject field: **Prequalification of Vendors for Provision of Various Services for NMB Bank Plc. For the Year 2024 to 2026” (Please state the specific category of service you are applying for)** delivered to the Bank through: -

Email delivery to – NMBPrequalificationofvendors@nmbbank.co.tz maximum 40MB at exactly 1500 HRS.

The Bank shall be entitled to reject any Application received after the due date and time.

Accepted	Not Accepted

1.3 Disclosure of reasons

NMB Bank Plc. reserves the right not to disclose any of its reasons for the taking of decisions resulting from prequalification of vendors for Provision of Various Services for NMB Bank for the period from 2024 to 2026

Accepted	Not Accepted

1.4 Completeness of Application

You are specifically required, in your application, to respond in writing to each of the points of Section 1 of this document, in this sequence and with retention of this numbering system. Your responses could consist of "Noted", "Accepted" or "Not Accepted", together with an associated or supporting statement where appropriate.

Accepted	Not Accepted

1.5 Language

You are requested to submit your Application in English language.

Accepted	Not Accepted

1.6 Format of Application

The application should provide information not limited to the following:

Full details of information/requirements articulated in Section 2 of this document.

Accepted	Not Accepted

1.7 Misrepresentation

NMB Bank Plc., decision-making process, will to a large extent be reliant upon the information supplied by your entity. Should it be found that aspects of such information are incomplete, untrue or misleading, NMB Bank Plc. reserves the right to terminate any further process with your entity.

Accepted	Not Accepted

1.8 Access to NMB PLC

You may require further clarifications and information for the preparation of your response to this Request for Application. You are requested to request such clarifications through Procurement office via email procurement@nmbbank.co.tz not later than **4th July 2023**.

Accepted	Not Accepted

1.9 Completeness of Application

You are expected to provide to NMB BANK PLC. an accurate and complete Application as requested in more detail hereunder. Should you find the said requests incomplete or ambiguous, and then the onus rests upon you to obtain clarification from the Requestor.

You are expected to make an unequivocal statement to this effect in your application, since NMB BANK PLC. will require that such an undertaking be included in any contractual agreement, which may result from the selection process.

Accepted	Not Accepted

1.10 RFP Official Contact

Upon release of this application document, all supplier communications concerning this Application request should be directed to the Requestor. Unauthorised contact regarding this application document with other NMB Bank Plc. employees may result in disqualification. Any oral communications will be considered unofficial and non-binding to NMB Bank Plc. You are to rely only on written statements issued by the Requestor (Office of the Secretary, Management Tender Committee).

Accepted	Not Accepted

1.11 Influencing

It is specifically brought to your attention that any attempts at influencing NMB BANK PLC. decision-making process outside of the Tender Committee responsible, may lead to disqualification.

Accepted	Not Accepted

1.12 Costs and Selection

All costs incurred by you in preparing the Application and providing any additional information, shall be borne by you. The issuance of this application does not obligate NMB Bank Plc. to accept any of the resulting applications. NMB Bank Plc. makes no commitments, implied or otherwise, that this process will result in a business transaction with one or more of the suppliers.

Accepted	Not Accepted

1.13 Attachments

Please attach to the end of your application a copy of your **relevant documents** for provision of selected services for NMB Bank Plc.'s review.

Accepted	Not Accepted

1.14 Applications Responses

NMB BANK PLC. is not under any obligation to search for clarification through additional or unformatted information submitted as a supplement to the formatted response. Where application contains conflicting information, NMB BANK PLC. at its option may either request clarification or may consider the information unresponsive.



Accepted	Not Accepted

1.15 Contract Award

NMB Bank Plc. reserves the right to issue RFP/RFQ/RFX and subsequently contracting with the selected vendor/s based on the nature of service applied for and after being prequalified. This means this Prequalification intends to form a database of vendors for easing engagement whenever there is a requirement

Accepted	Not Accepted



2.0 STATEMENT OF REQUIREMENTS:

NMB Bank Plc. (the “**Bank**”) is the largest commercial Bank in Tanzania in terms of branch network, customer base and profitability. NMB is committed to sustaining and enhancing the branch network in order to provide access to financial services to citizens in all areas of Tanzania, with special focus on rural areas.

The NMB Bank Plc. Management Tender Committee invites all eligible, qualified and competent vendors to submit their applications for prequalification of vendors for provision of various services for the Bank as detailed in the below listed categories of services.

List of various services for NMB Bank Plc. for the Year 2024-2026		
SN	Description of Services	Key Requirements for each Category of Service
A	CORPORATE SUPPORT AND FACILITIES DEPARTMENT:	
1	Building Contractors Class 1 to 7	<ul style="list-style-type: none">i. As per prequalification eligibility requirements provided in section 3 & 4 of this document.ii. 3 years’ experience of carrying out commercial fit-out construction works.iii. Details of 3 biggest construction projects carried out in the last 3 years.iv. Technical Capability: CVs of key staff demonstrating their technical ability to execute construction projects.v. Equipment Capability: Sufficient capability in terms of equipment as per requirementvi. Valid Contractor’s registration board certificate

2	Architectural Consulting Services for Various NMB Projects	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. 3 years' experience of carrying out architectural consulting services for commercial fit-out construction works. III. Details of 3 biggest construction projects carried out in the last 3 years. IV. Technical Capability: CVs of key staff demonstrating their technical ability to execute construction projects. V. Valid AQRB certificate
3	Consulting Quantity Surveyors (QS) for Various NMB Projects	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. 3 years' experience for carrying out Quantity surveyor's consultant services for commercial fit-out construction works. iii. Details of current 3 biggest construction projects iv. Technical Capability: CVs of key staff demonstrating their technical ability to execute construction projects. v. Valid AQRB certificate
4	Mechanical and Electrical Engineering Consulting Services for Various NMB Projects	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. 3 years' experience of carrying out commercial fit-out construction works. iii. Details of 3 biggest construction projects carried out in the last 3 years. iv. Technical Capability: CVs of key staff demonstrating their technical ability to execute construction projects. v. iv. Valid ERB certificate

5	Structural Engineering Consulting services	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. 3 years' experience of carrying out commercial fit-out construction works. iii. Details of 3 biggest construction projects carried out in the last 3 years. iv. Technical Capability: CVs of key staff demonstrating their technical ability to execute construction projects. v. Valid ERB certificate
6	Consulting Quality assurance (QAs) for Various NMB Projects	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. 3 years' experience of carrying out commercial fit-out construction works. iii. Details of current 3 biggest construction projects iv. Technical Capability: CVs of key staff demonstrating their technical ability to execute construction projects. v. Valid Registration Certificate
7	Provision of Physical Security Specialty Services	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. 3 years' experience of working with financial institutions / high profile/sensitive institutions/ Or other organizations of complex and comparable nature. iii. Dealership certification from respective manufacturer

8	Supply of Stationeries	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. A brief background of the firm, highlighting experience, capabilities, processes, and resources. III. Length of time in relevant area of work/specialization not less than 3 years. IV. Detailed methodology/Approach with clear timelines. V. At least five reference clients where similar nature of work has been successfully completed and where the Bank would obtain references. VI. Availability of Resources. VII. Demonstrate capability and capacity to provide the goods/services.
9	Furniture and Fittings	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this
10	Installation, Service & Maintenance of Fire Detection & Alarm System	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Registered with Contractors Registration Board (CRB) to undertake work and/or service provision in fire prevention and protection. iii. 3 years of experience carrying similar work in commercial building iv. Details of the current at least 3 Annual Maintenance Contracts with equivalent scope and size v. Valid Registration Fire Vendor Service Certificate from the Ministry of Home Affairs
11	Supply and installation of Blinds Curtains	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this
12	Clearing & Forwarding Agents	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this
13	Supply & Service of Strong Room Doors	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. 3 years' experience of working with financial institutions. iii. Dealership certification from respective manufacturer iv. Capacity to maintain stock of equipment/spare parts.

14	Supply of Motor vehicles	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Experience on Supply Motor Vehicles for not less than 10 yrs. iii. ii. Authorized dealer of Vehicle Manufacturers iv. iii. Must have Service and maintenance facilities on Main Tanzania Regions v. iv. Able to offers Warrants for a period not less than 2 years vi. v. Good after Sales Services vii. vi. Show Rooms for physical vehicle inspections and selections
15	Supply of Electrical Equipment and Appliances	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Experience with corporate organizations
16	Borehole Drilling and Pump Installation Services	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Certificate from ministry of water iii. General experience in similar nature organizations
17	Guarding and Response Services	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. 3 years' experience of working with financial institutions. III. Capacity to pay salaries to the deployed guards on time. IV. Capacity to train guards on physical and Banking customer service V. Experienced staff on financial institution Physical Security VI. Facility for alarm, response/Control Room

18	Vendors for Courier Services	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. SLA for courier delivery. III. Area covered -provide clear office location. IV. Service offers packaging and warehouse services. V. Handling attitude-off and on loading equipment VI. Experience 4 years VII. Appearance- vehicles management and personnel. VIII. Tracking capability-system on place to always track and trace the delivery. IX. Insurance-Provide a clear and detailed insurance policy for missing or get damaged while in transit.
19	Supplying Tropical Fresh Flowers for Offices	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. General experience in similar nature organizations
20	Supply, service, and maintenance of Office Equipment - Safes, Shredders.	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. General experience in similar nature organizations III. As per prequalification eligibility requirements provided in section 3 & 4 of this document
21	Supply and Installation of Shelves for Storage Purposes	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. General experience in similar nature organizations
22	Supply of Teller Cash Boxes, cash in transit boxes	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. General experience in similar nature organizations

23	Vendors for Provision of Printing services	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. A brief background of the firm, highlighting experience, capabilities, processes, and resources. III. Length of time in relevant area of work/specialization not less than 3 years. IV. Detailed methodology/Approach with clear timelines. V. Certified Technical Resources in relevant area i.e., Profile of the personnel to be involved in the work, with emphasis on academic qualifications, professional qualifications, and experience in respect of the stated scope of work. VI. At least five reference clients where similar nature of work has been successfully completed and where the Bank would obtain references. VII. Availability of Resources. VIII. Demonstrate capability and capacity to provide the goods/services.
24	Vendors for Provision of Printing cheque books	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Supply Contract performed in compliance with contract terms. iii. Standard of Materials and supplies as required. iv. Timeliness of supplies, Staff professionalism, Customer service v. Quality of goods supplied as per required. vi. Communication and Accessibility in all seasons
25	Vendors for Provision of Car tracking and fuel monitoring services	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document II. Experience on Supply, Fitting and Monitoring System of not less than 3 years III. Able to Supply Total Fleet Management Solutions, i.e., car tracking, Fuel Monitoring, and Maintenance etc. IV. Must have Web based Software V. Availability of Premises and physical locations VI. Good Experienced Technician

26	Supply of tyres and fitting services	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document II. Experience on Supply and Fitting tires not less than 3 years. III. Premises and Physical Locations IV. Availability of General Facilities, Tools and Equipment's related to Services V. Technical Manpower Experience on Wheel alignment VI. Tires Storages VII. Able to supply Original and High-Quality tire brands i.e., Bridgestone, PIRELLI, BF VIII. Goodrich, Dunlop, MICHELLIN etc.
27	Vendors for Provision of Service and Maintenance of Vehicles	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Good experience on providing services not less than 3yrs. III. Premises and Physical Locations IV. Availability of General Facilities, Tools and Equipment's related to Services V. Technical Manpower CV's and Experience on Motor Vehicles field VI. Spare parts and Lubricants Storages VII. Able to Services all types of Vehicles VIII. Insurance Covers and Licenses IX. Financial Capability
28	Supply of Petroleum products	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document II. Premises and physical locations III. Bulk Storage facilities available IV. Availability of Petroleum Pump stations to all Tanzania regions V. High quality of Petroleum product and Lubricants VI. Certified by EWURA VII. All necessary Licenses available

29	Vendors for Provision of Tours and Travel	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Travel agency services certificate (IATA) Experience with corporate organizations III. Experience of not less than 3 years and as per RFP provided Requirements
30	Distributors of Air Conditioners and spare parts	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. 3 years' experience of supplying cooling system and spare parts for the same Details of current 3 biggest projects III. Experience with corporate organizations
31	Supply of Painting Materials	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. 3 years' experience of supplying painting material III. Details of current 3 biggest projects
32	Supply of PPEs	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Valid Business license and/or CRB registration and/or Fire Dealers registration from the Ministry of Home Affairs and/or Pharmaceutical Board of Tanzania registration and/or OSHA certificate of registration
33	Provision of Plumbing and Electrical Spare Parts	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. 3 years' experience of supplying plumbing and electrical spare parts III. Details of current 3 biggest projects

34	Supply of 20ft and 40ft Containers for document keeping	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. 3 years' experience of supplying containers for various purposes III. Details of current 3 similar projects
35	Provision of Cleaning Services	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. 3 years' experience iii. Details of current 5 similar contracts
36	Provision of Fumigation services	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. 3 years' experience iii. Details of current 5 similar contracts
37	Provision of Garbage/ Waste oil/ Sludge collection	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. 3 years' experience iii. Details of current 5 similar contracts iv. Certificate from NEMC
B	MARKETING & PR DEPARTMENTS:	
1	Provision of Branding and Signage for Dar and upcountry	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Factory requirements including verifying the premises if owned/leased and location of your factory. III. Indicate technology in use in both hard and soft ware. IV. Showcase logistical capability (Number of Owned vehicles) for a quick and intact delivery of the finished goods/materials to site

2	Provision of Printing Services for Dar and Upcountry (Fliers, Posters, Brochures, Calendars)	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Factory requirement including verifying the premises if owned/leased and location of your factory. III. Indicate technology in use in both hard and soft ware. IV. Showcase logistical capability (Number of Owned vehicles) for a quick and intact delivery of the finished goods/materials to site
3	Supplying of Various Promotional Materials (T-shirts, Caps, Thermal Mugs, executive pen, Plastic pen, etc.	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Factory requirement including verifying the premises if owned/leased and location of your factory. III. Indicate technology in use in both hard and software. IV. Showcase logistical capability (Number of Owned vehicles) for a quick and intact delivery of the finished goods/materials to site
4	Provision for events Management services for Dar and upcountry	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Submission of portfolio of events done. These include both physical and digital events that is corporate, conferences, exhibitions, activations and launches. III. Capacity to fabricate customized event items and ability to show samples during
5	Provision of Digital and social Media Services	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Demonstrate your understanding of Tanzania Digital Landscape III. Demonstrate your digital media buy capabilities. IV. Indicate your existing technical capabilities including software, equipment, and human resources. V. Indicate your digital creative process. VI. Indicate your digital monitoring tools VII. Demonstrate your production capabilities by having an in-house studio (all the above to be confirmed during the due diligence visit)

6	Provision of Various Research Services	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Demonstrate your understanding of Tanzania Research landscape and corridors. III. Demonstrate your data collection methodologies. IV. Indicate your field data collection controls and backchecks V. Indicate the type of your research conducted by your organization (social, political, market research) VI. Demonstrate your research analytical practices VII. Indicate your existing technical capabilities including software, equipment and human resource
7	Provision of Translation and Copyright Services	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Demonstrate a good command of English and Swahili language. III. Provide past translations jobs done by your organization in both English and Swahili IV. Provide CV and certificates which will be backed with your professionalism
8	Provision of Radio, Jingle and IVR Production	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Proof of availability of a production studio III. Showcase/ submit previous materials produced by your organization and broadcasted by client to be provided by flash.

9	Provision of Creatives, Concepts and Designing for Campaigns	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Proof of availability of a production studio III. Showcase/ submit previous materials produced by your organization and broadcasted by client to be provided by flash IV. Indicate your existing technical capabilities including software, equipment and human resource.
10	Provision of Photography, TVC and Video Production Services	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Proof of availability of a production studio III. Showcase/ submit previous materials produced by your organization and broadcasted by client to be provided by flash. IV. Indicate your existing technical capabilities including software, equipment and human resource.
11	Provision of Interior Designing and Decoration Services for NMB Premises	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Showcase interior works done by your organization that can be visited. III. Submit profiles of your technical team and their work IV. Indicate your existing technical capabilities including software, equipment and human resource.
12	Supplying of Hospital Equipment	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. As per RFP document Requirements
13	Supplying of Sports gears	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Showcase physical sports equipment provided by your organization this will be verified up on the visit III. Mention the previous clients that you have been supplying the sports gears.

14	Supplying of Building and Roofing Materials for Dar and Upcountry	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. As per RFP document Requirements
15	Supplying of school Desks (for Donation Services)	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. As per RFP document Requirements
16	Provision of Hotel Conference Services and Venue Hiring	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. As per RFP document Requirements
17	Vendors for Social Media Influencers	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. As per RFP document Requirements
18	Supply of construction materials across NMB Network (roofing, and general materials)	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document II. As per RFP document Requirements
19	Provision of Experiential & Entertainment Services including Music Band	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document ii. As per RFP document Requirements iii. Vendor should have a registered license to support marketing and experiential activities COSOTA/BASATA iv. Vendor must be owning an entertainment Music Band popular and known in the market
C	TECHNOLOGY AND ICT:	
1	Supply of Computers (Desktop and Laptops)	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this
2	Supply of Computer Peripherals and other ICT consumables e.g., Computer adapters and power supply, Computer Batteries, Computer RAM, Keyboard, Mouse, memory sticks, Hard Drive, HDMI Cables, PM Tools etc.	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document

3	Supply, support, and maintenance of Printers/Scanners/Photocopiers Machines (Multi-Functional Printers) (XEROX, HP, Kyocera, RICOH, Canon and others)	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Provide a minimum of three (3) certified and experienced onsite support Engineers. iii. Provide a minimum of three (3) reference sites supporting similar projects for at least 2 years of a comparable scale to NMB. iv. Provide valid Manufacturer Authorization Form (MAF) and partnership status
4	Supply of Branch Teller Printers	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this
5	Supply, Support, and Maintenance of Note Strapping Machine (TP 202), Note counter, Note Sorters, Note banding	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document ii. Provide a minimum of three (3) certified and experienced onsite support Engineers. iii. Provide a minimum of three (3) reference sites supporting similar projects for at least 2 years of a comparable scale to NMB.
6	Supply, support, and maintenance of Automated Teller Machines (ATMs), Forex Exchange Machines e.g., GRG, NCR, and others	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document ii. Provide a minimum of three (3) certified and experienced onsite support Engineers. iii. Provide a minimum of three (3) reference sites supporting similar projects for at least 2 years of a comparable scale to NMB. iv. Provide valid Manufacturer Authorization Form (MAF) and partnership status
7	Supply of Point-of-Sale Machines (POS)	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this
8	Supply of mobile phones and tablets	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this

9	Supply of Network Active equipment's (Routers/Switches, Network Interface Cards (NICs), Load Balancers (LB), Wireless solution including Wireless LAN Controller (WLC) and Wireless Access Points (WAPs), Network Management Systems (NMS), Security Systems including Firewalls, IDS, IPS, DLP, Secure Web Gateways (SWG), DLP, WAF, UTM, SIEM, NAC, DDoS, Security Tokens, etc.)	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Evidence 3 years of experience carrying similar work in Organization similar to NMB size. iii. Certifications from relevant authorities iv. List and CVs of certified Key resources v. Provide valid Manufacturer Authorization Form (MAF) and partnership status from OEM.
10	Provision of Network Passive connectivity services - Installation and Support of Data Cabling	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. List and CVs of key resources for installation and support
11	Supply and Installation of Systems Security Tools	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
12	Supply and Installation of Network Security Tools	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
13	Supply and Installation of Security Firewalls	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
14	Supply and Installation of Monitoring Tools for Systems, Network, Infrastructure, projects etc.	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
15	Support and Maintenance of datacenter server infrastructure	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Provide a minimum of three (3) certified and experienced onsite support Engineers. iii. Provide a minimum of three (3) reference sites supporting similar projects for at least 2 years of a comparable scale to NMB. iv. Provide valid Manufacturer Authorization Form (MAF) and partnership status.

16	Support and Maintenance of datacenter storage infrastructure	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Provide a minimum of three (3) certified and experienced onsite support engineers. iii. Provide a minimum of three (3) reference sites supporting similar projects for at least 2 years of a comparable scale to NMB. iv. Provide valid Manufacturer Authorization Form (MAF) and partnership status
17	Support and Maintenance of centralized backup infrastructure	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Provide a minimum of three (3) certified and experienced onsite support engineers. iii. Provide a minimum of three (3) reference sites supporting similar projects for at least 2 years of a comparable scale to NMB. iv. Provide valid Manufacturer Authorization Form (MAF) and partnership status
18	Supply and Support of digital content solution (marketing and forex board digital signage)	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Provide a minimum of three (3) certified and experienced onsite support Engineers. iii. Provide a minimum of three (3) reference sites supporting similar projects for at least 2 years of a comparable scale to NMB. iv. Provide valid Manufacturer Authorization Form (MAF) and partnership status.
19	Supply, Installation, Support, and Maintenance of Power and Machinery supply and Installation (RMU, Transformer sets etc.)	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Registered with Contractors Registration Board (CRB) to undertake work and/or service provision in Mechanical/Electrical Systems iii. Evidence 3 years of experience carrying out similar work. iv. Details of at least 3 current Contracts with equivalent scope and size v. Provide valid Manufacturer Authorization Form (MAF) and partnership status. vi. Technical Capability: CVs of key staff demonstrating their technical ability to execute machinery installation works. vii. Valid EWURA Certificates of the key staff

20	Supply, Installation, Support and Maintenance of Power Backup System (UPS, Solar, Wind energy and Inverter)	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document ii. Registered with Contractors Registration Board (CRB) to undertake work and/or service provision in Mechanical/Electrical Systems iii. Evidence 3 years of experience carrying similar work. iv. Details of at least 3 current Contracts with equivalent scope and size v. Provide valid Manufacturer Authorization Form (MAF) and partnership status. vi. Technical Capability: CVs of key staff demonstrating their technical ability to execute machinery installation works. vii. Valid EWURA Certificates of the key staff
21	Supply, Installation, Support and Maintenance of Datacenter and Branch generators	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Registered with Contractors Registration Board (CRB) to undertake work and/or service provision in Mechanical/Electrical Systems iii. Evidence 3 years of experience carrying similar work iv. Details of at least 3 current Contracts with equivalent scope and size v. Provide valid Manufacturer Authorization Form (MAF) and partnership status. vi. Technical Capability: CVs of key staff demonstrating their technical ability to execute machinery installation works. vii. Valid EWURA Certificates of the key staff

22	Supply, Installation and Support of Electrical System (Electrical Contractors class I-VII)	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Registered with Contractors Registration Board (CRB) to undertake work and/or service provision in Electrical Systems iii. Evidence 3 years of experience carrying out similar work. iv. Details of at least 3 current Contracts with equivalent scope and size v. Technical Capability: CVs of key staff demonstrating their technical ability to execute machinery installation works. vi. Valid EWURA Certificates of the key staff
23	Datacenter Consulting services	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Certifications from relevant authorities, List and CVs of Key resources III. Evidence 3 years of experience carrying out similar work. IV. Details of at least 3 current Contracts with equivalent scope and size
24	ICT Related Consultancy Services (Designing, Deployment, Support, Source code Escrow Services, Penetration test, Stress Testing, Enterprise Architecture)	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Vendors to specify specific consultancy services you are applying for. iii. List and CVs of Key resources
25	ICT Audit Related Consultancy services	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. List and CVs of Key resources
26	Cybersecurity Related Consulting Services	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
27	Software Development Houses	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. List and CVs of Key resources

28	ICT Software Applications/Solutions related to banking, payments, Cyber defense, Process automation etc	i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
29	Provision of Network Passive connectivity services - Installation and Support of Data Cabling	i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. List and CVs of Resources
30	Supply, Installation, Support and Maintenance of Fire Alarm and Suppression Systems	i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Registered with Contractors Registration Board (CRB) to undertake work and/or service provision in fire prevention and protection. iii. Evidence 3 years of experience carrying similar work in datacenters. iv. Provide valid Manufacturer Authorization Form (MAF) and partnership status (if applicable) v. Details of at least 3 current Contracts with equivalent scope and size vi. Valid Registration Fire Vendor Service Certificate from the Ministry of Home Affairs
31	Supply, Installation, Support and Maintenance of cooling Systems	i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Registered with Contractors Registration Board (CRB) to undertake work and/or service provision in Mechanical/Cooling Systems iii. Evidence of 3 years of experience carrying similar work in datacenters iv. Details of at least 3 current Contracts with equivalent scope and size v. Provide valid Manufacturer Authorization Form (MAF) and partnership status. vi. Technical Capability: CVs of key staff demonstrating their technical ability to execute HVAC works.

32	Disposal of ICT equipment and Hazardous ICT equipment	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Must adhere to NEMC and OSHA certification requirements. iii. Provide a minimum of at least one (1) certified and experienced technical resource to perform disposal on premises or at a dedicated location. iv. Provide a minimum of two (2) reference sites implementing similar projects for at least 2 years of a comparable scale to NMB.
33	Provision of Voice and Data services	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Evidence 3 years of experience providing Voice and Data services in Organization similar to NMB size. iii. Certifications from relevant authorities TCRA
34	Provision of SMS Services	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Evidence 3 years of experience providing SMS services in Organization similar to NMB size. iii. Certifications from relevant authorities
35	Provision of Extensive User Experience Research services	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document.
36	Provision of Software development houses	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document.
37	Supply of Development tools	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
38	Provision of Data warehouse and BI services	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
39	Master Data Management	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
40	Advanced Analytics	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document

41	Enterprise Consulting services	i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
42	Fintech – Sandbox management Services	I. As per prequalification eligibility requirements provided in section 3 & 4 of this document
43	Online training for roles within innovation	i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
OTHERS		
1	Provision of Auditing and Tax Advisory Services	i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
2	Dealers/brokers licensed in capital markets and securities	i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
3	Provision of Valuers Services	i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
4	Provision of Auctioneers Services	i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
D	Human resources Department:	Key Requirement for Below Service
1	Supply of staff uniform	i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
2	Provision of HR Consulting services (recruitment, assessments etc.)	i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
3	Provision of HR Non Consulting services (permit and visa follow up etc.)	i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
4	Provision of wellness services	i. As per prequalification eligibility requirements provided in section 3 & 4 of this document
5	Provision of hotel and apartment accommodation services in Dar es salaam, upcountry and overseas	i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. Hotels located in Dar es salaam, upcountry regions and overseas. i. Furnished and full serviced apartments located in Dar es salaam only

6	Vendors for Provision of Catering & Drinks Services	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Vendors should comply with OSHA requirements and Employment laws. III. Experience to save organization(s) similar to NMB in terms number of staff, facilities etc. IV. Experience in operations for 3 yrs. and above V. Employees should have employment contracts and employer to confirm payment of salaries to staff for recent 3 months.
E	Trainings: Provision of Various Training/Capacity Building Services:	
1	Training/Capacity Building Services	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document. ii. At least 2 years' experience in carrying out training and capacity building programs in your areas of specialization. ii. Details of all relevant training/capacity building projects completed in 2021 & 2022 (evidence may be requested at later stages) iii. Description of nature/types of training services you would like to provide to NMB** iv. Technical Capability. <ul style="list-style-type: none"> ◦ Confirmation to deploy committed team members who can be available in cases where more than one class need to run parallel. ◦ Profiles/CVs of key staff demonstrating their technical ability to execute relevant training and capacity building programs with similar businesses/sectors ◦ Where applicable indicate a proof of any kind of training partnership with other similar service providers v. Equipment & Systems Capability: Indicate where applicable, availability of sufficient learning tools and systems such as learning portals for pre-and post-learners' engagement for activities and assessment.

F. Card Business		
1.	Supply of Bank Financial Cards (EMV Cards)	<ul style="list-style-type: none"> I. As per prequalification eligibility requirements provided in section 3 & 4 of this document. II. Vendor must be a Mastercard Certified Card manufacturer for dual interface cards and must submit valid certification from Mastercard. III. The vendor must be ISO 9001:2008 Quality Management System. Certified and must submit a valid Certificate. IV. The vendor must be ISO 14001:2004 Environmental Management System. Certified and must submit a valid Certificate. V. The vendor must be ISO 27001:2013 Information Security Management System Certified and must submit a valid Certificate. VI. Vendors must submit valid Letter of Approval from MASTERCARD for the Operating System supplied.
G Legal Services		
1	Provision of Legal Services (Law Firms)	<ul style="list-style-type: none"> i. As per prequalification eligibility requirements provided in section 3 & 4 of this document

3 CAPABILITY ASSESSMENT

3.1 Capability

- 3.1.1 If you have, how would you classify your performance? What problems arose, and how will they be avoided on any awarded project if prequalified?
- 3.1.2 What do you believe are your firm's strengths and challenges?
- 3.1.3 Please describe the 3 most recent customer complaints and how you resolved them.
- 3.1.4 Briefly describe your interest in the category of service you have selected and what factors makes you the best vendor in your opinion (include here any information or material you want NMB to take into consideration while evaluating your ability to perform the selected category of service).
- 3.1.5 Mention in brief major 3 projects/tasks you have been involved and their value worth.

3.2 Service Provisioning and Management

- 3.2.1 Please describe your proposed management structure for the delivery of service applied for at NMB Bank.
- 3.2.2 Please describe your proposed staffing plans with their qualification in respect of the NMB Project/s.
- 3.2.3 Please provide details on how any quality assurance is being practiced in the execution of clients' works, please attach an outline of your quality assurance policy.
- 3.2.4 Describe your business resumption strategy and contingency development plans (Business Continuity Plan)

3.3 Specific Assessment

- 3.3.1 Number of years that the firm has been providing works of equivalent nature.
- 3.3.2 Avail at least three (3) recommendation letters from your current or previous reputable clients/firms with work of equivalent nature and volume for in the last 2 years. Avail at least three (3)

4. SUPPLIER SPECIFIC INFORMATION

4.1 Vendor Background

Unless instructed otherwise, when answering questions in this Section, please give details, which specifically relate to your Company and not to the whole of the group if your Company forms part of that group. And in case of Joint Venture or partnership, you are required to provide details of all partners as stated below: -

4.1.1 Please describe the vendor's background, including how long it has been in business.

Date of Incorporation:	
Country of Registration:	
Registration Number:	
TAX Registration Number:	

4.1.2 Shareholders / Director's information

Submission of correct information of Directors and shareholders and their scanned copies of identity cards (ID) e.g., Driving License, Voter ID, Travelling Passport, National ID

Full Name	Number of Shares or % shareholding	Nationality	Identity Number (Passport)

4.1.3 Are there any current directors serving on boards of other organisations?

Names of Directors	Name of organisation

4.1.4 Please furnish the following documents as part of vendor information for due diligence process: -

S/N	Required Documents
1	Valid Business License from the region/country of operation
2	Company Certificate of Incorporation
3	Taxpayer Identification Certificate
4	VAT certificate (If Applicable)
5	All Relevant regulatory certificates applicable in Tanzania as per the category you are applying
6	Manufacturer Authorization Certificates for distributors/suppliers/partners who are not owners of the product
7	Company's Litigation Statement
8	Company's Audited Financial statements for the past three years (2019, 2020 &

4.1.5 All Existing Suppliers and service providers currently operating with NMB Bank are also required to apply.

- 4.1.6 Vendor to submit Health, Safety, Security and Environment Manual/Policy (HSSE MANUAL) and OSHA certificate of Compliance.
- 4.1.7 You are required to submit a detailed organ gram, disclosing all related holding companies, subsidiaries and associates clearly showing the respective shareholding.

4.2 Annual Reports and Financial Data

Unless instructed otherwise, when answering questions in this Section, please give details, which specifically relate to your Company and not to the whole of the group if your Company forms part of that group.

- 4.2.2 Provide Banking Details as verified and confirmed by your Bankers for Electronic Funds Transfer Purposes
- 4.2.3 Characterise your company's financial performance for the last three years.
- 4.2.4 Furnish audited financial statements for the last three years – 2019, 2020 and 2021.
- 4.2.5 Specify whether there are any pending or threatened claims that could affect your financial standing. Provide details of attorney's and legal advisors as well as confirmation letters from such attorneys regarding the existence or non-existence of any pending litigation.

4.3 Office location and Address

SR	REGION	DISTRICT	STREET	CONTACT

4.4 Declaration of Interest

- 4.4.2 Has any Director, Partner, Associate, Company Secretary, Senior Manager or Manager in your organisation been employed by NMB? If YES, please give details.
- 4.4.3 Does any Director, Partner, Associate, Company Secretary, Senior Manager, Manager, or any person connected with this prequalification, have any relationship (family, friend, other) with a person employed in the department concerned with the administration of this prequalification and/or any person who may be involved with the evaluation or adjudication of this prequalification process? If YES, please give details.