

CRDB BANK GENERAL INSTRUCTIONS FOR VENDORS PRE-QUALIFICATION

1. Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.
2. Responses to the pre-qualification questionnaire must be in accordance with the requirements of information in the documents.
3. Answers to the questionnaire should be relevant to the goods, services or works applied for and should be as clear and concise as possible.
4. Submission of documents: The application for pre-qualification should be submitted strictly through the pre-qualification system.
5. The documents should be signed by authorized representative of the organization, stamped, and submitted through the system.
6. Applications may be modified or withdrawn prior to the closing time specified in this document. Applications cannot be modified or withdrawn after the deadline.
7. The applicant shall bear all costs associated with the preparation and submission of the application and CRDB Bank Plc will not in any case be responsible and liable for the costs incurred. Also CRDB Bank Plc will not be enforceable to disclose reasons for disqualifying any vendor after publication of the pre-qualification results.
8. All information given in writing to or verbally shared with the applicant in connection with this pre-qualification is to be treated as strictly confidential. The applicant shall not share or invoke such information to any third party without the prior written approval of CRDB Bank Plc. This obligation shall continue after the procurement process has been completed whether or not the vendor is pre-qualified.
9. Prospective applicants must have undertaken successful supply and delivery of goods/services to institutions of similar size and complexity. They must also demonstrate the willingness and commitment to meet the pre-qualification criteria.
10. Completion of the Pre-qualification Document includes forms and documents required of prospective suppliers/ service providers to be considered for pre-qualification, prospective vendors must submit all the information herein requested and any applicant who does not meet all the relevant mandatory requirements will be disqualified.
11. Interested and qualified applicant should send the completed pre-qualification data and other required information as per the communicated deadline.
12. Only one (1) full pre-qualification application per category will be considered for evaluation. Multiple applications of the same business line are highly discouraged.
13. A minimum score of 70% from across all criteria including mandatory requirements will be considered for submission to pre-qualification evaluation.
14. All questions that may arise from the pre-qualification documents should be directed to CRDB Bank Contact Center.

Email: info@crdbbank.co.tz

Copy to: procurementdesk@crdbbank.co.tz.

Phone Numbers: 0222197700; 0800008000; 0714197700; 0755197700;

15. CRDB Bank Plc reserves the right to request submission of additional information from prospective applicants. Kindly note that all filled pre-qualification application documents should be clear, readable, relevant and uploaded to pre-qualification system.
16. Pre-qualification forms not filled out completely and submitted in the prescribed manner will not be considered. All documents that form part of the pre-qualification must be attached accordingly.
17. Prospective bidders must have at least three (3) years' experience in the supply of goods and services, Potential suppliers must show competence, willingness, and capacity to service the contract.
18. Declaration Statement: Applications must include a Declaration statement by the tenderer vouching for the accuracy of the information provided.
19. Information on Suppliers: For all Local vendors, the firm must have a fixed Business Premise and be registered in Tanzania, with Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be provided.
20. The firm must show proof that it has met all its statutory obligations and has latest Tax Clearance Certificate of the current year, together with valid and relevant Business Licence.
21. The firm must declare any conflict of interest in relation to any member of staff. CRDB Bank Plc will not procure goods or services from vendors where the employees are conflicted and have not declared conflict of interest.
22. CRDB Bank Plc will carry out a due diligence exercise for the shortlisted pre-qualified vendors which will also include site visit whenever required.
23. Taxes on Imported Duties: CRDB Bank Plc is not exempted from VAT and other taxes that are applicable. In the event of import on behalf of CRDB Bank Plc, the vendor shall be responsible for custom clearance of their imported goods and materials.
24. Payments: All purchases shall be on credit of a minimum of thirty (30) days or as may be stipulated in the contract agreement. There shall be no advance payments unless where critical and with prior approval on the contract and will not exceed 15% of the total value of the contract. All payments shall be done in Tanzanian Shillings.

DECLARATION STATEMENT

Having studied the pre-qualification information, we/I hereby state:

- A) The information provided in our application is accurate to the best of our knowledge.
- B) That in case of being pre-qualified we acknowledge that this provides us the right to participate in due time upon opportunities for tenders or quotations as may be issued by CRDB Bank.
- C) When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- D) We submit all the required information and documents required for the prequalification evaluation.