

EXPRESSION OF INTEREST (EOI) – REGISTRATION AND PREQUALIFICATION OF SUPPLIERS FOR FACILITIES MANAGEMENT GOODS, WORKS AND SERVICES

KCB Bank invites interested and qualified suppliers of **Facilities Management goods, works and services** within the identified categories to register through the KCB Supplier Portal for consideration in the Bank's supplier prequalification process.

The purpose of this exercise is to establish and/or expand KCB Bank's pool of eligible suppliers across the identified Facilities Management categories for participation in future procurement opportunities.

Supplier Registration

Interested suppliers are required to complete the supplier registration process through the KCB Supplier Portal and submit all mandatory registration documentation specified below.

Self-Registration Link: -

<https://eoin.fa.em3.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=gZLJcWpxRBTNgPxUoG91Y%2BCHANnGl3hUc%2Be0ee9S%2Bs6yIRJxcnDUpy%2BsFw%3D%3D>

Prospective suppliers are encouraged to review the mandatory registration requirements and ensure that all applicable documentation is available before commencing the registration process. On the note to approver quote the subject:

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Mandatory Supplier Registration Documents – Kenyan Suppliers

The following documents are mandatory for the registration of **Kenyan suppliers** and must be **valid, current and verifiable, where applicable**:

1. Certificate of Incorporation / Business Registration Certificate
2. KRA PIN Certificate
3. Valid Tax Compliance Certificate (TCC)
4. CR12 / CR13 issued within the last three (3) months
5. Valid Business Permit / License
6. BOF1 – Register of Beneficial Owners

1. National ID / Passport copies for Directors and Ultimate Beneficial Owners (UBOs)
2. NSSF Compliance Certificate
3. SHA Compliance Certificate
4. CRB Report – Company, issued within the last three (3) months
5. CRB Reports – Directors, issued within the last three (3) months
6. Employer’s Liability / Work Injury Benefits Act (WIBA) Insurance
7. Financial Statements for the last three (3) years
8. Proof of KCB Bank Account

Incomplete registrations and/or submissions that do not meet the applicable mandatory registration requirements will not progress to the subsequent due diligence and prequalification stage.

Due Diligence and Prequalification

Submitted registrations will be reviewed for completeness and eligibility. Suppliers meeting the mandatory registration requirements will proceed to the applicable **due diligence and prequalification process**.

The process will follow the below stages:

Supplier Registration → Review & Due Diligence → Prequalification

Depending on the category/subcategory applied for, additional category-specific information and supporting documentation may be required during the due diligence and prequalification process. This may include, where applicable, evidence of:

- Relevant technical capability and experience;
- Statutory and regulatory licences/approvals;
- Professional registrations and certifications;
- Health, Safety and Environment (HSE) compliance;
- Personnel and technical resources;

- Relevant completed and/or ongoing assignments;
- Client references; and
- Any other category-specific requirements considered necessary by the Bank.

Facilities Management Goods, Works and Services Categories

Interested suppliers should select the relevant category/subcategory or categories for which they possess the appropriate capability, experience and applicable statutory, regulatory and/or professional requirements. No.	Proposed Product / Service Category	Subcategories / Scope
1	Building Construction & Major Civil Works	New building construction; major renovations; structural works; major civil works
2	Minor Building Works, Repairs & Refurbishment	Masonry; partitioning; ceilings; painting; minor construction works; repairs; refurbishment
3	Office Fit-Out Works	Office fit-outs; partitions; ceilings; flooring; finishes; associated fit-out works
4	Roads, Paving & External Civil Works	Road construction; road maintenance; paving; walkways; drainage; external civil works

5	Plumbing, Drainage & Sanitary Works	Plumbing installations; plumbing repairs; drainage systems; sanitary installations; associated pumps
6	Electrical Installation, Repair & Maintenance	Electrical installations; electrical repairs; distribution boards; lighting systems; general electrical maintenance
7	Backup Power Solutions	Generators; UPS systems; inverters; batteries; automatic transfer switches (ATS); supply, installation and maintenance
8	Solar PV & Renewable Energy Systems	Solar PV systems; solarization projects; renewable-energy systems; supply, installation, and maintenance
9	HVAC Systems	Air conditioning; ventilation systems; chillers; HVAC installation; repair and maintenance
10	Structured Cabling & Passive Network Infrastructure	Structured cabling; fibre cabling; data points; racks; patch panels; passive network infrastructure
11	Fire Detection, Alarm & Fire- Fighting Systems	Fire detection systems; fire alarms; suppression systems; extinguishers; hydrants; inspection and maintenance

12	Lifts & Escalators	Supply; installation; repair; preventive maintenance; servicing of passenger/service lifts and escalators
13	Building Management Systems & Controls	Building Management Systems (BMS); automated building controls; monitoring systems; building automation
14	Water Systems & Water Treatment Solutions	Water tanks; pumps; borehole systems; filtration; water treatment; water-management solutions