

EXPRESSION OF INTEREST (EOI) – REGISTRATION AND PREQUALIFICATION OF SUPPLIERS FOR OPERATIONS, MARKETING, BRANDING AND RELATED SERVICES.

KCB Bank invites interested and qualified suppliers of **Operations, Marketing, Branding and related services** within the identified categories to register through the KCB Supplier Portal for consideration in the Bank's supplier pre-qualification process.

The purpose of this exercise is to establish and/or expand KCB Bank's pool of eligible suppliers across the identified **Operations, Marketing, Branding and related service 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: **EXPRESSION OF INTEREST (EOI) – REGISTRATION AND PREQUALIFICATION OF SUPPLIERS FOR OPERATIONS, MARKETING, BRANDING AND RELATED SERVICES**

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/ BOF2 as applicable for ultimate beneficial ownership

7. National ID / Passport copies for Directors and Ultimate Beneficial Owners (UBOs)
8. NSSF Compliance Certificate
9. SHA Compliance Certificate
10. CRB Report – Company, issued within the last three (3) months
11. CRB Reports – Directors, issued within the last three (3) months
12. Employer’s Liability / Work Injury Benefits Act (WIBA) Insurance
13. Audited financial Statements for the last three (3) years
14. 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

No.	Proposed Product / Service Category	Subcategories / Scope
1	Insurance & Financial Services	• Insurance Underwriters (General, Medical, Life, Asset Insurance) • Insurance Brokers • Approved Issuers • Claims Assessors and Loss Adjusters • Employee Benefits Administrators • Pension and Retirement Fund Managers • Investment and Wealth Fund Managers
2	Events, Branding & Marketing Services	• Corporate Events Management • Event Décor and Theming Services • Audio-Visual Equipment Supply and Support • Public Address (PA) Systems • Stage Design and Event Production • Exhibition and Promotional Merchandise Suppliers • Gifts, Branded Merchandise and Corporate Giveaways • Promotional Materials Printing • Signage and Branding Vendors • Digital Marketing and Media Agencies • Photography and Videography Services
3	Transport & Travel Services	• Car Hire Services • Executive Transport Services • Staff Shuttle and Bus Hire Services • Tours and Travel Agencies • Helicopter Charter Services • Air Charter Services • Logistics and Courier Services

No.	Proposed Product / Service Category	Subcategories / Scope
4	Training & Consultancy Services	• Training and Capacity Building Providers • Leadership and Management Trainers • Corporate Coaching and Mentorship Services • Team Building Facilitators • Change Management Consultants • Business Process Improvement Consultants • Crisis Management and Business Continuity Training Providers
5	Security & Safety Services	• Guarding Services • CCTV and Access Control Providers • Cash-in-Transit Services • Security Risk Assessment Consultants
6	Human Resource & Professional Services	• Short-Term Staff Augmentation Services • Temporary Staffing Agencies • Recruitment and Executive Search Firms • Background Verification Services

Important Notice

This EOI is intended solely for **supplier registration and prequalification** and does not constitute a tender, Request for Proposal (RFP), Request for Quotation (RFQ), award or commitment by KCB Bank to procure any goods, works or services from any supplier.

Successful registration and/or prequalification **does not guarantee award of business.**

Any future procurement opportunities will be subject to KCB Bank's applicable procurement processes, evaluation criteria, governance requirements and approvals.

KCB Bank reserves the right to verify any information and documentation submitted by applicants and to request additional information or clarification where necessary.