

**TENDER NO. ABL/010/HQ/PQ/2024**

**Pre-Qualification of Suppliers and Service Providers**

**PRE-QUALIFICATION DOCUMENT**

**SEPTEMBER 2023**

## Table of Contents

1.0	Invitation for Pre-Qualification .....	3
2.0	General Instructions to Applicants (GITA) .....	4
3.0	Particular Instructions to Applicants (PITA) .....	7
4.0	Appendix .....	20
	<b>Form No. 1: Company Structure</b> .....	20
	<b>Form No. 2: Legal &amp; Financial Data</b> .....	20
	<b>Form No. 3: Relevant Experience</b> .....	21
	<b>Form No. 4: Additional Information</b> .....	22

## SPECIFIC PROCUREMENT NOTICE

### 1.0 Invitation for Pre-Qualification

- 1.1 Amana Bank Limited (ABL) now invites sealed bids from eligible interested Bidders (Applicants) to take part in the process of Pre-qualification for supplying of goods and provision of services for the financial year 2024.
- 1.2 Amana Bank will use the pre-qualification method to identify potential firms/companies to be engaged in the procurement of goods and provision of services. Pre-qualifications method will be applied to select at a sole discretion of ABL and a process will not oblige it to seek offers or enter into any agreements with any or all Applicants.
- 1.3 No payment will be made by ABL to any Applicant for any cost or expense incurred by that Applicant in preparing, submitting, discussing or otherwise relating to this Pre-Qualification.
- 1.4 The scope of supply will involve the categorized individual lots. Bidders are free to bid for any complete lot or combination of lot(s) of their choice to be pre-qualified.
- 1.5 A complete set of Pre-Qualification Document(s) shall be purchased by interested Applicant on submission of a written application letter to the address given under paragraph 1.6 below and upon payment of a non-refundable fee of **TZS 100,000/= (Tanzania Shillings One Hundred Thousand Only)** for the Pre-Qualification document. Payment should be made at any **branch of Amana Bank**.
- 1.6 All Bids in one original plus one copy, properly filled in, and enclosed in plain envelope clearly marked **TENDER No. ABL/010/HQ/PQ/2024 FOR THE SUPPLY OF GOODS AND PROVISION OF SERVICES LOT NO....** should be addressed to **THE SECRETARY, TENDER COMMITTEE, AMANA BANK LIMITED P.O. BOX 9771, DAR ES SALAAM**, to reach not later than **31<sup>st</sup> October 2023 at 1430hours** East African time.
- 1.7 Applicants may obtain further information for the Pre-Qualification Documents at the office of the **General Internal Service, Amana Bank Limited, located at Golden Jubilee Tower 2<sup>nd</sup> floor, Ohio Street, P.O. Box 9771 Dar es Salaam, Tanzania**. Telephone/fax (255) 22 2129007/8/2129013 and Mobile Number +255 747 799 799 from 09:00am to 4.30pm on Mondays to Fridays, inclusive with an exception of weekend and public holidays.

## 2.0 General Instructions to Applicants (GITA)

- 2.1 Source of Funds** Amana Bank Limited has set aside sufficient funds for the operations of bank during the financial year 2024 to procure goods and services, it is intended that part of the proceeds of the funds will be applied to cover eligible payments under the contract for the supply of services and provision of services as described in the **PITA**.
- 2.2 Scope of Bid** Amana Bank Limited intends to pre-qualify suppliers for supply of Goods and services. The successful bidders will be expected to supply and provide goods and services.
- 2.3 Lot or Lots** Bids will be invited for one or more items or for individual Contracts under Lot arrangement.
- 2.4 Bid Invitation** A bidder can be a subcontractor while submitting a bid or as a partner in a joint venture. It is expected that prequalified applicants will be invited to submit bids during the month and year indicated in the PITA.
- 2.5 Type of Contract** The selected bidders will be engaged for one-year/case by case contract.
- 2.6 Fraud & Corruption** It is the policy of Amana Bank Limited to require that bidders/suppliers/contractors under Bank-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Bank defines, for the purposes of this provision, the terms set forth as follows:
- i. “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a bank official in the procurement process or in contract execution; and
  - ii. “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Bank, and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Bank of the benefits of free and open competition.
  - iii. will not accept a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question; and
  - iv. will declare a firm ineligible, either indefinitely or for a

stated period, to be awarded a Bank-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Bank-financed contract.

## **2.7 Eligible Bidders**

2.7.1 Except as provided in Sub-Clauses 2.7.2 and 2.7.3, this Invitation for Prequalification is open to all.

2.7.2 Bidders shall provide such evidence of their continued eligibility satisfactory to the Amana Bank Limited, as the Amana Bank Limited shall reasonably request as described in the **PITA**.

2.7.3 Firm declared ineligible by the Bank in accordance with Clause 2.6 above shall be ineligible to bid for Amana Bank-financed contract during the period of financial year 2024.

## **2.8 Eligible Goods & Related Service**

All goods and related service to be supplied under the contract shall have their original in eligible source of countries, and all expenditures made under the contract will be limited to such goods and Services.

## **2.9 Submission of Application**

2.9.1 Submission of applications for prequalification must be received in sealed envelopes either delivered by hand to the address not later than the date stated in the **PITA**, which shall be clearly marked as indicated in the **PITA**.

2.9.2 A bidder shall fill the forms as indicated in the **PITA**, must be completed without any alterations to its format and no substitute shall be accepted

2.9.3 The bid prices and discounts quoted by the bidder in the price schedules shall conform to the schedule of requirements specified in the **PITA**

2.9.4 All details in the letter and forms shall be completed. Any details that do not apply to the firm shall be noted as “NOT Applicable”

2.9.5 All pages in the document must be stamped with the company stamp.

## **2.10 Late Applications**

Amana Bank Limited reserves the right to accept or reject late applications.

## **2.11 Clarification and Response**

2.11.1 Applicants are responsible for requesting any clarification and the response of the pre-qualification documents. A request for clarification may be made in writing to the Bank’s address indicated in the **PITA**. The Bank will respond to any request for clarification that it receives earlier than 2 days prior to the deadline for submission of applications.

Copies of the Bank's response, including a description of the inquiry but without identifying its source, will be shared to all applicants.

2.11.2 The request for clarification and the response may be made in writing. No change in the prices or substance of the bid shall be sought, offered, or permitted except to confirm the correction of arithmetic errors discovered by the bank in the evaluation of bids.

2.11.3 All information requested for pre-qualification shall be provided by Applicants in the English language as indicated in the PITA.

2.11.4 Failure of an Applicant to provide comprehensive and accurate information that is essential for the Bank's evaluation of the Applicant's qualifications, or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the Applicant.

## 2.12 Notification and Bidding Process

2.12.1 The bidder whose bid has been accepted will be notified of the award and whose bid is unaccepted by the bank through letter, cable, telex or facsimile confirmed with registered letter. At the same time.

2.12.2 An Applicant may be "conditionally prequalified", that is, qualified subject to certain specified non-material deficiencies in the prequalification requirements being met by the Applicant to the satisfaction of the Bank, before submitting a bid. Upon full compliance with the prequalification requirements, other prequalified applicants will be notified accordingly.

2.12.3 Amana Bank Limited reserve the right to take the following actions and shall not be liable for such any actions:

i. Cancel the prequalification process and reject all applications; and

ii. Reject or accept any prequalification application, and /or any late application.

iii. Amana Bank reserves the right at the time of the contract award to increase or decrease the quantity of goods or related services originally specified in these bidding documents (schedule of requirements) as indicated in the **PITA**, without any change in unit price or other terms and conditions of the bid and bidding document.

**2.13 Mode of Payment** 2.13.1 The method of payment to be made to the pre-qualified after award on the specific contract for supply and provision of services, after bidding process under quotations procedures shall be made within (30) thirty days after submission of Tax Invoice with EFD Receipt.

2.13.2 The payment will be made upon submission of claim supported by the original TAX Invoice, EFD receipt and Delivery Note. Authorized bank officer will inspect the goods supplied after delivery, or if is the service being provided authorized officer will notify that the service was satisfactorily accepted through signed Job sheet.

**2.14 Settlement of Disputes**

In the case of a dispute between the Bank and a Supplier or Service Provider who is a national of Tanzania, the dispute shall be resolved amicably between the parties or referred to the courts of Tanzania in accordance with the laws of Tanzania.

**3.0 Particular Instructions to Applicants (PITA)**

The PITA below is formatted for prequalification related to either one or more items, or for individual contracts (lots).

**Schedule of Requirements**

<b>LOT NO. 1</b>	Supply of Stationeries and Computer Consumables
<b>LOT NO. 2</b>	Printing and Supply of Bank forms, Promotion materials and branding
<b>LOT NO. 3</b>	Provision of Office Cleaning Service  <b>LOCATIONS (Fill Table No. 3A and 3B):</b> 1. Head Office - 800m <sup>2</sup> 2. Main Branch - 426m <sup>2</sup> 3. Tandamti Branch - 166m <sup>2</sup> 4. Nyerere Branch - 366m <sup>2</sup> 5. Arusha Branch - 400m <sup>2</sup> 6. Mwanza Branch - 325m <sup>2</sup> 7. Lumumba Branch - 166m <sup>2</sup> 8. Mbagala Branch - 230m <sup>2</sup> 9. Tanga Branch- 300m <sup>2</sup> 10. Zanzibar Branch 339m <sup>2</sup> 11. Dodoma Branch 200m <sup>2</sup>

LOT NO. 4	Provision of Office Sanitary items
LOT NO. 5	<p>Supply of Bank Furniture and Equipment</p> <p><b>Supply of:</b></p> <ol style="list-style-type: none"> <li>1. Office chairs</li> <li>2. Office Tables</li> <li>3. Office cabinets</li> <li>4. Office pedestals</li> <li>5. Shredder machines</li> <li>6. Televisions</li> <li>7. Fire resistance cabinet</li> <li>8. Strong Room Doors (Model Godrej)</li> <li>9. Emergency Doors</li> <li>10. Cash Safes (Model Godrej)</li> <li>11. Fire Resistance Cabinets</li> </ol>
LOT NO. 6	<p>Supply ICT Equipment</p> <p><b>Supply of:</b></p> <ol style="list-style-type: none"> <li>1. Computers (Dell brand)</li> <li>2. Printers (Dell brand)</li> <li>3. Scanners (Dell brand)</li> <li>4. Photocopiers</li> <li>5. Phones (Cisco/Grand stream)</li> <li>6. Shredders</li> <li>7. Routers</li> <li>8. UPS (APC)</li> </ol>
LOT NO. 7	<p>Provision of Insurance Service:</p> <p>Group A. General Insurance <b>(Fill Table No. 2)</b></p> <p>Group B. Medical Insurance</p>
LOT NO. 8	<p>Provision of ICT Equipment Maintenance</p> <p><b>Servicing:</b></p> <ol style="list-style-type: none"> <li>1. Computers</li> <li>2. Printers</li> <li>3. Scanners</li> <li>4. Photocopiers</li> <li>5. phones (CISCO/Grand stream)</li> <li>6. UPS Devices</li> </ol> <p><b>Note: Provide Draft of Service Level Agreement (SLA)</b></p>



<p><b>LOT NO. 9</b></p>	<p>Provision of ICT Software Maintenance</p> <p><b>Servicing:</b></p> <ol style="list-style-type: none"> <li>1. Software Maintenance,</li> <li>2. Networks</li> <li>3. Internet Services</li> </ol> <p><b>Note: Provide Draft of Service Level Agreement (SLA)</b></p>
<p><b>LOT NO. 10</b></p>	<p>Provision of Minor General Maintenance</p> <p><b>Equipment:</b></p> <ol style="list-style-type: none"> <li>1. Office chairs</li> <li>2. Office Tables</li> <li>3. Cabinets</li> <li>4. Drawers Lock</li> <li>5. Shelves</li> <li>6. Doors and Door Locks</li> <li>7. Water Dispensers</li> </ol>
<p><b>LOT NO. 11</b></p>	<p>Provision of Security Guard service</p> <p><b>Premises:</b></p> <ol style="list-style-type: none"> <li>1. Head Office</li> <li>2. Main Branch</li> <li>3. Tandamti Branch</li> <li>4. Lumumba Branch</li> <li>5. Nyerere Branch</li> <li>6. Mbagala Branch</li> <li>7. Arusha Branch</li> <li>8. Mwanza Branch</li> <li>9. Tanga Branch</li> <li>10. Zanzibar Branch</li> <li>11. Dodoma Branch</li> <li>12. Archive</li> </ol> <p><b>Note: Fill Table No. 4 and provide technological information relating to the guards like surveillance system panic button, alerts</b></p>
<p><b>LOT NO. 12</b></p>	<p>Provision of Cash in Transit Service</p> <p><b>Note: Provide Draft of Service Level Agreement (SLA)</b></p>

<b>LOT NO. 13</b>	Provision of Courier Service  <b>Transporting:</b> <ol style="list-style-type: none"> <li>1. Parcels</li> <li>2. Goods</li> </ol> <b>Note: Provide Draft of Service Level Agreement (SLA)</b>
<b>LOT NO. 14</b>	Provision of Electrical Maintenance  <b>Premises:</b> <ol style="list-style-type: none"> <li>1. Head Office</li> <li>2. Main Branch</li> <li>3. Tandamti Branch</li> <li>4. Lumumba Branch</li> <li>5. Nyerere Branch</li> <li>6. Mbagala Branch</li> <li>7. Arusha Branch</li> <li>8. Mwanza Branch</li> <li>9. Tanga Branch</li> <li>10. Zanzibar Branch</li> <li>11. Dodoma</li> <li>12. Archive</li> </ol>
<b>LOT NO. 15</b>	Provision of Travel Agent Service
<b>LOT NO. 16</b>	Provision of Generator Maintenance  <b>Location and Capacity of Generator:</b> <ol style="list-style-type: none"> <li>1. KVA 100-110      Head Office</li> <li>2. KVA 55              Tandamti branch</li> <li>3. KVA 40-44        Lumumba Branch</li> <li>4. KVA 60-66        Nyerere branch</li> <li>5. KVA 50              Mbagala Branch</li> <li>6. KVA 50-55        Arusha Branch</li> <li>7. KVA 50              Mwanza Branch</li> <li>8. KVA 50              Mbagala Branch</li> <li>9. KVA 50-60        Tanga Branch</li> <li>10. KVA 50-60       Zanzibar Branch</li> <li>11. KVA 50-60       Dodoma Branch</li> <li>12. KVA 50-60       Archive</li> </ol> <b>Note: Fill Table No.1 Generator schedule of requirement and provide a Draft of Service Level Agreement (SLA) and price list of Generator parts and consumables</b>
<b>LOT NO. 17</b>	Provision of Fire Extinguisher Service  <b>Note: Provide Draft of Service Level Agreement (SLA)</b>

<b>LOT NO. 18</b>	Provision of Loan Recovery and Auction Service
<b>LOT NO. 19</b>	Provision of Property Valuation Service
<b>LOT NO. 20</b>	<p>Provision of Fumigation Service</p> <p><b>Premises:</b></p> <ol style="list-style-type: none"> <li>1. Head Office 800m<sup>2</sup></li> <li>2. Main Branch 400m<sup>2</sup></li> <li>3. Tandamti Branch 166m<sup>2</sup></li> <li>4. Nyerere Road Branch 366m<sup>2</sup></li> <li>5. Arusha Branch 400m<sup>2</sup></li> <li>6. Mwanza Branch 300m<sup>2</sup></li> <li>7. Lumumba Branch 166m<sup>2</sup></li> <li>8. Mbagala Branch 250m<sup>2</sup></li> <li>9. Tanga Branch 300m<sup>2</sup></li> <li>10. Zanzibar Branch 339m<sup>2</sup></li> <li>11. Dodoma 200m<sup>2</sup></li> </ol>
<b>LOT NO. 21</b>	<p>Provision of Air Condition Maintenance</p> <p><b>Premises:</b></p> <ol style="list-style-type: none"> <li>1. Head Office</li> <li>2. Main Branch</li> <li>3. Tandamti Branch</li> <li>4. Lumumba Branch</li> <li>5. Nyerere Branch</li> <li>6. Mbagala Branch</li> <li>7. Arusha Branch</li> <li>8. Mwanza Branch</li> <li>9. Tanga Branch</li> <li>10. Zanzibar Branch</li> <li>11. Dodoma Branch</li> <li>12. Archive</li> </ol> <p><b>Note: Provide Draft Service Level Agreement (SLA)</b></p>

<p><b>LOT NO. 22</b></p>	<p>Provision of Biometric, Fire Alarm and Intruder Systems Maintenance</p> <p><b>Premises:</b></p> <ol style="list-style-type: none"> <li>1. Head Office</li> <li>2. Main Branch</li> <li>3. Tandamti Branch</li> <li>4. Lumumba Branch</li> <li>5. Nyerere Branch</li> <li>6. Mbagala Branch</li> <li>7. Arusha Branch</li> <li>8. Mwanza Branch</li> <li>9. Tanga Branch</li> <li>10. Zanzibar Branch</li> <li>11. Dodoma</li> </ol> <p><b>Note: Provide Service Level Agreement (SLA)</b></p>
<p><b>LOT NO. 23</b></p>	<p>Provision of CCTV Maintenance</p> <p><b>Cameras and DVR devices service:</b></p> <ol style="list-style-type: none"> <li>1. Head Office</li> <li>2. Main Branch</li> <li>3. Tandamti Branch</li> <li>4. Lumumba Branch</li> <li>5. Nyerere Branch</li> <li>6. Mbagala Branch</li> <li>7. Arusha Branch</li> <li>8. Mwanza Branch</li> <li>9. Tanga Branch</li> <li>10. Zanzibar Branch</li> <li>11. Dodoma Branch</li> <li>12. Archive</li> </ol> <p><b>Note: provide Service Level Agreement(SLA)</b></p>
<p><b>LOT NO. 24</b></p>	<p>Supply of Fuel for Standby-Generator</p> <p><b>Location and Capacity of Generator:</b></p> <ol style="list-style-type: none"> <li>1. KVA 100-110      Head Office</li> <li>2. KVA 55              Tandamti branch</li> <li>3. KVA 40-44        Lumumba Branch</li> <li>4. KVA 60-66        Nyerere branch</li> <li>5. KVA 50              Mbagala Branch</li> <li>6. KVA 50-55        Arusha Branch</li> <li>7. KVA 50              Mwanza Branch</li> <li>8. KVA 50              Mbagala Branch</li> <li>9. KVA 50-60        Tanga Branch</li> <li>10. KVA 50-60       Zanzibar Branch</li> </ol>

	11. KVA 50-60 12. KVA 50-60	Dodoma Branch Archive
<b>LOT NO. 25</b>	Provision of Motor Vehicle Garage	
<b>LOT NO. 26</b>	Supply of Drinking Water and Water Dispenser  <b>Note: provide Service Level Agreement(SLA)</b>	
<b>LOT NO. 27</b>	Provision of strong room door and cash safe maintenance  <b>Note: provide Service Level Agreement(SLA)</b>	
<b>LOT NO. 28</b>	Provision of Legal Services	
<b>LOT NO. 29</b>	Provision of Independent Surveyor services	
<b>LOT NO. 30</b>	Provision of Financing Insurance  A. Life insurance for staffs and customers B. Insurance for bank financing security	
<b>LOT NO. 31</b>	Provision of Motor vehicle tracking service	

**Table No. 1** Generator schedule of requirements

Location	Generator KvA /AC	unit	Service Description (list part you're going to service/replace on the generator)	Price Routine service (Run. hours or months) (TZS)	Price call out service (TZS)
Head office	100-110	1			
Tandamti branch	55	1			
Nyerere branch	60-66	1			
Lumumba branch	40-44	1			
Arusha Branch	50-55	1			
Mwanza branch	50	1			

Mbagala branch	50	1		
Tanga Branch	50-60	1		
Zanzibar Branch	50-60	1		
Archive	50-60	1		
Dodoma Branch	50-60	1		

**Table No. 2** General Insurance Questionnaires

CLASS OF INSURANCE		SUM INSURED US \$
<b>OFFICE COMBINED</b>		
Building		N/A
Office Contents(Tenants Improvements, fixtures and fittings, server and ICT equipment)		\$1,500,000
<i>Sub Limits:</i>		
Rentals	25%	
Theft	100%	
Claims preparation costs		\$10,000
Electrical Equipment (inclusive bank savers)		\$20,000
Loss of documents		\$25,000
Additional increase Cost of Working (AICOW)-		\$100,000
<i>Policy Extension:</i>		
Leakage Extension		\$25,000
Malicious Damage Extension	Yes	
Earthquake Extension	Yes	
Special Perils Extension	Yes	
Fire Extinguishing charges		\$25,000
Disposal of salvage clause		\$25,000
Removal of debris Reinstatement of data		\$25,000
CLASS OF INSURANCE		SUM INSURED US \$
<b>PUBLIC LIABILITY</b>		
General and Tenants Liability		\$100,000
Any one incident, Any One Period of Insurance		

<i>Extensions</i>		
Employers Liability		\$100,000
Property Owners		
Legal Defense Costs		
Wrongful Arrest / Defamation		
<b>CLASS OF INSURANCE</b>		<b>SUM INSURED TSHS</b>
<b>MONEY</b>		
<b>On Premises</b>		
Head Office		N/A
Main Branch- PSPF Golden Jubilee Tower		5,000,000,000
Tandamti Branch		3,500,000,000
Nyerere Branch		3,500,000,000
Lumumba Branch		3,500,000,000
Arusha Branch		3,500,000,000
Mwanza Branch		2,500,000,000
Mbagala Branch		2,500,000,000
Tanga Branch		2,500,000,000
Dodoma branch		2,500,000,000
Zanzibar branch		3,500,000,000
<b>Transit</b> Any Transit (from and to other Branches/Banks/BOT(Central Bank of Tanzania))		2,500,000,000
Annual carryings		100,000,000,000
<b>CLASS OF INSURANCE</b>		<b>SUM INSURED TSHS</b>
<b>FIDELITY GUARANTEE</b>		
<i>Number of Employees (260)</i>		
Limit of Indemnity		5,000,000,000
<i>Extensions:</i>		

Reinstatement – Yes  
 Computer Loss  
 Extension for losses discovered more than 24  
 months after being committed but not later than 36 months after being  
 committed

**Motor Vehicle:**

REG NO	MAKE	BODY	CC	YEAR	VALUE
T610DHG	NISSAN	HARDBODY	2488	2015	
T983EBN	TOYOTA	S/WAGON	1990	1998	
T321DKJ	TOYOTA	SALOON	1290	2005	
T318DKJ	TOYOTA	SALOON	1290	2005	
T320DKJ	TOYOTA	SALOON	1290	2005	
T658DLA	TOYOTA	SALOON	1290	2002	
T719DKT	TOYATA	VAN-BODY	1990	2010	
T141DMK	TOYOTA	SALOON	1290	2005	
T845DMT	TOYOTA	SALOON	1290	2005	
Z 488 LT	TOYOTA	S/WAGON	2360	2005	
T187DUU	TOYOTA	S/WAGON	1990	1998	
T517DXP	TOYOTA	S/WAGON	2693	2007	
T301 DXC	TOYOTA	S/WAGON	1990	1998	





BRANCH										
TANGA BRANCH	2									
ZANZIBAR BRANCH	2									
DODOMA BRANCH	2									
<b>Total Staff</b>	<b>24</b>									

**Table No. 4 Security Guard**

schedule of requirement				price per guard
Location	Guard	Day & Night	P/Location	
Head office	Unarmed Guard	1	2	
	Unarmed Guard	1		
Main Branch	Unarmed Guard	1	4	
	Unarmed Guard	1		
	Armed Guard	1		
	Armed Guard	1		
Nyerere Branch	Unarmed Guard	1	4	
	Unarmed Guard	1		
	Armed Guard	1		
	Armed Guard	1		
Tandamti Branch	Unarmed Guard	1	4	
	Unarmed Guard	1		
	Armed Guard	1		
	Armed Guard	1		
Lumumba Branch	Unarmed Guard	1	4	
	Unarmed Guard	1		
	Armed Guard	1		
	Armed Guard	1		
Mbagala Branch	Unarmed	1	4	

	Guard			
	Unarmed Guard	1		
	Armed Guard	1		
	Armed Guard	1		
Arusha Branch	Unarmed Guard	1	4	
	Unarmed Guard	1		
	Armed Guard	1		
	Armed Guard	1		
Mwanza Branch	Unarmed Guard	1	4	
	Unarmed Guard	1		
	Armed Guard	1		
	Armed Guard	1		
Tanga Branch	Unarmed Guard	1	4	
	Unarmed Guard	1		
	Armed Guard	1		
	Armed Guard	1		
Dodoma Branch	Unarmed Guard	1	4	
	Unarmed Guard	1		
	Unarmed Guard	1		
	Unarmed Guard	1		
Zanzibar Branch	Unarmed Guard	1	1	
	<b>Total Guards</b>	<b>39</b>	<b>39</b>	
Monthly service charges				
Annual radio license fee for transmitter paid once a year				

## 4.0 Appendix

### Form No. 1: Company Structure

1	Full name of Applicant	
2	Place of incorporation of company	
3	Date of Incorporation	
4	Company Office Address	
5	Principal activities of Applicant	
6	Names of Directors of Applicant	
7	TRA-Certificate of registration (TIN) Number	
8	TRA-Certificate of Registration (VAT) Number	
9	Valid Business License	
10	Certificate of Incorporation	
11	Percentage ownership of Applicant held by ultimate parent company	
12	Other shareholders	
13	VRN Certificate	

### Form No. 2: Legal & Financial Data

#### TYPE OF FIRM

Sole Proprietorship	
Partnership	
Private Company (Shareholders Co.)	
Public Company	
Joint Venture	
Other	

#### REVENUE (Figures in thousands)

For year ended ..... (date)	(year)	(year +1)	(year +2)
Revenue previous 3 years			

**ASSETS & LIABILITIES**

S/N	As at year ended....(date)	(year)	(year +1)	(year +2)
1	Total assets			
2	Current assets			
3	Total liabilities			
4	Current liabilities			

**INSURANCES**

Provide details of insurances held	
------------------------------------	--

**ATTACHMENTS** : Audited financial statements for past 2 years

**Form No. 3: Relevant Experience****Summary years of experience**

In Amana Bank Ltd	
In Other Banks	
In Other companies	

Include details of Contracts relevant to the Pre-Qualification lot(s) completed in the last 5 years (include contact details for obtaining reference).

Pre-Qualification Lot	Description	Goods or Services Provided	Client	Start-End Dates	Contract Value per year

**Form No. 4: Additional Information**

Applicants should include any further information which they consider to be relevant to their Pre-Qualification, or otherwise state **“Not Applicable”**

---

LOT (s) NO.	Description:	Quantity
LOT No. 1	Supply of Stationeries and Computer Consumables	Various
LOT No. 2	Printing and Supply of Bank forms, Promotion materials and branding	Various
LOT No. 3	Provision of Office Cleaning Service: 1. Head Office - 800m <sup>2</sup> 2. Main Branch - 426m <sup>2</sup> 3. Tandamti Branch - 166m <sup>2</sup> 4. Nyerere Branch - 366m <sup>2</sup> 5. Arusha Branch - 400m <sup>2</sup> 6. Mwanza Branch - 325m <sup>2</sup> 7. Lumumba Branch - 166m <sup>2</sup> 8. Mbagala Branch - 230m <sup>2</sup> 9. Tanga Branch- 300m <sup>2</sup> 10. Zanzibar Branch 339m <sup>2</sup> 11. Dodoma Branch 200m <sup>2</sup>	Various
LOT NO. 4	Provision of Office Sanitary items	Various
LOT NO. 5	Supply of Bank Furniture and Equipment	Various
LOT NO. 6	Supply of ICT Equipment	Various
LOT NO. 7	Provision of Insurance Service: Group A. General Insurance Group B. Medical Insurance	Various
LOT NO. 8	Provision of ICT Equipment Maintenance	Various
LOT NO. 9	Provision of ICT Software Maintenance	Various
LOT NO. 10	Provision of Minor General Maintenance	Various
LOT NO. 11	Provision of Security Guard Service	Various
LOT NO. 12	Provision of Cash in Transit Service	Various
LOT NO. 13	Provision of Courier Service	Various
LOT NO. 14	Provision of Electrical Maintenance	Various
LOT NO. 15	Provision of Travel Agent Service	Various
LOT NO. 16	Provision of Generator Maintenance	Various
LOT NO. 17	Provision of Fire Extinguisher Service	Various
LOT NO. 18	Provision of Loan Recovery and Auction Service	Various
LOT NO. 19	Provision of Property Valuation Service	Various
LOT NO. 20	Provision of Fumigation Service	Various
LOT NO. 21	Provision of Air Condition Maintenance	Various
LOT NO. 22	Provision of Biometric, Fire Alarm and Intruder Systems Maintenance	Various
LOT NO. 23	Provision of CCTV Maintenance	Various
LOT NO. 24	Supply of Fuel for Standby-Generator	Various
LOT NO. 25	Provision of Motor Vehicle Garage	Various
LOT NO. 26	Supply of Drinking Water and Water Dispenser	Various
LOT NO. 27	Provision of strong room door and cash safe maintenance	Various
LOT NO. 28	Provision of Legal Service	Various

LOT NO. 29	Provision of Independent Surveyor services	Various
LOT NO. 30	Provision of Financing Insurance A. Life insurance for staffs and customers B. Insurance for bank financing security	Various
LOT NO. 31	Provision of Motor vehicle tracking service	Various