



FINANCIAL SECTOR DEEPENING AFRICA

**PREQUALIFICATION AND REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS,
SERVICES AND CONSULTANCIES FOR THE STRATEGIC PERIOD 2025-2030**

TENDER NUMBER: FSDAFRICA/PQ/2025

APRIL 2025

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SECTION 1

1.0 Prequalification instructions

1.1 Introduction

FSD Africa hereinafter referred as "Procuring Entity" intends to pre-qualify firms for the provision of goods, services, works and consultancy.

FSD Africa is a specialist development agency established in 2012 by the UK Government working to make finance work for Africa's future. We work on the ground in over 30 African countries to mobilise "green plus" finance that will power economic and social development while delivering environmental gains and building Africa's resilience. We work on policy and regulatory reform, capacity strengthening and improving financial infrastructure, and addressing systemic challenges in Africa's financial markets to spark large-scale and long-term change.

More about FSD Africa can be found here - <https://fsdafrica.org/>

Prequalification is open to eligible firms, individuals and voluntarily formed joint ventures as indicated in the instructions to firms.

1.2 Sustainable procurement at FSD Africa

FSD Africa has been intentional about incorporating sustainable procurement practices in its initiatives. To this end, we encourage suppliers to consider adopting ESG best practices in the delivery of both goods and services.

FSD Africa views sustainable procurement as prioritising the procurement of products and services that have the lowest environmental and ethical impact and the most positive social results, while still achieving the best overall value. It is about embedding relevant sustainability considerations into processes for selecting services and goods, alongside traditional considerations like price, quality, service and technical specifications. In practice, this means considering sustainability in every stage of purchasing services or products.

1.3 Pre-qualification objective

The main objective of this exercise is to pre-qualify firms to supply goods/services and consultancy under relevant tenders/quotations and proposals as and when required. Interested suppliers are invited to apply for pre-qualification, indicating the category of goods, works, services or consultancy they wish to be registered in.

Existing registered suppliers are required to re-apply.

The Procuring Entity intends to prequalify suppliers as follows:

NO.	REF. NO.	ITEMS OR SERVICES DESCRIPTIONS
CATEGORY A- SUPPLY OF GOODS		
1	FSDA/PQ/01/2025	Supply and delivery of general & printed office stationery, general office equipment and related items.
2	FSDA/PQ/02/2025	Supply and delivery of office furniture, fittings & furnishing
3	FSDA/PQ/03/2025	Supply and delivery of toners, cartridges, and other accessories
4	FSDA/PQ/04/2025	Supply, delivery, Installation and servicing of LAN, WAN, internet bandwidth and VPN including surveillance& videoconferencing equipment
5	FSDA/PQ/05/2025	Supply and delivery of structured cabling, networking equipment and tools
6	FSDA/PQ/06/2025	Supply and installation of computer software and licenses
7	FSDA/PQ/07/2025	Supply of ICT hardware (computers and printers & accessories)
CATEGORY B- PROVISION OF SERVICES		
COMMUNICATIONS		
8	FSDA/PQ/08/2025	Design, artwork and printing of promotional, communication and advertising materials
9	FSDA/PQ/09/2025	Photography, videography & documentary services (Sub-Saharan Africa)
10	FSDA/PQ/10/2025	Development of websites, (media Houses, online advertising agencies, global publications) and other social media Platforms
11	FSDA/PQ/11/2025	Press office management
12	FSDA/PQ/12/2025	Designing, editing, professional and creative writing and typesetting documents e.g. annual Reports
13	FSDA/PQ/13/2025	Translation services and development of abridged documents (bidders to indicate the languages of proficiency)
14	FSDA/PQ/14/2025	Event organisation & management services (Sub-Sahara Africa)
15	FSDA/PQ/15/2025	Provision of office branding services
16	FSDA/PQ/16/2025	Provision of motion graphic and illustrative design services
17	FSDA/PQ/17/2025	Provision of team building consultancy services & facilitators
18	FSDA/PQ/18/2025	Provision of workshop facilitation and master of ceremony (MC) services
IT SERVICES		
19	FSDA/PQ/19/2025	Provision of IT support services
20	FSDA/PQ/20/2025	Provision of cloud hosting, website/system development and maintenance
21	FSDA/PQ/21/2025	Provision of cybersecurity awareness training, vulnerability scanning & penetration testing
OPERATIONS		

22	FSDA/PQ/22/2025	Vehicle hire and taxi Services
23	FSDA/PQ/23/2025	Travel and ticketing services (IATA accredited only)
24	FSDA/PQ/24/2025	Office cleaning, sanitation and fumigation services
25	FSDA/PQ/25/2025	Provision of catering services (lunch and snacks)
26	FSDA/PQ/26/2025	Office and equipment maintenance services – e.g. maintenance of furniture and fittings, air conditioners, and assorted spare parts.
27	FSDA/PQ/27/2025	Repair and maintenance of firefighting equipment & first Aid Kits
28	FSDA/PQ/28/2025	Provision of general office supplies: water, kitchen supplies etc
29	FSDA/PQ/29/2025	Provision of general stationery supplies
30	FSDA/PQ/30/2025	Provision of security and guarding services
FINANCE AND LEGAL		
31	FSDA/PQ/31/2025	Tax advisory services
32	FSDA/PQ/32/2025	Auditing services
33	FSDA/PQ/33/2025	Legal advisory and company secretarial services (classification: general agreements, employment, commercial contracts in different jurisdictions)
34	FSDA/PQ/34/2025	Insurance services (life policies and non-life policies)
CATEGORY C- PROVISION OF TECHNICAL CONSULTANCY SERVICES		
FINANCIAL MARKETS		
35	FSDA/PQ/35/2025	Second party opinion & third-party verification on bonds issuance (bidders to specify the category of bonds)
36	FSDA/PQ/36/2025	Fund management & transactional advisory services
37	FSDA/PQ/37/2025	Renewable energy transition, waste management and agriculture
38	FSDA/PQ/38/2025	Carbon markets & related technical assistance/ consultancies
39	FSDA/PQ/39/2025	Development of sustainable bonds framework
40	FSDA/PQ/40/2025	Nature based, climate adaptation and related technical consultancies
41	FSDA/PQ/41/2025	Development and review of regulatory framework- Capital Markets e.g. taxonomy etc.
42	FSDA/PQ/42/2025	Insurtechs and accelerator programmes
DEVELOPMENT IMPACT AND GENDER		
43	FSDA/PQ/43/2025	Gender-related consultants
44	FSDA/PQ/44/2025	Development impact & measurement consultancies
45	FSDA/PQ/45/2025	Impact partners and advisors
46	FSDA/PQ/46/2025	Research and learning
ORGANISATIONAL STRATEGY AND HUMAN RESOURCE		
47	FSDA/PQ/47/2025	Organisational development and change management
48	FSDA/PQ/48/2025	Recruitment & headhunting services
49	FSDA/PQ/49/2025	Leadership development
50	FSDA/PQ/50/2025	Strategy and partnership development

51	FSDA/PQ/51/2025	Learning & development including development of e-modules
52	FSDA/PQ/52/2025	Employee wellness consultancy services
53	FSDA/PQ/53/2025	Occupational safety & health advisory services
54	FSDA/PQ/54/2025	Provision of pension services (local and international)
INVESTMENTS		
55	FSDA/PQ/55/2025	Legal due diligence and transaction documentation
56	FSDA/PQ/56/2025	Due diligence - operational, ESG, technical, commercial and tax
57	FSDA/PQ/57/2025	Legal advisory Services
58	FSDA/PQ/58/2025	Transaction advisory services

1.4 Language

All the information requested for pre- qualification shall be provided in the English language.

1.5 Invitation of pre-qualification

Firms/Businesses registered under the Laws of the Land in respective services/consultancies are invited to submit their tender documents to FSD Africa so that they may be pre-qualified for submission of tenders/quotations. All mandatory information must be provided by any eligible and interested firm.

1.6 Experience

Prospective firms must have carried out successful supply and delivery of similar items/services to institutions of similar size and complexity. Potential firms must demonstrate the willingness and commitment to meet the tender criteria.

1.7 Eligible firms/consultants

The procuring entity's employees and their relatives (spouse and children) are not eligible to participate in the pre-qualification process. The procuring entity strongly encourages submissions from people living with disabilities, women, and marginalised groups to promote inclusivity and diversity in the procurement process.

1.8 Safeguarding, corruption and terrorism

Eligible and interested firms acknowledges that:

- FSD Africa has a zero-tolerance attitude towards acts or omissions, whether actual or alleged, that could be construed as sexual harassment or bullying, or the failure to prevent sexual harassment or bullying, by or of the Tenderer's Personnel, FSD Africa staff members or consultants, or beneficiaries whom the services are intended to benefit.

- Given, offered, accepted or agreed to give, offer, or accept any gift or consideration or other advantage of any kind as an inducement or reward for: (i) doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of any tender (including, without limitation, this tender), the grant of any right or license or the exercise of any function or activity; and/or (ii) showing favour or forbearing to show favour or disfavour of any nature to any person or entity in relation to any tender, contract, right, license or to the exercise of any function or activity, where to do so would amount to a bribe or inducement under Kenyan or English law.
- Have not provided support of any kind in violation of applicable law to a person or entity that the tender knows or has reason to know advocates terrorism or engages in terrorist activity.

For more information please refer to <https://fsdafrica.org/disclosures/>

1.9 Pre-qualification document

The link will include Microsoft 365 forms and documents required from prospective firms. All eligible and interested firms/individual consultant(s) must provide required information via the online form (as per the link under section 1.10 of this document)

1.10 Submission and deadline of pre-qualification documents

Completed online application documents will be automatically received through our email (prequalification2025@fsdafrica.org), once the applicant has responded to all required questions and uploaded the requisite documents. The deadline for submission is **08 May 2025, 12:00 PM (EAT)**. All late applications will be rejected accordingly.

All documents should be in PDF format. Please follow this [link](#) to submit your application.

Please write to prequalification2025@fsdafrica.org if you encounter any challenges.

1.11 Pre-qualification fee

Interested individuals/firms shall not be required to pay any fees for the prequalification.

1.12 Questions arising from pre-qualification documents

Questions and clarification that may arise from the Pre-qualification documents should be sent to the email address prequalification2025@fsdafrica.org on or before **21 April 2025, 12:00 PM (EAT)**

FSD Africa will only respond to questions received within the Q&A timeline and responses shall be uploaded onto the FSD Africa website on **25 April 2025, 5:00 PM (EAT)**.

FSD Africa reserves the right to request the submission of additional information from prospective firms.

1.13 Invitation to tender/quotation

Bidding documents (Tender/Quotation) will be made available only to those bidders whose qualifications are accepted by FSD Africa after the completion of the pre-qualification process.

1.14 Notification of success and unsuccessful firms

FSD Africa will communicate the outcome of the prequalification exercise within 90 days from the application deadline.

SECTION 2

Pre-qualification guidelines/regulations and criteria

2.1 Pre-qualification data form

The online prequalification questions are to be completed by prospective suppliers/ firms who wish to be pre-qualified for the specified tender category.

2.2 Incomplete application

The application forms which are not filled in and duly submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English language.

2.3 The pre-qualification data

It is understood and agreed that the pre-qualification data on the prospective firms is to be used by FSD Africa in determining, according to its sole judgment and discretion, the qualifications of prospective firm to perform in respect to the tender lots as described by the client.

2.4 Qualification requirements

Prospective firms will not be considered qualified unless in the judgment of FSD Africa they possess capability, experience, qualified personnel, available and sustainable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

2.5 Essential criteria for pre-qualification

2.5.1 Experience

- (a) The prospective bidder shall have at least four years' experience in the supply of goods, services and allied items. Potential supplier/firm should show competence; willingness and capacity to service the contract
- (b) Prospective suppliers require special experience and the capability to organize, supply and deliver items or services at short notice.

2.5.2 Financial capability

Potential candidates shall be expected to give a commitment letter indicating that one has the financial capacity to execute contract(s) once prequalified. The Capability Statement should be no more than 2 pages, that describe your company's financial and economic capability to perform in terms of provision of goods, services or works. It is a document that will show what your business is and what you can do for FSD Africa, and how your achievements, core competencies and accreditation will create an impact on your business.

2.5.3 Past performance

Past performance will be given due consideration to qualifying firms. Letters of reference from past customers should be included where applicable. These should not be older than four years.

2.5.4 Statement

Application must include a sworn statement by the tender applicant ensuring the accuracy of the information given.