



EXPRESSION OF INTEREST

FINCA Microfinance Bank Ltd

VENDOR ONBOARDING

FINCA Microfinance Bank Limited (FMBL) is one of the fastest growing Microfinance banks with over 130 branches in Pakistan. FMBL also introduced its telco agnostic digital wallet in Pakistan and is revolutionizing conventional banking into a digital banking platform.

Finca Microfinance Bank Limited (Pakistan) plans to procure goods and maintenance services for the year 2022 of following categories;

IT Equipment: (Laptops, Desktops, ATM's, Servers, Networking equipment's and IT related service Providers)

Machine & Equipment: (AC's, UPS, PABX, LCD/LED, Fridge, Microwave Oven, Water Dispenser, Kettle & Heater and related services like AMC for Generators, UPS and Air Conditioners etc.)

Cash Related Equipment: (Cash Binding, Loose Note Counting, Cash Sorting Machines & Money Detector/UV Lamp and related services)

Security Equipment: (CCTV System, Cameras, Call Points, Emergency Lights, Exit Signs, Fire Extinguishers, Fire Alarm/Security System, Smoke Detectors, Biometric Devices, Hand Metal Detector & Burglar Alarm System and related services)

Steel/Iron Equipment: (Cash Safe, Vault Door, Customer Lockers Cabinets, Fire Proof Steel Cabinets & Steel Almirah and related services)

Construction: Contractor, Architect Designing, Consultancy, Furniture, Electrical, related vendors and service providers.

Printing & Stationery: Supply of petty stationery items and Printing of visiting cards, Flyers, Posters, banners and Dangers etc.

Marketing Requirements: (Digital Printing, Offset Printing, Branch Branding, Fascia/Signage, Standees, Backdrop, Giveaways and service providers related to marketing requirements).

General Order Suppliers: for Supply of General orders.

- The interested vendors/parties may send their letter of interest along with enlistment documents **Clearly marked "EOI for Vendor Enlistment" along with the Category on the envelop and Company Name** along with their profiles latest by February 07, 2022 at the following address.
- Enlistment documents are available on FINCA website.
- The bank has the right to accept or reject any or all vendor profiles without assigning any reason.
- In case of any queries please contact on stated email address not later than 04 February 2022 before 5:00 pm. Email: muhammad.Ahsan5199@finca.pk

**MUHAMMAD AHSAN WAHEED
MANAGER VENDOR MANAGEMENT**

FINCA Microfinance Bank, Ltd.

Head Office: 36-B, Khayaban-e-Iqbal, XX Block, Commercial Area, Phase III, DHA, Lahore.

Tel: 042-36667903



SUPPLIER / VENDOR ENLISTMENT FORM

FMFL will obtain the information stated in this form prior to entering into any business relationship with the prospective vendors.

Potential SUPPLIER Information		DATE SUBMITTED:				
Name of the Company:		Product/Service Provided:				
Website Address:						
Registered Office Address		Address for Correspondence:				
City:		City:				
Country:		Country:				
Parent Company (if any):						
Contact Person Details :						
Primary Contact Name :		Secondary Contact Name :				
Title/Designation :		Title/Designation :				
E-Mail:		E-Mail:				
Phone:		Phone:				
Staff / Equipment Details :						
Total No. of Permanent Staff:		Technical Facility: (Yes / No):				
Total No. of Contractual Staff:		Name & No. of Major equipment/s:				
Total No. of Subcontractors (if any):		Name & No. of Major equipment/s:				
Name of Senior Executive/s:		Title/Designation/Contact:				
Name of Senior Executive/s:		Title/Designation/Contact:				
Senior/Technical Executive/s:		Title/Designation/Contact:				
Legal Structure/Form of Business & Statutory Registration Information (Proof of documents for the fields colored in Blue should be provided)						
Corporation:		Head of Organization & Shareholding :				
Partnership:		Email address:				
Sole Proprietorship:		Contact No:				
Business Individual:		Name/CNIC/Contact of Director / Partner:				
Other (describe):		Name/CNIC/Contact of Director / Partner:				
National Tax No:		Name/CNIC/Contact of Director / Partner:				
Sales Tax Registration No.:		Name/CNIC/Contact of Director / Partner:				
PST No:		Name/CNIC/Contact of Director / Partner:				
Business Incorporation Certificate:		Dealership / Certification:				
Business Incorporation Date:		Dealership / Certification:				
Registration # of Technical Body (if any):		Dealership / Certification:				
Registration # of Business Body (if any):		Dealership / Certification:				
Payment Terms with FMFL:		Dealership / Certification:				
Financial Data - Applicable only for Sole Proprietor / AOP / Other						
Description	Year 1:	(Amount in PKR)	Year 2:	(Amount in PKR)	Year 3:	(Amount in PKR)
Capital Employed:						
Gross Turnover (Rs.):						
Gross Profit:						
Financial Data - Applicable only for Public / Private Companies (Proof of documents for the fields colored in Blue should be provided)						
Description	Year 1: 2018	(Amount in PKR)	Year 2: 2017	(Amount in PKR)	Year 3: 2016	(Amount in PKR)
Share Capital (Issued / Subscribed):						
Reserves:						
Gross Profit:						
Net Profit(After Tax):						
Revenue(Net):						
Current Assets:						
Current Liabilities:						
Trade Creditors:						
Inventory as per B/s:						
Provide a copy of your most recent Financial statement?						
Affiliate / Subsidiary Companies						
Description	Company 1	Company 2	Company 3			
Company Name:						
Capital Employed:						
Name of Directors / Partners:						
Name of Directors / Partners:						
Name of Directors / Partners:						
Key Business Activity:						
Gross Profit (Last Year):						

References:			
	Name	Address:	Contact No. / Email ID
Reference 1 (Banking / Commercial):			
Reference 2 (Banking / Commercial):			
Reference 3 (Banking / Commercial):			
Reference 4 (Banking / Commercial):			
Reference 5 (Banking / Commercial):			
Bank Information:			
	1	2	3
Name of the Bank :			
Bank Address :			
Account Holder/Beneficiary Name:			
Bank Account Number/ IBAN No :			
Bank Account Type:			
Declaration by SUPPLIER / VENDOR:			
<p>We hereby confirm that: We /Our organization has no business connection with anyone currently working in FMBL as an employee in his/her personal capacity. We /any of the key personnel or related parties of the organization has not been a senior official of FMBL in the past 1 year. We /our organization is not involved in any criminal proceedings pending before any court / tribunal in Pakistan. We /our organization is not involved in financing of Terrorism or other financial crimes. We /our organization is compliant with the Anti money laundering laws and regulations. We /our organization is not black listed from any of private or Government organization. We /our organization undertake to update FMBL regarding change in any of the above particulars on this prescribed form.</p> <p>_____</p> <p>Signature of authorized person with company seal.</p>			
Non Disclosure Declaration by SUPPLIER / VENDOR :			
<p>We /our organization hereby undertake to maintain confidentiality of FMBL's information and seek prior consent before sharing with 3rd Parties.</p> <p>_____</p> <p>Signature of authorized person with company seal.</p>			
Verification & Authorization by SUPPLIER / VENDOR :			
<p>I hereby confirm that the above information is true and correct to the best of my knowledge.</p> <p>_____</p> <p>Signature of authorized person with company seal.</p>			

CHECKLIST FOR ENLISTMENT DOCUMENTATION

VENDOR: _____

SN	Description	Yes	No	Comments
1	Request for Enlistement (on Letterhead)	<input type="checkbox"/>	<input type="checkbox"/>	
2	Supplier enlistment form completely filled stamped and signed.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Declaration Form (SBP)	<input type="checkbox"/>	<input type="checkbox"/>	
4	Copy of Firm/Company profile	<input type="checkbox"/>	<input type="checkbox"/>	
5	Copy of Registration/Commencement of Business/ Partnership deed/ Memorandum & Articles of Association (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
6	Copies of CNIC of owner/partners/directors	<input type="checkbox"/>	<input type="checkbox"/>	
7	Copy of NTN certificate of the firm/company	<input type="checkbox"/>	<input type="checkbox"/>	
8	Copy of PRA / SRB / Sales Tax Certificate (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
9	Form A, Form 29 (For Private / Public Ltd Co's)	<input type="checkbox"/>	<input type="checkbox"/>	
10	List of all operating offices with details of key contact persons, telephone numbers and addresses	<input type="checkbox"/>	<input type="checkbox"/>	
11	Tax Return of last 3 years	<input type="checkbox"/>	<input type="checkbox"/>	
12	Financials Statement of last 3 years / Bank Statement (in case of Soleproprietorship or Partnership)	<input type="checkbox"/>	<input type="checkbox"/>	
13	Account Maintenance Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
14	Refernces List (Name / Co. Name / Contact # / email address)	<input type="checkbox"/>	<input type="checkbox"/>	
15	Major Projects/Supplies List	<input type="checkbox"/>	<input type="checkbox"/>	
16	Senior Staff / Technical Person Details	<input type="checkbox"/>	<input type="checkbox"/>	
17	Certificate Copy of Technical Body Engineering Council, PCATP, PBA, ISO certification, APSA, License (security co, Waseeqa Services, Water, Import of specified item) Valid Membership Certificates (IT/other principals), Accredation/partnership certificates of governing bodies	<input type="checkbox"/>	<input type="checkbox"/>	
18	Copy of ISO Certification (if any) / Chamber of Commerce	<input type="checkbox"/>	<input type="checkbox"/>	
19	Any other --	<input type="checkbox"/>	<input type="checkbox"/>	
20	Any other --	<input type="checkbox"/>	<input type="checkbox"/>	

DECLARATION OF SERVICE PROVIDER/VENDOR

UNDER BPRD CIRCULAR NO 13 OF 2014 DATED DECEMBER 11, 2014.

I/We, _____ Son of _____ resident of _____
_____ having CNIC No/ _____

do hereby solemnly affirm and declare as under:

1. That I am Proprietor/Partner/Chief Executive/Director of _____ which is a Firm/Company/Sole Proprietorship/Partnership will provide the requisite services as per contract to FINCA Microfinance Bank Limited, Head Office at 30-A, Block-XX, Phase-III, DHA, Lahore;
2. That I/ We my/our firm/Partnership/Company have/has not been adjudged as insolvent nor have filed any suit to be declared as insolvent;
3. That no execution of decree or order of any court remains unsatisfied against me/our or my/our firm/Partnership/Company or establishment;
4. That I/we my/our firm/ partnership/Company have/has not compounded with the creditors; and
5. That I/we my/our firm/partnership/Company have/has not been convicted of a financial crime.

IN WITNESS WHEREOF I/We hereby set my/our hands on these presents this _____day of _____in presence of the witnesses mentioned below.

Name:

Designation:

Address:

CNIC No:

Seal of Company:

WITNESSES

1. _____

2. _____

Name. _____

Name. _____

Address. _____

Address. _____

CNIC#.....

CNIC#.....