



KENYA AGRICULTURAL AND LIVESTOCK RESEARCH ORGANIZATION

HEADQUARTERS:

Kaptagat Road, Loresho

P.O. BOX 57811 - 00200

NAIROBI

Telephone: 4183301-20/0722-206986/88

TENDERNO: KALRO/T03/HQTS/2018-19

PREQUALIFICATION OF SUPPLIERS

FOR THE PERIOD

2018 – 2019 to 2019-2020

DATE: 3RD JULY, 2018

1. APPLICATION FORM FOR PREQUALIFICATION OF SUPPLIERS

Company Name

Postal Address.....

Tel/Fax

E-mail

Physical Address

Contact person

Phone No

NB: All applicants **MUST** indicate the details below:

Category applied for.....

Item code

Item Description

Institute

NB. PLEASE ENSURE THE INSTITUTE YOU INTEND TO DO BUSINESS WITH APPEARS ON THE ENVELOPE. FAILURE TO WHICH THE APPLICATION WILL BE DISQUALIFIED.

2. INVITATION

Ref: KALRO

PREQUALIFICATION OF SUPPLIERS - INSTRUCTIONS

1. The Kenya Agricultural & Livestock Research Organization (KALRO) , invites interested candidates to submit their application to be enlisted as prequalified suppliers for the financial years **2018-19 to 2019-2020**
2. KALRO has Headquarters office and seventeen (17) Research Institutes with various centres spread all over the country as indicated here below. Interested candidates will be required to select and apply for the categories /institute of their choice and submit their applications in NOT later than **20th July, 2018 11.00am**.
3. The research institutes and centres are as indicated in the table below:

INSTITUTES AND CENTRES

	INSTITUTES	CENTRES	COUNTY	NEAREST TOWN
1	KALRO Headquarters, P.O. Box 57811- 00200, NAIROBI	Headquarters, Loresho	Nairobi	NAIROBI
2	Food Crops Research Institute, P.O. Box 450 – 30200, KITALE	Institute Hqts- Trans Nzoia	Trans Nzoia	KITALE
		FCRI, Kabete	Nairobi	NAIROBI
		FCRI Muguga	Kiambu	KIKUYU
		FCRI Embu	Embu	EMBU
		FCRI Molo	Nakuru	MOLO
		FCRI Njoro	Nakuru	NJORO
		FCRI Alupe	Busia	BUSIA
		FCRI Kisii	Kisii	KISII
3	Horticulture Research Institute, Kandara P.O. Box 220 – 0100, THIKA	Institute Hqts- Kiambu	Kiambu	THIKA,
		HRI Tigoni	Kiambu	LIMURU
		HRI Matuga	Kwale	KWALE
		HRI Oljoro Orok	Laikipia	NYAHURURU

4	Arid and Range Lands Research Institute, P.O. Box 112 – 90138, MAKINDU	Institute Hqts-Kiboko	Makueni	MAKINDU
		ARI, Turkana	Turkana	LODWAR
5	Genetic Resources Institute, P.O. Box 781, KIKUYU	Institute Hqts-GRI ,Muguga	Kiambu	KIKUYU
6	Biotechnology Research Institute, P.O. Box 362 – 00902, KIKUYU	Institute Hqts Muguga	Kiambu	KIKUYU
		BIORI Kabete	Nairobi	NAIROBI
7	Beef Research Institute, P.O. Box 230 – 70100, GARISSA	Institute Hqts, Garissa	Garissa	GARISSA
		BRI, Lanet	Nakuru	NAKURU
		BRI, Transmara	Transmara	KILGORIS
8	Apiculture Research Institute, P.O. Box 32 – 30403, MARIGAT	Institute Hqts, Perkerra	Baringo	MARIGAT
9	Dairy Research Institute, P.O. Box 25 – 20117, NAIVASHA	Institute Hqts-Naivasha	Nakuru	NAIVASHA
		DRI Msabaha	Malindi	MALINDI
10	Non-Ruminant Research Institute, P.O. Box 169 – 50100, KAKAMEGA	Institute Hqts Kakamega	Kakamega	KAKAMEGA
11	Sheep and Goat Research Institute, P.O. Box 147 – 60500 MARSABIT	Institute Hqts Marsabit	Marsabit	MARSABIT
		SGRI Buchuma	Taita Taveta	MACKNON ROAD
12	Veterinary Research Institute, P.O. Box 32 – 00902, KIKUYU	Institute Hqts, Muguga	Kiambu	KIKUYU
		VRI, Alupe	Busia	BUSIA
13	Coffee Research Institute, P.O. 4 – 00232, RUIRU	Institute Hqts Ruiru	Kiambu	RUIRU
14	Sugar Research Institute, P.O. Box 44 – 40100, KISUMU	Institute Hqts, Kibos	Kisumu	KISUMU
		SRI Mtwapa	Kilifi	MTWAPA
15	Tea Research Institute, P.O. Box 820 – 20200, KERICHO	Institute Hqts Kericho	Kericho	KERICHO
16	Industrial Crops Research Institute, P. o. Box 16-80109 Mtwapa	Institute Hqts Mtwapa	Kilifi	MTWAPA
17	Agricultural Mechanization Research Institute, P. O. Box 340-90100 Machakos	Institute Hqts, Katumani	Machakos	MACHAKOS

4. Interested eligible candidates may obtain further information from and inspect the tender documents at the office of the **Manager, Supply Chain Management room (Room151) at KALRO Headquarters** OR at the office of respective **Institute Director(s)** during office working hours) i.e. 8.00a.m to 5.00p.m). The document may be downloaded from KALRO website www.kalro.org
5. The following are the **MANDATORY** requirements that must be submitted alongside the application:
 - Valid Tax Compliance Certificate
 - NSSF and NHIF Compliance Certificates
 - Business Registration certificate
 - Registration certificate with the relevant professional bodies where applicable
 - Valid trade license/ Business permit from the relevant County Authority
 - Audited Accounts for the last two years OR Bank Statement for the last 6 months.
 - Special interest Group (SIG) Youth, Women and People with Disabilities applicants must submit copy of AGPO registration
 - Duly filled in, signed and rubber stamped Confidential Business questionnaire Form

NB: The Special Interest Group (**Youth, Women and People living with Disability**) are **EXEMPTED from the requirement**

6. All prospective suppliers must demonstrate that they have successfully carried out supply and delivery of similar goods/services/works in other institutions. Special Interest Group are Exempted
7. Category/ item indicated as Reserved are particularly enterprises/ groups owned by SIGs are duly registered with the Director of Public Procurement at the Treasury. Evidence of AGPO registration must be attached. The Youth, Women and people living with Disability are encouraged to apply for Open categories too
8. The Supplier prequalification does not amount to contractual obligation on the part of KALRO.
9. KALRO reserves the right to invite competitive bids for goods, works or services as and when required in line with the Public Procurement and Asset Disposal Act.
10. Completed tender documents are to be submitted in plain sealed envelopes, marked with the tender number, name, **the Institute you intend to do business with** and be deposited in the Tender Box at the reception area **or Room 151** for large documents that cannot fit in the tender box slot. Documents are to be addressed to:

**The Director General,
Kenya Agricultural & Livestock Research Organization
Kaptagat Road, Loresho,
P O Box 57811-00200,
NAIROBI,**

So as to be received on or before **11.00 a.m. on 20th July 2018.**

11. KALRO reserves the right to accept or reject any application without giving reasons for the decision.

Manager, Supply Chain Management
FOR: DIRECTOR GENERAL, KALRO

3. GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that Submission of false information will lead to automatic disqualification.

1. Responses to the questionnaire must be in accordance with the requirements for information in the document.
2. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
3. Participants should indicate the Institute they intend to do business with and **MUST** deliver the application to the Tender box at **KALRO headquarters**. The list of Institutes is provided in the invitation form above.
4. Answers to the questionnaire should be relevant to the goods, service or works applied for and should be as clear and concise as possible.
5. In selection of suppliers, KALRO will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works. Registered service providers, contractors, manufacturers, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
6. The document should be signed by the authorized representative of the organization, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
7. It is a condition that participants **MUST** have complied with all statutory requirements in regard to registration of business, and Tax compliance according to the law of Kenya. The candidate must also demonstrate that they have complied with the social security and NHIF legal requirements and to this end candidates are required to provide evidence of such compliance. The Youth owned enterprises are however exempt from the requirement to produce the NSSF and NHIF requirements.
8. Suppliers financial position shall be determined by the latest financial statement submitted with the prequalification documents as well as references from their Bankers regarding their credit position. To be pre-qualified, potential suppliers/ contractors should submit satisfactory information.

4. EVALUATION CRITERIA

To qualify for Supplier shortlisting, an applicant must attain not less than 70% score;

A) MANDATORY REQUIREMENTS (20 Points)

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing copies of the following documents:-

1. Valid Tax Compliance Certificates,
2. NSSF Compliance Certificates. NHIF Compliance Certificates.
3. Registration with relevant professional bodies
4. Registration certificate from the Ministry of Roads and Public Works and the National Construction Authority for contractors
5. Practicing certificate for professionals
6. Certificate of Business Registration,
7. Single Business permit
8. Last two years Audited Accounts **and** Bank statement for the last 6 months.
9. Recommendation from at least three (3) organizations you have worked for in the last two years.
10. Transport/ Taxi services applicants must attach copy of log books of at least three vehicles and current insurance covers.

NB; Special Interest Group (SIG) i.e. Youth, Women and People Living with Disability are EXEMPT from the requirement No 2, 8 and 9.

B) SUPPLIERS APPLICATION FORM (10 Points)

1. I/ we (*Company Name*)-----hereby apply for registration as a supplier for

General Category
- Category No
2. **Contact Person:** Name-----

Title-----

Tel .No. -----
3. **Postal Address:** P.O Box -----

Tel No: -----

Fax: -----

Email: -----

Website -----

4. Physical Address:

Town ----- Street-----

Building -----

5. Company Branches

County ----- Town -----

Street ----- Building -----

Floor ----- Room -----

6. Name of Bank -----Branch -----

7. Name of Insurers -----

8. Net worth equivalent in Ksh -----in figures -----

9. Authorized signature -----

10. Official rubber stamp and date -----

(C) SUPERVISORY PERSONNEL (5 Points)

1. Name of Lead Supervisor-----

2. Age-----

3. Academic qualification (attach copies)-----

4. Professional qualification (attach copies)-----

5. Names and Qualifications of the Key Personnel

(Attach copies of certificates for 3 key personnel)

(D) FINANCIAL POSITION & TERMS OF TRADE (20 Points)

1. Firms liquidity position (attach copies of last two years audited accounts) – **7 points**
2. Recommendation from your banker for access to credit facilities – **7 points**
3. State credit period (preferred 30 days) – **6 points**

NB: SIG are EXEMPT

(E) CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM (15 Points)

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business. You are advised that it is a serious offence to give false information on this form

<p><i>Part 1 – General:</i></p> <p>Business Name</p> <p>Location of business premises.</p> <p>Plot No..... Street/Road</p> <p>Postal Address Tel No. Fax E mail</p> <p>Nature of Business.....</p> <p>Registration Certificate No.</p> <p>Maximum value of business which you can handle at any one time – Ksh</p> <p>Name of your bankersBranch.....</p>
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	Part 2 (a) – Sole Proprietor
Your name in full	Age
Nationality	Country of origin
	• Citizenship details
	Part 2 (b) Partnership
Given details of partners as follows:	
Name	Nationality Citizenship Details Shares
8.1
8.2
8.3
8.4
	Part 2 (c) – Registered Limited Company
Private or Public	
State the nominal and issued capital of company-	
Nominal Ksh	
Issued Ksh	
Given details of all directors as follows	
Name	Nationality Citizenship Details Shares
1.....
2.....
3.....
4.....

5.....
Signature Date and rubberstamp

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

(F) APPLICANT’S REFEREES (Minimum 3) (10 Points)

1. Name of client (organization).....

Address.....

Contact person.....

Client phone No

2. Name of client (organization).....

Address.....

Contact person.....

Client phone no.....

3. Name of client.....

Address.....

Contact person.....

Client phone No.....

NB: SIG are EXEMPT

(G) ELIGIBILITY AND COMPETENCE TO DELIVER GOODS & SERVICES (20 Points)

1. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? ----- If yes, when ----- (if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)
2. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practices or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes No.....
3. Has the firm/company making this application or any of its directors been debarred or suspended from participating in Public Procurement, OR have any Procuring Entity initiated proceedings of that nature against the firm or any of its directors, for any reason whatsoever? Yes..... No
4. What products or services do you want to be considered to supply (indicate relevant category and product code)
5. How many employees do you have? ----- How many are permanent? ----- How many are temporary? -----
6. Are you a manufacturer/wholesaler/retailer/dealer (please specify)-----
7. What is your average delivery of goods /services after issuance of LPO?
.....
8. What is the maximum value of business, which you can handle at any one time?
Ksh.....in words

6. PRE QUALIFICATION CATEGORIES

5. LITIGATION HISTORY AND DECLARATION

A. LITIGATION HISTORY

Applicants should provide information on any history of 'litigation or arbitration resulting from contracts executed in the last five years or currently under execution

Year	Award for or against	Name of client, cause of litigation and matter in dispute	Disputed amount (current value in Ksh)

B). DECLARATIONS

1. For purpose of transparency and fair dealing, vendor shall make full disclosure of any past/existing business relationship with any KALRO employee.
2. Do you have a relationship with any KALRO employee that would cause any real or perceived conflict of interest?

Yes/No----- (specify) -----

I ----- declare, for and on behalf of ----- (company/firm) that all the information furnished to Kenya Agriculture & Livestock Research Organization in connection with this Updating of Suppliers' list is true and accurate in all material respect. KALRO is hereby authorized to make such inquiries relating to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

That incase of being listed i/we acknowledge that this grants us the privilege to participate in due time in the submission of a tender/ quotation on the basis of provision in the tender or quotation document to follow.

I/ we enclose all the required documents and information required for the pre-qualification

Information submitted by (Name) -----

Title -----

Signature ----- **Date**-----

Stamp:

	Code	ITEM DESCRIPTION	TARGET	Point of delivery
	CATEGORY G: SUPPLY OF GOODS			
1	KALRO-G1/2018-20	Supply of General Stationery	Reserved	KALRO Hqts and all Institutes
2	KALRO-G2/2018-20	Supply of Toner, Cartridges & ribbons	Open	
3	KALRO-G3/2018-20	Supply of Office Equipment	Open	
4	KALRO-G4/2018-20	Supply of Computers, scanners, UPS, Software and accessories	Open	
5	KALRO-G5/2018-20	Supply of Cleaning Materials and Detergents	Reserved	
6	KALRO-G6/2018-20	Supply of Uniform, Footwear and Protective Clothing	Reserved	
7	KALRO-G7/2018-20	Supply of Farm Chemicals and Fertilizers	Open	
8	KALRO-G8/2018-20	Supply of Farm Equipment and implements	Open	
9	KALRO-G9/2018-20	Supply of field Equipment	Open	
10	KALRO-G10/2018-20	Supply of Plant and Machinery	Open	
11	KALRO-G11/2018-20	Supply of Mobile phones and Airtime /bundles	Reserved	
12	KALRO-G12/2018-20	Supply of Motor vehicle spare parts	Open	
13	KALRO-G13/2018-20	Supply of Furniture and fittings	Open	
14	KALRO-G14/2018-20	Supply of Hardware and Building Materials	Reserved	
15	KALRO-G15/2018-20	Supply of Electrical hardware and fittings	Open	
16	KALRO-G16/2018-20	Supply of Electronic accessories	Open	
17	KALRO-G17/2018-20	Supply of Newspapers and Magazines	Reserved	
18	KALRO-G18/2018-20	Supply of Clean Bottled water	Reserved	
19	KALRO-G19/2018-20	Supply of Tanked Water	Reserved	
20	KALRO-G20/2018-20	Supply of Beddings	Open	
21	KALRO-G21/2018-20	Supply of Animal and Chicken Feeds	Open	
22	KALRO-G22/2018-20	Supply of Farm Input and Chemicals	Open	
23	KALRO-G23/2018-20	Supply of Veterinary Drugs and Chemicals	Open	
24	KALRO-G24/2018-20	Supply of Laboratory Chemical and Reagents	Open	
25	KALRO-G25/2018-20	Supply of Laboratory Equipment	Open	
26	KALRO-G26/2018-20	Supply of Laboratory Apparatus and Glassware	Open	All Institutes
27	KALRO-G27/2018-20	Design and Printing of Calendars, Books and Journals	Reserved	KALRO Hqts and All Institutes
28	KALRO-G28/2018-20	Design and Printing of Promotional Materials	Reserved	
29	KALRO-G29/2018-20	Supply of Branded Packets and Balers	Open	
30	KALRO-G30/2018-20	Supply of Audio visual equipment	Reserved	Hqts
31	KALRO-G31/2018-20	Supply of Telecom. Equipment and Accessories	Open	All Institutes
32	KALRO-G32/2018-20	Supply of seedlings and cuttings	Reserved	VRI, TRI & CRI
33	KALRO-G33/2018-20	Supply of Pharmaceutical and Surgical products	Open	FCRI and ICRI
34	KALRO-G34/2018-20	Supply of Irrigation Systems and Drip Kits	Open	All institutes
35	KALRO-G35/2018-20	Supply of Laboratory Gases	Open	All institutes
36	KALRO-G36/2018-20	Supply of Fire Fighting Equipment	Open	All institutes
37	KALRO-G37/2018-20	Supply of Security gadgets and detectors	Open	All institutes
	CATEGORY S: PROVISION OF SERVICES			
1	KALRO-S1/2018-20	Maintenance of Office Equipment	Reserved	KALRO Hqts and all Institutes
2	KALRO-S2/2018-20	Maintenance and Servicing of Servers, UPS, CCTV and LAN & WAN	Open	
3	KALRO-S3/2018-20	Maintenance and Servicing of Computers, Printers, Photocopiers and Scanners	Reserved	
4	KALRO-S4/2018-20	Maintenance and Servicing of Motor Vehicles – Approved Garages only	Open	
5	KALRO-S5/2018-20	Provision of Fumigation and Pest Control services	Open	

6	KALRO-S6/2018-20	Servicing and Maintenance of Air Conditioning Equipment and Cold rooms	Open	
7	KALRO-S7/2018-20	Provision of Sanitary bin Collection Services	Open	
8	KALRO-S8/2018-20	Repair and Maintenance of Telecommunication Equipment and PABXes	Open	
9	KALRO-S9/2018-20	Servicing and Maintenance of Fire Fighting Equipment	Open	
10	KALRO-S10/2018-20	Automation and repair of Green houses	Open	
11	KALRO-S11/2018-20	Repair and Maintenance of Building	Reserved	
12	KALRO-S12/2016-18	Provision of Events management/ Promotion services	Reserved	
13	KALRO-S13/2018-20	Maintenance of Earth roads	Reserved	
14	KALRO-S14/2016-18	Provision of Ploughing Services – Tractors	Open	
15	KALRO-S15/2018-20	Provision and Management of Casual Labor	Open	
16	KALRO-S16/2018-20	Maintenance and repair of Tractors, Farm Plant/Equipment and implements	Open	
17	KALRO-S17/2018-20	Calibration of Laboratory Equipment	Open	
18	KALRO-S18/2018-20	Maintenance of Laboratory Equipment	Open	
19	KALRO-S19/2018-20	Maintenance of Irrigation Equipment	Open	
20	KALRO-S20/2016-18	Minor Construction of Buildings and Civil Works	Open	
21	KALRO-S21/2018-20	Repair and Maintenance of Motor bikes	Open	
22	KALRO-S22/2018-20	Repair and Maintenance of Safes/cabinets	Open	
23	KALRO-S23/2018-20	Refilling of LPG	Open	
24	KALRO-S24/2018-20	Servicing of Generators	Open	
25	KALRO-S25/2018-20	Provision of Drilling and Servicing of Boreholes	Open	
26	KALRO-S26/2018-20	Provision of Legal Services	Open	
27	KALRO-S27/2018-20	Provision of Clearing and Forwarding Services	Open	
28	KALRO-S28/2018-20	Hiring of Heavy duty Transport Services	Open	
29	KALRO-S29/2018-20	Provision of Car Tracking Services	Open	
30	KALRO-S30/2018-20	Provision of Car Hire services	Open	
31	KALRO-S31/2018-20	Repair of furniture	open	
32	KALRO-S32/2018-20	Supply of printed stationery	Reserved	
33	KALRO-S33/2018-20	Provision of Travel bookings and Air ticketing services	Reserved	
34	KALRO-S34/2018-20	Maintenance of field equipment	Open	
35	KALRO-S35/2018-20	Servicing of Telecom. Equipment	Open	
36	KALRO-S36/2018-20	Servicing of Audio Visual Equipment	Reserved	
37	KALRO-S37/2018-20	Maintenance of Security gadgets and detectors	Open	
	CATEGORY C: SUPPLY OF HOSPITALITY ITEMS			
1	KALRO-C1/2018-20	Supply of Cereals and Dry foods	Open	KALRO Hqts and all institutes
2	KALRO-C2/2018-20	Supply of fresh fruits & vegetable	Reserved	
3	KALRO-C3/2018-20	Supply of fresh Meat & meat products	Open	
4	KALRO-C4/2018-20	Supply of fresh Fish and Chicken	Reserved	
5	KALRO-C5/2018-20	Supply of Sausages	Open	
6	KALRO-C6/2018-20	Supply of fresh Bread and related Confectioneries	Open	
7	KALRO-C7/2018-20	Supply of Fresh milk and Milk products	Open	
8	KALRO-C8/2018-20	Supply of Charcoal	Reserved	
9	KALRO-C9/2018-20	Supply of LPG cooking gas	Open	
	CATEGORY D: EOI, CONSULTANCY			
1	KALRO-E1/2018-20	Customer Satisfaction Survey	Open	
2	KALRO-E2/2018-20	Work Environment and Employee Satisfaction Survey	Open	

3	KALRO-E3/2018-20	Provision of Quality Management Standards	Open	KALRO Hqts.
4	KALRO-E4/2018-20	Disposal of Waste Chemicals and Materials	Open	
5	KALRO-E5/2018-20	Gender and Disability mainstreaming survey	Open	
6	KALRO-E6/2018-20	Occupational Health Services (OHS) Survey	Reserved	
7	KALRO-E7/2018-20	Provision of Architectural services	Open	
8	KALRO-E8/2018-20	Provision of Land Survey Consultancy & Land Registration services	Open	
9	KALRO-E9/2018-20	Provision of Asset Valuation and Management	Open	
10	KALRO-E10/2018-20	Provision of Environmental Impact assessment Services	Open	

Visit Kenya Agricultural & Livestock Research Organization Website: www.kalro.org

ABBREVIATIONS (For the purpose of this prequalification)

1. **KALRO** Kenya Agricultural and Livestock Research Organization
2. **FCRI** Food Crop Research Institute
3. **HRI** Horticultural Crop Research Institute
4. **ARLRS** Arid & Range Land Research Institute
5. **GRI** Genetic Research Institute
6. **BioRI** Biotechnology Research Institute
7. **BRI** Beef Research Institute
8. **API** Apiculture Research Institute
9. **DRI** Dairy Research Institute
10. **NRI** Non-Ruminant Research Institute
11. **S&GRI** Sheep & Goat Research Institute
12. **VSRI** Veterinary Research Institute
13. **CRI** Coffee Research Institute
14. **SRI** Sugar Research Institute
15. **TRI** Tea Research Institute
16. **ICRI** Industrial Crop Research Institute
17. **AMRI** Agricultural Mechanization Research Institute
18. **SIG** Special Interest Group (Youth, Women and People with Disability)
19. **AGPO** Access to Government Opportunities