



KENYA AGRICULTURAL AND LIVESTOCK RESEARCH ORGANIZATION

HEADQUARTERS:

Kaptagat Road, Loresho

P.O. BOX 57811 - 00200

NAIROBI

Telephone: 4183301-20/0722-206986/88

TENDER; KALRO/HQTS/005/2020-22

**REGISTRATION/ PREQUALIFICATION OF
SUPPLIERS, CONTRACTORS AND
CONSULTANTS TO KALRO FOR THE
FINACIAL YEAR 2020-2021 & 2021- 2022**

Date; JANUARY, 2021

1. APPLICATION FOR REGISTRATION/PREQUALIFICATION FORM

Company Name-----

Postal Address-----

Tel/Fax-----

E-mail-----

Physical Address-----

Contact person-----

Phone-----

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

Category applied for -----

Item code -----

Item Description-----

Region interested in doing business -----

2. INVITATION

Ref: **KALRO/HQTS/005/2021-2022**

RE; REGISTRATION/ PRE-QUALIFICATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS' INSTRUCTIONS

1. The Kenya Agriculture & Livestock Research Organization (**KALRO**), invites interested candidates to submit their application to be considered as above for the period of **January 2021 to December 2022**
2. **KALRO** has its Headquarter in Nairobi, and with Seventeen (17) Research Institutes and a Practical Training Center, all categorized under different regions as shown in table below.
3. Interested applicant will be required to select and apply for the items they are interested in and indicate the Region they are interested in doing business with. The applicant will then drop their applications into the Tender box of the Institute/ Center indicated here below as the **dropping Institute/ Center** for the region selected.
4. Evaluation of the applications will be done at the indicated dropping Institute/ Center of the region, immediately after the closing date.
5. The Regions and nominated dropping Institute/ Center are as below;

	REGION	INSTITUTES/CENTRES INCLUDE;	WHERE TO DROP APPLICATION
1	Nairobi		
a		Headquarters, Loresho	KALRO Headquarters, along Kaptagat Road P.O. Box 57811-00200, NAIROBI
b		Biotechnology Research Center, Kabete	
c		Food Crop Research Center – NARL, Kabete	
2	Muguga		
a		Veterinary Science Research Institute - Muguga	Veterinary Science Research Institute P.O. Box 32-00902, KIKUYU
B		Biotechnology Research Institute - Muguga	
C		Genetic Resource Research Institute - Muguga	
d		Food Crop Research Center - Muguga	

	REGION	INSTITUES/CENTRES INCLUDE;	WHERE TO DROP APPLICATION
e		Horticultural Research Center - Tigoni	
3	Coast		
a		Industrial Crop Research Institute - Mtwapa	Industrial Crop Research Institute P.O. Box 16-80109, MTWAPA
b		Dairy Research Center - Msabaha	
c		Beef Research Center - Mariakani	
d		Sheep, Goat & Camel Research Center - Buchuma	
e		Horticultural Research Center - Matuga	
4	Machakos	Agricultural Mechanization Research Institute - Katumani	Agricultural Mechanization Research Institute , P.O. Box 340-90100, MACHAKOS
5	Makindu/ Kiboko	Arid & Rangeland Research Institute- Kiboko	Arid & Rangeland Research Institute P.O. Box 112-90138, MAKINDU
6	Thika/ Kandara		
A		Horticultural Research Institute - Kandara	Horticultural Research Institute , P.O. Box 220-0100, THIKA
B		Sericulture Research Center	
c		Practical Training Center	
5	Ruiru	Coffee Research Institute, Ruiru	Coffee Research Institute P.O. Box 4-00232, RUIRU
6	Kirinyaga/ Embu		
a		Food Crop Research Center - Embu	Industrial Crop Research Center P.O. Box 298-1000 Kerugoya
b		Industrial Crop Research Center - Mwea	
7	Central Rift Valley		
a		Dairy Research Institute - Naivasha	Dairy Research Institute P.O. BOX 25-20117, NAIVASHA
b		Beef Research Institute -	

	REGION	INSTITUES/CENTRES INCLUDE;	WHERE TO DROP APPLICATION
		Lanet	
c		Food Crop Research Center - Njoro	
d		Industrial Crop Research Center - Molo	
e		Dairy Research Center – Ol Joro Orok	
8	Marigat		
a		Apiculture Research Institute - Marigat	Apiculture Research Institute P.O.BOX 32-30403, MARIGAT
9	Kibos		
a		Sugar Research Institute - Kibos	Sugar Research Institute P.O.BOX 44-40100, KISUMU
b		Horticulture Research Center - Kibos	
10	Kakamega	Non-Ruminant Research Institute - Kakamega	Non-Ruminant Research Institute P.O.BOX 169-50100, KAKAMEGA
11	Busia		
a		Food Crop Research Center - Alupe	Food Crop Research Center P.O.BOX 278-50400, BUSIA
b		Veterinary Science Research Center - Alupe	
12	Marsabit	Sheep, Goat and Camel Research Institute	Sheep, Goat and Camel Research Institute P.O.BOX 147-60500, MARSABIT
13	Garissa	Beef Research Center	Beef Research Center P.O.BOX 230-70100, GARISSA
14	Kericho	Tea Research Institute - Kericho	Tea Research Institute P.O.BOX 820-20200, KERICHO

	REGION	INSTITUES/CENTRES INCLUDE;	WHERE TO DROP APPLICATION
15	Kisii & Transmara		
a		Food Crop Research Center - Kisii	Food Crop Research Center P.O. BOX 523-40200, KISII
b		Beef Research Center - Transmara	
16	Kitale	Food Crop Research Institute – Kitale	Food Crop Research Institute P.O. BOX 450-30200, KITALE

6. Interested eligible firms may inspect the application documents at the office of the Director, Supply Chain Management (Room151) at KALRO Headquarters **OR** the Directo of the Institute/ Center you are interested in doing business with, during office working hour(8.00a.m to 5.00p.m), **Or** download the document from KALRO web www.kalro.org
7. This Supplier listing does not amount to any contractual obligation on the part of KALRO, and KALRO is not obliged to invite any tenders/ quotations from any or all candidates that have expressed their interest by responding to this invitation.
8. Completed applications in plain, sealed envelope, marked “**Registration/Prequalification of Suppliers**” indicating the Region and category numbers applied for, should be addressed to the **Director General KALRO**, and deposited into the tender box situated at the nominated Regional Institute/Center that one intends to do business with, so as to be received NOT later than **January 29, 2021 at 11.00 am**.

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

Director, Supply Chain Management
For: Director General, KALRO

3. EVALUATION CRITERIA

A. MANDATORY REQUIREMENTS

To be eligible, the candidate must submit copies of the following documents:-

- Valid Tax Compliance Certificates,
- NSSF and NHIF Compliance Certificates.
- Business Registration certificate
- Business permit issued by the area County Government
- Audited Accounts for the last two years.
- Valid CR – 12
- Recommendation from at least three (3) organizations you have worked for in the last three years.
- Valid Tax Compliance Certificate
- Duly filled in and rubberstamped business questionnaire form

NB: AGPO registered firms will only be required to submit valid copy of AGPO certificate relevant to their category of interest.

B. ADDITIONAL REQUIREMENTS

1	KALRO-G2/2020-22	Supply of Toners & Cartridges
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- i. Valid letter of dealership from Manufacturer

2	KALRO-G26/2020-22	Supply of Fuel and Lubricants
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- i. Evidence of ownership of a fuel station
- ii. Dealership with internationally recognized fuel company

3	KALRO-029-2020-22	Supply of Seedlings and Cuttings
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- i. Valid copy of registration with KEPHIS
- iii. Evidence of ownership of at least two acre of land

4	KALRO-S02/2020-22	Maintenance and Servicing of Motor Vehicle – Approved Garages only
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- i. Registration Certificate for the garage
- ii. Approval by Ministry of Transport and Public Woks
- iii. Insurance cover in favor of customer Motor Vehicles in the garage

5	KALRO-S10/2020-22	Provision of Mechanical Ploughing Services – Tractors
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- i. Evidence of ownership of Tractor(s)

6	KALRO-S15/2020-22	Contractor for Buildings and Civil Works
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- ii. Registration with National Construction Authority, at least level 6

7	KALRO-S16/2020-22	Repair and Maintenance of Motor Cycle
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- i. Evidence of registered garage
- ii. Approval by Ministry of Transport and Public Works
- iii. Insurance cover in favor of customer Motor Cycles

8	KALRO-S19/2020-22	Provision of Legal Services
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- i. Copy of Valid Registration certificate with the Law Society of Kenya
- ii. A professional Indemnity cover-Not less than Ksh. 100 million.
- iii. Certified copy of Law firm's registration certificate
- iv. Certified copy of Law firm's PIN certificate
- v. Certified copy of Law firm's valid tax compliance certificate
- vi. Certified copies of current practicing certificate for all partners and associates.
- vii. Letters of recommendation from 5 (five) current major clients.
- viii. Experience in arbitration arising out of commercial disputes -list the matters.

9	KALRO-S20/2020-22	Provision of Clearing and Forwarding Services
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- i. Copy of valid Membership Certificate for KIFWA-Kenya International Freight Forwarders & Warehousing Association.
- ii. Copy of valid KRA Customs License

10	KALRO-S22/2020-22	Provision of Air Travel Agency Services & Issuing of Air Tickets
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- i. Copy of Valid registration Certificate with IATA

11	KALRO-S23/2020-22	Provision of E-Waste Management
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- i. Copy of registration with NEMA

12	KALRO-S24/2020-22	Provision of Asset Valuation
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- i. Quantity Surveyor – Buildings
- ii. Land Economist
- iii. Plant Engineer – Laboratory Equipment & Farm Machinery
- iv. Mechanical Engineer – Motor Vehicles
- v. Membership of the relevant professional body

13	KALRO-S29/2020-22	Provision of Land Survey and Land Registration Services
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- i. Copy of valid registration certificate with Kenya Institute of Surveyors

4. SUPPLIERS APPLICATION FORM

Failure to provide required details in this section will render applicant non-responsive.

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

Item description.....

Category no.....

b. **Contact Person:** Name-----

Title-----

Tel .No. -----

c. **Postal Address:** P.O Box-----

Tel No: -----

Fax: -----

E-mail address -----

Website -----

d. Physical Address

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

Building ----- Floor/ room No -----

e. Company Branches (if any)

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

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

f. Bank name ----- Branch -----

g. Authorized name and signature -----

h. Official rubber stamp and date -----

MANAGEMENT PERSONNEL (This is relevant for professional category only)

- i. Name of Lead Supervisor-----
- ii. Academic qualification (attach copies) -----
- iii. Professional qualification (attach copies -----
- iv. Names and Qualifications of the Key Personnel

(Attach copies of certificates for the key personnel)

i. CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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 also advised that it is a serious offence to give false information on this form.

Part 1 – General:

, Business Name

Location of business premises.

Plot No..... Street/Road

Postal AddressTel No. Fax E mail

Nature of Business.....

Registration Certificate No.

Maximum value of business which you can handle at any one time Ksh

Name of your bankersBranch.....

Part 2 (a) – Sole Proprietor

Your name in full Age.....

Nationality Country of origin

Citizenship details: By birth, Registration or Naturalization

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details
8.1		
8.2		
8.3		
8.4		

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal Kshs

Issued Kshs

Given details of all Directors as follows:

Shares	Name	Nationality	Citizenship Details
1.....			
2.....			
3.....			
4.....			
5.....			

Signature applicant Date and stamp

j. REQUIRED REFEREES

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

Address.....

Contact person.....

Client phone no.....

Official rubberstamp.....

Sign.....

Date.....

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

Address.....

Contact person.....

Client phone no.....

Official rubberstamp.....

Sign.....

Date.....

3. Name of client.....

Address.....

Contact person.....

Client phone no.....

Official rubberstamp.....

Sign.....

Date.....

5. ELIGIBILITY AND COMPETENCE TO DELIVER GOODS, WORKS AND/OR SERVICES

- a. 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)

- b. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes ---- No-----

- c. Is the firm/company making this application or any of its directors been debarred or suspended from participating in public procurement, OR have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?

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- d. Are you a manufacturer/wholesaler/retailer/dealer (please specify).....

B. LITIGATION HISTORY AND DECLARATION

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)

C). 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)

Ideclare, for and on behalf of (company/firm) that all the information furnished to Kenya Agriculture & Livestock Research Organization in connection with this registration/ pre-qualification of Suppliers 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 Bids, as and when invited to.

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

Information submitted by _____

Title _____

Signature _____ **Stamp:**

6. REGISTRATION/ PRE QUALIFICATION CATEGORIES

	CODE	ITEM DESCRIPTION	TARGET
	SUPPLY OF GOODS		
	REGISTRATION OF SUPPLIERS		
A	CATEGORY G:		
	NUMBER	DESCRIPTION	
	KALRO-G1/2020-22	Supply of General Stationary	AGPO
	KALRO-G2/2020-22	Supply of Toners & Cartridges	Open
	KALRO-G3/2020-22	Supply of Computers and Software Accessories	Open
	KALRO-G4/2020-22	Supply of Cleaning Materials and Detergents	AGPO
	KALRO-G5/2020-22	Supply of Uniform, Footwear and Protective Clothing	AGPO
	KALRO-G6/2020-22	Supply of Farm Chemicals, and Pesticides	Open
	KALRO-G7/2020-22	Supply of Mobile Phone Airtime	AGPO
	KALRO-G8/2020-22	Supply of Motor vehicle spare parts	AGPO
	KALRO-G9/2020-22	Supply of Furniture and Fittings	Open
	KALRO-G10/2020-22	Supply of Hardware and Building Materials	AGPO
	KALRO-G11/2020-22	Supply of Electrical Materials	AGPO
	KALRO-G12/2020-22	Supply of Bottled Drinking Water	Open
	KALRO-G13/2020-22	Supply of Kitchen Equipment and Utensils	Open
	KALRO-G14/2020-22	Supply of Beddings and Upholstery Materials	AGPO
	KALRO-G15/2020-22	Supply of Animal Feeds and Acaricides	Open
	KALRO-G16/2020-22	Supply of Ration for making of Poultry Feeds	AGPO
	KALRO-G17/2020-22	Supply of Animal manure	Open
	KALRO-G18/2020-22	Supply of Veterinary drugs and Vaccines	Open
	KALRO-G19/2020-22	Supply of Laboratory Apparatus and Glassware	Open
	KALRO-G20/2020-22	Supply of Laboratory Chemicals and Reagents	Open
	KALRO-G21/2020-22	Supply of Laboratory Equipment	Open
	KALRO-G22/2020-22	Supply of Fresh Tanked Water	AGPO
	KALRO-G23/2020-22	Supply of Pharmaceutical and Surgical Products	Open
	KALRO-G24/2020-22	Supply of Irrigation Drip Kits	Open
	KALRO-G25/2020-22	Supply of Nitrogen Gases	Open
	KALRO-G26/2020-22	Supply of Fuel and Lubricants	Open
	KALRO-G27/2020-22	Supply of Newspapers	AGPO
	KALRO-G28/2020-22	Supply of Seedlings and Cuttings	Open
	KALRO-G29/2020-22	Supply of High Efficiency Cook Stoves	Open
B	CATEGORY S: PROVISION OF SERVICES		
	KALRO-S01/2020-22	Maintenance and Servicing of Computers, Printers, Photocopiers and Scanners	AGPO
	KALRO-S02/2020-22	Maintenance and Servicing of Motor Vehicle – Approved Garages only	Open
	KALRO-S03/2020-22	Provision of Fumigation and Pest Control services	Open
	KALRO-S04/2020-22	Servicing and Maintenance of Air Conditioning Equipment and Cold room	Open
	KALRO-S05/2020-22	Provision of Sanitary Bin Collection Services	AGPO
	KALRO-S06/2020-22	Servicing and Maintenance of Fire Fighting Equipment	Open

	CODE	ITEM DESCRIPTION	TARGET
	KALRO-S07/2020-22	Automation of Green houses	Open
	KALRO-S08/2020-22	Provision of Events management/ Promotion services	AGPO
	KALRO-S9/2020-22	Maintenance of Earth roads	AGPO
	KALRO-S10/2020-22	Provision of Mechanical Ploughing Services – Tractors	Open
	KALRO-S11/2020-22	Maintenance and repair of Tractors and Farm Equipment	Open
	KALRO-S12/2020-22	Calibration of Laboratory Equipment	Open
	KALRO-S13/2020-22	Maintenance of Laboratory Equipment	Open
	KALRO-S14/2020-22	Maintenance of Irrigation Equipment	Open
	KALRO-S15/2020-22	Contractor for Buildings and Civil Works 1. Nairobi 2. Bachuma 3. Marsabit 4. Garissa 5. Lanet	Open
	KALRO-S16/2020-21	Repair and Maintenance of Buildings	AGPO
	KALRO-S17/2020-22	Repair and Maintenance of Motor Cycle	AGPO
	KALRO-S18/2020-22	Drilling and Servicing of Boreholes	Open
	KALRO-S19/2020-22	Provision of Legal Services	Open
	KALRO-S20/2020-22	Provision of Clearing and Forwarding Services	Open
	KALRO-S21/2020-22	Provision of Air Travel Agency Services & Issuing of Air Tickets	AGPO
	KALRO-S22/2020-22	Provision of Land Survey & Land Registration Services	Open
	KALRO-S23/2020-22	Provision of E-Waste management	Open
	KALRO-S24/2020-22	Provision of Asset Valuation	Open
C	GENERAL CATEGORY C: SUPPLY OF HOSPITALITY ITEMS		
	KALRO-C1/2020-22	Supply of Cereals and Dry foods	Open
	KALRO-C2/2020-22	Supply of Fresh Fruits & Vegetable	AGPO
	KALRO-C3/2020-22	Supply of Fresh Meat & Meat Products	Open
	KALRO-C4-2020-22	Supply of Fresh Fish	AGPO
	KALRO-C5-2020-22	Supply of Fresh Chicken	AGPO
	KALRO-C6-2020-22	Supply of Fresh Beef Sausages	Open
	KALRO-C7-2020-22	Supply of Fresh Bread and Confectioneries	Open
	KALRO-C8-2020-22	Supply of Fresh Milk and Milk products	Open
	KALRO-C9-2020-22	Supply of Charcoal	AGPO
	KALRO C10/2020-22	Supply of LPG Cooking Gas	Open
D	GENERAL CATEGORY D: SUPPLY OF PRINTED PRODUCTS		
	KALRO-D01/2020-22	Design and Printing of Stationery, Calendars, Books and Journals	Open
	KALRO-D02/2020-22	Design and Printing of Promotional Materials	AGPO
	KALRO-D03/2020-22	Design and Printing of Branded Packaging Materials	Open