



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/006/2016-17

**GUIDELINES FOR UPDATING OF SUPPLIERS'
LIST**

**FOR THE PERIOD
2016 – 2017 to 2017-2018**

Date; August 9, 2016

1. SUPPLIER LIST UPDATING QUESTIONNAIRE FORM

**APPLICATION FORM FOR UPDATING OF SUPPLIERS’
LIST FOR PROVISION OF GOODS, SERVICES OR WORKS
TO
KENYA AGRICULTURE & LIVESTOCK RESEARCH
ORGANIZATION (KALRO)**

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-----

Institute-----

2. INVITATION

Ref: **KALRO**.....

UPDATING OF SUPPLIERS'S LIST INSTRUCTIONS

1. The Kenya Agriculture & Livestock Research Organization (**KALRO**) , invites interested candidates to submit their application to considered as KALRO suppliers for **the financial year 2016-17 to 2017-18**
2. **KALRO** has various Research Institutes spread over the country as indicated here below. Interested candidate will be required to select and apply for the category/ tender of their choice and submit their applications into the tender box at the Research Institute they intend to do business with, NOT later than **August 29,2016 11.00am**. Applications are to be delivered to Institute Headquarter and **NOT** at the Centers. The Research Institutes are;

INSTITUTES AND CENTRES

	INSTITUTE/ Delivery point for application	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	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, P.O. Box 220 – 0100, THIKA	Institute Hqts	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	ARI, Kiboko	Makueni	MAKINDU
		ARI, Turkana	Turkana	LODWAR
5	Genetic Resources Institute, P.O. Box 781, KIKUYU	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 3840-20100, Nakuru	Institute Hqts, Lanet	Nakuru	Nakuru
		BRI, Garissa	Garissa	Garissa
		BRI Tranamara	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	Insitute Hqts	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	Kaimbu	KIKUYU
		VRI, Alupe	Busia	BUSIA
14	Coffee Research Institute, P.O. 4 – 00232, RUIRU	Institute Hqts Ruiru	Kiambu	RUIRU
15	Sugar Research Institute, P.O. Box 44 – 40100, KISUMU	Institute Hqts, Kibos	Kisumu	KISUMU

16	Tea Research Institute, P.O. Box 820 – 20200, KERICHO	Institute Hqts Kericho	Kericho	KERICHO
17	Industrial Crops Research Institute, P. O. Box 16-80109 Mtwapa	Institute Hqts Mtwapa	Kilifi	MTWAPA
18	Agricultural Mechanization Research Institute, P. O. Box 340-90100 Machakos	Institute Hqts, Katumani	Machakos	MACHAKOS

3. 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) where the applicant intends to do business, during office working hour, Or download from KALRO web www.kalro.org
 4. Complet tender document in plain, sealed envelope, marked " **Updating of Suppliers's list**" indicating the category number of the item should be addressed to or deposited in the tender box of the Research Institute the applicant intends to do business with, on or before **August 29, 2016 at 11.00am**. The documents will be opened immediately thereafter in the presence of the bidders or the representatives who may choose to attend
 5. Existing suppliers who wish to continue doing business with KALRO **MUST** apply
 6. The following are the **MANDARORY** requirements whose copies must be submitted alongside the application for Updating of Suppliers' list documents:-
 - Valid Tax Compliance Certificate,
 - NSSF Compliance Certificates
 - NHIF Compliance Certificates,
 - Certificate of Business Registration,
 - Registration certificate with the relevant professional bodies (For consultancy)
 - Current trade license/ Single Business permit from the relevant County Authority
 - Last two years Audited Accounts OR Bank Statement for the last 6 months.
 - Applicants for the Special interest category/item must submit copy of AGPO registration alongside the application
 - Duly filled in, signed and rubberstamped Confidential Business Questionnaire Form
- NB;** Youth are exempt from the requirement to submit NSSF & NHIF certificates and the Audited Accounts OR Bank Statement for last 6 months

7. Apart from the enterprises under the Youth, all prospective suppliers must demonstrate that they have successfully carried out supply and delivery of similar goods/services/works in other institutions
8. Category/ item indicated as **Special Group** are particularly reserved for enterprises/ groups owned by **Youth, Women and People Living with Disability** who are duly registered under with the Director of Public Procurement at Treasury. Copy of the AGPO registration must be attached. The Youth, Women and people living with Disability are encouraged to apply for Open category/ item too
9. 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.
10. KALRO has the right to invite Open Tenders for goods, works or services in any of the categories as and when required in line with the Public Procurement and Asset Disposal Act.
11. KALRO reserves the right to verify any information provided in response hereto without notice to the applicant.
12. KALRO reserves the right to accept or reject any application without assigning any reasons for the decision.

Manager, Supply Chain Management
For: Director General

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 the Institute of choice. The list of Institutes is provided 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, manufactures, 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:-

- Valid Tax Compliance Certificates,
- NSSF Compliance Certificates. (**NB;** AGPO qualified firms are exempt from this requirement)
- NHIF Compliance Certificates. (**NB;** AGPO qualified firms are exempt from this requirement)
- Registration with relevant professional body
- Registration certificate from the Ministry of Roads and Public Works and the National Construction Authority for contractors
- Practicing certificate for professionals
- Certificate of Business Registration,
- Single Business permit
- Last two years Audited Accounts **OR** Bank statement for the last 6 months.
- Recommendation from at least three (3) organizations you have worked for in the last two years. (**NB;** AGPO qualified firms are exempt from this requirement)
- Transport/ Taxi firms must attach copy of log books of at least three vehicles and current insurance covers
- IATA registration for Air ticketing firms

NB; Youth, Women and people living with Disability are exempt from the requirement to submit NSSF and NHIF certificates and Audited Accounts OR Bank statement for last 6 months

B) SUPPLIERS APPLICATION FORM (5 Points)

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

Item description.....

Category no.....

2. Contact Person: Name-----

Title-----

Tel .No. -----

3. Postal Address: -----

Tel No: -----

Fax: -----

Physical location-----

4. E-mail address-----

Website-----

5. Town.....

6. Street.....

7. Building.....

8. Floor-----Room/office-----

9. Branch/ Location-----

10. Name of Bank-----Branch -----

11. Name of Insurers-----

12. Net worth equivalent Ksh.....

13. Authorized signature.....

14. Official rubber stamp and date-----

(C) SUPERVISORY PERSONNEL (10 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) – **5 points**

(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

(E) CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM (15)

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

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 – Kshs

Name of your bankersBranch.....

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
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

Name	Nationality	Citizenship Details
1.....		
2.....		

3..... 4..... 5.....	
Date Signature and rubberstamp of applicant	

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

(F) APPLICANTS REFEREES IN LAST TWO YEARS (minimum 3) (10 Points)

1. Name of client (organization).....
 Address.....
 Contact person.....
 Client phone no.....
 Value of contract.....
 Duration of contract.....
 Client authorized signature and rubberstamp.....
 (Attach evidence of existence of contract)

2. Name of client (organization).....
 Address.....
 Contact person.....
 Client phone no.....
 Value of contract.....
 Duration of contract.....
 Client authorized signature and rubberstamp.....

(Attach evidence of existence of contract)

3. Name of client.....

Address.....

Contact person.....

Client phone no.....

Value of contract.....

Duration of contract.....

Client authorized signature and rubberstamp.....

(Attach evidence of existence of contract)

**(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 practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes---- No-----
3. 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? -----
4. What products/services to 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. Which quality standards certification have you attained in the last two years?
(Attach copies and give details on a separate sheet of paper)
7. Are you a manufacturer/wholesaler/retailer/other (please specify)-----

8. What is your average response time to a Request For Quotation -----
-
9. What is your average response to delivery of goods /services after issuance of LPO?
10. What is the maximum value of business, which you can handle at any one time? Ksh.....

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) -----

Ideclare, 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 _____

Title _____

Signature _____

Stamp:

6. PRE QUALIFICATION CATEGORIES

	Code	ITEM DESCRIPTION	TARGET	Point of delivery
	CATEGORY G; SUPPLY OF GOODS			
	KALRO-G1/2016-18	Supply of Stationary	Reserved	KALRO Hq and all Institutes
	KALRO-G2/2016-18	Supply of Toner & Cartridges	Open	
	KALRO-G3/2016-18	Supply of Office Equipment	Open	
	KALRO-G4/2016-18	Supply of Computers and Software accessories	Open	
	KALRO-G5/2016-18	Supply of Cleaning Materials and Detergents	Reserved	
	KALRO-G6/2016-18	Supply of Uniform, Footwear and Protective Clothing	Reserved	
	KALRO-G7/2016-18	Supply of Farm Chemicals and Fertilizer	Open	
	KALRO-G8/2016-18	Supply of Farm Equipment	Open	
	KALRO-G9/2016-18	Supply of Mobile phone Airtime Cards	Reserved	
	KALRO-G10/2016-18	Supply of motor vehicle spare parts	Reserved	
	KALRO-G11/2016-18	Supply of Furniture and fitting	Open	
	KALRO-G12/2016-18	Supply of Hardware, Electrical Building Materials	Reserved	
	KALRO-G13/2016-18	Supply of Newspaper and Magazine	Reserved	
	KALRO-G14/2016-18	Supply of clean Bottled water	Open	
	KALRO-G15/2016-18	Supply of kitchen equipment and Utensils	Open	
	KALRO-G16/2016-18	Supply of beddings	Open	
	KALRO-G17/2016-18	Supply of Animal Feeds	Open	
	KALRO-G18/2016-18	Supply of Farm Input and Chemicals	Open	
	KALRO-G19/2016-18	Supply of Veterinary Drugs and Chemicals	Open	
	KALRO-G20/2016-18	Supply of Fertilizer	Open	
	KALRO-G21/2016-18	Supply of Laboratory Chemical and Reagents	Open	
	KALRO-G22/2016-18	Supply of Laboratory Equipment, apparatus and Glassware	Open	
	KALRO-G23/2016-18	Design and Printing of Calendars, Books and Journals	Reserved	KALRO Hq
	KALRO-G24/2016-18	Design and Printing of Shirts and Promotional Materials	Reserved	
	KALRO-G25/2016-18	Supply of branded Packets and Balers	Open	
	KALRO-G26/2016-18	Supply of Tanked Water	Reserved	
	KALRO-G27/2016-18	Supply of Chicken Feeds	Open	DRI & NRI
	KALRO-G28/2016-18	Supply of Medicine, Surgical & Pharmaceutical products	Open	VRI, TRI & CRI
	KALRO-G29/2016-18	Supply of Irrigation Drip Kits	Open	DRI and SRI
	CATEGORY S; PROVISION OF SERVICES			
	KALRO-S1/2016-18	Maintenance of Office Equipment	Reserved	KALRO Hq and all Institutes
	KALRO-S2/2016-18	Maintenance and Servicing of Server, UPS, CCTV and LAN & WAN	Open	
	KALRO-S4/2016-18	Maintenance and Servicing of Computer, Printer, Photocopier and Scanner	Reserved	
	KALRO-S5/2016-18	Maintenance and Servicing of Motor Vehicle – Approved Garages only	Open	
	KALRO-S6/2016-18	Provision of Fumigation and Pest Control services	Open	

	KALRO-S7/2016-18	Servicing and Maintenance of Air Conditioning Equipment and Cold room	Open		
	KALRO-S8/2016-18	Provision of Sanitary Collection Services	Open		
	KALRO-S9/2016-18	Repair and Maintenance of Telecommunication Equipment and PABX	Open		
	KALRO-S10/2016-18	Servicing and Maintenance of Fire Fighting Equipment	Open	KALRO Hq and all Institutes	
	KALRO-S11/2016-18	Automation of Green houses	Open		
	KALRO-S12/2016-18	Repair and Maintenance of Building	Reserved		
	KALRO-S13/2016-18	Provision of Events Promotion services	Reserved		
	KALRO-S14/2016-18	Maintenance of Earth roads	Reserved		
	KALRO-S15/2016-18	Provision of Ploughing Services – Tractors	Open		
	KALRO-S16/2016-18	Provision and Management of casual labor	Open		
	KALRO-S17/2016-18	Maintenance and repair of Tractors and Farm Equipment			
	KALRO-S18/2016-18	Calibration of Laboratory Equipment	Open		
	KALRO-S19/2016-18	Maintenance of Laboratory Equipment	Open		
	KALRO-S20/2016-18	Maintenance of Irrigation Equipment	Open		
	KALRO-S21/2016-18	Contractor for Buildings and Civil Works	Open		
	KALRO-S22/2016-18	Repair and Maintenance of Motor bikes	Open		
	KALRO-S23/2016-18	Repair and Maintenance of safe	Open		
	KALRO-S24/2016-18	Refilling of LPG	Open		
	KALRO-S25/2016-18	Servicing of Generator	Open		
	KALRO-S26/2016-18	Provision of Drilling and Servicing of Boreholes	Open		
	KALRO-S27/2016-18	Provision of legal services	Open		
	KALRO-S28/2016-18	Provision of Clearing and Forwarding Services	Open		
	KALRO-S29/2016-18	Hiring of Heavy duty Transport Services	Open		
	KALRO-S30/2016-18	Provision of Car Tracking Services	Open		
	CATEGORY C; SUPPLY OF HOSPITALITY ITEMS				
	KALRO-C1/2016-18	Supply of cereals and Dry food	Open		KALRO Hq and all Institutes
	KALRO-C2/2016-18	Supply of fresh fruits & vegetable	Reserved		
	KALRO-C3/2016-18	Supply of fresh meat & meat products	Open		
	KALRO-C4/2016-18	Supply of fresh Fish and Chicken	Reserved		
	KALRO-C5/2016-18	Supply of fresh Pork and Sausage	Open		
	KALRO-C6/2016-18	Supply of fresh Bread and related Confectioneries	Open		
	KALRO-C7/2016-18	Supply of Fresh milk and Milk products	Open		
	KALRO-C7/2016-18	Supply of Charcoal	Reserved		
	CATEGORY EO1; CONSULTANCY				
	KALRO-E1/2016-18	Customer Satisfaction Survey	Open	KALRO Hq	
	KALRO-E2/2016-18	Work Environment and Employee Satisfaction Survey	Open		
	KALRO-E3/2016-18	Provision of Quality Management Standards	Open		
	KALRO-E4/2016-18	Disposal of Waste Chemicals and Materials	Open		
	KALRO-E5/2016-18	Gender and Disability mainstreaming survey	Open		
	KALRO-E6/2016-18	OHS Survey	Reserved		
	KALRO-E7/2016-18	Provision of Architectural services	Open		
	KALRO-E8/2016-18	Provision of Land Survey consultancy & Land registration services	Open		

	KALRO-E9/2016-18	Provision of Property Valuation and Management	Open	
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Visit Kenya Agriculture & Livestock Research Organization Website: www.kalro.org

ABBREVIATIONS (For the purpose of this prequalification)

1. KALRO – Kenya Agriculture 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. NRRI - Non-Ruminant Research Institute
11. S&GRI - Sheep & Goat Research Institute
12. VRI - 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