



KENYA AGRICULTURAL AND LIVESTOCK RESEARCH ORGANIZATION

HEADQUARTERS:

Kaptagat Road, Loresho

P.O. BOX 57811 - 00200

NAIROBI

Telephone: 4183301-20/0722-206986/88

TENDER NO: KALRO/012/HQTS/2016-17

**GUIDELINES FOR UPDATING OF SUPPLIERS' LIST
FOR PROVISION OF AIR TICKETING SERVICES
FOR THE PERIOD
2016 – 2017 to 2017-2018**

Date; August 24, 2016

1. SUPPLIER LIST UPDATING QUESTIONNAIRE FORM

APPLICATION FORM FOR UPDATING OF SUPPLIERS' LIST FOR PROVISION OF AIR TICKETING SERVICES 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-----

2. INVITATION

Ref: **KALRO**

UPDATING OF SUPPLIERS'S LIST INSTRUCTIONS

1. The Kenya Agricultural & 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 submit their applications into the tender box at **KALRO Headquarters, Kaptagat road, Loresho P.O Box 57811-00200, Nairobi off Kangemi fly over** during normal office working hours NOT later than **September 12, 2016 11.00am**.
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** during office working hour, Or download from KALRO web www.kalro.org or Treasuy portal suppliers@treasury.go.ke
4. Completed tender documents are to be enclosed in plain, sealed envelopes, marked " **Updating of Suppliers's list**" indicating the tender number, category and name of the item and be deposited in the tender box at the reception area **KALRO Headquarters, Kaptagat road, Loresho P.O Box 57811-00200, Nairobi off Kangemi fly over** during normal office working hours or be addressed to:

**Director General,
Kenya Agricultural & Livestock Research Organization
P O Box 57811-00200,
Nairobi,**

so as to be received on or before **September 12, 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. Tenderers can make inquiries for clarification through post or email to
**Director General
Kenya Agricultural & Livestock Organization
P O Box 57811 – 00200
Nairobi**

Att; Supply Chain Manager

Email; tenders@kalro.org

6. Existing suppliers who wish to continue doing business with KALRO **MUST** apply
7. The following are the **MANDATORY** requirements whose copies must be submitted alongside the application for Updating of Suppliers' list documents:-
 - Valid Tax Compliance Certificate,
 - Certificate of Business Registration,
 - Current trade license/ Single Business permit
 - IATA registration Certificate
 - AGPO registration alongside the application
 - Duly filled in, signed and rubberstamped Confidential Business Questionnaire Form
8. Applicants to demonstrate that they have successfully carried out similar services in other institutions
9. This application is only for the reserved category. These are enterprises/ groups owned by **Youth, Women and People Leaving with Disability** who are duly registered under with the Director of Public Procurement at Treasury. Copy of the AGPO registration **MUST** be attached.
10. 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.
11. KALRO has the right to invite Open Tenders for the services as and when required in line with the Public Procurement and Asset Disposal Act.
12. KALRO reserves the right to verify any information provided in response hereto without notice to the applicant.
13. KALRO reserves the right to accept or reject any application without assigning any 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. Answers to the questionnaire should be relevant to the provision of Air ticket services and should be as clear and concise as possible.
4. In selection of suppliers, KALRO will short-list only those firms that are able to demonstrate their competence to provide the services.
5. 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 relevant information.
6. 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.

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,
- Certificate of Business Registration,
- Current trade license/ Single Business permit
- IATA registration Certificate
- Applicants **MUST** submit copy of AGPO Certificate
- Duly filled in, signed and rubberstamped Confidential Business Questionnaire Form

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 and Identity card for the Directors) – **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	Shares
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	Shares
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 FOR PROVISION OF AIR TICKETING 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. How many employees do you have? ----- How many are permanent? ----- How many are temporary? -----
5. Which quality standards certification have you attained in the last two years? (Attach copies and give details on a separate sheet of paper)
6. What is your average response time to providing ticket on order-----
7. 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) -----

I ----- declare, for and on behalf of ----- (company/firm) that all the information furnished to Kenya Agricultural & 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 CATEGORY

	CODE	ITEM DESCRIPTION	TARGET	POINT OF DELIVERY
	CATEGORY S: PROVISION OF SERVICES		Reserved	KALRO Hq
	KALRO-S36/2016-18	Provision of Air ticketing Services		

Visit Kenya Agricultural & 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