



**KENYA AGRICULTURAL AND LIVESTOCK RESEARCH ORGANIZATION**

**HEADQUARTERS:**

**Kaptagat Road, Loresho**

**P.O. BOX 57811 - 00200**

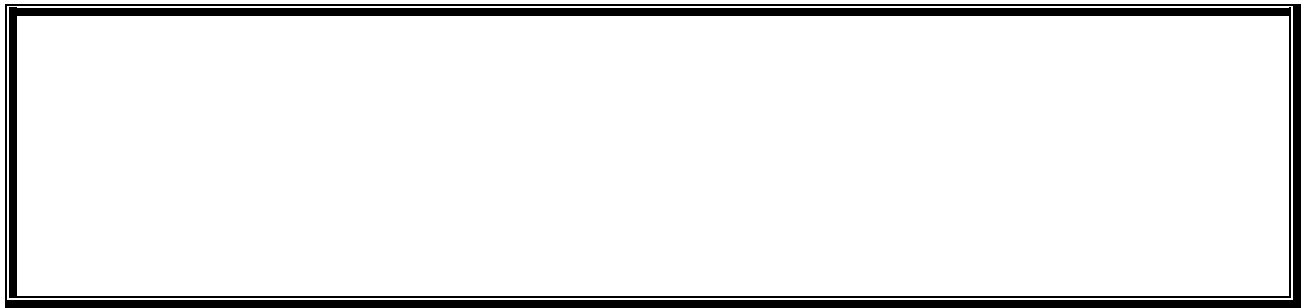
**NAIROBI**

**Telephone: 4183301-20/0722-206986/88**

**TENDER NO. KALRO/HQTS/T007/2014-2016**

**PRE-QUALIFICATION GUIDELINES  
PROVISION OF AIR TRAVEL AGENCY SERVICES  
(KATA, IATA Registered only)**

**Date; February 20, 2015**



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**SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE**

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**THIS PREQUALIFICATION QUESTIONNAIRE IS  
TO BE COMPLETED BY PROSPECTIVE AIR TRAVEL  
AGENTS WHO WISH TO PROVIDE AIR TICKET AGENCY  
TO  
KENYA AGRICULTURE & LIVESTOCK RESEARCH  
ORGANIZATION (KALRO)**

**THE INFORMATION IS STRICTLY CONFIDENTIAL AND  
SOLELY FOR THE USE BY KALRO**

**Company Name-----**

**Postal Address-----**

**Tel/Fax-----**

**E-mail-----**

**Physical Address-----**

**Contact person-----**

**Phone-----**

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

**Item code -----**

**Item Description-----**

**Category of preference; Youth/ Women/ PLD/ (Tick the correct one)**

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**PRE-QUALIFICATION INSTRUCTIONS**

1. The Kenya Agriculture & Livestock Research Organization (**KALRO**) , invites interested candidates to submit their application for **Pre-qualification of Air Ticket Travel Agents for the financial year 2014-16**
2. **KALRO** has various Research Institutes spread over the country as indicated here below.

**The Director General, KALRO Headquarters, P.O. Box 57811 – 00200, NAIROBI**

**The Director, KALRO Food Crops Research Institute, P.O. Box 450 – 30200, KITALE**

**The Director, KALRO Horticulture Research Institute, P.O. Box 220 – 0100, THIKA**

**The Director, KALRO Arid and Range Lands Research Institute, P.O. Box 112 – 90138, MAKINDU**

**The Director, KALRO Genetic Resources Institute, P.O. Box 781, KIKUYU**

**The Director, KALRO Biotechnology Research Institute, P.O. Box 362 – 00902, KIKUYU**

**The Director, KALRO Beef Research Institute, P.O. Box 230 – 70100, GARISSA**

**The Director, KALRO Apiculture Research Institute, P.O. Box 32 – 30403, MARIGAT**

**The Director, KALRO Dairy Research Institute, P.O. Box 25 – 20117, NAIVASHA**

**The Director, KALRO Non-Ruminant Research Institute, P.O. Box 169 – 50100, KAKAMEGA**

**The Director, KALRO Sheep and Goat Research Institute, P.O. Box 147 – 60500 MARSABIT**

**The Director, KALRO Veterinary Research Institute, P.O. Box 32 – 00902, KIKUYU**

**The Director, KALRO Coffee Research Institute, P.O. 4 – 00232, RUIRU**

**The Director, KALRO Sugar Research Institute, P.O. Box 44 – 40100, KISUMU**

**The Director, KALRO Tea Research Institute, P.O. Box 820 – 20200, KERICHO**

3. Interested eligible candidates may obtain further information from and inspect the tender documents at the **Supply Chain Manager's office ( room151) at KALRO Headquarters** during normal office working hours, Or download from KALRO web [www.kalro.org](http://www.kalro.org)
4. Complete tender document in plain, sealed envelope, marked " Prequalification of Air Travel Agents indicating the reference number of the item should be addressed to or deposited in the tender box of the **KALRO Headquarters, along Katagat Road, Nairobi** on or before **March 3, 2015 at 10.00am**. The documents will be opened immediately thereafter in the presence of the bidders or the representatives who may choose to attend
5. The following are the **MANDATORY** requirements whose copies must be submitted alongside the application for Prequalification documents:-
  - Valid Tax Compliance Certificate,
  - NSSF Compliance Certificates
  - NHIF Compliance Certificates,
  - Certificate of Business Registration,
  - Registration certificate with IATA
  - Current Registration certificate with KATA
  - Current trade license/ Single Business permit from the relevant County Authority
  - Last two years Audited Accounts OR Bank Statement for the last 6 months.
  - Special Interest Group applicants must submit copy of their registration with the Treasury 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

6. Agents must demonstrate that they have successfully carried out Air ticketing agency in other Institutions
7. **Youth owned Enterprise/ Group** shall provide proof of registration by Treasury/ Ministry of Labor or any approved Government Institution, for preference. The membership of the Enterprise/ Group shall consist of at least 70% Youth (18yrs – 34yrs) and the leadership must be 100% Youth
8. **Women owned Enterprise/ Group** shall provide proof of registration with Ministry of Labor or any other Government approved Institution, to qualify for this preference. The membership shall consist of 70% women, and the of the Enterprise/ Group shall must be 100% women.
9. To qualify to be considered, interested **Persons living with Disability Enterprise/ Group** shall provide proof of registration with the Ministry of Labor or Government approved Institution, for the preference. The membership of the Enterprise/ Group shall be not less than 70% persons living with disability. The leadership shall be 100% persons living with disability
10. This pre-qualification 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 Air Ticketing Agency as-and-when required in line with the Public Procurement and Disposal Act and its Regulations.
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 Prequalification application without assigning any reasons for the decision.

Yours faithfully,

**Ag Supply Chain Manager**  
**For: Ag Director General**

## 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 pre-qualification questionnaire must be in accordance with the requirements for information in the document.
2. Answers to the questionnaire should be relevant to the provision of Air Ticket Agency and should be as clear and concise as possible.
3. KALRO will short-list only those firms that are able to demonstrate their competence to Air Ticket Agency.
4. 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.
5. It is a condition that applicants **MUST** have complied with all statutory requirements in regard to registration of business, registration with relevant professional bodies and Tax compliance according to the laws 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
6. The Agent's 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

PART 1

**EVALUATION CRITERIA**

**To qualify for Pre-qualification shortlisting, an applicant must attain not less than 70% score;**

**A) MANDATORY REQUIREMENTS**

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
- NHIF Compliance Certificates,
- Current registration with KATA
- Certificate of Business Registration,
- Current Trading license/ Single Business permit from relevant County Authority
- 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
- Valid IATA registration certificate

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

**(20 points)**



**B) APPLICATION FORM**

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-----

**(5 points)**

**(C) SUPERVISORY PERSONNEL**

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**

**(10 points)**

**(D) FINANCIAL POSITION & TERMS OF TRADE**

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

**(20 Points)**

**(E) 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 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 Address ..... Tel 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 bankers .....Branch.....

**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.

**(15 Points)**

**(F) APPLICANTS REFEREES IN LAST TWO YEARS (minimum 3)**

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

**3 points for each and an additional point for one other**

**(10 points)**

**(F) ELIGIBILITY AND COMPETENCE TO DELIVER GOODS & SERVICES**

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. Are you affiliated to a recognized accrediting body? Yes/No. (Attach documentary evidence of certification)
7. What is your average response time to a Request For Quotation? -----
8. What is your average response Time of issuing Ticket after receiving relevant instructions? .....
9. What is the maximum value of business, which you can handle at any one time? Ksh-  
-----
10. Has your company/firm at any one time been requested to quote for issuing of ticket and failed to submit the quotation without assigning reason for your action? -----
11. Has your company/firm at any one time been issued with a purchase order and failed to deliver ticket as required without assigning reason for your action? -----

**(Two points for each - maximum 20 points)**

**(G). 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

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

**(H). 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 pre-qualification 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 prequalified 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**\_\_\_\_\_

**Date**\_\_\_\_\_

**Stamp:**