

**REPUBLIC OF KENYA**



**MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES & IRRIGATION**

**STATE DEPARTMENT FOR CROPS DEVELOPMENT**

**REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS & PROVISION OF  
WORKS AND SERVICES FOR THE FINANCIAL YEARS 2018-2019 AND 2019-  
2020.**

**TENDER NO: MOALF&I/SDCD/REG/01/2018-2019**

**TENDERER'S NAME:** .....

**CATEGORY NO:** .....

**ITEM DESCRIPTION:** .....

**SEPTEMBER, 2018**

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## SECTION I-INSTRUCTIONS TO CANDIDATES

### MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND IRRIGATION

#### STATE DEPARTMENT FOR CROPS DEVELOPMENT

1. The Ministry of Agriculture, Livestock, Fisheries and Irrigation, State Department for Crops Development intends to update its register of suppliers for the provision of various Goods, Works and Services for the financial years 2018-2019 and 2019-2020 ending on 30th June 2020. Interested eligible suppliers are invited to apply for registration, indicating the category of goods, works or services they wish to apply for. Suppliers currently in the State Department's database who wish to be retained are required to apply and submit up to date information required in the registration of suppliers document as follows:

#### A. SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	REMARKS
<b>SDCD 01</b>	Supply of general office stationery and equipment	<b>RESERVED FOR AGPO REGISTERED FIRMS</b>
<b>SDCD 02</b>	Supply of office furniture, office equipment, furnishings and fittings	<b>RESERVED FOR AGPO REGISTERED FIRMS</b>
<b>SDCD 03</b>	Supply of computer accessories and consumables	<b>RESERVED FOR AGPO REGISTERED FIRMS</b>
<b>SDCD 04</b>	Supply of uniforms, protective gear, foot wear( <b>including CMT charges</b> )	<b>RESERVED FOR AGPO REGISTERED FIRMS</b>
<b>SDCD 05</b>	Supply of motor vehicle tubes ,tyres and batteries	<b>RESERVED FOR AGPO REGISTERED FIRMS</b>
<b>SDCD 06</b>	Supply of pre-paid air time cards	<b>RESERVED FOR AGPO REGISTERED FIRMS</b>
<b>SDCD 07</b>	Production & Supply of promotional materials, branded t-shirts, banners, posters, flyers exhibition stands and related services	<b>RESERVED FOR AGPO REGISTERED FIRMS</b>
<b>SDCD 08</b>	Supply, delivery and installation of Computer, Software and Hardware.	<b>OPEN FOR ALL</b>
<b>SDCD 09</b>	Supply of Post-Harvest equipment, hermetic bags, tarpaulin, moisture meter, weighing balances, pallets, manual sieves.	<b>OPEN FOR ALL</b>

<b>SDCD 10</b>	Supply of Value addition and processing equipment: Thresher, Shellers and de-stoners and packaging materials and sealing Equipment.	<b>OPEN FOR ALL</b>
<b>SDCD 11</b>	Supply of cleaning detergents and toiletries	<b>RESERVED FOR AGPO REGISTERED FIRMS</b>
<b>SDCD 12</b>	Supply of Farm machinery and equipment	<b>OPEN FOR ALL</b>
<b>SDCD 13</b>	Supply of farm inputs including seeds, cuttings, foliar feeds and Knapsack sprayers.	<b>OPEN FOR ALL</b>
<b>SDCD 14</b>	Supply of newspapers and periodicals	<b>OPEN FOR ALL</b>
<b>SDCD 15</b>	Supply of pesticides and fungicides	<b>OPEN FOR ALL</b>
<b>SDCD 16</b>	Supply of mineral bottled water	<b>OPEN FOR ALL</b>
<b>SDCD 17</b>	Supply of laboratory equipment and related accessories	<b>OPEN FOR ALL</b>
<b>SDCD 18</b>	Supply of laboratory chemicals and reagents	<b>OPEN FOR ALL</b>
<b>SDCD 19</b>	Supply of educational aids and related equipment	<b>OPEN FOR ALL</b>
<b>SDCD 20</b>	Supply of Livestock (Fish Fingerlings, Dairy Goats, Galla Goats and improved indigenous chicken)	<b>OPEN FOR ALL</b>

## **B. PROVISION OF SERVICES**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>REMARKS</b>
<b>SDCD 21</b>	Provision of day conference facilities	<b>OPEN FOR ALL</b>
<b>SDCD 22</b>	Provision of Travel Ticketing services <b>(IATA registered firms only)</b>	<b>RESERVED FOR AGPO REGISTERED FIRMS</b>

<b>SDCD 23</b>	Hire of helicopter services	<b>OPEN FOR ALL</b>
<b>SDCD 24</b>	Provision for cleaning, sanitary & fumigation services	<b>OPEN FOR ALL</b>
<b>SDCD 25</b>	Supply of fresh cut-flowers, potted flowers and maintenance of indoor plants	<b>RESERVED FOR AGPO REGISTERED FIRMS</b>
<b>SDCD 26</b>	Repair and servicing of motor vehicles <b>(firms must be registered with Chief Mechanical &amp; Transport Engineer)</b>	<b>OPEN FOR ALL</b>
<b>SDCD 27</b>	Repair and servicing of office equipment	<b>OPEN FOR ALL</b>
<b>SDCD 28</b>	Repair, maintenance and servicing of plant machinery and equipment including lifts.	<b>OPEN FOR ALL</b>
<b>SDCD 29</b>	Provision of Research consultancy services e.g Customer Satisfaction, Perception Survey, Media monitoring, Employee Satisfaction and Work environmental survey.	<b>OPEN FOR ALL</b>
<b>SDCD 30</b>	Repair and maintenance of ICT equipment	<b>OPEN FOR ALL</b>
<b>SDCD 31</b>	Minor Maintenance, Plumbing and Electrical Maintenance	<b>OPEN FOR ALL</b>
<b>SDCD 32</b>	Provision of Catering Services	<b>OPEN FOR ALL</b>
<b>SDCD 33</b>	Provision of Security Services	<b>OPEN FOR ALL</b>
<b>SDCD 34</b>	Provision of Internet Services	<b>OPEN FOR ALL</b>
<b>SDCD 35</b>	Provision of Development, hosting and maintenance of website	<b>OPEN FOR ALL</b>
<b>SDCD 36</b>	Provision of Management consultancy services e.g Training, Recruitment and Selection Services.	<b>OPEN FOR ALL</b>
<b>SDCD 37</b>	Provision of Consultancy Services on value addition and processing of pulses and millet.	<b>OPEN FOR ALL</b>

2. Interested and eligible firms may view the detailed tender advert, respective registration of suppliers' document and further details regarding the registration submission from the Ministry website [www.kilimo.go.ke](http://www.kilimo.go.ke) or IFMIS portal [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke).

Downloadable documents from the website are free of charge while hard copies from the Ministry will cost a non-refundable fee of **Kshs.1,000** payable at the cash office situated at **Kilimo House**, lower ground floor either in cash or Bankers Cheque.

3. Youth, Women and Persons with Disability who have been duly registered with the National Treasury (Directorate of Procurement) **MUST** show proof of registration by providing the valid certificate of registration.
4. Completed registration documents in plain sealed envelopes clearly marked “Tender No: **MOALF&I/SDCD/REG/01/2018-2019**, respective category and item description and addressed to;

**The Principal Secretary**

**State Department for Crops Development**

**Ministry of Agriculture, Livestock, Fisheries& Irrigation**

**P.O Box 30028-00100**

**NAIROBI**

Should be deposited in the Tender Box clearly marked ‘**State Department for Agriculture**’ provided at Kilimo House located on Cathedral Road, Main reception on Ground floor to be received on or before **10th October, 2018 at 11.00 am** (East African Time), Cathedral Road. The Registration documents will be opened immediately thereafter in the presence of the candidates representatives who choose to attend at **ASCU Committee room on upper floor, Kilimo House, Cathedral Road, Nairobi at 11.00 a.m East African Time.**

Electronic submission of documents shall not be accepted. Late submission of tender documents will be rejected.

**Head, Supply Chain Management Services**

**For: Principal Secretary**

# **INSTRUCTIONS TO CANDIDATES**

## **SECTION I - INSTRUCTIONS TO CANDIDATES**

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## SECTION I - INSTRUCTIONS TO CANDIDATES

### 1. GENERAL INSTRUCTIONS

1. You are requested to provide all the general information as per the registration document.
2. The Department attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration.
3. The Department reserves the right to visit and inspect business premises of all the applicants to verify the information provided.
4. This document is eligible for one category only.
5. All information provided will be treated as confidential.
6. Your registration document should be submitted **spiral/vevo binded** and **properly page numbered**. The Department shall not be responsible for loss of documents not binded/loose.

### 2. **Scope of Tender**

State Department for Crops Development hereinafter referred to as the procuring entity intends to register Suppliers, Contractors and Service providers in various categories as contained in the invitation for qualification clause 1. It is expected that applications will be submitted to be received by the procuring entity not later than 10th October, 2018 at 11:00Am.

Framework contracts, request for quotations or restricted tenders will be made available only to those bidders who shall be found to be responsive upon successful completion of the registration process.

### 3. **Eligible Candidates**

- a. This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated under invitation to Bid.
- b. The procuring entity's employees and their relatives (spouses and children) are not eligible to participate in this registration process.



## **4. REGISTRATION INSTRUCTIONS**

### **4.1 Introduction**

State Department for Crops Development would like to invite interested candidates who must qualify by meeting the set criteria as provided by State Department for Crops Development to perform the contract for the supply and delivery of goods, works and services.

### **4.2 Registration Objective**

The main objective is to supply and deliver assorted items and also provide services and works under relevant tenders/quotations to State Department for Crops Development as and when required during the stated period.

### **4.3 Invitation for registration**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective services are invited to submit their registration documents to State Department for Crops Development so that they may be registered for submission of a quotation/tender for the provision of the goods, works and services

### **4.4 Experience**

Prospective suppliers and contractors must have carried out successful delivery of similar services to Government/Corporate/institutions of similar size with an exception of AGPO reserved categories. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

### **4.5 Additional Information**

4.5.1 State Department for Crops Development reserves the right to request submission of additional information from prospective bidders.

4.5.2 Request for quotations/tenders will be made available only to those bidders whose qualifications are accepted by State Department for Crops Development after meeting all the mandatory criteria.

## **5. REGISTRATION DATA INSTRUCTIONS**

5.1 The attached questionnaire forms described are to be completed by prospective candidates who wish to be registered for submission of registration document for specific registration.

- 5.2 The registration application forms which are **not filled out completely and submitted in the prescribed manner will not be considered**. All the documents that form part of the proposal must be written in English and indelible ink.

## **6. Qualifications**

- 6.1 It is understood and agreed that the registration data on prospective candidates is to be used by State Department for Crops Development in determining, according to its sole judgment and discretion, the qualifications of prospective candidates to perform in respect to each tender item/category as described by the client.
- 6.2 Prospective candidates will not be considered qualified unless in the judgement of State Department for Crops Development available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

## **7. Essential criteria for registration**

- 7.1 Experience: prospective candidates shall have at least 2 years' experience in the provision of the services and allied items in case of potential candidates should show competence, willingness and capacity to service the contract.
- 7.2 Prospective providers should possess special experience and capability to deliver the services at short notice.

## **8. Personnel**

The candidates shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CV's of the key personnel for individual or group to execute the contract must be indicated.

## **9. Financial Condition**

- 9.1 The candidates are required to attach two (2) years audited accounts and or six (6) months current bank statements submitted with the registration documents as well as letters of reference from their bankers regarding the candidate's credit position. Potential candidates will be registered on the satisfactory information given.
- 9.2 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data on Form PQ-6. However, potential candidates shall provide evidence of financial capability to execute the contract.

## **10. Past Performance**

Past performance will be given due consideration in registering suppliers. Letters of reference from past customers should be included.

## **11. Statement**

Application must include a sworn statement by the tenderer ensuring the accuracy of the information given.

## **12. Withdrawal of registration**

Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change of ownership or new commitments, State Department for Crops Development reserves the right to reject the tender from such a bidder even though they have been initially registered.

**13.** The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and articles of Association, copies must be attached.

**14.** The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance Certificate.

**15.** Youth, Women and Persons with Disability who have been duly registered with the National Treasury (Directorate of Procurement) **MUST** show proof of registration by providing the valid certificate of registration.

## **16. Clarification**

Questions that may arise from the registration documents should be directed to the Principal Secretary, State Department for Crops Development, Ministry of Agriculture, Livestock, Fisheries & Irrigation, P.O Box 34188-00100, Nairobi.

## **17. Registration Data Forms**

- a. This document includes questionnaire forms and documents required of prospective bidders.
- b. All the attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, and PQ-7 are to be completed by prospective suppliers/contractors and service providers who wish to be registered in the specific category.

- c. The application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

## **18. Qualification Requirements**

- a. In order to be considered for the registration, prospective bidders must submit all the information herein requested:
  - i) **Registration Data - PQ-1**
  - ii) **Confidential Business Questionnaire – PQ-2**
  - iii) **Litigation History – PQ-3**
  - iv) **Mandatory Requirements – PQ-4**
  - v) **Financial Capability – PQ-5.**
  - vi) **Past Performance/Experience – Form PQ-5**
  - vii) **Sworn Statement – PQ-7**

## **19. Evaluation of the Registration documents**

Analysis of the bids will be based on meeting the minimum requirements in clause 5 above. The evaluation will be on either **pass or fail** basis and only those firms fully meeting the criteria in clause 5 above shall be considered registered.

## **20. Submission of Applications**

- 20.1 Applications for registration shall be submitted in sealed envelopes marked with the Tender Number, registration Category name and Reference Number and deposited in the tender box marked State Department for Crops Development situated at Ground Floor, Kilimo House main reception or to be addressed to: The Principal Secretary, State Department for Crops Development, Ministry of Agriculture, Livestock, Fisheries & Irrigation, P.O Box 30028-00100, Nairobi so as to be received on or before 10<sup>th</sup> October, 2018 at 11.00 Am.
- 20.2 Electronic submission of documents shall not be accepted. Late submission of tender documents will be rejected.
- 20.3 All information requested for the supplier registration shall be provided in English Language.

## **SECTION II- FORMS**

**SECTION II - FORMS**

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**FORM PQ-1 - REGISTRATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

**1. Company/Firm Data**

I/We..... hereby apply for registration as supplier(s)  
(Name of Company/Firm)

of .....  
(Item Description)

.....  
(Category No.)

Post Office Address: .....

E-mail Address: .....

Office Tel. No..... Mobile No. ....

Town..... Street .....

Name of building .....

Room/Office No. .... Floor No. ....

Full Name of Applicant: .....

Other branches location (if any) .....

**2. Organization & Business Information**

Management Personnel: .....

Chief Executive/Director: .....

Secretary: ..... General Manager (where applicable) .....

..... Treasurer (where applicable) .....

Others: .....

**3. Partnership (if applicable)**

Name of Partners: .....

Business founded or incorporated.....

Under present management since.....

Net worth equivalent Kshs .....

Bank reference and address.....

Enclose copy of organization chart of the firm indicating the main fields of Activities:

.....

.....



**FORM PQ – 2**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c) Whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

Part \_\_\_\_\_ General:

Business

Name.....

Location of business premises .....

Plot No. ....

Street/Road.....

Postal Address ..... Tel. No. .... Fax ..... Email .....

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.....

**Party 2(b) – Partnership**

Give details of partners as follows: -

	Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....	.....

- 2. ....
- 3. ....
- 4. ....
- 5. ....

**Part 2(c) Registered Company: Private or public**  
 .....

State the nominal and issued capital of the company –

Nominal Kshs. ....

Issued Kshs.....

Give details of all directors as follows

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

Date..... Signature of Tenderer .....

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

**FORM PQ – 3- LITIGATION HISTORY**

Name of Contract Supplier: .....

Contractors/Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five (5) years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT, CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

All firms must: -

1. Submit a copy of the Certificate of Registration/incorporation– mandatory to all categories.
2. Submit a copy of the **VAT/PIN certificate** of the company - mandatory for all categories.
3. Submit a copy of a **Valid Tax Compliance Certificate/ Exemption from Kenya Revenue Authority from KRA** - mandatory for all categories. (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of your application).
4. Submit a copy of the **business permit** from Local County – mandatory for all.
5. Submit a copy of the **AGPO Certificate** registration for Reserved Groups Category-Mandatory.
6. Provide proof of registration with relevant regulatory bodies for categories that require professional approvals (e.g. National Construction Authority for works, National Industrial Training Authority for training, Insurance Regulatory Authority for Insurance, **IATA** for Air travel firms, **Practicing certificates** for Professionals, etc.) where applicable.

NB: Business units owned by Special Groups i.e Youth, Women and People with Disability shall be required to attach their Registration certificate with the National Treasury (Procurement Directorate) in accordance with the Public Procurement and Disposal (Preference and Reservations) Regulation, 2011.

The special groups are kindly requested to participate in the respective categories allocated to them (e.g. if a firm belongs to the youth, this firm shall be considered in the categories reserved for the youth etc.)

7. Submit CR 12 for Limited Companies.
8. Submit CV's for senior staff for consultancy services categories.

1. **Financial Position** You will be required to demonstrate that the company's financial position is healthy enough to enable you transact business with State Department for Crops Development.
2. Potential candidates shall be expected to attach two (2) years audited accounts and or six (6) months current bank statements.
3. Proof of access to credit facilities or proof of financial liquidity to finance the subsequent contracts.
4. For firms in the special group category, a commitment letter indicating that one has the financial capacity to execute contract(s) once registered.

**FORM PQ-6- PAST EXPERIENCE (NOT APPLICABLE TO SPECIAL GROUPS)**

**NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS**

**NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1. i) Name of Client (Organization).....  
ii) Address of Client (organization).....  
iii) Name of Contact Person at the client (organization) .....  
iv) Telephone No. of Client.....  
v) Value of Contract .....  
vi) Duration of Contract (dates).....  
**(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts))**
  
2. Name of 2<sup>nd</sup> client (Organization)  
i) Name of client (organization) .....  
ii) Address of Client (organization) .....  
iii)Name of Contact Person at the Client (organization).....  
iv) Telephone No. of Client .....  
v) Value of Contract .....  
vi) Duration of Contract (dates) .....  
**(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts))**
  
3. Name of 3<sup>rd</sup> client (Organization)  
i) Name of client (organization) .....  
ii) Address of Client (organization) .....  
iii)Name of Contact Person at the Client (organization).....  
iv) Telephone No. of Client .....  
v) Value of Contract .....

vi) Duration of Contract (dates) .....  
**(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts))**

**FORM PQ-7 - SWORN DECLARATION /STATEMENT**

Having studied the Registration information provided above I/We hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered, I/We acknowledge that this grants me/us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes I/We will come ourselves to inform you and acknowledge your right to review the registration made.
- d. I/We enclose all the required documents and information required for the registration evaluation.
- e. I/We hereby give State Department for Crops Development authority to seek any references it may deem vital while carrying out their evaluation.
- f. I/We also hereby declare that the company is not debarred from participating in any procurement proceeding.

**Date:** .....

**Applicant's Name:** .....

**Represented by:** .....

**Designation:** .....

**Signature:** .....

(Name and designation of the person signing and stamp or seal)



## **REGISTRATION EVALUATION CRITERIA**

### **Mandatory registration submissions**

1. Copy of the Certificate of Registration – mandatory.
2. Copy of the VAT/PIN certificate of the company - mandatory
3. Copy of a Valid Tax Compliance Certificate from KRA – mandatory.
4. Copy of business permit from Local County – mandatory for all.
5. Copy of AGPO registration certificate for reserved groups category – mandatory.
6. Copy of audited accounts for the last two (2) years – mandatory for open category groups only and or six (6) months current bank statements for all categories.
7. Copy of NITA registration certificate for training firms – mandatory
8. Copy of NCA registration certificate for works – mandatory
9. Copy of IRA registration certificate for insurance firms – mandatory
10. Practicing certificates for Professionals.
11. Copy of IATA registration certificate for air travel agency firms - mandatory
12. Copy of practicing certificate for professional bodies – mandatory
13. Filled, signed and stamped confidential business questionnaire.
14. CV's for senior staff for consultancy services categories.
15. Declaration form – must be signed and stamped.

**Note:** Failure to submit all the mandatory documents in the respective categories will lead to automatic disqualification.