



KENYA ANIMAL GENETIC RESOURCES CENTRE

# TENDER DOCUMENT

FOR

**PRE-QUALIFICATION OF SUPPLIERS FOR  
THE PERIOD 2019-2021**

**CLOSING DATE 14<sup>TH</sup> JUNE, 2019**

P.O. Box 23070-00604, Lower Kabete, Nairobi, Kenya. Cell Phone: 0728899767/ 073754060, Landline: 020-2064018,  
4181325/6 DL: 020-4180024, Fax: 4181328/2064017  
Email: [info@kagrc.co.ke](mailto:info@kagrc.co.ke), Web: [www.kagrc.co.ke](http://www.kagrc.co.ke)

ISO 9001:2008  
QMS Certified



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**SUPPLY OF.....**

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

**TENDERERS NAME:.....**

**OFFICIAL RECEIPT NO:.....of Kshs.1,000**

(Photocopy of the O.R. to be attached)

The firms which will be short listed to supply goods and services will be invited to quote for the same as and when an item/service under the above category is required by the Kenya Animal Genetic Resources Centre in the next two financial years ending June, 2021

**NB:** (i) Please note that you will be disqualified if you give false information for the purposes of seeking qualification(s)

(ii) Also check your tender documents before leaving the issuing office and be satisfied that you have taken the relevant forms/documents.

## SECTION A

DATE: 22<sup>nd</sup> May, 2019

### PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE PERIOD 2019/2020 AND 2020/2021.

The Kenya Animal Genetic Resources Centre invites applications for Pre-qualification Tenders from interested, eligible bidders for the supply of the underlisted goods and services for the period ending 30<sup>th</sup> June, 2021.

S/NO	TENDER NUMBER	TENDER DESCRIPTION	ELIGIBILITY
		<b>SUPPLY AND DELIVERY OF GOODS</b>	
1	KAGRC 01/2019/2021	Supply and delivery of General office stationery, computer consumables accessories	Youth/Women
2	KAGRC 02/2019/2021	Supply and delivery of Office Furniture and equipment's	Youth/Women/PWDS
3	KAGRC 03/2019/2021	Supply of Printed Stationeries, Promotional Materials and Publishing	Youth
4	KAGRC 04/2019/2021	Supply of Animal feeds, Bull Cubes, Molasses, Minerals and Farm inputs	Youth/Women
5	KAGRC 05/2019/2021	Supply of Farm tools, Hardware, Building Materials and Electric Materials	PWDS
6	KAGRC 06/2019/2021	Supply of Uniforms and Protective Clothing	Youth/Women
7	KAGRC 07/2019/2021	Supply of veterinary Drugs , Vaccines and Veterinary Equipment	Youth/Women
8	KAGRC 08/2019/2019	Supply of Laboratory Chemicals, Glassware, Bull Blocks, Dyes and other Laboratory wares	Youth/Women/PWDS
9	KAGRC 9/2019/2021	Supply of Detergents and Disinfectant	Youth/Women/PWDS
10	KAGRC 10/2019/2021	Supply of Petrol, Diesel, Lubricants, Tyres ,Tubes and Batteries	All Bidders
11	KAGRC 11/2019/2021	Supply of loose Tools and Equipment's	PWDS
		<b>PROVISION OF SERVICES</b>	
12	KAGRC 12/2019/2021	Provision of Motor Vehicles and Agricultural Machinery (CMTE Approved Garage/Dealers)	All Bidders
13	KAGRC 13/2019/2021	Provision of Repair and Maintenance Service of Water Booster Pumps	All Bidders

14	KAGRC 14/2019/2021	Provision of Repair and maintenance Service of Cold-Rooms, Washing Machine and Distillers	All Bidders
15	KAGRC 15/2019/2021	Provision of Rehabilitation Service for Buildings, Roads, Bull paddocks and Quarantine facility	All Bidders
16	KAGRC 16/2019/2021	Provision of Courier Services	All Bidders
17	KAGRC 17/2019/2021	Provision of Repair and Maintenance of Telephone Equipment, Fax Machines and PABX	All Bidders
18	KAGRC 18/2019/2021	Provision of Insurance Services (Livestock, Motor vehicle, General and accident Cover)	All Bidders
19	KAGRC 19/2019/2021	Provision of Consultancy to carry out various Baseline and surveys	All Bidders
20	KAGRC 20/2019/2021	Collection and Handling of General, Biological and Chemical Waste(NEMA approved firms)	All Bidders
21	KAGRC 21/2019/2021	Provision of Legal Service	All Bidders
22	KAGRC 22/2019/2021	Provision of Agency service to Sell/Market the center's Products and Services	All Bidders
23	KAGRC 23/2019/2021	Provision of catering services	All Bidders
24	KAGRC 24/2019/2021	Provision of Air Ticketing Service	All Bidders
25	KAGRC 25/2019/2021	Provision of Security/ Guarding Services	All Bidders
26	KAGRC 26/2019/2021	Provision of Rehabilitations and Service of Motor Vehicles	All Bidders
27	KAGRC 27/201/2021	Provision of Rehabilitations and Service of Equipment's and Machinery	All Bidders

Interested candidates may obtain the tender documents with the complete qualification criteria from the Centre's Revenue office located at the administration block A, on Kapenguria road, off Lower Kabete road upon payment of a non-refundable fee of Kshs 1,000.00 in cash or Bankers cheque payable to Kenya Animal Genetic Resources Centre during normal working hours on week days. Tender documents may also be downloaded from our website [www.kagrc.co.ke](http://www.kagrc.co.ke) and Treasury portal [www.tenders.go.ke](http://www.tenders.go.ke) free of charge.

Completed bid documents in plain sealed envelopes, marked only with the tender number and tender name and bearing no indication of the tenderer should be addressed to:

Interested bidders may obtain the tender documents with the complete qualification criteria from the Centre's Revenue office located at the administration block A, on Kapenguria road, off Lower Kabete road upon payment of a non-refundable fee of Kshs 1,000.00 in cash or Bankers cheque payable to Kenya Animal Genetic Resources Centre during normal working hours on week days. Tender documents may also be downloaded from our website [www.kagrc.co.ke](http://www.kagrc.co.ke) and Treasury portal [www.tenders.go.ke](http://www.tenders.go.ke) free of charge.

Completed bid documents in plain sealed envelope and clearly marked with the tender number and addressed to

Managing Director  
Kenya Animal Genetic Resources Centre  
P.O Box 23070-00604  
**Lower Kabete, Nairobi**

Be deposited in the tender box situated at the reception area of the administration block A not later than **Friday 14<sup>th</sup> June, 2019 at 10.00am**. Late bids will be rejected and returned unopened.

Submitted bids will be opened publicly in the Centre's boardroom A2, situated at the Administration Block A along Kapenguria road, off Lower Kabete road, immediately after closing of the tender in the presence of the candidates or their representatives who choose to attend.

Dr. David Kios, HSC  
**MANAGING DIRECTOR**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2(b) or 2(c) which ever applies to your 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:.....  
Plot No.....Street/Road:.....  
Postal Address:.....Tel.No:.....  
Nature of Bussiness:.....  
Current Trade License No:.....Expiring Date:.....  
Maximum value of Business which you can handle at any one time: Ksh:.....  
Name of your Bankers:.....Branch:.....  
Are your Agent of Kenya National Trading Corporation? **YES/NO**

**Part 2(a) Sole Proprietor:**

Your Name in Full:.....Age:.....  
Nationality:.....Country of Origin:.....

Give Details of partners as follows:

	<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....
...				

Part 2 © 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:

1. ....

- 2. ....
  - 3. ....
  - 4. ....
- ...Date:.....Signature of Tenderer.....If the citizen, indicate under  
'Citizen Details' whether by Birth, Naturalization of Registration

**SECTION C SUPPLIERS APPLICATION**

Official Receipt No:.....

Date:.....

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/WE.....apply

(Name of the Company/Firm)for registration as supplier (s) .....

.....

(Category No. and Item description)(Category No.)

Postal Address:.....Email Address:.....

Website Address:.....Tel:.....

Street:.....Name of Building:.....

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

Full Name of Applicant:.....

Other Branches Location:.....

## SECTION D

### PREQUALIFICATION CRITERIA

#### A. MANDATORY REQUIREMENTS

NO.	CRITERIA
1.	KRA Tax Compliance Certificate
2.	Certificate of Incorporation/Business Registration
3.	KRA PIN Certificate
4.	Duly filled Confidential Business Questionnaire
5.	Single Business Permit
6.	For special groups, submit copy of Registration Certificate by The National Treasury in addition to the KRA Tax Compliance Certificate.
7.	For provision of professional services, attach relevant licence or certificate from licensing or certifying body eg. CM&TE certified garages, National Construction Authority(NCA), Insurance Regulatory Authority(IRA),NEMA Licence, IATA Licence etc

For a bid to proceed to technical evaluation, it must comply with all the above requirements. However, firms owned by the Youth, Women and Persons With Disabilities will automatically prequalify upon submission of KRA Tax Compliance Certificate and Registration Certificate by The National Treasury.

#### B. TECHNICAL EVALUATION

NO.	CRITERIA	Score %
1.	Letter of recommendation from atleast 5 major clients and copies of their respective contracts/LPOs/LSOs	25
2.	Physical location of the business, attach tenancy/lease agreement and/or latest utility bill-KAGRC may visit the premises to verify.	10
3.	Technical knowledge and possession of competent staff and expertise. Attach CV of key staff,( <b>5 mks per staff</b> )	25
4.	Written confirmation that the client has not been debarred as a supplier, service provider or consultant for goods and services in Kenya.	5
5.	Company profile including management team and board of directors and a completed confidential questionnaire.	5
6.	Company profile	5
7.	Two referees(clients) attach proof	5
8.	Value of business firm can handle ; Less than Ksh.200,000 - 0 mks Ksh. 500,000 to 1,000,000 – 5 mks Ksh. 1,000,000.00 and above 15mks	20
<b>TOTAL</b>		<b>100</b>

For a firm to be prequalified, it must score 70% of the above criteria.



**SECTION E**

**FINANCIAL POSITION AND TERMS OF TRADE**

**3. Assets and Liabilities:-**

- 1. Total Assets in Kshs:.....
- 2. Current Assets in Kshs:.....
- 3. Total Liabilities in Kshs:.....
- 4. Net Worth (Total Assets – Total Liabilities).....
- 5. Working Capital Kshs.....  
(Total Assets – Net Worth)

**(Provide company accounts/financial statements)**

Indicate terms of sale/trade:-

- (i) Cash on delivery
- (ii) Credit period Yes/No. Tick as appropriate, if yes indicate No. of days.....
- (iii) Upfront payment/down payment Yes/No. tick as appropriate, if yes state percentage.....

**Referees (1)**

Name of Company.....  
Addresses.....  
Telephone No.....  
Names of contact persons.....  
Signature and Date.....  
Company Stamp.....

**Referees (2)**

Name of Company.....  
Addresses.....  
Telephone No.....  
Names of contact persons.....  
Signature and Date.....  
Company Stamp.....

**Declaration:**

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

Signed and Sealed:.....

For and on behalf of:.....

Position in Company:.....

Date:.....

**NOTE:**

- KAGRC shall notify those bidders whose tenders did not meet the minimum qualifying scores. The centre shall also notify the bidders who scored the minimum qualifying score of 70% and above indicating that they are prequalified by KAGRC during 2016/2017 and 2017/2018 financial years.
- KAGRC does not bind itself to assign any work to all the prequalified suppliers but shall endeavor to ensure that all the prequalified candidates are treated equitably.
- Applicants shall be required to update the information used for prequalification at the time of engagement, to confirm their continued compliance with the qualification criteria and verification of the information provided.