



MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES
STATE DEPARTMENT OF AGRICULTURE
KENYA CEREAL ENHANCEMENT PROGRAMME – CLIMATE
RESILIENT AGRICULTURAL LIVELIHOODS WINDOW
(KCEP-CRAL)

INVITATION FOR REGISTRATION OF FOR SUPPLIERS

CATEGORY NO

ITEM DESCRIPTION.

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1. REGISTRATION NOTICE

The Kenya Cereal Enhancement Programme-Climate Resilient Agricultural Livelihood Window (KCEP-CRAL) is a partnership between the Government of Kenya (GOK), European Union (EU) and International Fund for Agricultural Development (IFAD) through a loan and a grant resources from the Adaptation of Smallholder Agricultural Programme (ASAP). The overall development goal of the Programme is to contribute to the reduction of rural poverty and food insecurity of smallholders in the ASALs by developing their economic potential while improving their natural resources management capacity and resilience to climate change in an increasingly fragile ecosystem.

The Programme invites interested and eligible firms for registration for the supply of one or more combination of the under listed goods and services for the year 2017-2019 financial years KCEP-CRAL reserves the right to request submission of additional information from prospective suppliers.

Complete set of registration documents MUST be submitted in plain sealed envelopes clearly marked;with each respective category and category reference to the following address:

**The Principal Secretary,
State Department of Agriculture,
PO Box 30028-00100,
Kilimo House, cathedral road, Nairobi
Tel: 0770174188**

And dropped in the tender box situated at the reception of MOALF Ground floor Kilimo house, Cathedral Road. so as to reach the above address on or before **22nd February 2018** at 10.00am (EAT).

All bid documents will be opened soon after the closing time at 10.30am in the presence of the candidates representatives who choose to attend at boardroom on 7th floor, Kilimo House.

#	Reference Code	Description of Category	Eligibility
CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS			
1	MOALF/SDA/KCEP-CRAL/PROC-01-2017-2019	Supply and Delivery of General Office Stationery	AGPO Groups
2	MOALF/SDA/KCEP-CRAL/PROC-02-2017-2019	Supply and Delivery of Computer Consumables and its related Accessories	Open

3	MOALF/SDA/KCEP-CRAL/PROC-03-2017-2019	Supply and Delivery of Computers, Laptops, Printers, Scanners, Photocopiers and related computer accessories	Open
4	MOALF/SDA/KCEP-CRAL/PROC-04-2017-2019	Design, supply and delivery of branded Promotional materials: T-shirts, Caps, Banners, carrier bags etc.	AGPO Groups
5	MOALF/SDA/KCEP-CRAL/PROC-05-2017-2019	Supply and Delivery of General Office Furniture and office Equipment	AGPO Groups
6	MOALF/SDA/KCEP-CRAL/PROC-06-2017-2019	Supply, delivery and installation of Computer Software and Hardware	Open
7	MOALF/SDA/KCEP-CRAL/PROC-07-2017-2019	Supply of motor vehicle spare parts tyres, tubes/airbridge tyres ,batteries, Tyre repairs ,wheel alignment and balancing	Open
8	MOALF/SDA/KCEP-CRAL/PROC-08-2017-2019	Supply of Post-harvest equipment, hermetic bags, tarpaulin, moisture meter, weighing balances, pallets, manual sieves,	Open
9	MOALF/SDA/KCEP-CRAL/PROC-09-2017-2019	Supply of Value addition and processing equipment: Thresher, Shellers and de-stoners and packaging materials and sealing equipment	Open
10	MOALF/SDA/KCEP-CRAL/PROC-10-2017-2019	Supply of Post-harvest storage and drying equipment: - Metallic Silos and driers	Open

11	MOALF/SDA/KCEP-CRAL/PROC-11-2017-2019	Supply of farm inputs - seeds, fertilizers, foliar feeds pesticides, herbicides, insecticides, fungicides, knapsack sprayers	Open
CATEGORY B: REGISTRATION FOR PROVISION OF SERVICES			
1	MOALF/SDA/KCEP-CRAL/PROC-12-2017-2019	Service and Maintenance of Photocopiers, Telephones and Fax machines	Open
2	MOALF/SDA/KCEP-CRAL/PROC-13-2017-2019	Provision of Office Refurbishment and Furnishings e.g. Curtains and carpets	Open
3	MOALF/SDA/KCEP-CRAL/PROC-14-2017-2019	Provision of Courier Services	Open
4	MOALF/SDA/KCEP-CRAL/PROC-15-2017-2019	Provision of Event Organization, Exhibitions and Experiential/Road-show services	Open
5	MOALF/SDA/KCEP-CRAL/PROC-16-2017-2019	Provision of design and printing services i.e Brochures, flyers, banners, flexes etc.	AGPO Groups
6	MOALF/SDA/KCEP-CRAL/PROC-17-2017-2019	Service and maintenance of Motor Vehicles	Open
7	MOALF/SDA/KCEP-CRAL/PROC-18-2017-2019	Provision of firefighting and fire protection equipment & training services	Open
8	MOALF/SDA/KCEP-CRAL/PROC-19-2017-2019	Provision of signage	AGPO Groups
9	MOALF/SDA/KCEP-CRAL/PROC-20-2017-2019	Provision of Asset marking/tracking system	AGPO Groups
10	MOALF/SDA/KCEP-CRAL/PROC-21-2017-2019	Provision of interior design and decoration services	AGPO Groups
11	MOALF/SDA/KCEP-CRAL/PROC-22-2017-2019	Provision of photography , video	Open

		coverage and footage and still pictures	
12	MOALF/SDA/KCEP-CRAL/PROC-23-2017-2019	Provision of public address system and related services	AGPO Groups
13	MOALF/SDA/KCEP-CRAL/PROC-24-2017-2019	Provision of creative design and editorial services	Open
14	MOALF/SDA/KCEP-CRAL/PROC-25-2017-2019	Provision of report typesetting, editing design, printing and binding services	AGPO Groups
15	MOALF/SDA/KCEP-CRAL/PROC-26-2017-2019	Provision of specialized services (writing, rapporteur and illustrations)	Open
16	MOALF/SDA/KCEP-CRAL/PROC-27-2017-2019	Provision of small works and office equipment repairs	AGPO Groups
17	MOALF/SDA/KCEP-CRAL/PROC-28-2017-2019	Provision of Premium Rate Mobile Services (PRSP Service)	Open
18	MOALF/SDA/KCEP-CRAL/PROC-29-2017-2019	Provision of Electrical Services	Open
CATEGORY C: REGISTRATION FOR PROVISION OF CONSULTANCY SERVICES			
1	MOALF/SDA/KCEP-CRAL/PROC-30-2017-2019	Provision of Research consultancy services (e.g. Customer satisfaction, perception survey, media monitoring, Employee satisfaction & work environment survey)	Open
2	MOALF/SDA/KCEP-CRAL/PROC-31-2017-2019	Provision of Professional Consultancies (Individual / Firms: Household Methodologies (Training and Development of the Manual)	Open
3	MOALF/SDA/KCEP-CRAL/PROC-32-2017-2019	Provision of development, hosting and maintenance of website	Open

4	MOALF/SDA/KCEP-CRAL/PROC-33-2017-2019	Provision of management consultancy services (e.g. Training, recruitment and selection services)	Open
5	MOALF/SDA/KCEP-CRAL/PROC-34-2017-2019	Provision of Training Consultancies (Firms)	Open
6	MOALF/SDA/KCEP-CRAL/PROC-35-2017-2019	Provision of design of building and civil engineering works designs, drawing and bill of quantities	Open
7	MOALF/SDA/KCEP-CRAL/PROC-36-2017-2019	Civil and building works contractors	Open
8	MOALF/SDA/KCEP-CRAL/PROC-37-2017-2019	Provision of consultancy services on value addition and processing of pulses and millet	Open

2.0 REGISTRATION DATA INSTRUCTIONS

2.1 Registration data forms

2.1.1 The attached questionnaire forms is to be completed by prospective suppliers/contractors/consultants who wish to be registered for submission of the specific supply of hermetic bags and tarpaulins.

2.1.2 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 in ink.

2.2 Qualification

2.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by KCEP-CRAL in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of KCEP-CRAL they possess capability, experience, and qualified personnel available and suitable equipment to satisfactorily execute the supply for the goods.

3.MANDATORY CRITERIA

	MANDATORY REQUIREMENTS FOR	Submitted? (YES/NO)
1.	Valid copy of certificate of Incorporation/ Registration	
2.	Valid Copies of VAT/PIN Certificate	
3.	Valid Tax Compliance	
4.	Valid Registration with a governing regulatory body where applicable (e.g. NCA, CAK) e.g Food and Hygiene Certification, Ministry of Roads & Public Works, NEMA etc. Product Dealership License/ Partnership/ Authorization Letter from OEM (where applicable) Practicing Certificate (where applicable) Memberships, where applicable. Institution of Surveyors of Kenya (ISK), Kenya Bankers Association (KBA), IATA, etc.	
5.	AGPO registration certificate for categories reserved for Youth, Women and PWDs.	
6.	Duly filled Business Questionnaire in the format provided	
7.	Valid copy of certificate of Incorporation/ Registration	
8.	Submit a Company Profile giving details of the scope of services or goods supplied by the firm with the organization structure	

4.MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE

(Must be filled by all applicants or Tenderers' who choose to participate in this tender)

Name of Applicant(s).....

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

You are advised that it is a serious offence to give false information on this form will lead to automatic disqualification/termination of your business proposal at your cost.

Part 1 -General

Business Name

.....

Location of Business Premises

.....

Plot No ... Street/Road..... Postal address..... Tel No.

.....

Fax Email.....

Nature of Business (Attach Company Profile)

.....

Registration Certificate No. (Attach Copy)

.....

Tax Compliance No (Attach Copy)

.....

Maximum value of business which you can handle at any one time –

Ksh.....

Name of your bankers.....

Branch.....

Bank Account Number.....

Payment Terms.....

Part 2 (a) – Sole Proprietor

Your name in full.....Age.....
.....

Nationality.....

Country of Origin.....

Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship details	Shares
1.....			
2.....			
3.....			

Part 2 (c) – Registered Company

Private or Public

(Attach brochures or annual reports in case of public companies)

State the nominal and issued capital of company

Nominal Kshs. Issued Kshs.

Give details of all directors as follows

Name	Nationality	Citizenship details	Shares
1.			
2.			
3.			
4.			

Part 3- List of corporate client customers and their addresses, telephone numbers and contact person.

1. Company.....Tel/ Mobile.....

Contact Person.....Designation.....

2. Company.....Tel/Mobile.....

Contact Person.....Designation.....

Part 4-(a) Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by the KCEP-CRAL and any other public or private institutions.

Full Names.....

Signature.....

Dated thisday of2017

In the capacity of.....

Duly authorized to sign Tender for and on behalf of

.....

Part 4-(b) Bankruptcy / Insolvency / receivership.

I/We declare that I/We have not been declared bankrupt or insolvent by the competent Authorities in Kenya and neither are we under receivership:

Full Names.....

Signature.....

Dated thisday of2017

Duly authorized to sign Tender for and on behalf of

Part 4-(c) -Criminal Offence

I/We,(Name (s) of Director(s)):-

- a).....
- b).....
- c).....

Have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed.....

For and on behalf of M/s.....

In the capacity of

Dated thisday of2017.

Suppliers' / Company's Official Rubber Stamp

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Part 4-(d) Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

a)

b)

c)

d)

For and on behalf of M/s.....

In the capacity of

Dated thisday of2017

Suppliers' / Company's Official Rubber Stamp

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Part 4-(e) – Interest in the Firm:

Is there any person/persons in KCEP-CRAL or any other public institution who has interest in the Firm?

Yes/No (Delete as necessary)

Institution

(Title) (Signature) (Date)

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PART 5(I) – EXPERIENCE: NOTE: THIS SECTION IS MANDATORY ONLY IF IT FORMS PART OF TECHNICAL EVALUATION. IT’S ALSO NOT NECESSARY FOR ALREADY PRE-QUALIFIED OR DIRECT PROCUREMENT FIRMS. AGPO FIRMS ARE HOWEVER EXCLUDED ENTIRELY FROM FILLING IT.

Please list here below similar projects accomplished or companies / clients you have supplied with similar items or materials / Services in the last 5 years

	COMPANY NAME	COUNTRY	CONTRACT ORDER NO	VALUE	CONTRACT PERSON (FULL NAMES)	EMAIL	CELL PHONE NO
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Part 6(i or j) – Bank account details:

AGPO firms must provide evidence from their bank that the account to which KCEP-CRAL shall make payment has a youth or a woman or a PWD listed in the CR12 form/partnership deed/sole proprietor certificate as a MANDATORY signatory of that account,- Sec.157 (11) of PPADA:

Account No.....

Name of the person(s) in the CR12 form OR in the partnership deed OR in the sole proprietor

Part 7--Declaration

I/We the undersigned state that the above information is correct and that I/We give KCEP-CRAL to seek any other references concerning my/our company from whatever sources deemed e.g. company registrar's office, banks etc.

Full names

.....

Signature.....

For and on behalf of M/s

5.PAST EXPERIENCE

Nature of the items/ services provided:	
Location within Country:	
Name of Client:	Clients contact person for the assignment.
Address:	Duration of supply/ Services provided
Start Date (Month/Year): Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of project:	
Description of Actual Services Provided by Your Firm	

