

KENYA FORESTRY RESEARCH INSTITUTE (KEFRI)
PO BOX 20412 – 00200 NAIROBI
Tel: 0724-259782/0722-157414
Email: director@kefri.org



BI-ANNUAL REGISTRATION OF SUPPLIERS 2020 -2021

RELEASE DATE: TUESDAY, 14TH APRIL 2020

CLOSING DATE: WEDNESDAY, 29TH APRIL 2020

Table of Contents

	Page
SECTION I - Invitation for Registration	3
SECTION II - Instructions to Candidates.....	7
Evaluation Criteria	8
SECTION III - Letter of application	10
SECTION IV - Standard Forms	13
Confidential Business Questionnaire (Form 1)	
Self-Declaration & Anti-Corruption Declaration Form-(Form 2)	

NOTICE OF REGISTRATION OF SUPPLIERS

1. BACKGROUND

The Kenya Forestry Research Institute (KEFRI) is a state corporation established in 1986 and mandated to undertake research in forestry and allied natural resources. The institute conducts research and development activities under five thematic areas namely: Forest productivity and Improvement; Biodiversity and Environment Management; Forest Products Development; Social-economics, Policy and Governance and Technical Support Services. KEFRI is ISO 14001:2004 Certified on Environmental Management System.

KEFRI invites applications for bi-annual registration of suppliers for goods, services and works. Interested suppliers/applicants are invited to apply for registration, indicating the goods, services and works they wish to supply/provide. Existing suppliers who wish to be retained in the register must also apply.

REGISTRATION CATEGORY	DESCRIPTION	Eligibility
	INSURANCE	
KEFRI/RG/ 01/2020-2022	Provision of Insurance brokerage services	Open
	PROVISION OF LABORATORY AND CLINICAL ITEMS	
KEFRI/RG/02/2020-2022	Supply and delivery of laboratory reagents, glassware and chemicals	Open
KEFRI/RG/03/2020-2022	Supply and delivery of clinical drugs and dressings	Open
KEFRI/RG/04/2020-2022	Supply and delivery of scientific laboratory and clinical equipment	Open
KEFRI/RG/05/2020-2022	Maintenance, Repair and servicing of laboratory, clinical & Audio visual equipment	Open
	ICT RELATED ITEMS/SERVICES	
KEFRI/RG/07/2020-2022	Supply of Computer Software and Software Licenses, Appliances and Anti-Virus (Authorized Dealers Only)	Open
KEFRI/RG/08/2020-2022	Supply and delivery of computers, printers, and related accessories	AGPO Registered Firms
KEFRI/RG/09/2020-2022	Supply and delivery of audio visual equipment	AGPO Registered Firms
KEFRI/RG/010/2020-2022	Provision of repair, maintenance and servicing of ICT related items – computers, printers, UPS etc	AGPO Registered Firms
KEFRI/RG/011/2020-2022	Provision of Repair, Maintenance and Servicing of Wide Area Network (WAN) And Local Area Network (LAN) (Bidders Must	AGPO Registered Firms

	Have ISP Registration With Communication Authority).	
KEFRI/RG/012/2020-2022	Provision of ICT Consultancy services and support services	Open
	FURNITURE	
KEFRI/RG/013/2020-2022	Supply and Delivery of Furniture and fittings	Open
KEFRI/RG/014/2020-2022	Provision of Repair, Maintenance and Servicing of Furniture and Fittings	AGPO Registered Firms
	WORKS	
KEFRI/RG/015/2020-2022	Provision of small works services (Repairs, partitioning, renovation and painting services)	AGPO Registered Firms
KEFRI/RG/016/2020-2022	Maintenance, repair and servicing of generators	Open
KEFRI/RG/06/2020-2022	Supply, delivery, Maintenance, Repair and servicing of cold rooms & refrigerators	Open
KEFRI/RG/018/2020-2022	Repair and Maintenance of Small Engine Equipment e.g. Lawn Mower, Power Saw, etc.	Open
	MOTOR VEHICLE RELATED SUPPLIES	
KEFRI/RG/019/2020-2022	Provision of motor vehicle repairs and maintenance services (Provide certificate for Ministry of Public Works approved garages)	Open
KEFRI/RG/020/2020-2022	Supply, Delivery of Motor Vehicle Tyres, Tubes ,Rims & Wheel Alignment And Balancing	Open
KEFRI/RG/021/2020-2022	Provision of branding of Motor vehicles with KEFRI Corporate colors	AGPO Registered Firms
KEFRI/RG/022/2020-2022	Provision of Repairs and Spray Painting of Motor Vehicles Services	Open
	FOOD STUFF AND KITCHEN EQUIPMENTS & UTENSILS	
KEFRI/RG/023/2020-2022	Supply and delivery of fresh green Vegetables and fresh meat, chicken, fish, poultry, pork & meat sausages.	AGPO Registered Firms
KEFRI/RG/024/2020-2022	Supply and Delivery of Dry Food stuff	Open
KEFRI/RG/025/2020-2022	Supply and Delivery of Fresh Milk	Open
KEFRI/RG/026/2020-2022	Supply and delivery of kitchen equipment and utensils.	AGPO Registered Firms
	COMPUTER CONSUMABLES, GENERAL AND PRINT STATIONERY	
KEFRI/RG/027/2020-2022	Supply and delivery of assorted office stationery	AGPO Registered Firms

KEFRI/RG/028/2020-2022	Supply and delivery of printer cartridges, ribbons and toners (Authorized Dealers only).	AGPO Registered Firms
KEFRI/RG/029/2020-2022	Provision of printing and publishing services	AGPO Registered Firms
	TICKETING SERVICES	
KEFRI/RG/030/2020-2022	Provision of travel & air ticketing services	AGPO Registered Firms
	PROCUREMENT OF SEEDS AND RELATED ITEMS	
KEFRI/RG/031/2020-2022	Supply and delivery of seeds and seedlings.	AGPO Registered Firms
KEFRI/RG/032/2020-2022	Supply and Delivery of Potting Tubes	Open
	EVENT & PROMOTIONAL MATERIALS	
KEFRI/RG/033/2020-2022	Supply and delivery of staff uniforms, linen and protective clothing.	AGPO Registered Firms
KEFRI/RG/034/2020-2022	Supply and delivery of promotional Materials: Caps, T-Shirts, Umbrellas, Flyers, Posters & banners	AGPO Registered Firms
KEFRI/RG/035/2020-2022	Provision of outdoor event Services Tents, Chairs, Flowers & Related Equipment	AGPO Registered Firms
	CONSULTANCY/SERVICES	
KEFRI/RG/036/2020-2022	Provision of Occupational Health, Safety and Environment Services	Open
KEFRI/RG/017/2020-2022	Supply, delivery, Maintenance & servicing of fire-fighting equipment and training	Open
KEFRI/RG/037/2020-2022	Provision of Environmental Management Consultancy Services	Open
KEFRI/RG/038/2020-2022	Collection of hazardous materials, used oil, plastics and waste papers – must be registered with NEMA	Open
KEFRI/RG/039/2020-2022	Provision of Human Resource Consultancy Services	Open
KEFRI/RG/040/2020-2022	Provision of Scientific Research Based Consultancy Services	Open
	OTHER GOODS	
KEFRI/RG/041/2020-2022	Supply and delivery of General Hardware Materials – Plumbing materials, timber, electrical materials, building sand, cement, ballast and hardcore.	Open
KEFRI/RG/042/2020-2022	Supply of Newspapers and Periodicals	AGPO Registered Firms
KEFRI/RG/043/2020-2022	Supply of Calling & Scratch cards	AGPO Registered Firms

Registration documents can be downloaded free of charge from KEFRI website www.kefri.org or Public Procurement Information Portal, www.tenders.go.ke. Applicants who intend to submit an application(s) are required to submit their contacts through: procurement@kefri.org for the purpose of clarification and/or addendum.

Completed registration documents must be submitted in a plain sealed envelope (“**original**” only) clearly marked on the outer Envelope with the **registration name and number** as per instructions in the tender documents and addressed to:-

**The Director
Kenya Forestry Research Institute
P O BOX 20412
NAIROBI 00200.**

and deposited in the tender box situated at the entrance of the Director’s office - KEFRI Headquarters, Muguga, so as to be received on or before the application closing date of **Wednesday, 29th April 2020 at 10.30am**. Late bids will be rejected.

To mitigate the spread of Coronavirus (Covid-19) the submitted applications will be opened on **Monday 11th May 2020 at 10.00am** in the **Auditorium Room - KEFRI Headquarters - Muguga** in the presence of the tenderers/applicants or their representatives who choose to attend.

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

- 2.1.1 The Kenya Forestry Research Institute hereinafter referred to as the procuring entity invites applications for registration of contractors/service providers/Suppliers for various goods, works and services. Completed registration documents must be submitted in a plain sealed envelope (“**original**” only) clearly marked on the outer Envelope with the **registration name and number** so as to be received not later than **Wednesday 29th April 2020 at 10.30am**.
- 2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

2.2 Submission of Application

- 2.2.1 Applications for registration shall be submitted in sealed envelopes marked with the tender name and registration number and deposited in the tender box at situated at the entrance of the Director’s office - KEFRI Headquarters, Muguga, or be addressed to **Kenya Forestry Research Institute P.O. Box 20412 – 00200 NAIROBI** so as to be received on or before **Wednesday 29th April 2020 at 10.30am**. KEFRI reserves the right to accept or reject late applications.
- 2.2.2 To mitigate the spread of Coronavirus (Covid-19) the submitted applications will be opened on **Monday, 11th May 2020 at 10.00am** in the Auditorium Room - KEFRI Headquarters - Muguga in the presence of the tenderers/applicants or their representatives who choose to attend..
- 2.2.3 All the information requested for pre-qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant’s qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant’s disqualification.

2.3 Eligible Candidates

- 2.3.1 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 in the appendix to instructions to candidates.

2.3.2 KEFRI employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 59 of the PPADA 2015.

2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

2.4 Qualification Criteria

2.4.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.5 Mandatory requirements

2.5.1 General requirements to all applicants

All applicants must submit /provide the following documents:-

1. Certificate of Business Registration
2. Copy of Company's CR 12/CR 13
3. Valid Tax Compliance Certificates
4. Copy of current Trade License/Business Permit from County Government
5. Duly completed, stamped and signed confidential business questionnaire
6. Duly completed, stamped and signed Self-Declaration Form Anti-Corruption Declaration

2.6 Other Relevant Mandatory Requirement for the below listed Categories;

2.6.1 Applicants for categories reserved for AGPO:

All applicants who wish to be registered under the categories reserved for **AGPO** –firms owned by youth, women and Persons with disabilities must:

- 1) Submit/Provide a valid AGPO Registration Certificate

2.6.2 Applications for registration for **works** related services applicants will be further required to submit the following mandatory requirements;

1. Must submit registration with National construction Authority –NCA

2.6.3 Applications for registration for **ICT related goods/services** applicants will be further required to submit the following mandatory requirements;

1. Must submit registration with CAK and ICTA where applicable

- 2.6.4 Applications for registration for **provision of laboratory and clinical items** applicants will be further required to submit the following mandatory requirements;
- 1) Registration with Pharmacy and Poisons Board (PPB) and other related regulatory Institutions –Public health
- 2.6.5 Application for registration for provision of **Consultancy related services** applicants will be further required to submit the following mandatory requirements;
1. Registration with IHRM and other relevant regulatory/professional bodies.
- 2.6.6 Application for registration for provision **Air ticketing services** applicants will be further required to submit the following mandatory requirements;
- 1) Registration with IATA and KATA
 - 2) Last two years Audited Accounts 2017 & 2018 where applicable 2019
 - 3) At least three (3) copies of LSO/contract for provision of brokerage insurance services in the last three (3) years
 - 4) At least three (3) copies of recommendation letters for provision of ticketing services in the last three (3) years
- 2.6.7 **Provision of insurance brokerage services** applicants will be further required to submit the following mandatory requirements;
- i. Current registration with IRA and Member of AIBK
 - ii. Last two years Audited Accounts 2017 & 2018 where applicable 2019
 - iii. At least three (3) copies of LSO/contract for provision of brokerage insurance services in the last three (3) years
 - iv. At least three (3) copies of recommendation letters for provision of brokerage insurance services in the last three (3) years
- 2.6.8 Application for registration for provision **Motor vehicle** related services/works applicants will be further required to submit the following mandatory requirements;
- 1) Registration with the State department of Public Works - Mechaical
 - 2) At least three (3) copies of LSO/contract for provision of brokerage insurance services in the last three (3) years
 - 3) At least three (3) copies of recommendation letters for provision of motor vehicle maintenance services in the last three (3) years

SECTION III- LETTER OF APPLICATION

Date

To

 (*name and address of the procuring entity*)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of _____ (*name of firm*) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the registration information provided, the undersigned hereby apply to be registered by yourselves as a supplier for the following contract(s) under (Registration No. and Registration name)

Registration number	Registration name
1.	
2.	
3.	

2. Attached to this letter are copies of original documents defining
 (a) the Applicant’s legal status
 (b) the principal place of business and
 (c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1

Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
- (a) bids by registered applicants will be subject to verification of all information submitted for registration at the time of bidding.
 - (b) Your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from registered bidders who meet the revised requirements; and
 - reject or accept any application, cancel the prequalification process, and reject all applications
 - (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them
1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
 2. We confirm that if we bid, that bid, as well as any resulting contract, will be:
 - (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

3. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

SECTION IV - STANDARD FORMS

Confidential Business Questionnaire Form - This form must be completed by the applicant and submitted with the registration documents.

Self-Declaration Form Anti-Corruption Declaration - This form must be completed by the applicant and submitted with the registration documents.

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:

Phone No:

Email address:

Nature of business:

Registration Certificate No:

AGPO registration certificate No:(Where applicable)

Nature of Business/Category of registration under AGPO registration:

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.

Part 2c) – 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 Applicant

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

SELF-DECLARATION FORM ANTI-CORRUPTION DECLARATION

We (insert the name of the company/supplier)..... declare and guarantees that no offer, gift or payment consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply a) The person shall be disqualified from entering into a contract for the procurement; or b) If a contract has already been entered into with the person, the contract shall be voidable at the option of KEFRI c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy that KEFRI may have to be taken including legal action

Name.....Signature.....Date.....

Company Seal/Business Stamp ANTI-FRAUDULENT PRACTICE DECLARATION We (insert the name of the company/supplier)..... declares and guarantees

that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding. Name..... Signature.....

Date..... Company Seal/Business Stamp NON-DEBARMENT

DECLARATION we (insert the name of the company/supplier)..... Declares and guarantees that no director or any

person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name.....Signature.....Date.....

Company Seal/Business Stamp