



**REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR 2020/2021 – 2021/2022 FINANCIAL YEARS**

**REF: TENDER NO. KFC/01/2020 – 2021**

**CATEGORY NO. ....**

**ITEM DESCRIPTION.....**

**Submission deadline :3<sup>rd</sup> September 2020 at 11.00 a. m**

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**TENDER REF. No. KFC/01/2020- 2021****TENDER NAME: REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR 2020/2021 – 2021/2022 FINANCIAL YEARS**

Kenya Forestry College (KFC) invites applications from interested and eligible bidders for the Prequalification/registration of suppliers/service providers for supply of goods and services, for the under listed categories of goods and services during the 2020/2021 and 2021/2022 financial years. **Each tender/registration document will be used to apply for one category as indicated below. For applicants applying for more than one category, they should apply using different registration/tender documents per category. Applying for multiple categories using one document is not allowed.**

**A) SUPPLY OF GOODS**

<b>CATEGORY NO</b>	<b>ITEM DESCRIPTION</b>	<b>TARGET GROUP</b>
A1	Supply and delivery of Vegetables and Fruits	Reserved
A2	Supply and delivery of Dry foods and Compo ration	Open
A3	Supply and delivery of Cereals e.g. Maize, Beans, Rice, Green grams, Maize flour etc.	Open
A4	Supply and delivery of Powder milk and Fresh milk	Open
A5	Supply and delivery of Bread and Other bread products	Open
A6	Supply and delivery of Meat on bones & Meat products	Open
A9	Supply and delivery of General Office stationery and Supplies	Reserved
A10	Supply and delivery of Computers, Printers and Photocopier consumables, Related accessories and Supplies	Reserved
A11	Supply and delivery of General office equipment	Reserved
A12	Supply and delivery of Audio Equipment, Public Address System and Related Equipment such as Microphones, Recorder, Control Units and radio communication gadgets and Accessories etc.	Open
A13	Supply and fitting of Motor vehicle spare tyres, tubes/Airbridge tyres, Batteries, Tyre repairs, Wheel alignment and balancing	Open
A14	Supply and Delivery of Sports uniforms, Footwear, Clothing, Linen, Equipment and Accessories	Open
A15	Supply and Delivery of Electrical items and Related accessories	Reserved
A16	Supply and Delivery of Hardware items and Related equipment	Open
A17	Supply and Delivery of Sanitary, Cleaning materials Detergents and Personal protective equipments	Open
A18	Supply and Delivery of Livestock and Agricultural inputs	Open
A19	Supply and Delivery of Computer, Laptops, Printers, Tablets and Related computer and printer accessories	Open

A20	Supply and Delivery of Tree nursery biodegradable tubes	Open
A21	Supply and Delivery of Daily newspapers	Open
A22	Supply and Delivery of Band equipments and Accessories	Open
A23	Supply and Delivery of Medical supplies and equipments	Open
A 24	Supply, Delivery, Installation and Commissioning of CCT cameras	Open
A25	Supply and delivery of Tentage and Camping equipments	Open
<b>B: PROVISION OF SERVICES</b>		
B1	Provision of Service and Maintenance of Computers, Printers, UPS, Related accessories and networks	Open
B2	Provision of Office refurbishment and furnishing e.g. Curtains and Carpet, Vertical blinds, Sheers, Window films etc.	Reserved
B3	Provision of Repair and Maintenance of Electrical appliance fittings (Relevant ERC Registration Required)	Open
B4	Provision of Printing services	Reserved
B5	Provision of Sanitary disposal services and Toilet bins	Open
B6	Provision of Tents and Chairs & Services	Reserved
B7	Provision of Students' insurance services	Open
B8	Provision of Motor vehicle repairs	Open
B7	Provision of Sewage exhaustion services	Open

Note: 1) Reserved group refers to Youth, Women and People Living with Disabilities (PLWD)

2) Current providers are required to re-apply.

Registration documents may be downloaded from the Kenya Forestry College website: [www.kenyaforestservice.org](http://www.kenyaforestservice.org). or from the Public Procurement Portal: [tenders.go.ke](http://tenders.go.ke) free of charge.

Completed registration documents in plain sealed envelopes clearly marked

**TENDER NO KFC/01/2020-2021“REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR 2020/2021 -2021/2022 FINANCIAL YEARS”**

Category No.....

Category Description.....

Should be addressed to:

The Principal

Kenya Forestry College

P.O. Box 8

Londiani

Tel. 020-2439901/0721-411352

Email: [college@kenyaforestservice.org](mailto:college@kenyaforestservice.org) and be deposited in the tender box located at the **Administration Block, Kenya Forestry College Londiani**, so as to be received on/or before **03.09.2020 at 11.00 A.M.** Tenders submitted later than the indicated closing date and time shall automatically be disqualified. Tenders will be opened immediately after the closing date and time in the presence of the tenderers or their representatives who choose to attend the opening at the Principal's Conference Hall.

**Principal**

**Kenya Forestry College**

## **PREQUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

Kenya Forestry College would like to invite interested candidate who must qualify by meeting the set criteria provided so as to perform the contract of supply and delivery /provision of goods and services to the College.

### **1.2 Reserved and Open categories**

Categories marked “reserved” have been specifically set aside for enterprises owned by the Youth, Women and Persons living with disabilities. Categories marked “Open” are accessible to all interested and competent suppliers.

### **1.3 Registration Objective**

The main objective is to have a standby list of qualified suppliers/Providers for various categories to supply and deliver assorted items and also provide services under relevant tenders / quotations/proposals as and when required during the period ending 30<sup>th</sup> June, 2022 (2 years).

### **1.4 Invitation of registration.**

Suppliers registered with Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their registration documents to the Principal, Kenya Forestry College so as to be registered for submission of quotations/proposals/tenders. Bids will be submitted in complete lots singly or in combination. The prospective suppliers/contractors are required to provide mandatory documents and other requirements for registration.

### **1.5 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions / Colleges of similar size and complexity. Potential suppliers/ contractors must demonstrate the willingness and commitment to meet the registration criteria.

### **1.6 Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers/providers. In order to be considered for pre-qualification, prospective suppliers/providers must submit all the information herein requested.

### **1.7 Submission of Registration Document**

**One original** copy of the completed registration data and other requested information shall be submitted to reach:

**The Principal  
Kenya Forestry College  
P.O Box 8  
Londiani  
Email :college@kenyaforestservice.org  
Not later than 11.00 A.M. on 03.09.2020**

### **1.8 Questions arising from Documents**

Questions that may arise from the Registration documents should be directed to the Principal Kenya Forestry College whose address is in part 1.7 above.

### **1.9 Additional Information**

The Principal Kenya Forestry College reserves the right to request submission of additional information from prospective bidders.

- 1.10 Request for quotations/proposals will be made available only to those bidders whose qualifications are accepted by Kenya Forestry College after scoring a minimum of 75 % points after the completion of the registration process.

## **2 BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on imported materials**

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is / are donor funded. (Where taxes are paid by the Government). The suppliers should also be i-tax compliant.

### **2.2 Customs clearance**

The contractors shall be responsible for custom clearance of their imported goods and materials.

### **2.3 Contract Price**

The contract price shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Clients Accounting Officer. Prices quoted should be inclusive of all delivery charges.

### **2.4 Payments**

All local purchase/service orders shall be **on credit of a minimum of thirty (30) days** or as may be stipulated in the Contract Agreement.

## **3.0 PREQUALIFICATION DATA INSTRUCTIONS**

### **3.1 Prequalification Data forms**

The attached questionnaire forms R-1, R-2, R-3, R-4, R-5, R-6, R-7,

- R-8, are to be completed by prospective suppliers/contractors who wish to be registered for submission of specific tenders/RFQs.
- 3.1.1** The pre-qualification 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.
- 3.2 Qualification**
- 3.2.1** It is understood and agreed that the registration data on prospective bidders is to be used by the Kenya Forestry College in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respective to the Tender Category as described by the client.
- 3.2.2** Prospective bidders will not be considered qualified unless in the judgment of Kenya Forestry College they possess **capability, experience, qualified personnel, availability and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/ services.**
- 3.3 Essential Criteria for Prequalification**
- 3.3.1** (a) Experience: Prospective suppliers should have at least three years experience in the supply of goods/service/works. They should demonstrate competence, willingness and capacity to service the contract. AGPO groups are exempt from this requirement.
- (b) Prospective supplier requires special experience and capacity to organize supply and delivery of items, or services at short notice.
- (c) KFC reserves the right to request additional qualification information at the tender/quotation stage to suit particular procurement.
- 3.3.2 Personnel**
- The Supplier/Contractors shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. C.Vs of key personnel or individual or group to execute the contract must be indicated in R-3.
- 3.3.3 Financial Condition**
- The supplier's financial position will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding supplier's/contractor's credit position. Potential suppliers/ contractors will be registered on the basis of satisfactory information given.
- 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 filled/ provided in part II. However, potential bidders should provide evidence of financial capability to execute the contract.
- 3.3.4 Past Performance (exempted for AGPO registered firms)**
- Past performance will be given due consideration in registration of suppliers. Letter of reference from past clients should be included in part V.
- 3.4 Statement**

Application must include a sworn statement in R-8 by the supplier ensuring accuracy of the information given.

**3.5 Withdrawal of Registration**

Should a condition arise between the time of registration exercise and the opening date which in the opinion of the client /corporation could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, KFC reserves the right to reject the registration document from such an applicant even though he was initially registered. ALL applicant must show evidence of a fixed premise, must be registered in Kenya and operating from the region with the relevant business licenses.

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

**3.6.1** The firm must show proof that it has paid all statutory obligations and have **current Tax Compliance Certificate** from Kenya Revenue Authority.

**4. Pre-qualification evaluation criteria**

**(a)Mandatory requirements**

	<b>Requirements</b>	<b>Score</b>
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Valid certificate of registration with Treasury for AGPO registered firms	Mandatory
3	Copy of Valid Tax Compliance Certificate	Mandatory
4	Firms seeking prequalification for repair of motor vehicles must be registered with the Ministry of Transport and Infrastructure	Mandatory
5	Firms seeking prequalification for supply of food related items must have the relevant licenses from the County.	Mandatory
6	Suppliers of biodegradable seedling tubes to provide current license from NEMA.	Mandatory
7	Single Business Permit from relevant County or certificate/letter of exemption for professional services	Mandatory
8	Evidence of physical registered office-Attach a utility bill e. g electricity/water bill etc or tenancy agreement (AGPO registered firms exempted).	Mandatory



<b>(b) Technical Evaluation Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
1. Registration Document	R-1	30
2. Pre-qualification Data	R-2	10
3. Supervisory Personnel	R-3	10
*4. Financial Position	R-4	20
5. Confidential report	R-5	5
*6. Past experience	R-6	20
7. Litigation History	R-7	5
8. Sworn statement	R-8	-
	<b>TOTAL</b>	<b>100</b>

- N.B**
- 1. The minimum score to be registered shall be 75 points. Applicants who will not meet this minimum score shall not be registered?**
  - 2. AGPO registered firms will be evaluated differently. Provision of information under R-1, R-2, R-5, R-7, and R-8 shall be sufficient for registration in this category. However, they must attach a valid AGPO registration certificate from Ministry of Finance and planning.**

## **Form PQ 1 – PREQUALIFICATION DOCUMENTS (Mandatory)**

**All firms should provide copies of the following: -**

1. Copies of certificate of Registration/Partnership deed/business registration
  2. Copy of VAT Registration Certificate, Tax Compliance certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).
  3. Copies of PIN certificate of Firm/ Company/ Individual.
  4. Copy of current trade license.
  5. Copies of relevant and current registration certificates/permits/licenses specific to your line of business from applicable bodies' e. g Ministry of public works (Repair of vehicles), CCK (Communication equipment), Pest Control Board (Fumigation & pest control), Food handling certificate and other relevant certificates.
  6. Current letters of recommendation from previous organizations served. AGPO firms are exempted from this requirement.
  7. Where registration of service is mandatory, the firm must attach evidence of valid registration certificate with relevant professional bodies/Authorities.
  10. Must have fixed Business premises with contact person and telephone Number (attach utility bill or tenancy agreement)
- (30 points)**

**FORM R-2**

**- SUPPLIER PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

**1.** We.....hereby apply for registration as  
supplier(s)/service providers  
(Name of Company/Firm)

for.....  
(Item Description e,g supply of general office stationery)  
.....  
(Category No. e.g A1)

P.O. Box..... Code.....

Town.....

Street.....

Name of building.....

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

Telephone Nos.....

Email  
address(Must).....

Full Name of applicant.....

Other Branches location.....

**2. Organization & Business Information**

Management Personnel .....

President (Chief Executive).....

Secretary.....

General Manager.....

Treasurer.....

Other.....

Partnership (if applicable)  
Name of partners

3. Business founded or incorporated.....
4. Under present management since.....
5. Net Worth equivalent Kshs. ....
6. Bank reference and Address.....  
.....
7. Bonding Company reference and Address.....
8. Enclose Copy of organization chart of the firm indicating the main fields of activities.....  
.....
9. State any technological innovations or specific attributes which distinguish you from other competitors.....  
.....  
.....
10. Indicate terms of trade /sale.....

**(10 points)**

**R-3 SUPERVISORY PERSONNEL**

**Name**.....

**Age**.....

**Academic Qualification**.....

.....

**Professional Qualification**.....

.....

**Length of service with Contractor or supplier and position** .....

.....

**(Attach copies of certificates of key personnel in the Organization)**

**(10 points)**

**R-4 - FINANCIAL POSITION AND TERMS OF TRADE**

(1) Attach a copy of firm's two certified financial statement giving summary of assets and current liabilities/ or any other financial support.

(2) Attach letters of reference from the bankers regarding supplier's credit position.

**(20 points)**

**R-5-CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part I 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 1- General: Business Name..... Location of business premises..... Plot No. .... Postal Address..... Nature of Business..... Current Trade Licence No. .... Maximum value of business which you can handle at any one time : Kshs..... Name of your bankers.....
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	Part 2 sole proprietor Your Name in full ..... Nationality..... * Citizenship details.....																														
	Part 2 (b) Partnership Given details of partners as follows: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr><td>1.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>5.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....	5.	.....	.....	.....	.....
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	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:- <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr><td>1.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>5.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....	5.	.....	.....	.....	.....
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5.	.....	.....	.....	.....																											
Date..... Signature of Candidate.....																															

- If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

**(10 Points)**

**FORM R-6 - PAST EXPERIENCE**  
**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS**  
**NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ ORDERS**

- (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 (date) .....
- (Attach documentary evidence of existence of contract)

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 (date) .....
- (Attach documentary evidence of existence of contract)

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 (date) .....
- (Attach documentary evidence of existence of contract)

4. Others .....

(Please note that documentary evidence could be in form of **L.P.O's, L.S.O's, Copies of payment vouchers e.t.c**).  
NB: Kenya Forestry College conduct due diligence to verify the above information

**(10 points)**

**FORM R-7**

**- LITIGATION HISTORY**

Name of Contract Supplier

Contractors / Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. Applicants should however indicate if no such litigation.

<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, KSHS. EQUIVALENT)</b>

**(10 points)**



**FORM R- 8**

**- SWORN STATEMENT**

Having studied the pre-qualification information for the above subject we/ I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered we acknowledge that this grants 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 document to follow.
- c. We have enclosed all the required documents and information for registration.
- d. We have not been debarred from participating in Public Procurement in Kenya.

**Date**.....

**Applicants Name**.....

**Represented by**.....

**Signature**.....

**(Full name and designation of the person signing and stamp or seal.)**