



AGRICULTURE AND FOOD AUTHORITY

**BI-ANNUAL REGISTRATION/LISTING OF SUPPLIERS
FOR SUPPLY/PROVISION OF GOODS
SERVICES AND WORKS**

TENDER NO. AFA/REG/01/2018-2019

TENDERER'S NAME:

CATEGORY NO :

CATEGORY NAME:.....

Closing/Opening date: Wednesday, 26th September, 2018 at 10.00 a.m

Table of Contents

INVITATION FOR REGISTRATION.....	2
SUPPLY OF GOODS /SERVICES.....	2
The categories of registration;.....	3
REGISTRATION INSTRUCTIONS	5
1.1 Introduction.....	5
1.2 Registration Objective.....	5
1.3 Invitation to Registration.....	5
1.4 Experience	5
1.5 Registration Document	5
1.7 Distribution to registration Documents	5
1.8 Questions Arising from Documents	6
1.9 Additional Information	6
2.BRIEF CONTRACT REGULATIONS/GUIDELINES	6
2.1 Taxes on Imported Materials.....	6
2.2 Customs Clearance.....	6
2.3 Contract Price.....	6
2.4 Payments	6
3. REGISTRATION DATA INSTRUCTIONS	7
3.1 Registration data forms	7
3.2 Qualification.....	7
3.4 Statement	7
3.5 Withdrawal from Prequalification	7
FORM REG-1 – GENERAL MANDATORY REQUIREMENTS.....	8
SPECIFIC REQUIREMENTS FOR THE VARIOUS CATEGORIES OF REGISTRATION	8
MANDATORY FORMS.....	10
FORM REQ - 2 - REGISTRATION DATA	11
FORM REG-3: CONFIDENTIAL BUSINESS QUESTIONNAIRE.....	13
FORM REG-4 PAST EXPERIENCE.....	15
FORM REG-5 LITIGATION HISTORY	16
FORM REG - 6 SWORN STATEMENT	17



AGRICULTURE AND FOOD AUTHORITY

INVITATION FOR REGISTRATION

REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS SERVICES AND WORKS

REGISTRATION NO: AFA/REG/1/2018 - 2019

Date: 11th September, 2018

Tenders are invited for registration of suppliers from interested and eligible bidders for the supply/provision of the listed categories of goods, works and services.

SUPPLY OF GOODS /SERVICES

Interested eligible candidates may obtain detailed information from and inspect the registration documents at Tea House, Naivasha Road off Ngong road, Nairobi, Procurement Department 2nd Floor during normal working hours.

A complete set of tender documents may be downloaded by interested candidates free of charge at <http://www.afa.go.ke> and those who have downloaded the document from the website **must forward their particulars immediately for recording and any further clarifications and addenda to procurement@afa.go.ke.**

Duly completed Registration Documents in plain sealed envelopes clearly marked "Registration NO:"

Category Applied for For the supply of" should be addressed to:

and be deposited in the Tender Box located on the Ground Floor Agriculture and Food Authority, Tea House, Naivasha Road off Ngong Road so as to be received on or before; **Wednesday, 26th September, 2018 at 10.00 a.m**

Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend, in the Ground Floor Conference Room on **Wednesday, 26th September, 2018 at 10.00 a.m.**

The categories of registration;

NO	REGISTRATION NUMBER	CATEGORY NAME	ELIGIBLE SUPPLIERS.
1	AFA/REG/01/2018-2019	General Office Stationery e.g photocopying papers, box files, spring files, glue sticks, tissue papers, staplers, Paper punch	Reserved for Youth, Women and PWD's owned Enterprises
2	AFA/REG/02/2018-2019	Design, branding and printing of promotional materials calendars/diaries, caps, banners, posters, pens, flash disks brochures.	Reserved for Youth, Women and PWD's owned Enterprises
3	AFA/REG/03/2018-2019	Supply of computer, printers, accessories, and computer consumables e.g tonners.	Reserved for Youth, Women and PWD's owned Enterprises
4	AFA/REG/04/2018-2019	Supply and Delivery of Newspapers	Reserved for Youth, Women and PWD's owned Enterprises
5	AFA/REG/05/2018-2019	Supply and delivery of mobile phone airtime	Reserved to PWD's owned Enterprises
6	AFA/REG/06/2018-2019	Supply and delivery of Fresh flowers	Reserved for Youth, Women and PWD's owned Enterprises
7	AFA/REG/07/2018-2019	Supply of computer software and antivirus licenses	Reserved for Youth, Women and PWD's owned Enterprises
8	AFA/REG/08/2018-2019	Supply of Staff uniform and Corporate wear e.g T-Shirts, Shirts, blouses, Aprons Dustcoats etc.	Reserved for Youth, Women and PWD's owned Enterprises
9	AFA/REG/09/2018-2019	Maintenance, Repair and Servicing of Computers, Servers, Printers, Pabx, Voip, Lan, Wan, Online Backup and Firewall	Reserved for Youth, Women and PWD's owned Enterprises
10	AFA/REG/10/2018-2019	Contracts for small works- Building repairs, electrical works, repair of office furniture	Reserved for Youth, Women and PWD's owned Enterprises
11	AFA/REG/11/2018-2019	Provision of Air ticketing	Reserved for Youth, Women and PWD's owned Enterprises
12	AFA/REG/12/2018-2019	Provision of Pest Control and fumigation services	Reserved for Youth, Women and PWD's owned Enterprises

13	AFA/REG/13/2018-2019	Supply of office furniture and fittings	Reserved for Youth, Women and PWD's owned Enterprises
14	AFA/REG/14/2018-2019	Provision of catering services	Reserved for Youth, Women and PWD's owned Enterprises
15	AFA/REG/15/2018-2019	Servicing and Maintenance of Photocopying Machines	Reserved for Youth, Women and PWD's owned Enterprises
16	AFA/REG/16/2018-2019	Supply and Delivery of Electrical Items	Reserved for Youth, Women and PWD's owned Enterprises
17	AFA/REG/17/2018-2019	Provision of Event Organizers	Reserved for Youth, Women and PWD's owned Enterprises
18	AFA/PRQ/18/2018-2019	Servicing and Maintenance of Lifts	OPEN
19	AFA/PRQ/19/2018-2019	Provision of Documentary production services	OPEN
20	AFA/PRQ/20/2018-2019	Servicing and Maintenance of firefighting Equipment fire drills and safety audit	OPEN
21	AFA/PRQ/21/2018-2019	Servicing and Maintenance of Generators	OPEN
22	AFA/PRQ/22/2018-2019	Inspection and calibration services	OPEN
23	AFA/PRQ/23/2018-2019	Servicing Repair and maintenance of Motor Vehicle and Motor cycles	OPEN
24	AFA/PRQ/24/2018-2019	Supply of 18.5 ltr drinking water and Leasing of the Dispenser	OPEN

INTERIM DIRECTOR GENERAL

REGISTRATION INSTRUCTIONS

1.1 Introduction

The Agriculture and Food Authority would like to invite interested candidates who must qualify by meeting the set criteria as provided by in the registration document to perform the contract of supply and delivery or provision of goods services and works to the Authority as and when required

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Authority as and when required.

1.3 Invitation to Registration

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their Registration documents to THE INTERIM DIRECTOR GENERAL, AGRICULTURE AND FOOD AUTHORITY so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for registration.

1.4 Experience

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

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.7 Distribution to registration Documents

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

**The Interim Director General, Agriculture and Food Authority P. O. Box
37962 - 00100 NAIROBI
Tel: 0722200556/0734600994**

NOT LATER THAN WEDNESDAY 26TH SEPTEMBER, 2018 AT 10.00 A.M.

1.8 Questions Arising from Documents

Questions that may arise from the Registration documents should be directed to the Interim Director General, The Agriculture and Food Authority whose address is given in par 1.7

1.9 Additional Information

The Government reserves the right to request submission of additional information from prospective bidders.

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.

2.2 Customs Clearance

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

2.3 Contract Price

The contract 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 client's Accounting Officer. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

All local purchase shall be **ON CREDIT OF A MINIMUM OF THIRTY (30) DAYS** or as it may be stipulated in the Contract Agreement.

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

3.1.1 The attached questionnaire forms REG-1, REG-2, REG-3, REG-4, REG-5, and REG-6 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific category.

3.1.2 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.

3.2 Qualification

3.2.1 It is understood and agreed that the Registration data on prospective bidders is to be used by Authority in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the Authority that they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods, services and Works.

3.3 Past Performance

Past performance/ experience will NOT be considered for categories for Reserved for Youth, Women and PWD's owned Enterprises

3.4 Statement

Application must include a sworn statement Form REG-6 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal from Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/Government 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, the Government reserves the right to reject the tender from such a bidder even though he was initially Registered.

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 its statutory obligations and have current Tax compliance certificate

FORM REG-1 – GENERAL MANDATORY REQUIREMENTS

All firms must Submit; The following General Mandatory Requirements.

No	Requirements
MR 1	Submit valid the company's Certificate of Incorporation -Limited or Business name
MR 2	Submit copy of the company's valid Tax Compliance certificate
MR 3	Submit Copy of Pin Certificate of firm/company/individual
MR 4	Submit Valid Business Permit – County Government Business Permit
MR 5	Submit Valid AGPO Certificate (Applicable to reserved category only)
MR 6	Submit a completed company's profile using the Confidential Business Questionnaire provided in this Registration document.
MR 7	Submit Valid CR 12 Certificate
MR 8	All forms that required the suppliers signature-must also be stamped

SPECIFIC REQUIREMENTS FOR THE VARIOUS CATEGORIES OF REGISTRATION

SPECIFIC REQUIREMENTS FOR THE VARIOUS CATEGORIES OF REGISTRATION		
Categories	Category Name	Mandatory requirements
AFA/REG/10/2018-2019	Contracts for small works- Building repairs, electrical works, repair of office furniture	Submit Valid NCA registration Certificate
AFA/REG/11/2018-2019	Provision of Travel and Air Ticketing Services	Submit a valid accreditation certificate from IATA
AFA/REG/05/2018-2019	Supply and delivery of mobile phone airtime	Submit a valid registration as a dealer with Safaricom or any other service provider
AFA/REG/12/2018-2019	Provision of Pest Control and fumigation services	Submit Certificate of Registration from Pest Control
AFA/REG/16/2018-2019	Servicing and Maintenance of Lifts	Submit A2 and A1 Certificate of registration From ERC and NCA

AFA/PRQ/02/2018-2019	Provision of Documentary production services	Submit relevant certificate from CA or equivalent
AFA/PRQ/03/2018-2019	Servicing and Maintenance of firefighting Equipment fire drills and safety audit	Submit registration certificate from fire prevention and safety measures
AFA/PRQ/04/2018-2019	Servicing and Maintenance of Generators	Submit certificate from ERC and NCA
AFA/PRQ/05/2018-2019	Provision of Inspection and calibration services—Weights, Scales, Balances and Thermometers	Submit Certificate of Weight and Measures –Ministry of Trade and Industry
AFA/PRQ/06/2018-2019	Servicing Repair and maintenance of Motor Vehicle and Motor cycle	Submit Certificate of registration from the State Department of Infrastructure – Ministry of Transport, Infrastructure, Housing & Urban Development.
AFA/PRQ/07/2018-2019	Supply of 18.5 ltr drinking water and Dispenser	Submit the necessary registration from the Public health

MANDATORY FORMS

S/NO	FORM NO:	FORM DESCRIPTION	ELIGIBLE TO FILL
1	FORM REG - 2	REGISTRATION DATA	To be filled by all suppliers applying for registration
2	FORM REG - 3	CONFIDENTIAL BUSINESS QUESTIONNAIRE	To be filled by all suppliers applying for registration
3	FORM REG - 4	PAST EXPERIENCE	To be filled by Suppliers applying to be registered under the following categories: <ol style="list-style-type: none"> 1. Provision of Air ticketing services 2. Provision of Pest Control and fumigation services 3. Servicing and Maintenance of Lifts 4. Servicing and Maintenance of firefighting Equipment fire drills and safety audit 5. Servicing and Maintenance of Generators 6. Provision of Inspection and calibration services—Weights, Scales, Balances and Thermometers 7. Servicing Repair and maintenance of Motor Vehicle and Motor cycle
4	FORM REG - 5	LITIGATION HISTORY	To be filled by all suppliers applying for registration
5	FORM REG - 6	SWORN STATEMENT	To be filled by all suppliers applying for registration

Failure to produce these certificates and filling the forms will lead to automatic disqualification of the candidate. Evaluation shall be on a Yes / No System.

FORM REQ - 2 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

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

of
(Item Description)

.....
(Category No.)

Post Office Address

Town

Street.....

Name of building

Room/Office No. Floor No.

Telephone Nos.....

Full Name of applicant

Other branches location

2. Organization & Business Information

Management Personnel

Chief Executive.....

Secretary

General Manager

Treasurer

Other
.....

Partnership (if applicable)

Names 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 your competitors

Indicate terms of trade/sale

FORM REG-3: 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

<p><i>Part I- General :</i></p> <p>Business Name</p> <p>Location of business premises.....</p> <p>Plot No. Street/Road.....</p> <p>Postal Address.....Tel. No.....</p> <p>Nature of business.....</p> <p>Current Trade License No.....Expiring date.....</p> <p>Maximum value of business which you can handle at any one time: K£.....</p> <p>Name of your bankers.....Branch</p>																	
<p>·</p>	<p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																
<p>·</p>	<p><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Name</i></th> <th style="text-align: left;"><i>Nationality</i></th> <th style="text-align: left;"><i>Citizenship Details</i></th> <th style="text-align: left;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.....</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.....				2.....				3.....			
<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>														
1.....																	
2.....																	
3.....																	

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal K£.....

Issued K£.....

Given details of all directors as follows:-

Name	Nationality	Citizenship Details	Shares
-------------	--------------------	----------------------------	---------------

1.
----	-------	-------	-------

2.
----	-------	-------	-------

3.
----	-------	-------	-------

4.
----	-------	-------	-------

5.
----	-------	-------	-------

DateSignature of
Candidate.....

*if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

FORM REG-4 PAST EXPERIENCE (Youth, Women and PWD's owned Enterprises are excepted from filling this form)

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS SUPPLIED

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 (date)
(Attach documental evidence of existence of contract –LPO/LSO/Contract)

2. Name of 2nd Client (organization)
 - i) Name of Client (organization)
 - ii) ii) Address of Client (organization)
 - iii) vii) Name of Contact Person at the client (organization)
 - iv) viii) Telephone No. of Client
 - v) ix) Value of Contract
 - vi) x) Duration of Contract (date)
(Attach documental evidence of existence of contract - LPO/LSO/Contract)

3. Name of 3rd 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 documental evidence of existence of contract - LPO/LSO/Contract)

FORM REG-5 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 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)

FORM REG - 6 SWORN STATEMENT

Having studied the REGISTRATION information for the above project 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 documents as and when required.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the REGISTRATION made.
- d. We enclose all the required documents and information required for the REGISTRATION evaluation.

Date

Applicant's Name

Represented by

Signature

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