

KENYA FORESTRY RESEARCH INSTITUTE



TENDER NO: KEFRI/RGT/CONTS/2022-2024

**TENDER NAME: CONTINUOUS REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS, CONTRACTORS
AND CONSULTANTS FOR VARIOUS CATEGORIES OF GOODS, WORKS AND SERVICES**

RELEASE DATE: 16TH JANUARY, 2023

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I. Invitation for Registration

1. 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; Socio-Economics Policy and Governance and Technical Support Services. KEFRI is ISO 140001:2004 certified on Environmental Management System.
2. KEFRI in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015 invites applications for continuous registration of suppliers from interested and qualified candidates for supply of various Goods, Works and Services. Already registered suppliers need not re-apply.
3. Applicants should; have legal capacity to enter into a contract; not be insolvent, in receivership, bankrupt or in the process of being wound up; satisfy all the professional requirements for a regulated profession; not be debarred from participating in procurement proceedings; have fulfilled tax obligations; not have been convicted of corrupt or fraudulent practices; and not be guilty of any serious violation of fair employment laws and practices.
4. Eligible and interested applicants may obtain further information and inspect the request for registration documents during office hours, Monday –Friday between 9:00am to 4:00pm except for public holidays at the address given below;
**Kenya Forestry Research Institute Headquarters,
Muguga, off Nairobi – Naivasha Road,
Supply Chain Management Division
P.O Box 20412-00200, Nairobi**
5. Registration document may be viewed and downloaded for free from the website www.kefri.org/tenders or public procurement information portal, www.tenders.go.ke.
6. Applications for registration should be submitted by postal service, or hand/courier delivery, clearly marked “**CONTINUOUS REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS, CONTRACTORS AND CONSULTANTS FOR VARIOUS CATEGORIES OF GOODS, WORKS AND SERVICES**” and delivered to the Supply Chain Management Offices – KEFRI Headquarters, Muguga, or delivered to our various Eco-Regional and Sub-Regional Offices Procurement Offices between 8.30am and 4.30pm, Monday – Friday.

Designation: Manager-Supply Chain Management
For: DIRECTOR-KEFRI

II. Instructions to Candidates

Interested applicants will be required to submit the following mandatory documents and forms;

No.	Requirement	Attached (Yes/No)	Page Attached
1.	Certificate of Business Registration		
2.	Copy of Company's CR 12/CR 13 where applicable		
3.	Valid Tax Compliance Certificate		
4.	Copy of current Trade License/Business Permit from County Government or exemption therefrom		
5.	Business/company profile		
6.	Duly completed, stamped and signed confidential business questionnaire		
7.	Duly completed, stamped and Self Declaration Forms – Form SD1		
8.	Duly completed, stamped and Self Declaration Forms – Form SD 2		
9.	Duly completed, stamped and signed Declaration and commitment to the code of ethics		
10.	A valid AGPO Registration Certificate (current) for AGPO registered firms (indicate Not Applicable if not registered)		

Bidders who meet all the mandatory requirements will be required to tick/select the categories they are interested in. Bidders are expected to meet submit additional documentation for select categories as indicated the table below;

Registration Category	Description	Additional Requirements	Category to be Registered (✓)
PROVISION OF INSURANCE BROKERAGE SERVICES			
KEFRI/RG/ 01/2022 - 2024	Provision of Insurance brokerage services	A valid membership with Association of Insurance Brokers A valid certificate from Insurance Regulatory Authority (IRA)	
PROVISION OF LABORATORY AND CLINICAL ITEMS			
KEFRI/RG/02/2022 - 2024	Supply and delivery of laboratory reagents and chemicals	A valid license from Pharmacy and Poisons Board (PPB)	
KEFRI/RG/03/2022 - 2024	Supply and delivery of clinical drugs and dressings		
KEFRI/RG/04/2022 - 2024	Supply and delivery of scientific laboratory and clinical equipment		
KEFRI/RG/05/2022 - 2024	Provision of laboratory equipment and glassware		
ICT RELATED ITEMS/SERVICES			
KEFRI/RG/06/2022 - 2024	Supply, Delivery, Installation, Maintenance and Repair of System and Application Software	A relevant and valid certificate	

Registration Category	Description	Additional Requirements	Category to be Registered (✓)
KEFRI/RG/07/2022 - 2024	Supply, Delivery, Installation, Maintenance and Repair of Information Security Systems (Firewalls, Antivirus and all related systems)	for accreditation by ICTA	
KEFRI/RG/08/2022 - 2024	Supply, Delivery, Installation, Maintenance and Repair of ICT Networks (Layer 2&3 etc)		
KEFRI/RG/09/2022 - 2024	Supply and delivery of computers, printers, UPS, Scanners and Tablets		
KEFRI/RG/010/2022 - 2024	Supply, Delivery, Installation and Commissioning of Video Collaboration Solution		
KEFRI/RG/011/2022 - 2024	Provision of repair, maintenance and servicing of ICT related items – computers, printers, UPS etc		
KEFRI/RG/012/2022 - 2024	Provision of Repair, Maintenance and Servicing of Wide Area Network (WAN) and Local Area Network (LAN)		
FURNITURE			
KEFRI/RG/013/2022 - 2024	Supply and Delivery of Furniture and fittings		
PROVISION OF SMALL WORKS AND MAINTENANCE OF LABORATORY EQUIPMENT			
KEFRI/RG/014/2022 - 2024	Provision of small works services (Repairs, partitioning, renovation and painting services) – Builders Works	Relevant valid certificate and practicing license from National Construction Authority - NCA 8 and above	
KEFRI/RG/015/2022 - 2024	Provision of small works services - Mechanical Works – all categories e.g. <ul style="list-style-type: none"> i. Laboratory installation and fume cupboards ii. Laboratory Equipment iii. Cold-rooms iv. Refrigeration v. Air Conditioning and Ventilations vi. Kitchen and Laundry Equipment and refuse disposal system vii. Fire Engineering Services E.t.c	Valid EPRA license for Electrical Works	
KEFRI/RG/016/2022 - 2024	Provision of small works services – Electrical Works – all categories e.g. <ul style="list-style-type: none"> i. Electronic – Telecommunication PABX, intercoms and telecom wiring ii. Electronic Security Surveillance Systems – CCTV e.t.c iii. Compressed Air – Hydraulic Lp and Mechanical Gas Installation E.t.c		
KEFRI/RG/017/2022 - 2024	Supply, Delivery, Maintenance, Repair and Servicing of generators		
KEFRI/RG/018/2022 - 2024	Supply, Delivery, Maintenance, Repair and servicing of cold rooms & refrigerators		
MOTOR VEHICLE RELATED SUPPLIES			
KEFRI/RG/019/2022 – 2024	Provision of motor vehicle repairs and maintenance services (Provide certificate for Ministry of Public Works approved garages)		
KEFRI/RG/020/2022 – 2024	Supply, Delivery of Motor Vehicle Batteries, Tyres, Tubes ,Rims & Wheel Alignment And Balancing		

Registration Category	Description	Additional Requirements	Category to be Registered (✓)
KEFRI/RG/021/2022 – 2024	Provision of Spray Painting and branding of Motor vehicles with KEFRI Corporate colors		
KEFRI/RG/022/2022 - 2024	Provision of Motor Vehicle Valuation Services		
FOOD STUFF AND KITCHEN EQUIPMENTS & UTENSILS			
KEFRI/RG/023/2022 - 2024	Supply and delivery of fresh green Vegetables and fresh meat, chicken, fish, poultry, pork & meat sausages.		
KEFRI/RG/024/2022 - 2024	Supply and delivery of beverages, cooking oil, cereals and Dry Food stuff		
KEFRI/RG/025/2022 – 2024	Supply and delivery of fruits and fresh fruit juices		
KEFRI/RG/026/2022 – 2024	Supply and delivery of Fresh Milk and Milk Products		
KEFRI/RG/027/2022 – 2024	Supply and delivery of Cutlery & kitchen equipment.		
COMPUTER CONSUMABLES, GENERAL AND PRINT STATIONERY			
KEFRI/RG/028/2022 – 2024	Supply and delivery of assorted office stationery		
KEFRI/RG/029/2022 – 2024	Supply and delivery of printer cartridges, ribbons and toners.		
KEFRI/RG/030/2022 – 2024	Provision of printing and publishing services		
TICKETING SERVICES			
KEFRI/RG/031/2022 – 2024	Provision of travel and air ticketing services	A valid license with IATA and KATA	
PROCUREMENT OF SEEDS AND RELATED ITEMS			
KEFRI/RG/032/2022 – 2024	Supply and delivery of seeds and seedlings.		
KEFRI/RG/033/2022 – 2024	Supply and delivery of potting tubes.		
EVENT & PROMOTIONAL MATERIALS			
KEFRI/RG/034/2022 – 2024	Supply and delivery of staff uniforms, linen and protective clothing/equipment.		
KEFRI/RG/035/2022 – 2024	Supply and delivery of promotional Materials: Caps, T-Shirts, Umbrellas, Flyers, Posters, banners & Giveaways		
KEFRI/RG/036/2022 – 2024	Provision of outdoor event Services Tents, Chairs, Flowers & Related Equipment		
CONSULTANCY/SERVICES			
KEFRI/RG/037/2022 – 2024	Provision of Environmental Management Consultancy Services	Must be registered with relevant professional bodies.	
KEFRI/RG/038/2022 – 2024	Collection of hazardous materials, used oil, plastics and waste papers – must be registered with NEMA		
KEFRI/RG/039/2022 – 2024	Provision of Human Resource Consultancy Services e.g. recruitment		
KEFRI/RG/040/2022 – 2024	Provision of Scientific Research Based Consultancy Services		
KEFRI/RG/041/2022 –	Provision of surveys e.g. employee satisfaction,		

Registration Category	Description	Additional Requirements	Category to be Registered (✓)
2024	customer satisfaction, etc		
KEFRI/RG/042/2022 – 2024	Provision of ISO audits		
KEFRI/RG/043/2022 – 2024	Provision of Asset Valuation Services		
OTHER GOODS			
KEFRI/RG/044/2022 – 2024	Supply and delivery of Hardware Materials – Plumbing materials, timber, building sand, cement, ballast and hardcore.		
KEFRI/RG/045/2022 – 2024	Supply and delivery of General Electrical Materials		
KEFRI/RG/046/2022 – 2024	Supply of Newspapers and Periodicals		
KEFRI/RG/047/2022 – 2024	Supply of Calling & Scratch cards		
KEFRI/RG/048/2022 – 2024	Provision of Occupational Health, Safety and Environment Services	Must be registered with relevant professional bodies.	
KEFRI/RG/049/2022 – 2024	Supply, delivery, Maintenance & servicing of fire-fighting equipment and training		
OTHER SERVICES			
KEFRI/RG/050/2022 – 2024	Auctioneering services		
KEFRI/RG/051/2022 – 2024	Provision of conference facilities, hotel and accommodation.		
KEFRI/RG/052/2022 – 2024	Provision of Cleaning accessories, Fumigation, sanitary services, Office toiletries, detergents and Recycling services.		
KEFRI/RG/053/2022 - 24	Supply and Delivery of Beehives		
KEFRI/RG/054/2022 - 2024	Printing of Journals		
KEFRI/RG/055/2022 - 2024	Any other category (indicate)		

III. Standard Forms

Tenderer’s Eligibility- Confidential Business Questionnaire Form

a) Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

A. Tenderer’s details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country: 2. City: 3. Location: 4. Building: 5. Floor: 6. Postal Address: 7. Name and email of contact person:
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	

General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full _____

Age _____ Nationality _____

Country of Origin _____ Citizenship _____

c) Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

(d) Registered Company, provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

(e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

(i) Are there any person/persons in(*Name of Procuring Entity*)who has an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

No.	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

(ii) Conflict of interest disclosure

No.	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a		

No.	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

(f) Certification

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name:

Title or Designation:.....

(Signature)

(Date)

Self-declaration Forms
Form SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,of Post Office Box.....being a resident of.....in the Republic of.....do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (*insert name of the Company*) who is a Bidder in respect of **Tender No.** for..... (*insert tender title/description*) for..... (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

Form SD2

Self-Declaration That the Person/Tenderer Will Not Engage in Any Corrupt or Fraudulent Practice

I, of P.O. Box.....being a resident of.....in the Republic ofdo hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.**for..... (*Insert tender title/description*) for..... (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(*insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp

Declaration and Commitment to the Code of Ethics

I.....(Person) on behalf of (*Name of the Business/ Company/Firm*).....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....

Telephone.....

Email.....

Name of the Firm/ Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness Name.....

Sign.....

Date.....