



KENYA FORESTRY RESEARCH INSTITUTE (KEFRI)
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TENDER NO.: KEFRI/REG/2024 - 2026

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

RELEASE DATE: MONDAY 19th AUGUST 2024
CLOSING DATE: TUESDAY 10th SEPTEMBER 2024

TIME: 11:30 AM

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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, Health and Tree Improvement (FPHTI); Forest Biodiversity, Climate Change, and Environment Management (FBCCEM); Forest Products and Entrepreneurship Development (FPED); Socioeconomics, Policy and Governance (SPG) and Forest Research Support Services (FRSS). KEFRI is certified in both ISO 14001:2015 Environmental Management Systems (EMS) and ISO 9001:2015 Quality Management Systems (QMS)
2. KEFRI, in compliance with sections 71 (4) (c) of the Public Procurement and Asset Disposal Act, 2015 read together with regulation 44 (3) of the Public Procurement and asset Disposal regulation 2020 invites applications for registration of suppliers from interested and qualified candidates for supply of various goods, works and services for the period 2024-2026. Successful applicants will be eligible to offer goods and services across the Institute in the following Regional Centers and subcenters as listed below: -

No.	Regional	Centre
1	KEFRI Headquarters, Muguga	
2	National Forest Products Research Programme	Karura
3	Central Highlands Eco-Region Forestry Research Programme - CHERP	CHERP Muguga Regional Centre
		CHERP – Nyeri Sub Regional Centre
		CHERP – Rumuruti Sub Regional Centre
4	Coast Eco-Region Research Programme - CEERP	CERRP – Gede Regional Centre
		CERRP – Taita Taveta Sub Regional Centre
		CERRP – Lamu Sub Regional Centre
5	Dryland Eco-Region Research Programme - DERP	DERP – Kitui Regional Centre
		DERP – Kibwezi Sub Regional Centre
		DERP – Garissa Sub Regional Centre
6	Rift Valley Eco-Region Research Programme - RVERP	RVERP – Londiani Regional Centre
		RVERP - Marigat Sub Regional Centre
		RVERP – Turbo Regional Centre
		RVERP – Turkana Regional Centre
7	Lake Basin Eco-Region Research Programme - LVERP	LVERP – Maseno Regional Centre
		LVERP – Migori Sub Regional Centre
		LVERP – Ramogi Sub Regional Centre
		LVERP – Kakamega Sub Regional Centre

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. A complete set of Registration Document in English may be viewed and downloaded free of charge from KEFRI website www.kefri.org or Public Procurement Information Portal, www.tenders.go.ke. Interested firms will be required to register online through KEFRI's supplier registration portal accessible at <https://supplier.kefri.org/> .
6. Applications for registration should be submitted online through KEFRI's supplier registration portal accessible at <https://supplier.kefri.org/>. Applicants who had submitted their documents prior to this notice and would wish to amend their applications should login using the same mail they registered with and click on EDIT to make appropriate changes.
7. Bidders who require any form of assistance on how to register via the system are advised to download a manual from <https://www.kefri.org/components/tenders/tenders.html> or email tenders@kefri.org.
8. Online applications will be opened soon after the closing time on Tuesday 10th September 2024 at 11.30 am in the presence of the candidates' representatives who choose to attend at Auditorium Room - KEFRI Headquarters - Muguga.

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)
1.	Certificate of Business Registration	To be attached under respective sections
2.	Copy of Company's CR 12 (Not applicable for sole proprietors)	
3.	Valid Tax Compliance Certificates	
4.	Copy of current Trade License/Business Permit from County Government or exemption therefrom	
5.	A valid AGPO Registration Certificate for AGPO registered firms	
6.	Duly completed, stamped and signed confidential business questionnaire	Dully filled forms to be attached under " <u>any other relevant documents</u> " as a single file
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.	Regulatory documents e.g. NCA, IRA, etc where applicable	To be attached under " <u>Regulatory Authority Certificates</u> " as a single file

Applicants who meet all the mandatory requirements will be required to select and register for at most three (3) categories they are interested in from the system. The following categories are open for application; -

Registration Category	Description	Eligibility	
KEFRI/RG/ 01/2024 - 2026	Supply and Delivery of Laboratory Reagents, Glassware and Chemicals.	Open	
KEFRI/RG/ 02/2024 - 2026	Supply and Delivery of Scientific Laboratory and Clinical Equipment and Apparatus.	Open	
KEFRI/RG/ 03/2024 - 2026	Provision of Calibration Services for Laboratory Equipment	Open	Must be registered with relevant professional bodies i.e. KENAS
KEFRI/RG/ 04/2024 - 2026	Provision of Repair, Servicing and Maintenance of Laboratory Equipment.	Open	Relevant valid certificate and practicing license from National Construction Authority - NCA 8 and above
KEFRI/RG/ 05/2024 - 2026	Provision of Repair, Maintenance and Servicing of Cold-rooms and Air Conditioners.	Open	Relevant valid certificate and practicing license from National Construction Authority - NCA 8 and above

Registration Category	Description	Eligibility	
KEFRI/RG/ 06/2024 - 2026	Provision of Fabrication Services (Charcoal Kiln)	Open	
KEFRI/RG/ 07/2024 - 2026	Supply and Delivery of Tree Seeds and Seedlings.	AGPO	
KEFRI/RG/ 08/2024 - 2026	Supply and Delivery of Nursery Production Materials (Manure, Cocopeat etc.)	AGPO	
KEFRI/RG/ 09/2024 - 2026	Supply, Installation, Commissioning, Repair, Servicing & Maintenance of ICT Security and Access Control, CCTV, Access Control Devices, Alarm Systems	Open	A relevant and valid certificate for accreditation by ICTA
KEFRI/RG/ 010/2024 - 2026	Supply and Delivery of ICT Equipment (Servers, Ups, Computers, Projectors, Scanners, Photocopiers etc.)	AGPO	
KEFRI/RG/ 011/2024 - 2026	Provision of Repair, Maintenance and Servicing of Wide Area Network (WAN) and Local Area Network (LAN).	AGPO	A relevant and valid certificate for accreditation by ICTA
KEFRI/RG/ 012/2024 - 2026	Provision of Repair, Servicing and Maintenance of Photocopier Machines	Open	
KEFRI/RG/ 013/2024 - 2026	Provision of Repair, Maintenance and Servicing of ICT Equipment (End User Equipment).	AGPO	A relevant and valid certificate for accreditation by ICTA
KEFRI/RG/ 014/2024 - 2026	Provision of ICT Security Solution Software Licenses, Maintenance and Support Services.	Open	A relevant and valid certificate for accreditation by ICTA
KEFRI/RG/ 015/2024 - 2026	Provision of Repair, Maintenance and Servicing of PABX, Telephone and Telecommunication Equipment Inclusive of Spares and Related Accessories	Open	A relevant and valid certificate for accreditation by Communication Authority of Kenya
KEFRI/RG/ 016/2024 - 2026	Supply, Delivery, Refill, Maintenance & Servicing of Fire-Fighting Equipment.	Open	
KEFRI/RG/ 017/2024 - 2026	Supply, Delivery, Repair, Servicing and Maintenance of Generator Machines	Open	
KEFRI/RG/ 018/2024 - 2026	Supply of Calling & Scratch cards	AGPO	
KEFRI/RG/ 019/2024 - 2026	Supply and Delivery of Tonners and Cartridges.	AGPO	
KEFRI/RG/ 020/2024 - 2026	Supply and Delivery of Assorted Office Stationery	AGPO	
KEFRI/RG/ 021/2024 - 2026	Provision of Design, Artwork Printing and Publishing Services.	AGPO	
KEFRI/RG/ 022/2024 - 2026	Supply and Delivery of Publicity Materials (Caps, T-Shirts, Umbrellas,	AGPO	

Registration Category	Description	Eligibility	
	Flyers, Posters, banners & Giveaways)		
KEFRI/RG/ 023/2024 - 2026	Supply and Delivery of Curtains, Linen and Branded Staff Uniforms.	AGPO	
KEFRI/RG/ 024/2024 - 2026	Supply and Delivery of Perishable Food Stuff (Vegetables, Fruits, Fruit Juice etc.)	AGPO	
KEFRI/RG/ 025/2024 - 2026	Supply and Delivery of Dry Food Stuff	AGPO	
KEFRI/RG/ 026/2024 - 2026	Supply and Delivery of Perishable (Meat, Fish, Poultry Products)	AGPO	
KEFRI/RG/ 027/2024 - 2026	Supply and Delivery of Drinking Water and Beverages.	AGPO	
KEFRI/RG/ 028/2024 - 2026	Supply and Delivery of Kitchen Appliances, Cutleries and Utensils.	Open	
KEFRI/RG/ 029/2024 - 2026	Supply and Delivery of Office Furniture and Fittings.	AGPO	
KEFRI/RG/ 030/2024 - 2026	Supply and Delivery of Newspapers, Publications, E-Books and Periodicals.	Open	
KEFRI/RG/ 031/2024 - 2026	Supply and Delivery of Clinical Drugs and Dressings.	Open	A valid license from Pharmacy and Poisons Board (PPB)
KEFRI/RG/ 032/2024 - 2026	Provision of Small Contractual Works-Partition, Repairs and Maintenance Works, Electricals, Plumbing, Painting Etc	AGPO	Relevant valid certificate and practicing license from National Construction Authority - NCA 8 and above
KEFRI/RG/ 033/2024 - 2026	Supply and Delivery of Hardware, Electrical and Plumbing Materials.	AGPO	
KEFRI/RG/ 034/2024 - 2026	Provision of Repair, Maintenance and Servicing of Motor Vehicles and Motorcycles (public works approved garages only).	Open	
KEFRI/RG/ 035/2024 - 2026	Supply, Delivery, Fitting, Wheel Balancing and Wheel Alignment of Motor Vehicle Tyres and Rims.	Open	
KEFRI/RG/ 036/2024 - 2026	Provision of Panel Beating, Spray Painting and branding of Motor vehicles with KEFRI Corporate colors.	Open	
KEFRI/RG/ 037/2024 - 2026	Supply and Delivery of Motor Vehicle Batteries.	Open	
KEFRI/RG/ 038/2024 - 2026	Provision of Outdoor Event Services (Tents, Chairs, DJ services, Public Address & Related Equipment).	AGPO	
KEFRI/RG/ 039/2024 - 2026	Provision of Conferencing Facilities	Open	

Registration Category	Description	Eligibility	
KEFRI/RG/ 040/2024 - 2026	Provision of Garbage Collection, Hazardous Materials, Fumigation and Sanitary Services.	AGPO	
KEFRI/RG/ 041/2024 - 2026	Supply and Delivery of Cleaning and Sanitary Materials.	AGPO	
KEFRI/RG/042/2024 - 2026	Provision of Media Advertising Services	Open	
KEFRI/RG/ 043/2024 - 2026	Provision of Bulk SMS services	AGPO	
KEFRI/RG/ 044/2024 - 2026	Provision of Auditing Services	Open	
KEFRI/RG/ 045/2024 - 2026	Provision of External Quality Assurance of Internal Audit Functions Services	Open	
KEFRI/RG/ 046/2024 - 2026	Provision of Quality Assurance, Occupation and ISO Consultancy Services.	Open	
KEFRI/RG/ 047/2024 - 2026	Provision of General Insurance Brokerage Services.	Open	
KEFRI/RG/ 048/2024 - 2026	Provision of Auctioneering Services	Open	
KEFRI/RG/ 049/2024 - 2026	Provision of Property Valuation i.e. Asset Valuation,	Open	
KEFRI/RG/ 050/2024 - 2026	Provision of Motor Vehicle Valuation Services.	Open	Must be registered with relevant professional bodies i.e. IRA
KEFRI/RG/ 051/2024 - 2026	Provision of Air Ticket Services.	AGPO	Must attach a valid license with IATA and KATA
KEFRI/RG/ 052/2024 - 2026	Provision of Occupational Safety and Health Administration, Training and Environment Services.	Open	Must be registered with relevant professional bodies i.e. DOSH
KEFRI/RG/ 053/2024 - 2026	Provision of Human Resource Consultancy Services	Open	Must be registered with relevant professional bodies i.e. IHRM Certificate
KEFRI/RG/ 054/2024 - 2026	Proposed Drilling, Equipping, Servicing, Maintenance and Repair of KEFRI Boreholes	Open	Relevant valid certificate and practicing license from National Construction Authority - NCA 5 and above

III. STANDARD FORMS

Applicant's Eligibility- Confidential Business Questionnaire Form

a) Instruction to Applicant

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

A. Applicant's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Applicant	
3	Full Address and Contact Details of the Applicant.	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 Applicant 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 Applicant
1			
2			
3			

(ii) Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Applicant
1	Applicant is directly or indirectly controlled by or is under common control with another Applicant.		
2	Applicant receives or has received any direct or indirect subsidy from another Applicant.		
3	Applicant has the same legal representative as another Applicant		
4	Tender has a relationship with another Applicant, directly or through common third parties that puts it in a position to influence the tender of another Applicant, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Applicant'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.		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Applicant
6	Applicant would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Applicant has a close business or family relationship with a 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	Applicant 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 Applicant, 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/APPLICANT 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/Applicant 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 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.....