



International Centre for Research in Agroforestry (ICRAF)

SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS

International Centre for Research in Agroforestry (ICRAF)
United Nations Avenue, Gigiri, Nairobi, Kenya
PO Box 30677-00100, Nairobi, Kenya

Closing on 28th July 2022, at 1700hours

www.srmhub.com

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

World Agroforestry (ICRAF) is a Centre of science and development excellence that harnesses the benefits of trees for people and the environment.

Leveraging the world's largest repository of agroforestry science and information, we develop knowledge practices, from farmers' fields to the global sphere, to ensure food security and environmental sustainability. Our vision is an equitable world where all people have viable livelihoods supported by healthy and productive landscapes.

ICRAF is in the process of pre-qualifying suppliers and service providers for a two year period.

For this purpose, new eligible suppliers and service providers are invited to apply and submit an up-to-date information in accordance with the registration guidelines below.

ICRAF has appointed SRM eProcurement as the consultants for this project. The prequalification process will therefore be conducted online via SRM eProcurement Portal. Interested suppliers and contractors should access and register on www.srmhub.com and select ILRI under "Apply Tender" tab.

While preparing your submission, it shall remain your responsibility to ensure that the online application is made on or before the deadline.

ICRAF shall not be responsible for any costs associated with a service provider's preparation and submission of an application, regardless of the outcome or the manner of conducting the selection process.

ICRAF reserves the right to accept or reject any application either in whole or in part and is not bound to give reasons for its decision.

Thank you and we look forward to receiving your Proposal.

Canvassing will lead to automatic disqualification.

Assistant Manager, Procurement and Logistics
International Centre for Research in Agroforestry (ICRAF)

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 ICRAF herein referred to as the organization, requests applicants/candidates who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
- 3 The Supplier registration process shall be completed online via SRM eProcurement portal
- 4 Interested bidders will access and register on www.srmhub.com for more information and step by step application process available on supplier’s dashboard.
- 5 Access to the prequalification shall be granted upon payment of a nonrefundable tender fee of KSh. 3,000 per set category payable via M-PESA Paybill Business Number 4051221. Use Account Number auto generated in system to validate your payment.
- 6 The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier’s dashboard. You are advised to download and review these documents before beginning the application process.
- 7 Bidders may request clarification in relation to the prequalification by submitting a written request using the **Contact us** functionality of the supplier dashboard, until 25th July 2022. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official. Suppliers and contractors may also seek clarification using the following emails; dorcas@srmhub.com, bids@srmhub.com icraf-prequalification@cgiar.org, lcrafhq-procurement@cgiar.org. All clarifications sought via the above emails should have the email subject heading reading “**Clarifications on ICRAF Prequalification-2022**”
- 8 Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
- 9 The successful applicants will be registered in ICRAF suppliers list for a three year period and the organization will only deal with the firms that are registered.
- 10 Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements in electronic form.
- 11 ICRAF reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.

- 12 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization (ICRAF)
- 13 The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- 14 Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.
- 15 The application of this call closes on **28nd July 2022 at 1700hours.**
- 16 SRM will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

Registration Levels

- A. Suppliers pre-qualification in each category of work will either be at level one (1) or level two (2) depending on the company's competence, financial, managerial and technical capacity in that particular category.

The levels applicable are as follows:

Primary (Level 1)

- a) Low to moderate risk projects or supplies generally routine in nature
- b) Low to medium value contracts up to (but not exceeding) an approximate value of Kshs.2 Million.

Secondary (Level 2)

- a) High risk projects.
- b) Medium and high value contract above Kshs.2 Million.

SECTION III. EVALUATION CRITERIA

1 SRM will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

2 Applicants shall not contact ICRAF or SRM on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence ICRAF or SRM in the evaluation shall result in the cancellation of their application.

3 Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

4 The applicants must have registered offices and ICRAF reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.

5 Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.

6 ICRAF reserves the right to accept or reject any or all applications.

7 There shall be two phases of carrying out the evaluation of registration applications:

- a. Preliminary Evaluation; and
- b. Qualification Evaluation.

a. Preliminary Evaluation

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

a) All the applications shall be sorted out according to the various categories contained in the application for registration form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing certified copies of:

- i. Signed Self-declaration form
- ii. Signed ICRAF Supplier Code of Conduct
- iii. Confidential Business Questionnaire (Electronic)
- iv. Incorporation/Registration certificate
- v. Business permit
- vi. PIN certificate
- vii. Tax clearance certificate
- viii. CR12 or CR 13 or search details from Registrar of companies

c) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

b. Qualification Evaluation

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criteria.

a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.

b) A detailed assessment of each applicant will be made in the course of evaluating the application.

c) Applications will be evaluated against the criteria in the table below.

Evaluation Criteria

NO	Pre-qualification Statutory requirements	Max Score
1	Duly filled Confidential Business Questionnaire (electronic)	Pass/ fail
2	Self-Declaration form	Pass/ fail
3	Supplier Code of Conduct	Pass/ fail
4	Certificate of Incorporation/Business Registration	Pass/ fail
5	Current Tax Compliance Certificates	Pass/ fail
6	CR12 or CR 13 or search details from Registrar of companies	Pass/ fail
7	PIN/VAT Certificate	Pass/ fail
8	Current Trade License / Business Permit	Pass/ fail
	Experience	
9	a) Age of Company	5
	0 to 2 years – One (1) mark	
	2 to 5 years – Three (3) marks	
	Over 5 years – Five (5) marks	
10	b) Five Letters of recommendation for relevant services/goods from current clients (Not older than 2019) – (3 marks per recommendation letter) - Total 15 Marks	15
11	c) At least five copies of LPOs or Contracts for relevant service/goods for the last 3 years. (3 marks per PO/Contract)– Total 15 Marks	15
12	Relevant experience for supplying goods or services to INGOs, United Nations or development partners . 1 Mark for each	5
13	Manufacturers or distributors license (If required for your category)	5

14	Special Licenses if required in your category	5
15	Provision of evidence of physical address and premises supported by tenancy agreement, lease or title.	15
16	Financial Review	20
	Audited financial statements for the last three (3) years (Not older than year 2019)	
	Bank statement in place of audited accounts within the last 6 months - 5 marks	
	Signed Accounts by auditors– 10 marks Liquidity – 5 Marks (Total – 15 marks)	
	Attach letters of reference from the Bankers to support bank relations. = 5 marks	
17	Manpower and staffing	10
	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each up to a max of 5. Total = 5 Marks	
	CVs of Key Management and supervisory team – 1 mark each up to a max of 5 - Total – 5 Marks	
18	Valid Practicing certificates if required in your category	5
	TOTAL (Weighted to 100%)	100

SECTION IV. REGISTRATION CATEGORIES

A. SUPPLY OF GOODS	
ICRAF/2022/001	Supply & Installation of Laboratory equipment and parts & instrument training
ICRAF/2022/002	Supply of Laboratory Chemicals, Reagents and other consumables
ICRAF/2022/003	Supply and delivery of barcode labels (should withstand -196 C temperatures in liquid nitrogen)
ICRAF/2022/004	Biosafety Cabinets, Laminar flow hoods and Fume hoods certification services
ICRAF/2022/005	Supply & Maintenance of water pumps & equipment
ICRAF/2022/006	Supply of Office Furniture and Equipment, fixtures and fittings
ICRAF/2022/007	Supply and Delivery of General Hardware, Mechanical and Facility Maintenance Supplies
ICRAF/2022/008	Supply and delivery of General Electrical and Electronic Supplies & accessories
ICRAF/2022/009	Supply and Delivery of General Sanitary and House Keeping Supplies
ICRAF/2022/010	Supply of assorted laboratory gases (liquid nitrogen, oxygen, helium etc.)
ICRAF/2022/011	Supply and delivery of outdoor furniture and fixtures (tents, awning, parasols, chairs, tables etc.)
ICRAF/2022/012	Supply of Curtains & Soft Furnishings (office carpets & blinds)
ICRAF/2022/013	Supply of Motor vehicle tires, Tubes and related accessories including fitting, alignment and wheel balancing services
ICRAF/2022/014	Supply and delivery of laboratory Personal Protective Equipment/gears (masks, coveralls, gowns, gloves, first aid equipment and supplies etc.)
ICRAF/2022/015	Supply of ICT Equipment, Hardware and Software, Servers, Switches, firewalls, routers, Laptops, Desktops, Tablets, Cameras, Phones and related accessories.
ICRAF/2022/016	Supply and Delivery of Office Stationery
ICRAF/2022/017	Provision of Corporate Event Management Equipment Hire (Tents, Chairs, Tables, PA Systems, Deco Etc.)
ICRAF/2022/018	Supply and delivery of Kitchenware, Cutlery and Home Appliances
ICRAF/2022/019	Supply and delivery of Corporate Uniforms, Protective Clothing and Personal Protective Equipment (PPE) i.e., Safety shoes, Helmets, Gloves, Goggles etc.
B. PROVISION OF SERVICES	
ICRAF/2022/020	Laboratory equipment servicing & maintenance
ICRAF/2022/021	Calibration & certification of centrifuges equipment (centrifuges, Biosafety cabinets, pipettes, weighing scales & balances and other measuring devices)

ICRAF/2022/022	Contractors for HV and CV Air-conditioning and Mechanical ventilation, Refrigeration, Cold rooms and clean rooms
ICRAF/2022/023	Contractors for Septic exhaustion services
ICRAF/2022/024	Contractors for Signwriting and graphics
ICRAF/2022/025	Occupational health professionals (DHP), Fire Safety and health audit services
ICRAF/2022/026	Occupational Health and Safety training services
ICRAF/2022/027	Hazardous waste disposal services
ICRAF/2022/028	Radiation safety audit services
ICRAF/2022/029	Personnel radiation monitoring (TLD reading) services
ICRAF/2022/030	Statutory inspection of fire safety equipment, cold rooms, air receivers, boilers, lifts, chain blocks, etc.
ICRAF/2022/031	Supply, Installation and Service of ICT Audio Visual Equipment and accessories; Projectors, PA Systems, Screens etc.
ICRAF/2022/032	Provision of Design and Printing Services of Branded Corporate promotional Material (fabric prints) i.e., shirts, Caps, Umbrellas, pens etc.
ICRAF/2022/033	Provision of Language Translation Services
ICRAF/2022/034	Provision of Water Tank Cleaning Services (Underground and Overhead).
ICRAF/2022/035	Hire of Audio-Visual equipment - Projectors, Screens, speakers etc.
ICRAF/2022/036	Provision of transportation services (Heavy and Light weight trucks)
ICRAF/2022/037	Provision of vehicle hire services
ICRAF/2022/038	Provision of outside catering services (Nairobi)
ICRAF/2022/039	Provision of Hotel and accommodation services (Nairobi, Kisumu, Mombasa, Nakuru, Migori, Mbita, Kitui, Machakos, Makueni, Isiolo, Kitale, Bungoma, Wajir, Siaya, Eldoret, Homabay and Baringo)
ICRAF/2022/040	Provision of Design and Printing Services of Signage i.e., Door Plates, Name plates, Road signs etc.
ICRAF/2022/041	Supply of Motor vehicle maintenance and repair services
ICRAF/2022/042	Provision of Customs Clearing and Forwarding Services
ICRAF/2022/043	Repair and maintenance of buildings
ICRAF/2022/044	Building & Civil works Contractors
ICRAF/2022/045	Contractors for Mechanical Works including Plumbing, Drainage, Piping and other associated works
ICRAF/2022/046	Contractors for Electrical & related Works
ICRAF/2022/047	Contractors for Compressed Air, Gas and Vacuum Installations
ICRAF/2022/048	Provision of Photography, Video Graphic, Editing & Other related services
ICRAF/2022/049	Supply & delivery of fresh cut office flowers, bouquets & decorations.
ICRAF/2022/050	Supply of cameras and accessories