

# The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT)

## SUPPLIER PREQUALIFICATION GUIDE AND INSTRUCTIONS

**Closing on 25<sup>th</sup> October 2023, at 1730hours, EAT**



The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) is part of CGIAR, a global research partnership for a food-secure future. Bioversity International is the operational name of the International Plant Genetic Resources Institute (IPGRI).

**Africa Hub**  
c/o icipe (International Centre of Insect Physiology and Ecology)  
Duduville Campus Off Kasarani Road  
P.O. Box 823-00621, Nairobi, Kenya  
Tel. (+254) 0709134000

[alliancebioversityciat.org/](http://alliancebioversityciat.org/)  
[www.cgiar.org](http://www.cgiar.org)

## **SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES**

The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) delivers research-based solutions that address the global crises of malnutrition, climate change, biodiversity loss, and environmental degradation. The Alliance focuses on the nexus of agriculture, nutrition and environment. We work with local, national, and multinational partners across Africa, Asia, Latin America and the Caribbean, and with the public and private sectors and civil society. With novel partnerships, the Alliance generates evidence and mainstreams innovations to transform food systems and landscapes so that they sustain the planet, drive prosperity, and nourish people.

The Alliance is part of CGIAR, the world's largest agricultural research and innovation partnership for a food-secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

CIAT intends to update its register for prequalified Suppliers in **Kenya** and is therefore seeking the services of interested and eligible suppliers to submit their applications for the prequalification for various goods, services and works for the 2024-2026 Financial Year under the categories listed on [www.srmhub.com](http://www.srmhub.com)

The supplier registration process shall be completed online via **SRM eProcurement Portal**.

Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step-by-step application process available on supplier's dashboard.

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

Canvassing will lead to automatic disqualification.

**Senior Operations Coordinator**

## SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) herein referred to as “the organization’ or ‘CIAT”, invites applicants 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 Bold Insights eProcurement portal (SRM eProcurement)
- 4 Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step by step application process available on supplier’s dashboard.
- 5 There is a non- refundable access fee of KES 3,000.00 per category payable via M-pesa **Paybill No. 4095233, Account No. “Auto-generated at the payment stage”**
- 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 24<sup>th</sup>October 2023. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 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 the organisation’s suppliers list for a two-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 The Organization 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
- 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 25<sup>th</sup> October 2023 at 1730hours.
- 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.

### **SECTION III. EVALUATION CRITERIA**

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

2 Applicants shall not contact CIAT or Bold Insight 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 the CIAT or Bold Insight in the evaluation may 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 CIAT 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 CIAT 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 copies of:

- i. Self-declaration form
- ii. Confidential Business Questionnaire (Electronic)
- iii. Incorporation/Registration certificate
- iv. Business permit
- v. PIN certificate
- vi. Tax clearance certificate

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	Certificate of Incorporation/Business Registration	Pass/ fail
4	Current Tax Compliance Certificates	Pass/ fail
5	PIN/VAT Certificate	Pass/ fail
6	Current Trade License / Business Permit	Pass/ fail
7	Copy of memorandum of association or CR 12 or CR 13	5
<b>Experience</b>		
8	<b>a) Age of Company</b>	5
	0 to 2 years – 1 marks	
	2 to 5 years – 3 marks	
	Over 5 years – 5 marks	
9	<b>b) Five letters</b> of recommendation from current clients (Not older than 2020) 5 Recommendations, 3 marks each – <b>Total 15 Marks</b>	15
10	<b>c) At least Five copies of LPOs or Contracts</b> for the last 3 years from your major clients. 5 LPOs/Contracts of 3 marks each– <b>Total 15 Marks</b>	15
11	Relevant experience for supplying goods or services of similar nature to similar organizations. 2 Marks for each	10
12	Manufacturers or distributors license (If required for your category)	5
13	Special Licenses (if required in your category)	5
14	Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	5
<b>Financial Capacity</b>		
15	Audited financial statements for the last 2 years signed by auditors– 10 marks OR	20
	Bank statements for the last 3 months - 5 marks	
	Liquidity Ratio– 5 Marks	
16	Attach letters of reference from the Bankers to support bank relations = 5 marks	
<b>Manpower and staffing</b>		
17	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks	10
18	CVs of Key Management and supervisory the team – 5CVs 1 marks each	
19	No of employees 1 to 5 = 1 mark 6 to 10 =3 marks Above 11 = 5 marks	5
19	Valid Practicing certificates (if required in your category)	5
	<b>TOTAL (Weighted to 100%)</b>	<b>100</b>

### SECTION III - REGISTRATION CATEGORIES

<b>Category Code</b>	<b>Category Description</b>
CIAT/PQ/01/2024-2026	Supply & Delivery of Laboratory equipment and parts supply & Installation & instrument training
CIAT/PQ/02/2024-2026	Servicing & Maintenance of Laboratory equipment
CIAT/PQ/03/2024-2026	Supply & Delivery of Laboratory consumables & reagents
CIAT/PQ/04/2024-2026	Supply and delivery of laboratory Personal Protective Equipment/gears (masks, coveralls, gowns, gloves, first aid equipment and supplies etc)
CIAT/PQ/05/2024-2026	Supply and Delivery of Greenhouse Inputs, Consumables and Equipment
CIAT/PQ/06/2024-2026	Supply & Maintenance of Alarms, CCTV & access control systems (Licensed by Communications Authority)
CIAT/PQ/07/2024-2026	Supply & Maintenance of UPS
CIAT/PQ/08/2024-2026	Supply of Office Furniture and Equipment, fixtures and fittings
CIAT/PQ/09/2024-2026	Supply and Delivery of General Hardware, Mechanical and Facility Maintenance Supplies
CIAT/PQ/10/2024-2026	Supply and delivery of General Electrical and Electronic Supplies & accessories
CIAT/PQ/11/2024-2026	Supply and Delivery of General Sanitary and House Keeping Supplies
CIAT/PQ/12/2024-2026	Supply and Installation of Electrical Home Appliances and Cutlery: Cookers, Fridges, Catering Equipment
CIAT/PQ/13/2024-2026	Consultants –Registered; Architects and interior designers
CIAT/PQ/14/2024-2026	Vehicle upholstery services (provision of seat covers and repair of seats)
CIAT/PQ/15/2024-2026	Provision of vehicle and asset tracking services
CIAT/PQ/16/2024-2026	Supply of Motor vehicle tyres, Tubes and related accessories including fitting, alignment and wheel balancing services
CIAT/PQ/17/2024-2026	Provision of staff transport services
CIAT/PQ/18/2024-2026	Provision of taxi services
CIAT/PQ/19/2024-2026	Provision of Occupational Health and Safety audit services
CIAT/PQ/20/2024-2026	Fire safety audit services
CIAT/PQ/21/2024-2026	Occupational health professionals (DHP)
CIAT/PQ/22/2024-2026	Occupational Health and Safety training services
CIAT/PQ/23/2024-2026	Supply of ICT Equipment, Hardware and Software, Servers, Switches, firewalls, routers, Laptops, Desktops, Tablets, Cameras, Phones and related accessories.
CIAT/PQ/24/2024-2026	Supply, Installation and Service of ICT Audio Visual Equipment and accessories; Projectors, PA Systems, Screens, Equipment Hire etc.
CIAT/PQ/25/2024-2026	Provision of computer servicing & maintenance
CIAT/PQ/26/2024-2026	Contractors for ICT structured cabling and fiber connectivity, services and preventive maintenance
CIAT/PQ/27/2024-2026	Provision of ICT infrastructure monitoring and security
CIAT/PQ/28/2024-2026	Consultancy on ICT Infrastructure Services (advanced/highly specialized routing and firewalling issues etc)
CIAT/PQ/29/2024-2026	Provision of internet services
CIAT/PQ/30/2024-2026	Provision of Design and Printing Services of Corporate Documents (Paper print), i.e Books, Publications, Calendars, Posters, banners, Brochures etc
CIAT/PQ/31/2024-2026	Provision of Design and Printing Services of Branded Corporate promotional Material (fabric prints) i.e., shirts, Caps, Umbrellas, pens etc.
CIAT/PQ/32/2024-2026	Provision of Design and Printing Services of Signages i.e., Door Plates, Name plates, Road signs etc.
CIAT/PQ/33/2024-2026	Supply and Delivery of Office Drinking Water and Dispensers
CIAT/PQ/34/2024-2026	Provision of Asset Valuation Services
CIAT/PQ/35/2024-2026	Provision & management of casual labor services
CIAT/PQ/36/2024-2026	Supply of General Office stationery

CIAT/PQ/37/2024-2026	Provision of courier and delivery services
CIAT/PQ/38/2024-2026	Provision of Insurance brokerage services general insurances (All risk, Motor vehicle and Motorcycle, Fidelity, Money, etc)
CIAT/PQ/39/2024-2026	Provision of Insurance brokerage services staff medical insurance
CIAT/PQ/40/2024-2026	Provision of Insurance brokerage services staff insurance (WIBA EGL etc.)
CIAT/PQ/41/2024-2026	Provision of Insurance brokerage services micro insurance, credit life, agricultural and MSME's
CIAT/PQ/42/2024-2026	Repair and maintenance of motor vehicles, alarms and tracking services
CIAT/PQ/43/2024-2026	Provision of professional videography and photography services, Animation services (Documentary, short stories, interviews and other related services)
CIAT/PQ/44/2024-2026	Provision of media Agency services
CIAT/PQ/45/2024-2026	Provision of Aquaponics
CIAT/PQ/46/2024-2026	Events facilitator and Communications
CIAT/PQ/47/2024-2026	Provision of Soil Testing Services
CIAT/PQ/48/2024-2026	Provision of Farm Supplies and Fertilizers and Chemicals
CIAT/PQ/49/2024-2026	Supply of Curtains & Soft Furnishings (office carpets & blinds)
CIAT/PQ/50/2024-2026	Supply of Motor vehicle tires, Tubes and related accessories including fitting, alignment and wheel balancing services
CIAT/PQ/51/2024-2026	Supply and delivery of Kitchenware, Cutlery and Home Appliances
CIAT/PQ/52/2024-2026	Supply and delivery of Corporate Uniforms, Protective Clothing and Personal Protective Equipment (PPE) i.e., Safety shoes, Helmets, Gloves, Googles etc.
CIAT/PQ/53/2024-2026	Hazardous waste disposal services
CIAT/PQ/54/2024-2026	Provision of Language Translation Services
CIAT/PQ/55/2024-2026	Provision of vehicle hire services
CIAT/PQ/56/2024-2026	Provision of outside catering services (Nairobi)
CIAT/PQ/57/2024-2026	Provision of Hotel and accommodation and conference facilities services  Nairobi, Kisumu, Mombasa, Nakuru, Migori, Mbita, Kitui, Machakos, Makueni, Isiolo, Kitale, Bungoma, Wajir, Siaya, Lodwar, Eldoret, Homabay, Baringo, Naivasha, Meru, Embu, Tharakanithi, Taita Taveta County, Watamu, Malindi, Turi, Kakamega, Thika, Nyeri, Limuru, Busia, Kericho, Muranga, Nyahururu, Kajiado, Bondo, Kabarnet, Wote, Emali, Isinya, Chuka, Kirinyaga, Voi, Kilifi, Ukunda, Mtwapa, Kiambu, Moyale, Igembe, Buuri, Imenti and Tigania
CIAT/PQ/58/2024-2026	Supply of Motor vehicle maintenance and repair services (Nairobi, Around Thika Road, Kisumu)
CIAT/PQ/59/2024-2026	Provision of Customs Clearing and Forwarding Services
CIAT/PQ/60/2024-2026	Repair and maintenance of buildings
CIAT/PQ/61/2024-2026	Training sessions for Agricultural Small and Medium Enterprises (ASMEs) on Good Agricultural Practices (GAPs).
CIAT/PQ/62/2024-2026	Training sessions for Agripreneur on business plan development and marketing.
CIAT/PQ/63/2024-2026	Training to build local capacity in processes critical for investor match making and capital mobilization through mentorship
CIAT/PQ/64/2024-2026	Implementation of CSA Solutions (Climate smart solutions) (linking practices, technologies and services) and sustainable finance that will support farmers adapt to climate change. (With CGIAR experience)
CIAT/PQ/65/2024-2026	Consultancy on Climate risk management solutions- With CGIAR Experience
CIAT/PQ/66/2024-2026	Provision of Consultancy services- Data Collection, M&E, technical support and capacity strengthening, strategic Planning,
CIAT/PQ/67/2024-2026	Provision of Workshop management services- Event management