



International Livestock Research Institute (ILRI)

SUPPLIERS AND CONTRACTORS REGISTRATION

Vendor Guide

INTERNATIONAL LIVESTOCK RESEARCH INSTITUTE (ILRI)

P.O. Box 30709- 00100

NAIROBI

KENYA

TEL : 254 -20-422 3000

: 254 20 422 3001

E-mail: ILRI-Kenya@cgiar.org

Website: www.ilri.org

SECTION I - REGISTRATION OF SUPPLIERS AND CONTRACTORS FOR GOODS AND SERVICES

The International Livestock Research Institute (ILRI) works for better lives through livestock in developing countries. ILRI is co-hosted by Kenya and Ethiopia and has 14 offices across Asia and Africa.

ILRI is a CGIAR research centre, a global research partnership for a food-secure future. CGIAR science is dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources and ecosystem services. Its research is carried out by 15 CGIAR centres in close collaboration with hundreds of partners, including national and regional research institutes, civil society organizations, academia, development organizations and the private sector.

ILRI is in the process of pre-qualifying suppliers and contractors.

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

ILRI has appointed SRM eProcurement as the consultants for this project. The pre-qualification 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. SRM will examine the documents to determine completeness, general orderliness and sufficiency of response

ILRI 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.

Canvassing will lead to automatic disqualification.

Supply Chain Manager

INTERNATIONAL LIVESTOCK RESEARCH INSTITUTE (ILRI)

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 ILRI herein referred to as the organization, requests suppliers and contractors who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 This invitation for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods, services and works.
- 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 non-refundable tender fee of KES 5,000 per category. The payment method is by payment to ILRI's bank account whose details are as follows;

Account Name	International Livestock Research Institute
Account Number	0100005184392
Bank	Stanbic Bank
Branch	Waiyaki Way Branch
Swift Code	SBICKENX

- 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 20th April 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; bids@srmhub.com; R.Basil@cgiar.org; ILRIProcurementKenya@cgiar.org
- 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 contractors from whom goods and services may be procured when need arises.
- 9 The successful applicants will be registered in ILRI's supplier database. The organization will only deal with the firms that are registered.

- 10 ILRI 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.
- 11 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization (ILRI)
- 12 The pre-qualified suppliers and contractors are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- 13 The application of this call closes on 25th April 2022 at 1700hours.
- 14 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

Suppliers and contractors pre-qualification in each category 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.5 Million.

Secondary (Level 2)

- a) High risk projects.
- b) Medium and high value contract above Kshs.5 Million.

SECTION III. EVALUATION CRITERIA

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

2 Applicants shall not contact ILRI 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 ILRI 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 ILRI 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 ILRI 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 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 vendor guide.

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

- i. Valid practicing licenses where applicable
- ii. Valid registration documents with relevant bodies
- iii. Valid statutory documents
- iv. Duly completes self-declaration form
- v. Confidential Business Questionnaire (Electronic)

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 and contractors 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 for General Categories

NO	Requisite Documents	Max Score
1	Duly filled Confidential Business Questionnaire (electronic)	0
2	Self-Declaration form	0
3	Certificate of Incorporation/Business Registration	2
4	Current Tax Compliance Certificates	2
5	PIN/VAT Certificate	2
6	Current Trade License / Business Permit	2
	Experience	
7	a) Age of Company <ul style="list-style-type: none"> • 0 to 2 years – zero marks • 2 to 5 years – 3 marks • Over 5 years – 5 marks 	5
8	b) Five Letters of recommendation from current clients (Not older than 2019) – Total 15 Marks	15
9	c) At least five copies of POs or Contracts for the last 3 years. 5 POs/Contracts of 3 marks each– Total 15 Marks	15
10	Relevant experience for supplying goods or services to similar organizations. 1 Mark for each	5
11	Manufacturers or distributors license (For Research Lab and ICT categories,)	5
12	Value of contracts or PO (Max 5 documents) <ul style="list-style-type: none"> • Contracts or PO for less than Kes 1Million. 1 mark each • Contracts or PO above Kes 1 Million. 3 marks each 	15
13	Evidence of physical address and premises supported by (tenancy agreement, lease or title deed)	5
14	Audited financial statements for the last 2 years (Not older than year 2019) Signed Accounts by auditors– 3 marks , Liquidity test – 5 Marks Attach letters of reference from the Bankers to support bank relations = 5 marks	13
15	Manpower and staffing <ul style="list-style-type: none"> • Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks • CVs of Key Management and supervisory team – 5CVs 1 marks each 	10
16	Practicing certificates where applicable (consultancy categories)	5
17	CR12 or CR 13 or search details from Registrar of companies	4
	TOTAL POINTS (Weighted to 100%)	105

Evaluation Criteria for Engineering and Facilities Goods and Services

NO	Requisite Documents	Max Score
1	Duly filled Confidential Business Questionnaire (electronic)	0
2	Self - declaration form	0
3	Certificate of Incorporation/Business Registration	2
4	Current Tax Compliance Certificates	2
5	PIN/VAT Certificate	2
6	Current Trade License / Business Permit	2
7	<p>EXPERIENCE</p> <p>a) Age of Company</p> <ul style="list-style-type: none"> • 0 to 2 years – zero marks • 2 to 5 years – 3 marks • Over 5 years – 5 marks 	5
8	b) Five Letters of recommendation from current clients (Not older than 2019) – Total 15 Marks	15
9	c) At least five copies of LPOs or Contracts for the last 3 years. 5 LPOs/Contracts of 3 marks each– Total 15 Marks	15
10	<p>Value of contracts or PO (Max 5 documents)</p> <p>Contracts or PO between less than Kes 1Million. 1 mark each</p> <p>Contracts or PO above Kes 1 Million. 2 marks each</p>	10
11	Relevant experience for supplying goods or services to similar organizations. 1 Mark for each	5
12	Evidence of physical address and premises supported by (tenancy agreement, lease, title)	5
13	<p>Equipment Lease or ownership</p> <p>Compaction Equipment, Earth Moving Equipment, Transportation Vehicles, Any other acceptable Equipment. 2 Marks for each</p>	10
14	<p>Relevant NCA licenses</p> <ul style="list-style-type: none"> • NCA Certificate 1 to 4 = 5marks • NCA Certificate 5 or 8 = 3marks 	5
15	<p>Relevant EPRA licenses for electrical contractors</p> <ul style="list-style-type: none"> • Class A, A1 and B = 5marks • Class C, C1 = 3marks 	5
16	<p>Audited financial statements for the last 2 years (Not older than year 2019)</p> <p>Signed Accounts by auditors – 3 marks Liquidity – 5 Marks</p> <p>Attach letters of reference from the Bankers to support bank relations = 5 marks</p>	13

17	<p>Manpower and staffing</p> <ul style="list-style-type: none"> Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks CVs of Key Management and supervisory team – 5CVs 1 marks each 	10
18	Practicing certificates where applicable (consultancy categories)	5
19	CR12 or CR 13 or search details from Registrar of companies	4
	TOTAL POINTS (Weighted to 100%)	115

SECTION IV. REGISTRATION CATEGORIES

CODE	NAME
A	Research Laboratory
ILRI/001/2022	Laboratory equipment and parts supply & Installation & instrument training
ILRI/002/2022	Laboratory equipment servicing & maintenance
ILRI/003/2022	Calibration & certification of centrifuges equipment (centrifuges, Biosafety cabinets, pipettes, weighing scales & balances and other measuring devices)
ILRI/004/2022	Laboratory consumables & reagents
ILRI/005/2022	Supply of specialized laboratory services (primers)
ILRI/006/2022	Supply of veterinary related reagents
ILRI/007/2022	Supply and Delivery of Greenhouse Inputs, Consumables and Equipment
ILRI/008/2022	Supply and delivery of barcode labels (should withstand -196 C temperatures in liquid nitrogen)
ILRI/009/2022	Supply and maintenance of specialized equipment (Miseq, NEXTseq, BDARIA, 3730, Hi seq, Quantistudio, Analytical chemistry, Advanced microscopy)
B	Engineering/Facilities Goods & Services
ILRI/010/2022	Earthworks contractors (roads, bridges, dams e.t.c)
ILRI/011/2022	Building/Civil works contractors
ILRI/012/2022	Contractors for Mechanical Works including Plumbing, Drainage, Piping and other associated works
ILRI/013/2022	Contractors for Electrical & related Works
ILRI/014/2022	Contractors for Water, waste and treatment Works
ILRI/015/2022	Contractors for Landscaping, Grounds Maintenance and Waste/Garbage Disposal
ILRI/016/2022	Contractors for HV and CV Air-conditioning and Mechanical ventilation, Refrigeration, Cold rooms and Clean rooms
ILRI/017/2022	Contractors for Steel Fabrication and Sheet Metal Works, Stainless MS and others
ILRI/018/2022	Contractors for Kitchen LPG Equipment, maintenance and other services

ILRI/019/2022	Contractors for Central Heating, Centralized Hot Water generation, including Solar
ILRI/020/2022	Contractors for Compressed Air, Gas and Vacuum Installations
ILRI/021/2022	Contractors for Motor and Transformer rewinding
ILRI/022/2022	Contractors for Supply, Installation and service of Switchgear equipment and related services
ILRI/023/2022	Contractors for Septic exhaustion services
ILRI/024/2022	Specialist Borehole Drilling Works Contractors
ILRI/025/2022	Biosafety Cabinets, Laminar flow hoods and Fume hoods certification services
ILRI/026/2022	Contractors for General Cleaning and sanitary services Waste Collection and General House Keeping
ILRI/027/2022	Contractors for Buildings Services, BMS, and Energy monitoring systems
ILRI/028/2022	Contractors for Signwriting and graphics
ILRI/029/2022	Contractors for asbestos removal, handling and disposal
ILRI/030/2022	Supply & Maintenance of Alarms, CCTV & access control systems (Licensed by Communications Authority)
ILRI/031/2022	Supply & Maintenance of fire fighting equipment
ILRI/032/2022	Supply & Maintenance of UPS
ILRI/033/2022	Supply & Maintenance of solar systems
ILRI/034/2022	Supply & Maintenance of generators
ILRI/035/2022	Supply & Maintenance of water pumps & equipment
ILRI/036/2022	Supply & Maintenance of gym equipment
ILRI/037/2022	Supply & Maintenance of plant equipment (boilers, incinerators & steam equipment)
ILRI/038/2022	Supply of Office Furniture and Equipment, fixtures and fittings
ILRI/039/2022	Supply and Delivery of General Hardware, Mechanical and Facility Maintenance Supplies
ILRI/040/2022	Supply and delivery of General Electrical and Electronic Supplies & accessories
ILRI/041/2022	Supply and Delivery of General Sanitary and House Keeping Supplies
ILRI/042/2022	Supply and Installation of Electrical Home Appliances and Cutlery: Cookers, Fridges, Catering Equipment
ILRI/043/2022	Supply of industrial gases (liquid nitrogen, oxygen, helium e.t.c)
ILRI/044/2022	Supply and fabrication of containers
ILRI/045/2022	Supply of swimming pool equipment, consumables and provision of maintenance and repair services
ILRI/046/2022	Supply and delivery of outdoor furniture and fixtures (tents, awning, parasols, chairs, tables e.t.c)
ILRI/047/2022	Supply of Curtains & Soft Furnishings (office carpets & blinds)
C	Engineering/Facilities Consultants
ILRI/048/2022	Consultants –Registered ; Architects and interior designers
ILRI/049/2022	Consultants –Registered ; Quantity Surveyors
ILRI/050/2022	Consultants –Registered ;Service engineers (Civil, Structural, mechanical and electrical engineers)

ILRI/051/2022	Consultants for Water, Waste Water, effluent and Sanitation Works
ILRI/052/2022	Consultants for Calibration and Certification of safety cabinets and level 3 Laboratory.
ILRI/053/2022	Consultants in Energy Audit services
ILRI/054/2022	Consultants for hydrogeological services
D	Transport
ILRI/055/2022	Vehicle upholstery services (provision of seat covers and repair of seats)
ILRI/056/2022	Provision of vehicle and asset tracking services
ILRI/057/2022	Supply of Motor vehicle tyres, Tubes and related accessories including fitting, alignment and wheel balancing services
ILRI/058/2022	Provision of staff transport services
ILRI/059/2022	Provision of taxi services
E	EOHS
ILRI/060/2022	Pest Control Services
ILRI/061/2022	Water quality monitoring services
ILRI/062/2022	Food testing , safety and kitchen hygiene audit services
ILRI/063/2022	Safety and health audit services
ILRI/064/2022	Fire safety audit services
ILRI/065/2022	Occupational health professionals (DHP)
ILRI/066/2022	Environmental impact assessment and audit services
ILRI/067/2022	Occupational Health and Safety training services
ILRI/068/2022	Hazardous waste disposal services
ILRI/069/2022	Radiation safety audit services
ILRI/070/2022	Personnel radiation monitoring (TLD reading) services
ILRI/071/2022	Air quality monitoring services
ILRI/072/2022	Noise measurement services
ILRI/073/2022	Provision of laundry services
ILRI/074/2022	Supply and delivery of laboratory Personal Protective Equipment/gears (masks, coveralls, gowns, gloves, first aid equipment and supplies etc)
ILRI/075/2022	Statutory inspection of fire safety equipment, cold rooms, air receivers, boilers, lifts, chain blocks, etc.
ILRI/076/2022	Provision of Covid-19 testing services
F	ICT
ILRI/077/2022	Supply of ICT Equipment, Hardware and Software, Servers, Switches, firewalls, routers, Laptops, Desktops, Tablets, Cameras, Phones and related accessories.
ILRI/078/2022	Supply, Installation and Service of ICT Audio Visual Equipment and accessories ; Projectors, PA Systems, Screens, Equipment Hire etc.
ILRI/079/2022	Provision of computer servicing & maintenance
ILRI/080/2022	Contractors for ICT structured cabling and fiber connectivity, services and preventive maintenance
ILRI/081/2022	Provision of ICT infrastructure monitoring and security

ILRI/082/2022	Consultancy on ICT Infrastructure Services(advanced/highly specialized routing and firewalling issues etc)
ILRI/083/2022	Provision of internet services
G	CORPORATE BRANDING & PROMOTIONAL MATERIALS
ILRI/084/2022	Provision of Design and Printing Services of Corporate Documents (Paper print), i.e Books, Publications, Calendars, Posters, banners, Brochures etc
ILRI/085/2022	Provision of Design and Printing Services of Branded Corporate promotional Material (fabric prints) i.e shirts, Caps, Umbrellas, pens etc.
ILRI/086/2022	Supply and delivery of corporate uniforms (suits, shirts, ties, shoes etc)
H	FARM
ILRI/087/2022	Contractors for supply and maintenance of agricultural/farm machinery (tractors, loaders, dumpers etc.)
ILRI/088/2022	Veterinary and Agro vet farm inputs and supplies
ILRI/089/2022	Supply and delivery of Rhodes grass hay from ECF free area
ILRI/090/2022	Supply and delivery of animal feeds
ILRI/091/2022	Supply and delivery of animal licks
ILRI/092/2022	Supply and delivery of farm animals (pigs, chicks, cattle, camel, rabbits etc)
ILRI/093/2022	Provision of animal transportation services (include proof of insurance)
ILRI/094/2022	Supply and delivery of clean wood shavings
I	GENERAL
ILRI/095/2022	SUPPLY AND DELIVERY OF OFFICE STATIONERY
ILRI/096/2022	SUPPLY OF HOUSEKEEPING CLEANING & SANITARY CONSUMABLES (TOILETRIES, DETERGENT, MOPS ETC)
ILRI/097/2022	SUPPLY OF HOTEL/HOSPITALITY TOILETRIES AND AMENITIES, BATH/BED LINEN, CROCKERY, GLASSWARE, CURTLERY AND KITCHEN ACCESSORIES (HOTEL STANDARD)
ILRI/098/2022	SUPPLY AND MAINTENANCE OF SECURITY COMMUNICATION EQUIPMENT/DEVICES (RADIO HANDSETS)
ILRI/099/2022	PROVISION OF CORPORATE EVENT MANAGEMENT EQUIPMENT HIRE (TENTS,CHAIRS,TABLES,PA SYSTEMS,DECO ETC)
ILRI/100/2022	SUPPLY AND DELIVERY OF OFFICE DRINKING WATER AND DISPENSERS
ILRI/101/2022	PROVISION OF IMPORT/EXPORT CLEARING,FORWADING AND HANDLING SERVICES
ILRI/102/2022	PROVISION OF ASSET VALUATION SERVICES
ILRI/103/2022	Provision of training services in: technical research, science, Engineering, ICT, Soft skills, Finance, Supply Chain, HR, Strategic Management, Project Management.
ILRI/104/2022	Counseling services
ILRI/105/2022	Provision & management of casual labor services