



AGRO CHEMICAL AND FOOD COMPANY LIMITED

SUPPLIER PRE-QUALIFICATION/REGISTRATION QUESTIONNAIRE

THIS QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE SUPPLIERS
WHO WISH TO PROVIDE GOODS' SERVICES OR WORKS TO
AGRO CHEMICAL AND FOOD COMPANY LIMITED

THE INFORMATION GIVEN IS STRICTLY CONFIDENTIAL AND SOLELY FOR USE
BY AGRO CHEMICAL AND FOOD COMPANY LIMITED

Category applied for: _____

FOR THE PERIOD 2017/8 TO 2018/9



AGRO CHEMICAL AND FOOD COMPANY LIMITED

INVITATION TO SUPPLIER REGISTRATION

ACFC/PSM/PREQ/1-26/2017: SUPPLIER REGISTRATION FOR THE YEAR 2017/8-2018/9

Agro Chemical and Food Company Limited (ACFC) invites sealed applications from interested eligible candidates for purposes of prequalifying suppliers for registration for the financial year 2017/8 - 2018/9.

Interested eligible bidders may obtain further information at the address given below during normal working hours (Monday to Friday between 0800 hours to 1600hours excluding public holidays).

- Procurement Office at Muhoroni Factory
Tel: 020-2334180/1 or 020-2334080/1, Mobile: 0722-205448 or 0734-242871
Email: purchasing@acfc.co.ke

Prequalification/Registration documents, containing detailed terms and conditions of application, may be downloaded free of charge from the company website: www.acfc.co.ke or the IFMIS Portal: <http://supplier.treasury.go.ke>.

Prospective applicants, after downloading the registration document, are advised to forward their mailing details to purchasing@acfc.co.ke before the closing date for records and for purposes of receiving any further clarifications and/or addendums.

Completed tender documents are to be enclosed in plain sealed envelopes clearly marked with **The Prequalification Category Number & Name**, and the words **“DO NOT OPEN BEFORE OCTOBER 12, 2017 AT 1200HRS”** and be deposited in the tender box at the entrance to the main administration block at the Muhoroni Factory or be mailed to the address below so as to be received on or before **October 12, 2017 at 1200hrs.**

The Resident Director & Chief Executive
Agro Chemical and Food Company Limited
P.O. Box 18 - 40107
Muhoroni, Kenya

Applications for registration will be opened immediately thereafter in the ACFC Training Centre at the Muhoroni factory in the presence of candidates'/representatives who choose to attend.

Any canvassing or giving of false information will lead to automatic disqualification.

The Purchasing & Supplies Manager
For: **THE RESIDENT DIRECTOR &
CHIEF EXECUTIVE**

SECTION 1: INFORMATION TO APPLICANTS

1. INTRODUCTION

In line with improving the delivery of service to stakeholders, Agro Chemical and Food Company Limited (ACFC) would like to deal with Reputable Firms/Companies who are Manufacturers, Registered Service Providers, Appointed Distributers/Agents or Resellers. The company invites existing and Prospective Suppliers to apply for Prequalification/Registration as suppliers for the years 2017/8 to 2018/9. Those who submit applications in accordance with the application requirements will be prequalified and enlisted as ACFC suppliers for the period 2017/8 - 2018/9.

In order for us to assess the suitability of your organization, below are the general instructions for completing the prequalification/registration questionnaire. Carefully read the instructions before completing the questionnaire.

1.1. INSTRUCTIONS TO APPLICANTS

- 1.1.1. This invitation to supplier prequalification/registration is open to all candidates who are eligible as defined as prescribed in the Public Procurement and Asset Disposal Act, 2015.
- 1.1.2. ACFC's employees, board members and their relatives are not eligible to participate.
- 1.1.3. This prequalification/registration document includes questionnaire forms and documents required of prospective suppliers. Applicants shall furnish information as described in this prequalification/registration document.
- 1.1.4. All the application forms contained in this document must be completed in full and submitted jointly with the supporting documents required. Incomplete submissions shall not be processed.
- 1.1.5. The applicant shall only submit copies of supporting documents that are current and valid. All documents submitted as copies shall be certified as true copies of the original.
- 1.1.6. This prequalification/registration document and the applicants' response thereof shall be the basis of prequalification/registration.
- 1.1.7. Applicants must familiarize themselves with the requirements described in this document and take them into account while preparing their responses.
- 1.1.8. Applicants will meet all costs associated with preparation and submission of their applications.
- 1.1.9. Participants to kindly note that this does not amount to any contractual obligation on the part of ACFC, and the company does not bind itself to assign services but shall endeavor to ensure applicants are treated equitably when opportunities arise.
- 1.1.10. All the applicants shall be notified in writing on the outcome of their application.
- 1.1.11. It is ACFC's policy to require that all applicants observe highest standard of ethics during the selection and execution of contracts. In pursuance to this policy, ACFC;
 - 1.1.11.1. Defines, for the purpose of this provision, the terms set forth below as follows:
 - a. **“corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the procuring entity in the prequalification/registration process; and

- b. **“fraudulent practice”** means a misrepresentation of facts in order to influence the prequalification/registration process to the detriment of ACFC, and includes collusive practices among applicants (prior or after submission of applications) designed to establish prices at artificial, non-competitive levels and to deprive ACFC of the of free and open competition.

- 1.1.11.2. Will reject an application for prequalification/registration if it determines that an applicant has engaged in corrupt and/or fraudulent practices in competing for the contract in question and initiate debarment proceedings against the applicant(s);
- 1.1.11.3. Will declare an applicant ineligible, for the prequalification if at any time it determines that the applicant has engaged in corrupt and/or fraudulent practices in competing for, or in executing a similar contract;
- 1.1.11.4. Will have the right to examine financial records relating to the performance of such services to determine capability;
- 1.1.11.5. Will have the right to authenticate the information provided herein without reverting to the applicants.
- 1.1.11.6. Will have the right to visit and/or inspect the applicants’ business premises.

- 1.1.12. For different organizations/businesses owned and/or managed by the same directors, only one shall be considered in any given category.

1.2. OBJECTIVE OF THE ASSIGNMENT

The main objective of this exercise is to have a standby list of suppliers to supply and deliver assorted items, execute works/projects and provide services under the relevant supplies categories to ACFC as and when required during the period 2017/8 - 2018/9.

1.3. CLARIFICATIONS

Prospective applicants may request clarifications on the prequalification/registration up to **three (3) days** before the submission deadline. Any request for clarification must be send in writing bay mail, facsimile or electronic mail using the contact details in the invitation to supplier registration. ACFC will respond to such requests in writing by electronic mail and send copies of the response to all known applicants intending to submit applications. Clarifications sought outside this timeframe will not be responded to.

1.4. PREPARATION OF THE PREQUALIFICATION/REGISTRATION DOCUMENTS

- 1.4.1. Applicants are requested to submit applications written in English language.
- 1.4.2. **A single application is required per category.** Those wishing to be considered for prequalification/registration in more than one category should submit separate applications for each category.

- 1.4.3. Applicants are expected to examine the documents comprising this supplier prequalification/registration questionnaire in detail. Any material deficiencies in providing the information requested will result in rejection of the application.
- 1.4.4. Interested suppliers must respond in full and as concisely as possible to all questions relevant to the category for which they wish to be prequalified/registered. Participants should also indicate clearly the area(s) of specialization as per the attached products/service category.
- 1.4.5. Applicants are required to meet the qualification criteria stipulated in **Clause 1.6** of these instructions to applicants. Those who do not meet requirements need not submit applications. Only applicants who meet these requirements will be enlisted.
- 1.4.6. The application documents shall not include any financial proposal information other than audited accounts for the last two (2) years & certified bank statements for the last twelve (12) months for firms that have been in operations for more than two years; and certified management accounts by a certified accountant & certified bank statements for businesses that have been in operation for less than two years.
- 1.4.7. The applications should be signed and dated by a duly authorized representative of the organization and submitted with relevant supporting documents/information.

1.5. SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS

- 1.5.1. The original prequalification/registration application documents shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person(s) who sign(s) the application documents.
- 1.5.2. Responses to the prequalification/registration questionnaire must be submitted as per the requirements stipulated in the entire document. ACFC will examine all the applications to determine completeness, general orderliness, and sufficiency in responsiveness.
- 1.5.3. The application(s) should be prepared and submitted in **ONE (1)** properly bound original document only. The document should be enclosed in a plain sealed envelope clearly marked with the **Category Number and Name**, and the words **“DO NOT OPEN BEFORE OCTOBER 12, 2017 AT 1200HRS.”** and be deposited in the tender box at the Main Administration Block at Muhoroni Factory or mailed to the address below so as to be received on or before **October 12, 2017 at 1200hrs.**

The Resident Director & Chief Executive
Agro Chemical and Food Company Limited
P.O. Box 18 - 40107
Muhoroni, Kenya

- 1.5.4. The deadline for submission of the applications shall be **October 12, 2017 at 1200hrs.** Any applications received after the deadline for submission shall be rejected as late submissions and shall not be considered.
- 1.5.5. The applications shall be opened immediately after the submission deadline in the presence of the candidates' representatives who choose to attend the opening in the ACFC Training Centre at the Muhoroni Factory.

1.6. MANDATORY REQUIREMENTS FOR APPLICATION

The applicant(s) shall submit the following mandatory documents and/or information: -

- 1.6.1. A short & precise Business Profile highlighting your expertise and an understanding of the category of interest.
- 1.6.2. Duly completed Prequalification submission form
- 1.6.3. Duly completed Confidential Business Questionnaire
- 1.6.4. PIN & valid Tax compliance certificate
- 1.6.5. A copy of certificate of incorporation/registration (Applicants must be registered in Kenya)
- 1.6.6. Form CR12 for Companies/copies of Duly Signed Partnership Deed for Partnership Businesses/ copy of National Identity Card for Sole Proprietors.
- 1.6.7. Valid Business Permit
- 1.6.8. Duly signed declaration form.
- 1.6.9. Copies of AGPO Certificates for special groups (youth, women & people with disabilities)
- 1.6.10. Proof of registration/accreditation by the relevant statutory/regulatory body specific to your industry as applicable (attach valid copies of certificates e.g. NCA, ERC, NEMA, IEK, DOSHS etc.).
- 1.6.11. Manufacturers' Authorization Certificates for Distributors/Agents and/or resellers of specialized products from their Principals (Manufacturers)
- 1.6.12. A signed statement that the firm or any of its directors or officers have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to the qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of the procurement proceedings.
- 1.6.13. Letter of reference from the Bankers regarding the applicant's credit worthiness.
- 1.6.14. Applicants must proof existence of Physical Business Premises (attach copies of utility bill e.g. Electricity/water bills, lease agreement/title deed). ACFC may visit the premises to ascertain existence and capacity to deliver the services applied for.

1.7. CONFIDENTIALITY

Information relating to evaluation and recommendations concerning prequalification/registration process shall not be disclosed to the applicants until the prequalified firms have been advised accordingly.

SECTION 2: STANDARD FORMS

2.1 PREQUALIFICATION/APPLICATION SUBMISSION FORMS

To: The Resident Director & Chief Executive
Agro Chemical and Food Company Limited
P.O. Box 18 - 40107
Muhoroni

Dear sir,

- a. Having examined the prequalification documents including addenda No. _____, the receipt of which is hereby duly acknowledged, I/we, the undersigned, do hereby submit my/our application.

2. My/Our submission is binding to me/us for 120 days and if found acceptable we shall be pleased to be enlisted in your suppliers' register.

3. I/We understand that you are not bound to accept any submission you may receive.

Dated this _____ Day of _____ 20 _____

[signature] [in the capacity of]

Duly authorized to sign on behalf of _____

Phone No. _____

Email _____

2.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) whichever applies to your business.

You are advised that it is a serious offence to give false information on this form.

Part 1 General

Business Name: P.O. Box Physical Address: Name of Street: Telephone numbers: Email Address: Nature of business: Registration Certificate No. Maximum value of business which you can handle at any one time: KShs. Name of Bankers Branch
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Part 2(a) Sole Proprietor

Your Name in full: Age Nationality: Country of Origin: Citizenship Details:

Part (b) Partnership

Give details of Partners as follows: <table border="1"> <thead> <tr> <th>S/No.</th> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2.</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3.</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4.</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>5.</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	S/No.	Name	Nationality	Citizenship Details	Shares	1.	_____	_____	_____	_____	2.	_____	_____	_____	_____	3.	_____	_____	_____	_____	4.	_____	_____	_____	_____	5.	_____	_____	_____	_____
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3.	_____	_____	_____	_____																										
4.	_____	_____	_____	_____																										
5.	_____	_____	_____	_____																										

Part 2(c) Registered Company

Private or Public State the Nominal and Issued Capital of Company Nominal (KShs.) Issued (KShs.) Give details of Directors as follows: <table border="1"> <thead> <tr> <th>S/No.</th> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2.</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3.</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4.</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>5.</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	S/No.	Name	Nationality	Citizenship Details	Shares	1.	_____	_____	_____	_____	2.	_____	_____	_____	_____	3.	_____	_____	_____	_____	4.	_____	_____	_____	_____	5.	_____	_____	_____	_____
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3.	_____	_____	_____	_____																										
4.	_____	_____	_____	_____																										
5.	_____	_____	_____	_____																										

Applicant's Signature: Date:
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2.2.1 Quality, Safety & Environment

- a. Does your organization hold any ISO or equivalent Certification?
(If yes attach copy of certificate)
- b. Are your staff trained on systems management? (i.e. Quality Management Systems -QMS, Food Safety Management System -FSMS, Environmental Management Systems -EMS, Occupational Health & Safety Systems -OSHS).
(If yes attach copies of certificates)
- c. Please give details of any other Quality Assurance Accreditation that your organization holds. *(attach copy of certificate if any).*
- d. Does your organization have a documented Quality Policy Statement? *(attach copy if any)*
- e. Are your employees adequately motivated to achieve the defined Quality objectives?
- f. Does your organization have an Environmental Policy in place? *(attach copy if any)*
- g. Does your business have a Health and Safety Policy in place? *(attach copy if any)*

2.2.2 Qualification & Experience of Key Personnel

- a. Include CVs of key personnel detailing the qualifications and experience most pertinent to tasks on assignment. The CVs should also describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.
- b. Attach supporting academic and professional certificates.

2.2.3 Details of Associated Businesses

Provide details of associated companies/businesses by virtue of directorship.

- a. Associated companies/businesses by virtue of directorship/majority shareholding etc. are not allowed to submit applications for the same Category of goods/works/services.
- b. Where such is detected without disclosure the affected applicants shall be disqualified

2.2.4 Payment Terms

Our payment terms are thirty (30) days from date of invoice after satisfactory delivery of goods/services. Please indicate whether you are comfortable with these terms or not.....

2.2.5 After Sale Service & Customer Support

Provide details of the auxiliary works, after sales services or supplies that your organization can provide e.g. user training, equipment repair & maintenance, spares etc.

2.3 REFERENCES

Submit details of organizations where you have undertaken similar services in the format below.

S/N	Contact Information	Client Details
1.	Name of Company	
	Name of Contact Person	
	Designation	
	Telephone Number(S)	
	E-Mail Address	
2.	Name of Company	
	Name of Contact Person	
	Designation	
	Telephone Number(S)	
	E-Mail Address	
3.	Name of Company	
	Name of Contact Person	
	Designation	
	Telephone Number(S)	
	E-Mail Address	
4.	Name of Company	
	Name of Contact Person	
	Designation	
	Telephone Number(S)	
	E-Mail Address	
5.	Name of Company	
	Name of Contact Person	
	Designation	
	Telephone Number(S)	
	E-Mail Address	

- 2.3.1 Ensure you have provided reference letters for ALL the above organizations, duly signed and stamped by the relevant officer.
- 2.3.2 The reference letters MUST be on organization's letterheads.
- 2.3.3 Provide details of assignments with the above organizations in the format Provided in **2.4**
- 2.3.4 Attach evidence of the successfully executed assignments with the above organization (e.g. completion certificates for works/projects).

2.4 FIRM'S REFERENCES

**Relevant Services Carried Out in the Last Three Years
That Best Illustrate Qualifications**

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		Country
Location within Country:		Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:		Clients contact person for the assignment.
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (KShs.)
Name of Associated Consultants. If any:		No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

Name and title of signatory: _____

Tel. No. _____

(May be amended as necessary)

2.5 SELF DECLARATION FORM

I/We the undersigned state that the above information is correct and that I/We give agro chemical and food company limited authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's Office, Bankers etc.

Signed

For and on behalf of

In the capacity of

Dated this Day of 2017.

Company's rubber stamp

2.6 ANTI-CORRUPTION DECLARATION FORM

I, _____ of P.O. Box _____ being a resident of _____ in the republic of Kenya do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Managing Partner/Proprietor/Director of _____ (Name of the Company/Firm) which is an applicant in respect of Prequalification Category No. _____ to supply goods/works/services to ACFC and duly authorized to make this statement.
2. THAT the aforesaid applicant, its servants and/or agent/subcontractor 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 ACFC.
3. THAT the aforesaid applicant, its servants and/or agents/subcontractor have not offered and will not offer any inducement to any member of the board, management staff and/or employees and/or agents of ACFC.
4. THAT the aforesaid candidate, its servants and/or agents/subcontractors have not been debarred from any procurement process.
5. THAT what is deponed hereinabove is true to the best of my knowledge, information and believe.

Signed

For and on behalf of

In the capacity of

Dated this Day of 2017.

Company's rubber stamp



AGRO CHEMICAL AND FOOD COMPANY LIMITED

SUPPLIER PREQUALIFICATION/REGISTRATION CHECKLIST

ACFC/PRQ/01-26/2017: SUPPLIER REGISTRATION CATEGORIES FOR THE YEARS 2017/8-2018/9.

CATEGORY	ITEM DESCRIPTION	TARGET GROUP
ACFC/PRQ/01:	Supply and delivery of raw materials & chemicals (urea, methanol, caustic soda, Sulphuric acid, Aluminium Sulphate, boiler treatment chemicals, cooling tower & process water chemicals etc.).	OPEN
ACFC/PRQ/02:	Supply and delivery of mechanical spares, bearings, bolts and nuts etc.	OPEN
ACFC/PRQ/03:	Supply and delivery of electrical and instrument items and related spares.	OPEN
ACFC/PRQ/04:	Supply and delivery of Laboratory equipment/instruments and chemicals.	OPEN
ACFC/PRQ/05:	Supply and delivery of petrol, diesel, fuel oil, domestic gas and lubes.	ERC Accredited
ACFC/PRQ/06:	Provision of maintenance and calibration services for laboratory equipment/instruments.	OPEN
ACFC/PRQ/07:	Supply, Delivery & Maintenance/ Servicing of Fire Fighting Equipment	OPEN
ACFC/PRQ/08:	Supply and delivery of protective wear (overalls, Gumboots, security suits, Drivers suits, officers' suits, safety boots, dust coats etc.)	OPEN
ACFC/PRQ/09:	Supply & Delivery of Packaging Material (25ltr jerrycans, 200 Ltrs. plastic drums, polythene bags and cartons etc.).	OPEN
ACFC/PRQ/10:	Supply & delivery of 250ml, 350ml & 750ml Glass Liquor Bottles & branded bottle caps etc.	OPEN
ACFC/PRQ/11:	Provision of Printing & Publishing Services (e.g. Pre-Printed Stationery, audited accounts etc.)	OPEN
ACFC/PRQ/12:	Provision of Branded Promotion Materials (e.g. T-shirts, Caps, Posters etc.)	AGPO
ACFC/PRQ/13:	Supply & delivery of General Office Stationery and Office furniture.	AGPO
ACFC/PRQ/14:	Supply and delivery of Photocopiers, Printers, computer hardware, software, services and related accessories	OPEN
ACFC/PRQ/15:	Removal of sludge from lagoons & ponds and bottom lining of lagoons.	OPEN
ACFC/PRQ/16:	Supply and delivery of hardware and building & construction materials; sand, ballast, building blocks, roofing sheets, cement, timber etc.	OPEN
ACFC/PRQ/17:	Civil works	NCA Certified
ACFC/PRQ/18:	Provision of motor rewinding services	OPEN
ACFC/PRQ/19:	Provision of small mechanical, electrical and plumbing works	AGPO
ACFC/PRQ/20:	Provision of motor vehicle repair services.	OPEN
ACFC/PRQ/21:	Supply and delivery of motor vehicle batteries, speed governors, Tyres and tubes	OPEN
ACFC/PRQ/22:	PROVISION OF VARIOUS STATUTORY TRAININGS e.g. capacity building, management trainings, customer satisfaction surveys, First Aid, Occupational Safety & Health etc.	OPEN
ACFC/PRQ/23:	PROVISION OF STATUTORY PLANT, SAFETY & HEALTH SERVICES (inspection services for Plants & Plant equipment; Fire Safety Audits as per the provisions of the Fire Risk Reduction Rules, 2006; Occupational Safety & Health Audits and Workplace Risk Assessment as per the OSHA provisions of 2007).	OPEN
ACFC/PRQ/24:	Provision of Quarterly External Effluent Analysis as per the provisions of Water Quality Regulations, 2006.	OPEN
ACFC/PRQ/25:	Provision of Environmental Audit as per the Environmental Impact Assessment and Audit regulations, 2003.	OPEN
ACFC/PRQ/26:	Provision of Air Emissions Monitoring and Noise Surveys as per the provisions of noise and excessive vibrations control regulations, 2009.	OPEN

A detailed pre-qualification document can be downloaded free of charge from the ACFC website;

www.acfc.co.ke

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Agro Chemical and Food Company Limited

SUPPLIER PREQUALIFICATION/REGISTRATION CHECKLIST

MANDATORY REQUIREMENTS

S/NO	REQUIREMENT	Responsive/ Non-Responsive
1.	Certificate of incorporation/registration	
2.	Tax compliance certificate valid for at least up to the tender closing date.	
3.	Form CR12/Partnership Deed/National Identity Card	
4.	Company/business profile detailing your expertise and an understanding of the category of interest.	
5.	Duly filled prequalification submission form	
6.	Duly filled confidential business questionnaire	
7.	Copies of relevant registration certificates/permits/licenses specific to your line of business from the applicable bodies e.g. NCA, ERC, NEMA, DOSHS, IEK etc.	
8.	Duly filled self-declaration form	
9.	Duly signed anti-corruption pledge	
10.	Current trade permit	
11.	Valid AGPO certificate for disadvantaged groups registered with the national treasury	

Notes:

- 1. All applicants **must** provide all the above requirements as applicable.*
- 2. Applicants must provide all the above mandatory as applicable to qualify for technical evaluation.*

www.acfc.co.ke



Agro Chemical and Food Company Limited

SUPPLIER PREQUALIFICATION/REGISTRATION CHECKLIST

TECHNICAL EVALUATION REQUIREMENTS

S/NO	EVALUATION CRITERIA	MAX. SCORE
1.	Legal Status	
	Certificate of incorporation/registration	2
	Form CR12/Partnership Deed/National Identity Card	4
	PIN & VAT certificates	2
2.	Financial Details	
	Audited accounts for the last two (2) years/certified management accounts by a certified accountant for firms that have been in business for less than 2yrs	3
	Average Annual Turnover	3
	certified bank statements for the last twelve (12) months	3
	Bank reference letter	3
3.	Experience	
	Number of Years in business	2
	Recommendation letters from at least five (5) reputable institutions/clients	5
	Details of assignments in the format provided	3
	Evidence of at least three (3) successfully executed assignments with the above institutions (e.g. completion certificates for works/projects).	6
5.	Personnel	
	Qualifications & Experience of key personnel (attach CVs & Certificates)	9
6.	Additional Requirements	
	Commitment to Quality, safety and environmental management systems	5
	Written confirmation of your acceptance of our thirty (30) days from date of invoice upon satisfactory delivery of goods/services/works.	5
	Well-arranged & bound prequalification documents in conformity with the formats provided.	5
	TOTAL SCORE (Pass-mark 42Points)	60

Notes:

1. *The disadvantaged groups **will not** be evaluated on marks provided they submit valid copies of their AGPO registrations certificates from the National Treasury.*
2. *The minimum score to qualify for registration shall be 70% (i.e. 42 Points).*

www.acfc.co.ke
