



**PRE-QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR PROVISION OF GOODS,
SERVICES AND WORKS FOR THE PERIOD 2025-2026**

OPEN

**The Procurement Officer
Trees For The Future
P.O. Box 3853– 40100, Kisumu.**

SUBMISSION DEADLINE: TUESDAY 28TH JANUARY 2025

Applicants are encouraged to submit applications at least one day ahead of the deadline date, to avoid any technical/unforeseen obstacles during the submission.

**REQUEST FOR SUBMISSIONS FOR REGISTRATION OF SUPPLY AND DELIVERY OF
GOODS, WORKS AND SERVICES FOR THE PERIOD 2025/2026**

At TREES For the Future (TREES), we empower farmers with sustainable land use training, fostering vibrant regional economies, resilient food systems, and a healthier planet. As a global leader in agroforestry training for over 30 years, TREES offers hands-on education and support, guiding farmers in developing countries to collaborate with nature rather than oppose it.

Our signature Forest Garden Approach enables farmers to rejuvenate their land with thousands of trees and diverse crops, opening up new opportunities for themselves and their communities. By adopting sustainable land practices, these farmers are reclaiming their autonomy, breaking free from cycles of climate change and generational poverty, and revitalizing our food systems from the ground up. Learn more at www.trees.org.

TREES FOR THE FUTURE-KENYA, hereafter referred to as the "Procuring Entity," invites interested companies and firms to submit applications according to the provided criteria for potential shortlisting. This shortlisting is for the supply and delivery of goods, services, and works for the period ending 31st December 2026, as categorized in the schedule below:

1. The submissions shall follow the instructions and documents in this document and shall be in English Language. Tenderers may obtain further information during office hours between 0800 to 1700 hours at the address provided below.
2. All physical documents should be delivered by courier, email or hand delivered at TREES KISUMU office as indicated in the address below.
3. All submitted documents shall be recorded and inserted in the tender register. Late submissions shall be automatically rejected.
4. Enquiries regarding this Request for quotation may be addressed to:

**THE PROCUREMENT OFFICER,
TREES FOR THE FUTURE
Kisumu Development Program Building next to Kenya Redcross, Kibuye.
P.O. Box 3853-40100, Kisumu.
Tel: 0797963967**

**Email: procurement@trees.org; winstone.kivihya@trees.org and
cc
Jonathan.kioko@trees.org
Website: www.trees.org**

All submissions shall be marked as prescribed in the "REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES, WORKS FY 2025/2026" and any clarification should be made by Email to the undersigned.

CATEGORIES FOR SUPPLY OF GOODS AND SERVICES

NO	TENDER REF.	DESCRIPTION
A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS		
1.	TFF/REG/001/2025-2026	Supply and Delivery of biodegradable bags
2.	TFF/REG/002/2025-2026	Supply and Delivery of Avocado and Mango seeds
3.	TFF/REG/003/2025-2026	Supply and delivery of office furniture, Fittings and Office Accessories
4.	TFF/REG/004/2025-2026	Supply and delivery of Staff T-shirts and staff branding materials. Branding Services; Caps, Banners, Posters and Flyers
5.	TFF/REG/005/2025-2026	Supply and delivery of Motor Vehicle Tyres, Tubes and Batteries and accessories
6.	TFF/REG/006/2025-2026	Supply and delivery of General Office Stationery
7.	TFF/REG/007/2025-2026	Supply and delivery of office consumables
8.	TFF/REG/008/2025-2026	Supply and delivery of farmer workbooks and printed materials
9.	TFF/REG/009/2025-2026	Supply and delivery of Computers, Printers, Network Equipment and Computer Softwares
10.	TFF/REG/010/2025-2026	Supply and delivery of Building Construction Tools, Materials and Related General Hardware Items
11.	TFF/REG/011/2025-2026	Supply and delivery of Computers, Printers, phones and Computers and Photocopiers Consumables and accessories e.g., Tonners and Cartridges
12.	TFF/REG/012/2025-2026	Supply and delivery of Airconditioners and Associated Parts
13.	TFF/REG/013/2025-2026	Supply and delivery of staff protective equipment and Occupational Health and safety equipment

14.	TFF/REG/014/2025-2026	Supply and delivery of Pest Control Chemicals, Fumigation and Other Materials and services
15	TFF/REG/015/2025-2026	Supply and delivery of assorted farm tools and equipment
16.	TFF/REG /016/2025-2026	Supply and Delivery of DataCollection Gadgets
B: REGISTRATION FOR PROVISION OF SERVICES		
1.	TFF/REG/001/2025-2026	Provision of Branding and Communication services
2	TFF/REG/002/2025-2026	Provision of staff medical insurance brokerage services. Firms must be registered with IRA.
3.	TFF/REG/003/2025-2026	Provision of Office Refurbishment and Furnishings e.g. Curtains, Sheers, Blinds, Wallpapers, painting, Minor Repairs and Maintenance of Building (Plumbing, electrical, masonry and carpentry)
4.	TFF/REG/004/2025-2026	Provision of minor Construction Works,Partitioning, Repairs, Painting and Demolition of Building, Office and Structures
5	TFF/REG/005/2025-2026	Provision of Security Services
6	TFF/REG/006/2025-2026	Provision of Taxi Services

TREES For the Future reserves the right to accept or reject any application, in whole or in part, and is not obligated to provide reasons for its decision. Any form of canvassing will result in automatic disqualification.

**Only successful organizations will be contacted.
Please complete the form below and submit with the requested attachments.**

PRE-QUALIFICATION INSTRUCTIONS

1. Trees For The Future 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. The pre-qualification objective is to supply and deliver assorted items and provide services under the relevant tenders/quotations to Trees for The Future on and as when required during the stated period.
3. Duly registered suppliers of goods and services under the Laws of Kenya are invited to submit their pre-qualification documents to Trees For The Future so that they may be pre-qualified for submission of

quotations. Prospective suppliers are required to supply mandatory information for pre-qualification.

4. Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to NGOs/Corporations/Institutions/Government of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

5. POTENTIAL suppliers must have been registered for at least 2 years prior to the application and must have physical and online presence.

6. This invitation of application for pre-qualification is open to potential applicants who can demonstrate proven technical, financial, and managerial capacity to supply the listed goods and services.

7. This document includes questionnaire forms and documents required of prospective suppliers.

8. The successful applicants will be registered on Trees For The Future suppliers list for the period **1st February 2025 to 31st December 2026** and the organization will only deal with the firms that are registered.

9. Applicants must submit a *duly* completed and signed Confidential Business Questionnaire provided herein as Appendix 'A.'

10. Trees For The Future reserves the right to request the 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 information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of the organization.

12. 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.

13. Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.

ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

Experience

- a. Prospective Bidders shall have at least two (2) years' experience in the supply of goods and services.
- b. Prospective suppliers require special experience and capability to organize supply and delivery of items or services at short notice in Kisumu, Homabay, Migori and Siaya.
- c. Trees For The Future reserves the right to request additional qualification information as the tender/quotation stage to suit particular procurement.
- d. Share contracts of previous works done and/or recommendation letters.

Financial Capability

- a. The supplier's financial capability will be determined by the latest financial statement submitted with the pre-qualification document as well as letters of reference from their bankers regarding suppliers/contractors' credit position.
- b. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
- c. Special consideration will be given to the financial capability to execute orders.

Personnel

- a. The suppliers/contractors/consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment where applicable.

Past Performance

- a. Past performance will be given due consideration for any pre-qualifying bidders.
- b. Letters of reference/recommendation from past customers can be attached.

Premise

The Firm must have a **registered** and business premise in Kenya and must be registered as per Kenyan law. Registration certificates should be attached.

PRE-QUALIFICATION EVALUATION CRITERIA

TECHNICAL EVALUATION

No.	Requirements (Submit evidence)
1.	Company profile, Registration documentation e.g., Certificate of Incorporation, Valid Tax Compliance Certificate and PIN/Value Added Tax (VAT
2.	Evidence of physical and online presence (Web link)
3.	Other certification
4.	Manpower/Staffing
6.	Past Performance & Experience e.g., provide contracts/Local Purchase Orders (LPOs)/Recommendation letters
7.	Financial capability
8.	Litigation history

PART I. SUPPLIER REGISTRATION QUESTIONNAIRE

1. Business Name

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KRA PIN No. **VAT Reg. No.**

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(Attach Copy Registration Certificate)

2. Category applied

for..... **Item**

Description:

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3. Experience:

a) State the number of years the company has been in similar business.

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State names of five major clients, references and contact persons.

(Attach list and evidence e.g., Purchase Orders, Contract Agreements Invoices, etc.)

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List ongoing contracts/projects (goods & services) and values of contract/orders.....

4. a) Have you previously dealt with Trees for The Future? If yes, state nature of business.

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b) State whether you have, at any one time, been blacklisted by Trees For The Future.

If yes, give reasons.....

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5.Delivery & Logistics

a) State location of registered office, warehouse and space whether owned/rented indicating:

i. Building.....
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ii. Street/Road.....
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iii. City/Town.....
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b) Submit a brief statement of supply and service delivery methods and procedures the firm proposes/plans to use to execute the contract.

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6.State whether your company is a:

c) Manufacturer.....
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d) Authorized agent
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e) Stockist.....
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f). Other (Please **s p e c i f y**)
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7. Specify the amount of business you can handle at any one time
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**8. Give any other information that you feel is relevant for purpose of
Pre-qualification as a supplier.....**
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APPENDIX “A” DECLARATION FORM

I/We..... hereby declare:

- ✓ That the information given above is true and further state that I/We also understand the purchase of this form does not guarantee registration.
- ✓ That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- ✓ That I/We have legal capacity to enter into contract.
- ✓ That I/We have fulfilled obligations to pay taxes/social security contributions.
- ✓ That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- ✓ That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- ✓ That I/We give Trees For The Future, authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
- ✓ That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....

APPENDIX “B” CODE OF ETHICS AND CONFLICT OF INTEREST DISCLOSURE FORM

Trees For The Future Procurement guidelines stipulate that TREES should not permit reciprocity in any purchase transactions. Any reciprocal financial transactions between a supplier and an employee, whether before or after pre-qualification, are prohibited. It does not matter that the transaction is at arm’s length or not.

In view of the above, outlined below are the guidelines on code of ethics and conflict of interest.

Code of Ethics

Employees of Trees For The Future are not allowed to accept or agree to accept any money, gifts, or other benefit on behalf of themselves or anyone else, from a person or institution having dealings with the Organization. No gift may be accepted in cases where it is obvious that the gift will result in an expected reciprocal action from the Organization.

The standard of conduct for all potential suppliers includes the following:

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment, or any promise of future employment to employees of Trees For The Future who may be in a position to influence the procurement decision.
- 2) Potential suppliers and/or their agents are not expected to deal with an employee who has a financial interest in their business.
- 3) During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
- 4) Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

Conflict of Interest

Please give details of any conflict of interest that may exist between yourself, and employee(s) of the Trees For The Future as indicated below and confirm that you have read the code of ethics and agrees with it.

Has any employee of Trees For The Future been your employee in the past one year? If yes, please give details

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Do you have any family ties with any Trees For The Future employee(s) through spouse or immediate family?

If so, please explain:

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Have you had past business dealings with any employee of Trees For The Future?

If yes, please give details:

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Do you have other social or political relationships with an employee of Trees For The Future in procurement, which may impede his/her independence or objectivity?

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I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Name.....
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Designation.....
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Signature.....
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Official rubber

stamp.....

Date.....
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