



Transforming Lives Through Agribusiness

PREQUALIFICATION AND REGISTRATION OF SUPPLIERS/CONTRACTORS OF GOODS AND SERVICES FOR 3 YEARS 2025 to 2027

Kilimo Trust is a not-for-profit organization working on agriculture for development across the East Africa community in Burundi, Kenya, Rwanda, Tanzania and Uganda. Kilimo Trust is a go-to implementing partner for inclusive and sustainable market-led agricultural value chain development in the region.

Kilimo Trust intends to prequalify competent and registered firms for the provision of various goods and services for three years 2025 to 2027 for the Kenya office located in Egerton, Njoro – Nakuru and Embu office located at spring valley, Embu.

CATEGORY REF. NO.	ITEM DESCRIPTION
KT/SS/001	Supply and Delivery of General Office Stationery and Supplies
KT/SS/002	Supply and Delivery of ICT Equipment and Accessories; Computers (Desktops, Laptops, Tablets, UPS); Servers, Networking Equipment; Storage Devices; Printers and Scanners; Monitors; Telecommunication Equipment (VoIP Phones, Desk Phones, Headsets, Mobile Phones)
KT/SS/003	Supply and Delivery of Security Equipment (Biometric Devices, CCTV Cameras, Alarm Systems)
KT/SS/004	Supply and Delivery of Office Furniture, Assorted Fixtures, and Fittings
KT/SS/005	Supply and Delivery of Groceries, Dry Foods, beverages and Kitchen Supplies
KT/SS/006	Supply and Delivery of Cutlery, Crockery, and Related Kitchen Equipment and Accessories
KT/SS/007	Supply and Delivery of Catering and Food Services for Staff and Events
KT/SS/008	Supply and Delivery of Sanitary and Cleaning Materials, Housekeeping cleaning agents, laundry detergents, materials and equipment
KT/SS/009	Repair and Maintenance of Furniture, Equipment, and Fittings
KT/SS/010	Repair and Maintenance of Plumbing Works
KT/SS/011	Repair and Maintenance of Electrical Works
KT/SS/012	Repair and Maintenance of Catering Kitchen Electronic Equipment/Appliances
KT/SS/013	Repair and Maintenance of Motor Vehicles, Servicing
KT/SS/014	Provision of Car track Services
KT/SS/015	Provision of Service and Maintenance of Firefighting Equipment
KT/SS/016	Provision of Computer Software and Licenses
KT/SS/017	Computer and accessories repairs
KT/SS/018	Provision of Cleaning, Sanitary Services, Fumigation, and Pest Control Services
KT/SS/019	Provision of Events Management and Entertainment Services (Tents and Chairs, Exhibitions, Photography, Video Conferencing, and Hire of Public Address Systems)
KT/SS/020	Provision of Printing and Publishing Services (Branded Books, Posters, Brochures, Banners, Fliers, Membership Cards, Certificates, Official Stationery, Komba Magazine, etc.)
KT/SS/021	Provision of Advertising Services in National TV, Radio Stations and Outdoor Billboards

KT/SS/022	Provision of Taxi services/ Transport services /car hire services
KT/SS/023	Provision of Internet Services
KT/SS/024	Provision of asset engraving and register services
KT/SS/025	Provision of postage services

PRE-QUALIFICATION FORMS

Pre-qualification/Registration documents shall be downloaded from tenders Kenya website.

No prequalification fee/charges.

Interested bidders are required to submit duly completed prequalification tender documents online via email clearly marked "PREQUALIFICATION OF SUPPLIERS 2025-2027" to sphilip@kilimotrust.org by 28th February 2025. indicating the reference number of the categories being applied for.

Suppliers who are currently in our list and wish to be considered should apply.

Any canvassing in whatever way will render the prospective bidder(s)/applicant(s) ineligible for participation. The Organization reserves the right to accept or reject any application/tender in whole or in part without giving reason(s) for its decision.

PRE-QUALIFICATION DATA INSTRUCTIONS

1.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission

The pre-qualified application forms which are **NOT filled out completely and submitted in the prescribed manner will not be considered**. All the documents that form part of the proposal must be written in English.

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Kilimo Trust in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender category as described by the Client.

Prospective bidders will not be considered qualified unless in the judgment of Kilimo Trust, they possess capability, experience, suitability of equipment to satisfactorily execute the contract for goods/services.

1.2 Essential Criteria for Pre-qualification

a) Experience: Prospective bidders shall have at least 3 years' experience in the supply of goods, works, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

Prospective candidates require special experience and capability to organize supply and delivery of items, or services at short notice.

b) Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-3

1.3 Statement

Applicants must include a sworn statement Form PQ-4 by the Tenderer ensuring the accuracy of the information given.

1.4 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the Client could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the organisation reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

1.5 The firm must have a fixed Business Premises and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

Mandatory - Copy of current business license and Registration (by registrar of companies) in fields applied for the firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate

Prequalification Criteria No.	Required Information	Form Type	Points Score
1	Registration Documentation	PQ-1	Mandatory
2	Pre-qualification Data	PQ-2	Mandatory
3	Past Experience	PQ-3	40
4	Sworn Statement	PQ-4	10
Total		50	

1.6 The qualification shall be 30 points and above.

FORM PQ-1 REGISTRATION DOCUMENTS

All firms **MUST** provide: -

1. Copies of Certificate of Registration.
2. Copy of PIN/VAT Registration Certificate of firm/company/individual.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority

6. FORM PQ-2

All firms **MUST** fill and stamp the following form;

PRE-QUALIFICATION DATA

1. Types of Businesses.....
- Legal name of firm.....
- Post office address.....
- Street and Address..... City.....
- Country
- Telephone No.....
- Person to contact.....
- Title.....

2. Year of Business Registration.....
3. Under present management since.....

10. FORM PQ-6: PAST EXPERIENCE

LIST NAMES OF AT LEAST FIVE (5) CLIENTS (Give the contacts of the organization).

Organisation Name

Contacts

1.
2.
3.
4.
5.

-
-
-
-
-

FORM PQ-8: SWORN STATEMENT

Having studied the pre-qualification information for the above tender category We/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. That pre-qualification bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the pre-qualification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

Stamp/Seal.....

(Full name and designation of the person signing and stamp or seal).