



# 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agro Chemical and Food Company Limited**

P.O. Box 18 - 40107, Muhoroni

Email: [tenders@acfc.co.ke](mailto:tenders@acfc.co.ke)

Website: [www.acfc.co.ke](http://www.acfc.co.ke)

**For the Period 2021 - 2023**



# Agro-Chemical and Food Company Limited

## INVITATION TO TENDER

Tender №.: ACFC/SCM/PRQ/01-30/2021

Tender Name: SUPPLIER REGISTRATION FOR THE PERIOD 2021 - 2023

Agro Chemical and Food Company Limited (ACFC) invites sealed applications from interested eligible candidates for purposes of prequalifying suppliers for registration in the listed categories for the period 2021/22 - 2022/23.

CATEGORY №.	DESCRIPTION	TARGET GROUP
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
PRQ/02:	Supply and delivery of mechanical spares, bearings, bolts and nuts etc.	OPEN
PRQ/03:	Supply and delivery of electrical and instrument items and related spares.	OPEN
PRQ/04:	Supply and delivery of Laboratory equipment/instruments and chemicals.	OPEN
PRQ/05:	Supply and delivery of petrol, diesel, fuel oil, domestic gas and lubes.	EPRA Accredited
PRQ/06:	Provision of maintenance and calibration services for laboratory equipment/instruments.	OPEN
PRQ/07:	Supply, Delivery & Maintenance/Serviceing of Fire Fighting Equipment	OPEN
PRQ/08:	Supply and delivery of protective wear (overalls, Gumboots, security suits, Drivers suits, officers' suits, safety boots, dust coats etc.)	AGPO
PRQ/09:	Supply & Delivery of Packaging Material (25ltr jerrycans, 200ltr, plastic drums, 250ml, 350ml & 750ml Glass Liquor Bottle, & branded bottle caps, polythene bags and cartons).	OPEN
PRQ/10:	Provision of Branded Promotional Materials (e.g. T-shirts, caps, posters etc.)	AGPO
PRQ/11:	Provision of Printing & Publishing services (e.g. audited accounts, pre-printed stationery etc.)	AGPO
PRQ/12:	Supply & delivery of General Office & Computer Stationery and Office furniture.	OPEN
PRQ/13:	Supply and delivery of Photocopiers, Printers, computer hardware, software, services and related accessories	OPEN
PRQ/14:	Removal of sludge from lagoons & ponds and bottom lining of lagoons.	OPEN
PRQ/15:	Supply and delivery of hardware and building & construction materials; sand, ballast, building blocks, roofing sheets, cement, timber etc.	OPEN
PRQ/16:	Small Works (building & construction, structural, mechanical electrical and plumbing)	AGPO
PRQ/17:	Civil Works	NCA Certified
PRQ/18:	Provision of motor rewinding services	AGPO
PRQ/19:	Provision of motor vehicle repair & maintenance services.	OPEN
PRQ/20:	Supply and delivery of motor vehicle batteries, speed governors, Tyres & tubes	OPEN

PRQ/21:	Supply & repair of air conditioning and refrigeration equipment and related spares	OPEN
PRQ/22:	Provision of maintenance, repair and calibration services for weighbridge and weighing scales.	OPEN
PRQ/23:	Provision of trainings and Human Resource development services.	OPEN
PRQ/24:	Provision of Legal Services	OPEN
PRQ/25:	Provision of Debt Collection Services	OPEN
PRQ/26:	Provision of Asset valuation & Tagging services	OPEN
PRQ/27:	Provision of Clearing & Forwarding Services	OPEN
PRQ/28:	Provision of Courier Services (within Kenya)	OPEN
PRQ/29:	Provision of inspection, Specialized maintenance & repair services for boilers & pressure vessels	Accredited by relevant body
PRQ/30:	Provision Of Statutory Plant, Safety & Health Services (inspection services for Plants & Plant equipment; Fire Safety Audits, Environmental Audit, Air Emissions Monitoring & Noise Surveys and External Effluent Analysis services.	

Interested eligible bidders may obtain further information from the Supply Chain Manager's Office at the factory in Muhoroni during normal working hours (Monday to Friday between 0800hours to 1600hours excluding public holidays) or by calling: 0722-205448/ 0734-242871 or Email: [purchasing@acfc.co.ke](mailto: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](http://www.acfc.co.ke) or the PPIP Portal: [www.tenders@go.ke](http://www.tenders@go.ke)

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 JULY 29, 2021 AT 1230HRS"** 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 **July 29, 2021** at 1230hrs.

The Resident Director & Chief Executive  
Agro Chemical and Food Company Limited  
P.O. Box 18 - 40107,  
Muhoroni, Kenya  
[tenders@acfc.co.ke](mailto:tenders@acfc.co.ke)

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

ACFC reserves the rights to accept or reject any application in part or in whole and does not bind itself to give reasons for its decision.



Amos W. Mwaighonyi  
**For: RESIDENT DIRECTOR  
& CHIEF EXECUTIVE**

TABLE OF CONTENTS

Page №.

INVITATION TO TENDER ..... 1

SECTION 1: INFORMATION TO APPLICANTS ..... 4

SECTION II: REGISTRATION REQUIREMENTS & FORMS ..... 7

## 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 2021/22 to 2022/23. Those who submit applications in accordance with the application requirements will be prequalified and enlisted as ACFC suppliers for the said period.

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 and the Public Procurement and Asset Disposal Regulations, 2020.
- 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:
  - a. 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).
  - b. 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.
  - c. Will have the right to examine financial records relating to the performance of such services to determine capability.

- d. Will have the right to authenticate the information provided herein without reverting to the applicants.
  - e. 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 2021/22 to 2022/23.

## 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. The application documents shall be prepared in indelible ink. They 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.
- 1.4.3. **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.
- 1.4.4. 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.
- 1.4.5. 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 clearly indicate the area(s) of specialization as per the attached products, service or works category.
- 1.4.6. Applicants are required to meet the qualification criteria stipulated in **Form PQ-1 & PQ-10**. Those who do not meet requirements need not submit applications. Only applicants who meet these requirements will be enlisted.
- 1.4.7. 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 six (6) 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.
- 1.4.8. 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. 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.
- 1.5.2. 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 JULY 29, 2021 AT 1230HRS**” 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 **July 29, 2021 at 1230hrs.**

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

- 1.5.3. The deadline for submission of the applications shall be **July 29, 2021 at 1230 hours.** Any applications received after the deadline for submission shall be rejected as late submissions and shall not be considered.
- 1.5.4. The applications shall be opened immediately after the submission deadline in the presence of the candidates’ representatives who choose to attend the opening at the ACFC Open Grounds at the Muhoroni Factory.

Note: Softcopy applications are also acceptable as long as they comply with the following.

1. Each application is prepared in one single document comprising the completed application forms and the supporting documents.
2. They are submitted in in Portable Document Format (**PDF**).
3. They are clear and comply with all the other requirements specified in this document.
4. They are received through: [tenders@acfc.co.ke](mailto:tenders@acfc.co.ke)

## **SECTION II: REGISTRATION REQUIREMENTS & FORMS**

### **FORM PQ-1A: REGISTRATION DOCUMENTS**

All firms **MUST** provide: -

1. Copy of Certificate of Incorporation/Registration.
2. Valid Tax Compliance Certificate
3. Copy of KRA (itax) PIN Certificate with active VAT obligation
4. Valid Copy of KRA Tax Exemption Certificate if exempted
5. Valid Form CR12 or Partnership Deed or National Identification Card
6. Current Trade Permit
7. Duly Filled, Signed & Rubberstamped forms PQ-2, PQ-3, PQ-4, PQ-5, PQ-6 PQ-7, PQ-8 & PQ-9
8. Copies of AGPO Certificates for special groups (youth, women & people with disabilities)
9. Proof of registration/accreditation by the relevant statutory/regulatory body specific to your industry as applicable (attach valid copies of certificates e.g. NCA, EPRA, NEMA, IEK, DOSHS etc.).
10. Manufacturers' Authorization Certificates for Distributors/Agents and/or resellers of specialized products from their Principals (Manufacturers).
11. Letter of reference from the Bankers regarding the applicant's credit worthiness.

### **FORM PQ-1B: OTHER REQUIREMENTS**

12. 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.
13. A short & precise Business Profile highlighting your expertise and an understanding of the category of interest, details of the auxiliary works, after sales services or supplies that your organization can provide e.g. user training, equipment repair & maintenance, spares etc. and a commitment to Quality, Safety & Environment management systems.
14. A written confirmation of your acceptance of our payment terms of **thirty (30) days** from date of invoice after satisfactory delivery of goods/services.

**Note: all forms must be properly filled, signed, and rubberstamped by an authorized officer of the applicant.**



**FORM PQ-2: REGISTRATION APPLICATION FORM**

I/We (name of firm) \_\_\_\_\_ hereby apply for registration as suppliers for \_\_\_\_\_

Ref No. \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number (Fixed Line): \_\_\_\_\_

Mobile: \_\_\_\_\_

Town: \_\_\_\_\_ Street: \_\_\_\_\_

Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Room/Office No.: \_\_\_\_\_

Other Branches/locations: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Branch: \_\_\_\_\_ Bank Branch Code: \_\_\_\_\_

Bank Account Names: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

\_\_\_\_\_  
*[Signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign tender for and on behalf of \_\_\_\_\_

\_\_\_\_\_  
**Company Seal / Business Stamp**

**FORM PQ-3: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**Part 1: - General**

Business Name: \_\_\_\_\_

Location of Business Premises: \_\_\_\_\_

Plot No.: \_\_\_\_\_ Street/Road: \_\_\_\_\_ P.O. Box \_\_\_\_\_ Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Current Trade License No.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Maximum value of business you can handle at any one time: Kshs. \_\_\_\_\_

Name of Your Bankers: \_\_\_\_\_ Branch: \_\_\_\_\_

**Part 2 (a): - Sole Proprietor**

Owner's full Name: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Country of Origin: \_\_\_\_\_ Citizenship Details: \_\_\_\_\_

**Part 2 (b): - Partnership**

S/No.	Name	Nationality	Citizenship Details
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

**Part 2 (c): - Registered Company**

Public or Private \_\_\_\_\_

State the nominal and issued capital of the company

Nominal K£ \_\_\_\_\_

issued K£ \_\_\_\_\_

**give details of directors as follows**

S/No.	Name	Nationality	Citizenship Details	Shares
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Kenya citizens indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

\_\_\_\_\_  
*[Signature]*

\_\_\_\_\_  
*[in the capacity of]*

\_\_\_\_\_  
**Company Seal / Business Stamp**

**FORM PQ -4: FINANCIAL POSITION**

1. Company's capital

a. Authorized Shares: KShs. \_\_\_\_\_

b. Issued Shares: KShs. \_\_\_\_\_

2. Partnership & Sole proprietors

Total investment: KShs.: \_\_\_\_\_

Note:

- i. Attach certified audited financial statements for the last two years
- ii. Attach letter of comfort from a reputable bank

**FORM PQ -5: STAFF CAPACITY**

Qualifications and experience of key personnel for execution of the service

POSITION	NAME	QUALIFICATION	YEARS OF EXPERIENCE

Attach CV's and copies of certificates of key professional/technical personnel proposed for the execution of the assignment.

**FORM PQ -6: PAST EXPERIENCE**

Give details of at least five reputable Organisations where you provide similar services

1. Name of Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Tel No. \_\_\_\_\_ Email: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Position \_\_\_\_\_  
Duration of engagement (dates): \_\_\_\_\_
  
2. Name of Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Tel No. \_\_\_\_\_ Email: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Position \_\_\_\_\_  
Duration of engagement (dates): \_\_\_\_\_
  
3. Name of Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Tel No. \_\_\_\_\_ Email: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Position \_\_\_\_\_  
Duration of engagement (dates): \_\_\_\_\_
  
4. Name of Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Tel No. \_\_\_\_\_ Email: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Position \_\_\_\_\_  
Duration of engagement (dates): \_\_\_\_\_
  
5. Name of Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Tel No. \_\_\_\_\_ Email: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Position \_\_\_\_\_  
Duration of engagement (dates): \_\_\_\_\_

Notes:

- i. Attach documentary evidence of existence of contracts.
- ii. Attach recommendation letters on official letterheads.

**FORM PQ -7: LITIGATION HISTORY**

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of a joint venture.

Please indicate “*N/A*” if no litigation history to qualify in this section.

YEAR	Award FOR or AGAINST applicant	Name of client, cause of litigation, and matter in dispute	Disputed Amount (Current Value KShs.)

\_\_\_\_\_  
*[Signature]*

\_\_\_\_\_  
*[in the capacity of]*

\_\_\_\_\_  
**Company Seal / Business Stamp**

**FORM PQ -8: CONFIRMATION**

I confirm that the information given in this form is true to the best of my knowledge.

-----

NAME

-----

POSITION

-----

SIGNATURE

-----

DATE

Note: Any false information will result in disqualification.

**FOR USE BY AGRO-CHEMICAL AND FOOD COMPANY LIMITED**

**FORM PQ -9: SELF-DECLARATION FORM**

***(Anti-Corruption, Anti-Fraudulent Practice & Non-Debarment Declaration)***

We *(insert the name of the company / supplier)* ..... declares and guarantees that:

1. **NO** offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply —

- (a). The person shall be disqualified from entering into a contract for the procurement; or
  - (b). If a contract has already been entered into with the person, the contract shall be voidable at the option of ACFC.
  - (c). The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy That ACFC may have.
2. **NO** person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.
  3. **NO** director or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for and on behalf of \_\_\_\_\_

\_\_\_\_\_  
**Company Seal / Business Stamp**



**FORM PQ-10: EVALUATION CRITERIA**

<b>PRELIMINARY EVALUATION</b>		
<b>S/No.</b>	<b>Mandatory Requirement</b>	<b>YES/ NO</b>
A1.	Copy of Certificate of Incorporation/Registration.	
A2.	Valid Tax Compliance Certificate	
A3.	Valid Form CR12 (if Registered Company) or Partnership Deed (if Partnership Business) or National Identification Card (if Sole Proprietor)	
A4.	Copy of PIN/VAT Registration Certificate	
A5.	Current Trade Permit	
A6.	Duly Filled, Signed & Rubberstamped Self-Declaration Form	
A7.	Duly Filled, Signed & Rubberstamped Confirmation Form	
A8.	Duly Filled, Signed & Rubberstamped Confirmation Form	
<b>KEY: YES = Responsive, NO = Not Responsive</b>		

1. Were applicants in this category required to be registered with a Regulatory/ Professional body? **Yes**  **No**
2. If yes in 1 above, score the applicant on requirement A8, otherwise indicate N/A.

Note: Failure to provide any of the above documents shall lead to **automatic** disqualification

<b>TECHNICAL EVALUATION</b>		
<b>S/No.</b>	<b>Mandatory/ preliminary Requirement</b>	<b>Max. Score</b>
B1.	Registration Requirements as per Form PQ-1B	05
B2.	Registration Application Form (Form PQ-2)	05
B3.	Confidential Business Questionnaire (Form PQ-3)	05
B4.	Financial Position (Form PQ-4)	10
B5.	Staff Capacity (Form PQ-5)	10
B6.	Past Experience (Form PQ-6)	10
B7.	Litigation History (Form PQ-7)	05
<b>B</b>	<b>TOTAL SCORE</b>	<b>50</b>
<b>Pass Mark is 35 points (70%)</b>		

Note: Only applicants attaining a minimum of 70% of the total maximum score (i.e. 70% of 50 Points = 35 Points) shall be prequalified.