



# Agro-Chemical and Food Company Limited

ACFC/SCM/PRQ/2025

CONTINUOUS SUPPLIER PRE-QUALIFICATION/REGISTRATION 2025/6 – 2026/7

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

Categories applied for:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

*(A firm can apply for at most four categories)*

**For the Period July 2025 – June 2027**



## Agro-Chemical and Food Company Limited

### INVITATION TO TENDER

**Tender №.:** ACFC/SCM/PRQ/2025

**Tender Name:** Continuous Pre-Qualification/ Registration of Suppliers of Goods, Services and Works for the period 2025/6 – 2026/7

The Agro Chemical and Food Company Limited (ACFC) invites applications from qualified and interested contractors/ Suppliers/ Service Providers for the underlisted *Goods, works and Services* for the period July 1, 2025 to June 30, 2027.

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/ Servicing 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:	Provision of trainings and Human Resource development services.	OPEN
PRQ/22:	Provision of Legal Services	OPEN
PRQ/23:	Provision of Debt Collection Services	OPEN
PRQ/24:	Provision of Asset valuation & Tagging services	OPEN
PRQ/25:	Provision of Clearing & Forwarding Services	OPEN
PRQ/26:	Provision of Courier Services (within Kenya)	OPEN
PRQ/27:	Provision of inspection, Specialized maintenance & repair services for boilers & pressure vessels	DOSHS Accredited
PRQ/28:	Supply, Installation, Service and Maintenance of HVAC Equipment.	OPEN
PRQ/29:	Provision of Forensic Audit Services	ICPAK
PRQ/30:	Provision of Molasses Transport Services	OPEN

Qualified and interested may contact the Supply Chain Management Office at the address given below during normal working hours (*Monday to Friday between 0800hours to 1600hours excluding public holidays*) for any clarifications regarding this tender.

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). Applicants who download the Prequalification Document must forward their particulars immediately to [purchasing@acfc.co.ke](mailto:purchasing@acfc.co.ke) to facilitate any further clarification or addendum.

Applications for prequalification/Registration should be submitted by Postal Service, or hand/courier delivery to the address given below.

Alternatively, documents may be sent electronically through the email: [purchasing@acfc.co.ke](mailto:purchasing@acfc.co.ke)

Applications for registration received will be opened on the second Tuesday of every month within 2025/6 and 2026/7 (*excluding public holidays*) and be considered in the subsequent bi-annual update of the Suppliers' Register.

The addresses referred to above are:

**A. Address for obtaining further information.**

Agro Chemical and Food Company Limited  
Muhoroni Town, next to Muhoroni Sugar Company Limited  
P.O. Box 18 – 40107, Muhoroni  
Tel: +254 722-205448/ 734-242871  
Email: [purchasing@acfc.co.ke](mailto:purchasing@acfc.co.ke)

**B. Address for Submission of Tenders.**

The Resident Director & Chief Executive  
Agro Chemical and Food Company Limited  
Muhoroni Town, next to Muhoroni Sugar Company Limited  
P.O. Box 18 – 40107, Muhoroni  
Email: [purchasing@acfc.co.ke](mailto:purchasing@acfc.co.ke)

C. **Address for Opening of Tenders.**

Agro Chemical and Food Company Limited  
ACFC Training Centre at the Factory in Muhoroni

***Giving false information will lead to automatic disqualification***

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Ashok Agrawal  
**RESIDENT DIRECTOR & CHIEF EXECUTIVE**

**April 2, 2025**

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# **PART 1 - APPLICATION PROCEDURES**

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## **SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)**

### **A. General**

#### **1 Scope of Application**

1.1 The name of the Procuring Entity inviting for applications is defined in the **PDS**. The particular type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the **PDS**. If the scope of contract so defined is in multiple contracts, it will be specified in the **PDS** if prequalification will be based on individual contracts or multiple contracts. The Full scope of Works or Goods or Non-Consulting Services are described in Section V (Scope of Works or goods contract).

2 **Source of Funds** to be specified in the PDS, if deemed necessary.

#### **3 Fraud and Corruption**

3.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.

3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

#### **4 Collusive practices**

4.1 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination” annexed to the Form of applicant.

#### **5 Eligible Applicants**

5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9 or any combination of such entities in the form of a joint venture (“JV”) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the PDS.

5.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or

agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.

- 5.3 A firm may apply for prequalification both individually, as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.
- 5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the. All Tenders submitted in violation of this procedure will be rejected.
- 5.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.
- 5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Procuring Entity who:
  - a are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
  - b would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the prequalification, ITT process and execution of the Contract.
- 5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at [www.ppra.go.ke](http://www.ppra.go.ke)
- 5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner accept able to the Procuring Entity, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.
- 5.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.

5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

## **6 Eligibility**

6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are in eligible if:

a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or

b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.

6.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross jurisdictional boundary (and more than one country is a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual on the basis of ITA 5.1 (a) above by any country may be applied to that procurement across other countries involved, if the Procuring Entities involved in the procurement so agree.

6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

## **B. Contents of the Prequalification Documents**

### **7 Sections of Prequalification Document**

7.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with IT A8.

#### **PART 1 - Prequalification Procedures**

- i) Section I- Instructions to Applicants (ITA)
- ii) Section II - Prequalification Data Sheet (PDS)
- iii) Section III - Qualification Criteria and Requirements
- iv) Section IV- Application Forms

#### **PART 2 - Works, Goods, or Non-Consulting Services Requirements**

- i) Section VII- Scope of Works, Goods, or Non-Consulting Services

7.2 Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.



7.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its application all information or documentation as is required by the Prequalification Document.

## **8 Clarification of Prequalification Documents, site visit(s) and Pre-Application Meeting**

8.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the **PDS**. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so indicated in the **PDS**, the Procuring Entity shall also promptly publish its response at the webpage identified in the **PDS**. Should the Procuring Entity deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8. And in accordance with the provisions of ITA 17.2.

8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify in the **PDS** if a pre-application meeting will be held, when and where. The Procuring Entity shall also specify in the **PDS** if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre- application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.

8.3 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **PDS** before the submission date of applications.

8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.

8.5 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page identified in the **PDS**. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to PDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre- arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

## **9 Amendment of Prequalification Document**

9.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the Prequalification Document by issuing an Addendum.

9.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage identified in the **PDS**.

- 9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

## **C. Preparation of Applications**

### **10 Cost of Applications**

- 10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

### **11 Language of Application**

- 11.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

## **12 Documents Comprising the Application**

- 12.1 The Application shall comprise the following:
- a. Application Submission Letter, in accordance with ITA 13.1;
  - b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;
  - c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and
  - d. Any other document required as specified in the PDS.
- 12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

## **13 Application Submission Letter**

- 13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

## **14 Documents Establishing the Eligibility of the Applicant**

- 14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

## **15 Documents Establishing the Qualifications of the Applicant**

- 15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).
- 15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange

determined as follows:

- a For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
  - b Value of single Contract-Exchange rate prevailing on the date of the contract.
- 15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.
- 15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.
- 15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.
- 15.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 15.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 15.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.
- 15.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:
  - a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
  - b. If the contract has been awarded to that Applicant, the contract award will

be set aside,

15.10 The Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.

15.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

## **16 Signing of the Application and Number of Copies**

16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

## **D. Submission of Applications**

### **17 Sealing and Marking of Applications**

17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:

- a Bear the name and address of the Applicant;
- b Be addressed to the Procuring Entity, in accordance with ITA 17.1; and
- c Bear the specific identification of this prequalification process indicated in the PDS 1.1.

17.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

### **18 Deadline for Submission of Applications**

18.1 Applicants may either submit their applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the PDS.

18.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

### **19 Late Applications**

19.1 The Procuring Entity reserves the right to accept applications received after the

deadline for submission of applications, unless otherwise specified in the **PDS**. If late applications will be accepted, they must be received not later than the date specified in the **TDS** after the deadline for submission of applications.

## **20. Opening of Applications**

20.1 The Procuring Entity shall open all Applications at the date, time and place specified in the **PDS**. Late Applications shall be treated in accordance with ITA 19.1.

20.2 Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the **PDS**.

20.2 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

## **E. Procedures for Evaluation of Applications**

### **21 Confidentiality**

21.1 Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 28.

21.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.

### **22 Clarification of Applications**

22.1 To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.

22.1 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

### **23 Responsiveness of Applications**

23.1 The Procuring Entity may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

### **24 Margin of Preference**

24.1 Unless otherwise specified in the **PDS**, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

## **25 Nominated Subcontractors**

- 25.1 Unless otherwise stated in the PDS, the Procuring Entity does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Procuring Entity (so-called “Nominated Subcontractors”).
- 25.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as (“Specialized Subcontractors”). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

## **F. Evaluation of Applications and Prequalification of Applicants**

### **26 Evaluation of Applications**

- 26.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.
- 26.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non- consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by the Procuring Entity in the PDS as can be met by Specialized Subcontractors, in which case:
- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and
  - ii) the qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualifications of the Applicant for the purpose of the evaluation.
- Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by the Procuring Entity subsequent to prequalification but before the tender submission deadline in accordance with ITA 30.
- 26.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.
- 26.4 Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each

Lot, to be completed by applicants.

26.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

## **27 Procuring Entity's Right to Accept or Reject Applications**

27.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

## **28 Prequalification of Applicants**

28.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

28.2 Applicants that have not been prequalified may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

## **29 Invitation to Tender**

29.1 Promptly after the notification of the results of the prequalification, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.

29.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document.

29.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

## **30 Changes in Qualifications of Applicants**

30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of the Procuring Entity prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or (iii) in the opinion of the Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

## **31 Procurement Related Complaints and Administrative Review**

31.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.

31.2 A request for administrative review shall be made in the form provided.

## SECTION II - PREQUALIFICATION DATA SHEET (PDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>A. General</b>	
ITA 1.1	<p>The Procuring Entity is: <b>Agro Chemical and Food Company Limited, P.O. Box 18 – 40107, Muhoroni</b></p> <p>The identification of the Invitation for Prequalification is: <b>ACFC/SCM/PRQ/2025</b></p> <p>The particular type of contract is on <b>Continuous Pre-Qualification/ Registration of Suppliers 2025/26 – 2026/7</b></p> <p>The application is for <b>Supply of Goods, Services and Works</b></p> <p>Prequalification will be based on <i>individual contracts</i>.</p>
ITA 2	The Source of funds shall be <b>ACFC</b>
ITA 5.2	Maximum number of members in the JV shall be: <b>Not Applicable</b>
<b>B. Contents of the Prequalification Document</b>	
ITA 8.1	<p>For clarification purposes, the Procuring Entity's address is:  <b>Agro Chemical and Food Company Limited</b>  <b>P.O. Box 18 – 40107, Muhoroni</b></p> <p>Attention: <b>Walela Karani</b>  Physical Address: <b>Supply Chain Management Office</b>  Telephone: +254 722-205448/ 734-242871  Electronic mail address: <a href="mailto:purchasing@acfc.co.ke">purchasing@acfc.co.ke</a></p>
ITA 8.2	<p>A pre-application meeting will be held on: <b>Not Applicable</b></p> <p>A pre-arranged Site visit will be held on: <b>Not Applicable</b></p>
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than <b>N/A</b>
ITT 9.2	Addendum issued shall be published at the website <a href="http://www.acfc.co.ke">www.acfc.co.ke</a> and <a href="http://www.tenders.go.ke">www.tenders.go.ke</a>
<b>C. Preparation of Applications</b>	
ITA 12.1 (d)	<p>The Applicant shall submit with its Application, the following additional documents:</p> <ol style="list-style-type: none"> <li>1. Copy of Certificate of Incorporation/Registration.</li> <li>2. Valid Tax Compliance Certificate</li> <li>3. Valid Copy of KRA Tax Exemption Certificate if exempted</li> <li>4. Valid Form CR12/ Partnership Deed/ National Identification Card</li> <li>5. Duly Filled, Signed &amp; Rubberstamped forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6 &amp; PQ-7</li> <li>6. Copies of Valid AGPO Certificates for special groups (youth, women &amp; people with disabilities)</li> <li>7. 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.) where applicable.</li> <li>8. Manufacturers' Authorization Certificates for Distributors/ Agents and/or resellers of specialized products from their Principals (Manufacturers).</li> <li>9. Letter of reference from the Bankers regarding the applicant's credit worthiness.</li> </ol>



Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>A. General</b>	
ITA 15.2(b)	The source for determining exchange rates is <b>CBK rates on date tender opening</b>
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: <b>One (i.e., Original and One Copy)</b>
<b>D. Submission of Applications</b>	
ITA 17.1	<p>The deadline for Application submission is:  Date: <i>N/A</i>  Time: <i>N/A</i>  For Application submission purposes only, the Procuring Entity's address is: <b>As indicated in the Invitation to Tender.</b>  Applicants <b>shall</b> have the option of submitting their Applications electronically.</p> <p>The electronic Application submission procedures shall be: <b>One combined document in Portable Document Format (PDF) send through <a href="mailto:purchasing@acfc.co.ke">purchasing@acfc.co.ke</a></b></p>
ITA 18.1	The Procuring Entity reserves the right to accept or reject late Applications.
ITA 20.1	The opening of the Applications shall be at <b>the ACFC Training Centre at the factory in Muhoroni on the second Tuesday of every month within 2025/6 and 2026/7.</b>
ITA 20.2	The electronic Application opening procedures shall be opened and recorded as received.
<b>E. Procedures for Evaluation of Applications</b>	
ITA 24.1	A margin of preference <b>shall not</b> apply.
ITA 25.1	At this time the Procuring Entity <b>does not intend</b> to execute certain specific parts of the Works by sub-contractors selected in advance.
ITA 25.2	The parts of the Works for which the Procuring Entity permits Applicants to propose Specialized Subcontractors are designated as follows: <b>N/A.</b>
ITA 31.1	<p>An Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email), to:</p> <p>For the attention: <b>Amos Mwaighonyi</b>  Title/position: <b>Ag. Manager, Supply Chain Management</b>  Procuring Entity: <b>Agro Chemical and Food Company Limited</b>  Email address: <b><a href="mailto:amwaighonyi@acfc.co.ke">amwaighonyi@acfc.co.ke</a></b></p> <p>In summary, at this stage, a Procurement-related Complaint may challenge any of the following:</p> <ul style="list-style-type: none"> <li>– the terms of the Prequalification Documents; and</li> <li>– the Procuring Entity's decision not to prequalify an Applicant.</li> </ul>

## SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

### PRELIMINARY EVALUATION

All applications shall be evaluated against the following mandatory criteria. Failure to provide any one of the required documentations under this section shall result in automatic disqualification.

#### A. Mandatory Requirements

This section applies to all applicants including suppliers already existing in ACFC database and AGPO registered suppliers.

1. Copy of Certificate of Incorporation/Registration.
2. Valid Tax Compliance Certificate
3. Valid Form CR12 (if Registered Company) or Partnership Deed (if Partnership Business) or National Identification Card (if Sole Proprietor)
4. Copy of PIN/VAT Registration Certificate
5. Duly completed, Signed & stamped Forms PQ-1, PQ-2 & PQ-3
6. 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.) where applicable.

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

#### B. Technical Evaluation

This section applies to all new applicants excluding AGPO registered applicants.

TECHNICAL EVALUATION		
S/Nº.	Requirement	Max. Score
B1.	Applicant Submission Letter (Form PQ-1)	05
B2.	Applicant Information Form (Form PQ-2)	05
B3.	Confidential Business Questionnaire (Form PQ-3)	05
B4.	Financial Situation & Performance (Form PQ-4)	10
B5.	Past Experience (Form PQ-5)	10
B6.	Staff Capacity (Form PQ-6)	10
B7.	Litigation History (Form PQ-7)	05
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.

#### Notes

**Form PQ-1: Applicant Submission Letter (5 marks)**

**Form PQ-2: Applicant Information Form (5 marks)**

1. Fully completed showing address and details of contact person (1.5 marks)
2. Organizational profile with clearly defined organizational structure (1.5 marks)
3. Details of beneficial owners (2 marks)

**Form PQ-3: Confidential Business Questionnaire (5 marks)**

1. Fully completed form (2 marks)
2. Form CR12 (for corporates)/ Partnership deed (for partnerships)/ National Identity card (for sole proprietors) (3 marks)

**Form PQ-4: Financial Situation & Performance (10 marks)**

1. Financial data form (1 marks)
2. Sources of finance indicated (2 marks)
3. Bank reference letter (1 mark)
4. Audited financial statements for two years (2 marks)
5. Return on Assets of at least 5% (2 marks)
6. Current Ratio at least 1 (2 marks)

**Form PQ-5: Past Experience (10 marks)**

1. Fully completed form (2 marks)
2. At least three (3) years' experience in related *engagements* (2 marks)
3. References letters at least three (3) current clients (3 marks)
4. Certified copies of at least three LPOs/ LSOs/ Contracts for fully executed similar assignments with evidence of successful completion (3 marks)

**Form PQ-6: Staff Capacity (10 marks)**

1. CV for at least two (2) key staff (3 marks)
2. Evidence of Qualifications relevant to the supply category applied for (3 marks)
3. Minimum two (2) years' experience in handling related assignments (4 marks)

**Form PQ-7: Litigation History (5 marks)**

1. Fully completed form (2 marks)
  2. Accuracy of the information given (3 marks)
-

**SECTION IV- APPLICATION FORMS**

**Form PQ-1: Application Submission Letter**

Date: .....[insert day, month, and year]

**ACFC/SCM/PRQ/2025: Continuous Pre-Qualification/ Registration of Suppliers of Goods, Services and Works for the period 2025/6 – 2026/7**

**To: Agro chemical & Food Company Limited**

We, the undersigned, apply to be prequalified for the referenced ITT and declare that:

- a) **No reservations:** We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with ITA 8: *[insert the number and issuing date of each addendum]*.
- b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 5.7;
- c) **Eligibility:** We (and our subcontractors) meet the eligibility requirements as stated ITA 5, we have not been suspended by the Procuring Entity based on execution of a Tender/Proposal-Securing Declaration in accordance with ITA 5.8;

**Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;

**State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state- owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITA5.9];*

- f) **Subcontractors and Specialized Subcontractors:** We, in accordance with ITA 24.2 and 25.2, plan to subcontract the following key activities and/or parts of the works or supply contracts: ..... *[Insert any of the key activities identified in Section III-4.2 (a)or(b) or 4.3(a) or (b) which the Procuring Entity has permitted under the Prequalification Document and which the Applicant intends to subcontract along with complete details of the Specialized Subcontractors, their qualification and experience]*
- (g) **Commissions, gratuities, fees:** We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding Tendering process or execution of the Contract:

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
<i>[insert full name for each occurrence]</i>	<i>[insert street/ number/ city/ country]</i>	<i>[indicate reason]</i>	<i>[specify amount currency, value, exchange rate and KENYA SHILLING equivalent]</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*[If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application]*

- (h) Not bound to accept: We understand that you may cancel the prequalification process at \_\_\_\_\_ any \_\_\_\_\_ time \_\_\_\_\_ and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to Tender for the contract subject of this Prequalification process, without incurring any liability to the Applicants, in accordance with ITA 26.1.
- (i) True and correct: All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed \_\_\_\_\_

Capacity / Title (Director or Partner or Sole Proprietor, etc.) \_\_\_\_\_

Full name \_\_\_\_\_

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_  
*[insert complete name of Tenderer]*

Address: \_\_\_\_\_  
*[insert address of Tenderer]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_ 2025  
*[Insert date of signing]*

\_\_\_\_\_  
*[Seal or Stamp]*

**Form PQ-2: Applicant Information Form**

Date: ..... [insert day, month, year]

**ACFC/SCM/PRQ/2025: Continuous Pre-Qualification/ Registration of Suppliers of Goods, Services and Works for the period 2025/6 – 2026/7**

Page.....[insert page number] of [insert total number] pages

Applicant's name		
Applicants actual/ intended country of registration		
Applicant's actual year of incorporation:		
Applicant's legal address	Postal:	
	Building/House:	
	Floor No. & Room:	
	Street/Location:	
	Town/City	
Applicant's authorized representative information	Full Name:	
	Address:	
	Phone Number:	
	E-Mail Address:	
<p>1. Attached are copies of original documents of</p> <p><input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 5.6.</p> <p><input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 5.3.</p> <p><input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITA 5.9 documents establishing:</p> <p>Legal and financial autonomy          Operation under commercial law          Establishing that the Applicant is not under supervision of the Procuring Entity</p> <p>2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.</p>		

**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 Situation and Performance**

Applicant's Name: ..... *[insert full name]*

Date: ..... *[insert day, month, year]*

**ACFC/SCM/PRQ/2025: Continuous Pre-Qualification/ Registration of Suppliers of Goods, Services and Works for the period 2025/6 – 2026/7**

To: **Agro chemical & Food Company Limited**

Page..... *[insert page number]* of *[insert total number]* pages

**1. Financial data**

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year4	Year 5
<b>Statement of Financial Position (Information from Balance Sheet)</b>					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
<b>Information from Income Statement</b>					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
<b>Cash Flow Information</b>					
Cash Flow from Operating Activities					

\* Refer ITA 14 for the exchange rate



## 2. Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (Kenya shilling equivalent)
1		
2		
3		

## 3. Financial documents

The Applicant and its parties shall provide copies of financial statements for *two(2)* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
  - b) Be independently audited or certified in accordance with local legislation.
  - c) Be complete, including all notes to the financial statements.
  - d) Correspond to accounting periods already completed and audited.
- Attached are copies of financial statements<sup>1</sup> for the *[number]* years required above; and complying with the requirements

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<sup>1</sup>If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

#### 4. Performance

The following formulas shall be used in calculations financial performance during evaluation.

$$\text{Return on Asset (ROA)} = \frac{\text{Earnings After Tax}}{\text{Total Assets}}$$

$$\text{Current Ratio} = \frac{\text{Current assts}}{\text{Current liabilities}}$$

**Form PQ -5: 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/completion certificates.
- ii. Attach recommendation letters on official letterheads.

**Form PQ -6: Staff Capacity**

Qualifications and experience of key personnel for execution of the service

<b>Position</b>	<b>Name</b>	<b>Qualification</b>	<b>Years of Experience</b>

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

**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**

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**PART 2 - WORKS, GOODS OR NON -  
CONSULTING SERVICES  
REQUIREMENTS**

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**SECTION V: SCOPE OF WORKS, GOODS & NON-CONSULTING SERVICES REQUIRED**

<b>Category</b>	<b>Description</b>	<b>Target Group</b>	<b>Tick category applied for</b>
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/Servicing 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:	Provision of trainings and Human Resource development services.	NITA Accredited	
PRQ/22:	Provision of Legal Services	OPEN	
PRQ/23:	Provision of Debt Collection Services	OPEN	
PRQ/24:	Provision of Asset valuation & Tagging services	OPEN	
PRQ/25:	Provision of Clearing & Forwarding Services	OPEN	
PRQ/26:	Provision of Courier Services (within Kenya)	OPEN	
PRQ/27:	Provision of inspection, Specialized maintenance & repair services for boilers & pressure vessels	DOSHS Accredited	
PRQ/28:	Supply, Installation, Service and Maintenance of HVAC Equipment.	OPEN	
PRQ/29:	Provision of Forensic Audit Services	ICPAK	
PRQ/30:	Provision of Molasses Transport Services	OPEN	

**Note: Each application shall be valid for at most four (4) categories only.**

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**Request For Review**

**FORM FOR REVIEW (r.203 (1))**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

**APPLICATION NO.....OF.....20.....**

**BETWEEN**

.....**APPLICANT**

**AND**

.....**RESPONDENT (Procuring Entity)**

Request for review of the decision of the..... (Name of the Procuring Entity of .....dated the...day of .....20.....in the matter of Tender No.....of .....20..... for ..... (Tender description).

**REQUEST FOR REVIEW**

I/We.....,the above-named Applicant(s), of address: Physical address ..... P. O. Box No..... Tel. No..... Email ....., hereby request the Public Procurement Administrative Review Board to review the whole/part of the above-mentioned decision on the following grounds , namely:

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that:

- 1.
- 2.

SIGNED ..... (Applicant) Dated on.....day of ...../...20.....

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FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of .....20.....

**SIGNED**

**Board Secretary**

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

April 2025