




The African Seed Company



**PREQUALIFICATION  
DOCUMENT FOR  
GOODS AND SERVICES  
FOR THE FINANCIAL  
YEAR 2025-2026**

ASL/PRE/01/2025-2026

THE DEADLINE FOR  
PREQUALIFICATION DOCUMENT  
SUBMISSION IS 7 FEBRUARY 2025 AT  
1500HRS PM EAST AFRICA TIME (EAT)  
AT OUR NAIROBI OFFICE.

**AGRI SEEDCO LIMITED**

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**REGISTRATION**

**CONTINUOUS REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE  
FINANCIAL YEAR 1 APRIL 2025 TO 31 MARCH 2026**

COMPANY NAME.....

CATEGORY NO (refer to page 14 -17) .....  
.....

NATURE OF BUSINESS.....

**IF SPECIAL GROUP PLEASE INDICATE BY TICKING BELOW:**

WOMEN

YOUTH

PERSONS WITH DISABILITIES

All tender documents will be addressed to the following below address:

**THE PROCUREMENT COMMITTEE,  
AGRI SEEDCO LIMITED,  
MSA RD, NEXT TO MABATI ROLLING MILL,  
P.O BOX 616-00621,  
NAIROBI, KENYA.  
TEL: +254 797 381 098  
EMAIL: [procurement.kenya@seedcogroup.com](mailto:procurement.kenya@seedcogroup.com)  
WEBSITE: <https://www.seedcogroup.com/ke>**

## BUSINESS QUESTIONNAIRE

### BUSINESS DETAILS

#### FORM I- CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE

1	Name of Firm:	
2	Postal Address	
3	Telephone Office:Mobile:	Name of Contact Person:
4	E-mail:	Website:
5.	Exact Physical Location Street, building:	
6.	Legal Status (partnership/sole proprietor /Ltd. Company)	
7.	Company Reg. Certificate No: /Registration of Business Name ( <b>Attach Copy</b> ) Year of Incorporation/Registration:	
8.	PIN Certificate No: ( <b>Attach Copy</b> )	
9.	Valid Tax Compliance Cert./Vat Exemption Cert. ( <b>Attach Copy</b> )	
10.	Current trade license ( <b>Attach Copy</b> )	
11.	Nature of business	
12.	Maximum Value of Business which you can handle at a time Kshs:	
13.	Name of your Bankers: Branch:	
14.	Your trade/ credit terms:	

**FORM II - DETAILS OF DIRECTOR/PARTNERS (attach CR12)**

	<b>Names</b>	<b>Nationality</b>	<b>%of Shares</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			
<b>10</b>			

**FORM III - CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES**

1. What products/services do you want to be considered for Supply .....  
.....
2. How many employees do you have.....How many are; **permanent**..... **temporary**.....
3. Which quality standards certification have you attained in the last two years? .....  
.....(Attach copies)
4. Are you a manufacturer/wholesaler/retailer/other? (Please Specify) .....  
.....
5. To what extent is your firm /company electronically enabled with your clients andsuppliers and how do you intend to carry out business with Agri Seedco Ltd?  
.....  
.....
6. What is your average response time to a request for quotation/ proposal?  
.....
7. What is your average response to delivery of goods/services after issuance of a purchase order?  
.....
8. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?.....  
.....
9. If you are a current or previous supplier of goods and services to Agri Seedco Ltd have you at any one time been issued with a purchase order and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?.....  
.....
10. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable Law  
.....  
.....
11. Please confirm that the firm, its staff or agents have not offered and shall not offer inducements to procuring entity  
.....

## **FORM IV - EXPERIENCE**

### **Applicant's three (3) reputable clients in the last three (3) years**

Applicants attach proof of experience relevant to the category they choose to apply for by attaching any of the following documents:

1. Copies of Local Purchase Order (LPOs)
2. Letters of Award
3. Completion certificates
4. Contract documents etc.

**Note: New applicants will also be considered**

**FORM V - ELIGIBILITY & LITIGATION HISTORY**

1. Is the firm making this application or any of its directors been excluded or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies?  
 .....  
 .....  
 .....
2. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business reasons?.....(If yes, you must present legal cleared, and your business is now solvent).
3. Applicants, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

Year	Award FOR or AGAINST Applicant	Name of Client, cause of litigation, and matter in dispute	Disputed amount



## SECTION VI - EVALUATION CRITERIA

Agri Seedco Ltd will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

### EVALUATION CRITERIA I - For Access to Government Procurement Opportunities (AGPO) Registered Special Groups (Youth, Women & PWD Only)

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
A1	Valid Certificate of Incorporation/Business Registration (Attach copy)	
A2	Personal Identification Number (PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	
A3	Certificate of registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)	
A4	Current/Valid Tax Compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	

**EVALUATION CRITERIA II - General Public.** The method of evaluation will be Merit Point System. The criteria of evaluation and the points to be awarded on each criterion will be as follows:

B.	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
B1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
B2	Personal Identification Number (PIN) certificate (Attach copy) Valid Tax Compliance Certificate (Attach copy)	YES/NO
B3	Current Business Permit/License (Attach copy)	YES/NO
B4	Physical location of business premises (See business questionnaire)	YES/NO
B5	Fulfilment of Special condition relevant to the category applied for	YES/NO

C.	GENERAL REQUIREMENTS	
C1.	<b>Supplier Availability:</b> - Postal Address (2) - Telephone Number (3) - Email Address (3) - Website (2)	10
C2.	<b>Business Ownership:</b> Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor (attach CR12)	10
C3.	<b>Financial Capability:</b> Audited Accounts for the last 2 years.	20
C4.	<b>Financial Stability</b> - Evidence of profit making in the attached 2 years audited	10
C5.	<b>Experience:</b> Indicate having undertaken similar assignment with at least 3 firms (Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts)	20

C. GENERAL REQUIREMENTS		
C6	<b>Supply Capacity:</b> Maximum Volume of Business handled in the (last two years) - 2 Million and above (12) - 1.5 - 2 million (9) - 1 - 1.5 million (6) - 0.5 - 1 Million (3)	12
C7.	<b>Credit Period:</b> Indicate Credit Period willing to offer - 90 Days (15) - 60 Days (12) - 30 Days (6) - Less than 30 days (3)	15
C8	Eligibility & Disclosure of litigation history	3
<b>TOTAL</b>		<b>100</b>

**NB:** Bidders must meet all the mandatory requirements to qualify.

**THE PASS MARK FOR REGISTRATION SHALL BE 80%**

(The Technical Evaluation Team will verify the information submitted by applicants and may visit the physical premises of the applicants. This will form part of the evaluation process).

**Declaration (For the Tenderer only)**

The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria

Will you accept your bid to be evaluated based on the above criteria, abide by them during the entire period of the tender and giving Agri Seedco Ltd an irrevocable authority to use/refer to your data for purposes of business decisions in reference to procurement and this consent stands in perpetuity? (Tick appropriately below)

No

Yes

Official Stamp .....Signature.....

Name.....

Designation.....

**FOR OFFICIAL USE ONLY**

The Procurement Committee will make comments below based on the findings about the tenderer

.....  
.....  
.....  
.....  
.....  
.....

Accept the Firm  Reject the Firm

Signature .....Date .....

Procurement Committee Chairman

Approved /Not Approved

*All participants who successfully submit the prequalification documents will be informed of the results. The decision of Agri Seedco Ltd will be final and not subject court process reviews.*

**SECTION VII- DECLARATIONS**

**DECLARATION ON CONFLICT OF INTEREST**

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Agri Seedco Ltd employee (if any).

Do you have a relationship with any Agri Seedco Ltd employee that would cause conflict of interest?

.....  
.....  
.....  
.....  
.....

I ..... declare, for and on behalf of

.....  
.....

(company/firm) that all the information furnished to Agri Seedco Ltd in connection with this registration is true and accurate in all material respect. Agri Seedco Ltd is hereby authorised to make such inquiries to the said information including with the firm's/company's clients and bankers as it may deem necessary without prior notice to the firm/company

Information submitted by.....

Title .....

Signature.....

Stamp.....

**SECTION VIII. SWORN STATEMENT**

Having studied the Registration information for the above project we/I hereby state:

- i. The information furnished in our application is accurate to the best of our knowledge.
- ii. That in case of being Registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation based on provisions in the tender or quotation documents to follow.
- iii. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- iv. We enclose all the required documents and information required for the Registration evaluation.
- v. We acknowledge that we accept liability for any misleading or incorrect information or documentation submitted, which Agri Seedco may unknowingly rely on to register our firm/company. We understand that Agri Seedco Ltd reserves the right to permanently blacklist our company and its directors from any future dealings with Agri Seedco Ltd.
- vi. We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from the Agri Seedco Ltd.

**Information submitted by.....**

**Title .....**

**Signature.....**

**Stamp.....**

SECTION IX. SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE YEARS 2025 TO 2026

**CATEGORY A - SUPPLY OF GOODS**

CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	LOCATION
ASL/ REG/01/2025 - 2026	<b>Supply and delivery of packaging materials:</b> <ul style="list-style-type: none"> <li>• Branded brown paper pockets 2kg, unbranded gunny bags &amp; branded gunny bags 10kg, 25kg &amp; 50kg</li> <li>• Branded polypropylene packaging 2kg, 5kg, 10kg</li> <li>• Micro packs/ demo seeds pockets 1/4kg, 1/2kg, 1kg, micro packs labels/stickers,</li> <li>• Storage cans for reference samples 1/2kg, Sisal gunny bags 50kgs</li> </ul>	Open	Nairobi, Kitale
ASL/ REG/02/2025 - 2026	<b>Supply and delivery furniture &amp; equipment:</b> Lockable office cabin, office chairs, round table, pool office workstations	Open	Nairobi, Kitale
ASL/ REG/03/2025 - 2026	<b>Supply and delivery of computer hardware, software, electronic, printers &amp; related devices:</b> Computer accessories, air conditioners, vegetable seed treater UPS, desktop computers, coloured office printers, laptops/ MacBook, tablets, toners and cartridges (printers, Domino printers), wash/cleaning solution.	Open	Nairobi
ASL/ REG/04/2025 - 2026	<b>Supply and delivery of portable weighing machines and moisture meters:</b> Inspector`s defects check tray, inspectors` prodders/tryers/sampling probe, moisture meters, GPS measuring machines, inspector`s portable scale, new long industrial portable machines, portable Ohaus platform scales, MNLD testing kit	Open	Nairobi
ASL/REG/05/2025 - 2026	<b>Supply and delivery of machine spares &amp; consumable:</b> Mild & Stainless steel welding rods, grinding disks, cutting disks, drill bits (assorted), Spanners (assorted), greases, lubrication oils, V-belts, mild steel plates (sheets) assorted, conveyor belts (PVC) & rubber, silicone sealants, shafts (assorted), hard plastic shaft teflon shaft, flat bars, checker plate mild steel, raw bolts, industrial extension cables, plumbing materials, silicone rubber balls for cleaner & grader, nuts and bolts (assorted), elevators cups big, packing machine rollers & cams, chains (assorted), sprockets (assorted), springs (assorted), vacuum cups, bearings, oils (assorted), rod aluminium.	Open	Nairobi, Kitale
ASL/ REG/06/2025 - 2026	<b>Supply and delivery of drinking water 18.9L bottled water &amp; 500ml bottled</b>	Open	Nairobi, Kitale
ASL/ REG/07/2025 - 2026	<b>Supply of water (10,000 litres bowser)</b>	Open	Nairobi
ASL/ REG/08/2025 - 2026	<b>Supply and delivery of personal protective equipment:</b> Disposable gloves, helmets, overalls, ear plugs, rubber gloves, dust mask, earmuffs, chemical masks, clear goggles, heavy duty gloves, safety boots (industrial), riding gear for motor	Open	Nairobi

**CATEGORY A - SUPPLY OF GOODS**

	bike officers, work suits, gum boots, round hats, goggles, raincoats, dust coats, reflective clothing		
ASL/ REG/09/2025 - 2026	<b>Supply and delivery of promotional materials:</b> <b>Branded:</b> ball pens, banners, bibs/aprons, brochures for maize & vegetables, bucket hats, caps, carrier bags - woven, corex boards, danglers, display boxes, dust coats - green, dust coats - green, notebooks, overalls, diaries, reflector jackets, branded tents, polo shirts, pilot shirts, signage (various)	Open	Nairobi
ASL/ REG/10/2025 - 2026	<b>Supply and delivery of motor vehicles (passenger motor vehicles - sedans, double cabs, single cabs), motor vehicle tyres, tubes, batteries and motor vehicle accessories</b>	Open	Country wide except cars for Nairobi
ASL/ REG/11/2025 - 2026	<b>Supply and delivery of assorted building/hardware materials:</b> cement, terrazzo's and, paint, thinners	Open	Nairobi
ASL/ REG/12/2025 - 2026	<b>Supply and delivery of assorted electrical Items and fittings</b>	Open	Nairobi, Kitale
ASL/ REG/13/2025 - 2026	<b>Supply and delivery of printing and publication of newsletters, brochures, diaries &amp; calendars, examination Booklets, &amp; branding and promotional materials</b>	Open	Nairobi
ASL/REG/14/2025 - 2026	<b>Supply and delivery of graphic design and printing services - concept development, layout of various communication materials including, posters, fliers, brochures, banners etc</b>	Open	Nairobi
ASL/ REG/15/2025 - 2026	<b>Supply and delivery of general office stationery, Kenpoly storage boxes for soaking germination papers and computer consumables.</b>	Open	Nairobi, Kitale
ASL/ REG/16/2025 - 2026	<b>Supply and delivery of packaging materials:</b> Tins 50g,100g, 250g, 500g. Pouches 10gms, 25gms	Open	Nairobi
ASL/ REG/17/2025 - 2026	<b>Supply and delivery of packaging materials: cartons, labels</b>	Open	Nairobi
ASL/ REG/18/2025 - 2026	Supply, delivery, installation, commissioning & maintenance of air compressor, generator, coding machines, cold room air conditioner	Open	Nairobi, Kitale
ASL/ REG/19/2025 - 2026	<b>Supply and delivery of cleaning materials, detergents, disinfectants and soaps</b>	Open	Nairobi, Kitale
ASL/ REG/20/2025 - 2026	<b>Supply and maintenance of solar systems, back up batteries, solar panels and solar lights</b>	Open	Nairobi, Kitale
ASL/ REG/21/2025 - 2026	<b>Supply of electronic and telecommunication equipment (camera, CCTVs, telephone heads and mobile phones etc.)</b>	Open	Nairobi, Kitale
ASL/ REG/22/2025 - 2026	<b>Supply of motor vehicle fuel and lubricants</b>	Open	Country wide
ASL/ REG/23/2025 - 2026	Supply, installation, and maintenance of biometric access services.	Open	Nairobi, Kitale

**CATEGORY A - SUPPLY OF GOODS**

ASL/ REG/24/2025 - 2026	Supply and maintenance electronic appliances e.g., TVs, radios, and fridges	Open	Nairobi, Kitale
ASL/ REG/25/2025 - 2026	Leasing and maintenance of photocopiers and printers	Open	Nairobi, Kitale
ASL/ REG/26/2025 - 2026	Supply of farm inputs and accessories e.g., fertiliser, chemicals	Open	Country wide
ASL/ REG/27/2025 - 2026	Supply of asset tags	Open	Nairobi
ASL/ REG/28/2025 - 2026	Supply of motor bikes, accessories, and spare parts	Open	Nairobi
ASL/ REG/29/2025 - 2026	Supply of office consumables-sugar, teal leaves, milk, juices, confectionaries, etc	Open	Nairobi, Kitale
ASL/ REG/30/2025 - 2026	Supply and maintenance of farming equipment, e.g. tractors, tractor spares, tractor equipment such as disc harrows, sprayers	Open	Nairobi, Kitale
ASL/ REG/31/2025 - 2026	Supply of agricultural research and development materials and stationery such as; <ul style="list-style-type: none"> <li>• Pollination materials (pollination bags and shoot covers)</li> <li>• Sample handling, storage and shipment bags - paper bags (assorted sizes) and gunny bags (assorted sizes).</li> <li>• Planting materials - strings, tapes, seed checks e.t.c.</li> </ul>		Nairobi, Kitale

**CATEGORY B- PROVISION OF SERVICES**

CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	LOCATION
ASL/ REG/32/2025 - 2026	<b>Provision of legal services</b> Valid membership of professional body (LSK)	Open	Nairobi
ASL/ REG/33/2025 - 2026	<b>Provision of air travel services</b> IATA registered firms only	Open	Nairobi, Kitale
ASL/ REG/34/2025 - 2026	<b>Provision of event organising services</b> (including dome tents chairs, tables, public address systems, decorations and related)	Open	Nairobi, Kitale
ASL/ REG/35/2025 - 2026	<b>Repair and maintenance of motor vehicles, motorcycles, garage services and body works country wide</b>	Open	Country wide
ASL/ REG/36/2025 - 2026	<b>Provision of transport &amp; courier services</b> 1. Worldwide to Kenya 2. African wide to Kenya 3. Local	Open	Foreign and Local
ASL/ REG/37/2025 - 2026	Supply of security services	Open	Nairobi, Kitale
ASL/ REG/38/2025 - 2026	Provision of pest control and fumigation services	Open	Nairobi, Kitale
ASL/ REG/39/2025 - 2026	Provision of insurance services for all assets	Open	Nairobi, Kitale



**CATEGORY B- PROVISION OF SERVICES**

ASL/ REG/40/2025 - 2026	Repairs and maintenance of office furniture and fittings	Open	Nairobi, Kitale
ASL/ REG/41/2025 - 2026	Provision of maintenance services for firefighting equipment	Open	Nairobi, Kitale
ASL/ REG/42/2025 - 2026	Provision of repair and maintenanceservices for backup diesel generators	Open	Nairobi, Kitale
ASL/ REG/43/2025 - 2026	Provision of various small works including repair & maintenance of buildings, carpentry, masonry, painting, markings, attending to electrical faults	Open	Nairobi, Kitale
ASL/ REG/44/2025 - 2026	Provision of Hotels, Conference and Accommodation Services.	Open	Country wide
ASL/ REG/45/2025 - 2026	Provision of garbage collection and disposal	Open	Nairobi, Kitale
ASL/ REG/46/2025 - 2026	Provision of maintenance and weighbridge	Open	Kitale
ASL/ REG/47/2025 - 2026	Provision of debt collection services	Open	Nairobi
ASL/REG/48/2025 - 2026	Provision of plumbing works services	Open	Nairobi, Kitale
ASL/REG/49/2025- 2026	Provision of electrical works services	Open	Nairobi, Kitale
ASL/ REG/50/2025 - 2026	Provision of clearing and forwarding services	Open	Nairobi, Kitale
ASL/REG/51/2025 - 2026	Provision of consultancy services for feasibility study	Open	Nairobi
ASL/REG/52/2025 - 2026	Provision of Human Resource consultancy services, training and capacity building ( <b>attach valid practicing certificate in area of expertise</b> )	Open	Nairobi
ASL/REG/53/2025 - 2026	Provision of research consultancy services customer satisfaction, employee's satisfaction, work survey services, corruption perception	Open	Nairobi
ASL/REG/54/2025 - 2026	Provision for services in marketing, advertising, media (radio, TV, billboards and out of home), branding, publication and consumer survey and agency	Open	Nairobi
ASL/REG/55/2025 - 2026	Provision of catering services	Open	Nairobi, Kitale
ASL/REG/56/2025 - 2026	Repair and maintenance of lawnmowers	Open	Kitale
ASL/REG/57/2025 - 2026	Provision of vehicle tracking and fleet management services - asset tacking	Open	Nairobi
ASL/REG/58/2025 - 2026	Provision of cloud sourcing solutions, including online tender document payments and downloads, online job applications, and online tender submissions.	Open	Nairobi
ASL/REG/59/2025 - 2026	Provision for water survey (bore siting) and feasibility study.	Open	Kitale
ASL/REG/60/2025 - 2026	Provision of borehole drilling, submissible pumps and accessories installation development, equipping works, irrigation installation and maintenance	Open	Kitale
ASL/REG/61/2025 - 2026	Provision of architectural and interior design services	Open	Nairobi, Kitale
ASL/REG/62/2025 - 2026	Provision of engineering services e.g., civil, and structural, mechanical and electrical	Open	Nairobi, Kitale

**CATEGORY B- PROVISION OF SERVICES**

ASL/REG/63/2025 - 2026	Provision of occupational safety and health services audits and trainings	Open	Nairobi, Kitale
ASL/REG/64/2025 - 2026	Provision of bulk SMS services	Open	Nairobi
ASL/REG/65/2025 - 2026	Provision of internet network structured cabling services	Open	Nairobi, Kitale
ASL/REG/66/2025 - 2026	Provision of software solutions, including customer reminder systems (emails and SMS), mobile apps development, as well as hosting and licensing services.	Open	Nairobi
ASL/REG/67/2025 - 2026	Provision of housing (warehousing) and real estate agency services	Open	Nairobi, Kitale, Eldorate
ASL/REG/68/2025 - 2026	Provision of motor vehicle valuation services	Open	Nairobi
ASL/REG/69/2025 - 2026	Provision of property and land valuation services	Open	Nairobi, Kitale
ASL/REG/70/2025 - 2026	Provision of repair and maintenance services of computer and printers	Open	Nairobi, Kitale
ASL/REG/71/2025 - 2026	Provision of auctioneering service	Open	Nairobi
ASL/REG/72/2025 - 2026	Provision of team building facilitation services and training	Open	Nairobi
ASL/REG/73/2025 - 2026	Provision of videography and photography services	Open	Nairobi
ASL/REG/74/2025 - 2026	Provision for labour broking services	Open	Country wide

**\*\* Open are women, youth and Persons with disability who have registered by the National treasury (AGPO Certificates)**

All current suppliers must participate alongside potential suppliers for evaluation and consideration.

Prequalification does not guarantee a business opportunity. Bidders will be invited to submit quotations as needed, depending on available opportunities. Agri Seedco Ltd retains the right to accept or reject any bid, in whole or in part, at its discretion.