



ICPALD PRE-QUALIFICATION 2022-2023

IGAD Centre for Pastoral Areas and Livestock Development (ICPALD) is a specialized Institution of the Inter-Governmental Authority on Development (IGAD). The mission of ICPALD is to compliment efforts of IGAD member states to sustainably generate wealth and employment through **livestock and complementary livelihood resources development in arid and semi-arid areas of the IGAD Region.**

IGAD Centre for Pastoral Areas and Livestock Development (ICPALD) is in the process of pre-qualifying suppliers of various goods and services. Interested suppliers should apply for pre-qualification, indicating the category & description of goods and/or services that they can supply from the tables below.

Existing suppliers who wish to be retained in the register of suppliers MUST also apply for consideration.

The pre-qualified list of suppliers will be used by ICPALD for financial year, 2022-2023.

SUPPLY OF GOODS	
CATEGORY NO	ITEM DESCRIPTION
ICPALD/PQ/001/2022-2023	Supply and maintenance of office furniture, furnishings and fittings
ICPALD/PQ/002/2022-2023	Supply of general office stationery, computer consumables and accessories
ICPALD/PQ/003/-2023	Supply of paint and other decorative, protective and finishing products
ICPALD/PQ/004/2022-2023	Supply of branded promotional items
ICPALD/PQ/005/2022-2023	Supply of motor vehicle tyres and accessories
ICPALD/PQ/006/2022-2023	Supply of electrical equipment and appliances
ICPALD/PQ/007/2022-2023	Supply of computers, printers, UPS, LCD projectors, photocopiers
ICPALD/PQ/008/2022-2023	Supply of toners – MUST have an authorized dealership certificate



PROVISION OF SERVICES	
CATEGORY NO	ITEM DESCRIPTION
ICPALD/PQ/009/2022-2023	Provision of vehicle maintenance
ICPALD/PQ/010/2022-2023	Provision of photography and video services
ICPALD/PQ/011/2022-2023	Provision of courier services
ICPALD/PQ/012/2022-2023	Provision of advertising, PR and research services
ICPALD/PQ/013/2022-2023	Provision of transport and hire services (taxis and mini buses)
ICPALD/PQ/014/2022-2023	Provision of design and printing of calendars, diaries, banners and publication services
ICPALD/PQ/015/2022-2023	Provision of air travel agency services (must be registered with IATA)
ICPALD/PQ/016/2022-2023	Provision of security services
ICPALD/PQ/017/2022-2023	Provision of translation and interpretation services
ICPALD/PQ/018/2022-2023	Provision of insurance services

Kindly fill in attached forms.

All applicants must have Personal Identification Number (**P.I.N.**), Value Added Tax (**VAT**), and **Registration and Tax Compliance** certificates.

ICPALD reserves the right to accept or reject application(s) either in whole or part.

All applications should be addressed to:

Director
IGAD Centre for Pastoral Areas and Livestock Development (ICPALD)
Kabete Vetlabs, Kapenguria Road, Off Waiyaki Way
P.O. Box 47824-00100 Nairobi, Kenya. Tel: 254 737 777 742

The document(s) should be deposited in the tender box situated at IGAD Centre for Pastoral Areas and Livestock Development (ICPALD) reception so as to be received **on or before 1700hrs on 15th September 2022**. The hard copies should be received in plain sealed envelopes and clearly marked "Pre-Qualification number and Category No. _____"

P. O. Box 47824-00100 Nairobi, Kenya. Tel: +254 737 777742

E-mail: icpald@igad.int Website: www.icpald.org



**APPLICATION FOR PRE-QUALIFICATION OF SUPPLIERS 2022-2023
BUSINESS QUESTIONNAIRE**

I. BUSINESS DETAILS

A. Statutory Requirements and Contacts

1. Business Name: _____

2. Type of Business: _____

3. Certificate of Registration/Incorporation No. _____

4. VAT Registration No. _____

5. Tax Compliance Certificate No. _____

6. Current Business/Practice License No: _____

B. Sole Proprietor (*Name/Nationality*) _____

C. Partnership

Names and details of partners:

1. _____

2. _____

3. _____



4. _____

D. Limited Companies

Names and details of directors:

1. _____

2. _____

3. _____

4. _____

Share Capital: Authorized: Kshs. _____

Issued and Paid: Kshs. _____

II. Financial Information

i. Total assets _____

ii. Current assets _____

iii. Total liabilities _____

iv. Current liabilities _____



N.B. Attach audited accounts for the last 2 years

v. Terms of payment (maximum credit period) _____

vi. Name of banker _____

Address _____ Telephone: _____

vii) Yearly turnover for the last three years:

Year 1: _____

Year 2: _____

Year 3: _____

Contact person(s) NAME, DESIGNATION, CONTACT

1. _____

2. _____

3. _____

II: Experience: (*State the organizations to which you have rendered services having carried out contracts of similar nature*) – **Provide 5 organizations**)

1. Name of organization: _____



Type of service offered: _____

Number of months/years of service to client: _____

Name of officer: _____

Designation: _____

Postal address: _____

Physical address: _____

Telephone: _____

Fax: _____

Email: _____

Stamp: _____

2. Name of organization: _____

Type of service offered: _____



Number of months/years of service to client: _____

Name of officer: _____

Designation: _____

Postal address: _____

Physical address: _____

Telephone: _____

Fax: _____

Email: _____

Stamp: _____

3. Name of organization: _____

Type of service offered: _____

Number of months/years of service to client: _____



Name of officer: _____

Designation: _____

Postal address: _____

Physical address: _____

Telephone: _____

Fax: _____

Email: _____

Stamp: _____

4. Name of organization: _____

Type of service offered: _____

Number of months/years of service to client: _____

Name of officer: _____



Designation: _____

Postal address: _____

Physical address: _____

Telephone: _____

Fax: _____

Email: _____

Stamp: _____

5. Name of Organization: _____

Type of service offered: _____

Number of months/years of service to client: _____

Name of officer: _____

Designation: _____



Postal address: _____

Physical address: _____

Telephone: _____

Fax: _____

Email: _____

Stamp: _____

Attach LPOs and Contracts.

III. Professional capacity *(state the number of employees (both permanent and casual) working in the company with for the last two years with their qualification)*

1) Number of permanent employees _____

2) Number of temporary employees _____

IV. OTHER IMPORTANT PRE-REQUISITES

i) 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



ii) Do you have any contingent liabilities arising from tax, court decree or other sources?

YES/NO _____ If YES, give
reason(s) and sources for the contingent liabilities

iii) Must confirm that the firm, its servants or agents have not offered and shall not offer inducements to the procuring entity.

iv) Enumerate any past litigation and arbitration incidences encountered by the firms in the last three years

Attach the below MANDATORY COPIES of the following documents when submitting your documents:

- a. Certificate of Registration/Incorporation**
- b. VAT Registration**
- c. Current Business Permit/Practice License**
- d. Tax Compliance Certificate**
- e. Company Profile**



- f. Reference letters from companies for which similar service is rendered (5 letters)
- g. Audited Accounts (past 2 years)

Note: Tenderers business premises may be inspected by a team of ICPALD officers to verify the above information. Ensure that you stamp all your documents and we encourage that you give a valid email address.

III. DECLARATION:-

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

NAME _____ **DESIGNATION** _____

SIGNATURE _____

DATE AND STAMP _____