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**KENYA MEAT COMMISSION**

**REGISTRATION OF SUPPLIERS FOR THE SUPPLY AND DELIVERY OF LIVESTOCK FOR THE FINANCIAL YEARS 2025–2027.**

**REFERENCE NUMBER: KMC/SR/21/2025-2027**

**NAME OF FIRM………………………………………………………………………….**

**CATEGORY NO…………………………………………………………………………...**

**CATEGORY NAME…………………………………………………………………….**

**CLOSING DATE AND TIME**

**WEDNESDAY,11TH June, 2025 at 11.00am**

TABLE OF CONTENTS

[SECTION I: INVITATION FOR REGISTRATION 4](#_bookmark0)

1. [INTRODUCTION 4](#_bookmark1)
2. [LIST OF PROCUREMENT CATEGORIES 4](#_bookmark2)
	1. [INSTRUCTIONS TO ELIGIBLE SUPPLIERS 4](#_bookmark3)

[SECTION II: REGISTRATION OF SUPPLIERS / SERVICE PROVIDERS FOR FYS 2025/2026 &](#_bookmark4) [2026/2027 6](#_bookmark4)

1. [REGISTRATION CATEGORIES 6](#_bookmark5)

[CATEGORY A: RESERVED FOR YOUTH, WOMEN AND PERSONS WITH DISABILITIES 6](#_bookmark6)

[CATEGORY B: REGISTRATION OF SUPPLIERS OPEN TO ALL ELIGIBLE FIRMS 7](#_bookmark7)

[SECTION III: GENERAL INSTRUCTIONS 9](#_bookmark8)

1. [REGISTRATION INSTRUCTIONS 10](#_bookmark9)
	1. [INTRODUCTION 10](#_bookmark10)
	2. [REGISTRATION OBJECTIVE 10](#_bookmark11)
	3. [INVITATION OF REGISTRATION 10](#_bookmark12)
	4. [EXPERIENCE 10](#_bookmark13)
	5. [REGISTRATION DOCUMENT 10](#_bookmark14)
	6. [SUBMISSION OF REGISTRATION DOCUMENTS 10](#_bookmark15)
	7. [ADDITIONAL INFORMATION 10](#_bookmark16)
2. [REGISTRATION DATA INSTRUCTIONS 11](#_bookmark17)
	1. [REGISTRATION DATA FORMS 11](#_bookmark18)
	2. [QUALIFICATION 11](#_bookmark19)
	3. [ESSENTIAL CRITERIA FOR REGISTRATION 11](#_bookmark20)
	4. [PERSONNEL 11](#_bookmark21)
	5. [FINANCIAL CONDITION 11](#_bookmark22)
	6. [PAST PERFORMANCE 12](#_bookmark23)
	7. [STATEMENT 12](#_bookmark24)
	8. [WITHDRAWAL OF REGISTRATION 12](#_bookmark25)
	9. [INVITATION TO TENDER 12](#_bookmark26)
3. [REGISTRATION EVALUATION 12](#_bookmark27)

[CATEGORY A: YOUTH, WOMEN AND PERSONS WITH DISABILITIES 12](#_bookmark28)

[PART I: REGISTRATION DOCUMENTATION 13](#_bookmark29)

[PART II: SUPPLIER REGISTRATION DATA 13](#_bookmark30)

[PART III: FINANCIAL POSITION / INVESTMENT 14](#_bookmark31)

[PART IV: ELIGIBILITY 14](#_bookmark32)

[PART V: BUSINESS PROBITY 16](#_bookmark33)

[PART VI: SWORN STATEMENT 20](#_bookmark38)

# SECTION I: INVITATION FOR REGISTRATION

**DESCRIPTION: REGISTRATION OF SUPPLIERS FOR THE SUPPLY AND DELIVERY OF LIVESTOCK FOR THE FINANCIAL YEARS 2025–2027.**

**REFERENCE NUMBER:** **KMC/SR/21/2025-2027**

Introduction

The Kenya Meat Commission (KMC) is a state-owned enterprise established in 1950 to provide a ready market for livestock farmers and deliver high-quality meat products to consumers. The Commission wishes to invite all eligible, competent and qualified firms to submit applications for purposes of registration for supply and delivery of livestock for the period 2025//2027 financial years.

# LIST OF PROCUREMENT CATEGORIES

## Instructions to eligible suppliers

1. Eligible suppliers must complete the preferred Category as per the Table format provided below.
2. Eligible suppliers **MUST** provide a substantive response in the format provided.
3. Eligible suppliers must only submit one registration document.
4. Eligible suppliers to be considered for registration for the preferred category **MUST** meet the evaluation criteria provided below.
5. Interested eligible suppliers may obtain further information from and inspect the registration documents at Procurement Office, Kenya Meat Commission, headquarter located at Athi River during official working hours between 8.00am and 5.00pm Monday to Friday.
6. The registration document shall be downloaded from Kenya Meat Commission website [www.kenyameat.co.ke](http://www.kenyameat.co.ke) or the Public Procurement Information Portal (PPIP) free of charge.
7. Completed registration documents enclosed in plain sealed envelopes, marked with the registration number and name to be deposited in the Tender Box located at the Kenya Meat Commission Main Reception situated in Athi River Off Mombasa Road, Kenya, P. O. Box 2 – 00204 Athi River, or be addressed to:

**Managing Commissioner,**

**Kenya Meat Commission,**

**P. O. Box 2-00204,**

 **Athi River, Kenya**

so as to be received on or before **Wednesday, 11th May, 2025 at 11.00am**

1. Candidates who send their registration documents via postal or courier services should ensure that the documents are received in the Procurement Office on or before **WEDNESDAY,11THJune, 2025 at 11.00am**
2. Registration documents will be opened immediately thereafter in the presence of those representatives who choose to attend at the Kenya Meat Commission Officers’ Mess.
3. Only one representative per firm will be allowed in the Officers’ Mess during opening of the registration documents.
4. Late registration documents shall be received separately and processed later.
5. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria.
6. **Registration documents:** The document includes questionnaires for and instructions for prospective suppliers. In order to be considered for registration, prospective suppliers must provide requested proof and all other information requested.
7. The registration document MUST be properly bound and sequentially serialized (paginated) on every page.

**Registered candidates will be asked to give quotations for items required during the financial years on “as and when need arises” basis.**

## SECTION II: REGISTRATION OF SUPPLIERS FOR FYs 2025-/2027

**Kenya Meat Commission** intends to register suppliers for the supply of Livestock for the period of **2025 to 2027**. Interested eligible candidates are invited to apply for registration, indicating the category description and number.

**CATEGORY: REGISTRATION OF SUPPLIER FOR DELIVERY OF GOODS**

|  |  |  |
| --- | --- | --- |
| **TENDER No.** | **DESCRIPTION** | **ELIGIBILITY** |
| KMC/SR/21/2025-2027 | Supply and Delivery of Livestock | OPEN |

#

The registration document shall be downloaded from the Commission website [www.kenyameat.co.ke](http://www.kenyameat.co.ke) or the Public Procurement Information Portal (PPIP) at no cost.

Completed Registration document enclosed in plain sealed envelopes clearly marked with **‘’Category No. and Category Description ‘’** as described in the Notice should be addressed to:

**Managing Commissioner,**

**Kenya Meat Commission,**

**P. O. Box 2-00204,**

 **Athi River, Kenya**

**and**, be placed in the Tender Box located at the Kenya Meat Commission Main Reception so as to reach the above address on or before **WEDNESDAY,11THJune, 2025 at 11.00am.** Opening of the Registration documents will be done publicly soon after closing time at the Kenya Meat Commission Officers’ Mess. Only one representative per firm will be allowed during opening of the registration documents.

**Please note**:

1. All current registered suppliers **MUST APPLY** afresh.
2. Youth, Women and persons living with disability are encouraged to apply.

# SECTION III: GENERAL INSTRUCTIONS

You are requested to provide particulars as indicated in part II, III, IV, V, VI of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.

Kenya Meat Commission attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.

Kenya Meat Commission reserves the right to visit and inspect business premises of all the applicants to verify information provided.

All the information provided would be treated as confidential. This Registration Document is eligible for one specific category which should be clearly written at the top of the form.

Your registration documents should be submitted properly book bound, filled and paginated. The Commission shall not be responsible for Loss of documents not bound together.

# REGISTRATION INSTRUCTIONS

## Introduction

Kenya Meat Commission would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Commission to perform the contract of supply and delivery of livestock.

## Registration Objective

The main objective is to be invited to participate in Procurement for supply and delivery of livestock. from relevant Request for quotations to Kenya Meat Commission on and as when required during the stated period.

## Invitation of Registration

Suppliers registered under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Managing Commissioner, so that they may be registered under the specific categories. Bids will be submitted in separate Envelopes. The prospective suppliers are required to supply mandatory information for Registration.

## Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

In order to be considered for Registration, prospective suppliers must submit all the information herein requested.

## Submission of Registration Documents

A copy of the completed Registration data and other requested information shall be submitted to reach:

**Managing Commissioner,**

**Kenya Meat Commission,**

**P. O. Box 2-00204,**

 **Athi River, Kenya**

## Additional Information

Kenya Meat Commission reserves the right to request submission of additional information from prospective bidders.

Invitation to Bid will be made available only to those bidders whose qualifications are accepted by the Commission upon completion of the Registration process.

# REGISTRATION DATA INSTRUCTIONS

## Registration data forms

1. The attached questionnaire forms described as **PART II, III, IV, V, VI & VII** are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific category.
2. The registered application forms which are not dully filled and submitted in the prescribed format shall not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

## Statement

Application must include a sworn statement on PART IX by the tenderer ensuring the accuracy of the information given.

## Invitation to Tender.

The successful firms that will be registered will be issued with Request for Quotation (RFQ) documents from time to time and as and when need arises and all firms invited are expected to quote. Those wishing not to participate are required to indicate reasons for non-participation on the tender/quotation form/email.

All suppliers MUST have a valid email address and any change must be communicated to the Commission.

# REGISTRATION EVALUATION

# CATEGORY A: INDIVIDUAL SUPPLIERS (SUPPLIERS WITHOUT REGISTERED FIRMS)

|  |  |  |
| --- | --- | --- |
| **S/No** | **Requirements** | **Score** |
| 1. | National Identification card | Mandatory |
| 2. | Copy of valid tax compliance certificate from KRA | Mandatory |
| 5. | Dully Completed Forms in PART II, III, IV, V, VI & VII | Mandatory |

**CATEGORY B: SUPPLIERS WITH REGISTERED FIRMS**

|  |  |  |
| --- | --- | --- |
| **S/No** | **Requirements** | **Score** |
| 1. | Copy of certificate of registration/incorporation | Mandatory |
| 2. | Copy of valid tax compliance certificate from KRA | Mandatory |
| 3. | A copy of CR12 for companies issued within the last 6 months | Mandatory |
| 4. | Valid single Business permit from County Government | Mandatory |

|  |  |  |
| --- | --- | --- |
| 5. | All the pages of the tender document/attachments must be serialized | Mandatory |
| 6. | Dully Completed Forms in PART II, III, IV, V, VI & VII | Mandatory |

# PART I: REGISTRATION DOCUMENTATION

For registered firms, provide copies of the following applicable to Open & Youth, Women and Person with Disability: -

1. Copies of Certificate of Incorporation/Partnership deed/Business registration
2. Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
3. Valid Tax Compliance Certificate
4. Copy of valid Single Business Permit from County Government for non AGPO firms
5. Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreement.

# PART II: SUPPLIER REGISTRATION DATA

Business Name ……………………….………………………………………………………………… Pin No.…………………………………….………….………………….………………………………

Reg. Certificate No………...………….….……………………………………………………………… (Attach copy registration certificate)

**Address**

P.O. Box……………………………………….….... Postal Code....................City/Town…………… Telephone Nos ……………………………………. Mobile Nos…………………………………….… Email Address: …….……………………………………………………………………………………. Website address (If any) ………………………….…………………………………………………….

**Physical Address**

Business Location ………………………………. Name of building ………………………………….

plot No. …………………………………….……Road/Street Name …….………………................... Floor No. ………………………………….…… Room No. ………………………………………….

# PART III: FINANCIAL POSITION / INVESTMENT

Provide and attach certified audited financial statements for the previous (latest) One year or Letter of Reference for the AGPO groups certified by the issuing bank as proof of ability to execute the item applied for.

Maximum value of business which you can handle at any time Kshs: ……………………………… State terms of payment in preference order;

i.………………………………………………………………………………………………………… ii.…………………………………………………………………………………………………………

iii.………………………………………………………………………………………………………… iv.…………………………………………………………………………………………………………

Note: Kenya Meat Commission prefers payment to be made within 60 days after delivery of goods, Works or services.

# PART IV: ELIGIBILITY

Are you related to an Employee or Board Member of Kenya Meat Commission? Yes/No If answer is YES giving the relationship.

……………………………………………………………………………………………………………

…………..………………………………………………………………………………………………..

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES/No If answer in above is YES give details:

………………………………………………………………………..…………………………………

………………………………………………………………..…………………………………………

…………………………………………………………………..………………………………………

…………………………………………………………………..………………………………………

Have you offered or given anything of value to influence the procurement process? Yes/No If answer in above is YES give details

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

…………………………………………………………………………………………………………… I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

**Date………………………………Signature of candidate ……………………….………………….**

# PART V: MANPOWER

Name of Chief Executive Officer/Principal Officer…………………………………………………… How many staff does your organization have……………………………………………… Indicate the number in each category:

Technical………………………………………………………

(Permanent…………………………………...Temporary )

Semi-Skilled……………………………………………………………………………………………… (Permanent…………………………………………………Temporary )

# PART VI: BUSINESS PROBITY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential Kenya Meat Commission supplier.

|  |  |  |
| --- | --- | --- |
| **S/No** | **Particulars** | **Responses** |
| 1. | Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in |  |
|  2. | Kenya or the country in which it is established? |  |
| 3. | Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Ethics & Anti-Corruption Commission or similar authority in the country in which your organization is established? |  |
| 4. | Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law? |  |
| 5. | Please state if any Director/Partner and/or Company Secretary of the Organization has a close relative who is employed or member of the University and who is in a position to influence the award of any supply. For purpose of Registration process close relative refers to parents, siblings’ spouse or children. |  |
| 6. | Supplier is directly or indirectly controlled by or is under common control with another Supplier. |  |

# PART VII: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this Registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Kenya Meat Commission.

Having studied the Registration information for the above provision of goods applied for I hereby state:

The information and answers furnished in this Registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Maasai Mara University.

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 on the basis of provisions in the tender or quotation documents to follow.

We enclose all the required documents and information required for the Registration evaluation. We will not engage in corrupt practices with the Service / Members of Staff.

We have not been debarred from participating in Public Procurement Proceedings.

|  |
| --- |
| **FORM COMPLETED BY** |
| **Date:** |  |
| **Name:** |  |
| **Designation:** |  |
| **Signature:** |  |
| **Stamp or Seal:** |  |

(Full name and designation of the person signing and affix Rubber stamp/seal)

## Certification

On behalf of the Supplier, I certify that the information given above is correct.

Full Name

Title or Designation

(Signature) (Date)