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Forum for Agricultural Research in Africa (FARA)

**Form A – (Firms Only)**

**PRE-QUALIFICATION DOCUMENT**

**for the**

REGISTRATION OF SUPPLIERS, CONTRACTORS, CONSULTING FIRMS & OTHER SERVICE PROVIDERS

FOR GOODS, WORKS & SERVICES

2022/2023

**Issuance Date: 25th March, 2022**

**Closing Date: 25th April, 2022**

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**SECTION I - INVITATION FOR PRE-QUALIFICATION**

FARA (hereinafter referred to as “Registration Entity”) intends to register applicants for the provision of the following goods, works and services:-

|  |  |  |
| --- | --- | --- |
|  | *\*Applicants can select a maximum of two (2) sub-categories\** |  |
|  |  |  |
| **Sub-Category No.** | **Goods & Equipment Category** | **Tick (X)** |
|  |  |  |
| FARA/GDS/2022-23/01 | Agricultural Inputs |  |
| FARA/GDS/2022-23/02 | Furniture and Fittings |  |
| FARA/GDS/2022-23/03 | Electrical Accessories |  |
| FARA/GDS/2022-23/04 | Machinery and Equipment |  |
| FARA/GDS/2022-23/05 | Refreshment Items |  |
| FARA/GDS/2022-23/06 | Generator Sets |  |
| FARA/GDS/2022-23/07 | IT Supplies and Accessories |  |
| FARA/GDS/2022-23/08 | Fuels, Oils and Lubricants |  |
| FARA/GDS/2022-23/09 | Printed Material and Stationery |  |
| FARA/GDS/2022-23/10 | Supply of Vehicles, Motorcycles and Accessories |  |
| FARA/GDS/2022-23/11 | Spare Parts (Vehicle & Plant) |  |
| FARA/GDS/2022-23/12 | Textbooks and Library Books |  |
| FARA/GDS/2022-23/13 | Teaching and Learning Materials |  |
| FARA/GDS/2022-23/14 | Field logistics and Equipment |  |
| FARA/GDS/2022-23/15 | Construction Materials (Paints etc…) |  |
| FARA/GDS/2022-23/16 | Others: |  |

|  |  |  |
| --- | --- | --- |
| **Sub-Category No.** | **Works and Maintenance Category** |  |
|  |  |  |
| FARA/WKS/2022-23/01 | Construction/Renovations/ Maintenance of Buildings and Structures |  |
| FARA/WKS/2022-23/02 | Water Systems (Boreholes, Dams, etc) |  |
| FARA/WKS/2022-23/03 | Sewage and Drainage Systems |  |
| FARA/WKS/2022-23/04 | Others: |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Sub-Category No.** | **Consultancy Services Category** |  |
| FARA/CS/2022-23/01 | Financial Audit Services |  |
| FARA/CS/2022-23/02 | Human Resources Consultancy |  |
| FARA/CS/2022-23/03 | Strategy Planning & Project Management |  |
| FARA/CS/2022-23/04 | Animal Science & Health |  |
| FARA/CS/2022-23/05 | Agricultural Biotechnology/Biochemistry |  |
| FARA/CS/2022-23/06 | Gender and Youth |  |
| FARA/CS/2022-23/07 | Engineering Consultants |  |
| FARA/CS/2022-23/08 | Agricultural Economics & Agribusiness |  |
| FARA/CS/2022-23/09 | Plant Pathology |  |
| FARA/CS/2022-23/10 | Environmental Safeguards |  |
| FARA/CS/2022-23/11 | Social Safeguards |  |
| FARA/CS/2022-23/12 | Agriculture Foresight |  |
| FARA/CS/2022-23/13 | Capacity Development |  |
| FARA/CS/2022-23/14 | Legal Consultants |  |
| FARA/CS/2022-23/15 | Governance |  |
| FARA/CS/2022-23/16 | Procurement Management |  |
| FARA/CS/2022-23/17 | Baseline Studies |  |
| FARA/CS/2022-23/18 | IT Solutions |  |
| FARA/CS/2022-23/19 | Knowledge Management |  |
| FARA/CS/2022-23/20 | Communications |  |
| FARA/CS/2022-23/21 | Food Science |  |
| FARA/CS/2022-23/22 | Others: |  |

|  |  |  |
| --- | --- | --- |
| **Sub-Category No.** | **Technical Services Category** |  |
| FARA/NCS/2022-23/01 | General Cleaning Services |  |
| FARA/NCS/2022-23/02 | Design, Printing and Publication services |  |
| FARA/NCS/2022-23/03 | Special Services/ Protocol |  |
| FARA/NCS/2022-23/04 | IT Software Solutions & Web Maintenance |  |
| FARA/NCS/2022-23/05 | Training, Seminar and Conference |  |
| FARA/NCS/2022-23/06 | Car Rental Services |  |
| FARA/NCS/2022-23/07 | Catering Services |  |
| FARA/NCS/2022-23/08 | Banking / Financial Services |  |
| FARA/NCS/2022-23/09 | Plumbing Works |  |
| FARA/NCS/2022-23/10 | Painting Works |  |
| FARA/NCS/2022-23/11 | Repair and Servicing of Air conditioners |  |
| FARA/NCS/2022-23/12 | Repair of Computers, Printers and Photocopiers |  |
| FARA/NCS/2022-23/13 | Routine Maintenance, Servicing and Repair of Vehicles |  |
| FARA/NCS/2022-23/14 | Supply of Decorations and Corporate gifts |  |
| FARA/NCS/2022-23/15 | Hotel Accommodation |  |
| FARA/NCS/2022-23/16 | Insurance |  |
| FARA/NCS/2022-23/17 | Media and Publicity |  |
| FARA/NCS/2022-23/18 | Events Management |  |
| FARA/NCS/2022-23/19 | Travel, Transport, Supply of Air Tickets |  |
| FARA/NCS/2022-23/20 | Advertising and Branding |  |
| FARA/NCS/2022-23/21 | Fumigation and Pest Control Services |  |
| FARA/NCS/2022-23/22 | Carpentry Works |  |
| FARA/NCS/2022-23/23 | Electrical Works |  |
| FARA/NCS/2022-23/24 | Routine Maintenance, Servicing and Repair of Generators |  |
| FARA/NCS/2022-23/25 | Parcel collection and Delivery Services |  |
| FARA/NCS/2022-23/26 | Provision of Short-Term Training Courses |  |
| FARA/NCS/2022-23/27 | Third Party Logistics Services |  |
| FARA/NCS/2022-23/28 | Interpretation &Translation Services (Languages) |  |
| FARA/NCS/2022-23/29 | Security Services/Alarm Services and Monitoring |  |
| FARA/NCS/2022-23/30 | Others: |  |

**SECTION II - INSTRUCTIONS TO APPLICANTS**

**2.1 Scope**

2.1.1 The Forum for Agricultural Research in Africa (FARA) intends to register service providers for the supply of the goods, works and services detailed in the invitation for registration.

2.1.2. Registration is opened to eligible firms as indicated in appendix 1 to instructions to Applicants.

2.1.3. Firms already on FARA’s existing vendor database are also invited to submit their applications.

**2.2. Submission of Application Forms**

2.2.1 All duly completed application forms, introduction letter together with the relevant

supporting documents should be sent electronically to the email stated address below:

**[**[**recruitment2@faraafrica.org**](mailto:recruitment2@faraafrica.org)**]**

|  |
| --- |
| **ADDRESS**  Interested firms, Individual consultants, suppliers, contractors and service  providers seeking clarification should kindly contact FARA’s Procurement Unit - Monday to Friday between 9.00 to 16.00 (GMT).  **For Enquiries Only:**  Procurement Unit,  Forum for Agricultural Research in Africa (FARA)  PMB CT 173 Cantonments, Accra  7 Flower Avenue, Mile 7, Achimota, Accra  +233 302 774838 | 302 744888  **[**[**cachaab@faraafrica.org**](mailto:cachaab@faraafrica.org)**]** |

The submission of a completed registration form should be made on or before ***Monday, April 25, 2022 @ 16:00GMT***. Any document received after the deadline time and date shall be rejected. The PU of FARA reserves the right to accept or reject any application and is not bound to give reasons for its decision.

2.2.2 All the information requested for registration shall be provided in the **English Language.**

2.2.3 Failure to provide information that is essential for effective evaluation of the applicant’s qualification or to provide timely clarification or substantiation of the information supplied may result in the applicant’s disqualification.

**2.3 Eligible Applicants**

2.3.1 This Invitation for applications is opened to all firms from eligible source countries.

2.3.2 Applicants must not be under a declaration of suspension for corrupt, fraudulent, collusive, coercive or obstructive practices as issued by any Procurement Authority or any Donor Agency.

**2.4. Shortlisting Criteria**

2.4.1 Registration will be based on meeting the minimum requirements to pass in the criteria for the various categories as set out in Appendix 1 hereof. A shortlisting of applications will be done taking into account the applicant’s general and particular experience, personnel, capability and financial position as demonstrated by the applicant’s response in the attached forms.

2.4.2 The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years.

2.4.3. Applicants who qualify according to the selection criteria will be invited to submit their quotations/proposals for the supply of goods/services respectively as and when required depending on continuous performance.

2.4.4. The following documents **MUST** be attached:

* 1. Introductory Letter (Including Company Profile)
  2. Business Registration Certificate and Certificate to Commence Business
  3. Valid TAX clearance certificate
  4. Valid VAT Registration Certificate
  5. Valid SSNIT Clearance Certificate

**Confidential Business Form:**

*(Please note that giving false information under this section will result in your application being disqualified automatically)*

**GENERAL INFORMATION**

1. The form must be fully and comprehensively completed in all respects.
2. Information given by the applicant shall be treated in strict confidence.
3. FARA reserves the right to visit and inspect the business premises of the company/firm/Individual that will participate.
4. Any information given under and later found to be incorrect shall lead to disqualification from the registration process.
5. Applicants can select a maximum of **Two (2) Sub-Categories.**

**FORM A: (FIRMS ONLY)**

**PART I: CORPORATE INFORMATION**

|  |  |  |
| --- | --- | --- |
| **No.:** | **PARTICULARS** | **RESPONSE** |
| 1. | Full name of Firm: | |
| 2. | Date of Registration: |  |
| 3. | Full physical address of principle place of business:  Full postal address: |  |
| 5. | Telephone/ Mobile No.: |  |
| 6. | Fax No.: |  |
| 7. | Email Address: |  |
| 8. | Website address (if any) |  |
| 9. | Company Pin no.:  (please provide a copy) |  |
| 10. | VAT Registration No.;  (please provide a copy) |  |
| 11. | Period in which you have been in the specific business for which you wish to be qualified |  |
| 12. | Names of the shareholders, Directors and Partners  (please provide a copy issued by the registrar of companies showing the directors and shareholders of the company) |  |
| 13. | Associated company (if any) |  |
| 14. | Provide the name of the company’s certified secretary/auditors |  |

**PART II: FINANCIAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.:** | **PARTICULARS** | | |
| 1. | What was your turnover in the last two years? | ………………….  For year ended  ----/----/-------------- | ………………………  For year ended  ----/----/---------- |
| 2. | Has your organisation met all its obligations to pay its creditors and staff during the years? | | Yes/No |
|  | If so, please give details: | | |
| 3. | Have you had any contracts terminated for poor performance in the last three years or any contracts where damages have been claimed by the contracting authority? | |  |
|  | If so, please give details | | |
| 4. | Give your bankers details  (Name, Branch, Telephone no.: Address & Contact Person (Relationship Manager) | | |

**PART III: BUSINESS ACTIVITIES**

|  |  |
| --- | --- |
| **No.:** | **PARTICULARS** |
| 1. | State your organization’s main business activities: |
| 2. | Please state generally the experience and expertise your organization possesses   * Attach your company organogram |

**PART IV: TRADE REFERENCES** *(Please indicate names of clients you have worked with in the past few years)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Customer Organization (Name)** | **Customer Contact name & Phone number** | **Contract reference & brief description** | **Date contract awarded** | **Period of contract** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |

**DECLARATION (*for* FIRMS)**

|  |
| --- |
| I declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaire (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with FARA |

|  |  |
| --- | --- |
| **FORM COMPLETED BY:** | |
| **Name:** |  |
| **Title:** |  |
| **Date:** |  |
| **Telephone/Mobile No.:** |  |
| **Email:** |  |
| **Signature:** |  |
| **Company Seal:** |  |

|  |  |
| --- | --- |
| **FORM WITNESSED BY:** | |
| **Name:** |  |
| **Title:** |  |
| **Date:** |  |
| **Telephone/Mobile No.:** |  |
| **Email:** |  |
| **Signature:** |  |
| **Company Seal:** |  |

|  |
| --- |
| **APPENDIX 1**   1. Introductory Letter (Including Company Profile) 2. Registration Form A for Firms 3. Registration of Form B for Individual Consultants 4. Business Registration Certificate 5. Certificate to Commence Business 6. Valid TAX clearance certificate 7. Valid VAT Registration Certificate 8. Valid SSNIT Clearance Certificate |