



International Livestock Research Institute (ILRI)

SUPPLIERS AND CONTRACTORS REGISTRATION

Vendor Guide

(RESTRICTED)

INTERNATIONAL LIVESTOCK RESEARCH INSTITUTE (ILRI)

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www.ilri.org

SECTION I - REGISTRATION OF SUPPLIERS AND CONTRACTORS FOR GOODS AND SERVICES

The International Livestock Research Institute (ILRI) works for better lives through livestock in developing countries. ILRI is co-hosted by Kenya and Ethiopia and has 14 offices across Asia and Africa.

ILRI is a CGIAR research centre, a global research partnership for a food-secure future. CGIAR science is dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources and ecosystem services. Its research is carried out by 15 CGIAR centres in close collaboration with hundreds of partners, including national and regional research institutes, civil society organizations, academia, development organizations and the private sector.

ILRI is in the process of pre-qualifying suppliers and contractors.

For this purpose, eligible suppliers and contractors are invited to apply and submit up-to-date information in accordance with the registration guidelines below.

ILRI has appointed SRM eProcurement as the consultants for this project. The pre-qualification process will therefore be conducted online via SRM eProcurement Portal. Interested suppliers and contractors should access and register on www.srmhub.com and select ILRI under "Apply Tender" tab. SRM will examine the documents to determine completeness, general orderliness and sufficiency of response

ILRI reserves the right to accept or reject any application either in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

Supply Chain Manager

INTERNATIONAL LIVESTOCK RESEARCH INSTITUTE (ILRI)

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 ILRI herein referred to as the organization, requests suppliers and contractors who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 This invitation for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods, services and works.
- 3 The Supplier registration process shall be completed online via SRM eProcurement portal
- 4 Interested bidders will access and register on www.srmhub.com for more information and step by step application process available on supplier's dashboard.
- 5 The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier's dashboard. You are advised to download and review these documents before beginning the application process.
- 6 Bidders may request clarification in relation to the prequalification by submitting a written request using the Contact us functionality of the supplier dashboard, until 14 September 2023. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official. Suppliers and contractors may also seek clarification using the following emails; bids@srmhub.com; H.Fekadu@cgiar.org; B.Bezabih@cgiar.org
- 7 Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and contractors from whom goods and services may be procured when need arises.
- 8 The successful applicants will be registered in ILRI Ethiopia's supplier database. The organization will only deal with the firms that are registered.
- 9 ILRI reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
- 10 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization (ILRI)

- 11 The pre-qualified suppliers and contractors are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- 12 The application of this call closes on 14 September 2023 at 1700hours.
- 13 ILRI will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

Registration Levels

Suppliers and contractors pre-qualification in each category will either be at level one (1) or level two (2) depending on the company's competence, financial, managerial and technical capacity in that particular category.

The levels applicable are as follows:

Primary (Level 1)

- a) Low to moderate risk projects or supplies generally routine in nature
- b) Low to medium value contracts up to (but not exceeding) an approximate value of ETB. 2 Million.

Secondary (Level 2)

- a) High risk projects.
- b) Medium and high value contract above ETB. 2 Million.

SECTION III. EVALUATION CRITERIA

1 ILRI team will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

2 Applicants shall not contact ILRI or SRM on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence ILRI or SRM in the evaluation shall result in the cancellation of their application.

3 Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

4 The applicants must have registered offices and ILRI reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.

5 Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.

6 ILRI reserves the right to accept or reject any or all applications.

7 There shall be two phases of carrying out the evaluation of registration applications:

- a. Preliminary Evaluation; and
- b. Qualification Evaluation.

a. Preliminary Evaluation

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

a) All the applications shall be sorted out according to the various categories contained in the vendor guide.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing certified copies of:

- i. Valid practicing licenses where applicable
- ii. Valid registration documents with relevant bodies
- iii. Valid statutory documents
- iv. Duly completed self-declaration form
- v. Confidential Business Questionnaire (Electronic)

b. Qualification Evaluation

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criteria.

a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers and contractors contained in the list.

b) A detailed assessment of each applicant will be made in the course of evaluating the application.

Evaluation Criteria

The requirements for different categories and sections are not the same. For this reason, evaluation criteria for various sections is grouped as per table below;

1	Work experience with similar Organization , Embassies, INGO's, UN Agencies... Provide details of previous experience and contactable references /Recent references are more advantageous	5	5 Marks	5 Marks	5 Marks	5 Marks	5 Marks	5 Marks
	a) Five Letters of recommendation from current clients (Not older than 2020) – Total 15 Marks	15	15 Marks	15 Marks	15 Marks	15 Marks	15 Marks	15 Marks
	b) At least five copies of LPOs or Contracts for the last 3 years. 5 LPOs/Contracts of 3 marks each– Total 15 Marks	15	15 Marks	15 Marks	15 Marks	15 Marks	15 Marks	15 Marks
3	Evidence of physical address and premises supported by (tenancy agreement, lease, title, Utility bill or rent invoices)	5	5 Marks	5 Marks	5 Marks	5 Marks	5 Marks	5 Marks
4	Equipment Lease or ownership	Equipment Lease or ownership	Equipment Lease or ownership	Equipment Lease or ownership	Equipment Lease or ownership	Equipment Lease or ownership	Equipment Lease or ownership	Equipment Lease or ownership

	Compaction Equipment, Earth Moving Equipment, Transportation Vehicles, Any other acceptable Equipment. 2 Marks for each	10	NA	2 Marks for each	NA	NA	NA	NA	
5	Manpower and staffing	15		Manpower and staffing		Manpower and staffing	Manpower and staffing	Manpower and staffing	
	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks		Max 5 Marks	Max 5 Marks	Max 5 Marks	Max 5 Marks	Max 5 Marks	Max 5 Marks	NA
	CVs of Key Management and supervisory team – 5CVs 1 marks each OR Professional practicing certificates		Max 5 Marks	Max 5 Marks	Max 5 Marks	Max 5 Marks	Max 5 Marks	Max 5 Marks	Max 5 Marks
	Total number of staff?		Number of staff?	Total number of staff?	Total number of staff?	Total number of staff?	Total number of staff?	Total number of staff?	Total number of staff?
	0 Marks ○ No staff –		0 Marks	0 Marks	○ Above 5 staff - 5 Marks	0 Marks	0 Marks	0 Marks	○ Above 5 staff - 5 Marks
	2 Marks ○ 1-5 staff –		2 Marks	2 Marks		2 Marks	2 Marks		
	○ 6-10 staff		3 Marks	3 Marks		3 Marks	3 Marks		

	- 3Marks							
	○ 11-20 staff – 4Marks		4 Marks	4 Marks		4 Marks	4 Marks	
	○ Above 20 staff - 5 Marks		5 Marks	5 Marks		5 Marks	5 Marks	
6	Audited financial statements for the last 2 years (Not older than year 2020) Annual turnover	10	Above ETB 5,000,000	Above ETB 10,000,000	Above ETB 2,000,000	Above ETB 5,000,000	Above ETB 5,000,000	Above ETB 2,000,000
7	Supply of good on Credit basis. Please indicate if you are willing to supply on credit basis. Yes/ No	10	Yes/No	NA	Yes/No	Yes/No	Yes/No	Yes/No
8	Practicing certificates and Special Licenses where applicable (consultancy, Lab, Engineering, E-EOHS categories)	10	10 Marks	10 Marks	10 Marks	10 Marks	10 Marks	10 Marks
	TOTAL POINTS (Weighted to 100% in each category)	100	Weighted to 100%	Weighted to 100%	Weighted to 100%	Weighted to 100%	Weighted to 100%	Weighted to 100%

	Requisite Documents	Max Score	Transport	E – EOHS	Hotel and conference facility	Catering supplies	Professional Services/Consultants	General
I	Renewed Business license. Duly registered companies under the Laws of Ethiopia	Pass / Fail	Pass / Fail	Pass / Fail	Pass / Fail	Pass / Fail	Pass / Fail	Pass / Fail
II	VAT/ TOT registration certificate	Pass / Fail	Pass / Fail	Pass / Fail	Pass / Fail	Pass / Fail	Pass / Fail	Pass / Fail
III	TIN Certificate	Pass / Fail	Pass / Fail	Pass / Fail	Pass / Fail	Pass / Fail	Pass / Fail	Pass / Fail
1	EXPERIENCE		EXPERIENCE	EXPERIENCE	EXPERIENCE	EXPERIENCE	EXPERIENCE	EXPERIENCE
1	General experience	10						
	Below 1 year – 0Marks		0Marks	0Marks	0Marks	0Marks	0Marks	0Marks
	1-3 years – 1 Mark		4 Mark	4 Mark	4 Mark	4 Mark	4 Mark	4 Mark
	4-6 years – 2Marks		6 Marks	6 Marks	6 Marks	6 Marks	6 Marks	6 Marks
	7-10 years – 3Marks		8 Marks	8 Marks	8 Marks	8 Marks	8 Marks	8 Marks
	Above 10 years – 5Marks		10 Marks	10 Marks	10 Marks	10 Marks	10 Marks	10 Marks

1	Work experience with similar Organization, Embassies, INGO's, UN Agencies... Provide details of previous experience and contactable references /Recent references are more advantageous	5	5 Marks	5 Marks	5 Marks	5 Marks	5 Marks	5 Marks
	a) Five Letters of recommendation from current clients (Not older than 2020) – Total 15 Marks	15	15 Marks	15 Marks	15 Marks	15 Marks	15 Marks	15 Marks
	b) At least five copies of LPOs or Contracts for the last 3 years. 5 LPOs/Contracts of 3 marks each– Total 15 Marks	15	15 Marks	15 Marks	15 Marks	15 Marks	15 Marks	15 Marks
3	Evidence of physical address and premises supported by (tenancy agreement, lease, title, Utility bill or rent invoices)	5	5 Marks	5 Marks	5 Marks	5 Marks	5 Marks	5 Marks
4	Equipment Lease or ownership		Equipment Lease or ownership	Equipment Lease or ownership	Equipment Lease or ownership	Equipment Lease or ownership	Equipment Lease or ownership	Equipment Lease or ownership

	Compaction Equipment, Earth Moving Equipment, Transportation Vehicles, Any other acceptable Equipment. 2 Marks for each	10	NA	NA	NA	NA	NA	NA
5	Manpower and staffing	15	Manpower and staffing	Manpower and staffing	Manpower and staffing	Manpower and staffing	Manpower and staffing	Manpower and staffing
	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks)		Max 5 Marks	Max 5 Marks	Max 5 Marks	NA	Max 5 Marks	NA
	CVs of Key Management and supervisory team – 5CVs 1 marks each OR Professional practicing certificates		Max 5 Marks	Max 5 Marks	Max 5 Marks	NA	Max 5 Marks	NA
	Total number of staff?		Total number of staff?	Total number of staff?	Total number of staff?	Total number of staff?	Total number of staff?	Total number of staff?
	○ No staff – 0 Marks		0 Marks	○ Above 5 staff - 5 Marks	0 Marks	○ 1-5 staff – 5 Marks	0 Marks	○ 1-5 staff – 5 Marks
	○ 1-5		2 Marks		2 Marks		2 Marks	

	staff – 2 Marks							
	○ 6-10 staff – 3Marks		3 Marks		3 Marks		3 Marks	
	○ 11- 20 staff – 4Marks		4 Marks		4 Marks		4 Marks	
	○ Above 20 staff - 5 Marks		5 Marks		5 Marks		5 Marks	
6	Audited financial statements for the last 2 years (Not older than year 2020) Annual turnover	10	Above ETB 5,000,000	Above ETB 2,000,000	Above ETB 10,000,000	Above ETB 500,000	Above ETB 2,000,000	Above ETB 500,000
7	Supply of good on Credit basis. Please indicate if you are willing to supply on credit basis. Yes/ No	10	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
8	Practicing certificates and Special Licenses where applicable (consultancy, Lab, Engineering, E-EOHS categories)	10	10 Marks	10 Marks	10 Marks	NA	10 Marks	NA
	TOTAL POINTS (Weighted to 100% in each category)	100	Weighted to 100%	Weighted to 100%	Weighted to 100%	Weighted to 100%	Weighted to 100%	Weighted to 100%

SECTION IV. REGISTRATION CATEGORIES

	Laboratory Goods and Services
ILRI/001/2023	Laboratory equipment and parts supply Installation & maintenance
ILRI/002/2023	Laboratory consumables & reagents
ILRI/003/2023	Supply of veterinary related reagents
ILRI/004/2023	Calibration & certification of centrifuges equipment
	Engineering Goods and Services - CLASS A
ILRI/005/2023	Civil works contractors/ Construction, Renovation and Maintenance
ILRI/006/2023	Contractors for Electrical & related Works
ILRI/007/2023	Contractors for Mechanical Works including Plumbing, Drainage, Piping, gutter and other associated works
ILRI/008/2023	Supply and fabrication of containers
ILRI/009/2023	Supply of building Materials
ILRI/010/2023	Supply of General Electrical and Electronic Supplies & accessories
ILRI/011/2023	Earthworks contractors (roads, bridges, dams e.t.c)
ILRI/012/2023	Specialist Borehole Drilling Works Contractors
ILRI/013/2023	Contractors for Generator Motor and Transformer maintenance
ILRI/014/2023	Vehicle Spare Parts and Tyres
	Engineering Goods and Services - CLASS B
ILRI/015/2023	Contractors for Water related works
ILRI/016/2023	Supply & Maintenance of water pumps & equipment
ILRI/017/2023	Supply of Curtains & Soft Furnishings (office carpets & blinds)
ILRI/018/2023	Supply of swimming pool equipment, consumables and provision of maintenance and repair services
ILRI/019/2023	Contractors for Air-conditioning and Mechanical ventilation, Refrigeration, Cold rooms and Clean rooms
ILRI/020/2023	Contractors for Kitchen LPG Equipment, maintenance and other services
ILRI/021/2023	Supply & Maintenance of gym equipment
ILRI/022/2023	Supply & Maintenance of solar systems
	Engineering / Consultants
ILRI/023/2023	Architects and interior designers
ILRI/024/2023	Consultants–Registered Quantity Surveyors
ILRI/025/2023	Consultants –Registered; Service engineers (Civil, Structural, mechanical and electrical engineers)
ILRI/026/2023	Consultants for Water, Wastewater and Sanitation Works
	ICT
ILRI/027/2023	Consultancy on ICT Infrastructure Services(advanced/highly specialized routing and firewalling issues etc)
ILRI/028/2023	Contractors for ICT structured cabling and fiber connectivity, services and preventive maintenance

ILRI/029/2023	Supply of ICT Equipment, Hardware and Software, Servers, Switches, firewalls, routers, Laptops, Desktops, Tablets, Cameras, Phones and related accessories.
ILRI/030/2023	Provision of computer servicing & maintenance
ILRI/031/2023	Provision of ICT infrastructure monitoring and security
	Printing.
ILRI/032/2023	Printing of promotional Material (fabric prints) i.e shirts, Caps, Umbrellas, pens etc.
ILRI/033/2023	Printing of Documents (Paper print), i.e Books, Publications, Calendars, Posters, banners, Brochures etc
ILRI/034/2023	Production of billboard and Signage
	Transport
ILRI/035/2023	Light vehicle Rental Service
ILRI/036/2023	Provision of Truck for commodity transport
ILRI/037/2023	Provision of taxi services
	E – EOHS
ILRI/038/2023	Supply & Maintenance of fire fighting equipment
ILRI/039/2023	Hazardous waste disposal services
ILRI/040/2023	Occupational Health and Safety training services
ILRI/041/2023	Pest Control Services
ILRI/042/2023	Supply of Personal Protective Equipment/gears (masks, coveralls, gowns, gloves, first aid equipment and supplies etc)
	Hotel & Conference facilities
ILRI/043/2023	Hotel and conference facility
ILRI/044/2023	Supply of hotel/hospitality toiletries and amenities, bath/bed linen, crockery, glassware, cutlery and kitchen accessories (hotel standard)
	Catering Services
ILRI/045/2023	Supply of Grocery items
ILRI/046/2023	Supply of Baltina products
ILRI/047/2023	Supply of Beer/Wine
ILRI/048/2023	Supply of Dairy products, Meat, Chicken & Fish
ILRI/049/2023	Supply of Drinking Coffee
ILRI/050/2023	Supply of Honey/Butter/Flour
ILRI/051/2023	Supply of LPG Gas
ILRI/052/2023	Supply of Vegetables and fruits
ILRI/053/2023	Supply and delivery of office drinking water and dispensers
	Professional Services/Consultants
ILRI/054/2023	Provision of training services in: technical research, science, Engineering, ICT, Soft skills, Finance, Supply Chain, HR, Strategic Management, Project Management, Counselling services
ILRI/055/2023	Provision & management of casual labor services
ILRI/056/2023	Provision of asset valuation services

ILRI/057/2023	Provision of corporate event management equipment hire (tents, chairs tables sound systems deco etc)
ILRI/058/2023	Provision of import/export clearing, forwarding, and handling services
	General
ILRI/059/2023	Supply of Office furniture
ILRI/060/2023	Supply of office Stationery
ILRI/061/2023	Supply of vehicle Tyres and batteries
ILRI/062/2023	Provision of Medical Supplies/First Aid kits