



SELECTION CRITERIA FOR AGPO FIRMS - SUPPLY OF RAW MATERIALS (WOOD, METAL)

The criteria below are divided into two sections; mandatory and weighted.

Section 1: Mandatory

No.	Description	Yes	No	Remarks
1.	Certificate of Registration/Incorporation			
2.	Valid Tax Compliance			
3.	Valid AGPO Registration Certificate			
4.	KRA Tax PIN Number			
5.	Valid Business Permit/ Trade License			
6.	Operational Bank Account, Current Bank Statement, Proof of Cash Flow			
7.	Contact/Address			
	a) Physical Address (Office Location)			
	b) Postal Address			

Section 2: Weighted Technical

No.	Description	Weighting %	Points	Total
8.	Evidence of Internal Quality	8		
	a) Assurance & Safety measures for Workers	3		
	b) Working Structure Management	5		
9.	Experience	9		
	a) Evidence of work done in the sector	3		
	b) Portfolio of work done in volumes, e.g timber or metal per month	3		
	c) References, 3 no.	3		
10.	Evidence of possession or access to basic relevant machinery and tools	8		
11.	Evidence of adequate transport and storage capacity	8		
12.	Portfolio of sources of raw materials	8		
13.	Basic book-keeping	9		
TOTAL		50		