



REGISTRATION OF INDIVIDUAL CONSULTANTS, SUPPLIERS, CONTRACTORS, CONSULTING FIRMS & OTHER SERVICE PROVIDERS FOR GOODS, WORKS & SERVICES FOR 2020/2021
Date: 27th February, 2020

The Forum for Agricultural Research in Africa (FARA) is in the process of registering new suppliers, Individual Consultants and other service providers for the years 2020/2021. The exercise is also intended to clean our current Supplier/Consultant database of dormant vendors and admit new ones to improve the system.

Prospective and eligible firms and Individuals interested in transacting business with FARA with sound technical know-how of the relevant field may apply on the prescribed application forms for pre-qualification to facilitate the compilation of the vendors' database at no fee. In case relevant documents as mentioned in this advert are not made available, application form is liable to be rejected.

Interested Firms and Individual Consultants willing to apply can do so by downloading the respective forms (A or B) **below** or by physically picking up the application form at the Reception of FARA Secretariat, Accra.

Form A: [Form A - Firms Only](#)

Form B: [Form B - Individual Consultants Only](#)

The categories of goods, works and services required for registration includes, but not limited to, the following:

A. Goods and Equipment

<ul style="list-style-type: none"> ▪ Agricultural inputs ▪ Furniture and fittings ▪ Electrical Accessories ▪ Machinery and equipment ▪ Refreshment Items ▪ Generator Sets ▪ IT Supplies and Accessories ▪ Fuels, Oils and Lubricants 	<ul style="list-style-type: none"> ▪ Printed Material and Stationery ▪ Supply of Vehicles, Motorcycles and Accessories ▪ Spare Parts (Vehicle & Plant) ▪ Textbooks and Library Books 	<ul style="list-style-type: none"> ▪ Teaching and Learning Materials ▪ Field logistics and Equipment ▪ Construction Materials (Paints etc...) ▪ Others:
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B. Works and Maintenance

<ul style="list-style-type: none"> ▪ Renovations/ Maintenance of Buildings and Structures ▪ Water Systems (Boreholes, Dams, etc) ▪ Sewage and Drainage Systems Others:
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C. Consultancy Services

<ul style="list-style-type: none"> ▪ Financial Audit services ▪ Human Resources ▪ Strategy Planning & Project Management ▪ Animal Science & Health ▪ Agricultural Biotechnology & Biochemistry ▪ Gender and Youth 	<ul style="list-style-type: none"> ▪ Engineering Consultants ▪ Agricultural Economics & Agribusiness ▪ Plant Pathology ▪ Environmental Safeguards ▪ Social Safeguards ▪ Agriculture Foresight ▪ Capacity Development 	<ul style="list-style-type: none"> ▪ Legal Consultants ▪ Governance ▪ Procurement ▪ Baseline Studies ▪ IT Solutions ▪ Knowledge Management ▪ Communications Others:
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D. Technical Services

<ul style="list-style-type: none">▪ General Cleaning Services▪ Design, Printing and publication services▪ Special Services/ Protocol▪ IT Software Solutions & Web Maintenance▪ Training, Seminar and Conference▪ Car Rental Services▪ Catering services▪ Banking / Financial Services▪ Plumbing Works▪ Painting Works▪ Repair and Servicing of Air conditioners▪ Repair of Computers, Printers and Photocopiers	<ul style="list-style-type: none">▪ Insurance▪ Supply of decorations and corporate gifts▪ Hotel Accommodation▪ Media and Publicity▪ Events Management▪ Travel, Transport, Supply of Air tickets▪ Advertising and Branding▪ Fumigation and Pest Control Services▪ Carpentry Works▪ Electrical Works▪ Routine Maintenance, Servicing and Repair of vehicles	<ul style="list-style-type: none">▪ Provision of short-term training courses▪ Parcel collection and Delivery services▪ Third Party Logistics services▪ Translation Services (languages)▪ Interpretation▪ Security Services▪ Alarm services and Monitoring▪ Routine Maintenance, Servicing and Repair of GeneratorsOthers:
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Applicants (Firms) are required to provide documents relating to the following:

- a. An introductory letter clearly stating area of specialization/business lines, address, business location, reliable phone number(s), e-mail address (if any), and any contact or information that might be useful
- b. Company Profile
- c. Fully filled Registration form A (for all firms)
- d. Fully filled Registration form B (for Individual Consultants only)
- e. Current Business Registration and Commencement Certificate
- f. VAT Registration Certificate (or if exempted, evidence of exemption)
- g. Evidence of fulfillment of tax obligations (Current IRS Tax Clearance Certificate) as of 31st December 2019.
- h. Copy of Valid SSNIT Clearance Certificate (evidence of exemption if any). As at 31st December, 2019
- i. Ministry of Works and Housing Clearance Certificate (Construction companies only)
- j. Evidence of Financial Viability to offer credit facility.

Registration Criteria

All applicants would be assessed on a merit-point basis using a criteria based on the indicators identified from (a-j) above. Applicants must score up to 50% or above, overall to qualify for acceptance.

All duly completed application form, introduction letter together with the relevant supporting documents enclosed and marked “**Registration of Suppliers/Contractors/Service Providers**” should be delivered or email to the address below.

The deadline for submission of application is Friday, March 27, 2020.

Interested firms, suppliers, contactors and service providers seeking clarification, should kindly contact FARA’s Procurement Unit - Monday to Friday between 9.00am to 4.00pm.

Contact/ Pick up/Submission of Application Forms Address:

Procurement Unit,
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