

## **GEOTHERMAL DEVELOPMENT COMPANY LTD**

#### P.O BOX 100746-00101

## **NAIROBI**

TEL: 020-2427516/0719037000

## **GUIDELINES FOR REGISTRATION OF SUPPLIERS**

TENDER NO.GDC/SC/REG/018/2016-2017

CLOSING DATES & TIME: CATEGORY A - 03.10.2016 at 10.00 A.M

CATEGORY B - 04.10.2016 at 10.00 A.M

CATEGORY C - 05.10.2016 at 10.00 A.M

CATEGORY D - 06.10.2016 at 10.00 A.M

# SUPPLIER REGISTRATION QUESTIONNAIRE

THIS REGISTRATION QUESTIONNAIRE IS TO BE COMPLETED BY
PROSPECTIVE SUPPLIERS WHO WISH TO PROVIDE GOODS OR SERVICES
TO GEOTHERMAL DEVELOPMENT COMPANY LTD

THE INFORMATION IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF GDC

Company Name/Business Name
Postal Address
Tel/Fax
E-mail
All applicants <b>MUST</b> indicate the details below:
Item Category code:
Item Category Description:
Date Submitted:

#### **GENERAL INSTRUCTIONS**

Carefully read the instructions before completing the questionnaire. Note that Submission of false information will lead to automatic disqualification.

- 1. Responses to the registration questionnaire must be in accordance with the requirements for information in the document.
- 2. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
- 3. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
- 4. **Submission of tenders:** The application for registration should be submitted in sealed envelopes properly labeled with the **item code** and the **item description** as applied for.
- 5. In selection of suppliers, GDC will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works and Services. Registered service providers, contractors, manufacture, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
- 6. The application document should be signed by the authorized representative of the organization under Company Seal/ stamp and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
- 7. It is a condition that participants **MUST** have complied with all statutory requirements in regard to registration for VAT and remission of the required Taxes.

PART ONE (1): INVITATION TO REGISTRATION

REF: GDC/SC/REG/018/2016-2017

TO: ALL BIDDERS

SUBJECT: REGISTRATION OF SUPPLIERS

1. Geothermal Development Company Ltd invites applications for registration of suppliers and service providers for the period 2016-2017 & 2017-2018.

- Interested eligible candidates may obtain further information from and inspect the tender documents at the Office of the Manager Supply Chain at Kawi House, South C, Off Mombasa Road, Red Cross Road, GDC Nakuru and GDC Naivasha Offices during normal working hours between 9.00am and 4.00pm during weekdays.
- 3. Current Pre-qualified Suppliers are required to apply.
- 4. To be eligible, the candidate **MUST** prove that they qualify to participate in public Procurement by providing copies of the following **MANDATORY** documents:-

<u>NOTE:</u> You are required to fill and submit this registration document together with the following;

- a) Certificate of Business registration or Incorporation.
- b) Valid Certificate of registration from National /County Treasury (Applicable for category D ONLY)
- c) Valid Tax Compliance certificate at the time of opening or equivalent for a foreign firm.
- d) Provide at least Five (5) letters of commendation from your corporate clients ( Not Applicable to special groups, category D)
- e) For services of professional nature as specified in **part 11** (Air ticketing, legal services, garages & auctioneering services, bidders MUST provide certification & registration with relevant authorities where applicable.
- f) Dully filled and signed forms in Part II below.

The bidders **MUST** comply with all the documents, instructions, terms and conditions and particularly ensure that all the forms, questionnaires required are properly completed and submitted to the;

THE MANAGING DIRECTOR
GEOTHERMAL DEVELOPMENT COMPANY LTD
P.O BOX 100746 -00101
NAIROBI

And deposited in the Tender Box Ground Floor at Kawi House, South C, Off Mombasa Road, Red Cross Road on or **before indicated dates**:

CATEGORY A - 03.10. 2016 at 10.00 A.M

CATEGORY B - 04.10.2016 at 10.00 A.M

CATEGORY C - 05.10.2016 at 10.00 A.M

CATEGORY D - 06.10.2016 at 10.00 A.M

- Tender will be opened immediately thereafter in the presence of candidates'
  Representatives who choose to attend at GDC Kawi House, South C, Off Mombasa Road,
  Red Cross Road Boardroom on ground floor.
- 6. Interested applicants may download a copy of the registration document from the GDC website <a href="www.gdc.co.ke">www.gdc.co.ke</a> or <a href="http://supplier.treasury.go.ke">http://supplier.treasury.go.ke</a>. This registration does not amount to any contractual obligation on the part of GDC and GDC is not obliged to invite any tenders or quotations from any or allcandidates that have expressed their interest by responding to this invitation.
- 7. GDC has the right to invite Open Tenders for goods, works or services in any of the categories as and when required in line with the Public Procurement and Asset Disposal Act 2015 and the Regulations.
- 8. GDC reserves the right to authenticate any information provided in responsehere to without notice to the participant by visiting the applicants premise.
- 9. GDC reserves the right to accept or reject any tender without assigning any reasons for the decision.
- 10. Late applications will NOT be accepted

**MANAGER, SUPPLY CHAIN** 

# PART 11 (A-F): SUPPLIER REGISTRATION QUESTIONNAIRE (TO BE COMPLETED BY THE SUPPLIER)

## A. COMPANY PROFILE

1. (	Company Name
2.	Trading Name (if different from above)
3. 1	Legal status (partnership/sole proprietor/ Ltd. Company etc)
4. I	Nature of business licensed to operate
5. (	Contact Person: Name
	Title
	Tel .No
6. I	Postal Address:
-	Tel No:
I	Fax:
I	Physical location
7. I	E-mail address
\	Website
8. I	Names of Directors and their nationality:  i.
	ii.
	iii.
	iv.
11. Nam	ne of BankBranchBranch
-	
12. Nan	ne of Insurers

# (B) ELIGIBILITY

13.	Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?				
14.	Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? YesNoNo				
15.	5. Is the firm/ Company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?				
(C)	CAPABILITY AND COMPETENCE TO DELIVER GOODS, WORKS OR SERVICES				
16.	6. What products/services do you want to be considered to supply ( indicate relevant category and product code)				
17.	How many employees do you have?How many are permanent?How many are temporary?				
18.	Are you a manufacturer/wholesaler/retailer/other (please specify)				
19.	9. If a manufacturer or service organization, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body? Yes/No (Attach documentary evidence of certification) where applicable				
20.	If you are not a manufacturer, are you an authorized dealer? YesNoNo				
21.	1. Who have been your major corporate clients for the past 2 years? State client's name, Product/service provided Value of goods, works or service and contact person. Applicable to general suppliers, youth firms exempted				
22.	To what extend is your firm/company e-enabled (electronically enable) with your suppliers and clients and how do you intend to carry out business with GDC?				

I)	What	IS	your	average	re	sponse	time	to	а	request	for
	quota	ation/F	RFP?								
ii)		-	_	response		-	_			after issuan	ce of
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	/hat is th		ximum v	alue of bu	usine	ess which	n you ca	an hand	dle a	t any one	time?
	ır Paymeni /services.			•	he d	late of in	voice/de	livery or	n rece	eipt/accepta	nce of
•	S	•	•								

# (D) PAST AND CURRENT PERFORMANCE AND EXPERIENCE

Prospective suppliers are required to demonstrate their experience in the field applied for by providing details of at least 5 previous contracts in the table provided below: **Applicable to general suppliers, AGPO firms exempted** 

Serial No.	Name of organization	Item description	Value of contract	Contact person

#### (E) DECLARATIONS

#### <u>Declaration of undertaking not to engage in corrupt fraudulent practice</u>

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the Public Procurement & Disposal Act 2015

We also underscore the importance of adhering to the law in the implementation of the project.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country.

We also declare that our company/sub-contractors/all members of the consortium has/have not been debarred to engage in procurement/ included in the list of sanctions.

We acknowledge that, the client is entitled to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Dated this	day of	20	
(Name of company)			
(Signature(s)			

## F) CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business

You are advised that it is a serious offence to give false information on this form

Part 1 – General:							
Business Name							
Location of business premises							
Plot N	Plot No Street/Road						
Postal	Address	Tel N	No Fax	E mail			
Nature	e of Business ,						
Regist	ration Certificat	e No					
Maxin	num value of bu	isiness which you c	an handle at any one t	time – Kshs			
Name	of your bankers	S	Branch				
	Part 2 (a) – So	ole Proprietor					
	Your name in	n full		Age			
	Nationality		Country of origin				
		•					
	Part 2 (b) Par	tnership					
	1	of partners as follo	ows:				
	Name	•	Nationality	Citizenship Details	Shares		
	1.	•••••	•	·			
	2.						
	3.						
	4.						
	Part 2 (c ) – R	Registered Compan	У				
	State the non	minal and issued ca	pital of company-				
		Kshs	• • •				
	Issued	Kshs	••••				
	Given details	of all directors as	follows				
	Nam	ie	Nationality	Citizenship Details	Shares		
	1			•			
	2						
Date				lidate			

<sup>•</sup> If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.

## **TENDER NOTICE - REGISTRATION CATEGORIES**

REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS (FYS 2016-2017 & 2017-2018) - TENDER NO.GDC/SC/REG/018/2016-2017.

Geothermal Development Company Ltd invites eligible suppliers and service providers to submit sealed applications for registration for the categories specified below for the Financial Years 2016/2017 & 2017/2018

CATEGORY NO.	ELIGIBILITY					
CATEGORY A - GOOD	CATEGORY A - GOODS (CLOSING DATE: 03.10.2016 at 10:00 AM)					
GDC/REG/G/1	Supply of fuel , lubricants & LPG Gas	Open				
GDC/REG/G/2	Supply of motor vehicle Tyres and tubes	Open				
GDC/REG/G/3	Supply of Car Batteries	Open				
GDC/REG/G/4	Supply of building materials, hardware tools, paints and fittings	Open				
GDC/REG/G/5	Supply of electrical fittings and lighting materials	Open				
GDC/REG/G/6	Supply of laundry detergents, cleaning materials and toiletries	Open				
GDC/REG/G/7	Supply of computers, Printer & accessories	Open				
GDC/REG/G/8	Supply of Mobile Phones, Telephone headsets, Tablets, Access Control, CCTV cameras & accessories	Open				
GDC/REG/G/9	Supply of ICT Software, Connectivity Solutions, equipment and accessories	Open				
GDC/REG/G/10	Supply of Personal Protective Equipment.	Open				
GDC/REG/G/11	Supply of servers and Storage equipment & accessories	Open				
GDC/REG/G/12	Supply of pure mineral bottled drinking water	Open				
GDC/REG/G/13	Supply of dry food stuffs and Non-food items	Open				

GDC/REG/G/14	Supply of Meat and Meat Products	Open
GDC/REG/G/15	Supply of Perishables Food Items (Fruits & vegetables)	Open
GDC/REG/G/16	Supply of Milk And milk Products	Open
GDC/REG/G/17	Supply of bulk water(bowser water)	Open
GDC/REG/G/18	Supply of staff uniforms and shoes.	Open
GDC/REG/G/19	Supply of laboratory reagents, chemicals and Industrial Gases.	Open
GDC/REG/G/20	Supply of Victaulic pipes, flanges, valves, high Pressure steam pipes & fittings	Open
GDC/REG/G/21	Supply of Medical consumables	Open
GDC/REG/G/22	Supply of fish fillets and fish feeds	Open
GDC/REG/G/23	Supply of glass explosion proof and windscreens	Open
GDC/REG/G/24	Supply of borehole construction materials	Open
GDC/REG/G/25	Supply of Storage high-cube Containers	Open
GDC/REG/G/26	Supply of Rig & Workshop tools, Spares and Equipment	Open
GDC/REG/G/27	Supply of Bulk cement	Open
GDC/REG/G/28	Supply of Drilling Mud & Drilling Detergents	Open
GDC/REG/G/29	Supply of scientific equipment and Consumables	Open
GDC/REG/G/30	Supply of Automatic weather station and calibration	Open
GDC/REG/G/31	Supply of Genset Generators & Accessories	Open
GDC/REG/G/32	Supply of storage Racks & wooden pallets.	Open

GDC/REG/G/33 Supply of firefighting Equipment		Open			
CATEGORY B - SERVICES (CLOSING DATE: 04.102016 at 10:00 AM)					
GDC/REG/S/1	Provision of maintenance of firefighting equipment.	Open			
GDC/REG/S/2	Provision of Security printing services.	Open			
GDC/REG/S/3	Provision of Public Relations agency services, Communication audits and customer satisfaction surveys.	Open			
GDC/REG/S/4	Provision of Outside Catering services.	Open			
GDC/REG/S/5	Provision of Conference, Hotel, Tents, Decor and accommodation facilities.	Open			
GDC/REG/S/6	Provision of Tent, chairs, tables, Décor services and PA systems (Event management)				
GDC/REG/S/7	Provision of Environment Impact Assessment and audit services.	Open			
GDC/REG/S/8	Hire of specialized drilling tools.	Open			
GDC/REG/S/9	Hire of services for inspection & servicing of drilling jars, fishing jars and shock tools.	Open			
GDC/REG/S/10	Provision of welding tools & consumables	Open			
GDC/REG/S/11	Repair, Service and Maintenance of Motor Vehicles	Open			
GDC/REG/S/12	Provision of General Electrical Works	Open			
GDC/REG/S/13	Provision of Repair of Radiators Services.	Open			
GDC/REG/S/14	Provision of Breakdown & Recovery Services.	Open			
GDC/REG/S/15	Provision of Maintenance, spares & Repair Services for Mechanical Handling Equipment.	Open			
GDC/REG/S/16	Provision of Air travel ticketing services.	Open - IATA certified firms			

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GDC/REG/S/17	Provision of Car Hire services.	Open
GDC/REG/S/18	Provision of auctioneering services.	Open
GDC/REG/S/19	Provision of Valuation services.	Open
GDC/REG/S/20	Provision of Servicing and rewinding of AC Motors, DC Motors, Transformers & submersible and Hi Lift pumps.	Open
GDC/REG/S/21	Provision of repair and maintenance of Air Conditioning and Refrigeration services.	Open
GDC/REG/S/22	Provision of wire-line Truck & fishing services.	Open
GDC/REG/S/23	Provision of Website design.	Open
GDC/REG/S/24	Provision of ICT security products	Open
GDC/REG/S/25	Provision of services for repair and maintenance of computers & accessories	Open
GDC/REG/S/26	Supply of Mobile Phones, Telephone headsets, Tablets, Access Control, CCTV cameras & accessories	Open
GDC/REG/S/27	Provision of services for repair and maintenance of printers & printing accessories	Open
GDC/REG/S/28	Provision of services for leasing of printing services	Open
GDC/REG/S/29	Provision of services for repair and maintenance of servers & storage equipment & accessories	Open
GDC/REG/S/30	Provision of Services for software Development & Support Services. (SAP ERP, ArcGIS, MS Exchange, Sharepoint, Website , MS SQL, Team Mate, Solar Winds	Open
GDC/REG/S/31	Provision of Services for maintenance of telecommunication equipment and accessories	Open
GDC/REG/S/32	Provision of services for maintenance of Data Centre Equipment	Open

GDC/REG/S/33	Provision of ICT security services	Open
GDC/REG/S/34	Provision of services for ICT training	Open
GDC/REG/S/35	Provision of Ambulatory services.	Open
GDC/REG/S/36	Provision of Directional Drilling & Drilling Consultancy services.	Open
GDC/REG/S/37	Provision of specialized welding services.	Open
GDC/REG/S/38	Provision of Mechanical Fabrication and maintenance services.	Open
GDC/REG/S/39	Provision of building & civil works maintenance and repairs.	Open
GDC/REG/S/40	Provision of Architectural & Design Services.	Open
GDC/REG/S/41	Provision of Geo-Scientific lab services.	Open
GDC/REG/S/42	Provision of radiation monitoring services for XRD (X ray diffractometer) and XRF (X-ray fluorescence) equipment	Open
GDC/REG/S/43	Provision of scale management & consultancy services	Open
GDC/REG/S/44	Provision for hire of well work-over services	Open
GDC/REG/S/45	Provision of Insurance Services	Open
GDC/REG/S/46	Provision of Legal Services.	Open
GDC/REG/S/47	Provision of Clearing & Forwarding Services	Open
GDC/REG/S/48	Provision of Transport / Haulage services	Open
GDC/REG/S/49	Hire of material handling equipment e.g Cranes, forklift etc.	Open
GDC/REG/S/50	Provision of Sterilization of personal protective equipment Services.	Open
GDC/REG/S/51	Provision of External Safety Audit & Pre- Inspection Services.	Open

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GDC/REG/S/52	Provision of Machining services.	Open
GDC/REG/S/53	Provision of Servicing of self-contained breathing apparatus.	Open
GDC/REG/S/54	Provision of Media Monitoring companies.	Open
GDC/REG/S/55	Provision of disaster recovery, business continuity and backup solutions and services.	Open
GDC/REG/S/56	Provision of SAP ERP Solutions and services.	Open
GDC/REG/S/57	Provision of enterprise mobility solutions and services.	Open
GDC/REG/S/58	Provision of borehole services.	Open
GDC/REG/S/59	Provision of Pressing and fitting of motor tyres services.	Open
GDC/REG/S/60	Provision of motor vehicle spare parts	Open
GDC/REG/S/61	Provision of Courier and postage Services.	Open
GDC/REG/S/62	Provision of Employee customer satisfaction survey	Open
GDC/REG/S/63	Provision of Work Environment Survey	Open
GDC/REG/S/64	Provision of Risk assessment Services	Open
GDC/REG/S/65	Provision of Alarm system maintenance & backup services	Open
GDC/REG/S/66	Provision of security and related services.	Open
GDC/REG/S/67	Provision of hire of helicopter services.	Open
GDC/REG/S/68	Provision of manpower services.	Open
GDC/REG/S/69	Provision of well intervention services.	Open
GDC/REG/S/70	Provision of water Analysis & sampling services.	Open

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GDC/REG/S/71	Provision of Cash in Transit services.	Open		
GDC/REG/S/72	Provision of Assets tagging services.	Open		
GDC/REG/S/73	Provision for Emergency evacuation services	Open		
GDC/REG/S/74	Provision for Software licensing.	Open		
GDC/REG/S/75	Provision for Web Hoisting.	Open		
GDC/REG/S/76	Provision for Data center maintenance.	Open		
GDC/REG/S/77	Provision of maintenance of ICT Hardware.	Open		
GDC/REG/S/78	Provision of Network maintenance.	Open		
GDC/REG/S/79	Provision of Network Support and maintenance services.	Open		
GDC/REG/S/80	Provision of maintenance of pump stations.	Open		
GDC/REG/S/81	Provision for constructing of Drill pads & Circulation ponds.	Open		
GDC/REG/S/82	Provision of calibration services.	Open		
CATEGORY C - TOOLS AND SPARE PARTS (CLOSING DATE: 05.10.2019 at 10:00 AM)				
GDC/REG/T/1	Supply of engineering tools and Equipment.	Open		
GDC/REG/T/2	Supply of Rig Instrumentation System Spare parts.	Open		
GDC/REG/T/3	Supply of Special Drilling Tools.	Open		
GDC/REG/T/4	Supply of SCR Spare parts.	Open		
GDC/REG/T/5	Supply of Circuit breakers, contactors, overload relays, electrical timers and electrical panels and associated components	Open		

GDC/REG/T/6	Supply of DC Motor spare parts(ZYD800-4 Series excited DC Motors	Open
GDC/REG/T/7	Supply of Power and control cables and plugs	Open
GDC/REG/T/8	Supply of programmable logic controller and associated components.	Open
GDC/REG/T/9	Supply of Electrical Transformers	Open
CATEGORY D - RESER DATE: 06.10.2016 at 1	RVED FOR THE YOUTH, WOMEN AND PERSON LO:00 AM)	IS WITH DISABILITY ( CLOSING
GDC/REG/AGPO/1	Supply of stationery.	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/2	Creative design, layouts and printing of magazines, annual reports, calendars, brochures, Christmas cards, booklets, promotional materials brochures, notebooks and dairies.	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/3	Design and printing of stationery materials	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/4	Supply of Newspapers& periodicals	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/5	Provision of branded promotional /publicity items and give a ways	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/6	Supply of office and ground flowers	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/7	Supply of cameras and accessories, Provision of production of documentaries, photography and videography services, PA Systems and related services	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/8	Supply of airtime/scratch cards	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/9	Provision of Solid waste Management and Disposal Services	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/10	Provision of plumbing services.	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/11	Supply of kitchen consumable/ Cutlery/linen & Table Clothes	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/12	Supply of office furniture, furnishings, fittings & equipment's.	Reserved for Youth

GDC/REG/AGPO/13	Maintenance of office furniture, furnishings, fittings & equipment's.	Reserved for Youth
GDC/REG/AGPO/14	Provision of cleaning services.	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/15	Supply of office equipment's.	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/16	Operation and Maintenance of Control Greenhouse Project	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/17	Operation and Maintenance of Heated Greenhouse Project	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/18	Operation and Maintenance of Heated Aquaculture Project	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/19	Operation and Maintenance of Control Aquaculture Project	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/20	Operation and Maintenance of Containerized Dairy Unit	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/21	Operation and Maintenance of Containerized Laundry Unit	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/22	Operation and Maintenance of Hydroponics Project	Reserved for Youth, Women & PWDs
GDC/REG/AGPO/23	Supply of tree seedlings for afforestation and farm inputs	Reserved for Youth, Women & PWDs