



TENDER NOTICE

TENDER NO: AMREF/25/06/2021/009

**PRE - QUALIFICATION/REGISTRATION OF
SUPPLIERS/CONTRACTORS FOR PROVISION OF GOODS, SERVICES AND
WORKS FOR PERIOD 2022 - 2023**

CLOSING DATE: MONDAY 12TH JULY 2021 AT 12 NOON

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AND WORKS FOR PERIOD 2022 - 2023**

Amref Health Africa hereafter referred to as “Procuring Entity” intends to register suppliers and contractors for the under listed categories for goods, works and services for a period of 2 years (2022 to 2023).

Amref Health Africa now invites applications from interested eligible firms for registration as suppliers and contractors for 2 years from 1st January 2022 to 31st December 2023 as indicated in the schedule below:

The registration documents containing the submission information, detailed terms and conditions of qualification may be downloaded free of charge from Amref Health Africa website [link](https://amref.org/tenders/):
<https://amref.org/tenders/>

Completed tender registration documents paginated and serialized are to be enclosed in plain sealed envelope, marked with Registration Category number and name and be deposited in the tender box marked “Registration of Suppliers and Contractors 2022/2023 at Amref Health Africa, Main Reception, Opposite Lang’ata Primary School, along Lang’ata Road, or be addressed to:

Group Financial Resources Director
P.O Box 30125-00100
Nairobi, Kenya

So as to be received on or before **Monday 12th July 2021 at 12noon**

NO.	SUPPLIER CONTACT DETAILS	
1.	Name of Supplier/Contractor	
2.	Postal Address	
3.	Physical Location of the office	
4.	Name of contact person	
5.	Official email Address	
6.	Office telephone/Mobile number	
7.	Website address	
8.	Categories(s) numbers applied for	

CATEGORY A: SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION
G/001/2022-2023	Supply of general stationeries
G/002/2022-2023	Supply of office Equipment, Office furniture & fittings
G/003/2022-2023	Supply of Electronic Appliances e.g. TV, Radios, Fridges, Dispensers, Air conditioners etc.
G/004/2022-2023	Supply of Electronic hardware
G/005/2022-2023	Supply of hardware related items e.g. sockets, fluorescent fittings, tubes, WC pans, pvc pipes etc.
G/006/2022-2023	Supply of Cleaning Materials and Sundries e.g. soaps, mops, tissues, detergents, bleaching agents etc.
G/007/2022-2023	Supply of Foodstuffs (Meat, fruits, vegetables, cereals, dry foods et.)
G/008/2022-2023	Supply of Relief Non-Food Items e.g. Blankets, Jerri cans, Mosquito Nets, Kitchen Sets, blankets, Buckets and Basins, Tarpaulins, dignity kits etc.
G/009/2022-2023	Supply of 20ft, 40ft storage containers
G/010/2022-2023	Supply of solar panels & accessories
G/011/2022-2023	Supply of Tents
G/012/2022-2023	Supply of Uniforms
G/013/2022-2023	Supply of Bottled Water

CATEGORY B: PROVISION OF SERVICES AND REPAIR WORKS

CATEGORY NO.	ITEM DESCRIPTION
S/014/2022-2023	Provision of Air Ticketing services
S/015/2022-2023	Repair and maintenance of Office furniture, fixtures and fittings
S/016/2022-2023	Provision of Comprehensive office cleaning services
S/017/2022-2023	Provision and Maintenance of Plants, flowers, grass and trees (gardening)
S/018/2022-2023	Provision of Clearing and Forwarding services
S/019/2022-2023	Provision of Garbage Collection
S/020/2022-2023	Provision and maintenance of Curtains and Curtain blinds
S/021/2022-2023	Provision of Laundry Services
S/022/2022-2023	Provision of professional movers services e.g. moving household items
S/023/2022-2023	Hire of tents, tables, chairs and accessories (PA system & Décor)
S/024/2022-2023	Hire of mobile toilets
S/025/2022-2023	Fumigation and Pest control services
S/026/2022-2023	Hire of Public address systems, audio visual equipment and related services
S/027/2022-2023	Repair and Maintenance of Buildings
S/028/2022-2023	Supply and Maintenance of Generators, water pumps
S/029/2022-2023	Borehole rehabilitation services
S/030/2022-2023	Provision of outside catering services (Amref will provide space-chargeable)
S/031/2022-2023	Repair and servicing of Lifts
S/032/2022-2023	Provision of Immigration Services work, special and school passes, re-entry passes, foreign ID applications and facilitation services.
S/033/2022-2023	Provision of security and related services e.g. alarm response, guard dogs, access control systems
S/034/2022-2023	Installation, repair and maintenance of Electrical fence/concertina wire
S/035/2022-2023	Supply, Installation and maintenance of CCTV system and related accessories
S/036/2022-2023	Provision and collection of sanitary bins
S/037/2022-2023	Provision of Medical insurance services

S/038/2022-2023	Transport & Logistics Services e.g. haulage
S/039/2022-2023	Supply, Installation and maintenance of Fire appliances/Fire Hydrants, Training and Safety Services
S/040/2022-2023	Spoken Word Artists
S/041/2022-2023	Entertainment Service Provider E.g. Deejays
S/042/2022-2023	House agent/realtors services- for showing rental homes within Nairobi
S/043/2022-2023	Repair and maintenance of motor vehicles
S/044/2022-2023	Provision of bulk SMS services
S/045/2022-2023	Provision of Taxi Services
S/046/2022-2023	Provision of security services
S/047/2022-2023	Provision of Graphic Design services

CATEGORY C: ICT EQUIPMENT AND SERVICES

CATEGORY NO.	ITEM DESCRIPTION
ICT/048/2022-2023	Supply and maintenance of Computer equipment e.g. Servers, routers, printers and scanners
ICT/049/2022-2023	Provision of Power and Battery Backup systems
ICT/050/2022-2023	Provision of Voice, Data Communication Services and Computer Networks/video conference – purchase or hire
ICT/051/2022-2023	Provision of Software Solutions, website development, mobile apps development, hosting and Licensing
ICT/052/2022-2023	Provision of Cloud Services

CATEGORY D: HIGH VALUE SUPPLIES

CATEGORY NO.	ITEM DESCRIPTION
HV/053/2022-2023	Supply of Building Materials and hardware materials in Amref operations areas
HV/054/2022-2023	Supply of Promotional materials e.g. T-shirts, Banners, Caps, bags, balls etc. and design and printing of calendars, diaries, greeting cards, brochures
HV/055/2022-2023	Supply of Motor vehicle Tyres, suspension Tubes and 4*4 Accessories
HV/056/2022-2023	Supply of Medical /Surgical/Laboratory Equipment and supplies/skills lab equipment and supplies and COVID19 related items e.g. face masks, face shields, thermometers –Gun type, etc.
HV/057/2022-2023	Supply of Human Medical Drugs and vaccines
HV/058/2022-2023	Supply of Plastic Water Tanks
HV/059/2022-2023	Construction of Buildings, Dams and Water Pans
HV/060/2022-2023	Borehole drilling services
HV/061/2022-2023	Provision of Taxi services
HV/062/2022-2023	Supply of Motor-bikes
HV/063/2022-2023	Supply of Bicycles
HV/064/2022-2023	Supply of Medical training books and library books (both print and e-books)
HV/065/2022-2023	Supply and installation of Steel Water Tanks
HV/066/2022-2023	Motor Vehicle Bodyworks Repairs and Maintenance

CATEGORY E: CONSULTANCY

CATEGORY NO	ITEM DESCRIPTION
S/067/2022-2023	Evaluation of pre-qualification bids
S/068/2022-2023	Supply Chain Governance

NOTE: DEALERS AND DISTRIBUTORS ARE ENCOURAGED TO APPLY

Interested candidates may download Pre-qualification/Registration of suppliers' documents from the Amref Health Africa website (www.amref.org) through link: <https://amref.org/tenders/> and pay a non-refundable fee of Kshs. 1000/= or 2000/= per category as specified below;

1. Category A - Kshs. 1,000
2. Category B - Kshs. 1,000
3. Category C - Kshs. 1,000
4. Category D - Kshs. 2,000
5. Category E - Kshs. 2,000

The payments should be made through the bank account as follows: **Kenya Commercial Bank, Kipande House Branch, Account No: 1111429243 OR National Bank of Kenya, Wilson Branch, Account No: 01020058235400**. Candidates should then attach original bank deposit slips to the tender documents.

Completed pre-qualification documents in plain sealed envelopes indicating tender number and category shall be placed in separate envelopes (**each category MUST be submitted in a separate envelope**) and clearly marked on the envelope as below;

PRE-QUALIFICATION OF SUPPLIERS 2022-2023
TENDER NO.
CATEGORY NO.

And posted/addressed to:

Group Financial Resources Director
Amref Health Africa
P. O. Box 30125 - 00100
NAIROBI

Or be deposited in the **BIG TENDER BOX** at Amref Health Africa's Kenya country office situated along Lang'ata Road Opposite Lang'ata Primary School next to the **Main Reception** so as to be received on or before **Monday 12th July 2021 at 12noon**

Bids will be opened immediately thereafter in the presence of the bidders or their representatives who choose to attend at **Amref Health Africa** in the **Large Lecture Conference Room**.

NB: Bids without original bank deposit slips will be disqualified.

1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Amref Health Africa referred to as the “Company” would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Amref Health Africa to perform the contract of supply and delivery or provision of goods and services to the Company.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to Amref Health Africa as and when required during the stated period.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to Group Chief Finance Officer –Amref Health Africa so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ NGOs/ institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested. Any bidder who does not meet all the relevant **mandatory requirements** will be disqualified

1.7 Distribution of Pre-qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

**GROUP FINANCE RESOURCES DIRECTOR
AMREF HEALTH AFRICA
P. O. BOX 30125-00100
NAIROBI**

Not later than Monday 12th July 2021 at 12 noon

1.8 Additional Information

Amref Health Africa reserves the right to request submission of additional information from prospective bidders.

1.9 Request for quotations will be made available only to those bidders whose qualifications are accepted by Amref Health Africa at the disclosure of the tender committee **after** the completion of the pre – qualification process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

Amref Health Africa is not exempted from any tax. Tax exemption only applies on particular projects e.g. those funded by Global Fund, USAID etc.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Group Chief Executive Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, & PQ-8, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

- 3.1.1** The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.2 Qualification

- 3.2.1** It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Amref Health Africa in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

- 3.2.2** Prospective bidders will not be considered qualified unless in the judgment of Amref Health Africa they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre-qualification

- 3.3.1** (a) **Experience:** Prospective bidders shall have at least 3 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

- (b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

3.3.2 Personnel

The names, pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

- 3.3.4** Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/ provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6 (at least from three organizations- attach copy of LPO/LSO/Contract)

3.4 Statement

Applications must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification.

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then Amref Health Africa reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.6 Information on suppliers

The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have a current Tax Compliance Certificate or any other relevant certificate

3.6.2 The firm must declare any conflict of interest in relation to any member of staff. Amref Health Africa will not procure goods or services from suppliers where the employees have not declared conflict of interest

3.6.3 Amref Health Africa will carry out a source audit exercise for the shortlisted prequalified suppliers

3.6.4 Any effort by the tenderer to influence Amref Health Africa in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderer's tender.

3.7 Prequalification Criteria

Required Information

Form Type

Points Score

1. Registration Documentation	PQ-1	33
2. Pre-qualification Data	PQ-2	5
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	17
5. Confidential Report	PQ-5	15
6. Past Experience	PQ-6	10
7. Litigation History	PQ-7	10
	<u>TOTAL</u>	<u>100</u>

3.8 The qualification passmark is 70 points and above

FORM PQ-1 REGISTRATION DOCUMENTATION

All firms must provide:

MANDATORY REQUIREMENTS:

1. Copy of Certificate of Registration of Business Name.
2. Must submit certified bank statements for the most recent 12 months (from June 2020- May 2021)
3. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copy of current Trade License/ Current business licenses from relevant authorities e.g. City council
5. Copy of Registration certificate as a contractor by Ministry of Roads and Public Works and other relevant authorities for all civil/ works contractors
6. Copy of Letter of recommendation from 3 previous organizations served with similar works
7. Copy of Practicing Certificate for all professionals e.g. certificate of affiliated bodies/associations (Pharmacist license, legal, medical)
8. Copy of Memorandum of Understanding or Articles of Association
9. **Transport Hire firms must** attach evidence of having taken all the Insurance covers.
10. Where mandatory for service provision, each firm must attaché evidence of registration with Professional bodies/Authorities e.g. IATA, Municipal / City Council Certificates of health for food stuffs handling,
11. Copy of quality assurance certificates if any e.g. ISO 9000/9001

NOTE: A COPY OF THE ORIGINAL BANKING SLIPS MUST BE ATTACHED

(Max 33 points)

3 marks each for every requirement

FORM PQ-2 PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as supplier(s)
(Name of Company/Firm)

of
(Item Description)

.....
(Category No.)

Post Office Address

Town

Street

Name of building

Room /Office No. Floor No.

Telephone Nos.

Email address (MUST).....

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

1. Partnership (if applicable)
2. Names of Partners
3. Business founded or incorporated
4. Under present management since
5. Net worth equivalent Kshs.....
6. Bank reference and address
7. Bonding company reference address.....
8. Enclose copy of organization chart of the firm indicating the main fields of activities
.....
9. State any technological innovations or specific attributes which distinguish you from your
competitors
10. Indicate terms of trade/sale

(5 Points)

PQ-3 SUPERVISORY PERSONNEL

- Name
- Age
- Academic Qualification
- Under graduate.....
- Post graduate.....
- Diploma.....
- High School.....
- Professional Qualification

(Attach copies of Certificates if any)

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization)- 5marks each

(10 Points)

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach certified copies of the most recent two years audited accounts (From 2018 and above) - 7 marks
- (2) Attach letters of recommendation from the firm's bankers- 7 marks
- (3) State Credit period (minimum proposed is 30 days) – 3 marks

(17 Points)

PQ-5 REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

Part I - General:

Business Name:

Location of business premises:

Plot No.:

Street/Road:

Postal Address: Tel. No.:

Email address (MUST):

Nature of business:

...

Current Trade License. No.: Expiring date:

Maximum value of business which you can handle at any one time: Kshs.....

.....

Name of your banker:

Account No.: Branch:

Swift code: Branch code:

Bank Currency.....

Part 2 (b) Partnership:

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....
.....
.....
.....

Part 2 (c) Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows: -

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.

Date: **Signature of Candidate:**

(15 Points)

FORM PQ-6 PAST EXPERIENCE

NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
- (Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
- (Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
- (Attach documental evidence of existence of contract)

4. Others

(10 Points)

3 marks each and an additional point for one other

FORM PQ-7 LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

(10 Points)

FORM PQ-8 SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualification evaluation.

Date:

Applicant's Name:

Represented by:

Signature:

(Full name and designation of the person signing and stamp or seal)

Amref Health Africa reserves the right to accept or reject any or all bids and is not bound to give reasons for its decision. Late bids will be rejected.