



**RESTRICTED TENDER NOTICE**

**I.C.T. NETWORK INFRASTRUCTURE SETUP, INSTALLATION AND  
CONFIGURATION IN**

**Amref Health Africa in Kenya**

**TENDER No. APRIL/2017/005**

**RECEIPT NUMBER.....**

**DISCLAIMER**

**ONLY CISCO GOLD AND PREMIER PARTNERS SHOULD APPLY**

## **TABLE OF CONTENTS**

SECTION 1:	Invitation to Tender
SECTION 2:	Instructions to Tenderers
SECTION 3:	Condition of Tender
SECTION 4:	Confidential Business Questionnaire

## **SECTION 1 Invitation to Tender**

1. Amref Health Africa invites sealed bids from eligible candidates for I.C.T. Network Infrastructure setup, Installation and configuration in Amref Health Africa Kenya Country Office.
2. Interested eligible candidates may obtain further information from Amref Health Africa, Kenya office, located along Langata Road, during working hours (Monday -Thursday 8am to 5pm and on Friday 8am to 2pm) and should download the document from the Amref Health Africa website <http://amref.org/ways-to-give/tenders/> upon payment of non-refundable fee of Kshs 3,000. The payment should be made through either of the following Bank accounts: **Kenya Commercial Bank, Kipande House Branch, Account No: 1111429243** OR **National Bank of Kenya, Wilson Branch, Account No: 01020058235400**. Candidates will then submit bank counterfoils to Amref Health Africa, Finance Office located along Langata Road near Wilson Airport during working hours from Monday to Friday to obtain an official receipt or attach the original banking slips to the tender documents as proof of purchase.
3. Completed tender documents for preliminary and technical requirements are to be enclosed in a plain envelope marked with the tender reference number and tender name. **(The financial bid should be in a separate envelope marked with the tender reference number and tender name. The financial bid will only be opened for those bidders who will have qualified in the technical evaluation)**. Tenders must be delivered to the address below not later than **8 May 2017 at 12noon and** must be accompanied by a tender security of **2% percent** of the tender price in the Currency specified in the tender document. Tenders should be dropped at the **Amref Health Africa - KCO Big Tender Box** at the **Main Reception**. Tenders will be opened at 12 noon on the closing date in the presence of the Tenderers' representatives who choose to attend at the Amref Health Africa Large Lecture room.
4. All Tenderers **MUST** perform a site survey on **3 May 2017 as from 10am**. to be shown all the areas that will be covered by this tender. Drawings are attached. Those interested in carrying out the survey to express their interest in writing to [tender.kenya@amref.org](mailto:tender.kenya@amref.org) by 28 April 2017 for planning purposes.

5. Prices quoted should be inclusive of VAT and all other applicable taxes and must be in Kenya Shillings and shall remain valid for 60 days from the closing date of the tender. The prices should be broken down as follows:
- (i) Unit price\_\_\_\_\_
  - (ii) Installation and Commissioning\_\_\_\_\_
  - (iii) Training\_\_\_\_\_
  - (iv) Support & Maintenance\_\_\_\_\_
  - (v) 16% VAT:\_\_\_\_\_
  - (vi) Other taxes:\_\_\_\_\_
  - (vii) TOTAL Cost \_\_\_\_\_

## **SECTION 2 Instructions to Tenderers**

### **2.1 Eligible Tenderers.**

- 2.1.1 This Invitation for Tender is restricted to **Cisco Gold and Premier Partners only**.
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices.
- 2.1.3 Bidders whose bids are wrongly marked /labeled shall be disqualified.

### **2.2 Cost of tendering.**

- 2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its bid. Amref Health Africa or its agents will under no circumstance be responsible or liable for those costs regardless of the conduct or outcome of the tendering process.

## **PRELIMINARY EVALUATION CRITERIA**

Bids missing any of the below documents will be considered as non-responsive bid and therefore will be eliminated at this stage.

	<b>PRELIMINARY EVALUATION</b>
	<b>Mandatory Requirements</b>

No.	Particulars	Marks	Compliant	Non-compliant
1.	Copy of Certificate of Incorporation/Certificate of Registration	1 or 0		
2.	Copy of VAT Certificate	1 or 0		
3.	Copy of Tax compliant certificate	1 or 0		
4.	Copy of PIN Certificate	1 or 0		
5.	Copy of Valid/current business Trading License	1 or 0		
6.	Must fill sections of business questionnaire	1 or 0		
7.	Must submit bank statements for the last 12 months	1 or 0		
8.	Must submit signed copies of audited financial report(2014/2015&&2015/2016	1 or 0		
9.	Proof of at least 2 staff certification, minimum being Cisco Certified Network Profession (CCNP) in Routing, Switching and Voice	1 or 0		
10.	Must provide manufacturer's certificate or proof of ownership	1 or 0		
11.	Must provide 2% tender security of tender price from a reputable bank/insurance	1 or 0		

Note: All the above documents should be packaged under the preliminary evaluation criteria.

#### **(b) TECHNICAL SPECIFICATION-REQUIREMENTS**

No	Particulars	Marks	Compliant	Non-Compliant
1.	Bidders are expected to provide detailed specifications of the equipment quoted.	1 or 0		
2.	Bidders must provide warranty certificates valid/applicable in Kenya for supplied equipment	1 or 0		
3.	Must provide lead time for delivery of all active devices	1 or 0		
4.	Bidders must provide a proof of Experience in supply and delivery of networking equipment;	1 or 0		

	Provide proof of the same from at least three different firms over the last two years (Provide LPO and invoice copies.) and or recommendation / reference letters.			
5.	Bidders must provide proof of at least 2 staff certification, minimum being Cisco Certified Network Profession (CCNP) in Routing, Switching and Voice. CCIE will be an added advantage. Proof of employment may be required.	<b>1 or 0</b>		
6.	Bidders must provide Training Vouchers that will result from the purchase of the Cisco Equipment.	<b>1or 0</b>		

**Note: Bidders who do not meet any of the above conditions will be considered as non-responsive and therefore will not proceed to the next stage of evaluation**

## **REQUIREMENT**

<b>No.</b>	<b>office</b>	<b>Floor</b>	<b>No. of Network Points</b>	<b>No. of Cabinets Required</b>	<b>No. of Switches required</b>
1	Admin Block	Ground Floor	38	1	1
		First Floor	48	1	1
		Second Floor	58	1	1
2	Comm/Wash & RMNCH		62	1	2
3	Block 2	Ground Floor	96	2	2
		First Floor	119	2	3
		Second Floor	91	2	2
4	Clinical	Ground Floor	36	1	1
		First Floor	66	1	1
	<b>TOTAL</b>		<b>614</b>	<b>12</b>	<b>14</b>

### **Hardware requirement**

<b>No</b>	<b>Item Description</b>	<b>QTY</b>	<b><u>Remarks</u></b>
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1	Core Switch - Catalyst 4500-X 24 Port 10G IP Base, 2 power supply	2	With SNTC-8X5XNBD with latest IOS version
2	Access Switch - Catalyst 2960-X 48 GigE PoE 370W, 2 x 10G SFP+ IP Base , 1 power supply	15	With SNTC-8X5XNBD with latest IOS Version
3	10G SFP + uplink modules	15	Compatible with 2960-X
4	Backbone link – 8-Core Multi mode Fiber With UTP backup	To be measured*	armored indoor fiber cable
5	UTP Cables	To be measured*	Siemons-CAT6-A,
6	patch cords	To be counted*	Siemons 1 / 3 meters
	Patch panel	14	Siemons
7	Cisco Jabber for Mobile or Cisco Jabber for Windows (Instant messaging (IM), Voice, Video, Conferencing, Voicemail, Desktop share, Web collaboration)- Enhanced Plus user License	30	
8	Cisco Jabber for Mobile or Cisco Jabber for Windows (Instant messaging (IM), Voice, Video, Conferencing, Voicemail, Desktop share, Web collaboration)- Enhanced user License	256	
9	Logitech USB H570e Corded Double-Ear Headset	286	
10	Cabinets: 600mmx800mm	12	with fans, trays, PDU glass door, Black in color incl. of cooling fans, trays and mesh door

*\*To be determined during the survey*

<b>No</b>	<b>Technical Evaluation Criteria</b>	<b>QTY</b>	<b>Remarks</b>	<b>Max</b>	<b>Score</b>	<b>Remarks</b>
1	Core Switch - Catalyst 4500-X 24 Port 10G IP Base, 2 power supply	2	With SNTC-8X5XNBD with latest IOS version	20		
2	Access Switch - Catalyst 2960-X 48 GigE PoE 370W, 2 x 10G SFP+ IP Base , 1 power supply	15	With SNTC-8X5XNBD with latest IOS Version	20		
3	10G SFP + uplink modules	15	Compatible with 2960-X	10		
4	Backbone link – 8-Core Multi mode Fiber With UTP backup	To be measured*	armored indoor fiber cable	5		
5	UTP Cables	To be measured	Siemons-CAT6-A,	5		

		d*				
6	Patch cords	To be counted *	Siemons 1 / 3 meters	5		
	Patch panel	14	Siemons	5		
7	Cisco Jabber for Mobile or Cisco Jabber for Windows (Instant messaging (IM), Voice, Video, Conferencing, Voicemail, Desktop share, Web collaboration)- Enhanced Plus user License	30		10		
8	Cisco Jabber for Mobile or Cisco Jabber for Windows (Instant messaging (IM), Voice, Video, Conferencing, Voicemail, Desktop share, Web collaboration)- Enhanced user License	256		10		
9	Logitech USB H570e Corded Double-Ear Headset	286		5		
10	Cabinets: 600mmx800mm	12	with fans, trays, PDU glass door, Black in color incl. of cooling fans, trays and mesh door	5		
	Total Score			100		

**Bidders who score below 90% will be considered as non-response and therefore will be eliminated at this stage.**

**Other requirements to be included: Not to be scored**

1. Professional Services (Delivery, Installation, configuration, commissioning and Training, and Documentation.)
2. All required accessories for the whole project.
3. Labour - UTP installation and termination of Data points, also to include removal of existing cabling.
4. All necessary civil works.
5. 150X50mm metal trunking to be used where necessary.

**DISCLAIMER:**



1. All vendors **MUST** be **Cisco Gold and Premier Partners** and must have proof of completed project of similar magnitude.
2. All vendors **MUST** attend a site survey/visit of the proposed area before submitting quotes. Drawing attached.
3. All Hardware Switches **MUST** be Cisco.
4. All Backbone links between the Core and access layers **MUST** be fiber with UTP Backup links.
5. All prices **MUST** be quoted in USD.
6. Vendors should include all required accessories in their quote.

### **CONDITIONS:**

1. Please note that this is not an order
2. The prices should be valid for 60 days from the date of the quotations. Prices should be net of VAT. (Amref Health Africa is VAT exempted on supply of goods)
3. Your Quotation should correspond to the Request for quotation specifications, if not indicate your remarks
4. Indicate the delivery time/stock availability. Suppliers **MUST** make full delivery before invoicing.
5. The quote should be in Kenya Shillings.

### **2.4 Clarification of Documents**

2.4:1 A prospective tenderer requiring any clarification of the tender document may notify Amref Health Africa in writing or by post at the address indicated in the Invitation for tenders. Amref Health Africa will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by Amref Health Africa.

Written copies of the Amref Health Africa response (including an explanation of the query but without identifying the source of the inquiry) will be sent to all prospective tenderers that have received the tender document.

2.4:2 Amref Health Africa shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tenderer.

## **2.5 Amendment of documents**

- 2.5:1 At any time prior to the deadline for submission of tenders, Amref Health Africa for any reasons, whether at its initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendments.
- 2.5:2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- 2.5:3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, Amref Health Africa at its discretion may extend the deadline for the submission of tenders.

## **2.6 Tender Prices and Currencies**

- 2.6:1 The tenderer shall indicate on the appropriate Price Schedule the **unit prices inclusive of all taxes and the total tender price** of the items it proposes to purchase under the contract.
- 2.6:2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subjected to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- 2.6:3 The price quoted shall be in Kenya Shillings.

## **2.7 Validity of Tenders**

- 2.7:1 Tenders shall remain valid for 60 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by Amref Health Africa, pursuant to paragraph 2.10. Tender valid for a shorter period shall be rejected by Amref Health Africa as non-responsive.

2.7:2 In exceptional circumstances, Amref Health Africa may solicit the tenderers consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tenderer may refuse the request. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.8 Sealing and Marking of tenders**

2.8:1 The tenderer shall seal the tender and mark it with the number and name of the tender and “DO NOT OPEN BEFORE” **12 noon, on 8<sup>th</sup> May 2017.**

## **2.9 Deadline for Submission of Tenders**

2.9:1 Tenders must be received by Amref Health Africa at the address specified not later than **12 noon, on 8<sup>th</sup> May 2017.**

## **2.10 Modification and withdrawals of Tenders**

### **2.10:1 Modification of tenders**

2.10:1.1 The tenderer may modify or withdraw its tender after the tender’s submission provided that written notice of the modification, including substitution of withdrawal of the tenders, is received by Amref Health Africa prior to the deadline prescribed for submission of tenders.

2.10:1.2 The tenderer modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.9:1. A withdrawal notice may be sent by email but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tenders.

2.11:1.3 No tenderer may be notified after the deadline for submission of tenders.

## **2.12.2 Withdrawals of tender**

2.12:2.1 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer.

## **2.13 Opening of tenders**

2.13:1 Amref Health Africa will open all tenders in the presence of tenderers' representatives who choose to attend at **12 noon, on 8<sup>th</sup> May 2017** and in the location specified in the tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

2.13:2 The tenderers' names, tender modifications or withdrawals, and the presence or absence of requisite tender deposit and such other details as Amref Health Africa, at its discretion may consider appropriate, will be announced at the opening.

2.13:3 Amref Health Africa will prepare a tender opening report.

## **2.14 Clarification of tenders**

2.14:1 To assist in the examination, evaluation and comparison of tenders Amref Health Africa, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.14:2 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 tenderers' tender.

## **2.15 Evaluation and Comparison of tenders**

2.15:1 Amref Health Africa will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required

deposits/tender purchase have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non responsive, will be rejected by Amref Health Africa.

2.15:2 Amref Health Africa will evaluate and compare the tenders, which have been determined to be substantially responsive.

## **2.16 Award Criteria**

1. Copy of Certificate of incorporation or Certificate of Registration
2. Copy of PIN certificate
3. Copy of VAT Certificate
4. Copy of Tax Compliance certificate
5. Copy of valid/current trading license.
6. Must fill all sections of the business questionnaire
7. Must submit bank statements for the last 12 months
8. Must submit signed audited report for the last two years
9. Must provide Proof of Cisco Partnership / authorization
10. Must be a Certified Cisco Gold or Premier Partner
11. Must provide 2% as tender security of the tender price
12. Must provide a specifications document
13. Must state their lead/ delivery times
14. Specifications of the goods being procured.
15. Must provide detailed pricing / cost of whole project.
16. Provide Warranty, Servicing, Technical Support Information

## **2.17 Notification Of Award**

2.17:1 prior to the expiration of the period of tender validity, Amref Health Africa will notify the successful tenderer in writing that the tender has been accepted.

2.17:2 simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

## **2.18 Contacting Amref Health Africa**

2.18:1 No tenderer shall contact Amref Health Africa on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.18:2 any effort by a tenderer to influence Amref Health Africa in its decisions on tender evaluation, tender composition, or contract award may result in the rejection of the tenderer's tender.

## **SECTION 3 Condition of tender**

1. Amref Health Africa reserves the right to deal with any tenderer of its choice or any or all parts of the tender and to purchase items from various tenderers. Amref Health Africa is not bound to accept the lowest offer or any offer.
2. This request for tender is not a contract or an offer into a contract, but is a request for a quotation for the product indicated in this document.
3. Amref Health Africa does not undertake to pay by letter of credit or in advance of delivery.
4. Respondents are bound by their offer for a period of 60 days as from the closing date of bids.
5. Amref Health Africa is in no way responsible for any costs associated with preparing the tender response.
6. Amref Health Africa reserves the right to alter the dates of the timetable.
7. Canvassing of Amref Health Africa staff in Kenya or elsewhere in relation to this tender will result in disqualification of that individual or company.

8. Amref Health Africa supports the ethical procurement policy which strives to purchase goods and services that are produced and developed under conditions that do not involve the abuse or exploitation of any persons and have the least negative impact on the environment.
9. Transparency and Accountability: Amref Health Africa believes in honest communication, absolute openness, and the transparent use of influence, power and resources. Amref Health Africa has zero tolerance for corruption, both within the Foundation and in our dealings with outside agencies.
10. Amref Health Africa does not do business with companies that meet any of the following criteria:
  - They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - They have been convicted of an offence concerning their professional conduct by a judgement that has the force of res judicata;
  - They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
  - They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
  - They have been the subject of a judgement that has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;

- Following another procurement procedure or grant award procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

If you submit an offer based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company is in breach of any of the above provisions. A contract clause confirming this will be included in an eventual contract based on this request.

In addition to the ineligibility criteria applied by Amref Health Africa, negotiation with potential vendors may be severed at any stage during a procurement process if it is found that they are subject to a conflict of interest or are guilty of misrepresentation in supplying the information required by Amref Health Africa as a condition of participation in the contract procedure, or fail to supply all of the information requested.

### **LEAD AND DELIVERY DETAILS**

1. A delivery period should be clearly indicated (month and year).
2. On arrival the supplies should be free from damage. The supplier shall be liable for all losses due to insufficient or unsuitable packing and delivery arrangements, and shall be liable for the cost of returning any unacceptable supplies.
3. The supplies must be free from objectionable matter and any substances that would represent a hazard to health.



**SECTION 4 Confidential Business Questionnaire**

You are requested to give the particulars indicated in part 1, either part 2; (a), 2(b) or (c) whichever applies to your type of business.

**PART 1- GENERAL**

Business Name .....

Location of Business premises:

Country/Town.....

Postal Address .....

Code ..... Town.....

Tel No.....

E-mail ..... Fax .....

Nature of Business .....

**Part 2 (a) – INDIVIDUALS**

Your Name in full .....

Nationality ..... Country of Origin .....

Citizenship details .....

**PART 2 (b) – PARTNERSHIP**

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

**PART 2 (c) – REGISTERED COMPANY**

Private or Public .....

State the nominal and issue capital of the company.....

Nominal Ksh .....

Issued Ksh .....

Give details of all directors as follows:

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

## REFERENCES

BANK REFERENCES	
BANK HOLDING MAIN ACCOUNT	
Bank name and address	
Name of account	
Account number	How long open?

COMMERCIAL REFERENCES	
Provide names and contract details of two customers who may be approached to verify your capacity to perform against similar contracts.	
INTERNATIONAL TRADE REFERENCE – CUSTOMER 1	
Name and address	
Activity	Period of relationship
Contact name	Fax no.
Telephone No.	
INTERNATIONAL TRADE REFERENCE – CUSTOMER 2	
Name and address	
Activity	Period of relationship
Contact name	Fax no.
Telephone No.	

DECLARATION

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, any inaccuracy in the information filled herein will lead to disqualification of the tenderer.

For and behalf of: .....

Name: .....

Date: .....      Signature .....