



RE-ADVERTISEMENT OF RESTRICTED TENDER NOTICE

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

Amref Health Africa in Kenya

TENDER No. JULY/2017/001

RECEIPT NUMBER.....

NOTE: Those who had participated / purchased should not pay, however they should submit fresh documents as per this tender document

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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 (*this applies to those who had not purchased the documents before*). 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, technical requirements and financials are to be enclosed in a plain envelope marked with the tender reference number and tender name. Tenders must be delivered to the address below not later than **10th July 2017 at 12 noon** and must be accompanied by an original 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 **Wednesday 5th July 2017 at 12 noon** to be shown all the areas that will be covered by this tender. Drawings are attached.
NOTE: For those who initially participated in the site visit need not to carry out the survey
5. Prices quoted should be inclusive of VAT but clearly broken down in detail as detailed in section 2.6 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.

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.

PRELIMINARY /MANDATORY EVALUATION CRITERIA				
Mandatory Requirements				
No.	Particulars	Marks	Compliant	Non-compliant
1.	Copy of Certificate of Incorporation/Certificate of Registration	1 or 0		
2.	Copy of Tax compliant certificate	1 or 0		
3.	Copy of PIN Certificate	1 or 0		
4.	Copy of Valid/current business Trading License	1 or 0		
5.	Must fill sections of business questionnaire up to declaration	1 or 0		
6.	Must submit bank statements for the last 12 months	1 or 0		
7.	Must submit signed copies of audited financial report for the last 2 financial year	1 or 0		
8.	Must provide original copy of 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 or mandatory evaluation criteria and those who will not qualify will not move to the next stage which is the Technical Evaluation

REQUIREMENT

No.	Office	Floor	No. of Network Points	No. of Cabinets Required	No. of Switches required
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
	TOTAL		614	12	14

Technical Requirement / Technical Evaluation Criteria

No	Technical Requirement / Evaluation Criteria	QTY	Marks	Remarks
1	Proof of Cisco Gold or Premier Partnership	1	1 or 0	
2	Core Switch - Catalyst 4500-X 24 Port 10G IP Base, 2 power supply, with latest IOS version and warranty	2	1 or 0	
3	Catalyst 4500-X SmartNet contract 8X5XNBD (Quote for 1 Year and 3 years options separately)	2	1 or 0	
4	Access Switch - Catalyst 2960-X 48 GigE PoE 370W, 2 x 10G SFP+ IP Base , 1 power supply, , with latest IOS version and warranty	15	1 or 0	
5	Catalyst 2960-X SmartNet contract 8X5XNBD (Quote for 1 Year and 3 years options separately)	15	1 or 0	
6	10G SFP + uplink modules Compatible with 2960-X and warranty	15	1 or 0	

7	Backbone link – 8-Core Multi-Mode Fiber (Armored indoor) With UTP backup (to the nearest cabinet),	Indicate measurement in Meters from survey done	1 or 0	
8	UTP Cables, Siemons-CAT6 and warranty	Indicate measurement in meters from survey done (Cartons)	1 or 0	
9	Patch cords, Siemons-CAT6 (1 meter) and warranty	750	1 or 0	
10	Patch cords, Siemons-CAT6 (3 meter) and warranty	750	1 or 0	
11	Siemons 48 port Patch panel	15	1 or 0	
12	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	1 or 0	
13	Cisco Jabber for Mobile or Cisco Jabber for Windows (Instant messaging (IM), Voice, Video, Conferencing, Voicemail, Desktop share, Web collaboration)- Enhanced user License	256	1 or 0	
14	Logitech USB H570e Corded Double-Ear Headset	286	1 or 0	
15	Cabinets: 600mmx800mm with fans, trays, PDU glass door, Black in color incl. of cooling fans, trays and earthing	12	1 or 0	
16	All required accessories for the whole project Professional Services (Delivery, Installation, configuration, commissioning and Training, labelling and Documentation.)	LOT	1 or 0	
17	Labour - UTP installation and termination of Data points, also to include removal of existing cabling	LOT	1 or 0	
18	Breakdown of all civil works.	LOT	1 or 0	

19	Initial Support after commissioning	Indicate duration	1 or 0	
20	Proof of at least 2 staff certification, minimum being Cisco Certified Network Profession (CCNP) in Routing, Switching and Voice. Proof of employment. CCIE will be an added advantage.	2	1 or 0	
21	Must provide manufacturer's certificate or proof of Cisco and siemons Partnership		1 or 0	
22	Provide detailed logical Network diagram / layout based on the survey done and drawings provided		1 or 0	
23	Provide lead time for delivery of all active devices / Tentative Project plan.		1 or 0	
24	Provide a proof of Experience in supply and delivery of networking equipment; 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.	3 firms	1 or 0	
25	Indicate Training Vouchers that will result from the purchase of the Cisco Equipment.	10 Users	1 or 0	

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 two (3) 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 tender.

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. The prices should be broken down as follows:

- (i) Unit Price_____
- (ii) Installation and Commissioning_____
- (iii) Training_____
- (iv) Support and Maintenance_____
- (v) All costs on civil works _____
- (vi) 16% VAT _____
- (vii) Other taxes_____
- (viii) Total Cost_____

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 10th July 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 10th July 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 10th July 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.

2.14 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

- 2.16:1 Tenders will be awarded based on the mandatory (preliminary) and technical evaluation conditions specified above

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 successful
- 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 (weeks and month).
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