



Restricted Tender (RFP)

Microsoft Office 365 Migration

***TENDER NO.
AMREF/AUGUST/2017/001.***

ISSUED DATE: 22 AUGUST 2017

RFP COORDINATOR: PROCUREMENT MANAGER CORPORATE AND KENYA
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1. PURPOSE

Amref Health Africa is seeking proposals from qualified vendors (Microsoft Gold and silver Partners) to provide Microsoft Office 365 system integration and implementation services. The scope of the project will be migrating Amref Health Africa from an On-Premise Exchange 2010 environment to an Office 365 hosted cloud service.

The awarded vendor will assist Amref Health Africa in performing a readiness assessment of the existing infrastructure including gathering and documenting requirements, developing a migration plan and executing against this plan. The vendor will provide services needed to migrate approximately 1500 users to Office 365 with email archiving, eDiscovery, anti-malware and anti-spam filtering capabilities among other features provided by Office 365. The goal is to provide a seamless transition to Microsoft Office 365 Cloud architecture while maintaining secure and robust access to and from cloud services with a hybrid setup with single sign on for applications hosted on premise.

2. BACKGROUND

Amref Health Africa is an international health development organisation founded and headquartered in Kenya. Our vision is lasting health change in Africa.

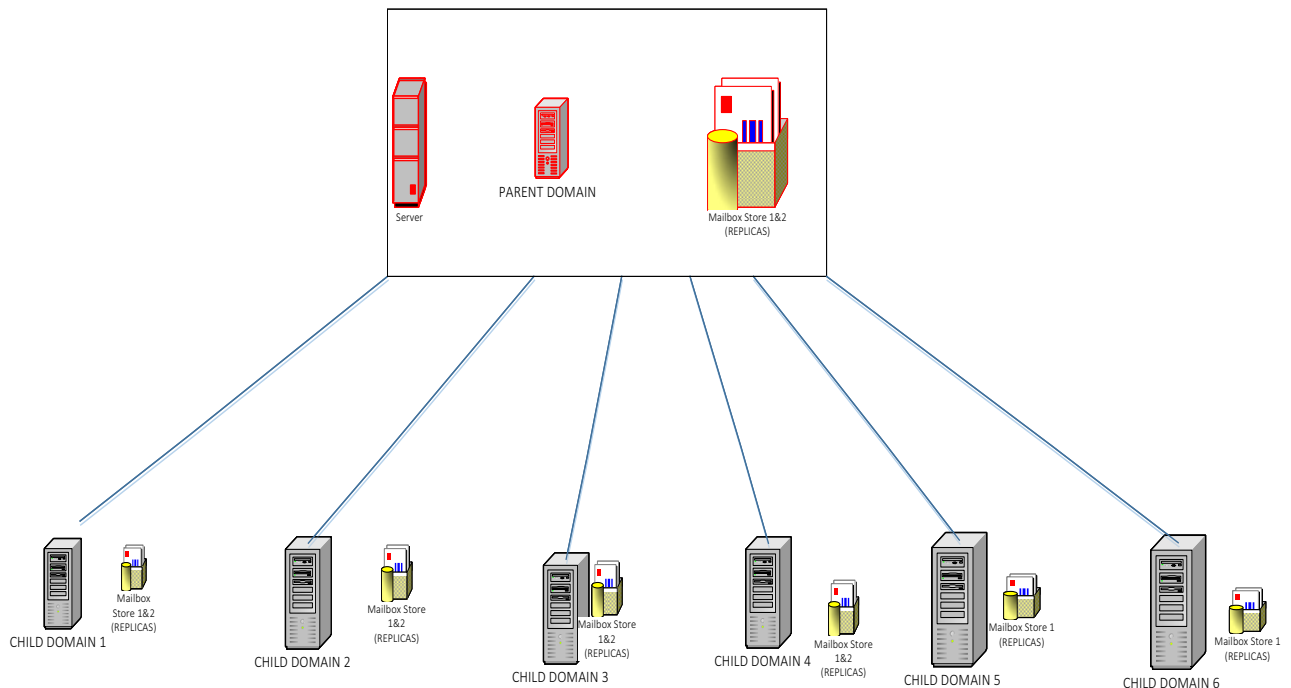
Amref Health Africa began 60 years ago as the Flying Doctors of East Africa to provide critical medical assistance to remote communities in East Africa. Today, Amref Health Africa works with the most vulnerable African communities through its country programmes in Ethiopia, Kenya, South Sudan, Tanzania and Uganda, and its Southern and West Africa regional hubs. Through its laboratory, clinical outreach and training programmes, Amref Health Africa reaches additional 30-plus countries in Africa. The organisation's work is supported by 11 offices in North America and Europe.

With over half a century of experience in delivering health care and building health systems in Africa, Amref Health Africa supports those at the heart of the communities, particularly women and children, to bring about lasting health improvement. Amref Health Africa works with the people of these communities to build their knowledge, skills and means to improve their health (including health systems strengthening and capacity building). To do this, partnership and networking are key elements of Amref Health Africa's approach. For more information, visit our website **www.amref.org**

Amref Health Africa operates in a Windows based environment with servers located in each of the offices. The user base is about 1300 for the Africa Operations. Most of the servers are virtualized with storage solutions set up in each office.

Each of the offices is a child domain with local break out to the internet. Six offices (Ethiopia, Uganda, Tanzania, Kenya, Amref Flying Doctors and Amref Headquarters) have exchange servers running locally on premise.

Amref Exchange Organisation



There are few Apple Devices within the organisation. Support is provided by internal ICT team (staff). Anti-malware and anti-spam filtering capabilities is outsourced to a service provider and hence all incoming mails are routed through the service provider.

Amref Health Africa has been qualified by Microsoft as a non-profit organisation that is eligible to receive Office 365 as a donation or upgrade to advanced features at a significant discount. Amref Health Africa will start the project with E1 for non-profit.

3. SCOPE OF WORK

The Scope of Work will include:

A detailed technical document and solution plan, which will provide a thorough and clearly defined plan for a seamless migration to Office 365 including a significant focus on communication, implementation, and training requirements. This will be through a presentation by each of the shortlisted vendors only.

The awarded vendor shall carry out the following

3.1 Office 365 Readiness Assessment, Onsite Discovery, and Planning.

- Plan infrastructure - Mail Servers, File Share, Apps that use Exchange and Microsoft Office, Bandwidth, Printing, content viewers, security Identify potential risks in this migration and propose mitigation measures
- Recommend a solid communications and training plan for Amref Health Africa users based on best practices.

- Bandwidth analysis strategy
- Determine required tasks for configuring network and External DNS
- User Identity and Account Provisioning Planning
- Planning considerations to implement directory synchronization with Azure AD
- Plan for Active Directory Federation Services for use with single sign-on cognisant of the fact that some on premise applications will require authentication.
- Exchange Online Planning
- Develop migration strategy including countries with on premise exchange
- Identify mailbox size and item counts that will be migrated to Office 365
- Determine mail-enabled applications and plan for configuration
- Conduct bandwidth assessment to calculate migration velocity for mailbox data

3.2 Preparing Environment for an Office 365 Deployment

- Implement enterprise wide training of ICT staff (TOT) to configure client computers and end-user experience
- Prepare end user documentation on Outlook and the new Office 365 environment
- Assist with Domain Verification and Office 365 Registration
- Add and verify Amref Health Africa domain names with Office 365
- Create DNS records to configure Amref Health Africa domain names for use with Office 365 services
- Configure on-premises AD for directory synchronization (Hybrid set up)
- Deploy and configure Active Directory Federation Services to enable single sign-on
- Exchange Online Service Configuration
- Configure email coexistence with existing server and Exchange Online
- Mailbox quotas and archival/retention policies
- Anti-spam and malware protection

3.3 Migration and Cutover

- Assign licenses to users
- Migrate and synchronize on premise and archived mailbox data to Office 365
- Monitor and validate migration tools results
- Validate exchange online functionality
- Update DNS to point to Office 365
- Configure Outlook Web Access and Exchange ActiveSync for mobile phones and devices where applicable
- Perform Post-migration Service Testing of Office 365 functionality

3.4 Post Deployment Support and Office 365 Administration Training

- Have resources on-site and able to augment Amref Health Africa support staff on the week after the migration is completed
- Onsite with ICT Staff
 - Administering Office 365 Services

- Office 365 Admin Best Practices
- Managing DirSync
- Administering Microsoft System Center
- 15 Days of Post Deployment Support
- Service Desk Support to be used within a 1 Year Term

Amref Health Africa environment is as follows and accurate as of June 2017

- Total licenses (mailboxes) in use: **1300**
- Types of mobile devices: **Android, Windows and iOS**
- PCs running windows 7, 8 and 10 operating system and a few Mac OS
- Location of employee's:
 - 150 at head office
 - 1050 at branch offices
 - 130 in Tanzania
 - 120 in Uganda
 - 250 in Ethiopia
 - 550 in Kenya

4. BIDDER AND SUBMISSION REQUIREMENTS

4.1. MANDATORY REQUIREMENTS

- The vendor will provide and execute the Office 365 migration plan
- All archive and mobile users and data will have to be included in this migration
- The migration will have to be seamless to the business, with a cutover happening on a designated weekend
- Office 365 will have to be in full production by Go live date
- The vendor will be responsible to setup any licensing required for this implementation
- The vendor will require a thoughtful and detailed plan around communication and training
- The vendor will provide detailed end user documentation, with screen shots and easy to read instructions, covering how to configure and use Outlook and Office 365.

4.2. OTHER REQUIREMENTS

- **Overview of firm:** a brief outline of Proponent's experience along with pertinent corporate details including full legal company name; year business was established; and number of people currently employed.
- **Project and Client Management:** a detailed description of the approach and methodology for managing projects and client relationships.
- **Project Management Team:** a detailed description of the firm's project management team including skills, experience and capabilities of relevant staff.
- **Project Schedule:** a detailed breakdown of all deliverables identified in the Scope of Work including, methods, tools and timeline to complete the project.

- **Client Reference List:** provide a client list for similar projects completed in the last three years for three different clients preferably with over 500 users / mailboxes.
- **Project Costs:** The vendor shall provide the total fixed price for the project based on the Scope of Work

Any Vendor who submits a proposal will only do so if they meet the following criteria:

- A duly authorized signing officer of the firm has signed and dated a letter by which they are agreeing to be bound by the proposal and the terms, conditions and description of services
- A declaration that the Vendor has not given, directly or indirectly, a benefit of any kind to anyone employed by, or otherwise connected with, Amref Health Africa for the purpose of receiving favorable treatment
- A declaration that the Vendor is compliant with the laws of Kenya.

4.3. TIMELINES

Activity	Date and Time
Issue Date of RFP	22/8/2017
Proponents Deadline for Questions	26/8/2017
Deadline for Issuing Addenda	31/8/2017
Proposal Submission Deadline	5/9/2017

5. INSTRUCTIONS TO TENDERERS

5.1. Eligible Tenderers

- This Invitation for Tender is restricted to **Microsoft Gold and Silver Partners only**.
- Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices.
- Vendors whose bids are wrongly marked / labelled shall be disqualified.

5.2. Cost of tendering

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.

5.3. 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 EVALUATION				
Mandatory Requirements				
No.	Particulars	Marks	Compliant	Non-compliant
1.	Valid 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.	Valid/current business Trading License	1 or 0		
5.	Must fill sections of business questionnaire	1 or 0		
6.	Must submit bank statements for the last 12 months (2016 -2017)	1 or 0		
7.	Must submit signed copies of 2 years audited financial report (2014/2015&2015/2016)	1 or 0		
8.	Proof of at least 2 staff certification, minimum being Microsoft Certified Solutions Associate (MCSA): Office 365	1 or 0		
9.	Must provide manufacturer's Gold and Silver Partnership certificate	1 or 0		
10.	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.

5.4. Technical Specification-Requirements

- Vendors are expected to provide detailed proposal and methodology of execution.
- Must provide work plan in form of a Gantt chart
- Vendors must provide a proof of Experience in Office 365 migration; 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.
- Vendors must provide proof of at least 2 staff certification, minimum being Microsoft Certified Solutions Associate (MCSA): Office 365. Proof of employment of the certified staff will be required.

5.5. Proposal Evaluation Procedure

It must be understood and accepted by any Vendor submitting a proposal that all decisions as to the degree to which a proposal meets the requirements of the RFP are solely within the judgment of the proposed evaluation committee.

Proponents must respond to this solicitation by submitting all data required herein in order for the proposal to be evaluated and considered for award. Failure to submit such data shall be sufficient cause for disqualification or a proposal from further consideration of award.

Proposal shall undergo a four-stage evaluation process:

Stage I

Stage I will consist of a review to determine which proposals comply with all the mandatory requirements.

Stage II

Stage II will consist of a scoring by Amref Health Africa of each qualified Proposal technically on the basis of the Rated Criteria.

	CRITERIA	MAX SCORE	REMARKS
1	Proof of Cisco Gold or Premier Partnership <ul style="list-style-type: none"> • No proof- 0 mark • Silver- 2marks • Gold- 5 marks 	5	
2	Proof of at least 2 staff certification in designing and managing Microsoft 365 infrastructure, identities and Requirements <ul style="list-style-type: none"> • No proof- 0 mark • One staff certification- 2 marks • 2 staff certification - 5 marks 	5	
3	Proof of Experience in implementation of similar project; proof of the same from at least three different firms over the last two years (Provide LPO, contract and invoice copies.) and or recommendation / reference letters. <ul style="list-style-type: none"> • No proof – 0 mark • Less than two years- 2 marks • 2 years and above- 5 marks 	5	
4	Provide lead time for implementation / Tentative Project plan. How do you rate this? What is the anticipated time frame for the project? <ul style="list-style-type: none"> • Not detailed- 2marks • Detailed - 5marks 	5	
5	Provide detailed methodology / Plan / Approach of project execution including migration plan Define the required methodology for the project in order to rate against the bidders methodology <ul style="list-style-type: none"> • No Methodology - 0 • No migration plan - 0 • Detailed Methodology - 5 • Detailed migration plan - 5 	10	

6	Provide detailed Gantt Chart of implementation How detailed? <ul style="list-style-type: none"> No very detailed- 2marks Very detailed- 4 marks 	4	
7	Provide Training Plan (ToT) <ul style="list-style-type: none"> No plan- 0 Not so detailed- 2 marks Detailed plan- 5 marks 	5	
8	Provide Active Directory Federated Services (ADFS) Implementation Plan <ul style="list-style-type: none"> Not provided- 0 mark Demonstrate clear understanding of ADFS and Plan Provided = 5 	5	
9	Provide Plan for Application, Device Management and configuration (e.g. Scan to email capability) <ul style="list-style-type: none"> No plan provided- 0 mark Plan provided but not detailed- 2 mark Detailed plan provided- 5marks 	5	
10	Provide a list of documentation and deliverables <ul style="list-style-type: none"> List not comprehensive- 2marks Very comprehensive- 4 marks 	4	
11	Provide proposed Data Retention Policy <ul style="list-style-type: none"> No policy provided- 0 mark Policy provided- 5 marks 	5	
12	Indicate duration of initial support after project completion <ul style="list-style-type: none"> Not indicated- 0 mark Indicated- 3marks 	3	
13	Indicate Proposed implementation of compliance management and Protection features <ul style="list-style-type: none"> Not comprehensive- 2 marks Comprehensive- 4 marks 	4	
	Total Marks	65	

NOTES:

- Bidders must respond to each specification clearly illustrating how their solution/ Implementation meets the detailed requirements given in this document. A mere YES/ NO response against the requirement will lead to disqualification.**
- All bidders who will score 80% and above shall proceed to the next stage of evaluation.**

Stage III

Stage III will be the financial proposal submitted by Vendors, the evaluation of price/cost shall be undertaken after the evaluation of mandatory requirements and technical proposal /any rated requirements has been completed.

Subject to satisfactory reference checks, and the express and implied rights of Amref Health Africa the best evaluated proponents will be selected for the **Interview / Presentation stage**.

6. PROPOSAL SUBMISSION INSTRUCTIONS

Sealed proposals are to be addressed and delivered to:

**GROUP CHIEF FINANCE OFFICER
Amref Health Africa
P.O Box 30125-00100
NAIROBI**

Vendors must submit one (1) original Proposal signed by an authorized representative and the **tenderers address at the back of the envelope** - Copies are not required

Proposals submitted via email will not be considered.

Late submissions will be disqualified and returned unopened.

Amref Health Africa will not be responsible for any costs incurred in the preparation of the Proponent's submission. Once received the submission becomes the property of Amref Health Africa.

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 and at the back indicate the company name and address. (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 **Tuesday, September 5, 2017 at 12 noon** and must be accompanied by a tender security of 2% percent of the tender price in the Currency specified in the tender document from a reputable bank. **Tenders should be dropped in the Big Tender Box at the main reception at the Amref Health Africa-KCO**, opposite Langata Primary School. 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.

7. INQUIRIES

All questions and any form of communications with Amref Health Africa regarding this RFP **must** be in writing and only be directed to the RFP Contact named on the cover page of this RFP unless

otherwise advised in writing from the RFP Contact. Verbal responses to enquiries are not binding on any party.

8. INVESTIGATION OF REQUIREMENTS

The submission of a proposal for the provision of this service will be considered as a representation that the Vendor has carefully investigated all conditions which may affect the delivery of the services outlined in this proposal and that the Vendor is fully informed as to the conditions which may be encountered and the volume and the quantity of the work to be performed

9. ACCEPTANCE, AWARD AND REJECTION

- (a) Amref Health Africa reserves the right to terminate the process without awarding the contract.
- (b) Amref Health Africa reserves the right to accept or reject any part, or all, of each proposal submission and/or not to make an award if none of the proposals received meet the requirements.
- (c) Amref Health Africa may negotiate minor adjustments with the selected Vendor prior to the final award of the contract.
- (d) The awarding of the contract is subject to the availability of funds for this statement of work. Should all proposals received exceed the specific budgeted funds and the highest ranked Proponent's costs are within Amref Health Africa total current year budget, we reserves the right to negotiate with the highest ranked Proponent.
- (e) Amref Health Africa will not be responsible in law or in equity to any Vendor for any claim for losses or damages, or any other relief, arising out of the RFP process including the selection or rejection of any particular section of this proposal.
- (f) Amref Health Africa interpretation of the contents of the official proposal documents shall prevail.

10. AWARD AND EXECUTION OF CONTRACT

Amref Health Africa will provide written notice to the successful Proponent, to advise that the proposal has been accepted.

The successful firm shall be required to enter into a contract with Amref Health Africa

11. CONFIDENTIALITY

The Vendor shall treat and maintain as confidential any and all information provided by Amref Health Africa in connection with the RFP. The successful Vendor shall sign a Non-Disclosure Agreement (NDA) for 2 years

12. CONFLICT OF INTEREST

The Vendor shall disclose in its proposal if (any anytime thereafter that it becomes aware that) any person who is an employee, officer, or director of Amref Health Africa or any person at non-arm's length from such person is or becomes an employee, officer, director, partner, controlling shareholder, Broker or advisor of the Broker. Amref Health Africa reserves the right to deem any such situation a conflict of interest and sufficient grounds to preclude awarding the contract to that Vendor

13. BANKRUPTCY INSOLVENCY OR CHANGE IN CONTROL

The Vendor shall notify Amref Health Africa if the Vendor becomes bankrupt, insolvent or undergoes a change in control after submission of its proposal but before the awarding of the contract, which event shall constitute sufficient grounds for Amref Health Africa not to award the contract to that Proponent.

14. CLARIFICATION OF DOCUMENTS

- (a) 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.
- (b) 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.
- (c) 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.

15. AMENDMENT OF DOCUMENTS

- (a) 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.
- (b) All prospective vendors/tenderers that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- (c) 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.

16. TENDER PRICES AND CURRENCIES

- (a) 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.
- (b) 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.
- (c) The price quoted shall be in **U.S. Dollars**

17. VALIDITY OF TENDERS

- (a) Tenders shall remain valid for 60 days. Tender valid for a shorter period shall be rejected by Amref Health Africa as non-responsive.
- (b) 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.

18. SEALING AND MARKING OF TENDERS

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 **Tuesday, September 5, 2017**.

19. DEADLINE FOR SUBMISSION OF TENDERS

Tenders must be received by Amref Health Africa at the address specified not later than 12 noon, on **Tuesday 5 September 2017**.

20. MODIFICATION AND WITHDRAWALS OF TENDERS

20.1. Modification of tenders

- (a) The tenderer may modify or withdraw its tender after the tender’s submission provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by Amref Health Africa prior to the deadline prescribed for submission of tenders.
- (b) The tenderer modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Section 7. 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.

- (c) No tenderer may be notified after the deadline for submission of tenders.

20.2. Withdrawals of tender

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.

20.3. Opening of tenders

- (a) Amref Health Africa will open all tenders in the presence of tenderers' representatives who choose to attend at 12 noon, on **Tuesday, 5 September 2017** and in the location specified in the tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.
- (b) 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.
- (c) Amref Health Africa will prepare a tender opening report.

20.4. Clarification of tenders

- (a) 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.
- (b) Any effort by the tenderer to influence Amref Health Africa in the tender evaluation, tender comparison or contract award decisions will result in the rejection of the tenderers' tender.

20.5. Evaluation and Comparison of tenders

- (a) 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.
- (b) Amref Health Africa will evaluate and compare the tenders, which have been determined to be substantially responsive.

20.6. Notification of Award

- (a) 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.
- (b) Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

20.7. Contacting Amref Health Africa

- (a) 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.
- (b) 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.

21. CONDITIONS OF TENDER

- (a) 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.
- (b) 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.
- (c) Amref Health Africa does not undertake to pay by letter of credit or in advance of delivery.
- (d) Respondents are bound by their offer for a period of 60 days as from the closing date of bids.
- (e) Amref Health Africa is in no way responsible for any costs associated with preparing the tender response.
- (f) Amref Health Africa reserves the right to alter the dates of the timetable.
- (g) Canvassing of Amref Health Africa staff in Kenya or elsewhere in relation to this tender will result in disqualification of that individual or company.
- (h) 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.
- (i) 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.
- (j) Amref Health Africa does not do business with companies that meet any of the following criteria:
 - i. 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;

- ii. They have been convicted of an offence concerning their professional conduct by a judgement that has the force of res judicata;
- iii. They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
- iv. 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;
- v. 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;
- vi. 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.

22. LEAD AND DELIVERY DETAILS

- (a) A delivery period should be clearly indicated (month and year).
- (b) The supplies must be free from objectionable matter and any substances that would represent a hazard to health.

23. 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.	

24. 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