



TENDER NOTICE

**PURCHASE OF MEDICAL LABORATORY EXTERNAL QUALITY ASSESSMENT
(EQA) PANELS FOR VARIOUS HEALTH FACILITIES**

TENDER No. AMREF HEALTH AFRICA/JULY/27/2018/007

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PART A: Invitation to Tender

SECTION 1 Invitation to Tender

1. Amref Health Africa in Kenya invites sealed tenders from eligible candidates for Supply and Delivery of Medical Laboratory External Quality Assessment panels (EQA).
2. Interested eligible candidates may obtain further information from Amref Health Africa in Kenya office, along Langata Road, during working hours and can also download the document from the Amref Health Africa website <http://amref.org/tenders/> upon payment of non-refundable fee of **Ksh. 2,000 per lot**.
3. Complete tender documents are to be enclosed in a plain envelope (**each LOT in a separate envelope**) marked with the tender reference number and tender name. (*The supplier's financial bid should be in a separate envelope marked with the tender reference number and tender name. It will be opened for those who will have qualified at the technical evaluation stage*). Please note that only original versions of the tender documents are required and not copies. Tenders must be delivered to the address below on or **before 12:00 noon on 10th August 2018** and must be accompanied by a tender security of **2% percent** of the tender price in Kenya Shillings. Tenders should be dropped in the **Big Tender Box at the Main Reception; AMREF HEALTH AFRICA KENYA COUNTRY OFFICE, opposite Langata Primary School**. Tenders will be opened immediately thereafter, in the presence of the tenderers or their representatives who choose to attend. **Electronic bidding will not be permitted. Late tenders will be not be accepted.**
4. "Prices quoted should be inclusive of VAT and all other taxes applicable and must be in Kenya Shillings and shall remain valid for 60 days from the closing of the tender. The prices should be broken down as follows:
 - (i) Unit price _____
 - (ii) 16% VAT _____
 - (iii) Other taxes – specify _____
 - (iv) Transport _____
 - (v) TOTAL Cost _____

AMREF HEALTH AFRICA shall provide exemption document for output VAT only. These purchases will be considered local and therefore any other taxes & duties will NOT be exempted.

5. Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at the **Amref Health Africa Health in Kenya Large Lecture Conference room**.

SECTION 2 Instructions to Tenderers

2.1 Eligible Tenderers.

2.1.1 This Invitation for Tender is open to all eligible tenderers.

2.1.3 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

2.2 Cost of tendering.

2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender and Amref Health Africa or its agents, will in no case be responsible or liable for those cost regardless of the conduct or outcome of the tendering process.

2.3 Specific Instructions

To qualify for award of the contract, tenderers shall meet the following minimum qualification criteria:

(a) Legal status

Must provide valid copies of:

- i) Registration Certificate/Certificate of Incorporation
- ii) Tax Compliance/VAT Certificate
- iii) PIN Certificate

(b) Others

- i) Quality accreditation i.e. ISO 17043 valid certification
- ii) Manufacturer's authorization/certification
- iii) State lead times

(c) Work Experience

Experience as a supplier of EQA Panels and Provide proof of supply of such panels (**At least three copies of LPO or invoices attached**) over the past three years.

(d) Proof of Economic and Financial capacity

The objective of these criteria is to examine whether a tenderer will not wholly be economically depended on the contracting authority in the event that the contract is awarded to it.

- (i) Provide certified copies of audited financial reports for the last two years (2016 and 2017).
- (ii) Provide certified copies of bank statements for the last 12 months (June 2017 to May 2018).

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 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 applicable 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 instructions to tenderers after date of tender opening prescribed by Amref, pursuant to paragraph 2.10. Tender valid for a shorter period shall be rejected by Amref 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 or 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 August 2018.**

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 August 2018**

2.9:2 Amref, at its discretion, may extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5. In which case all rights and obligations of Amref and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

2.10 Modification and withdrawals of Tenders

2.10.1 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 prior to the deadline prescribed for submission of tenders.

2.10.2 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.

2.10.3 No tenderer may be notified after the deadline for submission of tenders.

2.11 Withdrawals of tender

2.11.1 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.

2.12 Opening of tenders

- 2.12.1 Amref Health Africa will open all tenders in the presence of tenderers' representatives who choose to attend at **12.00pm on 10th August 2018** and in the location specified in the tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.
- 2.12.2 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.
- 2.12.3 Amref Health Africa will prepare a tender opening report.

2.13 Clarification of tenders

- 2.13.1 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.
- 2.13.2 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

- 2.14.1 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.
- 2.14.2 Amref Health Africa will evaluate and compare the tenders, which have been determined to be substantially responsive.

2.15 Evaluation Criteria

When analyzing the Bids, Amref Health Africa will take into account the following criteria:

Table 1: Mandatory Evaluation

PRELIMINARY EVALUATION				
Mandatory Requirements				
No.	Particulars	Marks	Compliant	Non-compliant
1.	Certificate of Incorporation/Certificate of Registration	1 or 0		
2.	Copy of valid KRA Tax Compliant certificate	1 or 0		
3.	Copy of KRA PIN Certificate	1 or 0		
4.	Must fill relevant sections of business questionnaire	1 or 0		
5.	Must submit certified bank statements for the most recent 12 months (from April 2017- March 2018)	1 or 0		
6.	Must submit certified copies of the most recent 2 years audited financial statements (From 2016 and above)	1 or 0		
7.	Must provide copy of receipt /bank deposit slip for buying tender documents	1 or 0		
8.	Must provide a minimum of 2% bid bond of tender price from a reputable bank/insurance	1 or 0		
9.	Must have valid ISO 17043 accreditation certificate <i>including scope of accreditation.</i>	1 or 0		
10.	Provide the manufacturer's authorization/certification or evidence that you are the manufacturer	1 or 0		
11.	All pages in the tender document (Including the brochures and any other documents) must have page numbers and bound	1 or 0		

Note: All the above documents numbered 1 to 11 should be packaged and arranged in that order under the preliminary evaluation criteria section of the tender document. Any bid missing one of the above items will be eliminated from evaluation process as the bid will be considered non-responsive.

Table 2: Technical Evaluation Criteria

NO	Requirement	Max	Score
1	Bulk delivery Agrees to do bulk delivery to a centralized place and offer training on handling of the panels for distribution to individual facilities to the NPHL	10	
2	Work Experience	10	

	<p>Provide proof of supply of such panels in the <i>East African Region specifically</i> (At least three copies of LPO's and invoices attached) over the last three years – 2015 and above.</p> <p>0 - no proof of work experience 5 marks - proof of work experience but less than required 10 marks - full proof of required work experience</p> <p>Total Marks 10</p>		
3.	<p>Lead/Delivery times indicated -Provider PT calendar <i>should be not be less than 3 cycles</i></p> <p>0 - not indicated 5 marks - indicated</p> <p>Total Marks 5</p>	5	
4.	<p>EQA Technical Specifications Document</p> <p>0 - Not provided 10 marks - Provided</p> <p>Total Marks 10</p>	10	
5.	<p>Understanding of the EQA panel and its requirements</p> <ol style="list-style-type: none"> 1. Scope of analyses 3marks 2. Method of analysis- include equipment type where applicable 3marks 3. Specimen type 1marks 4. Reporting conformity to National and WHO guidelines 3 marks <p style="text-align: right;">(10 marks)</p>	10	
6.	<p>Requirements</p> <p>A. PT panels</p> <ol style="list-style-type: none"> 1. Range/parameters of PT panels available 1mk 2. Ability to procure, validate and distribute PT panels to participating labs 1mk 3. Ability to manage logistics involved with shipping, handling and distribution of PT panels 1mk 4. Panel can be run on more than one equipment at no extra cost 5mks <p>B. Information management</p> <ol style="list-style-type: none"> 1. Web based results submission system 1mk 2. Provide training to users at enrollment and at any other time in case needed at no extra cost 5 mk 	24	

	<p>3. Multiple level login (users with different access rights)Ability for participants to enter results on line in a web based system 1mk</p> <p>4. System alerts to participants- on shipping, prompt to submit, and alert on results availability 1mk</p> <p>5. Sample of system summary reports showing capability to collate and analyze continuous data over time and generate summary EQA reports for the Ministry of Health 2mk</p> <p>6. Indicate data security measures in place for the system 1mk</p> <p>C. Trouble shooting Is the provider able to offer assistance for troubleshooting in case of unsatisfactory results at no extra cost? – Attach evidence of trouble shooting tool and mechanism 5 mks (24mks)</p>		
	Total Score	69	
<p>Only bidders who will score 80% shall proceed to the next stage of evaluation. Bidders who score below 80% will be considered non-responsive.</p>			

2.16 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.

2.17 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 tender of its choice or any or all parts of the tender and to purchase items from various tenders. 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 with 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, in all 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 TIME 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

Give details of all directors as follows:

#	Name	Nationality	Citizenship Details	Shares
1				
2				
3				
4				
5				

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				
4				
5				

TENDER SECURITY FORM

Tender No: AMREF HEALTH AFRICA JULY/27/2018/007

Supply of External Quality Assessment (EQA) panels

To: Amref Health Africa acting for and on behalf of the Government of Kenya, Ministry of Health (MOH).

WHEREAS (Name of tenderer)

(Hereinafter called “the Tenderer”) has submitted its tender dated for the performance of the above-named Contract (hereinafter called “the Tender”)

KNOW ALL PERSONS by these present that WE (name of bank) Of address..... (Hereinafter called “the Bank”) are bound unto (Hereinafter called “the Purchaser”) in the sum of:, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank thisday of, 2018.

THE CONDITIONS of this obligation are the following:

1. If, after the tender submission deadline, the Tenderer
 - (i) withdraws its tender during the period of tender validity specified by the Tenderer in the Tender Form, or
 - (ii) does not accept the Purchaser’s corrections of arithmetic errors in accordance with the Instructions to Tenderers; or
 - (iii) does not at all reply to the Purchaser’s requests for clarification
2. If the Tenderer, having been notified of the acceptance of its tender by the Purchaser during the period of tender validity
 - (a) fails or refuses to sign the Contract Agreement when required; or

(b) fails or refuses to issue the performance security in accordance with the Instructions to Tenderers.

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due it, owing to the occurrence of any one of the two above-named CONDITIONS, and specifying the occurred condition or conditions.

This guarantee will remain in full force up to and including..... ***the date that is 30 days after the period of tender validity]***, and any demand in respect thereof must reach the Bank not later than the above date.

For and on behalf of the
Bank

Signed: _____ Date: _____

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.	

SECTION 5: SCHEDULE OF REQUIREMENTS

CATEGORY 1 Delivery will be done as indicated below;

			Delivery schedule
			Minimum delivery is 3 cycles a year, scheduled as per the provider's calendar.
LOT NO	List of Items	Quantity	All items to be delivered to; The National Public Health Laboratories Premises located within the Kenyatta National Hospital Complex.
1	Clinical Chemistry EQA panels	97	
2	Haematology EQA panels	104	
3	Sputum Smears for Fluorescent Microscopy	84	
4	Sputum Smears for ZN Microscopy	122	
5	VDRL/Syphilis EQA panels	7	

CATEGORY 2 Delivery will be done as indicated below:

			Delivery schedule
			Minimum delivery is 3 cycles a year, scheduled as per the provider's calendar.
LOT NO	List of Items	Quantity	Delivery To
1	Sputum Smears for ZN Microscopy	1	The National TB reference laboratory , located within the Kenyatta National Hospital Complex
	VDRL/Syphilis EQA panels	1	
	Microbiology EQA Panels	1	The National Microbiology reference laboratory, located within the Kenyatta National Hospital Complex
	EID EQA Panels	1	The National HIV reference laboratory , located within the Kenyatta National Hospital Complex
	Viral Load EQA panels	1	
	HIV Serology EQA panels	1	
2	*BTME, TREP, HIV (Blood grouping and all TTIs)	8	*To the Facilities indicated below

***N/B: Each of panels in lot two (2) above shall be delivered to the facilities listed below;**

	FACILITY	LOCATION
1.	Regional Blood transfusion centre - Eldoret	200 M from Moi Teaching & referral Hospital Eldoret, Kenya
2.	Regional Blood transfusion centre-Embu	Embu County Referral Hospital Embu, Kenya
3.	Regional Blood transfusion centre-Kisumu	Jaramogi Oginga Odinga Teaching and Referral Hospital , Kisumu, Kenya
4.	Regional Blood transfusion Centre-Mombasa	Next to The Coast General Hospital Mombasa, Kenya
5.	National Blood transfusion Centre-Nairobi	Kenyatta National Hospital, Nairobi, Kenya
6.	Regional Blood transfusion Centre-Nairobi	Kenyatta National Hospital, Nairobi, Kenya
7.	Regional Blood transfusion Centre- Nakuru	Nakuru County Referral Hospital, Nakuru, Kenya
8.	The Blood Transfusions Unit -Kenyatta National Hospital	Kenyatta National Hospital, Nairobi, Kenya

SECTION 6: FINANCIAL PROPOSALS

FINANCIAL PROPOSAL FOR CATEGORY 1

Price Schedule

	1	2	3	4				5	6	7	9	10
Lot No	Product Description	Unit of measure	Quantity Offered	Unit Price				TOTAL UNIT PRICE col.(4a+b+c+d)	TOTAL PRICE col.(2x5)	Delivery Period 1	Delivery Period 2	Delivery Period 3
				(a) Unit Price	(b) VAT	(c) Transport cost	(d) Other taxes (specify					
1	Clinical Chemistry EQA panels	Set	97									
2	Hematology EQA panels	Set	104									
3	Sputum Smears for Fluorescent Microscopy	Set	84									
4	Sputum Smears for ZN Microscopy	Set	122									

5	VDRL/Syphilis EQA panels	Set	7									
Currency		TOTAL PRICE (Sum of Column 6)			In Figures							
					In Words							
Final Destination for delivery of the panels shall be the National Public Health Laboratories Premises located within the Kenyatta National Hospital												

Note. In case of discrepancy between the unit price and total, the unit price shall prevail.

Currency	GRAND TOTAL BID PRICE (SUM OF LOTS)	Amount in figures
		Amount in words
Bidder's Name and Address	Date	Signature and Stamp

NOTE:

Price quoted for transport cost should be for delivery to the National Public Health Laboratories Premises located within the Kenyatta National Hospital Complex

Price Schedule

FINANCIAL PROPOSAL FOR CATEGORY 2

	1	2	3	4				5	6	7	9	10
Lot No.	Product Description	Unit of measure	Quantity Offered	Unit Price				TOTAL UNIT PRICE	TOTAL PRICE	Delivery Period 1	Delivery Period 2	Delivery Period 3
				(a) Unit Price	(b) VAT	(c) Transport cost	(d) Other taxes	col.(4a+b+c+d)	col.(2x5)			
1	Sputum Smears for ZN Microscopy	Set	1									
	VDRL/Syphilis EQA panels	Set	1									
	Microbiology EQA Panels	Set	1									
	EID EQA Panels	Set	1									
	Viral Load EQA panels	Set	1									

	HIV Serology EQA panels	Set	1									
2	BTME, TREP, HIV (Blood grouping and all TTIs)	Set	8									
Currency		TOTAL PRICE (Sum of Column 6)					In Figures					
							In Words					
Final Destination, Individual Health facilities as per the facilities listed												

Note. In case of discrepancy between the unit price and total, the unit price shall prevail.

Currency	GRAND TOTAL BID PRICE (SUM OF LOTS)	Amount in figures
		Amount in words
Bidder's Name and Address	Date	Signature and Stamp

NOTE:

Price quoted for transport cost should be for delivery to ALL the listed facilities.

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