



**PRE-QUALIFICATION/REGISTRATION OF  
SUPPLIERS/CONTRACTORS**

**PROVISION OF GOODS, SERVICES AND WORKS  
YEAR 2019/2020**

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**CLOSING DATE: THURSDAY, SEPTEMBER 13, 2018**

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## TENDER NOTICE

### PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, SERVICES AND WORKS

**Amref Health Africa** invites applications for prequalification from interested vendors (including current suppliers) for the supply of goods, works and services to the organisation for the period **January 1, 2019 to December 31, 2020**.

#### CATEGORY A: SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION
G/001/2019-2020	Supply of general stationery
G/002/2019-2020	Supply of office equipment, office furniture and fittings
G/003/2019-2020	Supply of electronic appliances e.g. TVs, radios, fridges, dispensers, air conditioners etc.
G/004/2019-2020	Supply of electronic hardware e.g. sockets, florescent fittings etc.
G/005/2019-2020	Supply of hard ware related items e.g. sockets, fluorescent fittings, tubes, WC pans, PVC pipes etc.
G/006/2019-2020	Supply of cleaning materials and sundries e.g. soaps, mops, tissues, detergents, bleaching agents etc.
G/007/2019-2020	Supply of foodstuffs (meat, fruits, vegetables, cereals, dry foods etc.)
G/008/2019-2020	Supply of relief non-food items e.g. blankets, jerry cans, mosquito nets, kitchen sets, blankets, buckets and basins, tarpaulins, dignity kits etc.
G/009/2019-2020	Supply of 20ft and 40ft storage containers
G/010/2019-2020	Supply of solar panels and accessories
G/011/2019-2020	Supply of tents
G/012/2019-2020	Supply of uniforms
G/013/2019-2020	Supply of dispensers and bottled water

#### CATEGORY B: PROVISION OF SERVICES AND WORKS

CATEGORY NO.	ITEM DESCRIPTION
S/014/2019-2020	Provision of air ticketing services
S/015/2019-2020	Repair and maintenance of office furniture, fixtures and fittings

S/016/2019-2020	Provision of comprehensive office cleaning services
S/017/2019-2020	Provision and maintenance of plants, flowers, grass and trees (gardening)
S/018/2019-2020	Provision of clearing and forwarding services
S/019/2019-2020	Provision of garbage collection
S/020/2019-2020	Provision and maintenance of curtains and curtain blinds
S/021/2019-2020	Provision of laundry services
S/022/2019-2020	Provision of professional mover services e.g. moving household items
S/023/2019-2020	Hire of tents, tables, chairs and accessories (e.g. décor)
S/024/2019-2020	Hire of mobile toilets
S/025/2019-2020	Fumigation and pest control services
S/026/2019-2020	Hire of public address systems, audio visual equipment and related services
S/027/2019-2020	Supply and maintenance of generators, water pumps
S/028/2019-2020	Borehole rehabilitation services
S/029/2019-2020	Provision of outside catering services
S/030/2019-2020	Repair and servicing of lifts
S/031/2019-2020	Provision of immigration advisory services
S/032/2019-2020	Provision of security and related services e.g. alarm response, guard dogs, access control systems
S/033/2019-2020	Installation, repair and maintenance of electrical fence/concertina wire
S/034/2019-2020	Supply, installation and maintenance of CCTV system and related accessories
S/035/2019-2020	Provision and collection of sanitary bins
S/036/2019-2020	Provision of medical insurance services
S/037/2019-2020	Transport and logistics services e.g. haulage
S/038/2019-2020	Supply, installation and maintenance of fire appliances/fire hydrants, training and safety services
S/039/2019-2020	Provision of electrical maintenance services
S/040/2019-2020	Supply of petroleum products e.g Fuel
S/041/2019-2020	Provision of occupational Health, safety and firefighting training services
S/042/2019-2020	Installation of Prepaid Water Meters

### **CATEGORY C: ICT EQUIPMENT AND SERVICES**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>
ICT/043/2019-2020	Supply and maintenance of computer equipment e.g. servers, routers, printers and scanners
ICT/044/2019-2020	Provision of power and battery backup systems

ICT/045/2019-2020	Provision of voice, data communication services and computer networks/video conference – purchase or hire
ICT/046/2019-2020	Provision of software solutions, website development, mobile apps development, hosting and licensing
ICT/047/2019-2020	Provision of cloud services

#### **CATEGORY D: HIGH VALUE SUPPLIES**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>
HV/048/2019-2020	Supply of building materials and hardware materials across Amref Health Africa areas of operation
HV/049/2019-2020	Supply of promotional materials e.g. t-shirts, banners, caps, bags, balls etc. and design and printing of calendars, diaries, Christmas cards, brochures
HV/050/2019-2020	Supply of motor vehicle tyres and tubes
HV/051/2019-2020	Supply of medical/surgical/laboratory equipment and skills lab equipment and supplies
HV/052/2019-2020	Supply of human medical drugs and vaccines
HV/053/2019-2020	Supply of plastic water tanks
HV/054/2019-2020	Construction, Renovation, repair and maintenance of buildings, dams and water pans
HV/055/2019-2020	Borehole drilling services
HV/056/2019-2020	Provision of taxi services
HV/057/2019-2020	Supply of motor-bikes
HV/058/2019-2020	Supply of bicycles
HV/059/2019-2020	Supply of medical training books and library books (both print and e-books)
HV/060/2019-2020	Supply and installation of steel water tanks
HV/061/2019-2020	Repair and maintenance of motor-vehicles

#### **CATEGORY E: CONSULTANCY**

S/062/2019-2020	Evaluation of pre-qualification bids
S/063/2019-2020	Provision of Quantity surveyor services
S/064/2019-2020	Provision of Architectural services
S/065/2019-2020	Provision of Engineering services – Civil and Structural, Mechanical and Electrical

**NOTE: DEALERS AND DISTRIBUTORS ARE ENCOURAGED TO APPLY**

Interested candidates may download Pre-qualification/Registration of supplier's documents from the Amref Health Africa website ([www.amref.org/tenders](http://www.amref.org/tenders)) and pay a non-refundable fee of Kshs 2000 or 3000 per category as specified below:

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

Payments should be made through the bank account as follows:

**Kenya Commercial Bank, Kipande House Branch, Account No: 1111429243 OR  
National Bank of Kenya, Wilson Branch, Account No: 01020058235400**

Candidates will then submit bank counterfoils to the Finance Department at the Amref Health Africa offices situated along Langata Road, opposite Lang'ata Primary School during working hours: Monday to Thursday (**8.00AM - 4.30PM**) and Friday (**8.00AM - 1.00PM**), and obtain official receipt(s).

The completed pre-qualification documents clearly indicating tender number and category should be placed inside plain, sealed and separate envelopes (**each category MUST be submitted in a separate envelope**) and the envelope clearly labelled as below:

**PRE-QUALIFICATION OF SUPPLIERS 2019-2020:**

**CATEGORY DESCRIPTION... (e.g. Category A and NO.....(e.g. G/001/2019-2020) and addressed to:**

**Group Chief Finance Officer  
Amref Health Africa  
P. O. BOX 30125-00100  
NAIROBI**

Or be deposited in the **BIG TENDER BOX** at Amref Health Africa office situated along Lang'ata Road, opposite Lang'ata Primary School next to the **Main Reception** so as to be received on or before **September 13, 2018 at 12.00 NOON.**

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

***Amref Health Africa reserves the right to accept or reject any or all bids and is not bound to give any reasons for its decision***

# 1. PRE-QUALIFICATION INSTRUCTIONS

## **2.1 Introduction**

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

## **2.2 Pre-qualification Objective**

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

## **2.3 Invitation of Pre-qualification**

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

## **2.4 Experience**

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

## **2.5 Pre-qualification Document**

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant **mandatory requirements** will be disqualified

**N/B: All the documents should be bound and paginated.**

## **2.6 Distribution of Pre-qualification Documents**

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

**THE GROUP CHIEF FINANCE OFFICER  
AMREF HEALTH AFRICA  
P. O. BOX 30125-00100  
NAIROBI**

**Not later than THURSDAY, SEPTEMBER 13, 2018, at 12 Noon**

## **2.7 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the Tender Committee on the following address not later than **6<sup>th</sup> September 2018**:

THE TENDER COMMITTEE  
AMREF HEALTH AFRICA  
P.O. Box 30125-00100  
NAIROBI  
Email: [tender.kenya@amref.org](mailto:tender.kenya@amref.org)

## **2.8 Additional Information**

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

## **2.9 Request for quotations**

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

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **3.1 Taxes on Imported Materials**

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

### **3.2 Customs Clearance**

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

### **3.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Group Chief Executive Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges and valid for 90 days.

### **3.4 Payments**

All local purchase shall be on credit of a minimum of sixty (60) days or as may be stipulated in the Contract Agreement.



### 3. PRE-QUALIFICATION DATA INSTRUCTIONS

#### 4.1 Pre-Qualification Data Forms

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

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

#### 4.2 Qualification

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

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

#### 4.3 Essential Criteria for Pre-qualification

- 4.3.1 (a) **Experience:** Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

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

#### 4.3.2 Personnel

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

#### 4.3.3 Financial Condition

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

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

#### **4.3.5 Past Performance**

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

#### **4.4 Statement**

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

#### **4.5 Withdrawal of Prequalification**

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

#### **4.6 Information on Suppliers**

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

- 4.6.1** The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate
- 4.6.2** The firm must declare any conflict of interest in relation to any member of staff. Amref Health Africa will not procure goods or services from suppliers where the employees have not declared conflict of interest
- 4.6.3** Amref Health Africa may carry out a source audit exercise for the shortlisted prequalified suppliers
- 4.6.4** Any effort by the tenderer to influence Amref Health Africa in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

#### **4.7 Prequalification Criteria**

<b>Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
1. Registration Documentation	PQ-1	30
2. Pre-qualification Data	PQ-2	5
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	20
5. Confidential Report	PQ-5	15
6. Past Experience	PQ-6	10
7. Litigation History	PQ-7	<u>10</u>
<b>TOTAL</b>		<b>100</b>

#### **4.8 The qualification is 70 points and above**

## 4. FORM PQ-1 REGISTRATION DOCUMENTATION

### Mandatory Requirements:

1. Copy of Certificate of Registration/Incorporation of Business Name.
2. Copy of PIN Certificate of firm/company/individual from Kenya Revenue Authority.
3. Must submit certified bank statements for the most recent 12 months (from Sept 2017- Aug 2018)
4. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority e.g. Electronic Tax Register (ETR) certificates where applicable
5. Copy of valid Trade License/ Current business licenses from relevant authorities e.g. City council
6. Copy of Registration certificate as a contractor by Ministry of Roads and Public Works and other relevant authorities for all civil/ works contractors
7. Copy of Letter of recommendation from 3 previous organizations served with similar works
8. Copy of Practicing Certificate for all professionals e.g. certificate of affiliated bodies/associations (Pharmacist license, legal, medical)
9. Copy of Memorandum of Understanding or Articles of Association
10. Transport Hire firms must attach evidence of having taken all the Insurance covers.
11. Where mandatory for service provision, each firm must attaché evidence of registration with Professional bodies/Authorities e.g. IATA, Municipal / City Council Certificates of health for food stuffs handling,
12. Copy of quality assurance certificates if any e.g. ISO 9000/9001

**NOTE: A COPY OF THE AMREF HEALTH AFRICA PAYMENT RECEIPT/ORIGINAL BANKING SLIPS MUST BE ATTACHED**

**(Max 30 points)**

**Three (3) marks each for every requirement where applicable**

## 5. FORM PQ-2: PRE-QUALIFICATION DATA

### REGISTRATION OF SUPPLIERS APPLICATION FORM

1/We ..... hereby apply for registration as supplier(s)  
*(Name of Company/Firm)*

of .....  
 (Item Description)

.....  
 (Category No.)

Post Office Address

.....

Town .....

Street .....

Name of building .....

Room /Office No. .... Floor No. ....

Telephone Nos. ....

**Email address (MUST)**.....

Full Name of applicant .....

Other branches location .....

Organization & Business Information

Management Personnel .....

Chief Executive .....

Secretary .....

General Manager .....

Treasurer .....

Other.....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated .....

4. Under present management since .....

5. Net worth equivalent

Kshs.....

6. Bank reference and address .....

7. Bonding company reference address.....

8. Enclose copy of organization chart of the firm indicating the main fields of activities

.....

9. State any technological innovations or specific attributes which distinguish you from your competitors .....

10. Indicate terms of trade/sale

(5 Points)

**PQ-3 SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification .....

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification .....

.....

*(Attach Certificates if any)*

Length of service with Contractor or Supplier position held

.....

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

**(10 Points)**

## **6. FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach a copy of the most recent two years audited accounts(From 2015 and above) -  
7 marks
- (2) Attach letters of recommendation from the firm's bankers- 7 marks
- (3) State Credit period (minimum proposed is 60 days) – 6 marks

**(20 Points)**

## 7. FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

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

### **Part I - General**

Business Name .....

Location of business premises.....

Plot No. .... Street/Road.....

Postal Address.....Tel. No.....

Email address (MUST).....

Nature of business.....

Current Trade License. No.....Expiring date.....

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

Name of your bankers.....Branch

Account No.....Branch.....

Swift code.....Branch code.....

Bank Currency.....

### **Part 2 (b) Partnership**

Given details of partners as follows:

<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>
<b>Shares</b>		
.....		
.....		
.....		
.....		

.....

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	<p><b>Part 2 ( c) – Registered Company:</b></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.....</p> <p>Issued Kshs.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 25%; text-align: center;">Name</th> <th style="width: 25%; text-align: center;">Nationality</th> <th style="width: 25%; text-align: center;">Citizenship Details</th> <th style="width: 10%; text-align: center;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....
	Name	Nationality	Citizenship Details	Shares																						
1.	.....	.....	.....	.....																						
2.	.....	.....	.....	.....																						
3.	.....	.....	.....	.....																						
4.	.....	.....	.....	.....																						
<p><b>Date .....</b> <b>Signature of Candidate.....</b></p>																										

**(15 Points)**

## 8. FORM PQ-6: PAST EXPERIENCE

### NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

### NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- i) Name of Client (organization) .....
  - ii) Address of Client (organization) .....
  - iii) Name of Contact Person at the client (organization) .....
  - iv) Telephone No. of Client .....
  - v) Value of Contract .....
  - vi) Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)
2. Name of 2<sup>nd</sup> Client (organization)
- i) Name of Client (organization) .....
  - ii) Address of Client (organization) .....
  - iii) Name of Contact Person at the client (organization) .....
  - iv) Telephone No. of Client .....
  - v) Value of Contract .....
  - vi) Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)
3. Name of 3<sup>rd</sup> Client (organization)
- i) Name of Client (organization) .....
  - ii) Address of Client (organization) .....
  - iii) Name of Contact Person at the client (organization) .....
  - iv) Telephone No. of Client .....
  - v) Value of Contract .....
  - vi) Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)
4. Others .....

**(10 Points)**

**Three (3) marks each and an additional point for one other**

## 9. FORM PQ-7: LITIGATION HISTORY

Name of Contract Supplier

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

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

(10 Points)

## 10. FORM PQ-8: SWORN STATEMENT

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

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

**Date:** .....

**Applicant's Name:** .....

**Represented by:** .....

**Signature:** .....

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