

REPUBLIC OF KENYA



MINISTRY OF HEALTH



TENDER NOTICE

**PROCUREMENT OF TRANSPORTATION SERVICES FOR CLINICAL
SPECIMENS TO AND FROM VARIOUS HEALTH FACILITIES**

Amref Health Africa in Kenya

TENDER NO. AMREF/ 23/08/2019/003

LOT 1: NYERI COUNTY



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PART A: TECHNICAL REQUIREMENTS

SECTION 1 Invitation to Tender

1. Amref Health Africa in Kenya invites sealed bids from eligible candidates for purchase of clinical specimen transportation services from various health facilities to referral labs for a period of **18 (eighteen) months from date of contract commencement to 22 health facilities.**
2. Interested eligible bidders may obtain further information from **Procurement Office at Amref Health Africa in Kenya situated along Lang'ata Road** Opposite Lang'ata Primary School during working hours **(8:00am-4:30pm)** Monday to Thursday and up to **1:00pm** on Friday.
3. Complete sets of tender documents can be downloaded from the Amref Health Africa website: <https://amref.org/tenders/> by interested bidders upon payment of non-refundable fee of Ksh.2,000 per Lot. The payment should be made through the following Bank account(s): **Kenya Commercial Bank, Kipande House Branch, Account No: 1111429243 OR National Bank of Kenya, Wilson Branch, Account No: 01020058235400.**
4. Candidates will then submit bank counterfoils to Amref Health Africa, Finance Office located along Lang'ata 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. For multiple purchases attach original proof of payments in each Lot.
5. All Tenders must be accompanied by a 2% Bid Bond in the form of a bank guarantee from a reputable bank and must be delivered with Tender Documents. The bid bond validity period from date of closing tender should also be indicated.
6. Completed tender documents for preliminary and technical requirements are to be enclosed in a plain envelope (**each LOT in a separate envelope**) marked with the tender reference number and tender name. **The financial bid should be in a separate envelope marked with the tender reference number, tender name, Company name and address. The financial bid will only be opened for those bidders who will have qualified in the technical evaluation.** Please note that



only one complete tender document per lot is required (Do not provide additional copies per lot). Tenders must be delivered to the address below not later than **Thursday 5th September 2019 at 12.00 noon.**

7. Tenders should be dropped at the **Amref Health Africa in Kenya -KCO Tender Box** at the **Main Reception, clearly marked “CLINICAL SPECIMEN TRANSPORTATION SERVICES”**. 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 in Kenya Large Lecture room. Electronic bidding will not be permitted. Late tenders will be rejected.

8. Prices quoted should be inclusive of VAT and all other applicable taxes and must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.

The prices should be broken down as follows:

- (i) Sub-County Unit cost: _____
- (ii) 16% VAT: _____
- (iii) Other applicable taxes: _____
- (iv) TOTAL Cost: _____

9. Amref Health Africa in Kenya shall provide exemption document for output VAT only. These purchases will be considered local and therefore any other taxes & duties will NOT be exempted.



SECTION 2 Instructions to Tenderers

2.1 Eligible Tenderers

- 2.1:1 This Invitation for Tender is open to all eligible tenderers.
- 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/ labelled 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 in Kenya or its agents, will under no circumstance be responsible or liable for those costs regardless of the conduct or outcome of the tendering process.

2.3 Specific Instructions

- 2.3.1 Bidders must quote for all services as indicated per Lot in order to qualify for evaluation.
- 2.3.2 Bids will be evaluated on a Lot by Lot basis.
- 2.3.3 The tender document **MUST have page numbers (All pages in the document including brochures and any other attachments must be serially paginated)**
- 2.3.4 The document **MUST** be clearly arranged with separators and bound

2.4 Amendment of Documents

- 2.4:1 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.
- 2.4:2 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.
- 2.4:3 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.

2.5 Tender Prices and Currencies

2.5:1 The tenderer shall indicate on the appropriate Price Schedule the **unit prices** inclusive of all taxes and the total tender price of the items it proposes to purchase under the contract.

2.5:2 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.

2.5:3 The price quoted shall be in **Kenya Shillings**.

2.6 Validity of Tenders

2.6:1 Tenders shall remain valid for 90 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.

2.6:2 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.



2.7 Sealing and Marking of tenders

- 2.7:1 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 5th September 2019**

2.8 Deadline for Submission of Tenders

- 2.8:1 Tenders must be received by Amref Health Africa at the address specified not later than **12 noon, on 5th September 2019**

2.9 Modification of Tenders

- 2.9:1 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 Health Africa prior to the deadline prescribed for submission of tenders.
- 2.9:2 The tenderer modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.10:1. A withdrawal notice may be sent by email but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tender
- 2.9:3 No tenderer may be notified after the deadline for submission of tenders.

2.10 Withdrawals of Tender

- 2.10:1 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.

2.11 Opening of Tenders

- 2.11:1 Amref Health Africa will open all tenders in the presence of tenderers’ representatives who choose to attend at **12 noon, on 5th September 2019** and in the location specified in the tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.



2.11:2 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.

2.11:3 Amref Health Africa will prepare a tender opening report.

2.12 Clarification of Tenders

2.12:1 To assist in the examination, evaluation and comparison of tenders Amref Health Africa, at its discretion, asks 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.

2.12:2 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.

2.13 Evaluation and Comparison of Tenders

2.13:1 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.

2.13:2 Amref Health Africa will evaluate and compare the tenders, which have been determined to be substantially responsive.

2.14 Notification of Award



- 2.14:1 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.
- 2.14:2 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

2.15 Contacting Amref Health Africa

- 2.15:1 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.
- 2.15:2 Any effort by a tenderer to influence Amref Health Africa in its decisions on tender evaluation, tender composition, or contract award will result in the rejection of the tenderer's tender.



SECTION 3: Background Information

The Ministry of Health in Kenya in collaboration with Amref Health Africa in Kenya, with support from the Global Fund continually strives to improve laboratory systems in Kenya in order to optimize services in HIV, TB and malaria programs. Delivery of timely quality laboratory services is a key component of devolved health functions. In the spirit of achieving **Universal Health Coverage (UHC)** the collaboration intends to support **integrated specimen referral system** for the next eighteen months aimed at increasing coverage, uptake and access to diagnostics, thus reducing catastrophic costs by referring the samples rather than patients.

Amref Health Africa in Kenya invites sealed tenders from eligible bidders to provide transportation services for clinical specimens in the four counties (**Nyeri, Laikipia, Isiolo and Marsabit**). Interested bidders are required to bid for a minimum of one county but may bid for all counties. **Bids must target all facilities per county to be considered responsive.**



SECTION 4: Definitions of Terms, Transit Turnaround Time and Delivery Details

- **Clinical specimen** – a biological sample taken from a medical patient's tissue, fluid, or other material derived from the patient used for laboratory analysis to assist differential diagnosis or staging of a disease process.
- **Consignment** – Entails package(s) not exceeding 5kgs for delivery.
- **Turnaround Time (TAT)** – Lead time agreed between the client and service provider.
- **Referring Laboratory/Facility** – Facility sending the clinical specimen
- **Referral Laboratory-** Laboratory receiving/testing the clinical specimen
- **Cycle** – Delivery of clinical specimens to referral lab and return of result to the referring facility

Transit TAT and Delivery Details

1. The transporter should be able to deliver the services in all listed facilities in this **Lot 1 Nyeri County** using the **most cost effective** and **timely** mode of transport (Riders, Vehicles and others suitable modes of transport).
2. The transporter should be able to follow the routes and the schedules provided in the specific regions adhering to transit Turnaround Time (TAT).
3. On arrival the clinical specimen should be free from damage (within acceptable temperature conditions, free from spillage, accompanied with tracking documents).
4. The transporter will be expected to collect clinical specimens (as per specified schedule) from the referring facility to the referral facility and return test results and any other commodities in the reverse at the same frequency.
5. The transporter shall be liable for all losses incurred during transit and shall be liable for the cost of returning any unacceptable clinical specimens.



SECTION 5: Mandatory Requirements and Technical Evaluation Criteria

(a) Preliminary Evaluation Criteria

Bids will be evaluated based on the below criteria.

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

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 Compliance and PIN certificate	1 or 0		
3	Must fill relevant sections of business questionnaire	1 or 0		
4.	Must provide copy of receipt /bank deposit slip for buying tender documents	1 or 0		
5.	Must provide security bond of 2% of tender price from a reputable bank	1 or 0		
6	Must provide bank statements for the last 6 months (Feb, 2019- July 2019)	1 or 0		
7.	All pages in the tender document (Including the brochures and any other documents) must have sequential page numbers, separators and bound.	1 or 0		

Note: All the above documents numbered 1 to 7 should be packaged and arranged in that order under the preliminary evaluation criteria section of the tender document. Any bid missing any of the above requirements will be considered as non-responsive and therefore will not move to the next evaluation stage.

(b) Technical Evaluation Criteria



NO	Requirement	Max	Score
1	<p>Work Experience</p> <p>Provide proof of transportation of clinical specimens in the last 5 years (2014 upwards) (Attach copies of LPOs and invoices).</p> <p>0 marks - No proof of work experience</p> <p>5 marks - Evidence of services given up to 2M</p> <p>10 marks - Evidence of services given Kshs 2M - 5M</p> <p>15 marks - Evidence of services given Kshs >5M</p>	15mrks	
2.	<p>Ability to collect and deliver parcels as per the schedule</p> <p>a. Briefly describe the methodology you will use to manage logistics involved in collecting, shipping, handling, delivery of parcels and returning of results to the referring facilities (Not more than one page document).</p>	10mrks	
3	<p>Attach copies of logbooks, insurance and pictures for your fleets and size</p> <p>A) At least 2 vehicles per county</p> <p>B) At least 5 motor bikes per county</p>	10mrks	
4	<p>Relevant experience providing similar services in that county (attach copies of contract/LSO/Invoice)</p>	5 marks	
	Total Score	40	
<p>Only bidders who will score 70% and above in the technical section shall proceed to the next stage of financial evaluation</p>			

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(c) FINANCIAL EVALUATION (Should be submitted in a separate envelope as explained above)

SUB COUNTY	TRANSPORT COSTS (IN KSHS)	VAT	TOTAL
GRAND TOTAL			

Only Bidders who will score 70% and above will move to financial evaluation stage



SECTION 6: Confidential Business Questionnaire

You are requested to give the particulars indicated in part 1 and either part 2(a), 2(b) or 2(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

Phone number Email address

Postal address Postal code

PART 2 (b) – PARTNERSHIP

Name	Nationality	Citizenship Details	Shares
1.			

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2.

3.

4. Phone number Email address

Postal address Postal code

PART 2 (c) – REGISTERED COMPANY

Public or Private

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

Nominal Kshs

Issued Kshs

Give details of all directors as follows:

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.

Phone number Email address

Postal address Postal code



SECTION 7: Tender Security Form

TENDER No. AMREF/ 23/08/2019/003

PROCUREMENT OF CLINICAL SPECIMEN TRANSPORTATION SERVICES FROM VARIOUS HEALTH FACILITIES TO REFERRAL LABS

To: Amref Health Africa in Kenya acting for and on behalf of the Government of Kenya, Ministry of Health

WHEREAS [*insert: name of Tenderer*] (hereinafter called “the Tenderer”) has submitted its tender dated [*insert: date of tender*] for the performance of the above-named Contract (hereinafter called “the Tender”)

KNOW ALL PERSONS by these present that WE [*insert: name of bank*] of [*insert: address of bank*] (hereinafter called “the Bank”) are bound unto [*insert: name of Purchaser*] (hereinafter called “the Purchaser”) in the sum of: [*insert: amount*], 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 this [*insert: number*] day of [*insert: month*], [*insert: year*].

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

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- (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 *[insert: 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	
Branch name	Phone number
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.	

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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

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SECTION 8: Delivery Schedule of Clinical Specimens

LOT 1 NYERI

Code	Name	Sub county	Ward	REFER TO	Frequency	Specific day for collection	Result Return
Nyeri South Sub County							
1	Kagere Dispensary	Nyeri South	Mahiga	Nyeri CRH	1/WEEK	Thursday	Thursday
2	Kagonye Dispensary	Nyeri South	Mahiga	Nyeri CRH	1/WEEK	Thursday	Thursday
3	Kariko Dispensary	Nyeri South	Chinga	Nyeri CRH	1/WEEK	Thursday	Thursday
4	Karima Dispensary	Nyeri South	Kariam Wards	Nyeri CRH	1/WEEK	Thursday	Thursday
5	Kiaguthu Dispensary	Nyeri South	Chinga	Nyeri CRH	1/WEEK	Thursday	Thursday
6	Ruruguti	Nyeri South	Iriani	Nyeri CRH	1/WEEK	Thursday	Thursday
Mukwereini Sub County							
7	Mihuti Dispensary	Mukurweini	Ruugi	Karatina	1/WEEK	Thursday	Thursday
8	Mweru Dispensary	Mukurweini	Ruugi	Karatina	1/WEEK	Thursday	Thursday



9	Tambaya Dispensary	Mukurweini	Mukurweini West	Nyeri CRH	1/WEEK	Thursday	Thursday
10	Ichamara Dispensary	Mukurweini	Mukurweini Central	Karatina	1/WEEK	Thursday	Thursday
Tetu Sub County							
11	Ichagachiru Dispensary	Tetu	Kimathi	Nyeri CRH	1/WEEK	Thursday	Thursday
12	Kirurumi Dispensary	Tetu	Kimathi	Nyeri CRH	1/WEEK	Thursday	Thursday
13	Ndugamano Dispensary	Tetu	Wamagana	Nyeri CRH	1/WEEK	Thursday	Thursday
14	Unjiru Health Centre	Tetu	Wamagana	Nyeri CRH	1/WEEK	Thursday	Thursday
15	Wandumbi Dispensary	Tetu	Wamagana	Nyeri CRH	1/WEEK	Thursday	Thursday
Nyeri Central Sub County							
16	Gatitu Dispensary	Nyeri Central	Gatitu-Muruguru	Nyeri CRH	1/WEEK	Thursday	Thursday



17	Karia Health Centre	Nyeri Central	Ruringu	Nyeri CRH	1/WEEK	Thursday	Thursday
18	Nyaribo Dispensary	Nyeri Central	Kiganjo- Mathari	Nyeri CRH	1/WEEK	Thursday	Thursday
	Kieni						
19	Burguret Dispensary	Kieni East	Gakawa	Nyeri CRH	1/WEEK	Thursday	Thursday
Mathira East Sub County							
20	Gatondo Dispensary	Mathira East	Magutu	Karatina Sub- County Hospital	1/WEEK	Thursday	Thursday
Kieni West Sub County							
21	Amboni Dispensary	Kieni West	Mweiga	Nyeri CRH	1/WEEK	Thursday	Thursday
22	Embaringo Dispensary	Kieni West	Gatarakwa	Nyeri CRH	1/WEEK	Thursday	Thursday



PART B: FINANCIAL REQUIREMENT(To be submitted in a separate envelope as explained above)

SECTION 9: Price Schedule

Code	Name	Sub county	Ward	Refer to	Estimated distance to referral site	Frequency	Preferred mode of transport	cost for one cycle (Kshs)	cost per month (Kshs)	cost per 18 month (Kshs)
Nyeri South Sub County										
1	Kagere Dispensary	Nyeri South	Mahiga	Nyeri CRH	15	1/WEEK				
2	Kagonye Dispensary	Nyeri South	Mahiga	Nyeri CRH	15	1/WEEK				
3	Kariko Dispensary	Nyeri South	Chinga	Nyeri CRH	30	1/WEEK				
4	Karima Dispensary	Nyeri South	Kariam Wards	Nyeri CRH	27	1/WEEK				
5	Kiaguthu Dispensary	Nyeri South	Chinga	Nyeri CRH	25	1/WEEK				
6	Ruruguti	Nyeri South	Iriani	Nyeri CRH	30	1/WEEK				



Total cost per sub-county										
Mukwereini Sub County										
7	Mihuti Dispensary	Mukurweini	Ruugi	Karatina	18	1/WEEK				
8	Mweru Dispensary	Mukurweini	Ruugi	Karatina	25	1/WEEK				
9	Tambaya Dispensary	Mukurweini	Mukurweini West	Nyeri CRH	20	1/WEEK				
10	Ichamara Dispensary	Mukurweini	Mukurweini Central	Karatina	15	1/WEEK				
Total cost per sub-county										
Tetu Sub County										
11	Ichagachiru Dispensary	Tetu	Kimathi	Nyeri CRH	25	1/WEEK				
12	Kirurumi Dispensary	Tetu	Kimathi	Nyeri CRH	22	1/WEEK				
13	Ndugamano Dispensary	Tetu	Wamagana	Nyeri CRH	11	1/WEEK				



14	Unjiru Health Centre	Tetu	Wamagana	Nyeri CRH	11	1/WEEK				
15	Wandumbi Dispensary	Tetu	Wamagana	Nyeri CRH	27	1/WEEK				
Total cost per sub-county										
Nyeri Central Sub County										
16	Gatitu Dispensary	Nyeri Central	Gatitu-Muruguru	Nyeri CRH	10	1/WEEK				
17	Karia Health Centre	Nyeri Central	Ruringu	Nyeri CRH	25	1/WEEK				
18	Nyaribo Dispensary	Nyeri Central	Kiganjo-Mathari	Nyeri CRH	15	1/WEEK				
Total cost per sub-county										
Kieni Sub County										
19	Burguret Dispensary	Kieni East	Gakawa	Nyeri CRH	72	1/WEEK				
Total cost per sub-county										



Mathira East Sub County										
20	Gatondo Dispensary	Mathira East	Magutu	Karatina Sub-County Hospital	20	1/WEEK				
Total cost per sub-county										
Kieni West Sub County										
21	Amboni Dispensary	Kieni West	Mweiga	Nyeri CRH	25	1/WEEK				
22	Embaringo Dispensary	Kieni West	Gatarakwa	Nyeri CRH	70	1/WEEK				
Total cost per sub-county										



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

Currency	GRAND TOTAL BID PRICE (SUM OF LOTS)	In Figures
		In Words
Bidder's Name and Address	Date	Signature and Stamp

Note: Indicate breakdown of all taxes