TENDER NOTICE

PURCHASE OF PERSONAL PROTECTIVE EQUIPMENTS AND RELATED ITEMS FOR MASS LLIN CAMPAIGN 2020

Amref Health Africa in Kenya

AMREF 16/09/2020/010

LOT NUMBER FIVE (5)

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PART A: TECHNICAL REQUIREMENTS

SECTION 1 Invitation to Tender

1. Amref Health Africa invites sealed bids from eligible candidates for supply and delivery of personal protective equipments and related items in lots as listed below;

LOT NO.	ITEM SPECIFICATION	QTY	UNIT OF MEASURE
1	Hand Sanitizers 500 ML bottles	83,200	Bottles
2	Hand Wash Stations 50 Ltr tanks	8,320	Units
3	Bar soap (200gm bars)	41,600	Pieces
4	Marking chalk powder (in 5kg bags)	8,320	Bags
5	Serviettes (Paper Napkins)	124,800	Packets
6	Reusable Face Mask (3 ply cloth mask	732,000	Pieces
7	Hand Sanitizers- 200ml	158,700	Bottles
NB: Bidders who will have passed mandatory evaluation stage will be requested to submit samples within two days from the date of request notification to form part of the technical evaluation.			

2. Interested eligible bidders may obtain further information from **the Amref Health Africa website** www.amref.org
3. Complete sets of tender documents can be downloaded from Amref Health Africa website; http://amref.org/ways-to-give/tenders/ by interested bidders upon payment of non-refundable fee of Ksh.1,000 **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 attach the original banking/deposit slips for the respective lots bided for to the tender documents as proof of purchase.
5. 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 and tender name. 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).
6. Tenders must be delivered to the address below not later than **Wednesday 30th September 2020 at 12.00 noon** and must be accompanied by a tender security of **2% percent** of the tender price in the Currency specified in the tender document in the form of a bank guarantee from a reputable bank (bid bonds from insurance companies will NOT be accepted) and must be delivered with the Tender Documents. The tender security validity period from date of closing tender should also be indicated.
7. Tenders should be dropped at the **Amref Health Africa-KCO Big Tender Box** at the **Main Reception**. Tenders will be opened at 12 noon on the closing date in the presence of the

Tenderers' representatives who choose to attend at the Amref Health Africa Large Lecture room. Electronic bidding will not be permitted. **No bids will be accepted after 12 noon on the closing day.**

8. Prices quoted should be inclusive of VAT and all other applicable taxes and must be in Kenya Shillings and shall remain valid for 60 days from the closing date of the tender. The prices should be broken down as follows:
   (i) Unit price: _____
   (ii) 14% VAT: _____
   (iii) Other applicable taxes: _____
   (iv) Transport Cost: _____
   (v) TOTAL Cost: _____

NOTE: Global Fund grants are tax exempt. Bidders will be required to submit quotations inclusive of 14% VAT. Payment(s) to the successful bidder(s) shall be made in total exclusive of VAT and tax exemption certificate will be issued accordingly. Successful applicants shall be required to submit proforma invoice and valid tax compliance certificate upon receipt of LPO for processing of specific VAT exemption certificate.

9. Samples of the listed items will ONLY be requested from respective vendors who shall pass mandatory requirements and will form part of the technical evaluation.

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 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 items and quantities 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 All paged of the tender document should **be serially paginated (including brochures and any other attachments)**

2.3.4 The document should 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 at least 60 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by Amref Health Africa, pursuant to paragraph 2.10. Tenders 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 Wednesday 30th September 2020.**

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 Wednesday 30th September 2020.**

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 of 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 Wednesday 30th September 2020** 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, 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.

2.12:2 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.

LEAD AND DELIVERY DETAILS

1. The supplier should be able to deliver the items in the Lot(s) they have quoted for as specified in this tender document.
2. The supplier should include delivery schedule with lead times.
3. On arrival the supplies should be free from damage. The supplier shall be liable for all losses due to insufficient of unsuitable packing and delivery arrangements, and shall be liable for the cost of returning any unacceptable supplies.
4. The supplies must be free from objectionable matter and any substances that would represent a hazard to health.

LOT 5– Soft Paper Serviettes -Napkins

(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 OF MANDATORY REQUIREMENTS			
	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 certificate	1 or 0		
3.	Must attach original deposit/banking slip as proof of purchase of tender documents	1 or 0		
4.	Must provide a copy of Valid 2020 business Trading License	1 or 0		
5.	Must provide tender security of 2% of the total tender price **per lot** from a reputable bank (Tender security must be attached for each Lot purchased)	1 or 0		
6.	Must submit copies of 3 most recent audited financial reports (2017, 2018 and 2019) and must be signed by the auditor and the firms Directors	1 or 0		
7.	Must provide bank statements for the last 12 months (September 2019- August 2020) signed and certified by the bank	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.

(b)**Technical Specification-Requirements**

No.	Particulars	Max	Score
1.	**Product:** **Serviettes** Size: 300 x 300mm Layer: 1ply/2ply Colour: White Material: Virgin, recycled, mixed Packaging: 100 pieces (10 marks) **Sample Approved and meets specifications (5 marks)**	15 or 0	
2.	Provide proof of supply of similar items (serviettes/multifold hand paper towels/tissues) in the recent past (**Purchase orders or contracts, reference letters and invoices)** • Orders below Kshs. 3M - 2mks • Above Kshs. 3M - 5 mks	5	
	TOTAL	20	
	Only bidders who will score 90% shall proceed to the next stage of evaluation		

Note: Bidders who will not meet the passmark above will be considered unsuccessful.

The figure below is a photo of the required Serviette (Napkins)

SECTION 3 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 ……

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.	**……**			

TENDER SECURITY FORM
TENDER No. AMREF 16/09/2020/010

PURCHASE OF PERSONAL PROTECTIVE EQUIPMENTS AND RELATED ITEMS FOR MASS LLIN CAMPAIGN 2020

To: Amref Health Africa

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
    (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	
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 4: DELIVERY SCHEDULE OF GOODS

LOT NO	DESCRIPTION	QTY	UNIT OF MEASURE	DELIVERY LOCATION
LOT 5	Serviettes (Paper Napkins)	124,800	Packets	To be delivered to warehouse within Nairobi

PART B: FINANCIAL REQUIREMENTS

SECTION 5: PRICE SCHEDULE

LOT NO	DESCRIPTION	SPECIFICATIONS	QTY	UNIT PRICE	VAT	TOTAL	DELIVERY LEAD TIME	REMARKS
5	Serviettes (Paper Napkins)							
	TOTAL							

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

Currency	GRAND TOTAL BID PRICE	In Figures
		In Words
Bidder's Name and Address	Date	Signature and Stamp

Note: Indicate breakdown of all taxes.

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 …….