



**TENDER NOTICE**

**SUPPLY AND DELIVERY OF MEDICAL OXYGEN AND RELATED ITEMS**

**Amref Health Africa in Kenya**

**TENDER NO. AMREF 28/07/2021/013**

**LOT NUMBER ONE (1)**

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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 medical oxygen and related items in lots as listed below;

LOT NO.	ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE	DELIVERY LOCATION/FREQUENCY
1	Supply, delivery and refilling of bulk cryogenic liquid medical oxygen to 10 health facilities in Kenya	770,000	Kgs	As detailed in the Delivery schedule
2	Supply and delivery of compressed medical oxygen in 8500 litre (at STP) cylinders to level 4 and 5 health facilities in Western Region of Kenya listed as per specifications	47,050	Cylinders	As detailed in the Delivery schedule
3	Supply and delivery of compressed medical oxygen in 3400 litre (at STP) cylinders to level 2 and 3 health facilities in Kenya listed as per specifications	20,000	Cylinders	As detailed in the Delivery schedule
4	Supply and delivery of Oxygen pressure regulators complete with flow meters and humidifiers	100	Number	As detailed in the Delivery schedule
5	Supply and delivery of compressed medical oxygen in 8500 litre (at STP) cylinders to level 4 and 5 health facilities in Eastern region of Kenya listed as per specifications	16,940	Cylinders	As detailed in the Delivery schedule
6	Supply and delivery of compressed medical oxygen in 8500 litre (at STP) cylinders to level 4 and 5 health facilities in Central region of Kenya listed as per specifications	29,470	Cylinders	As detailed in the Delivery schedule

2. **This tender document is only for Lot Number One (1).**
3. Interested eligible bidders may obtain further information from the **Amref Health Africa website** [www.amref.org](http://www.amref.org)
4. 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.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.**
5. Candidates will then attach the original banking/deposit slip to the tender documents as proof of purchase. Candidates interested in buying both lots **Must** pay for the lots separately and attach the original banking/deposit slips respectively.

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 MUST be in a separate envelope marked with the tender reference number, tender name, vendors name and vendors contact details. 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).**
7. Tenders must be delivered to the address below not later than **Wednesday, 11th August 2021 at 12.00 noon** and must be accompanied by a tender security of **Kshs 1,848,000** in the Currency specified in the tender document in the form of a bank guarantee from a reputable bank and must be delivered with the Tender Documents in the technical bid, (**bid bonds from insurance companies will NOT be accepted**). The tender security validity period from date of closing tender should also be indicated.
8. 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.**
9. 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 in your financial quotation should be broken down as follows: (Do not key in your financial quotation in this section)
  - (i) Unit price
  - (ii) 16% 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 16% 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.**

## **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 The final bound tender document must be serially paginated (All pages in the document from top page (immediately after top cover) to the last page (one before back cover) including table of content, separators, brochures, bank deposit slip and any other attachments) in a continuous ascending order from the first page to the last in this format; 1,2,3.....n where n is the last page.
- 2.3.3 Bids will be evaluated on a Lot by Lot basis.

### **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 proposed to be purchased 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 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 Wednesday, 11th August 2021”**

### **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, 11th August 2021.**

## **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 contacted 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.
- 2.10.2 A bidder who withdraws its tender after the deadline for submission will forfeit its bid security deposit

## **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, 11th August 2021.** 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 security 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, may 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 securities/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.
- 2:13:3 Amref Health Africa will notify bidders who will be required to provide samples in good time with specific sample submission details following **finalization of the preliminary evaluation.**
- 2.13:4 Amref Health Africa will ensure that the submitted samples are catalogued accordingly and correspond to the assigned bid number(s). The tenderers should ensure that all their samples have been captured correctly.

## **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 Appeal Period**

- 2.15:1 Any vendor/service provider who wishes to appeal against the outcome of the tender shall do so in writing within 3 days of the date of the notification/regret letter. Any letter received after the third day shall not be responded to and shall be treated as null and void. Amref Health Africa shall have dispensed with this procurement.

**2.16 Contacting Amref Health Africa**

- 2.16:1 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.
- 2.16:2 Any effort by a tenderer to influence Amref Health Africa in its decisions on tender evaluation, tender evaluation committee, or contract award will result in the rejection of the tenderer’s tender.

**2.17 Leadtime and delivery details**

- 2.17:1 The supplier should be able to deliver the items in the Lot(s) they have quoted for as specified in this tender document.
- 2.17:2 The supplier should include delivery schedule with lead times.
- 2.17:3 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.
- 2.17:4 The supplies must be free from objectionable matter and any substances that would represent a hazard to health.

**SECTION 3: Eligibility Requirements and Technical Specifications**

**LOT 1: Supply, delivery and refilling of bulk cryogenic liquid medical oxygen**

**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.

<b>PRELIMINARY EVALUATION OF MANDATORY REQUIREMENTS</b>				
<b>Mandatory Requirements</b>				
<b>No.</b>	<b>Particulars</b>	<b>Marks</b>	<b>Compliant</b>	<b>Non-compliant</b>
1.	Copy of 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 (If applying for more than	1 or 0		

	one LOT, provide specific original banking slip for each LOT)			
4.	Must provide a copy of Valid business Trading License	1 or 0		
5.	Must provide Manufacturer's certificate from an accredited body (if bidding as the manufacturer) or Manufacturer's authorization certificate (if not the manufacturer)	1 or 0		
6.	Must provide tender security from a reputable bank amounting to <b>Kshs 1,848,000</b> (Original Tender security must be attached for each Lot purchased)	1 or 0		
7.	Must submit copies of 3 audited financial reports (2017, 2018 and 2019) and each must be signed by the auditor and the firms Directors	1 or 0		
8.	Must provide complete certified bank statements for 6 months (January 2021 – June 2021) (signed and stamped by the bank <b><i>on each and every page</i></b> )	1 or 0		
9.	<b>ENSURE</b> that all pages are sequentially paginated in the format 1, 2,3 .... starting with 1 on top page ( <i>see details of pagination and binding on sections 2.3.2 and 2.3.3 of the tender document</i> ).	1 or 0		

**Note: All the above documents numbered 1 to 9 should be packaged and arranged in that order under the preliminary evaluation criteria section of the tender document.**

**B: Technical Evaluation Criteria**

Requirement	Max	Score
1. <b><u>Detailed technical Specifications/ Description of requirements</u></b>	<b>10 OR 0</b>	
1.1 <b><i>Quality requirement of Cryogenic Liquid Medical Oxygen</i></b>		
1.1.1 <b>Purpose of use</b>		
	Medical grade oxygen stored at cryogenic temperatures around (– 183°C) To be used for clinical purpose (COVID 19 patients) at ambient temperature	
1.1.2 <b>Purity of medical oxygen (At STP)</b>		
	Oxygen purity ≥ 99.5% v/v as per KEBS standard KS2170-1:2009	
1.1.3 <b>Impurity limits (At STP)</b>		
	As per KEBS standard KS 2170-1:2009 for medical oxygen Carbon monoxide ≤ 5 ppm v/v Carbon dioxide ≤ 300 ppm v/v	



	Water ppm v/v $\leq 60$ Oil mg/m <sup>3</sup> $\leq 0.1$		
1.1.4	<b>Standards</b> Must comply with KEBS standard KS 2170-1:2009 Valid proof of compliance must be submitted		
1.1.5	<b>Regulation</b> Must be registered by Pharmacy and poison Board (PPB) of Kenya Valid proof of registration must be provided		
1.2	<b>Transportation of the bulk cryogenic liquid medical oxygen</b>		
1.2.1	<b>Vehicle:</b> The bulk cryogenic liquid medical oxygen shall be transported from the gas supplier depot/manufacturing plant to the health facility using a purposely build motor vehicle. The vehicle shall comply with local regulatory requirements and must be registered, approved and certified for the same purpose. Proof of registration/certification shall be required from relevant local authority.  The vehicle shall have facilities for filling/refilling the bulk cryogenic liquid medical oxygen vessel at the health facility	<b>10 or 0</b>	
	<b>Production Capacity:</b> provide (1) a declaration of current production capacity per day, as well as (2) a commitment statement that they will be able to supply as per the schedule.	<b>10 or 0</b>	
	Provide proof of supply of bulk cryogenic liquid medical oxygen in the recent past – 2018 to date ( <b>Purchase orders and/or contracts</b> ) <ul style="list-style-type: none"> <li>• Orders below Kshs 10M - 2mks</li> <li>• Above Kshs 10M upto Kshs 25M- 5mks</li> <li>• Above Kshs. 25M - 10mks</li> </ul>	<b>10</b>	
	Attach reference letters from at least three clients you have supplied with bulk cryogenic liquid medical oxygen in the last three years (2018 to date)	<b>6</b>	
	<b>SUB TOTAL</b>	<b>46</b>	
<b>Only bidders who will score at least 41 marks shall proceed for the next stage of technical evaluation below (Capacity Assessment)</b>			
	<b>Capacity Assessment/Due Diligence</b>	<b>24 or 0</b>	
	<b>GRAND TOTAL SCORE</b>	<b>70</b>	
<b>Only bidders who will score a grand total of 65 marks shall qualify for the next stage of financial evaluation</b>			

**Note: Bidders who will not meet the passmark above after capacity assessment will be considered non-responsive and will not proceed to the next stage of financial evaluation.**



**SECTION 4: 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.	.....	.....	.....

**SECTION 5: Tender security form**

Tender no. Amref .....

**PURCHASE OF PERSONAL PROTECTIVE EQUIPMENTS AND RELATED ITEMS**

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 90 days after the period of tender validity]*, and any demand in respect thereof must reach the Bank not later than the above date.

**Note: A bidder who withdraws its tender after the deadline for submission will forfeit its bid security deposit**

For and on behalf of the Bank

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 6: Manufacturer’s Authorization Form**

*(Must be on Manufacturer’s or Producer’s letterhead)*

To. Amref Health Africa,  
Opposite Langata Primary School,  
P.O Box 30195-00100  
Nairobi, Kenya

Dear Sirs,

WHEREAS [ *insert: name of the manufacturer or producer*] (hereinafter, “we” or “us”) who are established and reputable manufacturers or producers of [ *insert: name and/or description of the Goods requiring this authorization*] (hereinafter, “Goods”) having production facilities at [ *insert: address of factory*] do hereby authorize [ *insert: name and address of Tenderer*] (hereinafter, the “Tenderer”) to submit a tender, and subsequently negotiate and sign the Contract with you against [ *insert: the specific tender name and lot number*] For supply of personal protective equipment and related items, including the above Goods produced by us.

We hereby extend our full guarantee and warranty for the above specified Goods against these tender documents.

For and on behalf of the Manufacturer or Producer

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

In the capacity of [ *insert: title, position, or other appropriate designation*] and duly authorize to sign this Authorization on behalf of [ *insert: name of manufacturer or producer*]

NOTE: Manufacturer’s Authorization must be ON LETTER HEAD and addressed to Amref Health Africa and must be specific to the tender and item and signed by an authorized signatory. - MANDATORY

**SECTION 7 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 8 Delivery schedule of goods**

LOT NO	DESCRIPTION	QTY	UNIT OF MEASURE	DELIVERY LOCATION		Lead time
				FACILITY NAME	QTY(KGS)	
1	Supply, delivery and refilling of bulk cryogenic liquid medical oxygen to 10 health facilities in Kenya	770,000	Kgs	Longisa county referral hospital	57,000	4 - 6 weeks
				Webuye sub county Hospital	62,000	
				Kapkatet Sub County Hospital	62,000	
				Malindi sub county hospital	87,000	
				Nyahururu District Hospital	87,000	
				Machakos Level5 hospital	87,000	
				Makindu Sub County Hospital	87,000	
				Muranga county Hospital	87,000	
				JM Kariuki County Memorial Hospital	67,000	
				Karatina district hospital	87,000	

**8.1 The frequency and condition of delivery to the health facilities is as stated below:**

Refilling of bulk cryogenic liquid medical oxygen storage vessel at the health facilities shall be done in such a manner that there shall be continuity of supply of medical oxygen in the health facilities. There shall be no stock out at any given time during the contract period in the health facilities.

The health facilities shall agree with the Gas supplier the minimum operation stock level that shall be maintained in the health facility. This minimum operational stock level shall initiate the refilling process and enable the Gas supplier to refill the storage vessel before the reserve stock is completely exhausted. In this manner, there shall be no stock out of oxygen at any given time during the contract period.

Depending on the demand for oxygen, the delivery frequency may be reviewed and amended as agreed by both parties (Gas supplier and the health facilities).

A schedule of deliveries shall be recorded and maintained by both the gas supplier and the health facility.

The deliveries shall be such that the total delivered cryogenic liquid medical oxygen during the contract period shall not exceed the amount authorized for the health facilities as specified in the table above.

**PART B: FINANCIAL REQUIREMENTS**

**PLEASE PROVIDE THIS IN A DIFFERENT ENVELOPE**

**SECTION 1 Price schedule**

LOT NO	TENDERS NAME	SPECIFICATIONS	TENDER NUMBER	QTY	UNIT PRICE	VAT	TOTAL	REMARKS
1								
		<b>TOTAL</b>						

**SECTION 2 Delivery leadtime**

LOT NO	TENDERS NAME	SPECIFICATIONS	TENDER NUMBER	QTY	DELIVERY LEAD TIME	REMARKS
1						
		<b>TOTAL</b>				

**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, and that any inaccuracy in the information filled herein will lead to disqualification of the tenderer.

For and behalf of: .....

Name: .....

Date: ..... Signature .....

**DELIVERY COMMITMENT FORM**

I/We [*insert: tenderes name*] acknowledge the delivery schedule above for the procurement of [*insert: description and the lot number*] and do hereby commit ourselves that we shall deliver these goods within [*insert: timelines*] as stipulated in this tender document.

For and behalf of: .....

Name: .....

Date: .....                      Signature        .....

**ANNEX 1 Evaluation Criteria**

**PART A**

- A. Preliminary Evaluation
- B. Technical Evaluation
  - Documents Examination
  - Product Evaluation

**PART B**

- Financial Evaluation & Delivery lead time evaluation

**ANNEX 2 Stages of Tender and Evaluation Criteria**

**A. Preliminary Evaluation**

Tenderers are required to comply with the following;

- 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.

<b>PRELIMINARY EVALUATION OF MANDATORY REQUIREMENTS</b>				
<b>Mandatory Requirements</b>				
<b>No.</b>	<b>Particulars</b>	<b>Marks</b>	<b>Compliant</b>	<b>Non-compliant</b>
1.	Copy of 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 (If applying for more than one LOT, provide specific original banking slip for each LOT)	1 or 0		
4.	Must provide a copy of Valid business Trading License	1 or 0		
5.	Must provide Manufacturer's certificate from an accredited body (if bidding as the manufacturer) or Manufacturer's authorization certificate (if not the manufacturer)	1 or 0		
6.	Must provide tender security from a reputable bank amounting to <b>Kshs 1,848,000</b> (Tender security must be attached for each Lot purchased)	1 or 0		
7.	Must submit copies of 3 audited financial reports (2017, 2018 and 2019) and each must be signed by the auditor and the firms Directors	1 or 0		
8.	Must provide complete certified bank statements for 6 months (January 2021 – June 2021) (signed and stamped by the bank <b><i>on each and every page</i></b> )	1 or 0		
9.	<b>ENSURE</b> that all pages are sequentially paginated in the format 1, 2,3 .... starting with 1 on top page ( <b><i>see details of pagination and binding on sections 2.3.2 and 2.3.3 of the tender document</i></b> ).	1 or 0		

**Note: All the above documents numbered 1 to 9 should be packaged and arranged in that order under the preliminary evaluation criteria section of the tender document.**

## **B. Technical Evaluation**

### **• Documents Examination**

- ✓ Provide laboratory test report and certificate from KEBS or an equivalent to confirm the above.
- ✓ Bidders who will not meet the passmark(s) as specified will be considered non-responsive and will not proceed to the next stage(s) of evaluation.

### ✓ **Product Evaluation**

- ✓ The technical evaluation will involve the product evaluation (samples) according to the test report provided **KEBS or an equivalent**, packaging evaluation and labeling evaluation.
- ✓ Evaluation will be on a “Yes or No” basis.

## **PART B**

- Financial Evaluation & Delivery lead time evaluation
  - ✓ Tenderers who are successful at preceding stages will have their prices and delivery period compared and award recommended to the lowest evaluated responsive bid.
  - ✓ Amref reserves the right to select several suppliers for award of the lots listed as it may deem fit.