



**BIOMEDICAL ENGINEERING CONSULTANCY FIRM  
(CONSULTANT) TO PROVIDE EXPERTISE ON OXYGEN  
PROVISION, RELATED MEDICAL EQUIPMENT  
DEPLOYMENT AND SERVICES**

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**REQUEST FOR PROPOSAL (RFP)  
AMREF HEALTH AFRICA IN KENYA  
REFERENCE NUMBER: AMREF/24/08/2022/013**

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## 1. INTRODUCTION

### Amref Health Africa:

Amref Health Africa, headquartered in Kenya, remains the largest Africa-based international non-governmental organisation currently running programmes in over 35 countries in Africa with lessons learnt over 60 years of engagement with governments, communities and partners to ensure sustainable health access in Africa. Amref Health Africa also incorporates programme development, fundraising, partnership, advocacy and communication offices in Europe and North America as well as subsidiaries including Amref Flying Doctors, Amref International University (AMIU) and Amref Health Innovations.

Amref Health Africa in Kenya is an independent non-profit, non-governmental organization (NGO) founded in 1957. The organization has footprint in all the 47 counties, that is both physical and through partners. Amref in Kenya believes that the power for lasting transformation of Africa's health lies within its communities and works side by side with individuals in communities to empower them to build the knowledge, skills and means to transform their own health.

Amref Health Africa's Strategy Goal is to advance Africa's health by catalyzing an evidence-based movement aimed at reducing the gap between communities and the rest of the health system using a series of programme drivers that are crosscutting and process-based. The programme themes that will lead to realization of the strategy are partnership with communities for better health; building capacity for strengthened communities and health system responsiveness and health systems research for policy and practice.

Amref Health Africa's vision is for lasting health change in Africa and is committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. Our mandate is executed through a systems approach through the following programme areas: HIV/AIDS, TB and Malaria, Health Systems Strengthening (HSS), WASH & NTDs, RMNCYAH, and Non-Communicable Diseases.

For more information about Amref Health Africa please consult our website [www.amref.org](http://www.amref.org)

### 1.1 Background:

Oxygen has in the last one year emerged as one of the essential commodities in the management of COVID-19 specifically for cases requiring breathing support making it critical to have adequate and consistent supply.

Pre-COVID-19, availability of oxygen was low across Kenya particularly in the public health facilities estimated at 16%, and where available the supply has not been optimal and lacked the necessary distribution and delivery infrastructure to the user points. Some progress has been reported in the past year as counties and facilities prepared to respond to the pandemic. Some installed oxygen-generating plants, a few installed bulk liquid oxygen tanks while others set aside resources to procure more oxygen in cylinders as well as investments in the diagnostic tools in the form of pulse oximeters.

Despite these investments, access barriers have been observed and reported by majority of facilities. A recent submission by counties on the current oxygen challenges indicated that COVID-19 has driven the cost of oxygen to increase by over 75% due to the high number of cases requiring oxygen as well as the high flows administered to COVID-19 patients. In places where onsite generating plants are available, these were piped to one or two units therefore limiting supply to a few patients. Equipment failure and lack of spare parts have also been reported in this category. Where cylinders are used, these are by the bedside per patient- an inefficient and costly delivery mode in times of a crisis.

In this regard, Amref Health Africa in Kenya through the Global Fund COVID-19 Response Mechanism (C19RM) has prioritized in the implementation of the following: 1) Supply of oxygen through procurement of liquid oxygen, onsite generating PSA plants and cylinders 2) installation of high volume supply capacity through bulk liquid tanks, PSAs and centralized manifolds accompanied by oxygen piping to bed outlets 3) supply of oxygen therapy kits (humidifiers, regulators, flow meters) to facilities using cylinders.

## **1.2 Key Tasks:**

Amref Health Africa in Kenya seeks to recruit a biomedical engineering consultancy firm (Consultant) to provide expertise on oxygen provision, related medical equipment deployment and services. The consultant will work with the team from Amref Health Africa in Kenya in the Global Fund pandemic financing (Covid-19 Response Mechanism – C19RM) programme to increase the access to liquid oxygen, as well as plants and concentrators in selected facilities in Kenya in response to COVID-19 pandemic.

The consultancy firm will work closely with the Amref C19RM team to supervise the construction, installation, quality control, testing and commissioning of the procured equipment for delivery of oxygen takes place at identified sites.

The firm will also validate the quantity and quality of the materials delivered before construction. We are looking for consulting firm who are passionate in making a meaningful difference in the lives of communities in Kenya.

## **1.3 Key Responsibilities:**

- Inspect and validate work schedules submitted by the contractors for the proposed work and propose any adjustment needed.
- Site inspection and/or test the quality and quantity of raw of materials delivered by contractors including receiving and registering samples, drawings and instructions submitted by the contractors.
- Audit work completed by in-house (health facility) staff, contractors and sub-contractors and propose corrective actions where necessary.
- Produce, review, and make assessments of various reports related to inception reports, work completion, unfinished work, preventive maintenance completion rates, and repeat equipment failures.
- Perform safety testing and preventive maintenance involving extensive troubleshooting on the oxygen clinical equipment.

- Collaborate with other support entities within the target facilities (e.g., Information Services or Facilities Management) to develop support plans for devices or systems that require multi-disciplinary support.
- Be a central co-ordination point for all site possession by contractors, safety and OSHA principles during installation and testing, as well as any possible displacements of any clinical services and ensuring proper handling of patients and medical staff in areas affected by the installation.
- Prepare documentation and maintain records pertaining to all repairs, replacement parts, calibrations and modifications of medical equipment.
- Provide supporting documentation for the assessment, justification and selection of new devices while realizing fiscal responsibility.
- Ensure that the contractors have adequate personnel with relevant Engineering expertise on onsite.
- The firm should provide a schedule for managing each of the site
- Ensuring compliance and quality supervision of implemented work and related activities.
- Issuance of certification of substantial completion of the work (interim and final certification)
- During the Defects and Liability Period, the consultant shall follow up that the contractor finishes all outstanding work and repairs/rectifications.

#### 1.4 Deliverables:

1. Inception report.
2. Technical specifications and service requirements, variations for PSA plants, Bulk liquid oxygen tanks and piping infrastructure.
3. Direct county support in supervising and monitoring, installation and maintenance of PSA plants, bulk oxygen tanks and oxygen piping.
4. Assessment reports of works completed by in-house (health facility) staff, contractors and sub-contractors and propose corrective actions where necessary.
5. A detailed work plan on how supervision and monitoring will take place in the target sites.
6. Provide work completion checklists, inventory templates/datasheets and maintenance schedules as well as the overall reports for signing by relevant parties.
7. Completion Certificates drafting and issuance at set intervals

## 2. INSTRUCTION TO BIDDERS

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### 2.1 Specific Instructions:

Bidders should follow the instructions set forth below in the submission of their proposal to Amref Health Africa.

1. Interested eligible candidate may obtain further information from the **Amref Health Africa website** [www.amref.org](http://www.amref.org)
2. 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.1,000.00. The payment should be made through the following Bank account(s): **Kenya**



### 2.2.3 Content of the Proposal

The bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in this RFP. Failure to follow the instructions provided, terms and specifications and/or to submit the documents requested will be at the bidder's risk and may affect the evaluation of the proposal.

## 2.3 Proposal Structure

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### 2.3.1 Proposal Submission Form

The bidder's proposal must be accompanied by a Proposal Submission Form, in the form attached hereto as Annex 1, signed by a duly authorized representative of the bidder, stating:

- That the proposal meets the requirements of the RFP,
- That the bidder undertakes, on its own behalf to provide the goods/services in accordance with the terms of the Request for Proposal (RFP), and its accompanying documents,
- Financial Proposal,
- The number of days the proposal is valid (from the date of closing of the RFP).

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### 2.3.2 Technical Proposal

The bidder should include in this section all relevant information for Amref Health Africa to evaluate the proposal.

**NOTE:** The Technical Proposal shall contain no price or cost information.

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### 2.3.3 Financial Proposal

The bidder's **separate sealed** price component must contain an overall quotation in a single currency in Kenya Shillings.

The Financial Proposal shall be accompanied by a cover letter signed by a duly authorized representative of the bidder, confirming the following:

- a) the price; and
- b) the period of validity of the bid.

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## 2.4 Format and Signing of Proposals

The bidder shall submit the proposal in **two separate emails**.

The first email must contain the complete technical proposal. Each complete technical proposal should include the following:

- The proposal and supporting documents clearly marked Bid Reference Number; **AMREF/24/08/2022/013**
- Signed proposal submission Form (See Annex 1 to this RFP)

This second email must contain the financial proposal and its cover letter as specified in section.

Please also note the following instructions for preparation of the Proposal:

1. Only electronic bidding is permitted.
2. The electronic copy of the proposal and supporting documents should be in PDF, or MS Office compatible format (Word, Excel, Power Point or MS Project). The responses to the functional requirements should be submitted in the structure provided below.

The "Technical Proposal" shall be forwarded to [Technical.bids@amref.org](mailto:Technical.bids@amref.org) and the "Financial Proposal" shall be forwarded separately to [Financial.bids@amref.org](mailto:Financial.bids@amref.org)

**There will be no automatic confirmation of receipt as the proposals are only opened after the closing date. The email subject must include the bid reference number available on the first page of this RFP and on the Amref Health Africa website.**

**Due to email size limitation, multiple emails can be send as the bidder submission.**

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## 2.5 Amendment of the RFP

At any time prior to the deadline for submission of proposal, Amref Health Africa for any reasons, whether at its initiative or in response to a clarification requested by a prospective bidder, may modify the proposal by amendments.

All prospective candidates that have received the proposal will be notified of the amendment in writing and will be binding on them.

In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their proposal, Amref Health Africa at its discretion may extend the deadline for the submission of proposal.

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## 2.6 Validity of the Proposals

Bids shall remain valid for 90 days after date of bid opening prescribed by Amref Health Africa. Bids valid for a shorter period shall be rejected by Amref Health Africa as non-responsive. In exceptional circumstances, Amref Health Africa may solicit the bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

The bidder may refuse the request. A bidder granting the request will not be required nor permitted to modify its proposal.

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## 2.7 Withdrawal of Proposals

The bidder may withdraw its proposal any time after the proposal's submission and before the opening date, provided that written signed notice of the withdrawal (by a duly authorized representative of the bidder) via email is received by Amref Health Africa prior to the closing date.

Your withdrawal notice must be submitted to [Technical.bids@amref.org](mailto:Technical.bids@amref.org) with the reference number and the word **WITHDRAWAL** clearly indicated in the subject line.

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## 2.8 Closing Date for Submission of Proposals

Proposals must be received at Amref Health Africa at the address specified in section 2.4 no later than **Wednesday 7<sup>th</sup> September, 2022 at 12:00 noon**, Kenya time.

Any proposal received by Amref Health Africa after the closing date for submission of proposals will be rejected.

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## 2.9 Opening of Proposals

Amref Health Africa will open the technical proposals in the presence of a Committee formed by Amref Health Africa on **Wednesday 7<sup>th</sup> September, 2022 at 12:00 noon**, Kenya time. Each technical proposal will be opened during the session with each bidder announced. Financial proposals will be opened only after the technical evaluation of the proposals.

Amref Health Africa will prepare a tender opening report.

## 3 EVALUATION OF PROPOSALS

Amref Health Africa will examine the proposals to determine whether they are complete, whether any computation errors have been made, whether required securities/proposal purchase have been furnished, whether documents have been properly signed and whether the proposals are generally in order.

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### 3.1 Clarification of Proposals

Amref Health Africa may, at its discretion, ask any bidder for clarification of any part of its proposal to assist in the examination, evaluation and comparison of proposals. The request for clarification and the response shall be in writing. No change in price or substance of the proposal shall be sought, offered or permitted during this exchange.

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### 3.2 Preliminary Examination of Proposals

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

**Please note that Amref Health Africa is not bound to select any of the firms/institutions submitting proposals.** Furthermore, a contract would be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned.

### Preliminary Evaluation Criteria

Proposals received will be evaluated based on the below criteria.

No.	Mandatory Requirements	Score	Remarks
1.	Company Profile	1 or 0	
2.	Copy of Certificate of Incorporation/Certificate of Registration.	1 or 0	
3.	Copy of valid KRA Tax Compliance certificate.	1 or 0	
4.	Must provide a copy of valid business Trading License relevant to this tender.	1 or 0	
5.	Must attach original deposit/banking slip as proof of purchase of tender documents	1 or 0	
6.	Must submit copies of 2 audited financial reports (2019 and 2020) and each must be signed and dated by the auditor and the firms Directors. ( <i>Where there is a provision for more than one Directors all of them must sign</i> )	1 or 0	
7.	Must provide complete certified bank statements for the last 3 months (1 <sup>st</sup> May 2022 – 31 <sup>st</sup> July 2022) ( <i>signed and stamped by the bank on each and every page</i> ).	1 or 0	
8.	Must attach a list of at least 2 references of consultancies of a similar nature where you have done similar assignments.	1 or 0	
<b>(Bids missing any one of the 8 requirements listed above shall be disqualified at this stage.)</b>			

### 3.3 Technical Evaluation Proposals

A two-stage procedure will be utilized in evaluating the proposals, with technical evaluation of the proposal being completed prior to any review of the Financial Proposal.

The technical evaluation of proposals will be accomplished by a selection panel. The selection panel will evaluate all proposals which have passed the preliminary examination of proposals.

The points allocated to the technical proposal correspond to 80% of the total obtainable points.

## Technical Evaluation Criteria

No.	Technical Requirements	Max Score	Score
	<b>The firm should have experts with appropriate training in biomedical engineering, skills, and abilities listed and meet the level of education, training, and/or work experience required.</b>		
1.	<p>Must attach CVs of Lead Consultant and core team members, which should outline their qualifications and relevant experience.</p> <p>1. Mechanical/Bio Medical Engineer (Team Leader) (Qualification – Relevant University Degree/Higher National Diploma)</p> <p>i. At least 7 years’ experience..... <b>[5 Marks]</b></p> <p>ii. Less than 7 years’ experience ..... <b>[2 Marks]</b></p> <p>iii. No CV provided ..... <b>[0 Marks]</b></p> <p>2. Biomedical Technologist (Qualification – Relevant Diploma)</p> <p>i. At least 5 years’ experience ..... <b>[ 5 Marks]</b></p> <p>ii. Less than 5 years’ experience ..... <b>[2 Marks]</b></p> <p>iii. No CV provided ..... <b>[0 Marks]</b></p>	<b>10 Marks</b>	
2.	The Company should have a minimum of 5 years’ experience in the field of biomedical engineering with prove of gases piping system related services ..... <b>[5 Marks]</b>	<b>5 Marks</b>	
	<b>The firm should demonstrate previous experience in providing consultancy in design, supervision &amp; installation of medical oxygen plants and related services.</b>		
3.	<p>Must provide evidence of previous services rendered in form of LPO, Contract or Certificate of Completion. <i>(Must attach the mentioned documents for each service rendered)</i></p> <p>i. Demonstrate previous work covering the three components of design, supervision and installation in relevant works..... <b>[15 marks]</b></p> <p>ii. Demonstrate previous work covering at least two of the three components of design, supervision &amp; installation in relevant works..... <b>[10 marks]</b></p> <p>iii. Demonstrate previous work covering at least one of the three components of design, supervision &amp; installation in relevant works..... <b>[5 marks]</b></p>	<b>15 Marks</b>	
	<b>TOTAL MARKS</b>	<b>30 Marks</b>	

**Note: Bidders who score 80% and above will move to the next stage of evaluation.**

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### 3.4 Financial Proposal

The financial proposal will only be review if the technical proposal achieves a minimum of 80% of the total allocable points for the technical evaluation. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.

Description	Amount Kshs
Financial Quotation - Indicative daily consultancy rate for different leads who will be required for the assignment;	
i) Team Lead	
ii) Technologist	
iii) Engineer	

## 4 AWARD OF CONTRACT

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### 4.1 Award Criteria, Award of Contract

Amref Health Africa reserves the right to:

- a) Award the contract to a bidder of its choice, even if its bid is not the lowest;
- b) Award separate contracts for parts of the work, components or items, to one or more bidders of its choice, even if their bids are not the lowest;
- c) Award the contract on the basis of Amref Health Africa's particular objectives to a bidder whose proposal is considered to be the most responsive to the needs of the Organization and the activity concerned;
- d) Not award any contract at all.

Amref Health Africa has the right to eliminate bids on technical or other reasons throughout the evaluation/selection process. Amref Health Africa shall not in any way be obligated to reveal, or discuss with any bidder, how a proposal was assessed, or to provide any other information relative to the evaluation/selection process or to state the reasons for elimination to any bidder

NOTE: Amref Health Africa is **acting in good faith** by issuing this RFP. However, **this document does not obligate Amref Health Africa to contract for the supply of any products or services.**

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### 4.2 Right to modify Scope or Requirements during the Proposal Process

Amref Health Africa reserves the right to, at any time during the proposal process, modify the scope of services and goods specified in the RFP. At any time in the selection process, Amref Health Africa reserves the right to issue an amendment to the RFP detailing the change which should be notified only to bidders who have not been officially eliminated due to technical reasons at that point in time.

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#### 4.3 Right to Extend/Revise Scope or Requirements at Time of Award

Amref Health Africa reserves the right, at the time of award of contract, to extend/revise the scope of services and goods specified in the RFP without any change in the base price of services and goods or other terms and conditions offered by the selected bidder

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#### 4.4 Right to enter into Contract Price Negotiations

Amref Health Africa reserves the right to enter into negotiations, with one or more bidders that have not been eliminated during the evaluation process, including but not limited to negotiations of the terms of the proposal(s), the price quoted in such proposal(s) and/or the deletion of certain parts of the work, components or items called for under this RFP

No bidder shall contact Amref Health Africa on any matter relating to its proposal, from the time of the proposal opening to the time the contract is awarded.

Any effort by a bidder to influence Amref Health Africa in its decisions on proposal evaluation, evaluation committee, or contract award will result in the rejection of the tenderer's tender.

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#### 4.5 Signing of the Contract

Within 30 days of receipt of the contract the successful bidder shall sign and date the contract and return it to Amref Health Africa according to the instructions provided at that time. If the bidder does not accept the contract terms without changes, then Amref Health Africa has the right not to proceed with the selected bidder and instead contract with another bidder of its choice.

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



## PROPOSAL SUBMISSION FORM

**To:** Amref Health Africa

**Request for Proposal:** Biomedical Engineering Consultancy Firm (Consultant) to Provide Expertise on Oxygen Provision, Related Medical Equipment Deployment and Services

**Reference Number:** AMREF/24/08/2022/013

The Undersigned Company undertakes, on its own behalf to provide biomedical engineering consultancy (firm) services to provide expertise on oxygen provision, related medical equipment deployment and services in accordance with the terms of the Request for Proposal (RFP) No. **AMREF/24/08/2022/013** and its accompanying documents, for the amount set forth in the attached Financial Proposal.

The Undersigned Company undertakes, if its Bid is accepted, to deliver the services in accordance with the requirements set forth in the abovementioned RFP.

The enclosed Proposal is valid for **90** days from the date of closing of the RFP period.

**Agreed and accepted on:** .....

**Company Name:** .....

**Mailing Address:** .....

**Name and Title of Authorizing Officer:** .....

**Where did you learn about this RFP:**  Amref website  Media  Other, please describe

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

Place Company Stamp Here