



EXPRESSION OF INTEREST

**DESIGN, SUPPLY, INSTALLATION, TESTING, COMMISSIONING AND
TRAINING OF AN AUTOMATED CAPPER DECAPPER, LABELLER
AND FILLER AT THE NATIONAL PUBLIC HEALTH LABORATORY
(NPHL) EQA CENTRE (KNEQAS)**

AMREF HEALTH AFRICA IN KENYA

EOI NO. AMREF/28/03/2024/006

MARCH 2024

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PART A: TECHNICAL REQUIREMENTS

SECTION 1: Invitation to Tender

1. Amref Health Africa invites proposals from eligible candidates for the design, supply, installation, testing, commissioning and training of an automated capper decapper, labeller and filler at National Public Health Laboratory (NPHL) EQA Centre (KNEQAS).
 2. This is a two-stage tendering process:
 - Stage 1 - Submission of Preliminary and Technical Proposal.
In this stage successful shortlisted proposals will be sent a Terms of Reference (TOR) to respond to with specific details of the final technical solution required by Amref Health Africa.
 - Stage 2 - Submission of Financial Proposal based on the final technical solution requirements.
After evaluation of the bids, there will be contract negotiation for the final award with the successful bidders.
 3. Interested eligible candidates may obtain further information from the **Amref Health Africa website** www.amref.org
 4. Complete sets of tender documents can be downloaded from Amref Health Africa website; <http://amref.org/expression-of-interest-eoi/> by interested bidders upon payment of non-refundable fee of Ksh.2,000. 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 submit the original banking/deposit slip or payment remittance together with their proposal submission as proof of purchase.
 6. Interested eligible bidders are also invited to a pre-bid conference on **2nd April 2024 at 2 PM (EAT)**. Bidder's representatives who would like to attend the Pre-bid Conference can register in advance using the link provided on the Amref website. After registering, you will receive an email with information regarding the meeting.
 7. **ONLY** electronic bidding is permitted for this tender. Completed proposals for preliminary and technical requirements are to be submitted electronically via: EOL.kenya@amref.org
Physical and late submissions will be rejected.
- NB: For file submissions larger than the 10 MB limit, kindly copy links for downloading supporting documents.**
8. Proposals must be sent so as to be received not later than **11th April 2024 at 3PM (EAT)** when they will be opened virtually in the presence of the candidates, representatives or bidders who may choose

to attend. To access the link for tender opening, kindly register through the Amref website and you will receive an email with information regarding the meeting.

9. Prices quoted should be inclusive of VAT and all other applicable taxes and must be in USD and shall remain valid for 90 days from the closing date of the tender. The prices in your financial cost estimate should be broken down as follows: (Do not key in your financial cost estimate in this section)
 - i. Unit cost per component
 - ii. 16% VAT
 - iii. Other applicable taxes
 - iv. 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.

2.2 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 in order to qualify for evaluation.
- 2.3.2 Submitted proposals including brochures and any other attachments shall be in English.

2.4 Amendment of documents

- 2.4.1 At any time prior to the deadline for submission of proposals, 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 by amendments.

2.4.2 All prospective candidates that have received the tender 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 bid, Amref Health Africa at its discretion may extend the deadline for the submission of Proposals.

2.5 Prices and Currencies

2.5.2 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 USD.

2.6 Validity of Proposals

2.6.1 Proposals 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.

2.8 Deadline for Submission of Proposals

2.8.1 Proposals must be received by Amref Health Africa not later than **11th April 2024 at 3PM (EAT)**.

2.9 Modification of Proposals

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 Proposals, is received by Amref Health Africa prior to the deadline prescribed for submission of Proposals.

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 Proposals.

2.10 Withdrawals of tender

2.10:1 No tender may be withdrawn in the interval between the deadline for submission of Proposals and the expiration of the period of tender validity specified by the tenderer.

2.11 Opening of Proposals

2.11:1 Amref Health Africa will register the Proposals received by the deadline **11th April 2024 at 3PM (EAT)** as specified in the tender.

2.11:2 Amref Health Africa will prepare a tender opening report.

2.12 Clarification of Proposals

2.12:1 To assist in the examination, evaluation and comparison of Proposals 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 the Proposals

2.13:1 Amref Health Africa will examine the Proposals 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 Proposals 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 Proposals, 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 Proposals 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 Lead time and delivery details

2.17:1 The supplier should be able to deliver all the requirements 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
Design, Supply, Installation, Testing, Commissioning and Training of an automated Capper Decapper, Labeller and Filler

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. | Copy of Certificate of Incorporation/Certificate of Registration. | 1 or 0 | | |
| 2. | Copy of valid KRA Tax Compliance Certificate <i>(foreign firms to provide the equivalent)</i> | 1 or 0 | | |
| 3. | Must attach proof of purchase of tender documents | 1 or 0 | | |
| 4. | Must provide a copy of Valid business Trading License relevant to this tender <i>(foreign firms to provide the equivalent)</i> | 1 or 0 | | |
| 5. | Provide audited financial reports for the Year 2021 and Year 2022 – (duly signed by the firm’s directors and the auditor) | 1 or 0 | | |
| 6. | Submit current CR12 from the Registrar of Companies (generated within the last 12 months) or copies of identification cards for Sole Proprietors/Partnerships. <i>(Must Specify the shareholding)</i> Foreign firms must provide; A legal shareholding document issued by the relevant authority of the country of operation generated within the last 12 months <i>(Must specify the shareholding)</i> | 1 or 0 | | |

Note: All the above documents numbered 1 to 6 should be packaged and arranged in that order under the preliminary evaluation criteria section of the tender document.

B: Technical Evaluation Criteria

TECHNICAL SPECIFICATIONS

Design, Supply, Installation, Testing, Commissioning and Training of an automated Capper Decapper, Filler and Labeller

| | | Technical Requirements | | | | | |
|--|---|--|---|------------------|--------------|--|--|
| Description | Shall be a Fully Integrated System comprising of an Automated capper decapper, labeller and filler synchronized to work sequentially from one stage to another. | | | | | | |
| Principle of Operation | Automated | | | | | | |
| | | | | MAX SCORE | SCORE | | |
| System Specifications | Complete automatic system, using seamless technology to cap and decap a 1.2 ml cryovials, fill and label them. It should comprise of; | | | 10 or 0 | | | |
| | 1. Capper decapper 2. Labeller 3. Filler Specify: 1. Brand :..... 2. Country of origin :..... | | | | | | |
| Installation Requirements | (Supplier to provide) | | | 5marks | | | |
| Operational Requirements | (Supplier to provide) | | | 5marks | | | |
| <i>Attach a product brochure/catalogue and user manual to highlight the below:</i> | | | | | | | |
| COMPONENTS | | | | | | | |
| Capper Decapper Specifications Components | | Parameter | Requirement | Marks | 6marks | | |
| | 1 | Capping heads: | Compatible with 0.5 ml - 2 ml volume cryovials with screw type heads | 1mk | | | |
| | 2 | Fast cycle times: Capping and de-capping tube throughput | < 5s per tube | 1mk | | | |
| | 3 | Integration capabilities | Able to integrate into third-party automation for data capture, transmission and analysis | 1mk | | | |
| | 4 | Cap colour sensor/detection | | 1mk | | | |
| | 5 | Construction | Bench top device | 1mk | | | |
| | 6 | Voltage: | 240v 50hz | 1mk | | | |

**Liquid Filler
Machine
Specifications
Components**

| | Parameter | Requirement | Marks |
|-----------|--|---|--------------|
| 1 | Dispensing Throughput | At least 120 cryovials per hour | 1mk |
| 2 | Volume | Must handle dispensing volumes from 20µL to 2mL. | 1mk |
| 3 | Dispensing Precision | Accuracy of $\pm 4\%$ for $< 100\mu\text{L}$ and $\pm 1\%$ for up to 2mL. | 1mk |
| 4 | Production capacity | > 300 vials per hour | 1mk |
| 5 | Power supply | 240 V 50Hz with Type G electrical plug | 1mk |
| 6 | Pipette Tips | with ergonomically placed pipette tips for ease of operation | 1mk |
| 7 | System Integration | Seamless integration with capping/decapping and labeling operations. | 1mk |
| 8 | Pipetting technology | Air displacement pipetting | 1mk |
| 9 | Automation of dispense cycles | Worklist/command capabilities | 1mk |
| 10 | Society of Biomedical Sciences (SBS) footprint | Compatible with standardized microplate dimensions of typical SBS footprint of 127.76mm in length and 85.48mm in width. | 1mk |
| 11 | Sample tube material compatibility | Both Plastic and glass | 1mk |
| 12 | Vial Compatibility | 1.0mL to 2mL cryovials | 1mk |

12marks

| | | | | | | |
|---|--|---|--|--------------|---------|--|
| Labelling Machine Specifications | | Parameter | Required | Marks | 11marks | |
| | 1 | Presentation | Horizontal | 1mk | | |
| | 2 | Labeling Precision | High precision on 1.0mL to 2mL cryovials, ensuring label alignment and adhesion. | 1mk | | |
| | 3 | Print Quality & Speed | High-resolution printing for clear text and barcodes, with a minimum speed of 100 labels per minute. | 1mk | | |
| | 4 | Integration & Usability | Ability to integrate with lab information management systems, user-friendly interface for setup changes. | 1mk | | |
| | 5 | Vial Compatibility | 0.5 - 2 ml cryovial vials | 1mk | | |
| | 6 | Throughput | Up to 350 vials/hour for labelling | 1mk | | |
| | 7 | Labelling | Thermal transfer printing; customizable label sizes and designs | 1mk | | |
| | 8 | Barcode Reading | Integrated 1D and 2D barcode scanner for verification and inventory control | 1mk | | |
| | 9 | Vial Loading Capacity | At least 350 vials per loading session | 1mk | | |
| | 10 | Voltage rating | 240v 50hz | 1mk | | |
| 11 | Operating environment | 15°C - 40 °C Temperature 20% to 80% Relative humidity | 1mk | | | |
| Additional Equipment | Optimized PC Desktop Computer requirements | | | Marks | 4 marks | |
| | System Compatibility | Support for integration with all the system components. | 1mk | | | |
| | System Compatibility | Intel Core i7, 16GB RAM, 512GB SSD, dedicated graphics. | 1mk | | | |
| | Performance Requirements | High-speed USB 3.0, USB 2.0, ports Ethernet and WiFi connections | 1mk | | | |
| | Connectivity & Security | Windows 10 professional optimized for lab operations, compatible with automation and laboratory information management systems software | 1mk | | | |
| Documentation Required | The following documents (in English language) should be provided to support the above; <ul style="list-style-type: none"> 1. Certificate of quality, calibration and inspection; (2mks) 2. User manual, detailing: specific protocols for operation, list of equipment and procedures required for cleaning, disinfection, troubleshooting, calibration, and routine maintenance; (5mks) | | | 10 marks | | |

| | | | |
|---|---|-----------------|--|
| | 3. Contact details of manufacturer, and authorized distributors (if applicable), and local service agent (3mks) | | |
| Standards | For Manufacturers'; Provide Relevant ISO Certification - Certified Quality Management System for medical devices <ul style="list-style-type: none"> • ISO 13485 (4 or 0) • ISO 9001 (4 or 0) | 10 or 0 | |
| | For product performance · FDA or CE approved (2 or 0) | | |
| Warranty | Provide Warranty period | 4 marks | |
| Life span (Guarantee of obsolescence) | Lifespan designed for a minimum of 10 years; guaranteed by a letter from the manufacturer (not only from the authorized distributor). This guarantee ensures that the equipment and spare parts will not be discontinued during the 10 years after procurement. | 3 marks | |
| Provide proof of supply of laboratory equipment in the last 5 years (2018 to date) specifying the value (<i>Purchase orders/Invoices/contracts</i>) <ul style="list-style-type: none"> • Supply above 30M (10mks) • Supply above 15M but less than 30M (5mks) • Supply below 15M (2mks) • No proof of supply attached (0mk) | | 10 marks | |
| | | Max: 10mks | |
| TOTAL SCORE | | 90 marks | |

Note: Bidders who will not score at least 68 out of 90 marks will be considered non-responsive and will not proceed to the second stage.

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

USD/Kshs:

Issued

USD/Kshs:

Give details of all directors as follows:

| | Name | Nationality | Citizenship Details | Shares |
|----|-------|-------------|---------------------|--------|
| 1. | | | | |
| . | | | | |
| 2. | | | | |
| 3. | | | | |

SECTION 5: 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 6: Schedule of requirements

| DESCRIPTION | QTY | UOM | Delivery Location |
|--|------------|------------|--------------------------|
| Design, Supply, Installation, Testing, Commissioning and Training of an Automated Capper Decapper, Labeller and Filler | 1 | Unit | NPHL EQA CENTRE (KNEQAS) |

PART B: ESTIMATED COST OF PROPOSAL

SECTION 1 Estimated Cost

| NAME OF TENDERER | SPECIFICATIONS | QTY | UNIT PRICE | VAT | OTHER TAXES | TOTAL | REMARKS |
|------------------|----------------|-----|------------|-----|-------------|-------|---------|
| | | | | | | | |
| | TOTAL | | | | | | |

SECTION 2 Delivery leadtime

| DESCRIPTION | QTY | UOM | DELIVERY LEAD TIME | REMARKS |
|-------------|--------------|-----|--------------------|---------|
| | | | | |
| | TOTAL | | | |

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

| | | |
|---------------------------|-------------|---------------------|
| Currency | GRAND TOTAL | 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