



TENDER NOTICE

REQUEST FOR PROPOSALS (RFP)

FOR

**CONSULTANCY FOR BSL-3 TESTING, PERFORMANCE VERIFICATION AND
CERTIFICATION OF PROPOSED REFURBISHMENT OF BIOSAFETY LEVEL 3 (BSL-3)
LABORATORY AT THE NATIONAL PUBLIC HEALTH LABORATORY (BLOCK-B)**

TENDER NO./AMREF/26/04/2024/007

AMREF HEALTH AFRICA IN KENYA

APRIL 2024

Table of Contents

PART A: TECHNICAL REQUIREMENTS.....3
Section 1: Invitation to Tender3
Section 2: Instructions to Tenderers.....4
Section 3: Terms of Reference6
1: Introduction6
2: Background Information7
3: Key Tasks7
4: Deliverables.....7
5: Objectives7
6: Scope and Expected Outcomes.....7
7: Eligibility Requirements and Technical Specifications8
 a) Preliminary Evaluation Criteria8
 b) Technical Evaluation Criteria10
Section 4: Confidential Business Questionnaire12
Section 5: References.....13
PART B: FINANCIAL PROPOSAL15
DECLARATION16

PART A: TECHNICAL REQUIREMENTS

Section 1: Invitation to Tender

1. Amref Health Africa invites proposals from eligible candidates for a Consultancy for BSL-3 Testing, Performance Verification and Certification of Proposed Refurbishment of Biosafety Level 3 (BSL-3) Laboratory at The National Public Health Laboratory (Block-B).
2. Interested eligible bidders may download the Request for Proposal (RFP) document from the Amref Health Africa website at: <http://amref.org/ways-to-give/tenders> upon payment of non-refundable fee of Ksh.2,000 (USD15 equivalent). The payment should be made through the following Bank account(s): **For Kenya Shillings - Kenya Commercial Bank, Kipande House Branch, Account No: 1111429243 OR National Bank of Kenya, Wilson Branch, Account No: 01020058235400.**

For fee payments in USD- deposit to **National Bank of Kenya, Wilson Airport Branch, Account No: 02020058235400.**

3. Interested eligible candidates are invited to a pre-bid conference on **Monday 29th April 2024 at 1 PM (EAT)**. Bidder's representatives who would like to attend the Pre-bid Conference can register in advance using the link below;

<https://amref.zoom.us/meeting/register/tZcqdeytqzsvHtCjiYi1iKAlzm8bezxfOYLV>

After registering, you will receive an email with information regarding the meeting.

4. ONLY electronic bidding is permitted for this RFP. Completed proposals for preliminary and technical requirements are to be submitted electronically via: RFP.Kenya@Amref.org in PDF format. (File size limit 10MB)

Physical and late submissions will be rejected.

5. Proposals must be sent so as to be received not later than **Friday 10th May 2024 at 1 PM (EAT)** whereby the proposals will be opened virtually in the presence of the candidates, representatives or bidders who may choose to attend. There will be an access link provided on the Amref website for registration. Thereafter, you will receive an email with information regarding the meeting.
6. Prices quoted should be inclusive of VAT and all other applicable taxes and must be in USD and should be broken down as follows: (***Do not key in your financial proposal in this section***)

- i. Unit cost (Broken down 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 proposals 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 PO for processing of specific VAT exemption certificate.

7. **Validity of Proposals** – Proposals Shall remain valid for 90 days after the date of tender opening prescribed by Amref Health Africa. Proposals valid for a shorter period shall be rejected by Amref Health Africa as non- responsive. In exceptional circumstances, Amref Health Africa may solicit the tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tenderer granting the consent shall not be required nor permitted to modify its tender after submission.

Section 2: Instructions to Tenderers

8.1 Eligible Tenderers

- 8.1.1 This invitation for tender is open to all eligible tenderers.
- 8.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

8.2 Cost of tendering

- 8.2.1 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.

8.3 Specific Instructions

- 8.3.1 Bidders must quote for services as requested in order to qualify for evaluation.
- 8.3.2 The final submitted proposal shall be in English.
- 8.3.3 The proposal submitted should be in PDF Format

8.4 Amendment of documents

- 8.4.1 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.
- 8.4.2 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.
- 8.4.3 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.

8.5 Prices and Currencies

- 8.5.1 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.
- 8.5.2 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.
- 8.5.3 The price quoted shall be in **USD**.

8.6 Validity of Proposals

- 8.6.1 Proposals shall remain valid for 90 days 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.
- 8.6.2 In exceptional circumstances, Amref Health Africa may solicit the tenderer's 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.

8.7 Deadline for Submission of Proposals

- 8.7.1 Proposals must be sent so as to be received by Amref Health Africa through the provided email address not later than **Friday 10th May 2024 at 1 PM (EAT)**.

8.8 Modification of Proposals

- 8.8.1 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.
- 8.8.2 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.
- 8.8.3 No tenderer may be contacted after the deadline for submission of Proposals.

8.9 Withdrawals of tender

- 8.9.1 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.

8.10 Opening of Proposals

- 8.10.1 Amref Health Africa will open all Proposals virtually in the presence of tenderers' representatives who choose to attend on **Friday 10th May 2024 at 1 PM (EAT)**, through the meeting link provided in the tender.
- 8.10.2 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.
- 8.10.3 Amref Health Africa will prepare a tender opening report.

8.11 Clarification of Proposals

- 8.11.1 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.
- 8.11.2 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.

8.12 Evaluation and Comparison of the Proposals

- 8.12.1 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.
- 8.12.2 Amref Health Africa will evaluate and compare the Proposals, which have been determined to be substantially responsive.
- 8.12.3 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.
- 8.12.4 Amref Health Africa will ensure that the submitted samples are cataloged accordingly and correspond to the assigned bid number(s). The tenderers should ensure that all their samples have been captured correctly.

8.13 Notification of Award

- 8.13.1 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.
- 8.13.2 Simultaneously the other tenderers shall be notified that their Proposals have been unsuccessful.

8.14 Appeal Period

- 8.14.1 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.

8.15 Contacting Amref Health Africa

- 8.15.1 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.
- 8.15.2 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.

Section 3: Terms of Reference

1: Introduction

Amref Health Africa is the largest international health development organization based in Africa working with and through African communities, health systems and governments. Amref Health Africa's vision is for lasting health change in Africa, with headquarters in Kenya. Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and West Africa, as well as 11 countries in Europe and North America. For more information, visit our website www.amref.org.

Amref Health Africa invites proposals from eligible bidders for review and clear for use the BSL 3 designs and subsequent construction works ensuring they meet the requisite BSL 3 standards including Safety engineering testing for functionality of HVAC, BMS and Airflow Insight of the BSL 3 facility and training of the users/clients on critical operation maintenance of BSL 3 Laboratories at NPHLS Block B.

2: Background Information

The National Public Health Laboratory (NPHL) Block-B Complex was built in the year 2013 to 2015 and handed over to the Ministry of Health on 14th August 2015. The NPHL Block-B facility is three floors with the third-floor hosting staff eating areas, kitchen and the BSL3 Plant room have HVAC System and associated chillers, electrical control panels and airflow ducting supporting both BSL3 Cleanrooms in Virology and MDR-TB Laboratories. The control room was remotely located on the ground floor with Building Management.

The two facilities have Tutenar wall to wall autoclaves for decontamination of all materials handled in BSL3 facility and a linked decontamination system for affluent from BSL3, this decontamination plant never worked since inception and has been part of perennial challenge of technical leadership. The virology component includes the National HIV Reference Laboratory (NHRL) with extensive BSL2 facility. The National TB Reference Laboratory equally has an extensive BSL2 facility and both Laboratories enclose their BSL3 facilities by nature of their workflow configuration. The facility houses two (2) BSL-3 Laboratories on the 1st floor Virology and MDR-TB on the 2nd floor. The ground floor has office space for technical managers, some staff accommodation workspaces. Three years after occupation of the facility, the structural features of the building started deteriorating hence an urgent need of an overhaul for all mechanical, electrical and the HVAC system.

3: Key Tasks

The certifier will;

1. Review the design (Mechanical, Electrical, and architectural design drawings), to ensure it meets the BSL-3 WHO guidance and ANSI compliance standards (Read more at the ANSI Blog: Biosafety Level 3 (BSL-3) Ventilation System, ANSI/ASSP Z9.14-2020 <https://blog.ansi.org/?p=163498>)
2. Carry out on-site plant compliance inspections of the BSL-3 lab for different stages and issue certification upon completion of the entered project at each stage, and;
3. Prepare an inspection report at each specified stage as detailed in the schedule of works.

4: Deliverables

1. Design review report
2. Inspection report after completion of each specified stage
3. Provide a certification certificate

5: Objectives

- a) **Objective 1:** To review and technically advise on **BSL3 layout Architectural designs** drawn by the contractor informed by client briefs on testing scopes, workflow activities and Bio risk containment requirements.
- b) **Objective 2:** To carry out certification and safety engineering testing based on requirements of the BSL 3 standard including testing of all the parameters necessary in a new BSL-3 facility after major refurbishment and generate a comprehensive report on status of safety based on the provided checklist as required by the standard governing BSL3 Operations.

6: Scope and Expected Outcomes

6.1 Scope

1. Review and approve the implementation of the BSL 3 designs, ensuring that they meet the requisite BSL 3 and WHO compliance standards.
2. Prepare an inspection report at each specified stage and issue a certification certificate upon completion of BSL 3 facility.
3. Safety engineering testing the functionality of HVAC, BMS and Airflow inside BSL3 facility
4. Assess the competence training of the users/Clients on critical operational maintenance of BSL3 laboratories at NPHLS Block-B.

6.2 Expected Outcomes

1. Certification for functional clean room HVAC and BMS systems in line with requirements of WHO BSL3 among other international standards.
2. A fully certified BSL3 laboratory to meet international and WHO Standards.
3. Well trained personnel to handle BSL3 processes and operations.

7: Eligibility Requirements and Technical Specifications

Any interested bidder, shall provide, in its submission in response to this RFP, sufficient documentary evidence of adherence to the eligibility and minimum qualification criteria detailed below. Amref Health Africa will assess the documents submitted by the applicants in response to this RFP.

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

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.	Provide a copy of Certificate of Incorporation/Certificate of Registration. <i>(Foreign bidders should submit the equivalent)</i>	1 or 0		
2.	Provide a copy of valid Tax Compliance Certificate <i>(Foreign bidders should submit the equivalent)</i>	1 or 0		
3.	Provide a copy of a valid business Trading License. <i>(Foreign bidders should submit the equivalent)</i>	1 or 0		
4.	Must attach payment confirmation/deposit or banking slip as proof of purchase of tender documents	1 or 0		

5.	Provide proof of valid Calibration certificates for critical BSL 3 certifying equipment.	1 or 0		
6.	Provide a copy of valid certification/membership/ practicing license from a relevant regulatory authority; e.g. International Federation of Biosafety Associations	1 or 0		
7.	Provide proof of certification on biosafety and International biosecurity regulations and standards	1 or 0		
8.	<p>The team lead must provide the following certificates (as accompanied by the respective valid annual practicing licenses (Foreign bidders should submit the equivalent))</p> <ul style="list-style-type: none"> I. Master's Degree Certificates in Architecture and valid practicing license from BORAQS (or relevant body) II. Master's Degree Certificates Electrical engineering degree certificate and valid practicing license from EBK (or relevant body) III. Master's Degree Certificates Mechanical engineering degree certificate and valid practicing license from EBK (or relevant body) 	1 or 0		

N/B: Proposals missing any of the eight (8) requirements listed above will be considered non-responsive and therefore will be eliminated at this stage.

b) Technical Evaluation Criteria

Provide a proposal of a maximum of 200 pages with the following requirements:

Requirement	Criteria	Max Score	Score	Comments
Technical (70)				
<u>Work Experience</u>	<p>Provide evidence of projects certified for BSL II & III labs.</p> <ul style="list-style-type: none"> ○ certification of five labs and above- (25 Marks) ○ certification of four labs - (20 Marks) ○ certification of three labs – (15 Marks) ○ certification of two labs – (10 marks) ○ certification of one lab – (5 Marks) ○ No evidence provided – (0 Mark) 	25 marks		
<u>Organizational Capacity</u>	<p>a) Attach company profile – (5 Marks)</p> <p>b) Provide an organogram of the company, including key personnel (management and technical teams) – (5 Marks)</p>	10 marks		
	<p>c) Provide CVs and academic certificates of key personnel that would be assigned to the contract, including the technical personnel that would be involved during the project implementation. -</p> <p>1(a) At least 1 Master’s degree holder in the following fields;</p> <p>i. Architecture</p> <ul style="list-style-type: none"> ○ With over 10 years relevant experience-----8 ○ With 5 to 10 years relevant experience-----6 ○ With under 5 years relevant experience-----2 ○ No relevant certificate-----0 <p>ii. Mechanical</p> <ul style="list-style-type: none"> ○ With over 10 years relevant experience-----8 ○ With 5 to 10 years relevant experience-----6 ○ With under 5 years relevant experience-----2 ○ No relevant certificate-----0 <p>iii. Electrical</p> <ul style="list-style-type: none"> ○ With over 10 years relevant experience-----4 ○ With 5 to 10 years relevant experience-----2 ○ With under 5 years relevant experience-----1 ○ No relevant certificate-----0 	20 marks		
<u>Training</u>	<p>Provide training guide/curriculum for the user Client in the operation of the BSL-3 lab - (5 Marks)</p>	5 marks		

Project Plan	a) Provide a specific timeline and activity schedule work plan and project approach to undertake the works - (5 Marks) b) Provide 1-year Service Level Agreement (5 Marks)	10 marks		
(SUB TOTAL)		70 marks		
Interview/Due Diligence Score		30 marks		
TOTAL SCORE		100 marks		
<p>Only bidders who will score a minimum of 56 out of 70 marks (80%) in the technical score shall qualify for the interview stage which forms part of the technical evaluation. Only Bidders who qualify after the interview shall proceed to financial evaluation</p>				

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

<u>Name:</u>	<u>Nationality:</u>	<u>Citizenship Details:</u>	<u>Shares:</u>
1.
2.
3.

PART 2 (c) – Registered Company

Private or Public:

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

Nominal USD:

Issued USD:

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.

PART B: FINANCIAL PROPOSAL

(SUBMIT AS A SEPARATE ATTACHMENT)

No.	Item Description	Rate (USD)
1.	Design review report	
2.	Inspection report	
3.	Certification certificate	
4.	Any other expenses (if any)	
	SUB TOTAL	
	APPLICABLE TAXES (IF ANY)	
	GRAND TOTAL	

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

Currency	Grand Total	In Figures:
	Grand Total	In Words:
Bidder's Name: Bidder's 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: