



READVERTISEMENT TENDER NOTICE

TENDER NO: AMREF/11/07/2023/016-01

**PRE - QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR PROVISION
OF GOODS, SERVICES AND WORKS FOR THE PERIOD 2024 - 2025**

SUBMISSION DEADLINE: TUESDAY 11TH JUNE 2024 AT MIDNIGHT

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PRE-QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR PROVISION OF GOODS, SERVICES AND WORKS FOR THE PERIOD ENDING 31ST DECEMBER 2025

Amref Health Africa hereafter referred to as “Procuring Entity” or “The Client” would like to invite interested candidates to make applications as per the required criteria provided for possible shortlisting for supply and delivery or provision of goods, services and works services for the period ending 31st December 2025 in categories as indicated in the schedule below:

CATEGORY NO.	ITEM DESCRIPTION
S/024/2024-2025	Hire of mobile toilets
S/048/2024-2025	Provision of Shredding of Books and Papers
HV/073/2024-2025	Supply of motor-bikes
S/076/2024-2025	Installation, Repair, and Maintenance of Plumbing Works
S/077/2024-2025	Installation, Repair, and Maintenance of Electrical Works and Fittings
S/078/2024-2025	Repair and Maintenance of Office Furniture and Fittings
S/079/2024-2025	Provision of Interior Design Services
G/014/2024-2025	Supply of décor [interior décor services, flowers]
HV/074/2024-2025	Supply of medical training books and library books [both print and e-books]
ICT/059/2024-2025	Repair of mobile phones and tablets
S/022/2024-2025	Provision of professional movers’ services [moving household items]
S/033/2024-2025	Supply, installation, servicing and maintenance of gym equipment
S/042/2024-2025	Provision of bulk SMS services
S/080/2024-2025	Supply and Fitting of Tyres and related services
S/081/2024-2025	Supply of Motor Vehicle Suspension and 4x4 Accessories
S/082/2024-2025	Fiberglass Moulders, Commercial Vehicle body manufacturers, and vehicle Conversion specialists.
ICT/083/2024-2025	Supply of cameras, filming equipment and related accessories
ICT/084/2024-2025	Maintenance and repair of cameras, filming equipment and related accessories
NOTE: Dealers and Distributors are Encouraged to Apply	

Interested candidates may download prequalification documents from the Amref Health Africa website (<http://amref.org/tenders>) and submit their applications online by registering through the link: <https://etender.amref.org/> on the **KCO OPTION** (on the drop down menu under Amref Business Unit) upon payment of a non-refundable fee of **KES 2,000 per category**.

All payments should be made through;

MPesa Paybill: 890750 (Amref Health Africa - Fundraising)

Account number: (Supplier Online Registration Number)

Candidates should then input the M-Pesa Reference Code received while registering for each of the categories on the portal. **(NOTE: If applying for more than one category, ensure to make separate payments for each category as an M-Pesa reference can only be used once.)**

Applications are to be submitted so as to be received on or before **Tuesday 11th June 2024 at 11.59 p.m. EAT** after which the portal will not be accessible. Verification of successfully submitted applications will be done on **Wednesday 12th June 2024 at 10:00 a.m. EAT** in the presence of the suppliers or representatives who choose to login after registration. Physical applications will NOT be accepted.

Interested eligible bidders are also invited to a pre-bid conference on **Friday 31st May 2024** starting at **10:00 a.m. EAT**.

To access the link for registration of pre-tender conference and virtual tender opening, log onto the Amref Health Africa website; <http://amref.org/tenders>

Registration Assistance and Support

If you already have a profile, kindly only register for the categories which you are interested in. You do not need to create a new profile again.

If you encounter challenges or require further technical or substantive help in completing the application, please forward your inquiry or issue via email through: eprequalification@amref.org

Applicants are encouraged to submit applications at least one day ahead of the deadline for submission, in order to avoid any technical/unforeseen obstacles during the submission.

1. PRE-QUALIFICATION INSTRUCTIONS

1.1 E- Pre-qualification forms

The e-prequalification platform includes questionnaire forms detailing documents that are required of prospective suppliers.

The questionnaire forms PQ-1, PQ-2, PQ-3, PQ-5, PQ-6, PQ-7, & PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for the specific category(ies).

1.2 Submission of Pre-qualification Documents

The prequalification application, all relevant information and other requested documents shall be submitted online via the e-prequalification portal <https://etender.amref.org/> so as to be received by/before **Tuesday 11th June 2024 at 11.59 p.m. EAT.**

1.3 Specific Instructions

1.3.1 All the documents submitted so as to form part of the prequalification application must be in English.

1.3.2 All payments shall be made per individual category applied for and in the amount specified.

1.3.3 All applicants shall ensure to confirm they have received a notification that their application(s) has been successfully submitted.

1.4 Additional Information

Amref Health Africa reserves the right to request submission of additional information from prospective suppliers.

1.5 Evaluation of Applications

In order to be considered for pre-qualification, prospective suppliers are required to submit all the information requested. Suppliers who do not meet any of the mandatory requirements as specified in the PQ1 form will be automatically disqualified. (Refer to Clause 3.3.1)

Each application that meets the mandatory requirements will be evaluated by Amref on the basis of compliance with the eligibility, completeness and quality of information provided, relevance of the goods or services, references, experience, evidence of ability to perform, and the overall financial soundness of the vendor. Suppliers will be notified of the outcome of the prequalification exercise by e-mail.

Only suppliers whose applications are shortlisted by Amref Health Africa after the completion of the pre – qualification process shall be able to receive and respond to request for quotations up to 31st December 2025.

2. PRE-QUALIFICATION CRITERIA

2.1 Qualification

2.1.1 It is understood and agreed that the pre-qualification data provided by prospective suppliers is to be used by Amref Health Africa (the client) in determining, according to its sole judgment and discretion, the qualifications of prospective suppliers to perform in respect to the Category(ies) as described by the client.

2.1.2 Prospective suppliers shall be evaluated based on the extent of completion of the requested information for determination by Amref Health Africa that they possess the capability, experience and capacity to satisfactorily execute contracts for supply of goods, services or works.

2.2 Mandatory requirements

Failure of potential suppliers to provide the following mandatory requirements as specified in form PQ-1 shall be disqualified;

- i. Certificate of registration/incorporation
- ii. Valid Tax Compliance Certificate
- iii. Valid business trading license

2.3 Other Requirements

2.3.1 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar goods, services or works in the recent past (2018 to date) per category.

2.3.2 Personnel

The names, pertinent information and CV of the key personnel for individual or group to execute the contract are required to be indicated in form PQ-3.

2.3.3 Financial Capacity

The Supplier's financial situation will be determined by audited financial reports for the 2 most recent years (from 2021) submitted as per the instructions of the prequalification. (Potential suppliers are required to fill in the required data and documents as specified on Form PQ-1.)

2.3.4 Past Performance

Past performance will be given due consideration in pre-qualifying suppliers. Letters of recommendation from past customers are required in line with Form PQ-6 (from at least three organizations accompanied by the respective PO/SO/Contract).

2.3.5 Sworn Statement

Applications are required to include a sworn statement as in Form PQ-8 by the applicant ascertaining the accuracy of the information given.

2.3.6 Withdrawal of Prequalification Application

Should a condition arise between the time the firm submits their application and the tender opening date which could substantially change the performance and qualification of the supplier such as but not limited to bankruptcy, change in ownership or new commitments, then Amref Health Africa reserves the right to reject the tender from such a supplier.

2.3.7 Potential suppliers are required to declare any conflict of interest in relation to members of staff if any. Amref Health Africa will not procure goods or services from suppliers where the employees have not declared conflict of interest.

2.3.8 Amref Health Africa may decide to carry out further due diligence on any category of potential applicants through a source audit exercise for shortlisted suppliers.

2.3.9 Any effort by the tenderer to influence Amref Health Africa in the evaluation of applications or decisions related to this exercise may result in the rejection of the supplier's application.

2.4 Scoring

Required Information	Form Type	Max Points Score
1. Registration Documentation	PQ-1	30
2. Supplier Profile	PQ-2	5
3. Supervisory Personnel	PQ-3	10
4. Financial Position & Terms of Trade	PQ-1	20
5. Business Questionnaires	PQ-5	15
6. Past Experience	PQ-6	10
7. Litigation History	PQ-7	10
	<u>TOTAL</u>	<u>100</u>

The qualification pass mark shall be determined solely at the discretion of the Amref Health Africa tender committee.

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Taxes on Imported Materials

Amref Health Africa is not exempted from any taxes. (Tax exemption only applies to particular projects e.g. Global Fund, USAID etc.)

3.2 Customs Clearance

Suppliers shall be responsible for custom clearance of any imported goods and materials on behalf of Amref Health Africa.

3.3 Pricing

Pricing shall be per unit or cumulative of computed unit price and quantities required. Prices quoted shall be inclusive of all applicable taxes, delivery charges and in the local currency unless where otherwise applicable.

3.4 Payments

All Invoices shall be required to comply with Tax Invoice Management System (TIMS). Purchase orders shall be on credit of a minimum of sixty (60) days or as may be stipulated in the Contract Agreement.

3.5 Code of Conduct

Prospective suppliers shall be required to comply with the Amref Health Africa Supplier Code of Conduct.

Amref Health Africa reserves the right to accept or reject any or all applications and is not bound to give reasons for its decision. Late applications will be rejected.