



TENDER NOTICE

TENDER NO: AMREF/30/08/2024/002

**PRE - QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR PROVISION
OF GOODS, SERVICES AND WORKS FOR THE PERIOD 2025 – 2026 FOR
AMREF HEALTH AFRICA IN ZAMBIA**

**SUBMISSION DEADLINE: THURSDAY 12TH SEPTEMBER 2024 AT
MIDNIGHT**

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PRE - QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR PROVISION OF GOODS, SERVICES AND WORKS FOR THE PERIOD 2025 - 2026

Amref Health Africa in Zambia 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 a period of 2 years (2025 to 2026) in categories as indicated in the schedule below:

CATEGORY A: SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION
G/001/2025-2026	Supply of general stationeries
G/002/2025-2026	Supply and delivery of office furniture, fittings & office equipment
G/003/2025-2026	Supply of electronic appliances [tv, radios, fridges, dispensers Etc]
G/004/2025-2026	Supply of electronic hardware and related items [sockets, fluorescent fittings, bulbs Etc]
G/005/2025-2026	Supply of household cleaning and sundries materials [soaps, mops, tissues, detergents, bleaching agents Etc]
G/006/2025-2026	Supply of sugar, coffee, tea leaves, tea bags, and beverages
G/007/2025-2026	Supply of relief non-food items [blankets, jerry cans, mosquito nets, kitchen sets, blankets, buckets and basins, tarpaulins, dignity kits Etc]
G/008/2025-2026	Supply, installation, servicing and maintenance of air conditioners
G/009/2025-2026	Supply, installation and maintenance of solar panels & related accessories
G/010/2025-2026	Supply and installation of tents and canopies
G/011/2025-2026	Supply of bottled drinking water
G/012/2025-2026	Supply of décor [interior décor services, flowers etc]

CATEGORY B: PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION
S/013/2025-2026	Provision of air ticketing services
S/014/2025-2026	Provision of comprehensive office cleaning services
S/015/2025-2026	Provision of gardening services
S/016/2025-2026	Provision of clearing and forwarding services
S/017/2025-2026	Provision of garbage collection
S/018/2025-2026	Provision and maintenance of blinds and curtain
S/019/2025-2026	Provision of professional movers’ services [moving household items]
S/020/2025-2026	Provision of event management services such as conferences, seminars, or webinars
S/021/2025-2026	Provision of fumigation and pest control services
S/022/2025-2026	Hire of public address systems, audio visual equipment and related services
S/023/2025-2026	Supply, installation and maintenance of generators, water pumps & related accessories
S/024/2025-2026	Provision of security services [guarding services, alarm response, guard dogs, access control systems etc]

S/025/2025-2026	Supply, installation, repair and maintenance of electrical fence/concertina wire
S/026/2025-2026	Supply, installation and maintenance of CCTV system and related accessories
S/027/2025-2026	Provision of services for collection of sanitary bins
S/028/2025-2026	Provision of brokerage services for medical cover, group life assurance and group personal accident cover /WIBA insurance.
S/029/2025-2026	Provision of brokerage services for general insurances [professional indemnity, directors & officers' liability, travel insurances]
S/030/2025-2026	Provision of brokerage services for international medical cover
S/031/2025-2026	Provision of transport & logistics services including customs clearance, freight forwarding and transportation
S/032/2025-2026	Supply, installation and maintenance of fire appliances/fire hydrants, training and safety services
S/033/2025-2026	Repair and maintenance of motor vehicles
S/034/2025-2026	Provision of taxi services
S/035/2025-2026	Provision of simultaneous interpretation services provide SIS to conferences and workshops, including SIS equipment
S/036/2025-2026	Provision of catering services

CATEGORY C: ICT EQUIPMENT AND SERVICES

CATEGORY NO.	ITEM DESCRIPTION
ICT/037/2025-2026	Supply and delivery of computer equipment [laptops, servers, routers, printers and scanners Etc]
ICT/038/2025-2026	Provision of repairs and maintenance of laptops, computers, servers, projectors, printers and other ICT equipment
ICT/039/2025-2026	Supply, maintenance and installation of power and battery backup solution
ICT/040/2025-2026	Supply, maintenance, and configuration of voice, data communication services and computer networks/video conference
ICT/041/2025-2026	Supply and maintenance of cameras and filming equipment and related accessories
ICT/042/2025-2026	Supply of computer accessories [headsets, mouse, laptop chargers, cables Etc]
ICT/043/2025-2026	Supply of mobile phones, tablets, and related accessories
ICT/044/2025-2026	Repair of mobile phones and tablets

<u>CATEGORY D: HIGH VALUE SUPPLIES</u>	
CATEGORY NO.	ITEM DESCRIPTION
HV/045/2025-2026	Supply of hardware, building and construction materials
HV/046/2025-2026	Design and supply of branded promotional materials [t-shirts, shirts, uniforms, caps, bags, Etc]
HV/047/2025-2026	Supply of printing and publishing services [books, calendars, diaries, business cards, greeting cards, brochures Etc]
HV/048/2025-2026	Provision of creative design services for plaques / engravings and gifts [trophies, custom made items Etc]
HV/049/2025-2026	Supply of branding, signage & outdoor advertising services [billboards & related services]
HV/050/2025-2026	Supply of medical /surgical/laboratory equipment and supplies/skills lab equipment and supplies and Covid19 related items [face masks, face shields, thermometers –gun type Etc]
HV/051/2025-2026	Supply of human medical drugs
HV/052/2025-2026	Supply of human vaccines
HV/053/2025-2026	Supply of plastic water tanks
HV/054/2025-2026	Repair, renovation and construction of buildings
HV/055/2025-2026	Supply of medical training books and library books [both print and e-books]
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 **Zambia** option (on the drop down menu under Amref business unit) upon payment of a non-refundable fee of **ZMK 200 per category**. All payments should be made through;

Bank: Standard Chartered Bank Account Number: 0100118103300

Reference will be the supplier code & category code (e.g ZMETR001 HV/052/2025-2026)

Candidates should then scan the individual deposit slips 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 a deposit slip can only be used once.)**

Applications are to be submitted so as to be received on or before **Thursday 12th September 2024 at midnight** after which the portal will not be accessible. Confirmation of successfully submitted applications will be done on **Friday 13th September 2024 at 10:00am** 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 **Wednesday 04th September 2024** starting at **9:00am**.

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 encounter challenges or require further technical or substantive help in completing the application, please forward your inquiry or issue via email through: **procurement.zambia@amref.org** with a subject line '**PREQUALIFICATION**'

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 **Thursday 12th September 2024 at Midnight.**

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 as from 1st January 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 General Tax Clearance Certificate
- iii. Valid PACRA Certificate

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 (2019 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 2 most recent audited financial reports (from 2021) and each must be signed by the auditor and the firms' Directors. (Both reports must have unqualified/ unmodified auditor's opinion) 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/Invoice).

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 for each category shall be determined solely at the discretion of the Amref Health Africa in Zambia tender committee.

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Taxes on Imported Materials

Amref Health Africa in Zambia is exempted from VAT

3.2 Customs Clearance

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

3.3 Pricing

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

3.4 Payments

All Invoices shall be required to comply with TPIN Tax Invoice Requirements.
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 and Safeguarding

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

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.