



**INVITATION TO BID**

**PRE-QUALIFICATION OF CONSULTANCY AND PROFESSIONAL SERVICES  
FOR THE PERIOD 2025 – 2026**

**FOR**

**AMREF HEALTH AFRICA IN ETHIOPIA**

**TENDER NO. AMREF\_ET/13/09/2024/002**

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**SUBMISSION DEADLINE: THURSDAY 26TH SEPTEMBER 2024 AT MIDNIGHT**

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### CONSULTANT CONTACT DETAILS

1.	Name of Consultant:		
2.	Communication Information	▪ Postal Address:	
		▪ Postal Code:	
		▪ City:	
		▪ Country:	
		▪ Physical Location of the office:	
		▪ Official Email Address:	
		▪ Phone Number:	
	▪ Website Address:		
3.	Name of Contact Person:		
4.	Mobile Number of Contact Person:		
5.	Categories(s) applied for:	▪ Category Code	
		▪ Category Description	



**PRE-QUALIFICATION OF CONSULTANCY AND PROFESSIONAL SERVICES FOR AMREF HEALTH AFRICA IN ETHIOPIA FOR THE PERIOD 2025 – 2026 | TENDER NO. AMREF\_ET/13/09/2024/002**

Amref Health Africa in Ethiopia referred to as the “Procuring Entity” or “The Client” would like to invite interested candidates who must qualify by meeting the set criteria as provided by Amref Health Africa in Ethiopia to perform the contract of provision consultancy and professional services for a period of 2 years [2025 to 2026] in the categories as indicated in the schedule below:

<u>Category Code</u>	<u>Category Description</u>
AHA/CS/001/2025-2026	Project/Programme research evaluations
AHA/CS/002/2025-2026	Proposal Development (USAID, CDC, BMGF)
AHA/CS/003/2025-2026	Environmental Impact Assessment and Audit
AHA/CS/004/2025-2026	Hydrological/Geophysical Surveys
AHA/CS/005/2025-2026	CSOs/SRs Capacity assessment
AHA/CS/006/2025-2026	Artistic Works, Layout Designs & Illustrations
AHA/CS/007/2025-2026	Project documentation, writing, layout and editing
AHA/CS/008/2025-2026	Medical and Laboratory ISO Accreditation
AHA/CS/009/2025-2026	Research design
AHA/CS/010/2025-2026	Strategy development and review
AHA/CS/011/2025-2026	Production of Radio and TV Programs, Documentaries, photography and films
AHA/CS/012/2025-2026	Curriculum Development
AHA/CS/013/2025-2026	Team Building & Performance Improvement
AHA/CS/014/2025-2026	Events Planning and Coordination
AHA/CS/015/2025-2026	Audit and Tax Consultancy Services
AHA/CS/016/2025-2026	IT Audit and IT Security
AHA/CS/017/2025-2026	Artistic Works, Layout Designs & Illustrations
AHA/CS/018/2025-2026	Fire/Safety Services
AHA/CS/019/2025-2026	Psychometric services
AHA/CS/020/2025-2026	Recruitment Services
AHA/CS/021/2025-2026	Asset Valuations
AHA/CS/022/2025-2026	Provision of IT Services, Software Developers
AHA/CS/023/2025-2026	Mapping & Survey Services
AHA/CS/024/2025-2026	Media monitoring

<u>Category Code</u>	<u>Category Description</u>
AHA/CS/025/2025-2026	Statisticians
AHA/CS/026/2025-2026	Health Economists
AHA/CS/027/2025-2026	Technical editors and copywriting (Both American and British English)
AHA/CS/028/2025-2026	Visual graphics
AHA/CS/029/2025-2026	Contract Management
AHA/CS/030/2025-2026	Quality Assurance
AHA/CS/031/2025-2026	Legal and arbitration services
AHA/CS/032/2025-2026	Digital Media services
AHA/CS/033/2025-2026	Medical Diagnosis and Treatment (Medical Specialists)
AHA/CS/034/2025-2026	Transcription and Translation services (English, Amharic and other local languages in Ethiopia, sign language)
AHA/CS/035/2025-2026	Geographic Information System
AHA/CS/036/2025-2026	Rapporteur and Facilitation
AHA/CS/037/2025-2026	Interior Design – (space branding and concept design)
AHA/CS/038/2025-2026	French Translation Services
AHA/CS/039/2025-2026	Public Relations
AHA/CS/040/2025-2026	Videography and Photography
AHA/CS/041/2025-2026	Animations and Illustrations
AHA/CS/042/2025-2026	Photo and Video Licensing
AHA/CS/043/2025-2026	Graphic Designs Services and Illustrators (Comics)
AHA/CS/044/2025-2026	Digitizing Services
AHA/CS/045/2025-2026	Sound animators and Graphic Animators
AHA/CS/046/2025-2026	Copy Editors for Proposal Writing
AHA/CS/047/2025-2026	Provision of Actuarial and Financial Modelling Services

Interested candidates may download the prequalification documents in **English** from the Amref Health Africa website: <http://amref.org/tenders>

Interested eligible candidates are invited for a pre-bid meeting to be held on **Wednesday 18<sup>th</sup> September 2024** starting at **10.00 a.m.** Register in advance for this meeting through the link;

<https://amref.zoom.us/meeting/register/tZAk-dqsqjwuGtDj1GH2JeBuW1MYIreRRnC8>

After registering, you will receive a confirmation email containing information about joining the meeting.

Completed pre-qualification documents indicating the tender name, tender number, category code and category description are to be submitted through the secure email address: [consultancy.ethiopia@amref.org](mailto:consultancy.ethiopia@amref.org) so as to be received on or before **Thursday 26<sup>th</sup> September 2024** at **midnight**.

The email subject line should be: **PRE-QUALIFICATION OF CONSULTANTS FOR PERIOD 2025-2026: CATEGORY CODE.: .....**

**Only electronic bids will be accepted. Physical applications will NOT be accepted.**

Confirmation of successfully submitted applications will be done on **Friday 27<sup>th</sup> September 2024** at **Noon** in the presence of the bidders or representatives. Register in advance for this meeting through the link;

[https://amref.zoom.us/meeting/register/tZMldOyhqz8oE9UvB\\_xBRSiEFw7x41gmgMht](https://amref.zoom.us/meeting/register/tZMldOyhqz8oE9UvB_xBRSiEFw7x41gmgMht)

After registering, you will receive a confirmation email containing information about joining the meeting.

## **1.0 PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

Amref Health Africa in Ethiopia referred to as the “Procuring Entity” or “The Client” would like to invite interested candidates who must qualify by meeting the set criteria as provided by Amref Health Africa in Ethiopia to perform the contract of provision consultancy and professional services for a period of 2 years [2025 to 2026].

### **1.2 Pre-qualification Objective**

The main objective is to provide consultancy and professional services under relevant tenders/quotations to Amref Health Africa in Ethiopia as and when required during the stated period.

### **1.3 Invitation of Pre-qualification**

**Registered** or **unregistered individuals** operating consulting services are invited to submit their pre-qualification documents. Bids will be submitted in complete lots singly or in combination. The prospective consultants are required to provide mandatory information for pre-qualification.

#### 1.4 Experience

Prospective consultants must have carried out successful undertaking and delivery of services to Government/Corporations/ NGOs/ Institutions of similar size and complexity. Potential consultants must demonstrate the willingness and commitment to meet the pre-qualification criteria.

#### 1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective consultants.

1.6 In order to be considered for pre-qualification, prospective consultants must submit all the information herein requested and any bidder who does not meet all the relevant **mandatory requirements** will be disqualified.

#### 1.7 Distribution of Pre-Qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted through the provided email not **later than Thursday 26<sup>th</sup> September 2024 at Midnight.**

#### 1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be forwarded via email to the following address: [eprequalification.ethiopia@amref.org](mailto:eprequalification.ethiopia@amref.org)

#### 2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

##### 2.1 Payments

All local purchases shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

#### 3.0 PRE-QUALIFICATION DATA INSTRUCTIONS

##### 3.1 Pre-qualification Data Forms

The attached questionnaire Forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, and PQ-6 are to be completed by prospective consultants who wish to be pre-qualified for submission of tender for the various categories.

3.1.1 The pre-qualified application Forms that are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in **English**.

## 3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Amref Health Africa in Ethiopia in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Amref Health Africa in Ethiopia, they possess the capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

## 3.3 Essential Criteria for Pre-qualification

3.3.1 (a) **Experience:** Prospective bidders shall have at least 2 years of experience in the delivery of services and potential consultants should show competence, willingness and capacity to service the contract.

(b) Prospective consultant requires special experience and capability to organize the execution and delivery of services at short notice.

## 3.3.2 Personnel

The names pertinent information and CV of the key personnel for the individual or group to execute the contract must be indicated in **Form PQ-2**.

## 3.3.3 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in **Form PQ-4** (at least from three organizations - attach copies of Purchase Order/Contract)

## 3.4 Statement

Application must include a sworn statement **Form PQ-6** by the Tenderer ensuring the accuracy of the information given.

## 3.5 Withdrawal of Prequalification.

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date that could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then Amref Health Africa in Ethiopia reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.



- 3.6.1** The firm/consultant must declare any conflict of interest in relation to any member of staff. Amref Health Africa in Ethiopia will not seek services from firms/consultants where the employees have not declared a conflict of interest.
- 3.6.2** Amref Health Africa in Ethiopia will carry out a due diligence exercise for the shortlisted prequalified suppliers/consultants.
- 3.6.3** Any effort by the tenderer to influence Amref Health Africa in Ethiopia in the tender evaluation, tender comparison or contract award decisions will result in the rejection of the tenderer's tender.

**3.7 Prequalification Criteria**

Required Information	Form Type	Points Score
1. Pre-qualification/Consultancy Data	PQ-1	10
2. Supervisory Personnel	PQ-2	10
3. Confidential Report	PQ-3	10
4. Past Experience	PQ-4	10
5. Litigation History	PQ-5	10
<b>TOTAL</b>		<b>50</b>

The qualification is 70% and above. Bids scoring below 70% will be considered non-responsive.

**FORM PQ-1: PRE-QUALIFICATION DATA**

**REGISTRATION FOR OTHER PROFESSIONAL SERVICES APPLICATION FORM**

CONSULTANT BIOGRAPHICAL DATA SHEET						
<b>1. Name of lead consultant (Last, First, Middle) and/or consultancy firm</b>			<b>2. Contractor's Name</b>			
Name (Last, First, Middle):			Amref Health Africa in Ethiopia			
Consultancy firm:						
<b>3. Consultant's Address (include ZIP Code):</b>			<b>4. Consultant's email address:</b>			
			<b>5. Consultancy Category Number applied for</b>		<b>6. Proposed daily consultancy rate (US\$)</b>	
<b>7. Telephone and cell phone numbers (include area code)</b>			<b>8. Place of Birth</b>		<b>9. Citizenship (s)</b>	
<b>10. EDUCATION (include all college or university degrees)</b>				<b>11. LANGUAGE PROFICIENCY (see instructions on reverse)</b>		
<b>NAME AND LOCATION OF INSTITUTION</b>	<b>MAJOR</b>	<b>DEGREE</b>	<b>YEAR</b>	<b>LANGUAGE</b>	<b>Proficiency Speaking</b>	<b>Proficiency Reading</b>
<b>12. EMPLOYMENT HISTORY:</b> Give the last three (3) years. List salaries separately for each year. Continue on a separate page if necessary.						
<b>POSITION TITLE:</b>	<b>EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT &amp; TELEPHONE NO.</b>	<b>Employment Period:</b> (most recent first)		<b>Annual Salary in US\$:</b>		
		<b>From:</b>	<b>To:</b>			

**13. SPECIFIC RELEVANT CONSULTANCY SERVICES (give last five (5) years)**

SERVICES PERFORMED	COMPANY'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE NO.	Dates of Service (MM/DD/YY):		Daily Rate:	Days at Rate:
		From	To	(dollars)	

**CERTIFICATION:**

Consultant certifies in submitting this form that consultant has taken reasonable steps to ensure the accuracy of the information contained in this form. The consultant understands that Amref Health Africa will make necessary contacts to verify the information. Consultant understands that Amref Health Africa may rely on the accuracy of such information in negotiating rates and/or salary with the consultant. Applicant understands that the making of certifications that are false, fictitious, or fraudulent may result in appropriate remedial action by Amref Health Africa, taking into consideration all of the pertinent facts and circumstances, which may include immediate termination of any relationship with Amref Health Africa.

Signature:

Date:

***INSTRUCTIONS***

Consultant to complete blocks 1, 3-13, and sign and date block 14.

Indicate your language proficiency in block 11 using the following numeric Interagency Language Roundtable levels (Foreign Service Institute levels). Also, the following provides brief descriptions of proficiency levels 2, 3, 4, and 5. "S" indicates speaking ability and "R" indicates reading ability.

2 Limited working proficiency

S Able to satisfy routine social demands and limited work requirements.

R Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on familiar subjects.

3 General professional proficiency

- S Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations.
- R Able to read within a normal range of speed and with almost complete comprehension.
- 4 Advanced professional proficiency
- S Able to use the language fluently and accurately on all levels.
- R Nearly native ability to read and understand extremely difficult or abstract prose, colloquialisms and slang.
- 5 Functional native proficiency
- S Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker.
- R Reading proficiency is functionally equivalent to that of the well-educated native reader.

**PAPERWORK REDUCTION ACT INFORMATION**

The information requested by this form is necessary for the prudent management and administration of public funds. The educational information provides an indication of qualifications; the salary information is used as a means of cost monitoring and to help determine the reasonableness of the proposed salary/rate.

**PAPERWORK REDUCTION ACT NOTICE**

The public reporting burden for this collection of information is estimated to average thirty minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

AMREF HEALTH AFRICA IN ETHIOPIA  
 Monitoring, Evaluation and Research Unit  
 Bole Sub City | Woreda 03 | House #2310 |  
 Addis Ababa, Ethiopia

**For others**

1/We ..... hereby apply for registration as supplier(s)

*(Name of Company/Firm)*

of .....

*(Item Description)*

.....

*(Category No.)*

Post Office Address: ..... Town: .....

Street: ..... Name of building: ..... Room/Office No.: .....

Floor No.: ..... Telephone Nos. ....

Email address **(MUST)**: .....

Full Name of applicant: .....

Other branches location: .....

**Organization & Business Information:**

Management Personnel: .....

Chief Executive: .....

Secretary: .....

General Manager: .....

Treasurer: .....

Other: .....

**Partnership (if applicable):**

Names of Partners: .....

Business founded or incorporated: .....

Under present management since: .....

Net worth equivalent

Ethiopian Birr.: .....

Bank reference and address: .....

Enclose a copy the organizational chart of the firm indicating the main fields of activities:  
.....

**FORM PQ-2: SUPERVISORY PERSONNEL**

Name: .....

Age: .....

Academic Qualification: .....

Under graduate: .....

Post graduate: .....

Diploma: .....

High School: .....

Professional Qualification: .....

.....

***(Attach Certificates)***

Length of service with Contractor or Supplier position held

.....

***(Attach copies of certificates of at least 2 key personnel in the organization)- 5 Marks Each***

**(10 Points)**

**FORM PQ-3: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2(a) or 2(b) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

\*if Ethiopian Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

**Part I- General:**

Business Name: .....

Location of business premises: .....

Plot No.: ..... Street/Road: .....

Postal Address: ..... Tel. No.: .....

Email address (MUST): .....

Nature of business: .....

Current Trade Licence. No.: ..... Expiring date: .....

Maximum value of business which you can handle at any one time:

Ethiopian Birr: .....

Name of your bankers: ..... Branch: .....

Account No.: ..... Branch: .....

Swift code: ..... Branch code: .....

Bank Currency: .....

**Part 2 (a) Partnership**

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**Part 2 (b) – Registered Company:**

Private or Public.....

State the nominal and issued capital of company-

Nominal Birr: .....

Issued Birr: .....

Given details of all directors as follows: -

Name	Nationality	Citizenship Details	Shares
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Date: .....

Signature of Candidate: .....

(9 Points)



**FORM PQ-4: PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS  
NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1) Name of 1<sup>st</sup> Client (organization)

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- iii) Name of Contact Person at the client (organization)  
.....
- iv) Telephone No. of Client .....
- v) Value of Contract .....
- vi) Duration of Contract (date) .....

***(Attach documental evidence of the existence of the contract)***

2) Name of 2nd Client (organization)

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- iii) Name of Contact Person at the client (organization)  
.....
- iv) Telephone No. of Client .....
- v) Value of Contract .....
- vi) Duration of Contract (date) .....

***(Attach documental evidence of the existence of the contract)***

3) Name of 3<sup>rd</sup> Client (organization)

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- iii) Name of Contact Person at the client (organization)  
.....
- iv) Telephone No. of Client .....
- v) Value of Contract .....
- vi) Duration of Contract (date) .....

***(Attach documental evidence of the existence of the contract)***

4) Others .....

**(10 Points)**

**3 marks each and an additional point for one other**

**FORM PQ-5: LITIGATION HISTORY**

**Name of Consultant**

Firms/Consultants should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, ETHIOPIAN BIRR. EQUIVALENT)

(10 Points)

**FORM PQ-6 SWORN STATEMENT**

Having studied the pre-qualification information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualification evaluation.

Date: .....

Applicant's Name: .....

Represented by: .....

Signature: .....

(Full name and designation of the person signing and stamp or seal)

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