



INVITATION TO BID

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

FOR

AMREF HEALTH AFRICA IN ETHIOPIA

TENDER NO: AMREF_ET/03/09/2024/001

SUBMISSION DEADLINE: MONDAY 16TH SEPTEMBER 2024 AT MIDNIGHT

Table of Contents

| | |
|---|---|
| REGISTRATION ASSISTANCE AND SUPPORT | 3 |
| 1. PRE-QUALIFICATION INSTRUCTIONS..... | 3 |
| 1.1 E- Pre-qualification forms..... | 3 |
| 1.2 Submission of Pre-qualification Documents | 4 |
| 1.3 Specific Instructions..... | 4 |
| 1.4 Additional Information | 4 |
| 1.5 Evaluation of Applications..... | 4 |
| 2. PRE-QUALIFICATION CRITERIA | 4 |
| 2.1 Qualification | 4 |
| 2.2 Mandatory Requirements..... | 5 |
| 2.3 Other Requirements..... | 5 |
| 2.4 Scoring | 7 |
| 3. BRIEF CONTRACT REGULATIONS/GUIDELINES | 7 |
| 3.1 Taxes on Imported Materials | 7 |
| 3.2 Customs Clearance | 7 |
| 3.3 Pricing..... | 7 |
| 3.4 Payments..... | 8 |
| 3.5 Code of Conduct..... | 8 |

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

Amref Health Africa in Ethiopia hereafter referred to as “Procuring Entity” or “The Client” would like to invite interested candidates, including current suppliers, to make applications as per the required criteria provided for possible shortlisting for supply and delivery or provision of goods, services and works for a period of 2 years (2025 to 2026) in the 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 materials and sundries [soaps, mops, tissues, detergents, bleaching agents Etc.] |
| G/006/2025-2026 | Supply of relief non-food items [blankets, jerry cans, mosquito nets, kitchen sets, blankets, buckets and basins, tarpaulins, dignity kits Etc.] |
| G/007/2025-2026 | Supply of sugar, coffee, tea leaves, tea bags, and beverages |
| G/008/2025-2026 | Supply, installation and renovation of 20ft and 40ft storage containers |
| G/009/2025-2026 | Supply, installation, servicing and maintenance of air conditioners |
| G/010/2025-2026 | Supply, installation and maintenance of solar panels & related accessories |
| G/011/2025-2026 | Supply and installation of tents and canopies |
| G/012/2025-2026 | Supply of bottled drinking water |

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 clearing and forwarding services |
| S/016/2025-2026 | Provision and maintenance of blinds and curtain |
| S/017/2025-2026 | Provision of event management services such as conferences, seminars, or webinars |
| S/018/2025-2026 | Hire of mobile toilets |
| S/019/2025-2026 | Supply, installation and maintenance of generators, water pumps & related accessories |
| S/020/2025-2026 | Provision of outside catering services [Amref will provide space- chargeable] |
| S/021/2025-2026 | Supply, installation and maintenance of CCTV system and related accessories |
| S/022/2025-2026 | Provision of psychometric, assessments, employer of record, job evaluation and salary and benefits surveys |

| | |
|-----------------|---|
| S/023/2025-2026 | Repair and maintenance of motor vehicles |
| S/024/2025-2026 | Provision of taxi services |
| S/025/2025-2026 | Provision of graphic design services |
| S/026/2025-2026 | Provision and supply of household water treatment solutions |
| S/027/2025-2026 | Provision of Public Relations, media monitoring and analysis services |

CATEGORY C: ICT EQUIPMENT AND SERVICES

| CATEGORY NO. | ITEM DESCRIPTION |
|---------------------|---|
| ICT/028/2025-2026 | Supply and delivery of computer equipment [servers, routers, printers and scanners Etc.] |
| ICT/029/2025-2026 | Provision of repairs and maintenance of computers, servers, projectors, printers and other ICT equipment |
| ICT/030/2025-2026 | Supply, maintenance and installation of power and battery backup solution |
| ICT/031/2025-2026 | Supply, maintenance, and configuration of voice, data communication services and computer networks/video conference |
| ICT/032/2025-2026 | Provision of software solutions, website development, mobile apps development, hosting and licensing |
| ICT/033/2025-2026 | Provision of cloud services |
| ICT/034/2025-2026 | Supply of cameras and filming equipment and related accessories |
| ICT/035/2025-2026 | Maintenance and repair of cameras and filming equipment and related accessories |
| ICT/036/2025-2026 | Supply of computer accessories [headsets, mouse, laptop chargers, cables Etc.] |
| ICT/037/2025-2026 | Supply of mobile phones, tablets, and related accessories |

CATEGORY D: HIGH VALUE SUPPLIES

| CATEGORY NO. | ITEM DESCRIPTION |
|---------------------|---|
| HV/038/2025-2026 | Supply of hardware, building and construction materials |
| HV/039/2025-2026 | Design and supply of branded promotional materials [t-shirts, shirts, uniforms, caps, bags, Etc.] |
| HV/040/2025-2026 | Supply of printing and publishing services [books, calendars, diaries, business cards, greeting cards, brochures Etc.] |
| HV/041/2025-2026 | Provision of creative design services for plaques / engravings and gifts [trophies, custom made items Etc.] |
| HV/042/2025-2026 | Supply of branding, signage & outdoor advertising services [billboards & related services] |
| HV/043/2025-2026 | Supply of motor vehicle tyres, suspension, tubes, and accessories |
| HV/044/2025-2026 | 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/045/2025-2026 | Supply of human medical drugs |

| | |
|---|---|
| HV/046/2025-2026 | Supply of human vaccines |
| HV/047/2025-2026 | Supply of plastic water tanks |
| HV/048/2025-2026 | Repair, renovation and construction of buildings |
| HV/049/2025-2026 | Borehole drilling, equipping, and rehabilitation services |
| HV/050/2025-2026 | Construction and rehabilitation of dams and water pans |
| HV/051/2025-2026 | Supply of motor-bikes |
| HV/052/2025-2026 | Supply and installation of steel water tanks |
| NOTE: Dealers and Distributors are Encouraged to Apply | |

Interested bidders may download the prequalification documents in English 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 **ETHIOPIA** option (on the drop down menu under Amref business unit).

Interested eligible bidders are invited for a pre-bid meeting to be held on **Friday 6th September 2024** starting at **10.00 a.m.** Register in advance for this meeting through the link;

https://amref.zoom.us/meeting/register/tZApd-yvpjIjG9YP_q7VgPjWcXVpAeQBS05w

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

Complete applications are to be submitted to be received on or before **Monday 16th September 2024** at **midnight** after which the portal will not be accessible. **Physical applications will NOT be accepted.**

Confirmation of successfully submitted applications will be done on **Tuesday 17th September 2024** at **Noon**. The suppliers or representatives are also invited to witness the tender opening session by registering in advance for the meeting through the below link;

<https://amref.zoom.us/meeting/register/tZMrd-mrqDwvGtHsvw98d5hjl8fhjGfmZu9m>

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 to: eprequalification.ethiopia@amref.org

Applicants are encouraged to submit applications at least one day ahead of the deadline for submission, 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, PQ4 and PQ-5 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 on or before **Monday 16th September 2024 at Midnight 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 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 in Ethiopia reserves the right to request the 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 in Ethiopia 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 in Ethiopia (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 in Ethiopia 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. VAT/TOT Registration Certificate
- ii. Valid TIN Certificate
- iii. Renewed Business License duly registered under the Laws of Ethiopia
- iv. Willing to supply goods/services on Amref Health Africa Credit basis

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 (2017 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 year 2022 and 2023, 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-2 (from at least three organizations accompanied by the respective PO/SO/Contract).

2.3.5 Professional Certification/Regulations

The following categories shall require additional requirements;

| CATEGORY | ITEM DESCRIPTION | REQUIREMENT |
|-------------------|--|---|
| S/013/2025-2026 | Provision of air ticketing services | IATA certificate |
| S/020/2025-2026 | Provision of outside catering services | Food Handlers Certificate from City Council |
| ICT/028/2025-2026 | Supply and delivery of computer equipment [servers, routers, printers and scanners Etc.] | Manufacturer or distributor authorization |
| ICT/030/2025-2026 | Supply, maintenance and installation of power and battery backup solution | Manufacturer or distributor authorization |

| | | |
|------------------|--|--|
| HV/038/2025-2026 | Supply of hardware, building and construction materials | Building Construction Certificate (BC Certificate) |
| HV/044/2025-2026 | 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.] | Registration with DACA |
| HV/045/2025-2026 | Supply of human medical drugs | Registration with DACA |
| HV/046/2025-2026 | Supply of human vaccines | Registration with DACA |
| HV/047/2025-2026 | Repair, renovation and construction of buildings | Building Construction Certificate (BC Certificate) |
| HV/048/2025-2026 | Borehole drilling, equipping, and rehabilitation services | Water Well Drilling contractor Licence |
| HV/049/2025-2026 | Construction and rehabilitation of dams and water pans | Building Construction Certificate (BC Certificate) |

2.3.6 Sworn Statement

Applications are required to include a sworn statement as in Form PQ-6 by the applicant ascertaining the accuracy of the information given.

2.3.7 Withdrawal of Prequalification Application

Should a condition arise between the time the firm submits its application and the tender opening date that 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 in Ethiopia reserves the right to reject the tender from such a supplier.

2.3.8 Conflict of Interest

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

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

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

2.4 Scoring

| <u>Required Information</u> | <u>Form Type</u> | <u>Max Points Score</u> |
|---|-------------------------|--------------------------------|
| 1. Profile Information & Business Questionnaires | PQ-2 | 15 |
| 2. Registration Documentation - [30 Mks] Financial Position & Terms of Trade - [20 Mks] Past Experience - [10 Mks] | PQ-1 | 60 |
| 3. Supervisory Personnel | PQ-3 | 10 |
| 4. Directors / Partners Details and Contacts | PQ-4 | 10 |
| 5. Litigation History | PQ-5 | 5 |
| | TOTAL | 100 |

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

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Taxes on Imported Materials

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

3.2 Customs Clearance

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

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 Regulations. Purchase orders shall be on credit of within 30 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.