



# **EXPRESSION OF INTEREST**

## DESIGN, SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF COMMERCIAL KITCHEN AND LAUNDRY EQUIPMENT AT THE AMREF INTERNATIONAL UNIVERSITY NORTHLANDS CAMPUS

# AMREF HEALTH AFRICA

EOI NO. AMIU/12/09/2024/019

LOT TWO (2)

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## PART A: TECHNICAL REQUIREMENTS

## **SECTION 1: INVITATION TO TENDER**

1. Amref Health Africa invites Proposals from eligible Candidates for **design**, supply, delivery and installation of commercial kitchen and laundry equipment at The Amref International University (AMIU) Northlands Campus currently under construction in two (2) lots as below;

LOT	DESCRIPTION	LOCATION
1	Design, Supply, delivery, installation and commissioning of commercial kitchen equipment	AMIU Northlands
2	Design, Supply, delivery, installation and commissioning of commercial laundry equipment	Campus in Ruiru

- 2. This tender document is only for Lot Number Two (2).
- 3. This is a two-stage tendering process:
  - Stage 1 Submission of Preliminary and Technical Proposal.
     In this stage successful shortlisted proposals will be sent a Terms of Reference (TOR)
     to respond to with specific details of the final technical solution required by Amref
  - to respond to with specific details of the final technical solution required by Amref International University. Stage 2 - Submission of Financial Proposal based on the final technical solution requirements.
  - After evaluation of the bids, there will be contract negotiation for the final award with the successful bidders.
- 4. Interested eligible candidates may obtain further information from the **Amref Health Africa** website <u>www.amref.org</u> and the **Amref International University** website <u>www.amref.ac.ke</u>
- 5. Complete sets of tender documents can be downloaded from the Amref Health Africa website; <u>http://amref.org/expression-of-interest-eoi/</u> or the Amref International University website <u>https://amref.ac.ke/tenders/</u> by interested bidders upon payment of non-refundable fee of Ksh.3,000 PER LOT. The payment should be made through the following Bank account(s): National Bank of Kenya, Account No: 01020058330100. Amref Health Africa will not issue eTIMS receipt for payment made.
- 6. Candidates will then attach a copy of banking/deposit slip to the tender documents as proof of purchase. Candidates interested in buying both lots Must pay for the lots separately and attach the original banking/deposit slips respectively.
- 7. Completed tender documents for preliminary and technical requirements are to be enclosed in a plain envelope (each LOT in a separate envelope) marked with the tender reference number, tender name and Lot number. Please note that only one complete tender document per lot is required (Do not provide additional copies per lot).

8. Interested eligible bidders are also invited for a virtual pre-tender conference to be held on **Tuesday 17<sup>th</sup> September 2024 starting 9AM.** 

Register in advance for this meeting: https://amref.zoom.us/meeting/register/tZYtduqvqz4tHNIYtKVX7mBk5fkK91SmCWYy

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

- 9. Tenders must be delivered to the address below not later than Wednesday 25<sup>th</sup> September 2024 at 12.00 noon.
- 10. Tenders should be dropped at the Amref International University Tender Box at the Main Reception. Tenders will be opened at 12 noon on the closing date in the presence of the Tenderers' representatives who choose to attend at the Amref International University Auditorium. Electronic bidding will not be permitted. No bids will be accepted after 12 noon on the closing day.
- 11. Prices quoted should be inclusive of VAT and all other applicable taxes and must be in KES and shall remain valid for 90 days from the closing date of the tender. The prices in your financial <u>cost estimate</u> should be broken down as follows: (Do not key in your financial cost estimate in this section)
  - i. Unit cost per component
  - ii. 16% VAT
  - iii. Other applicable taxes
  - iv. TOTAL Cost

## **SECTION 2: INSTRUCTIONS TO TENDERERS**

## 2.1 Eligible Tenderers.

- 2.1.1 This invitation for tender is open to all eligible tenderers.
- 2.1.2 Tenderers shall be under a declaration of ineligibility for corrupt or fraudulent practices.

## 2.2 Cost of tendering.

- 2.2.1 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.
- 2.2.2 The bidders are expected to undertake site visit and assessment to establish the scope of work. They will need to fill a site visit certificate and ensure it is duly signed and stamped by the designated officers to be attached to their tender.
- 2.2.3 Site Visits shall be facilitated at the following dates and time;

Day	Date	Start Time	Contact	Venue
_			Persons	
1	Wednesday 18 <sup>th</sup> September 2024	12 Noon – 2pm		Amref Health Africa
				Grounds, Northlands
2	Thursday 19 <sup>th</sup> September 2024	12 Noon – 2pm	Zakayo Kariuki	in Ruiru (Entrance
_				Opposite Clay
				Works)
NB: For ease of the process, interested Bidders MUST keep time. Late arrivals will have to				
reschedule to attend the next available time slot for site visit.				
Interested bidders should send the full names and ID numbers of representatives expected to attend				

the site visit for prior approval to <u>amiu.coo@amref.ac.ke</u> before 6pm the day prior to the visit date.

## 2.3 Specific Instructions

- 2.3.1 Bidders must quote for all items and quantities as indicated per Lot in order to qualify for evaluation.
- 2.3.2 Bids will be evaluated on a lot by lot basis
- 2.3.3 Submitted proposals including brochures and any other attachments shall be in English.
- 2.3.4 The final bound tender document must be serially paginated (All pages in the document from top page (immediately after top cover) to the last page (one before back cover) including table of content, separators, brochures, bank deposit slip and any other attachments) in a continuous ascending order from the first page to the last in this format; 1,2,3....n where n is the last page.
- 2.3.5 The document should be clearly arranged with separators and bound.

#### 2.4 Amendment of documents

- 2.4.1 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.
- 2.4.2 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.
- 2.4.3 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.

#### 2.5 Prices and Currencies

- 2.5.2 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.
- 2.5.2 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.
- 2.5.3 The price quoted shall be in KES.

#### 2.6 Validity of Proposals

- 2.6.1 Proposals shall remain valid for 90 days after date of tender opening prescribed by Amref Health Africa, pursuant to paragraph 2.10. Tender valid for a shorter period shall be rejected by Amref Health Africa as non- responsive.
- 2.6.2 In exceptional circumstances, Amref Health Africa may solicit the tenderers 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.

#### 2.7 Sealing and Marking of tenders

2.7.1 The tenderer shall seal the tender and mark it with the number and name of the tender and **"DO NOT OPEN BEFORE 12 noon on Wednesday 25<sup>th</sup> September 2024"** 

#### 2.8 Deadline for Submission of Proposals

2.8.1 Proposals must be received by Amref Health Africa not later than Wednesday 25<sup>th</sup> September 2024 at 12 Noon.

#### 2.9 Modification of Proposals

- 2.9:1 The tenderer may modify or withdraw its tender after the tender's submission provided that written notice of the modification, including substitution of withdrawal of the Proposals, is received by Amref Health Africa prior to the deadline prescribed for submission of Proposals.
- 2.9:2 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
- 2.9:3 No tenderer may be contacted after the deadline for submission of Proposals.

#### 2.10 Withdrawals of tender

2.10:1 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.

#### 2.11 **Opening of Proposals**

- 2.11:1 Amref Health Africa will open all tenders in the presence of tenderers' representatives who choose to attend at 12 noon, on Wednesday 25<sup>th</sup> September 2024 and in the location specified in the tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.
- 2.11:2 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.
- 2.11:3 Amref Health Africa will prepare a tender opening report.

#### 2.12 Clarification of Bids

2.12:1 To assist in the examination, evaluation and comparison of Bids 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.

2.12:2 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.

#### 2.13 Evaluation and Comparison of the Bids

- 2.13:1 Amref Health Africa will examine the Bids 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 Bids are generally in order. After examination a tender that will be determined to be substantially non-responsive, will be rejected by Amref International University.
- 2.13:2 Amref Health Africa will evaluate and compare the Bids, which have been determined to be substantially responsive.
- 2:13:3 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.
- 2.13:4 Amref Health Africa will ensure that the submitted samples are catalogued accordingly and correspond to the assigned bid number(s). The tenderers should ensure that all their samples have been captured correctly.

#### 2.14 Notification of Award

- 2.14:1 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.
- 2.14:2 Simultaneously the other tenderers shall be notified that their Proposals have been unsuccessful.

## 2.15 Appeal Period

2.15:1 Any vendor/service provider who wishes to appeal against the outcome of the tender shall do so in writing within 3 working 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.

#### 2.16 Contacting Amref Health Africa

2.16:1 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.

2.16:2 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.

#### 2.17 Lead time and delivery details

- 2:17:1 The supplier should be able to deliver all the requirements in the Lot(s) they have quoted for as specified in this tender document.
- 2:17:2 The supplier should include delivery schedule with lead times.
- 2:17:3 On arrival the supplies should be free from damage. The supplier shall be liable for all losses due to insufficient of unsuitable packing and delivery arrangements, and shall be liable for the cost of returning any unacceptable supplies.
- 2:17:4 The supplies must be free from objectionable matter and any substances that would represent a hazard to health.

## **SECTION 3: SCOPE OF WORK**

The campus will have **approximately 3,000 students and 200 staff members with 400 students** residing permanently on site during the school term. The expression of interest consists of the design, supply, delivery, installation and commissioning of laundry equipment including all the necessary accessories (drawings in appendix A). The equipment supplied must be of commercial-grade quality, energy-efficient, and designed for low water and chemical consumption to cater for the commercial dry-cleaning and laundry services for the items but not limited to the following;

- Cafeteria Linen
- University Gowns
- Curtains
- Beddings to include Duvet, Bedsheets among 0thers
- Clothes from staff and students
- Laboratories Linen
- Dust Coats
- Linen from the wellness center
- Clinicals Uniform
- Staff Lab Coats.

The laundry facility must comply with health and safety standards, including proper ventilation and drainage systems. The service provider shall offer training to relevant personnel on the use and maintenance of the laundry equipment.

#### The equipment shall include;

- a) Laundry collection trolleys that are durable and easily manoeuvrable for efficient collection and transport of laundry.
- b) Laundry sorting and weighing equipment
- c) Laundry Industrial washers with a high capacity to accommodate large loads, including both delicate and heavy-duty fabrics
- d) High-capacity dryers with variable settings to ensure safe and efficient drying of various fabric types
- e) Ironing and finishing equipment

## SECTION 4: ELIGIBILITY REQUIREMENTS AND TECHNICAL SPECIFICATIONS

# LOT 2- Design, Supply, delivery, installation and commissioning of commercial Laundry equipment

#### 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	REQUIR	EMENTS	
	Mandatory Requirements			
No.	Particulars	Marks	Compliant	Non- compliant
1.	Copy of Certificate of Incorporation/Certificate of Registration.	1 or 0		
2.	Copy of valid KRA Tax Compliance Certificate	1 or 0		
3.	Must attach copy of banking deposit slip as proof of purchase of tender documents (If applying for more than one LOT, provide specific payment for each LOT)	1 or 0		
4.	Must provide a copy of Valid business Trading License relevant to this tender			
5.	A current CR12 from the Registrar of Companies (generated within the last 12 months - as from August 2023 to date) or copies of identification cards for Sole Proprietors/Partnerships (Must Specify the shareholding)	1 or 0		
6.	Must submit copies of the most recent 2 sequential audited financial reports (not older than 2021) and each must be signed and dated by the auditor and the firms Directors. (Both reports must have unqualified/unmodified auditor's opinion).	1 or 0		
7.	<b>ENSURE</b> that all pages are sequentially paginated in the format 1, 2,3 starting with 1 on the top page (see details of pagination and binding on sections 2.3.4 and 2.3.5 of the tender document).	1 or 0		
8.	Attach Original Duly signed and stamped Site Visit Certificate	1 or 0		

Note: All the above documents numbered 1 to 7 should be packaged and arranged in that order under the preliminary evaluation criteria section of the tender document.

## **B:** Technical Evaluation Criteria

	Technical Requirements		
		MAX SCORE	SCORE
Laundry equipment Specifications	<ul> <li>a) Laundry collection trolleys</li> <li>b) Laundry sorting and weighing equipment</li> <li>c) Laundry Industrial washers</li> <li>d) High-capacity dryers</li> <li>e) Ironing and finishing equipment</li> </ul>	25 or 0	
Work methodology	<ul> <li>Provide your proposed approach and methodology to implementing each element of the requirement described in the Scope of Work</li> <li>Provide a work plan detailing; <ul> <li>All the activities (Deliverables) (5 mks)</li> <li>Desired timelines (3mks)</li> <li>Overall project time (2mks)</li> </ul> </li> </ul>	10 marks	
Warranty	<ul> <li>Provide Warranty period for the equipment stated in scope of work indicated below</li> <li>a) Laundry Industrial washers (1 mk)</li> <li>b) High-capacity dryers (1 mk)</li> </ul>	2 marks	
Maintenance	Attach the proposed maintenance schedule and procedures required for routine maintenance	3 marks	
<ul> <li>(2019 to date) specifies</li> <li>Supplies about the supplies about the supplies about the supplies between the supplies betwe</li></ul>	<pre>ipply and installation of laundry equipment in the last 5 years fying the value (Purchase orders/Invoices/contracts) ove 10M (10mks) ove 5M but less than 10M (5mks) low 5M (2mks) f supply attached (0mk) Max: 10mks</pre>	10 marks	
TOTAL SCORE		50 marks	

Note: Bidders who will not score at least 35 out of 50 marks will be considered non-responsive and will not proceed to the second stage.

## SECTION 5: 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

	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3.				

## PART 2 (c)- Registered Company

Private or Public:

State the nominal and issue capital of the company
Nominal
USD/Kshs:
Issued
USD/Kshs:

Give details of all directors as follows:

	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3				





## SECTION 6: CERTIFICATE OF SITE ASSESSMENT

This is to certify that:
[Name/s]
Being the authorized representative/Agent of [Name of Tenderer]
participated in the site assessment for the Design, Supply, Delivery, Installation and Commissioning of Commercial Kitchen and Laundry Equipment EOI NO. AMIU/12/09/2024/019 – LOT 2
day of20
Signed: (Name)(Sign):
(Zakayo Kariuki)

NOTE: This form is to be completed during the site assessment.

## **SECTION 7: REFERENCES**

BANK REFERENCES	
BANK HOLDING MAIN	ACCOUNT
Bank name and address	
Name of account	
Account number	How long open?

COMMERCIAL REFERE	NCES
Provide names and contrac to perform against similar c	t details of two customers who may be approached to verify your capacity contracts.
INTERNATIONAL TRA	DE REFERENCE – CUSTOMER 1
Name and address	
Activity	Period of relationship
Contact name	Fax no.
Telephone No.	
INTERNATIONAL TRAI	DE REFERENCE – CUSTOMER 2
Name and address	
Activity	Period of relationship
Contact name	Fax no.
Telephone No.	

## SECTION 8: SCHEDULE OF REQUIREMENTS

DESCRIPTION	QTY	UOM	Delivery Location
Design, Supply, Delivery, Installation and commission of commercial laundry equipment	1	Unit	AMIU Northlands Campus

### PART B: ESTIMATED COST OF PROPOSAL

## SECTION 1 Estimated Cost (Include costs per the schedule of requirements)

NAME OF TENDERER	SPECIFICATIONS	QTY	UNIT PRICE	VAT	OTHER TAXES	TOTAL	REMARKS
	TOTAL						

#### **SECTION 2 Delivery lead time**

DESCRIPTION	QTY	UOM	DELIVERY LEAD TIME	REMARKS
	TOTAL			

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

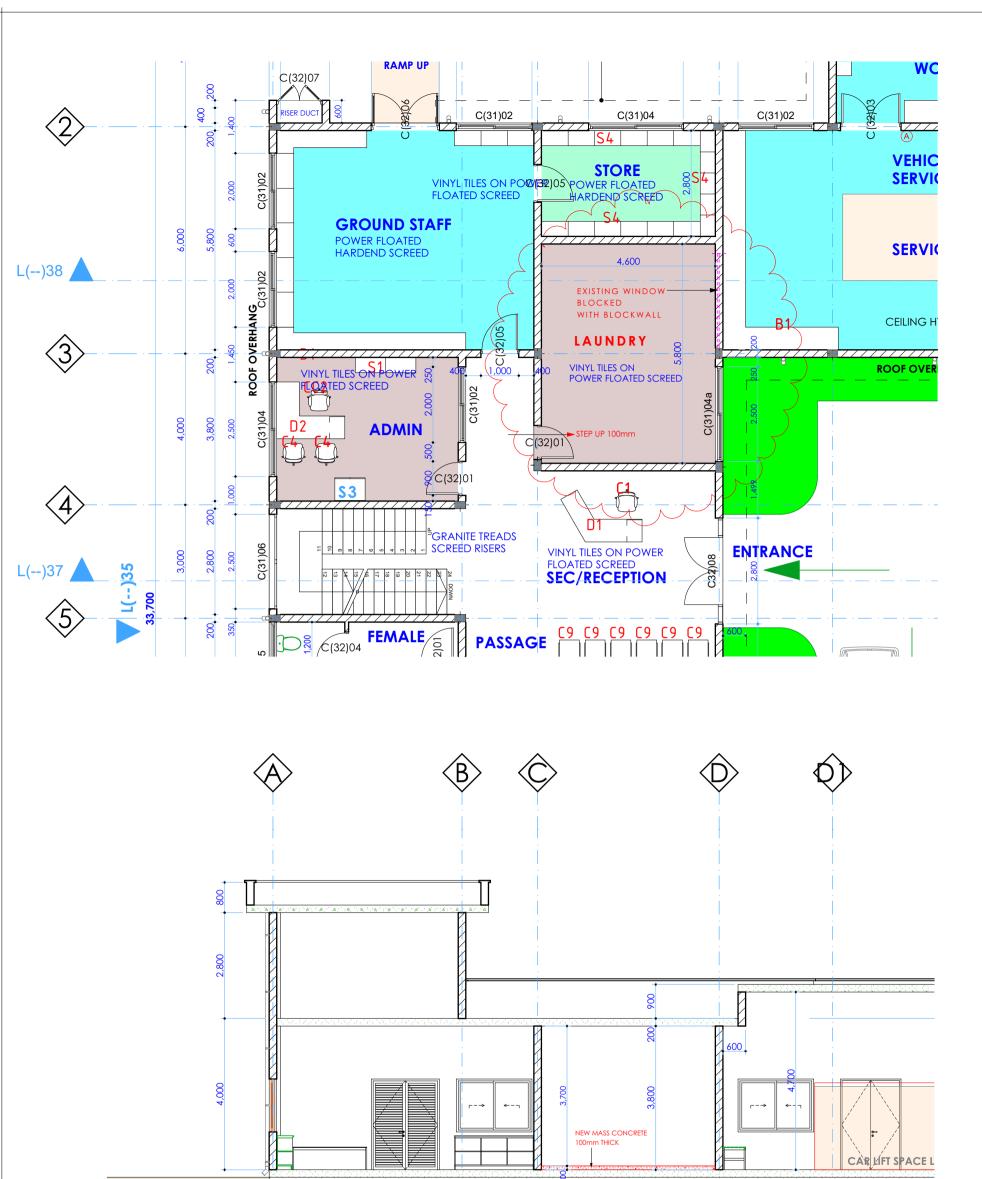
Currency	GRAND TOTAL	In Figures
		In Words
Bidder's Name and Address	Date	Signature and Stamp

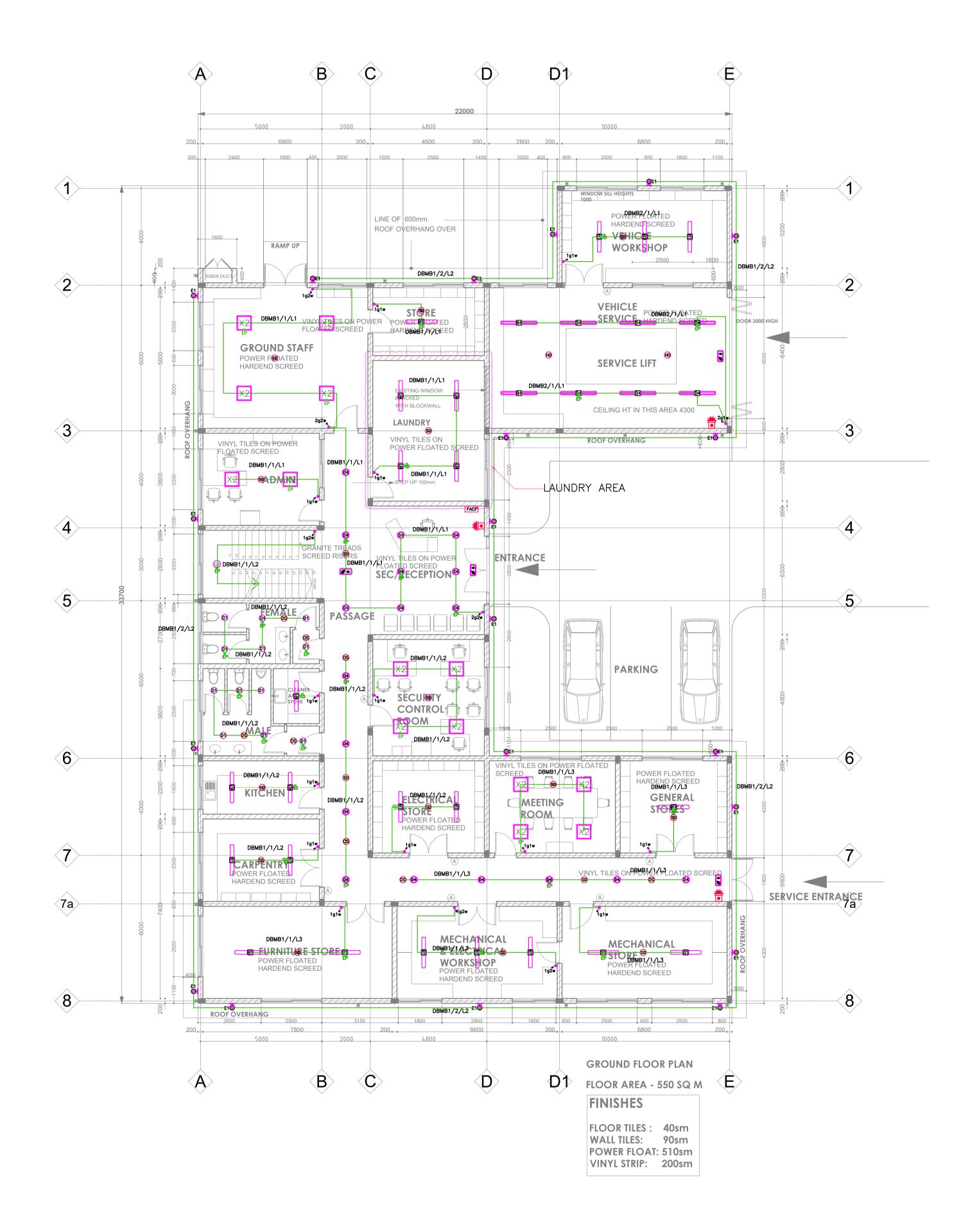
Note: Indicate breakdown of all taxes.

## DECLARATION

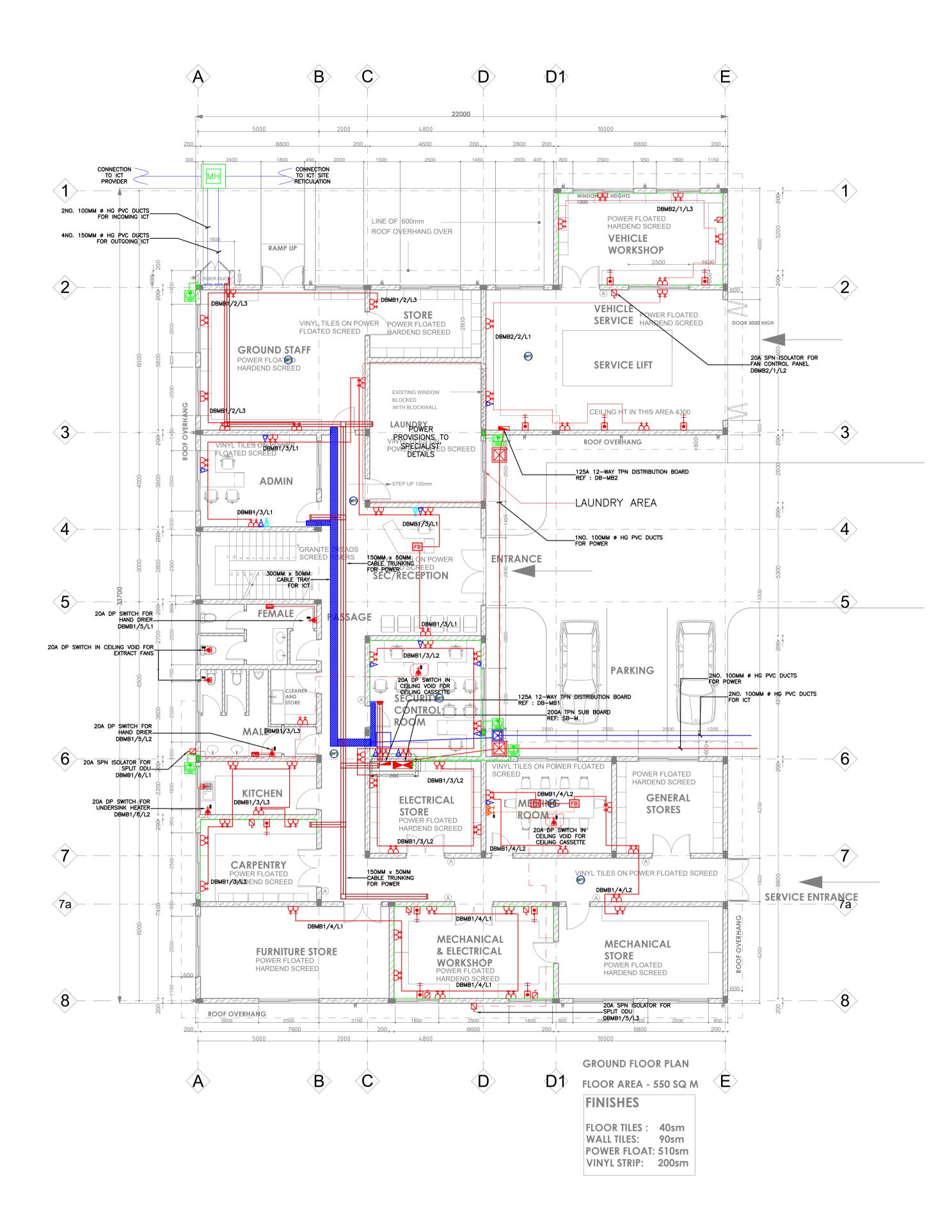
I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, and that any inaccuracy in the information filled herein will lead to disqualification of the tenderer.

For and behalf of:		
Name:		
Date:	Signature	





RE∨ rev:	/ISIO descrip			DRAWN BY:	DATE:
С3	REVISED	ARCH DRAWINGS		V.M	AUG 23
C4	REVISED	ARCH DRAWINGS		V.M	NOV 23
C5	REVISED	ARCH DRAWINGS - LAU	INDRY	V.M	APR 24
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04.	<b></b>	SURFACE MOUNTED LED WEA	THERPROOF BATTER		
05. 06.	<b>B</b>	SURFACE MOUNTED LED WEA IP65 C/W FIXINGS AS LEDVA CEILING RECESSED 10W LED	NCE DAMP PROOF		
06. 07.	01	CEILING RECESSED 10W LED & FIXINGS AS PHILIPS CORE CEILING RECESSED 21W LED FIXINGS AS PHILIPS CORELINI	LINE DOWNLIGHT DN	1145B LED105/8	30 PSU II WH DRIVER &
08.	0	CEILING RECESSED 6.5W LED & FIXINGS AS PHILIPS CORE	DOWNLIGHT, 40001 LINE DOWNLIGHT DN	(, IP44, 650lm ()	C/W DRIVER
09.	0	CEILING RECESSED 11W LED & FIXINGS AS PHILIPS CORE xLED105_840	LINE SLIM DOWNLIG	HT DN145B PSU	D166 1
10. 11.		WALL MOUNTED EXTERNAL L COMPLETE WITH DRIVER AND DOWN LEGEND, EMERGENCY I	FIXINGS		13UK,
12.	•••	BLADE LED LEFT LEGEND, EMERGENCY E BLADE LED	XIT LIGHT SIGN AS	ROBUS	
13.		RIGHT LEGEND, EMERGENCY I BLADE LED	exit light sign as	ROBUS	
14.	<b>P</b> •/P	EMERGENCY KIT			
15. 16.	<u>₹</u>	C/W FIXINGS AND ALL OTHEI VAL 600 9 W 4000 K IP65 RECESSED/SURFACE MOUNTEI	D 600X600 LED PA	NEL LUMINAIRE,	4000K,IP20,
17.		29W, 3100Im C/W DRIVER A RECESSED/SURFACE MOUNTE 29W, 3600Im C/W DRIVER A	d 1200x300 led f Nd fixings as phi	ANEL LUMINAIRE, LIPS CORELINE P	4000K,IP20, ANEL RC132V
18.	X2	RECESSED/SURFACE MOUNTE 36W, 3600Im C/W DRIVER & W60L60	FIXINGS AS PHILIF	PS CORELINE LED	PANEL
19. 20.	* = = = = = = = = = = = = = = = = = = =	FLEXIBLE LED STRIP LIGHT ,			AND FIXINGS
20.	*9/w	OF WAYS, I = INTERMEDIATE. 10A ARCHITRAVE LIGHT SWITC GANGS, W = NO. OF WAYS,	H AS MK; G = NO		
22.	<mark>09</mark>	CEILING RECESSED PIR OCCU SENSOR MOTION	IPY SENSOR AS RO		
23. 24.	<b>SO</b> 10	OPTICAL SMOKE DETECTOR W			NRD
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26.		MANUAL CALL POINT AS EATO			
27. 28.	FACP	FIRE ALARM MAIN CONTROL F			
29.	RFAP	FIRE ALARM REPEATER PANEL			
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	BY:				
REVIEW	ED BY:	MP			
DATE:		APRIL 2024			
		-			
SCALE	AT A1:	1.100			
RAWIN	IG NO:	DM-25467-EE-MB-0	GF-LF	REVISION: (	С5



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C			+ DRAWINGS	V.M	NOV 23
			H DRAWINGS – LAUNDRY	V.M	APR 24
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08.		囟	TPN ROTARY ISOLATOR SWITCH		
09. 10.			TPN POWER DISTRIBUTION BOARD		
10.		<u>∧</u> ∕	SPN CONSUMER UNIT SINGLE/DUAL DATA SOCKET OUTLET (RJ	45 CAT.6A.)	
12.	,	Ă	DUAL TV/FM SOCKET OUTLET	,	
13.			25MMØ PVC CONDUIT CONCEALED IN BU POWER CABLES; ( / ) - NUMBER OF	CONDUITS.	
14. 15.			32MMØ PVC CONDUIT CONCEALED IN BU DATA CABLES; ( / ) - NUMBER OF CO		FOR
15. 16.	c	;/v	CEILING VOID CABLE TRUNKING FOR POWER CABLES		
17.			PERFORATED CABLE TRAY FOR POWER	CABLES	
18.			PERFORATED CABLE TRAY FOR ICT CABL	ES	
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20. 21.		•	EARTH INSPECTION PIT	CLAMPED AT 1	м
22.		•	SPACING LPS BONDING		
23.			25MM X 3MM COPPER TAPE		
24.	•		EARTH BONDING TO METALLIC PARTS		
25.		$\boxtimes$	1000MM × 1000MM MANHOLE FOR POW	ER	
26.	ſ				
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