



RE-ADVERTISEMENT TENDER NOTICE

REQUEST FOR PROPOSALS (RFP)

FOR

**CONSULTANCY FOR BSL-3 TESTING, PERFORMANCE VERIFICATION AND
CERTIFICATION OF PROPOSED REFURBISHMENT OF BIOSAFETY LEVEL 3 (BSL-
3) LABORATORIES AT THE NATIONAL PUBLIC HEALTH LABORATORY (BLOCK-
B)**

TENDER NO./AMREF/26/04/2024/007-01

AMREF HEALTH AFRICA IN KENYA

NOVEMBER 2024

Table of Contents

PART A: TECHNICAL REQUIREMENTS.....	3
Section 1: Invitation to Tender	3
Section 2: Instructions to Tenderers.....	4
1.1. Eligible Tenderers.....	4
Section 3: Terms of Reference	6
1: Introduction	6
2: Background Information	7
4: Key Tasks	8
5: Deliverables.....	9
6: Expected Outcomes	9
7: Eligibility Requirements and Technical Specifications	9
a) Preliminary Evaluation Criteria	10
b) Technical Evaluation Criteria	11
Section 4: Confidential Business Questionnaire	13
Section 5: References.....	15
PART B: FINANCIAL PROPOSAL	17
DECLARATION	18

PART A: TECHNICAL REQUIREMENTS

Section 1: Invitation to Tender

1. Amref Health Africa invites proposals from eligible candidates for the re-advertisement of Consultancy for BSL-3 Testing, Performance Verification and Certification of Proposed Refurbishment of Biosafety Level 3 (BSL-3) Laboratories at The National Public Health Laboratory (Block-B).
2. Interested eligible bidders may download the Request for Proposal (RFP) document from the Amref Health Africa website at: <http://amref.org/tenders> upon payment of non-refundable fee of Ksh.2,000 (USD15). The payment should be made through the following Bank account(s): **For Kenya Shillings - Kenya Commercial Bank, Kipande House Branch, Account No: 1111429243 OR National Bank of Kenya, Wilson Branch, Account No: 01020058235400.**

For USD payments- deposit to National Bank of Kenya, Wilson Airport Branch, Account No: 02020058235400.

3. Interested eligible candidates are invited to a pre-bid conference on **Tuesday 12th November 2024 at 1 PM (EAT)**. Bidder's representatives who would like to attend the Pre-bid Conference can register in advance using the link below;

<https://amref.zoom.us/meeting/register/tZMvCu-grDstHtGbpR5YfQmqpl3ptcKBg2ts>

After registering, you will receive an email with information regarding the meeting.

4. ONLY electronic bidding is permitted for this RFP. Completed proposals for preliminary and technical requirements are to be submitted electronically via: RFP.Kenya@Amref.org in PDF format. (File size limit 10MB)

Physical and late submissions will be rejected.

5. Proposals must be sent so as to be received not later than **Friday 29th November 2024 at 1PM (EAT)** whereby the proposals will be opened virtually in the presence of the candidates, representatives or bidders who may choose to attend.

To access the link for opening, kindly register through the Amref Health Africa website.

After registering, you will receive an email with information regarding the meeting.

6. Prices quoted should be inclusive of VAT and all other applicable taxes and must be in USD and should be broken down as follows: *(Do not key in your financial proposal in this section)*
 - i. Unit cost (Broken down per component)
 - ii. 16% VAT
 - iii. Other applicable taxes
 - iv. TOTAL Cost

NOTE: Global Fund grants are tax exempt. Bidders will be required to submit proposals inclusive of 16% VAT. Payment(s) to the successful bidder(s) shall be made in total exclusive of VAT and tax exemption certificate will be issued accordingly. Successful applicants shall

be required to submit proforma invoice and valid tax compliance certificate upon receipt of PO for processing of specific VAT exemption certificate.

Section 2: Instructions to Tenderers

1.1. Eligible Tenderers

- 1.1.1. This invitation for tender is open to all eligible tenderers.
- 1.1.2. Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices.
- 1.1.3. The bidder who will be awarded this tender shall not be eligible for award of the Construction/Refurbishment works of the BSL3 laboratory which is the subject for this certification.

1.2. Cost of tendering

- 1.2.1. 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.

1.3. Specific Instructions

- 1.3.1. Bidders must quote for consultancy services as requested in order to qualify for evaluation.
- 1.3.2. The final submitted proposal shall be in English.
- 1.3.3. The proposal submitted should be in PDF Format

1.4. Amendment of documents

- 1.4.1. 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.
- 1.4.2. 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.
- 1.4.3. 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.

1.5. Prices and Currencies

- 1.5.1. The tenderer shall indicate on the appropriate Price Schedule, the unit prices inclusive of all taxes and the total tender price of the services proposed to be purchased under the contract.
- 1.5.2. 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.
- 1.5.3. The price quoted shall be in **USD**.

1.6. Validity of Proposals

- 1.6.1. Proposals shall remain valid for 90 days after date of tender opening prescribed by Amref Health Africa, pursuant to paragraph 1.10. Tenders valid for a shorter period shall be rejected by Amref Health Africa as non-responsive.
- 1.6.2. In exceptional circumstances, Amref Health Africa may solicit the tenderer's 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.

1.7. Deadline for Submission of Proposals

- 1.7.1. Proposals must be sent so as to be received by Amref Health Africa through the provided email address not later than **Friday 29th November 2024 at 1PM (EAT)**.

1.8. Modification of Proposals

- 1.8.1. The tenderer may modify or withdraw its tender after the tender's submission provided that written notice of the modification, including substitution or withdrawal of the proposals, is received by Amref Health Africa prior to the deadline prescribed for submission of Proposals.
- 1.8.2. The tenderer modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 1.8.1. 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.
- 1.8.3. No tenderer may be contacted after the deadline for submission of Proposals.

1.9. Withdrawals of tender

- 1.9.1. 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.

1.10. Opening of Proposals

- 1.10.1. Amref Health Africa will open all Proposals virtually in the presence of tenderers' representatives who choose to attend on **Friday 29th November 2024 at 1PM (EAT)**, through the meeting link provided in the tender.
- 1.10.2. 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.
- 1.10.3. Amref Health Africa will prepare a tender opening report.

1.11. Clarification of Proposals

- 1.11.1. To assist in the examination, evaluation and comparison of Proposals 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.

- 1.11.2. 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.

1.12. Evaluation and Comparison of the Proposals

- 1.12.1. Amref Health Africa will examine the Proposals 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 Proposals are generally in order. After examination a tender that will be determined to be substantially non-responsive, will be rejected by Amref Health Africa.
- 1.12.2. Amref Health Africa will evaluate and compare the Proposals, which have been determined to be substantially responsive.

1.13. Notification of Award

- 1.13.1. 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.
- 1.13.2. Simultaneously the other tenderers shall be notified that their Proposals have been unsuccessful.

1.14. Appeal Period

- 1.14.1. 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.

1.15. Contacting Amref Health Africa

- 1.15.1. 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.
- 1.15.2. 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.

Section 3: Terms of Reference

1: Introduction

Amref Health Africa is the largest international health development organization based in Africa working with and through African communities, health systems and governments. Amref Health Africa's vision is for lasting health change in Africa, with headquarters in Kenya. Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and West Africa, as well as 11 countries in Europe and North America. For more information, visit our website www.amref.org.

Amref Health Africa invites proposals from eligible bidders for:

1. Review and approval for use of the designs (by others) for the refurbishment of TB and Virology BSL3 laboratories and their supportive BSL2 laboratories ensuring they meet the internationally-accepted WHO biocontainment BSL 3 guidelines and ANSI compliance standards.
2. Review and certification of the completed refurbishment works (by others) for the TB and Virology BSL3 laboratories ensuring they meet the requisite BSL 3 standards including Safety engineering testing for functionality of HVAC, BMS and Airflow Insight.
3. Review and approval of all refurbishment works to the BSL2 supporting areas and all related construction works.
4. Review and provide recommendations for improvement to the training plan and curriculum/materials proposed for use by the refurbishment contractor and training of the users/clients of the BSL3 lab on critical operation maintenance of BSL 3 Laboratories at NPHLS Block B.

2: Background Information

The National Public Health Laboratory (NPHL) Block-B Complex was built in the year 2013 to 2015 and handed over to the Ministry of Health on 14th August 2015. The NPHL Block-B facility sits in a compound with other office blocks. It has three floors, a ground floor and a basement. There are two staircases (front and rear) and a lift. The basement contains a parking lot, two cold rooms, a biorepository room, a redundant effluent decontamination plant and stores. The ground floor has offices, an integrated specimen reception area, a viral load laboratory, training rooms, a kitchenette, the BSL3 control rooms (contains the Building Management System hardware), a store, a server room, a data room and a conference room. The first floor has viral load testing laboratories, open plan offices, HIV serology laboratory and a genomic center. The first BSL3 virology laboratory is on this floor. The second floor contains offices, a TB BSL2 laboratory, stores and the second BSL3 TB laboratory. The third floor has the staff cafeteria, a kitchen, water storage tanks and the BSL3 Plant room (There is a HVAC System with its associated chillers, electrical control panels and airflow ducting supporting both BSL3 containments in Virology and TB Laboratories).

The NPHL building houses two (2) BSL-3 Laboratories: The Virology BSL3 on 1st floor and the TB BSL3 on the 2nd floor. The two BSL3 laboratory suites have Tuttnauer pass through (wall to wall) autoclaves for decontamination of all materials handled in BSL3 facility. A redundant effluent decontamination system in the basement is believed to be connected to the BSL3 drainage systems. The virology laboratory suite includes the National HIV Reference Laboratory (NHRL) with extensive BSL2 support facility. The National TB Reference Laboratory suite equally has an extensive BSL-2 support facility.

Three years after occupation of the facility, the critical surface finishes of the building started deteriorating, especially the floor finishes hence an urgent need for their refurbishment. In addition, an overhaul for all mechanical, electrical and the HVAC systems is required. The BMS system is not functioning, which in turn prevents both of the BSL3 suite HVAC systems from operating correctly or at all. The existing BSL3 HVAC installations need renovation and setting to work.

All epoxy floor finishes have failed catastrophically due to poor preparation of substrates and poor application not in accordance with the manufacturer's instructions and recommendations. Part of the requirement of this consultancy will be to ensure there is no repetition of these failures.

Some wall cracking has also occurred and there are some damp patches. Root causes need to be identified and remediated for all current laboratory building surface finish failures to ensure any repetition is avoided by thorough and complete refurbishment and renovation works.

In addition, the scope of work for the facility did not factor in the expanding needs for equipment space and electrical cabling to meet the increasing numbers of equipment in the laboratories. The electrical installation does not have the capacity for high throughput testing equipment. This has resulted in overload of circuit lines with a history of power tripping and outages caused by lack of upgraded electrical infrastructure to support clean energy utilization in an efficient system. The master power technical report details part of the failures in the building and the BSL-3 Laboratories with integrated wall to wall autoclaves that required a 3-phase power to operate. In the initial operational phase, when autoclaves were switched on, power went off in all other Laboratories within the building. The renovation design needs to address all of these existing issues.

3: Objectives

- a) Review and approval for use of the designs (by others) for the TB and Virology BSL3 laboratories and their supportive BSL2 laboratories ensuring they meet the internationally-accepted WHO biocontainment BSL 3 guidelines and ANSI compliance standards.
- b) Review and certification of the completed refurbishment works (by others) for the TB and Virology BSL3 laboratories clear for use the BSL 3 designs and subsequent construction works ensuring they meet the requisite BSL 3 standards including Safety engineering testing for functionality of HVAC, BMS and Airflow Insight. of the BSL 3 facilities
- c) Review and provide recommendations for improvement to the training plan and curriculum/materials proposed for use by the refurbishment contractor

4: Key Tasks

The certifier will be engaged in two stages;

Stage One

This stage entails review and approval of the complete designs (by others) and layout of the TB and Virology laboratories. This will include:

- a) In consultation with the BSL3 refurbishment contractor and the user, review the designs and layout of the TB and Virology BSL3 laboratories and their supportive BSL2 laboratories and make recommendations for improvement to meet internationally-accepted WHO biocontainment BSL 3 guidelines and ANSI compliance standards.
- b) Approve the final designs of the TB and Virology BSL3 laboratories and their supportive BSL2 laboratories for use in the refurbishment work.

Stage Two

This stage entails providing oversight of the refurbishment materials and works, ensuring that it is consistent with the approved designs and standards for both BSL3 suites and their supporting BSL2 suites. At the end of the refurbishment work, the certifier will undertake the BSL3 certification.

- a) Verify the refurbishment materials and equipment and ensure they meet the specifications as agreed upon with the user. They will also provide inputs towards the training of the users.
- b) Upon completion of the refurbishment work and installation of the equipment, review and make recommendations for improvement of the training plan and curriculum/materials proposed for use by the refurbishment contractor
- c) Verification, testing and certification of BSL 3 installations after project completion

5: Deliverables

Stage One

- a) Issue a design review report with recommendations for improvement to meet internationally-accepted WHO biocontainment BSL 3 guidelines and ANSI compliance standards.
- b) Approve final designs (by others) of the TB and Virology BSL3 laboratories and their supportive BSL2 laboratories for use in the refurbishment work

Stage Two

- a) Issue Inspection reports at agreed stages of construction on the refurbishment works and materials to be used and make recommendations for any corrective action. Ensure a high degree of monitoring and quality control of critical installations, especially laboratory flooring systems and finishes to be installed in both BSL3 and BSL2 suites, apply equal rigor to the laboratory wall finishes and benching etc. The same level of scrutiny and rigor must also be applied to the engineering services and in particular the HVAC and BMS systems serving the BSL3 suites which will be critical to the success of the renovation and refurbishment. Electrical systems supporting proposed future equipment require similar scrutiny and rigor in inspection, testing and verification to avoid existing issues.
- b) Report and recommendations for improvement of the training plan and curriculum/materials proposed for use by the refurbishment contractor
- c) BSL3 certification certificate

6: Expected Outcomes

- a) Fully certified BSL3 laboratories that meet applicable standards.
- b) Renovated BSL2 laboratories that meet applicable standards

The whole building refurbishment will be completed and fully documented ensuring a high degree of quality, scrutiny and rigor have been applied at each stage to ensure elimination of existing dilapidations and system faults.

7: Eligibility Requirements and Technical Specifications

Any interested bidder, shall provide, in its submission in response to this RFP, sufficient documentary evidence of adherence to the eligibility and minimum qualification criteria detailed below. Amref Health Africa will assess the documents submitted by the applicants in response to this RFP.

Bids lacking any of the documents below will be considered as non-responsive and therefore will be eliminated at this stage.

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 REQUIREMENTS				
Mandatory Requirements				
No	Particulars	Marks	Compliant	Non-compliant
1.	Provide a copy of Certificate of Incorporation/Certificate of Registration. <i>(Foreign bidders should submit the equivalent)</i>	1 or 0		
2.	Provide a copy of valid Tax Compliance Certificate <i>(Foreign bidders should submit the equivalent)</i>	1 or 0		
3.	Must attach payment confirmation/deposit or banking slip as proof of purchase of the tender document	1 or 0		

N/B: Proposals missing any of the three (3) requirements listed above will be considered non-responsive and therefore will be eliminated at this stage.

b) Technical Evaluation Criteria

Provide a proposal of a maximum of 200 pages with the following requirements:

Requirement	Criteria	Max Score	Score	Comment
Technical (80)				
Certification/ Work Experience	<p>Provide evidence of projects certified for BSL 3 labs.</p> <ul style="list-style-type: none"> i) Certification of five labs and above- (25 Marks) ii) Certification of four labs - (20 Marks) iii) Certification of three labs – (15 Marks) iv) Certification of two labs – (10 marks) v) Certification of one lab – (5 Marks) vi) No evidence provided – (0 Mark) 	25 marks		
Equipment	<p>Provide a calibration certificate and proof of traceability for the BSL-3 test equipment you intend to use.</p>	5 Marks		
Organizational Capacity	<ul style="list-style-type: none"> i) Attach a company profile giving detailed information about the company. Specifically, all relevant information pertaining to activities in biological containment laboratory design, construction, operation, maintenance and in particular the certification of BSL3 containment laboratories. (5 Marks) ii) Provide an organogram of the company, including key personnel Who will be allocated/ dedicated to this project (management and technical teams). – (5 Marks) 	10 marks		
Education and experience	<ul style="list-style-type: none"> i) Attach CV and academic certificates for Project Lead; this should be someone with qualifications in microbiology, molecular biology, environmental health, biosafety, public health or biomedical technology with certification as a certifier <ul style="list-style-type: none"> a) Relevant qualification and certification as a certifier (10 marks) b) No relevant qualification and certification as a certifier (0 marks) 			

	<ul style="list-style-type: none"> ii) Project Lead should be someone with at least 10 years of work experience <ul style="list-style-type: none"> a) Experience of 15 years and above (10 Marks) b) 10 to 14 years' experience (7 Marks) c) Below 10 Years of experience (0 Mark) iii) Project Lead should be someone who has certified at least 3 (three) BSL3 and biocontainment facilities <ul style="list-style-type: none"> a) Certified 10 (ten) different BSL3 and biocontainment facilities (15 Marks) b) Certified 5 (five) different BSL3 and biocontainment facilities (10 Marks) c) Certified 3 (three) different BSL3 and biocontainment facilities (5 Marks) d) Certified 2 (two) and below different BSL3 and biocontainment facilities (0 Marks) 	35 marks		
Project Plan	Provide an activity schedule and project approach to undertake the works contained in the scope of this bid. (This includes the activities, their timelines and tools to be used) - (5 Marks)	5 marks		
	(SUB TOTAL)	80 marks		
<i>Only bidders who score at least 57 out of 80 marks shall qualify for the interview stage</i>				
Interview/Due Diligence Score (20 or 0 marks)		20 or 0		
GRAND TOTAL		100 marks		
<i>Only bidders who score 77 marks out of 100 marks shall qualify for financial evaluation</i>				

Section 4: 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:.....

Postal 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

<u>Name:</u>	<u>Nationality:</u>	<u>Citizenship Details:</u>	<u>Shares:</u>
1.			
2.			
3.			

PART 2 (c) – Registered Company

Private or Public:

State the nominal and issued capital of the company.....

Nominal USD:.....

Issued USD:

Give details of all directors as follows:

<u>Name:</u>	<u>Nationality:</u>	<u>Citizenship Details:</u>	<u>Shares:</u>
1.			
2.			
3.			

Section 5: References

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

COMMERCIAL REFERENCES		
Provide names and contract details of two customers who may be approached to verify your capacity to perform against similar contracts.		
INTERNATIONAL TRADE REFERENCE – CUSTOMER 1		
Name and address:		
Activity:	Period of relationship:	
Contact name:	Fax no.:	
Telephone No.:		
INTERNATIONAL TRADE REFERENCE – CUSTOMER 2		
Name and address:		
Activity:	Period of relationship:	
Contact name:	Fax no.:	Telephone No.

PART B: FINANCIAL PROPOSAL

(SUBMIT AS A SEPARATE ATTACHMENT)

No.	Item Description	Rate (USD)
1.	Design Layout review	
2.	Inspection during and after project implementation	
3.	Certification certificate	
4.	Any other expenses (if any)	
	SUB TOTAL	
	APPLICABLE TAXES (IF ANY)	
	GRAND TOTAL	

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

Currency	Grand Total	In Figures:
	Grand Total	In Words:
Bidder's Name:	Date:	Signature and Stamp
Bidder's Address:		

Note 1: Indicate breakdown of all applicable taxes.

Note 2: Kindly note that your consultancy fee shall be subject to Withholding Tax (WHT) as per the Kenya Government Schedule below;

- **WHT at 5% for Kenyan entities**
- **WHT at 10% for entities in Seychelles, India**
- **WHT at 12.5% for UK-based entities**
- **WHT at 15% for entities in Canada, Germany**
- **WHT at 15% for entities registered in the East Africa Community (Tanzania, Uganda, Rwanda, Burundi, South Sudan and DR Congo)**
- **WHT at 20% for entities registered anywhere else in the world.**

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: