



**TENDER NOTICE**

**SUPPLY AND DELIVERY OF VARIOUS LABORATORY EQUIPMENT**

**AMREF HEALTH AFRICA**

**TENDER NO./AMREF/21/01/2025/002**

**LOT TWO (2)**

**SUPPLY AND DELIVERY OF BIOCHEMISTRY & ELECTROLYTES ANALYZERS**

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## PART A: TECHNICAL REQUIREMENTS

### SECTION 1: Invitation to Tender

1. Amref Health Africa invites sealed bids from eligible candidates for supply and delivery of various laboratory equipment as per the lots listed below;

Lot	Description	Qty	UOM	Delivery Location
1	Supply and delivery of Biosafety Cabinets Class 2	LOT	1	As per the distribution list
2	Supply and Delivery of Biochemistry & Electrolytes Analyzers	LOT	1	As per the distribution list
3	Supply and delivery of Bacteriology & Immunoassay Machines	LOT	1	As per the distribution list
4	Supply and Delivery of Haematology & Urine reader	LOT	1	As per the distribution list
5	Supply and Delivery of Safety equipment	LOT	1	As per the distribution list
6	Supply and Delivery of Auxilliary equipment	LOT	1	As per the distribution list
7	Supply and Delivery of Cold chain equipment	LOT	1	As per the distribution list
8	Supply and Delivery of Basic laboratory equipment	LOT	1	As per the distribution list

2. This tender document is only for **Lot Two (2)**.
3. Interested bidders **MUST** pay a non-refundable fee of **KES 2,000 PER LOT**. The payment should be made through the following Bank account(s): **Kenya Commercial Bank, Kipande House Branch, Account No: 1111429243 OR National Bank of Kenya, Wilson Branch, Account No: 01020058235400 or via MPesa Paybill 890750, Account AMREF/21/01/2025/002**

**NOTE:** Amref Health Africa will not issue eTIMS receipt for payment made.

4. The bidders will then attach the Mobile money deposit receipt/ original banking deposit slip as proof of purchase of tender document.

5. 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 and tender name. Within the single outer envelope, **the financial bid MUST be in a separate envelope marked with the tender reference number, tender name, vendors name and vendors contact details. The financial bid will only be opened for those bidders who will have qualified in the technical evaluation. Please note that only one complete tender document is required (Do not provide additional copies).**
6. Tenders must be delivered to the address below not later than **Tuesday 04<sup>th</sup> February 2025 at 12.00 noon** and must be accompanied by a tender security of **KES 732,000.00** in the Currency specified in the tender document in the form of a bank guarantee from a reputable bank and must be delivered with the Tender Documents in the technical bid, **(bid bonds from insurance companies will NOT be accepted)**. The tender security validity period from date of closing tender should also be indicated.
7. Interested eligible bidders are also invited for a virtual pre-tender conference to be held on **Friday 24<sup>th</sup> January 2025 starting 12PM**. Register in advance for this meeting;

<https://amref.zoom.us/meeting/register/fmYBzqPBRDWD8MYCooy7lQ>

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

8. Completed Tender Documents are to be enclosed in a plain sealed envelope(s) clearly marked with the tender name and tender reference number and should be addressed to the following address:

**Group Financial Resources Director  
Amref Health Africa  
P.o. Box 30125-00100,  
NAIROBI**

9. Tender Documents should be received on or before **Tuesday 04<sup>th</sup> February 2025 at 12.00 noon** at the **Amref Health Africa Kenya Country Office Tender Box** at the **Main Reception**. Electronic bidding will not be permitted. Late tenders will be rejected. Tenders will be opened immediately thereafter in the presence of the Tenderers' representatives who choose to attend the tender opening ceremony at the Amref International University.

10. Prices quoted should be inclusive of VAT and all other applicable taxes and must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender. The prices in your financial quotation should be broken down as follows: (Do not key in your financial quotation in this section)

- (i) Unit price
- (ii) 16% VAT
- (iii) Other applicable taxes
- (iv) Transport Cost if applicable
- (v) TOTAL COST

**NOTE: Global Fund grants are tax exempt. Bidders will be required to submit quotations 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**

### **2.1 Eligible Tenderers**

- 2.1.1 This Invitation for Tender is open to all eligible bidders.
- 2.1.2 Tenderers shall not 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.

### **2.3 Specific Instructions**

- 2.3.1 Bidders must quote for all items and quantities as indicated in the tender document in order to qualify for evaluation.
- 2.3.2 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 numerical page number.
- 2.3.3 Should the reverse side of any leaf have content, it will also be considered as a page and must also be paginated.
- 2.3.4 Any alterations to the page numbering in the bid document must be clearly countersigned by the bidder. Failure to countersign such modifications shall render the bid non-compliant to the pagination requirement clause 2.3.2.
- 2.3.5 Any secondary attachment to a page (such as bank deposit slips/receipts etc.) should be glued onto that page. Stapling of secondary attachments is not allowed and may render your bid non-responsive.
- 2.3.6 Bids will be evaluated in a lot by lot basis
- 2.3.7 The submitted tender document including brochures and any other attachments shall be written in English.
- 2.3.8 Amref effectively checks the validity of the CE certificates (or equivalent documents such as ISO certificates) with issuing authorities and bidders are fully expected to do the same before submission
- 2.3.9 Bidders shall be required to ensure that all applicable equipment is registered with the Pharmacy and Poisons Board of Kenya upon importation, where such registration is required by law. Equipment not subject to registration under the applicable regulations is exempt from this requirement.

### **2.4 Amendment of documents**

- 2.4.1 At any time prior to the deadline for submission of tenders, 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 documents by amendments.
- 2.4.2 All prospective candidates that have received the tender documents 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 tenders, Amref Health Africa at its discretion may extend the deadline for the submission of tenders.

## **2.5 Tender Prices and Currencies**

- 2.5.1 The tenderer shall indicate on the appropriate Price Schedule, the unit prices inclusive of all taxes and the total tender price of the 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 **Kenya Shillings**.

## **2.6 Validity of Tenders**

- 2.6.1 Tenders 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 tender reference number and tender name and **“DO NOT OPEN BEFORE 12 noon on Tuesday 04<sup>th</sup> February 2025**

## **2.8 Deadline for Submission of Tenders**

- 2.8.1 Tenders must be received by Amref Health Africa at the address specified not later than **12 noon, on Tuesday 04<sup>th</sup> February 2025**

## **2.9 Modification of Tenders**

- 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 tenders, is received by Amref Health Africa prior to the deadline prescribed for submission of tenders.
- 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 tenders.

## **2.10 Withdrawals of Tender**

- 2.10.1 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer.
- 2.10.2 A bidder who withdraws its tender after the deadline for submission will forfeit its bid security deposit.

## **2.11 Opening of Tenders**

- 2.11.1 Amref Health Africa will open all tenders in the presence of tenderers' representatives who choose to attend the tender opening ceremony at **12 noon, on Tuesday 04<sup>th</sup> February 2025** 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 Tenders**

- 2.12.1 To assist in the examination, evaluation and comparison of tenders 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 Tenders**

- 2.13.1 Amref Health Africa will examine the tenders 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 tenders are generally in order. After examination, a tender that will be determined to be substantially non-responsive, will be rejected by Amref Health Africa.
- 2.13.2 Amref Health Africa will evaluate and compare the tenders, 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 tenders 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 Leadtime and Delivery Details**

2.17.1 The supplier should be able to deliver the items 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 or 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: Eligibility Requirements and Technical Specifications**

**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**

<b>PRELIMINARY EVALUATION OF MANDATORY REQUIREMENTS</b>				
<b>Mandatory Requirements</b>				
<b>No.</b>	<b>Particulars</b>	<b>Marks</b>	<b>Compliant</b>	<b>Non-compliant</b>
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 Mobile money deposit receipt/original banking deposit slip as proof of purchase of tender documents <b>(If applying for more than one LOT, provide specific payment for each LOT)</b>	1 or 0		
4.	Must provide a copy of valid business Trading License	1 or 0		
5.	Submit a current CR12 from the Registrar of Companies (generated not earlier than <b>December 2023</b> ) or copies of identification cards for Sole Proprietors/Partnerships	1 or 0		
6.	Must provide tender security from a reputable bank amounting to <b>KES 732,000.00</b> (Original Tender security must be attached per lot) valid until <b>Sunday 03<sup>rd</sup> August 2025</b>	1 or 0		
7.	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. <b>(Both reports must have unqualified/unmodified auditor's opinion).</b>	1 or 0		
8.	<b>ENSURE</b> that all pages are sequentially paginated in the format 1, 2,3 .... starting with 1 on the top page <b>(see details of pagination and binding on sections 2.3.1 and 2.3.2 of the tender document).</b>	1 or 0		

**Note: All the above documents numbered 1 to 8 should be packaged and arranged in that order under the preliminary evaluation criteria section of the tender document.**

a) **Technical evaluation criteria**

Detailed technical Specifications/ Description of requirements	Max	Score																																																																		
<p><b>Compliance with Technical Specifications for the following items; (Attach brochures and/or manuals from the manufacturer to support the specifications below)</b></p>																																																																				
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Operating system	Compatible with Windows 10 and above <b>(1 Mark)</b>
Interface	RS-232 or USB or Bluetooth <b>(1 Mark)</b>
Memory	> 10GB <b>(1 Mark)</b>
Data input	key pads, <b>(1 Mark)</b>
Display	Touch Screen Digital display <b>(1 Mark)</b>
Printer	In built printer with provision of external printer compatible with the main unit <b>(1 Mark)</b>
Control and Calibration	Automatic, can be adjusted through the software <b>(1 Mark)</b>
Parameters	Display of running status, alerts <b>(1 Mark)</b>
Status	Diagnosis of working status <b>(1 Mark)</b>
Soft ware	Commitment to provide software support for a minimum of 3 years after installation <b>(1 Mark)</b>
Size	Dimensions; 850-875x650-700x700-800mm <b>(1 Mark)</b>
<b><i>Physical characteristics</i></b>	
Main unit	Bench top <b>(1 Mark)</b>
<b><i>Operating environment</i></b>	
Power Requirements	220-240V, A/c 50-60 Hz, Single phase <b>(1 Mark)</b>
Ambient temperature of operation	10° C to 40° C <b>(1 Mark)</b>
<b><i>Accessories</i></b>	
<b>UPS</b>	
Capacity	3000VA or more <b>(1 Mark)</b>
Input	Ac 220-240V, 50-60Hz, Single phase <b>(1 Mark)</b>
Output	Ac 220-240V, 50-60Hz, Single Phase <b>(1 Mark)</b>
Power cable	3-pin UK plug <b>(1 Mark)</b>
<b><i>Consumables/Reagents</i></b>	
Must provide a commitment letter to provide the manufacturer's recommended set of consumables/ reagents <b>(specify composition)</b> for startup and operation of the system <b>(1 Mark)</b>	
<b><i>Quality standards</i></b>	
Manufacturing Standards	IEC 60601-1 or 13485 or ISO 9001 or any other internationally recognized standards <b>(1 Mark)</b>
Conformity to Standards	CE marked or any other internationally recognized Documents <b>(1 Mark)</b>
<b><i>Local back up service</i></b>	
Should provide proof of a local presence including proof of adequate facilities locally to offer the service, spare parts, and reagents and qualified and skilled technical staff <b>(1 Mark)</b>	
<b><i>Installation, testing, and commissioning</i></b>	
Provide a detailed workplan for delivery, installation, testing, training, and commissioning of the machines at various sites as per manufacturer's instructions <b>(3 Marks)</b>	
<b><i>Technical Documentation</i></b>	
Provide a commitment letter to deliver alongside the equipment 2 physical sets of the technical documentations (that is user manual and service manual) in English per site at the time of commissioning <b>(2 Marks)</b>	
<b><i>Manufacturer's Authorization</i></b>	
Must provide Manufacturer's certificate (if bidding as the manufacturer) or Manufacturer's authorization certificate (if not the manufacturer) <b>(2 Marks)</b>	
<b><i>Warranty</i></b>	

	<p>Minimum of two years after commissioning on the equipment</p> <ul style="list-style-type: none"> <li>• Provided <b>(1 Mark)</b></li> <li>• Less than 2 Years or not provided <b>(0 Marks)</b></li> </ul>																																																										
2	<p>Provided Specifications for the items below;</p> <p style="text-align: center;"><b>Electrolyte Analyzer</b></p> <p><b>1. General Description</b></p> <p>To be used in laboratory for electrolyte estimation/measurement using iron selective electrode method. It should have in built or external printer system compatible with computer windows</p> <p><b>Performance Specifications</b></p> <table border="1" style="width: 100%;"> <tr> <td colspan="2" style="text-align: center;"><i>Main Unit</i></td> </tr> <tr> <td>Measurement range</td> <td>0 to 300 mmol/l <b>(1 Mark)</b></td> </tr> <tr> <td>Accuracy</td> <td>±1% <b>(1 Mark)</b></td> </tr> <tr> <td>Analysis time</td> <td>0-1 Minute <b>(1 Mark)</b></td> </tr> <tr> <td>Display</td> <td>Digital Display <b>(1 Mark)</b></td> </tr> <tr> <td>Electrodes</td> <td>Available and separate for each element <b>(1 Mark)</b></td> </tr> <tr> <td>Sample volume</td> <td>0-200ul <b>(1 Mark)</b></td> </tr> <tr> <td>Connectivity</td> <td>USB port <b>(1 Mark)</b> Wireless or Ethernet <b>(1 Mark)</b></td> </tr> <tr> <td>Printer</td> <td>In built printer with provision to connect an external printer <b>(1 Mark)</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>Physical characteristics</i></td> </tr> <tr> <td>Main unit</td> <td>Bench top, <b>(1 Mark)</b></td> </tr> <tr> <td>Dimensions</td> <td>20- 60LX15-25WX20-45H cm <b>(1 Mark)</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>Operating environment</i></td> </tr> <tr> <td>Power Requirements</td> <td>220-240 V and 50-60Hz single phase <b>(1 Mark)</b></td> </tr> <tr> <td>Ambient temperature</td> <td>10° C to 40° C <b>(1 Mark)</b></td> </tr> <tr> <td colspan="2">Must provide a commitment to provide the accessories listed below;</td> </tr> <tr> <td>Power cable</td> <td>2 Sets of UK 3-pin plug <b>(1 Mark)</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>Additional Equipment to be Provided</i></td> </tr> <tr> <td>30amps AVS</td> <td>Must provide at least 30Amps AVS <b>(1 Mark)</b></td> </tr> <tr> <td>UPS</td> <td>3000VA or more <b>(1 Mark)</b> Ac 220-240V, 50-60Hz, Single phase <b>(1 Mark)</b> Ac 220-240V, 50-60Hz, Single Phase <b>(1 Mark)</b> 3-pin UK plug <b>(1 Mark)</b></td> </tr> <tr> <td>Printer</td> <td>External compatible printer <b>(1 Mark)</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>Consumables/Reagents</i></td> </tr> <tr> <td colspan="2">Must provide a commitment letter to deliver an electrode pack at least for starter alongside the equipment <b>(1 Mark)</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>Quality standards</i></td> </tr> <tr> <td>Manufacturing standards</td> <td>IEC 60601-1 or 13485 or ISO 9001 or any other internationally recognized Standards <b>(1 Mark)</b></td> </tr> <tr> <td>Conformity to standards</td> <td>CE marked or any other internationally recognized Documents <b>(1 Mark)</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>Installation, testing, and commissioning</i></td> </tr> <tr> <td colspan="2">Provide a detailed workplan for delivery, installation, testing, training, and commissioning of the machines at various sites as per manufacturer's instructions</td> </tr> </table>	<i>Main Unit</i>		Measurement range	0 to 300 mmol/l <b>(1 Mark)</b>	Accuracy	±1% <b>(1 Mark)</b>	Analysis time	0-1 Minute <b>(1 Mark)</b>	Display	Digital Display <b>(1 Mark)</b>	Electrodes	Available and separate for each element <b>(1 Mark)</b>	Sample volume	0-200ul <b>(1 Mark)</b>	Connectivity	USB port <b>(1 Mark)</b> Wireless or Ethernet <b>(1 Mark)</b>	Printer	In built printer with provision to connect an external printer <b>(1 Mark)</b>	<i>Physical characteristics</i>		Main unit	Bench top, <b>(1 Mark)</b>	Dimensions	20- 60LX15-25WX20-45H cm <b>(1 Mark)</b>	<i>Operating environment</i>		Power Requirements	220-240 V and 50-60Hz single phase <b>(1 Mark)</b>	Ambient temperature	10° C to 40° C <b>(1 Mark)</b>	Must provide a commitment to provide the accessories listed below;		Power cable	2 Sets of UK 3-pin plug <b>(1 Mark)</b>	<i>Additional Equipment to be Provided</i>		30amps AVS	Must provide at least 30Amps AVS <b>(1 Mark)</b>	UPS	3000VA or more <b>(1 Mark)</b> Ac 220-240V, 50-60Hz, Single phase <b>(1 Mark)</b> Ac 220-240V, 50-60Hz, Single Phase <b>(1 Mark)</b> 3-pin UK plug <b>(1 Mark)</b>	Printer	External compatible printer <b>(1 Mark)</b>	<i>Consumables/Reagents</i>		Must provide a commitment letter to deliver an electrode pack at least for starter alongside the equipment <b>(1 Mark)</b>		<i>Quality standards</i>		Manufacturing standards	IEC 60601-1 or 13485 or ISO 9001 or any other internationally recognized Standards <b>(1 Mark)</b>	Conformity to standards	CE marked or any other internationally recognized Documents <b>(1 Mark)</b>	<i>Installation, testing, and commissioning</i>		Provide a detailed workplan for delivery, installation, testing, training, and commissioning of the machines at various sites as per manufacturer's instructions		31 or 0	
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3	<p>Indicate lead time for delivery of the equipment;</p> <p>a) Less than 4 weeks (10 marks each)</p> <p>b) 4-6 weeks (5 marks each)</p> <p>c) 6-8 weeks (2 marks each)</p> <p>d) More than 8 weeks (1 mark)</p> <p>e) Not Provided (0 Marks)</p>	<b>20</b>	
4	<p>Provide proof of supply and delivery of laboratory equipment in the recent past (2022 to date) specifying the value (<b>purchase orders/invoices/ contracts/ completion certificates</b>)</p> <ul style="list-style-type: none"> <li>● Orders above Kshs. 20M - 10mks</li> <li>● Orders above Kshs 10M - but below Kshs 20M- 5mks</li> <li>● Orders of Kshs 10M or below - 2mks</li> <li>● Not Provided – 0 mks</li> </ul>	<b>10</b>	
	<b>TOTAL</b>	<b>110 MKS</b>	
	<b>Only bidders who will score at least 89 marks and above shall proceed to the next stage of evaluation</b>		

**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: .....  
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 KES:  
.....  
Issued KES:  
.....

Give details of all directors as follows:

	Name:	Nationality:	Citizenship Details:	Shares
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....

**SECTION 5: Tender Security Form**

**TENDER NO./AMREF/21/01/2025/002 – LOT 2**

**SUPPLY AND DELIVERY OF VARIOUS LABORATORY EQUIPMENT**

**To:** Amref Health Africa,

WHEREAS [*insert: name of Tenderer*] (hereinafter called “the Tenderer”) has submitted its tender dated [*insert: date of tender*] for the performance of the above-named Contract (hereinafter called “the Tender”)

KNOW ALL PERSONS by these present that WE [*insert: name of bank*] of [*insert: address of bank*] (hereinafter called “the Bank”) are bound unto [*insert: name of Purchaser*] (hereinafter called “the Purchaser”) in the sum of: [*insert: amount*], for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this [*insert: number*] day of [*insert: month*], [*insert: year*].

THE CONDITIONS of this obligation are the following:

1. If, after the tender submission deadline, the Tenderer
  - i. withdraws its tender during the period of tender validity specified by the Tenderer in the Tender Form, or
  - ii. does not accept the Purchaser’s corrections of arithmetic errors in accordance with the Instructions to Tenderers; or
  - iii. does not at all reply to the Purchaser’s requests for clarification.
  
2. If the Tenderer, having been notified of the acceptance of its tender by the Purchaser during the period of tender validity
  - (a) fails or refuses to sign the Contract Agreement when required; or
  - (b) Fails or refuses to issue the performance security in accordance with the Instructions to Tenderers.

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due it, owing to the occurrence of any one of the two above-named CONDITIONS, and specifying the occurred condition or conditions.

This guarantee will remain in full force up to and including **Sunday 03<sup>rd</sup> August 2025** and any demand in respect thereof must reach the Bank not later than the above date.

**Note: A bidder who withdraws its tender after the deadline for submission will forfeit its bid security deposit.**

For and on behalf of the Bank

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## SECTION 6: Manufacturer's Authorization Form

*(Must be on Manufacturer's or Producer's letterhead)*

To. Amref Health Africa,  
Opposite Langata Road Primary School,  
P.O Box 30195-00100  
Nairobi, Kenya

Dear Sirs,

WHEREAS [ *insert: name of the manufacturer or producer*] (hereinafter, "we" or "us") who are established and reputable manufacturers or producers of [ *insert: name and/or description of the Goods requiring this authorization*] (hereinafter, "Goods") having production facilities at [ *insert: address of factory*] do hereby authorize [ *insert: name and address of Tenderer*] (hereinafter, the "Tenderer") to submit a tender, and subsequently negotiate and sign the Contract with you against [ *insert: the specific tender name and tender number*] For supply of laboratory equipment, including the above Goods produced by us.

We hereby extend our full guarantee and warranty for the above specified Goods against these tender documents.

For and on behalf of the Manufacturer or Producer

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

In the capacity of [ *insert: title, position, or other appropriate designation*] and duly authorize to sign this Authorization on behalf of [ *insert: name of manufacturer or producer*]

NOTE: Manufacturer's Authorization must be ON LETTER HEAD and addressed to Amref Health Africa and must be specific to the tender and item and signed by an authorized signatory.  
- MANDATORY

**SECTION 7: 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.	
LOCAL/INTERNATIONAL TRADE REFERENCE – CUSTOMER 1	
Name and address:	
Activity:	Period of relationship:
Contact name:	Fax no.:
Telephone No.:	
LOCAL/INTERNATIONAL TRADE REFERENCE – CUSTOMER 2	
Name and address	
Activity:	Period of relationship:
Contact name:	Fax no.:
Telephone No.:	

## SECTION 8 Delivery schedule of goods

DESCRIPTION	QTY	UNIT OF MEASURE	DELIVERY LOCATION
Biochemistry Analyzer 3000 VA or more UPS	1	Lot	Various Facilities across Kenya
Electrolyte Analyzer 30amps AVS 3000 VA or more UPS	1	Lot	Various Facilities across Kenya

### Bidders to quote for and schedule delivery for all the items in the quantities as listed below

Equipment	Facility	Quantity
<b>Biochemistry Analyzer 3000 VA or more UPS</b>	1.Lunga Lunga SCH 2. Malaba SCH 3. St. Theresa Kiirua 4. Nanyuki CRH 5. Narok CRH 6. Kwale SCH 7. Samburu CRH 8. Taita Taveta SCH 9. Makueni CRH 10. Moyale CRH 11. Isiolo CRH 12. Garissa CRH 13. Karatina SCH 14. National Laboratory Services	14
<b>Electrolyte Analyzer 30amps AVS 3000 VA or more UPS</b>	1. Nanyuki CRH 2. Narok CRH 3. Kwale SCH 4. Samburu CRH 5. Taita Taveta SCH 6. Makueni CRH 7. Moyale CRH 8. Isiolo CRH 9. St. Marys Kiirua 10. Garissa CRH 11. Karatina SCH 12. National Laboratory Services	12

**PART B: FINANCIAL REQUIREMENTS**

**PLEASE PROVIDE THIS IN A DIFFERENT ENVELOPE** [The financial bid **MUST** be in a separate envelope marked with the tender reference number, tender name, vendors name and vendors contact details. The financial bid will only be opened for those bidders who will have qualified in the technical evaluation]

**SECTION 1: Price Schedule**

**(Quote for each item as detailed in the delivery schedule of goods)**

Lot No	TENDERERS NAME	SPECIFICATIONS	TENDER NUMBER	QTY	UNIT PRICE	VAT	TOTAL	REMARKS
2								
		<b>TOTAL</b>						

**SECTION 2: Delivery Leadtime**

Lot No	TENDERERS NAME	SPECIFICATIONS	TENDER NUMBER	QTY	DELIVERY LEAD TIME	REMARKS
2						
		<b>TOTAL</b>				

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

Currency:	Grand Total Bid Price:	Amount in Figures:
		Amount in Words
Bidder's Name and Address	Date	Signature and Stamp

**Note: Indicate breakdown of all taxes applicable.**

**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:

.....

**DELIVERY COMMITMENT FORM**

I/We [*insert: tenderers name*] acknowledge the delivery schedule above for the procurement of [*insert: description*] and do hereby commit ourselves that we shall deliver the goods within [*insert: timelines*] as stipulated in this tender document.

For and behalf of:

..... Name:  
.....

Date: ..... Signature: .....

## **ANNEX 1: STAGES OF TENDER**

### **PART A**

#### **a) Preliminary Evaluation**

Tenderers are required to comply with mandatory requirements

- ✓ Bidders who shall not provide any of the documents shall be considered non-responsive and shall not proceed to the next stage(s) of evaluation

#### **b) Technical Evaluation**

##### **i. Documents Examination**

- ✓ Bidders who will not meet the pass mark(s) as specified shall be considered non-responsive and shall not proceed to the next stage(s) of evaluation

##### **ii. Product Evaluation**

- ✓ The technical evaluation shall involve the product evaluation and or samples where applicable

### **PART B**

#### **a) Financial Evaluation & Delivery lead time evaluation**

- ✓ Tenderers who are successful at proceeding stages shall have their prices and delivery period compared and award recommended to the lowest evaluated responsive bid.

#### **b) Contracting**

- ✓ If accepting of the offer, the successful bidder shall be contracted per the sample standard agreement accessible on the Amref website.