



**SUPPLY AND DELIVERY OF ASSORTED MOVABLE FURNITURE AND OTHER RELATED
ITEMS**

AMREF HEALTH AFRICA IN KENYA

TENDER NO. AMIU/21/03/2025/003

LOT NUMBER THREE (3)

(SUPPLY AND DELIVERY OF SOFAS, STOOLS AND OUTDOOR FURNITURE)

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PART A: TECHNICAL REQUIREMENTS

SECTION 1: Invitation to Tender

1. Amref Health Africa invites sealed bids from eligible candidates for the supply and delivery of assorted movable furniture and related items for the Amref International University (AmIU) Northlands Campus in lots as listed below;

LOT	DESCRIPTION	SPECIFICATIONS	QTY	UOM
1	Supply and Delivery of Desks and Conference Tables	1000 x 600 Foldable desks with cable management	10	pcs
		1600 x 600 Foldable desks with cable management	350	pcs
		1600 x 600 Foldable Conference table on castors. Veneer finish	200	pcs
		1200 x 600 Foldable Conference table on castors. Veneer finish	100	pcs
		1000 Round Table (4-seater) with Veneer Finish	10	pcs
		1000 Round Table (4-seater) with Laminate Finish	50	pcs
		1600 x 600 Foldable Conference table on castors. Laminate finish	50	pcs
		Buffet tables 2000 x 600 with Laminate Finish (foldable)	50	pcs
2	Supply and Delivery of Assorted Chairs	Executive leather High Back	10	pcs
		Meeting/ Visitor's chairs: Leather High back sleek on Sleigh	100	pcs
		Executive Fabric High Back	30	pcs
		Meeting / Visitor's Chairs: Fabric High back sleek on sleigh	200	pcs
		Mesh High Back with Headrest, arms, adjustable lumbar support and mesh seat on Castors	50	pcs
		Mid Back Mesh with Full Synthetic Leather on Sleigh Base	250	pcs
		Mesh High Back with Headrest, arms, Adjustable lumbar support with Full Synthetic seat on Castors	320	pcs
		Mid midback chair, plastic on 4 legs with PU grade 3 padding on seat	1130	pcs
		Reception Chair - Mid midback Mesh chair with headrest with Grade 3 PU seat	30	pcs
		Dining Chair 450 x 450 plastic chair	500	pcs
		Bar Stool, Full back	100	pcs
		Executive Leather (red) arm seats with high back (for graduation ceremonies)	50	pcs
		Banquet chairs (dark grey)	300	pcs
3	Supply and Delivery of Sofas,	2 Leather Single sofas with Coffee table	10	pcs
		Fabric and leather Single sofa	20	pcs

	stools and Outdoor Furniture	Single seater Tub chair with Grade 3 PU seating	30	pcs
		Solid mahogany wood stool on pedestal square (white/gold) with a lower shelf 60cm x 60cm x 40cm	10	pcs
		Single seater Rattan Chair with outdoor cushions	100	pcs
		Rattan Table 1000 Dia finished with 10mm toughened glass	20	pcs

2. This tender document is only for **Lot Number Three (3)**
3. Interested eligible bidders may obtain further information from the **Amref Health Africa website** www.amref.org
4. Complete sets of tender documents can be downloaded from Amref Health Africa website; <http://amref.org/tenders/> by interested bidders upon payment of non-refundable fee of Ksh.2,000. The payment should be made through the following Bank account(s): **National Bank of Kenya, Wilson Branch, Account No: 01020058235400 OR via MPesa Paybill 890750, Account (AMIU/21/03/2025/003)**
5. Candidates will then attach the mobile money/banking or deposit slip to the tender documents as proof of purchase. Candidates interested in buying more than one lot Must pay for each lot separately and attach the mobile money/ banking or deposit slips respectively to the tender document.
6. Completed tender documents for preliminary and technical requirements are to be enclosed in a plain 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 per lot is required (Do not provide additional copies).**
7. Tenders must be delivered to the address below not later than **Friday 4th April 2025 at 12.00 noon** and must be accompanied by a tender security of **KES 130,603** 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, **(tender securities from insurance companies will NOT be accepted)**. The tender security validity period from date of closing tender should also be indicated.
8. 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 (Along Lang'ata Road) Auditorium. Electronic bidding will not be permitted. **No bids will be accepted after 12 noon on the closing day.**
9. 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
 - (v) 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 not be under a declaration of ineligibility for corrupt or fraudulent practices.
- 2.1.3 Bidders whose bids are wrongly marked/ labelled shall be disqualified.

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 should 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 should 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 The bid document and all attachments (brochures, datasheets, catalogues etc) shall be in English

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 the date of tender opening prescribed by Amref Health Africa, pursuant to paragraph 2.10. Tenders 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 **Friday 4th April 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 Friday 4th April 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 at **12 noon, on Friday 4th April 2025** 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 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 purchases 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 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

LOT 3 - Supply and Delivery of Sofas, Stools and Outdoor Furniture

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.	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/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	1 or 0		
5.	A current CR12 from the Registrar of Companies (generated within the last 12 months - as from March 2024 to date) or copies of identification cards for Sole Proprietors/Partnerships. (Must Specify the shareholding)	1 or 0		
6.	Must provide tender security from a reputable bank amounting to KES 130,603 valid until 1st October 2025	1 or 0		
7.	Must submit copies of the most recent 2 sequential audited financial reports (not older than 2022) 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		

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

	Detailed technical Specifications/ Description of requirements			Max	Score											
1.	Provide evidence of the specs below; (brochure/photos where applicable)			30 or 0												
	LOT 3	Specification	Y/N													
	Supply and Delivery of Sofas, Stools and Outdoor Furniture	2 Leather Single sofas with Coffee table	5 or 0													
		Fabric and leather Single sofa	5 or 0													
		Single seater Tub chair with Grade 3 PU seating	5 or 0													
		Solid mahogany wood stool on pedestal square (white/gold) with a lower shelf 60cm x 60cm x 40cm	5 or 0													
		Single seater Rattan Chair with outdoor cushions	5 or 0													
		Rattan Table 1000 Dia finished with 10mm toughened glass	5 or 0													
2.	Indicate lead time for delivery of the furniture; a. Less than 2 weeks (6 marks) b. 3-4 weeks (4 marks) c. 5-6 weeks (2 marks) d. Exceeding 6 weeks (1 mark) e. Not Included (0 marks)			6												
	3.	Provide proof of supply and delivery of furniture and related items in the recent past (2022 to date) specifying the value (Attach Purchase orders/ contract/ invoice) a. Above Kshs. 10M - 10mks b. Less than Kshs 10M but more than Kshs 5M- 5mks c. Orders below Kshs 5M - 2mks d. Irrelevant/No proof provided – 0mks				10										
		4.	Indicate warranty for the furniture: a. More than 5years- 4marks b. Less than 5 years but more than 3 years -3marks c. Less than 3 years- 2marks d. Not specified / No warranty- 0 marks					4								
			5.							Indicate after sales support provided: a. On-site support and maintenance within 48 hours of request-5 Marks b. Support provided but with longer response times (3–7 days)-2 Marks c. No structured after-sales support - 0 Marks			5			
										TOTAL					55 MKS	
										Only bidders who will score at least 45 marks and above shall proceed to the next stage of technical evaluation (Sample request and approval)						
		APPROVAL OF SAMPLES			20 OR 0											

Note: Bidders who will not score 20 marks at the sample approval stage of technical evaluation will be considered non-responsive and will not proceed to the next stage of financial evaluation.

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
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1.
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2.
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3.
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PART 2 (c) – REGISTERED COMPANY

Private or Public

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

Nominal Ksh

Issued Ksh

Give details of all directors as follows:

	Name	Nationality	Citizenship Details	Shares
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1.
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2.
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3.
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SECTION 5: Tender Security Form

Tender No. Amref

SUPPLY AND DELIVERY OF ASSORTED MOVABLE FURNITURE AND OTHER RELATED ITEMS -LOT 3

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 **1st October 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 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 7 Delivery schedule of goods

LOT	DESCRIPTION	SPECIFICATIONS	QTY	UOM	Delivery Location
3	Supply and Delivery of Sofas, stools and Outdoor Furniture	2 Leather Single sofas with Coffee table	10	pcs	Amref International University – Northlands Campus
		Fabric and leather Single sofa	20	pcs	
		Single seater Tub chair with Grade 3 PU seating	30	pcs	
		Solid mahogany wood stool on pedestal square (white/gold) with a lower shelf 60cm x 60cm x 40cm	10	pcs	
		Single seater Rattan Chair with outdoor cushions	100	pcs	
		Rattan Table 1000 Dia finished with 10mm toughened glass	20	pcs	

PART B: FINANCIAL REQUIREMENTS**PLEASE PROVIDE THIS IN A DIFFERENT ENVELOPE****SECTION 1 Price Schedule**

LOT NO	TENDERERS NAME	SPECIFICATIONS	TENDER NUMBER	QTY	UNIT PRICE	VAT	TOTAL	REMARKS
3								
		TOTAL						

SECTION 2 Delivery Leadtime

LOT NO	TENDERERS NAME	SPECIFICATIONS	TENDER NUMBER	QTY	DELIVERY LEAD TIME	REMARKS
3						
		TOTAL				

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

Currency	GRAND TOTAL BID PRICE	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

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 these 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 passmark(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

• Financial Evaluation & Delivery lead time evaluation

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

• Contracting

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