



EXPRESSION OF INTEREST

PROVISION OF TRANSPORT SERVICES FOR AMREF INTERNATIONAL UNIVERSITY WITHIN NORTHLANDS

EOI NO./AMIU/04/07/2025/007

AMREF HEALTH AFRICA

**LOT ONE (1): SUPPLY, MANAGEMENT, AND MAINTENANCE OF A FLEET OF
BUSES/VANS - ELECTRIC OR FUEL BASED**

Table of Contents

PART A: TECHNICAL REQUIREMENTS.....	3
SECTION 1: Introduction	3
SECTION 2: Background Information	3
SECTION 3: Scope and Expected Outcome	4
SECTION 4: Invitation to Tender	5
SECTION 5: Instructions to Tenderers.....	7
SECTION 6: Eligibility Requirements and Technical Specifications	11
SECTION 7: Confidential Business Questionnaire	16
SECTION 8: Certificate of Site Assessment	18
SECTION 9: References	19
SECTION 10: Schedule of requirements.....	20
PART B: ESTIMATED COST OF PROPOSAL	21
DECLARATION	22

PART A: TECHNICAL REQUIREMENTS

SECTION 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 International University (AMIU) was established in 2017 as a Premier Pan African University of health sciences fully owned by Amref health Africa. AMIU is founded on the experience and intellect of Amref Health Africa, which is reputed with over 60 years of quality and innovative public and community health interventions in over 30 countries in Africa. With this work, the need to train health workers in communities was evident and the response was short tenure training courses by the Amref International Training Centre (AITC) and later the Directorate of Capacity Building (DCB), the predecessor of AMIU. These Amref training programmes run for over 40 years have produced alumni spread throughout the world, who have created the name recognition, reputation and brand that Amref is today.

SECTION 2: Background Information

This proposal outlines a business plan for companies to provide a sustainable and efficient transport system for university students, staff and visitors. The companies will offer a transport solution for short-distance travel within Northlands City from the main Northlands gates to the University Gate at various intervals. This initiative aims to promote mobility and enhance convenience for students, staff and visitors

SECTION 3: Scope and Expected Outcome

3.1 Scope (includes but is not limited to)

- Shuttle service connecting students, staff or any other person whose destination is the university from the main roads to the campus and vice versa
- Peak hour services during attending class, work or engagement with the university, class changes and high-traffic periods
- Off-peak regular scheduled services
- On-demand or request-based transportation for students, staff or any other person whose destination is the university
- Emergency transportation services as and when required
- The services are charged based on the agreed amounts by both parties

The end user shall be at liberty to vary the scope of the works, in function of developments in the course of project implementation. The quoted and agreed rates against each item shall be binding on both parties.

3.2 Expected Outcomes

- Reduced travel time for students, staff or any other person whose destination is the university
- Improved accessibility for people with mobility challenges
- Enhanced safety through reliable, supervised transportation
- Increased student satisfaction and campus life quality
- Better attendance rates due to reliable transportation.
- Optimized routes based on actual usage patterns
- Integration with university scheduling systems
- Measurable service quality metrics (on-time performance, passenger satisfaction)
- Potential revenue generation through partnerships or sponsorships

3.3 Project Timeline

The contract implementation period shall commence in September 2025 onwards subject to performance.

SECTION 4: Invitation to Tender

4.1 Amref Health Africa invites proposals from eligible candidates for the provision of various transportation solutions at Amref International University Northlands Campus as per the lots listed below;

LOT	DESCRIPTION	LOCATION
1	Supply, Management, and Maintenance of a Fleet of Buses/Vans – electric or fuel based	AMIU Northlands Campus in Ruiru
2	Supply, Management, and Maintenance of a Fleet of Motorbikes – Electric or petrol	
3	Supply, Management, and Maintenance of a Fleet of Bicycles – Electric or manual	

4.2 This tender document is only for **Lot Number One (1)**

4.3 This is a two-stage tendering process;

Stage 1 - Submission of Preliminary technical proposal and estimated financial proposal

In this stage applicants will be required to submit mandatory business requirements and organizational capacity documents. The applicant will be expected to submit a preliminary technical proposal and a preliminary estimated financial proposal based on the User Requirement Specification.

Stage 2

- A. The shortlisted bidders will be invited to make a presentation of their technical proposal and estimated financial proposal and to respond to additional questions regarding their past experience and technical capability.
- B. The final successful bidder(s) shall then be required to submit the final technical proposal and final financial proposal.

4.4 Interested eligible bidders may download the complete tender document from the Amref International University website <https://amref.ac.ke/tenders/> or from the Amref Health Africa website at: <http://amref.org/expression-of-interest-eoi/> upon payment of a non-refundable fee of **KES 2,000 per Lot**. The payment should be made through the following bank accounts: **National Bank of Kenya Account No: 01020058330100, Wilson Branch, or through MPESA Paybill No: 000557 Account No: AmIU Transport**

4.5 Interested eligible bidders are also invited to a pre-bid conference on **Thursday 10th July 2025 starting at 10.00 a.m.** Bidder's representatives who would like to attend the Pre-bid Conferences can register in advance using the link provided on the Amref website. After registering, you will receive an email with information regarding the meeting.

4.6 Tender Documents should be received on or before **Friday 18th July 2025** at 12 noon at Amref International University (AMIU) - Tender Box at the Main Reception in Northlands-Ruiru (Entrance Opposite Clay Works along Thika Road). 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.

4.7 All interested bidders MUST perform a site survey between the following dates;

Day	Date	Start Time	Venue
1	Tuesday 08 th July 2025	9am to 12 Noon	Amref International University Grounds, Northlands in Ruiru (Entrance Opposite Clay Works)
2	Wednesday 09 th July 2025	9am to 12 Noon	
Contact Persons: Rose Sidho/ Eunice Chumo			
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 through https://forms.office.com/r/d6js58acwT before 4:30pm the day prior to the visit date.			

4.8 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 cost estimate 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 5: Instructions to Tenderers

5.1 Eligible Tenderers

- 5.1.1 This invitation for tender is open to all eligible tenderers.
- 5.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

5.2 Cost of tendering

- 5.2.1 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.

5.3 Specific Instructions

- 5.3.1 Bidders must quote for all items and quantities as indicated in order to qualify for evaluation.
- 5.3.2 The final bid submission including brochures and any other attachments shall be in English.
- 5.3.3 The bidders are expected to undertake site visit and assessment to establish the scope of work. They will need to provide a copy of site visit certificate signed and stamped by **Rose Sidho/ Eunice Chumo** or designee and to be attached to their tender.

5.4 Amendment of documents

- 5.4.1 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.
- 5.4.2 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.
- 5.4.3 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.

5.5 Prices and Currencies

- 5.5.1 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.
- 5.5.2 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.
- 5.5.3 The price quoted shall be in **Kenya Shillings**

5.6 Validity of Proposals

- 5.6.1 Proposals shall remain valid for 90 days after date of tender opening prescribed by Amref Health Africa, pursuant to paragraph 5.10. Tender valid for a shorter period shall be rejected by Amref Health Africa as non- responsive.
- 5.6.2 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.

5.7 Deadline for Submission of Proposals

- 5.7.1 Proposals must be sent so as to be received by Amref Health Africa through the provided email address not later than **Friday 18th July 2025 at 12 Noon (EAT)**.

5.8 Modification of Proposals

- 5.8.1 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.
- 5.8.2 The tenderer modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. 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.
- 5.8.3 No tenderer may be contacted after the deadline for submission of Proposals.

5.9 Withdrawals of tender

- 5.9.1 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.

5.10 Opening of Proposals

- 5.10.1 Amref Health Africa will open all Proposals virtually in the presence of tenderers' representatives who choose to attend on **Friday 18th July 2025 at 12 Noon** and in the location specified in the tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.
- 5.10.2 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.
- 5.10.3 Amref Health Africa will prepare a tender opening report.

5.11 Clarification of Proposals

- 5.11.1 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.
- 5.11.2 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.

5.12 Evaluation and Comparison of the Proposals

- 5.12.1 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.
- 5.12.2 Amref Health Africa will evaluate and compare the Proposals, which have been determined to be substantially responsive.
- 5.12.3 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.
- 5.12.4 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.

5.13 Notification of Award

- 5.13.1 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.
- 5.13.2 Simultaneously the other tenderers shall be notified that their Proposals have been unsuccessful.

5.14 Appeal Period

- 5.14.1 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.

5.15 Contacting Amref Health Africa

- 5.15.1 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.
- 5.15.2 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.

5.16 Lead time and delivery details

- 5.16.1 The supplier should be able to deliver all the requirements they have quoted for as specified in this tender document.
- 5.16.2 The supplier should include delivery schedule with lead times.
- 5.16.3 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.
- 5.16.4 The supplies must be free from objectionable matter and any substances that would represent a hazard to health.

5.17 Joint Venture Agreement

- 5.17.1 Tenders submitted by a joint venture of two or more firms as partners shall comply with the following requirements:
 - 5.17.1.1 Attach a notarized or commissioned, duly signed power of attorney for the signatory(ies) of the partner authorized to sign the tender documents and contracts on behalf of the joint venture.
 - 5.17.1.2 Attach a notarized or commissioned Joint Venture Agreement among all partners of the joint venture (and which is legally binding on all partners), outlining the roles and responsibilities of each party for the main project works and which shows that:
 - a. all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
 - b. one of the partners will be nominated as being the partner authorized to incur liabilities, and receive instructions for and on behalf of all partners of the joint venture; and
 - c. the execution of the entire Contract, including payment, shall be done exclusively with the authorized partner.

Note: Bid Applications for Subcontracting agreements SHALL not be acceptable and shall be disqualified.

SECTION 6: Eligibility Requirements and Technical Specifications

Any interested bidder, shall provide, in its submission in response to this EOI, 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 EOI.

a. Preliminary Evaluation Criteria

Bids will be evaluated based on the below criteria.

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>(For Joint Ventures, provide relevant copies for all entities involved)</i>	1 or 0		
2.	Provide a copy of valid Tax Compliance Certificate <i>(For Joint Ventures, provide relevant copies for all entities involved)</i>	1 or 0		
3.	Duly filled confidential business questionnaire. <i>(For Joint Ventures, provide relevant copies for all entities involved)</i>	1 or 0		
4.	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		
5.	Where Applicable, Joint Ventures Must provide the documents below that are in compliance with Section 5.17.1 of the tender document; I. A notarized or commissioned, duly signed power of attorney for the signatory(ies) of the partner authorized to sign the tender documents and contracts on behalf of the joint venture II. A notarized or commissioned Joint Venture Agreement among all partners of the joint venture (and which is legally binding on all partners)	1 or 0		

6.	Submit current CR12 from the Registrar of Companies (generated within the last 12 months i.e. not earlier than May 2024) (<i>Must Specify the shareholding</i>) (<i>For Joint Ventures, provide relevant copies for all entities involved</i>)	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 firm's Directors. (Both reports must have unqualified/unmodified auditor's opinion).	1 or 0		
8.	Provide site assessment certificate signed and stamped by the Rose Sidho/ Eunice Chumo	1 or 0		

Note: Bids missing any of the 7 mandatory requirements above (8 as applicable for Joint Ventures) will be considered as non-responsive bids and therefore will be eliminated at this stage.

b. Technical Evaluation Criteria

	Technical Requirements	Max Score	Score
	PART A		
1.	<u>Work Experience/Past Performance</u>		
	a) Provide a contract(s) as evidence of work done of a similar nature. (The consideration below is for an individual contract - not a cumulation of multiple contracts and is for work that is already completed. On-going work will not be applicable) i. Provided 2 contracts and above – 10 Marks ii. Provided 1 contract - 5 marks iii. No contract provided/Irrelevant- 0 marks	10 Marks	
	b) Provide proof of ownership of vehicle capacity (number of passengers between 30-60 and not older than 5 years from registration date) or intention letter to procure/lease vehicles of these capacity if engaged for these works • Less than 2 years (5 Marks) • More than 2 years but less than 5 years (2 Marks) • Not Provided (0 Marks)	5 Marks	
	c) Provide proof of compliance with the requirements below; (2 Marks Each) • Proof of functional tracking system (provide the contract/letter of intention that shows the functional details) • Service records of the vehicles as applicable • Proof of insurance covers (or intention letter to get comprehensive cover) • Proof of fitment of speed governors (or intention letter to fit these as required) • Proof of Valid Annual Inspection (or intention letter to comply with this requirement) • Road Safety License (or intention letter to comply with this requirement) • Valid PSV license for at least 2 driver(s) • Maintenance Schedule (or intended maintenance schedule)	16 marks	

2.	<u>Company structure and staffing</u>		
	<u>(For Joint Venture- requirements apply for the lead firm)</u> a) Attach company profile – (2 Marks) b) Provide an organogram of the company, (should include both the management and technical teams). – (3 Marks)	5 marks	
3	<u>Payment Requirements</u> Provide a detailed description outlining the functionality of the payment details below and how they will be intergrated with the end user for tracking; • Prepaid Card Operated Payments (3 Marks) • MPesa Payments (3 Marks) • Debit Card Payments (3 Marks)	9 or 0 marks	
4	<u>Project Plan</u> Provide a work methodology to undertake the works (Include project timelines and key milestones) a) Provided - 10 marks b) Not provided - 0 mark	10 or 0 marks	
5	<u>Litigation</u> Attach Litigation History for the last 5 Years (From 2019) signed and stamped by an attorney/ attach declaration of no litigation signed by an attorney. • Duly Provided (2 Marks) • Missing/Not provided (0 Marks)	2 or 0 Marks	
B	<u>PART B</u> <u>Preliminary Technical Proposal</u> Based on the User Requirement Specification, submit a preliminary technical proposal outlining the proposed technical solutions for the transportation requirements (10 marks)	10 Marks	
	<u>Estimated Financial Proposal</u> Based on the User Requirement Specification, submit <i>preliminary cost estimates for all the components in the URS (and a summary of the same)</i> for the transportation solution <i>Refer to PART B: ESTIMATED COST OF PROPOSAL for guidance (10 marks)</i>	10 Marks	
	TOTAL	77	
	Bidders who score less than 60 marks in this stage (Part A & B) will be considered non-responsive and will be eliminated at this stage.		

STAGE TWO:	
	A. Presentation Bidders who qualify in stage one will proceed to the 2nd stage of evaluation to make a presentation of their technical proposal and estimated financial proposal and to respond to additional questions regarding their past experience and technical capability. The presentation template and questions will be shared beforehand.
	B. Final Submission The bidder who will score the highest following the presentation and questions will be deemed successful and will proceed to submit the final technical proposal and final financial proposal.

SECTION 7: 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) - Individual/Single entity

Your Name in full:

Nationality:

Country of Origin:

Citizenship details:

Part 2 (b) - Partnership/Joint Venture

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:

.....

.....

Issued USD:

.....

.....

Give details of all directors as follows:

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

1.			
----	-------	-------	-------

2.			
----	-------	-------	-------

3.			
----	-------	-------	-------



SECTION 8: 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 provision of a transportation solution at AmIU.

EOI NO./AMIU/04/07/2025/007

..... day of.....20.....

Signed.....

(Designee)

.....

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

SECTION 9: 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 10: Schedule of requirements

DESCRIPTION	QTY	UOM	DELIVERY LOCATION
Supply, Management, and Maintenance of a Fleet of Buses/Vans – electric or fuel based	1	Service	Amref International University Grounds, Northlands in Ruiru (Entrance Opposite Clay Works)

PART B: ESTIMATED COST OF PROPOSAL

Section 1: Estimated Cost

Submit preliminary cost estimates for all the components in the URS and a summary of the same. The summary is as per the table below:

Component of Works	QTY	UNIT PRICE (KES)	VAT (KES)	OTHER TAXES	TOTAL (KES)	REMARKS
TOTAL						

Section 2: Delivery Lead Time

BIDDER'S NAME	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
	Grand Total	In Words
Bidder's Name:	Date:	Signature and Stamp
Bidder's Address:		

Note: Indicate breakdown of all applicable 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: