



TENDER NOTICE

PRINTING OF MALARIA FACILITY REPORTING TOOLS

Amref Health Africa in Kenya

TENDER NO. AMREF/08/07/2025/018

LOT NUMBER TWO (2)

**(MOH 743 – HEALTH FACILITY SUMMARY REPORT FOR MALARIA
COMMODITIES)**

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PART A: TECHNICAL REQUIREMENTS

SECTION 1: Invitation to Tender

1. Amref Health Africa in Kenya invites sealed bids from eligible candidates for Printing of Malaria Facility Reporting Tools in lots as listed below;

LOT NO	ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE
1	MoH 645 booklets (Health Facility Daily Activity Register for Malaria commodities)	12,300	Booklets
2	MoH 743 booklets (Health Facility Summary Report for Malaria Commodities)	7,000	Booklets

2. This tender document is only for **Lot Number Two (2)**.
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 **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/8/7/2025/018.**
5. Candidates will then attach the copy of the mobile money receipt or the banking/deposit slip to the tender documents as proof of purchase. Candidates interested in buying more than one lot **Must** pay for the lots separately and then attach the copy of the mobile money receipts or banking deposit slips respectively to the tender documents as proof of purchase.
6. 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. **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 per lot).**
7. Tenders must be delivered to the address below not later than **Tuesday 22nd July 2025 at 12.00 noon** and must be accompanied by a tender security of **KES 100,000** 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.
8. Interested eligible bidders are also invited to a pre-bid conference on **Friday 11th July 2025 starting at 10.00 a.m.** To access the link for registration of pre-tender conference, log onto the Amref Health Africa website; <https://amref.org/tenders/>

9. Tenders should be dropped at the **Amref Health Africa-KCO Big 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 Health Africa Large Lecture room. Electronic bidding will not be permitted. **No bids will be accepted after 12 noon on the closing day.**
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) 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 LPO for processing of specific VAT exemption certificate.**
11. Samples will **ONLY** be requested from respective vendors who shall pass mandatory requirements and will form part of the technical evaluation.

Amref Health Africa reserves the right to accept or reject any or all bids and is not bound to give reasons for its decision.

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.

2.2 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 per Lot 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 indicates the last numerical page number.
Should the reverse side of any leaf have content, it will also be considered as a page and should also be paginated.
- 2.3.3 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.
- 2.3.4 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.
- 2.3.5 Bids will be evaluated on Lot by Lot basis.

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 2.11. 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 Tuesday 22nd July 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 22nd July 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 or 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 Tuesday 22nd July 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 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 of unsuitable packing and delivery arrangements, and shall be liable for the cost of returning any unacceptable supplies.
- 2:17:4 The supplies must be free from objectionable matter and any substances that would represent a hazard to health.

SECTION 3: Eligibility Requirements and Technical Specifications

LOT 2: Printing of MoH 743 – Health Facility Summary Report for Malaria Commodities

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.	Copy of CR12 generated within the last 12 months (not older than June 2024)	1 or 0		
4.	Must attach Mobile money deposit receipt/ banking deposit slip as proof of purchase of tender document per LOT	1 or 0		
5.	Must provide a copy of Valid business Trading License	1 or 0		
6.	Must provide tender security from a reputable bank amounting to Kshs 100,000 valid up to and including January 17th 2026	1 or 0		
7.	Must submit copies of 2 most recent sequential audited financial reports (from 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		
8.	ENSURE that all pages are sequentially paginated in the format 1, 2,3 starting with 1 on top page (see details of pagination and binding on section 2.3.2 of the tender document).	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.

B: Technical Evaluation Criteria

Requirement	Max	Score
Specifications for MOH 743 – Health Facility Summary Report for Malaria Commodities <ul style="list-style-type: none"> ○ Booklet: MoH 743 ○ Size/ Dimensions: A4 ○ Orientation: Landscape ○ Paper Type: <ul style="list-style-type: none"> · Front Cover: 250gsm; Art Card; Full-Colour print on one (top) side · Instruction pages: Bond 80gsm; Single-Colour Print · Data Collection pages: NCR, 48 pages (Duplicate), Top - white (perforated on short edge), Bottom - Yellow, Single-Colour Print · Back Cover: 450gsm; Strawboard ○ Binding: Tape binding (Green) on short edge; with four (4) staples ○ Finishing: Trim-to-size <p>Submission of sample: Bidders who meet the mandatory requirements will be given three (3) days' notice to submit a sample of one (1) booklet for evaluation.</p>	20 or 0	
<p>Provide proof of supply of booklets or similar printed material in the recent past (from 2020 to date) (Attach Purchase orders, contracts or invoices only) specifying the value</p> <ul style="list-style-type: none"> • Not provided/ Irrelevant – 0mk • Orders below Kshs 3M - 2mks • Kshs 3M and above - but below Kshs 5M- 5mks • Kshs 5M and above - 10mks 	10	
TOTAL	30	
Only bidders who will score at least 25marks shall proceed to the next stage of evaluation		

Note: Bidders who will not meet the passmark above will be considered non-responsive and will not proceed to the next stage of 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

PRINTING OF MOH 743 - Health Facility Summary Report for Malaria Commodities

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 *Saturday January 17th 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.	
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.	

SECTION 7: Delivery schedule of goods

LOT NO	DESCRIPTION	QTY	UNIT OF MEASURE	DELIVERY LOCATION
2	Printing of MOH 743 – Health Facility Summary Report for Malaria Commodities	7,000	Booklets	Within Nairobi Metropolitan (Exact delivery location to be communicated to the successful bidder after award)

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
2								
		TOTAL						

SECTION 2: Delivery leadtime

LOT NO	TENDERERS NAME	SPECIFICATIONS	TENDER NUMBER	QTY	DELIVERY LEAD TIME	REMARKS
2						
		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 the lot number*] 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.



MINISTRY OF HEALTH

Health Facility Summary Report for Malaria Commodities - MOH 743

County:			
Sub-County:			
Health Facility:			
KMHFL Code			
Facility KEPH Level:			
Start date:		End date:	

Malaria Commodities Health Facility Monthly Summary Report Instructions for Use

This summary report is filled by the health worker in-charge of malaria commodities or any other health worker as designated by the health facility in-charge.

Compiling a monthly health facility summary report for malaria commodities

- **County:** Write the name of the county where the health facility is located.
- **Sub-county:** Write the name of the sub-county where the health facility is located.
- **Facility Name:** Write the name of the health facility for which this summary report is being compiled.
- **KMHFL Code:** Write the Kenya master health facility list code of the health facility for which this summary report is being compiled.

Facility Type: Tick the circle that indicates the type of health facility for which this summary report is being compiled as follows:

- **Level 2 = dispensary**
- **Level 3 = health center**
- **Level 4 = sub-county hospital**
- **Level 5 = county hospital**
- **Level 6 = teaching & referral hospital.**

Period of Reporting: Write the beginning date of the month for which the summary report is being compiled and the end date of the same month for which the summary report is being compiled; in the following format: day-month-year (dd-mm-yyyy).

The reporting period is the most recent full calendar month (from first day of the month to last day of the month) in which the information is being reported.

Example: Beginning: **01/03/2024** Ending: **31/03/2024**

1. Completing the consumption data report section

Before commencing the exercise, obtain the following documents

- Latest stock control/ bin cards (or ones with the data for the full reporting period) for all antimalaria commodities.
- Copies of malaria commodities DARs from: ALL dispensing/ testing points in the health facility.

Commodity name/ Basic Unit: The malaria commodity name and its basic unit are pre-printed on the report.

Note: For ALs, the basic unit is one dose (6s, 12s, 18s and 24s); while for the other commodities a basic unit is tablet/ test/ piece/ ampoule/ vial.

For a commodity in use that is not included (including different pack size, strength, and/or dosage form) in the pre-printed names, then write the name, strength and basic unit in the extra blank rows provided.

"Beginning Balance (A): Enter the quantity in basic unit at the beginning of the reporting month. **This quantity is the same as the physical count at the end of the last reporting month, and is the usable quantity on hand on the last day of the previous month.**

Record AL in terms of doses, SP in terms of tablets, Artesunate injection in terms of vials, RDTs in terms of tests, LLINs in terms of pieces."

Quantity Received this Period (B): Enter the quantity in basic units of ALL malaria commodities received from the supplier (e.g. KEMSA, MEDS) within the period of reporting. This should only be for commodities received from the central store.

If the health facility did not receive a commodity during the reporting period, enter zero, (0) in the column for that commodity.

The quantities of malaria commodities received at the facility can be found in the quantity received column of the stock control/ bin card for each product, or can be found in the delivery note from the central supplier e.g. KEMSA or MEDS. **Do NOT include quantities issued from the BULK/ drug store to the dispensing/ testing point.**

NOTE: Ensure that you convert the quantity received to basic unit, regardless of the pack size that they come in.

"Total Quantity Dispensed (C): Record the quantity in basic units of each malaria commodity dispensed/ used/ issued for consumption within the reporting period. This information is obtained from the malaria commodities DAR for AL tablets, Artesunate injection and RDTs; from the ANC register for SP tablets; and ANC and CWC registers for LLINs. Enter zero (0) for commodities not consumed during the reporting period.

If several pages of the malaria commodities DAR have been used during the reporting month, ensure to use the final "Cumulative used this month"" for the reporting month for AL doses, Artesunate injection vials and mRDTs. "

NOTE: SP tablets are dispensed as a dose of 3 tablets, each IPTp dose should be multiplied by three to obtain the number of tablets dispensed.

Losses (D): Record any quantity of malaria commodity lost due to damage, pilferage, missing and should be removed from physical inventory. Enter zero (0) for no losses occurred. DO NOT record quantities of malaria commodities that have expired.

Note: Reasons for the loss should be written in the "Comments" section. Any malaria commodities that are missing or pilfered should be documented and suspected theft investigated according to the government policy.

Positive Adjustments (E): Record quantities of malaria commodities that have been received into the health facility from any other source apart from the Central Store. This could be from the county store/ health facility/ donation/ return from community health unit. Positive adjustments should be recorded in the "Comments" as to where these quantities have come from. Positive adjustments should be recorded in the stock control/ bin card. Enter zero (0) for no positive adjustments.

Negative Adjustment (F): Record quantities of malaria commodities that have been issued out of the health facility. This could be to another health facility within the county or out of the county/ link community health unit. Negative adjustments should be recorded in the "Comments" as to where these quantities have been taken to. Negative adjustments should be recorded in the stock control/ bin card. Enter zero (0) for no negative adjustments.

Physical Count (G): At the end of the reporting month, i.e. on the 28th, 29th, 30th or 31st, conduct a physical count of ALL usable malaria commodities. This should include all quantities that are in the bulk store and at the dispensing/ testing/ issuing point. Record this quantity in the stock/ bin card for each malaria commodity and also record in this report.

NOTE: The physical count for each malaria commodity should be equal to the ending balance for the reporting period obtained by the calculation: $G = A + B - C - D + E - F$

Record any discrepancies between the physical count and expected ending balance from the above calculation as adjustment. The reason for the adjustment should be written in the "Comments" section.

Quantity of Expired Commodities (H): Record ALL quantities of malaria commodities that expired during the reporting month and should be removed from physical inventory. Enter zero (0) if no malaria commodities expired within the reporting month.

Commodities with ≤ 6 months to Expiry (I): Record ALL quantities of malaria commodities that are at 6 months to expire or within 6 months to expire. Enter zero (0) if no malaria commodities ≤ 6 months to expiry.

Days out of stock this month (J): Record the number of days that any malaria commodity was stocked out during the reporting month. Enter zero (0) if malaria commodities were in stock during the entire reporting month.

2. Completing the Patient Summary section of the Report

Record the total number of patients under 5 years of age and above or equal to 5 years of age during the reporting month. This information is to be obtained from the column totals in the malaria commodities DAR.

Record the total number of patients that received AL and Artesunate injection at the health facility in each of the weight bands/ age category indicated during the reporting month.

AL weight band/ age category are as follows:

5 to <15 kg 1	5 to <25 kgs	25 to <35 kgs	≥ 35 kgs
<3 yrs	3 to <8 yrs	8 to <12 yrs	≥ 12 yrs

Artesunate injection weight band/ age category are as follows:

<20 kg	20 to <50 kg	≥ 50 kgs
<5 yrs	(5 to <15 yrs)	≥ 15 yrs

Total number of patients by weight band/ age category is found in the sections labelled "Treatment Sections 1 and 2" as Total patients by AL weight/ age category and Total patients by Artesunate inj weight/ age category at the bottom of each page in the Malaria Commodities DAR.

Record the number of days that the health facility was stocked out of ALL AL during the reporting month. Enter zero (0) if atleast one AL weight band was available.

Record the total number of women who received IPTp during the reporting month. This information will be obtained from the ANC register and should be a sum of ALL clients given IPTp1, IPTp2, IPTp3 and IPTp 4 during the reporting month.

Record the number of new antenatal clients seen during the reporting month. This information will be obtained from the ANC register.

Record the number of Pentavalent 1 clients seen during the reporting month. This information will be obtained from the CWC register.

Record the patient's data in this section from the Malaria Commodities daily activity register summaries

3. Completing the Malaria Diagnostics section of the Report

Record the results of testing using microscopy or RDTs. For microscopy, record positive, negative and total tested for the reporting period. For RDTs, record positive, negative, invalid and total tested for the reporting period. Record total not tested. This information can be obtained from the malaria commodities DAR.

4. Completing the ending section of the Report

Comments: Use this space to provide explanation on Losses, Adjustments, Discrepancies and any other issues, e.g. an expected increase in the number of patients requiring malaria commodities at the facility.

Report prepared by: The person(s) who has compiled the report should write their full name, designation, contact telephone and indicate the date report was compiled, after which they should sign the document.

Report reviewed by: After reviewing the report, the Sub-county Pharmacist should write his/her full name, contact telephone, designation and review date; and sign the report. This confirms that the report has been reviewed and is valid.

Standard Operating Procedure for recording Malaria fields in the Summary tools

Purpose

Tool	Column to be filled	Data Element contained in the column	How the Data element will be filled?	Steps to fill the data	Responsible person	Remark
MOH 743	Health facility details	>Health facility details >Reporting period	>Fill in the name of the county and sub-county >Fill in the health facility name >Fill in the health facility type in terms of levels >Fill in the period of reporting as beginning and ending	>Fill in the name of the county and sub-county >Fill in the health facility name >Fill in the health facility type in terms of levels 2, 3, 4, 5 or 6 using a tick (✓) >Fill in the period of reporting as beginning (e.g. 01/09/2022) and ending (e.g. 30/09/2022) "	Facility staff- clinician, nurse, pharmacy staff	
MOH 743	Malaria commodity details	ALs, Inj Artesunate, mRDTs	>Fill in the beginning balance (A), the quantity received (B), the total quantity dispensed/ used/ issued (C), quantity of losses (D), quantity of positive adjustment (E), quantity of negative adjustment (F) and quantity of physical count (G) for AL 6, AL 12, AL 18, AL 24, Inj Artesunate and mRDT.	>Fill in the beginning balance (A) i.e. at the beginning of the reporting period for each item. This is also the closing balance of the previous reporting period, and will be availed from the previous month's report. >Fill in the quantity received during the reporting period for each item (B). The quantity received is the quantity received from the central warehouses (KEMSA/ MEDS), and may be availed from the bin/ stock card and/ or delivery note >Fill in the total quantity dispensed/ used during the reporting period for each item (C). Quantity dispensed/ used for all ALs, Inj Artesunate and mRDTs is consolidated from all DARS in use in the health facility and summarized in MoH 743 >Fill in the quantity of losses if any occurred during the reporting period for each item (D). Loss does not include expired commodities, and may include items lost due to pilferage/ damage >Fill in the quantity of positive adjustment during the reporting period for each item (E). A positive adjustment is a quantity brought in from another health facility >Fill in the quantity of negative adjustment during the reporting period for each item (F). A negative adjustment is a quantity that is removed from stock to be taken to another health facility >Fill in the quantity of physical count at the end of the reporting period for each item (G). This is also the ending balance for the reporting period. Beginning balance + quantity received - quantity dispensed - losses +/- positive/negative adjustment = ending balance/ physical count >Fill in the quantity of commodities that expired at the end of the reporting period for each item (H) >Fill in the quantity of commodities that are 6 months to expiry for each item (I) >Fill in the number of days that an item has been out of stock during the reporting period (J)	Facility staff- clinician, nurse, pharmacy staff	>MoH 240 is a laboratory register which is available for recording consumption of all laboratory commodities including mRDTs (used in facilities with a laboratory which are mainly the hospitals) >While MoH 645 is used for recording mRDT consumption in facilities where a laboratory is not available >In a high volume facility (hospitals) where MoH 240 is used in the laboratory while MoH 645 is being used at e.g. casualty, then while summarizing mRDT consumption should be consolidated from all DARS (MoH 645) and MoH 240 being used in the facility

MOH 743

MOH 743	Malaria commodity details	SP tabs and LLIN	<p>> Fill in the beginning balance (A), the quantity received (B), the total quantity dispensed/ used/ issued (C), quantity of losses (D), quantity of positive adjustment (E), quantity of negative adjustment (F) and quantity of physical count (G) for SP tabs and LLINs</p>	<p>> Fill in the beginning balance (A) i.e. at the beginning of the reporting period for each item. This is also the closing balance of the previous reporting period.</p> <p>> Fill in the quantity received during the reporting period for each item (B). The quantity received is the quantity received from the central warehouses (KEMSA/ MEDS), and may be availed from the bin/ stock card and/ or delivery note</p> <p>> Fill in the total quantity dispensed/ issued during the reporting period for each item (C).</p> <p>> Quantity of LLINs issued is a sum of the quantity issued to pregnant women and quantity issued to children <1 year from MoH 711</p> <p>> Quantity of SP tabs dispensed is availed by multiplying the quantity of pregnant women issued with IPTp from MoH 711 by 3 (one IPTp dose = 3 SP tabs)</p> <p>> Fill in the quantity of losses if any occurred during the reporting period for each item (D). Loss does not include expired commodities, and may include items lost due to pilferage/ damage</p> <p>> Fill in the quantity of positive adjustment during the reporting period for each item (E). A positive adjustment is a quantity brought in from another health facility</p> <p>> Fill in the quantity of negative adjustment during the reporting period for each item (F). A negative adjustment is a quantity that is removed from stock to be taken to another health facility</p> <p>> Fill in the quantity of physical count at the end of the reporting period for each item (G). This is also the ending balance for the reporting period. Beginning balance + quantity received - quantity dispensed - losses +/- positive/negative adjustment = ending balance/ physical count</p> <p>> Fill in the quantity of commodities that expired at the end of the reporting period for each item (H)</p> <p>> Fill in the quantity of commodities that are 6 months to expiry for each item (I)</p> <p>> Fill in the number of days that an item has been out of stock during the reporting period (J)</p>	Facility staff- clinician, nurse, pharmacy staff	
MOH 743	<p>> Patients on AL by weight band summary</p> <p>> Malaria diagnostic table</p> <p>> Stock out of all AL</p> <p>> IPTp</p> <p>> Report compilation and reviewing"</p>	<p>> Patients on AL by weight band summary</p> <p>> Malaria diagnostic table</p> <p>> Stock out of all AL</p> <p>> IPTp</p> <p>> Report compilation and reviewing"</p>	<p>> Fill in the number of patients corresponding to the four weight bands, diagnostics table, days facility was stocked out of all AL and number of pregnant women who received IPTp</p> <p>> Fill in details of the officer who has prepared the report and details of the officer reviewing the report"</p>	<p>> Fill in the number of patients under each weight band category. This information is availed from the DAR (MoH 645) from the section of weight / age category.</p> <p>> Fill in the diagnostic table with positive by microscopy, mRDT and total; negative by microscopy, mRDT and total; invalid by RDT and total; total tested by microscopy, RDT and total; and not tested. This information is availed from the DAR (MoH 645)</p> <p>> Fill in the number of days during the reporting period that the health facility was stocked out all AL weight bands; this information is availed from the bin/ stock cards</p> <p>> Fill in the number of pregnant women who received IPTp during the reporting period; this is availed from the MoH 711</p> <p>> Comment to explain any losses and/ or adjustments. Report all discrepancies between physical count and expected ending balance.</p> <p>> The officer who has prepared the report should fill in his/her name, signature, designation, contact telephone and date when the report is prepared</p> <p>> The reviewing officer should review the report to verify if all information is filled in as necessary; following which fill in his/her name, signature, designation, contact telephone and date when he/she reviewed the report</p>	Facility staff- clinician, nurse, pharmacy staff	The report is considered complete and valid when all necessary fields are filled out.

MOH 743

Sub-county:

KMHFL Code:

Level 6 ○

Ending:

(Day/ Month/ Year)

Patients on AL by weight band/ age summary report					Patients on injectable artesunate by weight band/ age summary report				
Total patients under 5yrs		5 to <15 kg (<3 yrs)	15 to <25 kg (3 to <8 yrs)	25 to <35 kg (8 to <12 yrs)	35+ kg (≥12 yrs)	<20 kg (<5 yrs)		20 to <50 kg (5 to <15 yrs)	50+ kg (≥15 yrs)
Total patients equal to/ above 5 yrs		Patients given AL							
Number of days facility was stocked out of ALL the AL Packs:									
Number of pregnant women receiving IPT:									
Number of new Antenatal clients:									
Number of Pentavalent 1 clients:									

Comments (including explanations of losses and adjustments):

(Designation)

Date: _____

(Designation)

Date: _____

To be Submitted to the Sub-County by the 5th Day of Every Month