



## **PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS/CONTRACTORS**

**AMREF/2023-2024 – PROVISION OF GOODS/SERVICES YEAR, 2023-2024**

---

**CLOSING DATE: DECEMBER 20, 2022 AT 14:00 HOURS**

## Table of content

TENDER NOTICE .....	2
1. PRE-QUALIFICATION INSTRUCTIONS .....	4
2. BRIEF CONTRACT REGULATIONS/GUIDELINES .....	5
3. PRE-QUALIFICATION DATA INSTRUCTIONS .....	5
FORM PQ-1 REGISTRATION DOCUMENTATION .....	7
FORM PQ-2 PRE-QUALIFICATION DATA .....	8
FORM PQ-3 SUPERVISORY PERSONNEL .....	9
FORM PQ-4 FINANCIAL POSITION AND TERMS OF TRADE .....	9
FORM PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE .....	9
FORM PQ-6 PAST EXPERIENCE .....	10
FORM PQ-7 LITIGATION HISTORY .....	11
FORM PQ-8 SWORN STATEMENT .....	12

## TENDER NOTICE

### PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES

**Amref Health Africa in Zambia** invites applications from interested vendors (including current suppliers) for prequalification for the supply of goods, works and services to the organization for the period April 2023 to December 2024.

#### **CATEGORY A: SUPPLY OF GOODS**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>
Amref/G/001/2023-2024	Supply of general stationeries e.g photocopying papers, pens, flip chart papers
Amref/G/002/2023-2024	Supply of computer hardware and consumables & accessories e.g toners, foam clean, laptops, desktops, projectors, copiers etc
Amref/G/003/2023-2024	Supply of office Equipment e.g Safes, Fax machines, telephone heads
Amref/G/004/2023-2024	Supply of Uniforms e.g. dustcoats, protective clothing, staff uniforms
Amref/G/005/2023-2024	Supply of Electrical, fittings & Electronic Appliances e.g TV, Radios, bulbs, florescent tubes, fridges, dispensers etc
Amref/G/006/2023-2024	Supply of Motor vehicle spare parts, tyres and tubes
Amref/G/007/2023-2024	Supply of Automobile batteries and accessories
Amref/G/008/2021-2022	Supply of Air Plant equipment and accessories examples Air Conditioning Units etc
Amref/G/009/2023-2024	Supply of Cleaning Materials and Sundries e.g soaps, mops, tissues, Washing powder, Disfectants etc
Amref/G/010/2023-2024	Supply of Relief Non-Food Items e.g Blankets, Jerri cans, Mosquito Nets, Kitchen Sets, Buckets and Basins, Tarpaulins, dignity kits etc
Amref/G/011/2023-2024	Supply of bicycles
Amref/G/012/2023-2024	Supply of solar panels & accessories
Amref/G/013/2023-2024	Supply of Office furniture & fittings and curtains e.g. blinds, desks, chairs, book shelves & tables
Amref/G/014/2023-2024	Supply of Promotional materials e.g T-shirts, Banners, Caps, bags, balls etc. AND Design and printing of calendars, diaries, Christmas cards, brochures, books etc
Amref/G/015/2023-2024	Supply of Medical /Surgical/Laboratory Equipment and supplies
Amref/G/016/2023-2024	Supply of Human drugs and vaccines
Amref/G/017/2023-2024	Supply of bottles water
Amref/G/018/2023-2024	Supply of beverages e.g Coffee, Tea, Milk, Sugar, Biscuits, Juices etc

#### **CATERGORY B: PROVISION OF SERVICES AND WORKS**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>
Amref/S/019/2023-2024	Repair, maintenance and servicing of telecommunication equipment and accessories e.g PABX
Amref/S/020/2023-2024	Repair and maintenance of Office furniture, fixtures and fittings
Amref/S/021/2023-2024	Provision of Comprehensive office cleaning services
Amref/S/022/2023-2024	Provision and Maintenance of Plants, flowers and trees (gardening)
Amref/S/023/2023-2024	Provision of clearing and forwarding services
Amref/S/024/2023-2024	Provision of Garbage Collection
Amref/S/025/2023-2024	Provision of Cleaning Curtains and Curtain blinds
Amref/S/026/2023-2024	Fumigation and pest control services

Amref/S/027/2023-2024	Repairs and Maintenance of Motor vehicles
Amref/S/028/2023-2024	Repair, Servicing and maintenance of Air Plants e.g Air conditioner
Amref/S/029/2023-2024	Repair and Maintenance of Buildings e.g. plumbing, painting, renovations, electrical, masonry etc
Amref/S/030/2023-2024	Provision of Tents, chairs, tables, Public address systems, audio visual equipment, mobile toilets and related services
Amref/S/031/2023-2024	Repair and maintenance of Computer equipment e.g Servers, routers, printers and scanners
Amref/S/032/2023-2024	Provision of Voice, Data Communication Services and Computer Networks
Amref/S/033/2023-2024	Air Travel Agency services
Amref/S/034/2023-2024	Provision of Taxi services and Car Hire, transport and Logistics e.g haulage
Amref/S/035/2023-2024	Provision of Motor vehicle and office equipment insurance services
Amref/S/036/2023-2024	Provision of outside catering services
Amref/S/037/2023-2024	Provision of security and related services e.g. alarm response, , access control systems
Amref/S/038/2023-2024	Supply, Installation and maintenance of Fire appliances/Fire Hydrants, Training and Safety Services
Amref/S/039/2023-2024	Supply, Installation and maintenance of CCTV system and related accessories
Amref/S/040/2023-2024	Provision and collection of sanitary bins
Amref/S/041/2023-2024	Provision of Medical insurance services
Amref/S/042/2023-2024	Provision of Graphic Design services
Amref/S/043/2023-2024	Supply and maintenance of Computer equipment e.g. Servers, routers, printers and scanners
Amref/S/044/2023-2024	Provision of Power and Battery Backup systems
Amref/S/045/2023-2024	Vehicle tracking and fleet management systems

#### **NOTE: DEALERS AND DISTRIBUTORS ARE ENCOURAGED TO APPLY**

Interested candidates may download Pre-qualification/Registration of suppliers' documents from the Amref Health Africa in Zambia website ([www.amref.org](http://www.amref.org)) through this link: <https://amref.org/zambia/tenders/> and pay a non-refundable fee of K500/= per category number as specified above.

The payments should be deposited into the Amref Account and proof of payment/deposit slip be presented when submitting the documents. The account details are:

**Amref Health Africa Zambia**  
**Standard Chartered Bank**  
**Manda Hill Branch**  
**Account No: 0100118103300**

Candidates should then attach original bank deposit slips to the tender documents per category.

Completed pre-qualification documents in plain sealed envelopes indicating the title of the tender, tender number & category shall be placed in separate envelopes & clearly marked on the envelope as below (*please note, each category will be submitted in a separate envelope*)

#### **PRE-QUALIFICATION OF SUPPLIERS 2023-2024: TENDER NO..... CATEGORY NO.....**

Should be delivered/posted to the following address: -

**Amref Health Africa in Zambia**  
**Plot No. 10484, Dambo Close**  
**Olympia Extension**  
**P.O. Box 31678**  
**Lusaka**  
**Zambia**

Or be deposited in the Tender Box in **Zambia Country Office, next to the main reception** so as to be received on or before **20<sup>th</sup> December 2022 at 14:00 Hours**. For Clarifications kindly contact 0961688709 or [procurement.zambia@amref.org](mailto:procurement.zambia@amref.org) during working hours 08:00 hours to 17:00 hours Monday to Thursday 08:00 hours to 12:00 hours on Friday.

Bids will be opened in accordance with the Ministry of Health Covid-19 Public Health guidelines immediately thereafter in the presence of the candidates' representatives or Bidders who choose to attend at the **Amref Health Africa in Zambia Country Office**.

**NB: Bids without original bank deposit slip(s) will be disqualified**

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

## **1. PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

Amref Health Africa in Zambia referred to as the Company would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Amref to perform the contract of supply and delivery or provision of goods and services to the Company.

### **1.2 Pre-qualification Objective**

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to Amref Health Africa in Zambia as and when required during the stated period.

### **1.3 Invitation of Pre-qualification**

Suppliers registered with Registrar of Companies under the Laws of Zambia in respective merchandise or services are invited to submit their Pre-Qualification documents to Amref Health Africa in Zambia so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### **1.5 Pre-qualification Document**

This document includes questionnaire forms and documents required of prospective suppliers.

### **1.6**

In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant **mandatory requirements** will be disqualified

### **1.7 Distribution of Pre-Qualification Documents**

A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

**Amref Health Africa in Zambia  
Plot No. 10484, Dambo Close  
Olympia Extension  
P.O. Box 31678  
Lusaka  
Zambia**

**Not later than 20th December 2022 at 14:00 Hours**

## **1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the following address:

**Amref Health Africa in Zambia**  
**Plot No. 10484, Dambo Close**  
**Olympia Extension**  
**P.O. Box 31678**  
**Lusaka**  
**Zambia**

**Or**

Contact 0961688709 or [procurement.zambia@amref.org](mailto:procurement.zambia@amref.org) during working hours 08:00 hours to 17:00 hours Monday to Thursday 08:00 hours to 12:00 hours on Friday.

## **1.9 Additional Information**

Amref Health Africa in Zambia reserves the right to request submission of additional information from prospective bidders.

- 1.10** Request for quotations will be made available only to those bidders whose qualifications are accepted by Amref at the disclosure of the organisation after the completion of the pre – qualification process.

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

Amref is not exempted from any tax this only applies on particular funded projects e.g Global Fund, USAID etc

### **2.2 Customs Clearance**

The contractors shall be responsible for custom clearance of their imported goods and materials.

### **2.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Project. Prices quoted should be inclusive of all delivery charges.

### **2.4 Payments**

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

## **3. PRE-QUALIFICATION DATA INSTRUCTIONS**

### **3.1 Pre-qualification data forms**

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

- 3.1.1** The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

### **3.2 Qualification**

**3.2.1** It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Amref Health Africa in Zambia in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment of Amref Health Africa in Zambia they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

### **3.3 Essential Criteria for Pre-qualification**

**3.3.1** (a) **Experience:** Prospective bidders shall have at least 2 years experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

#### **3.3.2 Personnel**

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

#### **3.3.3 Financial Condition**

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractor's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

**3.3.4** Special consideration will be given to the financial resources available as working capital, considering the amount of uncompleted orders on contract and now in progress. Data to be filled/ provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

#### **3.3.5 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6 (at least from three organizations- attach copy of LPO/LSO/Contract)

### **3.4 Statement**

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

### **3.5 Withdrawal of Prequalification.**

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then Amref Health Africa in Zambia reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

### **3.6 Information on suppliers**

The firm must have a fixed Business Premise and must be registered in Zambia, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

**3.6.1** The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate

**3.6.2** The firm must declare any conflict of interest in relation to any member of staff. Amref will not procure goods or services from suppliers where the employees have not declared conflict of interest

**3.6.3** Amref will carry out a source audit exercise for the shortlisted prequalified suppliers

**3.6.4** Any effort by the tenderer to influence Amref in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

### 3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	30
2. Pre-qualification Data	PQ-2	5
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	20
5. Confidential Report	PQ-5	15
6. Past Experience	PQ-6	10
7. Litigation History	PQ-7	<u>10</u>
<b><u>TOTAL</u></b>		<b><u>100</u></b>

### 3.8 The qualification is 70 points and over

#### FORM PQ-1 REGISTRATION DOCUMENTATION

**All firms must provide: -**

**Mandatory requirements:**

1. Copies of Certificate of Registration of Business Name.
2. Copy of valid VAT Registration Certificate.
3. Valid Tax Compliance Certificate from Zambia Revenue Authority e.g Electronic Tax Register (ETR) certificates where applicable
4. Copies of valid PIN Certificate of firm/company/individual.
5. Copy of current valid Trade License/ Current business licenses from relevant authorities e.g City council
6. Registration certificate as a contractor by Ministry of Roads and Public Works and other relevant authorities for all civil/ works contractors
7. Letter of recommendation from 3 previous organizations served with similar works
8. Practicing Certificate for all professionals e.g certificate of affiliated bodies/associations (Pharmacist license, legal, medical)
9. Transport Hire firms must attach evidence of having taken all the Insurance covers.
10. Where mandatory for service provision, each firm must attaché evidence of registration with Professional bodies/Authorities e.g IATA, Municipal / City Council Certificates of health for food stuffs handling,

**NOTE: A COPY OF ORIGINAL BANK DEPOSIT SLIP(S) MUST BE ATTACHED**

(30 points)

**3 marks each for every requirement**



## FORM PQ-2      PRE-QUALIFICATION DATA

### REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We ..... hereby apply for registration as supplier(s)  
(Name of Company/Firm)

of .....  
(Item Description)

.....  
(Category No.)

Post Office Address .....

Town .....

Street .....

Name of building .....

Room /Office No. .... Floor No. ....

Telephone Nos. ....

**Email address (MUST).....**

Full Name of applicant .....

Other branches location .....

#### Organization & Business Information

Management Personnel .....

Chief Executive .....

Secretary .....

General Manager .....

Treasurer .....

Other.....

Partnership (if applicable)

#### Names of Partners

1. Business founded or incorporated .....

2. Under present management since .....

3. Net worth equivalent K.....

6. Bank reference and address .....

7. Bonding company reference address.....

8. Enclose copy of organization chart of the firm indicating the main fields of activities
9. State any technological innovations or specific attributes which distinguish you from your competitors
10. Indicate terms of trade/sale

(5 Points)

### FORM PQ-3 SUPERVISORY PERSONNEL

Name .....

Age .....

Academic Qualification .....

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification .....

*(Attach Certificates if any)*

Length of service with Contractor or Supplier position held

.....

*(Attach copies of certificates of at least 2 key personnel in the organization)- 5marks each*

(10 Points)

### FORM PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of the most recent two years audited accounts- 7 marks
- (2) Attach letters of recommendation from the firm's bankers- 7 marks.
- (3) State Credit period (minimum proposed is 30 days) – 6marks

(20 Points)

### FORM PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

*Part I- General :*

Business Name .....

Location of business premises.....

Plot No. .... Street/Road.....

Postal Address.....Tel. No.....

Email address (MUST).....

Nature of business..... Current Trade Licence. No.....Expiring date..... Maximum value of business which you can handle at any one time K..... Name of your bankers.....Branch																					
<input type="checkbox"/>	<b>Part 2 (a) – Sole Proprietor</b> Your name in full.....Age..... Nationality.....Country of origin..... *Citizenship details.....																				
<input type="checkbox"/>	<b>Part 2 (b) Partnership</b> Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Nationality</th> <th style="text-align: center;">Citizenship Details</th> <th style="text-align: center;">Shares</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....				
Name	Nationality	Citizenship Details	Shares																		
.....	.....	.....	.....																		
.....	.....	.....	.....																		
.....	.....	.....	.....																		
<input type="checkbox"/>	<b>Part 2 (c) – Registered Company:</b> Private or Public..... State the nominal and issued capital of company- Nominal K..... Issued K..... Given details of all directors as follows:- <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Nationality</th> <th style="text-align: center;">Citizenship Details</th> <th style="text-align: center;">Shares</th> </tr> </thead> <tbody> <tr><td>1. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
Name	Nationality	Citizenship Details	Shares																		
1. ....	.....	.....	.....																		
2. ....	.....	.....	.....																		
3. ....	.....	.....	.....																		
4. ....	.....	.....	.....																		
Date .....Signature of Candidate.....																					

\*if Zambia Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.  
**(15 Points)**

## FORM PQ-6      PAST EXPERIENCE

### NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

### NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- i)      Name of Client (organization) .....
  - ii)     Address of Client (organization) .....
  - iii)    Name of Contact Person at the client (organization) .....
  - iv)     Telephone No. of Client .....
  - v)      Value of Contract .....
  - vi)     Duration of Contract (date) .....
- (Attach documental evidence of existence of contract)

### 2. Name of 2<sup>nd</sup> Client (organization)

- i)      Name of Client (organization) .....

- ii) Address of Client (organization) .....
- iii) Name of Contact Person at the client (organization) .....
- iv) Telephone No. of Client .....
- v) Value of Contract .....
- vi) Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)

3. Name of 3<sup>rd</sup> Client (organization)

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- iii) Name of Contact Person at the client (organization) .....
- iv) Telephone No. of Client .....
- v) Value of Contract .....
- vi) Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)

4. Others .....

**(10 Points)**

**3 marks each and an additional point for one other**

## FORM PQ-7 LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT

**(10 Points)**

**FORM PQ-8                      SWORN STATEMENT**

Having studied the pre-qualification information for the above project we/I hereby state:

- a.        The information furnished in our application is accurate to the best of our knowledge.
- b.        That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c.        We enclose all the required documents and information required for the pre-qualification evaluation.

**Date**        .....

**Applicant’s Name**.....

**Represented by** .....

**Signature**        .....

**(Full name and designation of the person signing and stamp or seal)**