



TENDER NOTICE

SUPPLY AND DELIVERY OF SOLAR DIRECT DRIVE VACCINE REFRIGERATORS

Amref Health Africa in Zambia

TENDER NO. AMREF 23/08/2023/ONB001

Wednesday 23rd August 2023

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PART A: TECHNICAL REQUIREMENTS

SECTION 1: Invitation to Tender

1. Amref Health Africa in Zambia invites sealed bids from eligible candidates for the supply and delivery of Solar Direct Drive Vaccine Refrigerators.

Schedule of requirements:

No.	General Description	Unit of measure	Quantity	Delivery Period
1	Solar Direct Drive Vaccine Refrigerator & Water Packs Freezer with no battery	each	6	2 - 3 weeks

2. Interested eligible bidders may obtain further information from the **Amref Health Africa Zambia website** www.amref.org
3. Complete sets of tender documents can be downloaded from Amref Health Africa website; <https://amref.org/zambia/tenders/> by interested bidders upon payment of non-refundable fee of K1000.00. The payment should be made through the following Bank account: **Amref Health Africa Zambia, Standard Chartered Bank, Manda Hill Branch, Account No: 0100118103300**
4. Candidates will then attach the original banking/deposit slip to the bidding documents as proof of purchase.
5. Completed bidding documents must be enclosed in a plain envelope marked with the tender reference number and tender name. **Please note that two (2) complete bid document are required (Do not provide additional copies).**
6. Bids must be delivered to the address below not later than **Wednesday 6th August 2023 at 14.30 p.m** and must be accompanied by either a Bid Security (in form of a Bank Guarantee from a reputable bank) of 2% of the bid sum or a Bid-Securing Declaration (Declaration Form) which will take three (3) years suspension period if the bidder withdraws its bid after bid submission deadline (**tender securities from insurance companies will NOT be accepted**). The bid security validity period from date of closing tender should also be indicated.
7. Interested eligible bidders are also invited to a pre-bid conference on **Friday, 25th August 2023** starting at **09.00 a.m. to 10.00 a.m.** To access the link for registration of pre-bid conference, log onto the Amref Health Africa Zambia website; <https://amref.zoom.us/meeting/register/tZYrde-gqj8oHNXl-jT6DARoUiwfhCENAAaLk>
8. Bids should be deposited in the **Tender Box at the Main Reception at Amref Zambia Country Office, off Los Angeles Boulevard Road**, on or before **Wednesday 6th September 2023 at 14.30 p.m.** Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened immediately after tender closing in the presence of the candidates, representatives or bidders who choose to attend at Amref Health Africa Zambia Country Office.
9. Prices quoted should be inclusive of VAT and must be in Zambia Kwacha or any other

convertible currency 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:

- (i) Unit price
- (ii) Sub total
- (iii) 16% VAT
- (iv) Total Cost

NOTE: Amref Health Africa in Zambia is VAT 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 VAT exemption ZRA LPO will be issued accordingly. Successful applicants shall be required to submit proforma invoice and valid tax compliance certificate upon receipt of LPO/ Contract for processing of specific VAT exemption certificate.

- 10. Samples will **ONLY** be requested from respective vendors who shall pass mandatory requirements and will form part of the technical evaluation. N\A

SECTION 2: Instructions to Bidders

2.1 Eligible Bidders.

- 2.1.1 This Invitation for tender is open to all eligible bidders.
- 2.1.2 Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.
- 2.1.3 Bidders whose bids are wrongly marked/ labelled shall be disqualified.

2.2 Cost of bidding.

- 2.2.1 The bidders shall bear all costs associated with the preparation and submission of its bid. Amref Health Africa or its agents, will under no circumstance be responsible or liable for those costs regardless of the conduct or outcome of the tendering process.

2.3 Specific Instructions

- 2.3.1 Bidders must quote for all items and quantities as indicated in order to qualify for evaluation.
- 2.3.2 The final bound bid document must be serially paginated (All pages in the document from top page (immediately after top cover) to the last page (one before back cover) including table of content, separators, brochures, bank deposit slip and any other attachments) in a continuous ascending order from the first page to the last in this format; 1,2,3.....n where n is the last page.

2.4 Amendment of documents

- 2.4.1 At any time prior to the deadline for submission of bids, Amref Health Africa for any reasons, whether at its initiative or in response to a clarification requested by a prospective bidder, 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 bidders reasonable time in which to take the amendment into account in preparing their bids, Amref Health Africa at its discretion may extend the deadline for the submission of bids.

2.5 Bid Prices and Currencies

- 2.5.1 The bidders shall indicate on the appropriate Price Schedule, the unit prices inclusive of all taxes and the total bid price of the items proposed to be purchased under the contract.
- 2.5.2 Prices quoted by the bidders shall be fixed during the bid validity period and not be subjected to variation on any account. A bid 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 Kwacha or any freely convertible currency. The source of exchange rate is: **Standard Chartered Bank Plc** as at Tender closing and opening date.

2.6 Validity of Bids

- 2.6.1 Bids shall remain valid for 90 days after date of tender opening prescribed by Amref Health Africa in Zambia, pursuant to paragraph 2.10. Bids valid for a shorter period shall be rejected by Amref Health Africa in Zambia as non- responsive.
- 2.6.2 In exceptional circumstances, Amref Health Africa may solicit the bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bidders may refuse the request. A bidder granting the request will not be required nor permitted to modify its bid.

2.7 Sealing and Marking of bids

- 2.7.1 The bidder shall seal the bid and mark it with the number and name of the bid and **“DO NOT OPEN BEFORE 14:30 hours on Wednesday 6th September 2023”**

2.8 Deadline for Submission of Bids

- 2.8.1 Bids must be received by Amref Health Africa in Zambia at the address specified not later than 14:30 hours p.m on Wednesday 6th September 2023.

2.9 Modification of Bids

- 2.9:1 The bidder may modify or withdraw its bid after the tender's submission provided that written notice of the modification, including substitution of withdrawal of the bid is received by Amref Health Africa in Zambia prior to the deadline prescribed for submission of bids in the Tender document.
- 2.9:2 The bid 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 bidder may be contacted after the deadline for submission of bids.

2.10 Withdrawals of Bids

- 2.10:1 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder.
- 2.10.2 A bidder who withdraws its bid after the deadline for submission will forfeit its bid security deposit and if the bidder signed the Bid declaration form, the bidder will be suspended for a period of three (3) years from participating in Amref Health Africa tenders.

2.11 Opening of tenders

- 2.11:1 Amref Health Africa will open all tenders in the presence of bidders' representatives who choose to attend at 14:30 hours on Wednesday 6th September 2023 and in the location specified in the tender. The bidders or it's representatives who are present shall sign a register evidencing their attendance.

- 2.11:2 The bidders' names, tender modifications or withdrawals, and the presence or absence of requisite bid security/ declaration 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 bidders to influence Amref Health Africa in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bidders' bid.

2.13 Evaluation and Comparison of Bids

- 2.13:1 Amref Health Africa will examine the bids 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 bids are generally in order. After examination a bid 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 bids, 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.
N/A
- 2.13:4 Amref Health Africa will ensure that the submitted samples are catalogued accordingly and correspond to the assigned bid number(s). The bidders should ensure that all their samples have been captured correctly. N/A

2.14 Notification of Award

- 2.14:1 Prior to the expiration of the period of bid validity, Amref Health Africa will notify the successful bidder in writing that the bid has been accepted.
- 2.14:2 Simultaneously the other bidders shall be notified that their bids 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 days of the date of the award notification. Any letter received after the third day shall not be responded to and shall be treated as null and void. Amref Health Africa in Zambia shall have dispensed with this procurement.

2.16 Contacting Amref Health Africa

- 2.16:1 No bidder shall contact Amref Health Africa in Zambia on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded.
- 2.16:2 Any effort by a bidder to influence Amref Health Africa in Zambia in its decisions on tender evaluation, tender evaluation committee, or contract award will result in the rejection of the bidders bid.

2.17 Leadtime and delivery details

- 2:17:1 The supplier should be able to deliver the items they have quoted for as specified in this tender document.
- 2:17:2 The supplier should include delivery schedule with lead times.
- 2:17:3 On arrival the supplies should be free from damage. The supplier shall be liable for all losses due to insufficient 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

Supply and Delivery of Solar Direct Drive Vaccine Refrigerator

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 issued by PACRA	1 or 0		
2.	Copy of valid ZRA Tax Compliance certificate	1 or 0		
3.	Must attach original deposit/banking slip as proof of purchase of tender documents	1 or 0		
4.	Must provide a bidder information (using the Confidential Business Questionnaire template provided in the tender document)	1 or 0		
5.	Must provide Manufacturer's certificate (if bidding as the manufacturer) or Manufacturer's authorization certificate(if not the manufacturer)	1 or 0		
6.	Must submit a Bid Submission form (using the provided template in the tender document) and must be signed by an authorized person.	1 or 0		
7.	Must provide bid security from a reputable bank amounting to 2% of the bid sum (Original bid security must be attached) or Bid securing declaration signed by an authorized person.	1 or 0		
8.	Must submit copies of 2 audited financial reports (2021 and 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		

9.	ENSURE that all pages are sequentially paginated in the format 1, 2,3 starting with 1 on top page (<i>see details of pagination and binding on sections 2.3.1 and 2.3.2 of the tender document</i>).	1 or 0		
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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

Description	Minimum Configuration	MAX Score	Score
SOLAR DIRECT DRIVE VACCINE REFRIGERATORS;			
<i>General Description</i>			
1. Solar Direct Drive Vaccine Refrigerator & Water Packs Freezer with no battery 2. Must be accompanied with a detailed user manual			
Vaccine Storage Volume	110 - 120 Litres	i.Complied (5mks) ii.Not complied(0mk)	
Storage (inner) Temperature	+2°C to +8°C	5 mks or 0	
Operating temperature: Min and Max rated ambient temperature	+5 °C and +43°C	5 mks or 0	
Freeze Protection	Grade A	5 mks or 0	
Additional Features			
Storage Baskets	Required (minimum 3 baskets)	5 mks	
Temperature Control	Supplied with 30 days or longer temperature data logger	5 mks or 0	
Door/ lid Fitted with Lock & Keys	Required	5 mks or 0	
Photovoltaic system (solar panels) and all necessary support structure, fasteners, cables and connectors required	Required	10mks	
Additional Requirement			
Bidders must provide a detailed product brochure (including pictures of the refrigerator)	Required	10mks or 0	

WHO PQS Certification Code. <i>Note: WHO PQS prequalified products is a MUST</i>	Required	10mks or 0	
The Bidder must demonstrate that it has successfully completed at least 2 similar or larger contracts during the last 2 years. (Attach Purchase Orders, Contracts or reference letters)	Below K1,500,000 Above K1,500,000 Above K2,000,000	2 mks or 4 mks or 5 mks	
Total Marks		70	
Only bidders who will score at least (63 marks and above) shall proceed to the next stage of evaluation			

Note: Bidders who will not meet the pass mark 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
1.
2.
3.

PART 2 (c) – REGISTERED COMPANY

Private or Public

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

Nominal K

Issued K

Give details of all directors as follows:

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.

SECTION 5: Bid security form

Tender no. Amref

SUPPLY AND DELIVERY OF SOLAR DIRECT DRIVE VACCINE REFRIGERATOR

To: Amref Health Africa in Zambia

WHEREAS *[insert: name of Bidder]* (hereinafter called “the Bidder”) has submitted its bid 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, 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 **4th December 2023**, and any demand in respect thereof must reach the Bank not later than the above date.

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

For and on behalf of the Bank

Signed: _____ Date: _____

SECTION 6: Manufacturer's Authorization Form

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

To.

Amref Health Africa in Zambia
Property No. 17, Stand No. 1420,
Off Los Angeles Boulevard Road, Longacres,
P.O. Box 31678, Lusaka, Zambia.

Dear Sirs,

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

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

For and on behalf of the Manufacturer or Producer

Signed: _____

Date: _____

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

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

SECTION 7 References

BANK REFERENCES	
BANK HOLDING MAIN ACCOUNT	
Bank name and address	
Name of account	
Account number	How long open?

COMMERCIAL REFERENCES	
Provide names and contract details of two customers who may be approached to verify your capacity to perform against similar contracts.	
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 8 Delivery schedule of goods

DESCRIPTION	QTY	UNIT OF MEASURE	DELIVERY LOCATION	Final Delivery date
Supply and delivery of Solar Direct Drive Vaccine Refrigerator and Water Packs Freezer with no batteries	6	each	Amref Health Africa in Zambia Country Office	2 – 3 weeks

Note: Percentage for increase or decrease of quantity of Goods originally specified: **Thirty per cent (30%)**

SECTION 9 Bid Submission Form

Bid Submission Form

Date: [insert: date of bid]
[specify: “Tender No.: [number]”]

To: [insert: Name and address of Purchaser]

Dear Sir or Madam:

Having examined the Tender Documents, we, the undersigned, offer to supply and deliver the {insert name of the goods} in full conformity with the said Bidding Documents for the sum of.....

(hereinafter called “the Total Bid Price”) or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our bid is accepted, we undertake to provide a **performance security (10% of the contract sum) from a reputable bank** within 7 days of notification of award of contract.

We agree to abide by this tender, for the **Bid Validity Period of 90 days** specified in the Tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this [insert: number] day of [insert: month], [insert: year].

Signed:

Date:

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]

SECTION 10 Bid Securing Declaration

Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: *[date (as day, month and year)]*

Bid No.: *[number of bidding process]*

To: *[complete name of Procuring Entity]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Procuring Entity for the period of time of **three (3) years** starting on **6th September 2023**, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Form of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, (i) fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) expiration of the bid validity period.

Signed: *[signature of person whose name and capacity are shown]* In the capacity of *[legal capacity of person signing the Bid Securing Declaration]*

Name: *[complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[complete name of Bidder]*

Dated on _____ day of _____, _____ *[date of signing]*
Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

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

TENDERERS NAME	SPECIFICATIONS	TENDER NUMBER	QTY	UNIT PRICE	VAT	TOTAL	REMARKS
	TOTAL						

SECTION 2 Delivery lead time

TENDERERS NAME	SPECIFICATIONS	TENDER NUMBER	QTY	DELIVERY LEAD TIME	REMARKS
	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: tenderer's name*] acknowledge the delivery schedule above for the procurement of [*insert: description*] and do hereby commit ourselves that we shall deliver these goods within [*insert: timelines*] as stipulated in this tender document.

For and behalf of:

Name:

Date: Signature

ANNEX 1 Stages of Tender

PART A

A. Preliminary Evaluation

Tenderers are required to comply with mandatory requirements

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

B. Technical Evaluation

i. Documents Examination

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

ii. Product Evaluation

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

PART B

- Financial Evaluation & Delivery lead time evaluation

- ✓ Tenderers who are successful at preceding 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.