



TENDER NOTICE
TENDER NO: AMREFSACCO 002/2022

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR PROVISION
OF GOODS AND SERVICES FOR THE PERIOD 2023 - 2024**

CATEGORY NAME.....

CATEGORY NO

CLOSING DATE: THURSDAY 27TH OCTOBER 2022 AT 12 NOON

Table of Contents	
TENDER NOTICE	3
1. PRE-QUALIFICATION INSTRUCTIONS	7
1.1 Introduction	7
1.2 Pre-qualification Objective	7
1.3 Invitation of Pre-qualification	7
1.4 Experience	7
1.5 Pre-qualification Document	7
1.7 Distribution of Pre-qualification Documents	8
1.8 Additional Information.....	8
2. BRIEF CONTRACT REGULATIONS/GUIDELINES.....	8
2.1 Taxes on Imported Materials.....	8
2.2 Contract Price.....	8
2.3 Payments	8
3. PRE-QUALIFICATION DATA INSTRUCTIONS	8
3.1 Pre-qualification data forms	8
3.2 Qualification.....	9
3.3 Essential Criteria for Pre-qualification.....	9
3.4 Statement.....	9
3.5 Withdrawal of Prequalification.	10
3.6 Information on suppliers	10
3.7 Prequalification Criteria	10
3.8 The qualification pass mark is 49 points and above.....	11
MANDATORY REQUIREMENTS:	11
FORM PQ-2 PRE-QUALIFICATION DATA.....	12
PQ-3 SUPERVISORY PERSONNEL	13
PQ-4 FINANCIAL POSITION AND TERMS OF TRADE.....	14
PQ-5 REPUBLIC OF KENYA	14
CONFIDENTIAL BUSINESS QUESTIONNAIRE.....	14
FORM PQ-6 PAST EXPERIENCE	17
FORM PQ-7 LITIGATION HISTORY	17
FORM PQ-8 SWORN STATEMENT	18

TENDER NOTICE
TENDER NO: AMREFSACCO 002/2022

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR PROVISION
OF GOODS AND SERVICES FOR THE PERIOD 2023 - 2024**

Amref Sacco Ltd hereafter referred as a “Procuring Entity” intends to register suppliers for the under listed categories for goods and services for a period of 2 years (2023-2024)

Amref Sacco Ltd now invites applications from interested eligible firms for registration as suppliers for 2 years from 1st January 2023 to 31st December 2024 as indicated in the schedule below:

The registration documents containing the submission information, detailed terms and conditions of qualification may be downloaded free of charge from Amref Sacco website www.amrefsacco.org.

Completed tender registration documents paginated and serialized are to be enclosed in plain sealed envelope, marked with Registration Category number and name and be deposited in the tender box marked “Pre-qualification of Suppliers 2023/2024’ at Amref Health Africa, Main Reception, opposite Lang’ata Primary School, along Lang’ata Road or be addressed to:

The CEO
Amref Sacco Ltd
P.O Box 18604-00100
Nairobi. Kenya.

So as to be received on or before **Thursday 27th October 2022**

NO.	SUPPLIER CONTACT DETAILS	
1.	Name of Supplier/Contractor	
2.	Postal Address	
3.	Physical Location of the office	
4.	Name of contact person	
5.	Official email Address	
6.	Office telephone/Mobile number	
7.	Website address	
8.	Categories(s) numbers applied for	

CATEGORY NO	ITEM DESCRIPTION
AS/001/2023-2024	Supply of general office stationery and consumerables
AS/002/2023-2024	Supply of Toners and Cartridges
AS/003/2023-2024	Design, printing and supply of branded merchandise and promotional materials (Calendars, Banners, branded stationery and promotional materials)
AS/004/2023-2024	Supply of office furniture, fixtures and fittings, and window blinds
AS/005/2023-2024	Supply of ICT equipment (laptops, Projectors, Cameras, printers, scanners, UPS, Servers and PABX)
AS/006/2023-2024	Supply of Air plant equipment and accessories e.g Air conditioning units
AS/007/2023-2024	Provision of photocopy, printing and binding services
AS/008/2023-2024	Provision of photography, videography and documentary production services
AS/009/2023-2024	Provision of architectural and Interior design services
AS/0010/2023-2024	Provision of valuation services (Asset, land, Building, Motor vehicles)
AS/0011/2023-2024	Provision of Audit services
AS/0012/2023-2024	Provision of legal services
AS/0013/2023-2024	Provision of Car dealers
AS/0014/2023-2024	Provision of Debt collection services
AS/0015/2023-2024	Provision of Voice, Data communication services, computer networks and network equipment
AS/0016/2023-2024	Provision of general insurance services
AS/0017/2023-2024	Provision of vehicle hire services (Buses, tour vans, taxi etc)
AS/0018/2023-2024	Provision of consultancy services (Trainings, capacity building, team building)
AS/0019/2023-2024	Repair and maintenance of office equipment (printers, photocopiers, scanner, projectors, air conditioning units)
AS/0020/2023-2024	Repair and maintenance of computer hardware, server and other IT related equipment.
AS/0021/2023-2024	Supply, installation and maintenance of CCTV cameras, Bio metric Equipment.
AS/0022/2023-2024	Supply and maintenance of the switchboard

AS/0023/2023-2024	Supply and supply of bottled water
AS/0024/2023-2024	Provision of Market Survey Research services
AS/0025/2023-2024	Provision of Advertising, marketing, and public relations agency
AS/0026/2023-2024	Provision of Hotel, Accommodation and conferencing services
AS/0027/2023-2024	Provision of data security and disaster recovery services
AS/0028/2023-2024	Supply, installation, Maintenance and hosting of website
AS/0029/2023-2024	Provision of fumigation and pest control services
AS/0030/2023-2024	Supply of softwares and associated licences (Windows, Microsoft office, Anti-virus)
AS/0031/2023-2024	Provision of event management services.
AS/0032/2023-2024	Provision of Auctioneer services
AS/0033/2023-2024	Provision of car tracking services

NOTE: DEALERS AND DISTRIBUTORS ARE ENCOURAGES TO APPLY

Interested candidates may download Pre-qualification/Registration of suppliers’ documents from Amref Sacco website (www.amrefsacco.rg) and pay a non-refundable fee of **Kshs. 2000/= per category.**

The payments should be made through the bank account as follows: **National Bank of Kenya, Wilson Airport Branch, Account Name: Amref Sacco Ltd, Account No: 0100 908 56 53 000.** Candidates should then attach original bank deposit slip to the tender documents.

Completed pre-qualification documents in plain sealed envelopes indicating tender number and category shall be placed in separate envelopes (**each category MUST be submitted in a separate envelope**) and clearly marked on the envelope as below;

PRE-QUALIFICATION OF SUPPLIERS 2023-2024
TENDER NO.
CATEGORY NO.

And addressed to:

**The CEO
Amref Sacco Ltd
P.O Box 18604-00100
Nairobi. Kenya**

Or be deposited in the **BIG TENDER BOX** at Amref Health Africa's KCO Building situated along Lang'ata Road Opposite Lang'ata Primary School next to the **Main Reception** so as to be received on or before **Thursday 27th October 2022 at 12noon**

Bids will be opened immediately thereafter in the presence of the bidders or their representatives who choose to attend at **Amref Health Africa** in the **Large Lecture Conference Room**.

NB: Bids without original bank deposit slips will be disqualified.

1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Amref Sacco referred to as the "Company" would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Amref Sacco 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 Sacco as and when required during the stated period.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to The CEO –Amref Sacco Ltd 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 must have carried out successful supply and delivery of similar items/services to Government/Corporation/ NGOs/ institutions of similar size and complexity. Potential suppliers 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. 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:

**The CEO
Amref Sacco Ltd
P.O Box 18604-00100
Nairobi. Kenya**

Not later than **Thursday 27th October 2022 at 12 noon**

1.8 Additional Information

Amref Sacco reserves the right to request submission of additional information from prospective bidders.

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

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

Amref Sacco is not exempted from any tax.

2.2 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 CEO or Tender Committee. Prices quoted should be inclusive of all delivery charges.

2.3 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 Sacco 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 Sacco 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 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 supplier's credit position. Potential suppliers 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 two organizations- attach copy of LPO/LSO/Contract)

3.4 Statement

Applications 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 Sacco 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 Kenya, 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 a 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 Sacco will not procure goods or services from suppliers where the employees have not declared conflict of interest

3.6.3 Any effort by the tenderer to influence Amref Sacco in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderer's tender

3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	24
2. Pre-qualification Data	PQ-2	5
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	10
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	6
7. Litigation History	PQ-7	5
<u>TOTAL</u>		<u>70</u>

3.8 The qualification pass mark is 49 points and above

FORM PQ-1 REGISTRATION DOCUMENTATION

All firms must provide:

MANDATORY REQUIREMENTS:

1. Copy of Certificate of Registration of Business Name.
2. Must submit bank statements (certified by the bank on each page) for the most recent 12 months (from October 2021- September 2022)
3. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copy of current Trade License/ Current business licenses from relevant authorities e.g. City council
5. Copy of Letter of recommendation from 2 previous organizations served with similar works
6. **Transport Hire firms must** attach evidence of having taken all the Insurance covers.
7. Where mandatory for service provision, each firm must attaché evidence of registration with Professional bodies/Authorities e.g. Municipal / City Council Certificates of health for food stuffs handling, NEMA, KEBS
8. **NOTE: A COPY OF THE ORIGINAL BANKING SLIPS MUST BE ATTACHED**

(Max 24 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.....

1. Partnership (if applicable)
2. Names of Partners
3. Business founded or incorporated
4. Under present management since
5. Net worth equivalent Kshs.....
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)

PQ-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

(Attach copies of Certificates if any)

Length of service with Supplier and position held

.....

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

(10 Points)

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach certified copies of the most recent two years audited accounts (From 2019 and above) - 7 marks
- (2) State Credit period (minimum proposed is 30 days) – 3 marks

(10 Points)

PQ-5 REPUBLIC OF KENYA

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

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

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 License. No.: Expiring date:

Maximum value of business which you can handle at any one time: Kshs.....

.....

Name of your banker:

Account No.: Branch:

Swift code: Branch code:

Bank Currency.....

Part 2 (b) Partnership:

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....
.....
.....
.....

Part 2 (c) Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows: -

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.

Date: **Signature of Candidate:**

(10 Points)

FORM PQ-6 PAST EXPERIENCE

NAMES OF THE APPLICANT’S 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 2nd 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 marks each

FORM PQ-7 LITIGATION HISTORY

Name of Contract Supplier

Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last 2 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

(5 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)

Successful and unsuccessful bidders will be notified of the outcome in 30days after tender opening. Amref Sacco reserves the right to accept or reject any or all bids and is not bound to give reasons for its decision. Late bids will be rejected.

