



# AFRICAN INSTITUTE FOR HEALTH & DEVELOPMENT

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*"Working with communities for better lives through evidence-based programming"*

AFRICAN INSTITUTE FOR HEALTH AND DEVELOPMENT

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PRE-QUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS FOR THE FINANCIAL YEAR  
2023-2025

GUIDELINES, CONDITIONS AND APPLICATION

## **PART 1: CONDITIONS OF PRE-QUALIFICATION**

### **1. Introduction**

Companies wishing to be considered for supply and provision of various services to AIHD in the financial years 2023 to 2025 must first be prequalified.

Once pre-qualified, companies are subject to ongoing review by AIHD to ensure that the information submitted in their application remains valid and that they have performed satisfactorily when awarded contracts.

The purpose of pre-qualification scheme is to minimize risks to AIHD and to reduce the effort of individual companies at the time of tender.

Companies will be required to comply with Government of Kenya Statutory requirements.

### **2. Pre-qualification Evaluation**

All applicants will be evaluated based on their competence in a specific category and financial capacity.

### **3. Application for pre-qualification**

Companies are invited to apply for pre-qualification by completing and submitting an application form "Application for pre-qualification" and providing all information appropriate to the category being applied for.

Application shall be forwarded to:

The Tender Committee via [info@aihdint.org](mailto:info@aihdint.org)

**Enquiries to:**

**The Human Resources Manager**

**P. O. Box 45259-00100,**

**Nairobi, Kenya.**

**Commodore Office Suites, 7th Floor, Suite 7B**

**Kindaruma, Road, Kilimani**

**Phone: +254 727 850 851**

#### **4. Assessment and Notification**

Applications for pre-qualification will be assessed by a panel nominated by AIHD.

AIHD, its agents, contractors or consultants may undertake investigations as necessary in order to assess performance and interview the applicant to clarify details of the application.

The criteria considered in the assessment of an application are listed in part 4: “information to be submitted with application” of this document.

For each of the criteria, a company will be assessed as either:

- a) Not meeting requirements- below 75% of the total marks
- b) Acceptable standard- 75% and above

A company’s score will be determined at the absolute discretion of AIHD.

A minimum score must be achieved by a company in each category.

Companies should allow at **least one week** from the deadline date of submission for the assessment process and will receive written notice of the outcome.

The pre-qualification of a company does not extend to related or subsidiary companies owned or controlled by the company.

#### **5. Pre-qualification Period, Renewal and Upgrading.**

Pre-qualification granted under the terms of these guidelines is subject to Clause 6 ‘Reviewing, Rescinding or downgrading Pre-qualification’.

Provisional pre-qualification may be granted in some circumstances, such as where a company does not fully comply with every requirement specified in this document, but the panel forms the reasonable opinion that the company will be able to do so in the near future (e.g., a new company has been formed which is staffed by experience personnel). Full pre-qualification is then subject to the company demonstrating compliance with the requirements.

AIHD may make revision to the scheme at any time and seek additional information from pre-qualified companies. AIHD may also place advertisements seeking new applications at any time.

#### **6. Reviewing, Rescinding, or Downgrading Pre-qualification.**

AIHD reserve the right to review the pre-qualification status of company at any time.

AIHD may, in its absolute discretion, rescind the pre-qualification. Before such action is taken, the contractor will be given an opportunity to show cause why the pre-qualification should not be rescinded or reduced. The contractor will be given details of the matters prompting the request to show cause.

Assessment of a contractor’s performance will be made against the pre-qualification criteria.

## **7. Contractor to Advise**

Pre-qualified companies are required to immediately advise AIHD of any significant change to its financial or technical capacity, ownership or holding, and any convictions/bankruptcy or prohibition notices it may have.

## **8. Confidentiality**

AIHD will ensure the confidentiality of all information supplied by companies.

## PART 2: PRE-QUALIFICATION CATEGORIES

Companies/individuals may apply for pre-qualification in the following categories of work:

No.	Details	Description
AIHD/01/2023/2025	Provision of Office Cleaning Services	<ol style="list-style-type: none"> <li>1. General Office cleaning and shampooing</li> <li>2. Office and Sanitary waste disposal</li> </ol>
AIHD/02/2023/2025	Provision of Security Services	<ol style="list-style-type: none"> <li>1. Alarm back up</li> <li>2. Cash on transit</li> <li>3. Biometric office security</li> </ol>
AIHD/03/2023/2025	Provision of Insurance Brokage Services	<ol style="list-style-type: none"> <li>1. Insurance brokerage services for: General Insurance Group life insurance Medical insurance</li> </ol>
AIHD/04/2023/2025	Printing Services	<ol style="list-style-type: none"> <li>1. Printing of notebooks, diaries, and IEC materials</li> </ol>
AIHD/05/2023/2025	Provision of Printed Promotional materials	<ol style="list-style-type: none"> <li>1. Branded t-shirts and other promotional materials</li> <li>2. Branded conference and event materials</li> <li>3. Branded office folders</li> <li>4. Banners</li> </ol>
AIHD/06/2023/2025	Hotel & Conference Facilities	<ol style="list-style-type: none"> <li>1. Workshop facilities</li> <li>2. Conference facilities</li> <li>3. Meetings</li> <li>4. Conference and event organizers/managers</li> </ol>
AIHD/07/2023/2025	Outside catering/Office catering	<ol style="list-style-type: none"> <li>1. Outside catering</li> <li>2. Office catering</li> <li>3. Hire of tents, seats etc.</li> </ol>
AIHD/08/2023/2025	Travel Agency Services	<ol style="list-style-type: none"> <li>1. International travel ticketing and logistics</li> <li>2. Workshop/conference travel</li> <li>3. Transport and airport transfer services</li> <li>4. Hotel bookings</li> </ol>
AIHD/09/2023/2025	Taxi Services and Vehicle Hire Services	<ol style="list-style-type: none"> <li>1. Local taxi services</li> <li>2. Local vehicles hire services</li> </ol>
AIHD/10/2023/2025	Maintenance of Computer Equipment, Printers and Copiers	<ol style="list-style-type: none"> <li>1. Maintenance and service of computer equipment and accessories</li> <li>2. Maintenance and service of printers</li> </ol>

		3. Maintenance and service of copiers
AIHD/11/2023/2025	Office Stationery	<ol style="list-style-type: none"> <li>1. Standard office stationery</li> <li>2. Printed office stationery-envelope, letterheads, complimentary slips etc.</li> <li>3. Toners, cartridges, and computer stationery</li> <li>4. Supply of folders, business cards, sticky notes, pens, printing papers, paper punch, staple remover, rulers, paper clips, clear folders, box files, flipchart stand, flip chart, permanent markers, notebooks, card holders, sign here labels</li> </ol>
AIHD/12/2023/2025	Office Furniture, Fittings and Furnishing/Upholstering	<ol style="list-style-type: none"> <li>1. Supply of general office furniture</li> <li>2. Supply and fitting of general office furnishing</li> <li>3. Supply of office blinds, chairs, workstations</li> <li>4. Old furniture refurbishing</li> </ol>
AIHD/13/2023/2025	Computer Hardware and accessories	<ol style="list-style-type: none"> <li>1. Supply of computers equipment, laptops, UPS, printers etc.</li> <li>2. Supply of various computer accessories</li> </ol>
AIHD/14/2023/2025	Provision of legal services	<ol style="list-style-type: none"> <li>1. Provision of litigation services</li> <li>2. Provision of legal and legislative opinions</li> </ol>
AIHD/15/2023/2025	Provision of Videography, Photography, and documentary services	<ol style="list-style-type: none"> <li>1. Provision of videography and photography services</li> <li>2. Production of documentaries and advocacy videos</li> <li>3. Production of TV and radio commercials</li> </ol>

AIHD/16/2023/2025	Provision of Creative Artwork Design services	<ol style="list-style-type: none"> <li>1. Layout and design of publications</li> <li>2. Production of infographics and promotional artwork for digital use and print</li> <li>3. Animation services</li> </ol>
AIHD/17/2023/2025	Water Supply	Supply of office drinking water
AIHD/18/2023/2025	Refurbishment and Upholstering	Office furniture repairs
AIHD/19/2023/2025	Internet Service/Phone Services	Provision of office internet and telephone technicians
AIHD/20/2023/2025	ICT and Website Services	Provision of website construction and maintenance
AIHD/21/2023/2025	Logistics And Delivery Services	Provision of logistics and delivery services
AIHD/22/2023/2025	Live Streaming Services	Provision of live streaming services
AIHD/23/2023/2025	Medical Supplies	<ol style="list-style-type: none"> <li>1. Provision of Pharmaceuticals drugs, equipment, and supplies</li> <li>2. Provision of non-pharmaceuticals supplies and equipment</li> </ol>

**NB:** People with disabilities, Youth & Women enterprise are encouraged to apply in all categories qualified and must attach the following: Attach a copy of business registration certificate, PIN certificate & VAT certificate, and Tax compliance.

Completed pre-qualification document should be addressed and sent via email to the tender committee through [info@aihdint.org](mailto:info@aihdint.org) before 11 a.m. 18<sup>th</sup> April 2023.

### PART 3: INFORMATION SUPPPORTING APPLICATION

Information supporting the application, applicable for each off the category(s) is attached.

Please provide the information requested in the following sections as appropriate to the categories applied for.

#### A. TECHNICAL CAPACITY

- **Organization Structure**

The organizational structure, including staffing numbers, positions, functions, and responsibilities is adequate.

- **Personnel**

The experience and expertise of key staff (including managers, supervisors & employees) where applicable.

#### B. WORK HISTORY AND PERFORMANCE

- Provide a list of five past/current clients preferably in the NGO sector
- Provide appropriate referees/references familiar with your work
- For printing, provide samples of work done

#### C. FINANCIAL CAPACITY

- **Financial position**

Total Assets (Kshs) \_\_\_\_\_

Current Assets (Kshs) \_\_\_\_\_

Total Liabilities (Kshs) \_\_\_\_\_

Net worth (Total assets less total liabilities) in Kshs \_\_\_\_\_

- **Terms of trade**

Please indicate your payment terms and credit period allowed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AIHD will make payment upon delivery of good and services upon issuance of a local purchase/service order or a duly signed contract. Payment will be made within 30 days upon receipt of accurate invoice and delivery note and acceptance of service and goods by AIHD.

Please comment on the terms of payment if not favorable to your organization.



#### **D. STATUTORY COMPLIANCE**

All applicants must show compliance with all the applicable statutory regulations as detailed in the application form.

Documents to attach to show statutory compliance include:

- i. Certification of registration/incorporation
- ii. Valid trade license
- iii. VAT certificate
- iv. PIN certificate
- v. Tax compliance certificate
- vi. Copies of audited financial statements for the last two years

#### **E. SPECIAL CONSIDERATIONS**

A special consideration will be given to companies owned by people with disabilities, women and special interest groups.