



# **AFRICAN INSTITUTE FOR HEALTH & DEVELOPMENT**

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

## **TENDER NOTICE**

### **SUPPLY AND DELIVERY OF BRANDED POLO SHIRTS**

**The African Institute for Health and Development**

**TENDER NO. AIHD/MDA/PROC/ONT 01/2024**

**LOT NUMBER THREE (3): BRANDED POLO SHIRTS**

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## PART A: TECHNICAL REQUIREMENTS

### SECTION 1: Invitation to Tender

1. The African Institute for Health and Development invites sealed bids from eligible candidates for the supply and delivery of Mass Drug Administration IEC materials and tools in lots as listed hereunder;

LOT NO.	SPECIFICATION	UNIT OF MEASURE	QUANTITY
1	Branded Reflector Jackets	Pieces	13,132
2	Branded side Bags	Pieces	13,132
3	Branded Polo Shirts	Pieces	1,244

2. **This tender document is only for Lot Number Three (3).**
3. Interested eligible bidders may obtain further information from the **African Institute for Health and Development's website <https://www.aihdint.org/>**
4. Complete sets of tender documents can be downloaded from the African Institute for Health and Development's website <https://www.aihdint.org/> by interested bidders upon payment of a non-refundable fee of Ksh.2,000 **PER LOT**. The payment should be made through the following **Bank Account: Standard Chartered Bank, Yaya Centre Branch, Account No: 0102003512600 or Pay bill: Account No: 329329 Account No.0102003512600.**
5. Candidates will then attach the original banking/deposit slip to the tender documents as proof of purchase. Candidates interested in buying more than one lot **MUST** pay for each lot separately and attach the mobile money deposit receipt or original banking/deposit slips respectively to the tender document.
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, vendor name, and vendor 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 is required (Do not provide additional copies).**
7. Tenders must be delivered to the address below not later than **Monday, 28<sup>th</sup> October 2024 at 12.00 noon** and must be accompanied by a tender security of **Ksh 120,000.00** 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 the date of closing tender should also be indicated.
8. Tenders should be submitted at the reception of the **African Institute for Health and Development**, located at Commodore office suites, Kindaruma Road. Tenders will be opened at a date to be communicated, in the presence of the tenderers' representatives who choose to attend the opening at the African Institute for Health and Development's boardroom. Electronic bidding will not be permitted. **No bids will be accepted after 12 noon on the closing day.**

9. 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
10. Samples will **ONLY** be requested from respective vendors who shall pass mandatory/ preliminary requirements and will form part of the technical evaluation.

## **SECTION 2: Instructions to Tenderers**

### **2.1 Eligible Tenderers**

- 2.1.1 This invitation for Tenders 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 the bid. The African Institute for Health and Development 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 to qualify for evaluation.
- 2.3.2 The final bound tender document must be serially paginated (All pages in the document from the top page (immediately after the top cover) to the last page (one before the back cover) including the table of contents, separators, brochures, bank deposit slips 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.
- 2.3.3 The bid document and all supporting documents shall be written in English.

### **2.4 Amendment of documents**

- 2.4.1 At any time prior to the deadline for submission of tenders, the African Institute for Health and Development 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 who 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 To allow prospective tenderers reasonable time to take the amendment into account in preparing their tenders, the African Institute for Health and Development 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 the date of tender opening prescribed by the African Institute for Health and Development, pursuant to paragraph 2.10. Tenders valid for a shorter period shall be rejected by the African Institute of Health and Development as non-responsive.

2.6.2 In exceptional circumstances, the African Institute for Health and Development 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 Monday 28<sup>th</sup> October 2024”**

## **2.8 Deadline for Submission of Tenders**

2.8.1 Tenders must be received by the African Institute for Health and Development at the address specified by **12 noon on Monday, October 28th, 2024.**

## **2.9 Modification of Tenders**

2.9:1 The tenderer may modify or withdraw their tender after the tender's submission provided that written notice of the modification, including the substitution of withdrawal of the tenders, is received by the African Institute for Health and Development 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 The African Institute of Health and Development will open all tenders in the presence of tenderers' representatives who choose to attend on a date, time and location to be communicated. 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 The African Institute of Health and Development, at its discretion may consider appropriate, will be announced at the opening.

2.11:3 The African Institute for Health and Development will prepare a tender opening report.

## **2.12 Clarification of tenders**

2.12:1 To assist in the examination, evaluation and comparison of tenders, at its discretion the African Institute for Health and Development, 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 the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderer's tender.

## **2.13 Evaluation and Comparison of Tenders**

2.13:1 The African Institute for Health and Development will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required securities/tender purchases 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.

- 2.13:2 The African Institute for Health and Development will evaluate and compare the tenders, which have been determined to be substantially responsive.
- 2.13:3 The African Institute for Health and Development will notify bidders who will be required to provide samples in good time with specific sample submission details following the **finalization of the preliminary evaluation**.
- 2.13:4 The African Institute for Health and Development will ensure that the submitted samples are cataloged 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, the African Institute for Health and Development 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 2 working days of the date of the notification/regret letter. Any letter received after the second day shall not be responded to and shall be treated as null and void.

#### **2.16 Contacting the Procuring Entity**

- 2.16:1 No tenderer shall contact the African Institute for Health and Development on any matter relating to their 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 the African Institute for Health and Development in its decisions on tender evaluation, tender evaluation committee, or contract award will result in the rejection of the tenderer's tender.

#### **2.17 Lead time 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 a delivery schedule with lead times.
- 2.17:3 On arrival the supplies should be free from damage and in the conditions as per the specifications. The supplier shall be liable for all losses due to insufficient or unsuitable packaging 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 health hazard.

**SECTION 3: Eligibility Requirements and Technical Specifications**

**Branded Polo Tshirt, white colour, (medium, large, X-large, XX-large) knitted cotton, Logos Embroidered FRONT- (MoH, NTDs logos) Back (Angamiza minyoo, kuza jamii slogan) - (MoH and NTD Logos) with fastening buttons at the front:**

**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. thereby not proceeding to the technical evaluation,

<b>PRELIMINARY EVALUATION OF MANDATORY REQUIREMENTS</b>				
<b>Mandatory Requirements</b>				
<b>No.</b>	<b>Particulars</b>	<b>Marks</b>	<b>Compliant</b>	<b>Non-compliant</b>
1.	Copy of Certificate of Incorporation/Certificate of Registration.	1 or 0		
2.	Copy of valid Tax Compliance certificate	1 or 0		
3.	Must attach Mobile money deposit receipt/original banking deposit slip as proof of purchase of tender documents per LOT	1 or 0		
4.	Must provide a copy of a valid business Trading License relevant to this tender	1 or 0		
5.	Must provide tender security from a reputable bank amounting to <b>Kshs 120,000.00</b> (Original Tender security must be attached)	1 or 0		
6.	Must submit copies of 2 audited financial reports (not older than 2021) and each must be signed and dated by the auditor and the firm's Director(s) (Both reports must have an unqualified/unmodified auditor's opinion).	1 or 0		
7.	<b>ENSURE</b> that all pages are sequentially paginated in the format 1, 2,3 .... starting with 1 on the top page ( <i>see details of pagination and binding in section 2.3.2 of the tender document</i> ).	1 or 0		

**Note: All the above documents numbered 1 to 7 should be packaged and arranged in that order under the preliminary evaluation criteria section of the tender document.**

**B: Technical Evaluation Criteria**

<b>Requirement</b>	<b>Max</b>	<b>Score</b>
<p><b>Item Description:</b>            Branded Polo Tshirt, white colour, (medium, large, X-large, XX-large) knitted cotton, Logos Embroidered FRONT-(MoH, NTDs logos) Back (Angamiza minyoo, kuza jamii slogan) - (MoH and NTD Logos):</p> <ol style="list-style-type: none"> <li>1. <b>Size:</b> Assorted sizes (Medium, Large, XL, XXL)</li> <li>2. <b>Colour:</b> White</li> <li>3. <b>Material:</b> 100 % Knitted Cotton</li> <li>4. <b>Design features:</b> Round neck with collar, short sleeves with pipping on neck and sleeves, screen printed,180gsm.as per the attached artwork.</li> <li>5. <b>Branding and wording:</b> FRONT - (MoH and NTD logos); Back Angamiza Minyoo, Kuza Jamii' Slogan (Screen printing resistant to peeling after multiple wash)</li> <li>6. <b>Fastening:</b> button closure on the front</li> </ol> <p><b>Refer to the artworks</b>  <b>A sample of the reflector is available at the African Institute for Health and Development Reception from Mon- Fri 9:00 am to 3:00 pm.</b>  <b>Submission of sample:</b> Bidders who meet the mandatory requirements/pass the preliminary stage will be given two (2) days' notice to submit one (1) sample of branded reflector jackets as per the aforesated requirements for evaluation.</p>	30 or 0	
<p>Provide proof of supply of reflector jackets or related items in the recent past (2019 to date) specifying the value (<b>Purchase orders/ contracts/ invoices</b>)</p> <ul style="list-style-type: none"> <li>• Orders below Kshs 1M - 3mks</li> <li>• Above Kshs 1M - but below Kshs 3M- 5mks</li> <li>• Above Kshs. 3M- 10mks</li> </ul>	10	
<b>TOTAL</b>	<b>40</b>	
<b>Only bidders who score at least 35 marks and above shall proceed to the next stage of evaluation</b>		

**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 Ksh .....

Issued Ksh .....

Give details of all directors as follows:

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

**SECTION 5: Tender security form**

Tender no. ....

**SUPPLY AND DELIVERY OF BRANDED REFLECTOR JACKETS**

**To:** The African Institute for Health and Development

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 **23rd April 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 contact 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**

<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT OF MEASURE</b>	<b>DELIVERY LOCATION</b>
Branded Polo T-shirt, white in colour, knitted cotton, with fastening buttons. Logos Embroidered FRONT - (MoH and NTD Logos); Back 'Angamiza Minyoo, Kuza Jamii' slogan: Sizes: (M-20%, L-30%, XL-30%, XXL - 20%)	1,244	Pieces	The African Institute for Health and Development (Commodore Office Suites, 7 <sup>th</sup> Floor, Suite 7B)

**PART B: FINANCIAL REQUIREMENTS**

**PLEASE PROVIDE THIS IN A DIFFERENT ENVELOPE**

**SECTION 1 Price schedule**

<b>TENDERERS NAME</b>	<b>SPECIFICATIONS</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>VAT</b>	<b>TOTAL</b>	<b>REMARKS</b>
	Branded Polo Tshirt, white in colour, knitted cotton, with fastening buttons Logos Embroidered FRONT - (MoH and NTD Logos); Back 'Angamiza Minyoo, Kuza Jamii' slogan: Sizes: (M-20%, L-30%, XL-30%, XXL -20%) Sizes: (Assorted)					
	<b>TOTAL</b>					

**SECTION 2 Delivery leadtime**

<b>TENDERERS NAME</b>	<b>SPECIFICATIONS</b>	<b>TENDER NUMBER</b>	<b>QTY</b>	<b>DELIVERY LEAD TIME</b>	<b>REMARKS</b>
	<b>TOTAL</b>				

**Note. In case of a discrepancy between the unit price and the 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 the breakdown of all taxes applicable.**

**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 on 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 pass mark(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 the preceding stages shall have their prices and delivery period compared and award recommended to the lowest evaluated responsive bid.

- Contracting

- ✓ If accepting the offer, the successful bidder shall be contracted per the sample standard agreement accessible on the African Institute for Health and Development's website.