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**PARTNERS FOR HEALTH AND
DEVELOPMENT IN AFRICA (PHDA)**

**REQUEST FOR RFP FOR THE PROVISION OF REPAIR
WORKS BSL3 LABORATORY AT THE UNIVERSITY OF
NAIROBI INSTITUTE OF TROPICAL DISEASES FOR
PARTNERS FOR HEALTH AND DEVELOPMENT IN
AFRICA (PHDA) KENYA**

REF NO. PHDA/PROC/LAB/01/09/2022

ISSUED ON 7TH JULY 2022

SUBMISSION DATE: MONDAY 25TH JULY 2022 BY 2.00P.M. LOCAL TIME



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**REQUEST FOR RFP FOR THE PROVISION OF
REPAIR WORKS BSL3 LABORATORY AT THE UNIVERSITY OF NAIROBI
INSTITUTE OF TROPICAL DISEASES (UNITID)**

University of Manitoba (UoFM) collaborates with University of Nairobi (UoN) in academic exchanges/research activities and is supporting the University of Nairobi Level 3 Lab maintenance work through its affiliate organization, Partners for Health and Development in Africa (PHDA). PHDA is therefore inviting bids to undertake repair works at the UoN UNITID level 3 Lab.

- For any clarification, contact the Procurement Office on Tel: +254202101155 or email: Procurement@phdaf.org during official working hours.
- The completed RFP should have reference no. **PHDA/PROC/LAB/01/09/2022/2023**
- The successful provider might be considered for a renewal of one (1) year after the period under consideration based on the performance. That shall be purely a decision of PHDA.

Addressed and delivered to:

Tender Committee

**Partners for Health and Development in
Africa (PHDA)**

**7th Floor, 5th Ngong Avenue Suites, Ngong
Road, Nairobi**

P.O. Box 3737 - 00506 NAIROBI

Telephone: +254202101155

Procurement@phdaf.org

**Closing Date and Time Submission date: Monday 25TH JULY 2022 by 2.00p.m. local
time**

*PHDA reserves the right to accept or reject in part or whole of the application
without giving reasons thereof.*

SECTION A: INSTRUCTIONS TO BIDDERS

1. Please note that if a bid is to be submitted by a consortium, joint venture or structure other than a single company, then each section may relate to one or more of the organisations. Care should be taken to ensure that a completed response is provided for each consortium member. The lead member should complete the general sections and submit all responses together.

- 1.1. All sections of the questionnaire should be completed.

Notes for completion:

- Please complete in English in typed.
- Continue on separate sheets if the space in the document is insufficient.
- Please do not use abbreviations.
- Please include, where appropriate, any supporting documents. All enclosures should be clearly marked with the name of your organization and the question to which they refer. All information you give will be treated as confidential by PHDA
- Please submit three copies with original one marked "Original Copy" of the completed RFP and all supporting information. For Clarifications, Contact the Procurement Office on email: Procurement@phdaf.org or

Tender Committee

**Partners for Health and Development
in Africa (PHDA)**

**7th Floor, 5th Ngong Avenue Suites,
Ngong Road,**

P.O. Box 3737 – 00506, Nairobi

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- 1.2. Bidders are advised that they are solely responsible for bearing their costs and expenses incurred in connection with the preparation of RFPs and submissions and all future stages of the selection and evaluation process. Under no circumstances will the PHDA or any of its managers, be liable for any Costs or expenses borne by a bidder in this procurement process.

- 1.3 Please note that if any of the information supplied in your RFP regarding the organization changes during evaluation period, you are required to notify PHDA accordingly, giving details of the changes.
- 1.4 PHDA reserves the right to reject or disqualify a bid where:
- the RFP response is submitted late, is completed incorrectly, is incomplete or fails to meet PHDA's submission requirements and conditions as set out in these guidance notes;
 - the bidder is guilty of serious misrepresentation in relation to its application and/or the procurement process;
 - there is a change identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the bid; and/or
 - There is a conflict of interest arising between PHDA and the bidder.
- 1.5 PHDA reserves the right to:
- cancel the selection and evaluation process at any stage;
 - require Bidder to clarify its response in writing and/or provide additional information; and/or
 - Amend the terms, conditions and/or requirements of the bid process including the RFP
 - Negotiate with the successful vendor before entering a contract
- 1.6 Evaluation of responses to the RFP
- This section sets out the basis of evaluation of the RFPs. The purpose of defining the basis for evaluation of responses is to ensure that RFPs will be evaluated consistently and objectively. The evaluation will be in two stages:

Stage 1

- Compliance and eligibility - This is a hurdle stage. An assessment will be made of whether each Bidder's responses to the RFP are complete, whether tax compliance certificate is valid and, bidder has sufficient references under the category of interest. If lacking, the application will be disqualified at this stage.

Stage 2

- Detailed Technical Evaluation – Technical criteria has various assessments of technical capability in terms of the company's resources; staff, assets, management and current similar services demonstrated through proofs and copies.

1.6.1 Completeness of Information

Bidders are required to submit complete data in the specified formats and covering the specified periods. PHDA will notify Bidder if required data appears to have been omitted from their response, stating the period within which such information must be provided. PHDA reserves the right to eliminate at this stage of the assessment any Bidder who fails to provide information required in the right form and in sufficient depth within the specified period after a reminder has been issued.

1.6.2 Eligibility

Any Bidder who fails to answer any question in the RFP relating to convictions under procurement, improper contract performance, health and safety or environmental/pollution legislation or any other criminal prosecutions may be excluded from further consideration. However, in the event that the Bidder declares that it has been found guilty in any such prosecution, PHDA will determine in the light of all the circumstances whether the matter(s) disclosed are so material as to justify exclusion of the Bidder from further consideration.

1.6.3 Conflicts

The declaration of a potential conflict of interest will not result in automatic disqualification of Bidder. The PHDA will assess the likelihood of any conflict affecting the robustness of the bid process, taking into account the Bidder's RFP for dealing with the conflict, in deciding whether or not to consider the Bidder ineligible. If it appears likely that the conflict will have such an effect, PHDA will discuss the matter with the Bidder and seek to agree a method for dealing with the conflict satisfactorily. If not, the bidder will be disqualified at this stage.

1.6.4 Evaluation Criteria

Technical score will be the determinant prequalification criteria for financial evaluation. Only firms that shall score over 70 percent (70%) shall have their financial RFPs compared and evaluated.

1.6.5 Financial

The financial appraisal of Part 5 aims to establish from formal (audited) annual accounts, and the other information requested, whether:

- (a) Bidder organisations have sufficient resources to support a contract,
- and (b) bidder organisations are financially sound and potentially stable enough to remain in-business for the period 2022-2023

The financial strength of the organisation is assessed by looking at its turnover, gross and (pre-tax or net) profits, net worth and certain financial ratios. Consideration of the accounts for the last three/four years enables an opinion to be made on continuing information, rather than just at one point in time. Annual accounts should indicate appropriate levels of net worth, liquidity and profitability.

1.7. Evaluation Criteria/Scoring:

- a). The following are prerequisite for technical evaluation (Compulsory requirements)
 - 1. Certificate of incorporation/ registration
 - 2. Kenya Revenue Authority Tax details/information/ compliance
 - 3. Trading license.

TECHNICAL EVALUATION

S/ N o	Criteria	Method of Evaluation	Max. Point s	Percentag e Score
I	Firm's experience in handling similar assignment (Evidence i.e, contract, etc. required)	5 points for every client	25	
ii	Recommendation letters from at least 5 clients	3 points for each reference	15	
iii	Professional qualifications and experience of at least three (3) technical personnel (Attach CVs)	One Lab tech in the team (Maximum 5 points)	15	
		One staff with lab construction/repair experience (Maximum of 5 points)		
		One staff with lab design experience (Maximum of 5 points)		
iv	Proposed Methodology	Give a brief proposal	10	
V	Quality of the Work	From the proposal	10	
vi	Sensitization of PHDA staff.	Proposal from firm detailing the same	10	
vii	Firm's Financial Standing	Audited accounts for the last three years	5	
viii	Evidence credit worthiness	Letter from the bankers	5	
ix	Enhanced benefits in addition to PHDA's TOR	(Attach documents in support of this)	5	
	Total		100	100%

Only Bidders who score at least 70% shall proceed to the financial RFPs evaluation.

2. Organisation Information

2.1 Name of organisation in whose name the bid would be submitted
Name of the main Provider who will act as lead bidder for the purposes of
this

RFP

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2.2 Contact details:

Name:
Position in organisation:
Telephone no.:
Fax no.:
Email address:

2.3 Main address and location for correspondence:

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2.4 Company Registration details:

Company Registration no.:
Date of registration:
Registered address (if different from above):

2.5 Date organisation commenced business (and date of
incorporation if different):

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2.6 KRA PIN :

2.7 Please state the names of all other organisations involved in the RFP/contract, your relationship with them and the respective roles and responsibilities:

2.8 Please provide enclose details of your organisation's national structure and total number of employees, e.g. organisation chart showing location and range of business units.

2.9 Is your company a subsidiary of another company? If so, please provide the name and registered office address of the holding or parent company and the ultimate parent (if applicable):

2.10 Is your company affiliated or associated with any other company which would be capable of tendering for these services/ supplies? If so, please provide the name and registered office address:



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2.11 Does any director, partner or associate have a relative(s) who is employed by or affiliated to PHDA?

2.12 Please give the number of offices and the locations of the main premises from which your organisation envisages to provide services similar to those required by PHDA:

3. Eligibility

Please provide confirmation that there are no grounds applicable to your company or to any parent company pursuant to which your company or parent company as a whole might be, or might have been barred by any organization in Kenya.

Note: Evidence may be sought at a later date, in confirmation of your answer.

4. Business and Professional Conduct

4.1 Are there any court actions and/or employment hearings outstanding against your organization? If so, please give details:

4.2 In the last three years has your organisation:

- 4.2.1 Been involved in any court action and/or employment tribunals? **YES/NO**
- 4.2.2 Paid damages in respect of failure to perform any contract? **YES/NO**
- 4.2.3 Had a contract terminated or been refused the opportunity to re-tender for a contract? **YES/NO**
- 4.2.4 Been successfully sued for breach of contract? **YES/NO**
- 4.2.5 Withdrawn from a contract before the agreed completion date? **YES/NO**

4.3 If you have answered YES to any of the above questions, please provide details.

5. Financial

5.1 Please indicate the annual turnover of organisation, in whose name the bid would be submitted, over the last 3 years. If your organisation is part of a group, please give figures for both your own organisation and the group:

Year	Organisation annual turnover (Ksh)	Group annual turnover (Ksh) (where applicable)



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5.2 Your Company Accounts:

(a) Provide your latest three (3) years accounts statements.

5.3 Please give details of any changes in company status since the last published accounts or any planned changes e.g. acquisitions, mergers, share issues, major investments, major loans, etc:

5.4 What are the likely sources of funds you would intend to use for this contract?

5.5 Please provide any other information you consider necessary for a fair appreciation of the financial position and prospects of your organisation:

6. **Staffing and Co-ordination**

6.1 Please provide full details of how your organisation will deliver/co-ordinate an experienced team capable of delivering all aspects of this contract:

6.2 Total number of staff employed in your organisation:

6.3 Please enclose CVs for the partners/senior managers who would be responsible for managing our relationship.

6.5 Please enclose details of your organisational and management structure as it relates to the required service.

6.6 PHDA is also concerned that external trade partners from whom it procures goods, works, or services do not discriminate unlawfully on grounds of sex, sexual orientation, ethnicity, religion and belief or disability, and therefore request your answer whether you think these are important issues? YES/NO

7. Experience/References/Ability

7.1 Please provide details of relevant contracts within the last three (3) years you have been awarded for the provision of services similar to those required by the PHDA. List all contracts awarded by international organizations, international NGOs, universities and Research organizations, public organizations and reputable corporates.

Client name & full address	Brief description of service undertaken	Period of contract	Contact name and telephone number	Status of contract (current/ finished/ terminated)	Approx. contract Value (Kshs)

NB. PHDA reserves the right to contact any or all of these organizations for a reference. PHDA may also wish to visit them. Your permission to do so will be assumed unless you state any objections.

SECTION B: TERMS OF REFERENCE.

REQUEST FOR RFP FOR THE PROVISION OF REPAIR WORKS BSL3 LABORATORY AT THE UNIVERSITY OF NAIROBI INSTITUTE OF TROPICAL DISEASES

Partners for Health and Development in Africa (PHDA) is a non-profit organization registered in Kenya. PHDA is built on a 40-year-old legacy of HIV/STI/TB research in Kenya through its affiliated organization University of Manitoba, Canada whose team was part of the pioneering HIV containment unit in the country. University of Manitoba (UoFM) collaborates with University of Nairobi (UoN) in academic exchanges/research activities.

Laboratory facility at UNITID

The Institute of Tropical and Infectious Diseases is housed in a modern building complex at the Kenyatta National Hospital that includes the administrative block, laboratory and teaching classes' wings. This new building was officially opened on the 19th January 2007. The laboratory wing of the building comprises of specialized laboratories including a Biosafety Level (BSL) 3 and an Enhanced BSL-3 Bio-containment laboratories. Other labs in this wing consist of TB lab, Molecular Biology, Imaging, Bacteriology, Tissue culture, Teaching tissue culture, Serology, Genomics, Flow Cytometry, Molecular analysis and Functional immunology Laboratories. All these labs are fully functional and are being used by both local and international researchers.

The Bio-containment BSL-3 laboratory for TB culture: This laboratory operates under negative pressure and the access to this lab is through a Bio-safety level (BSL) 2 laboratory. Structurally, this lab is divided into three rooms namely; the clean changing room, the dirty room and the inner room. Although this laboratory could be used to process any of the known risk group 3 microorganisms, the institute has designated this lab for TB culture research work. It is a non-aerosol level 3 laboratory equipped with a Class II biological safety cabinet, Emergency shower, a CO₂ incubator, a centrifuge, an Autoclave, An inverted Microscope, a Freezer(-800C), a fridge, telephone, a computer, sink and cabinets for storage of pipettes and other consumables.

2.0 The Scope of the Assignment

PHDA will need a service provider to undertake the repair works bsl3 laboratory at the University of Nairobi institute of tropical diseases. The Terms of Reference of the service shall include but not limited to the following:

A. Repair Works

1. Doors and windows - All doors were found ajar, they have to be realigned to be self-closing with door closers
2. Plant room equipment -
 - a. Exhaust fans are currently not working, they need to be serviced and change of the fan belts
 - b. AHU with condensing unit - The AHU runs, but the condensing unit fails to start, it has no R22 refrigerant scroll compressors, need additional two condenser fans. One power transformer for the controls boards is defective.
 - c. Dual Flanders Exhaust HEPA FILTER housing needs to be assessed on air leaks
3. Air compressor - the original compressor has to be repaired, and servicing of the second compressor. The motor pulley coupling is loose.
4. Waste water treatment plant – test runs of the units need to be done
5. BMS - The BMS runs on windows XP installed on Pentium four PC workstation; upgrade of BMS required
6. Autoclave - One autoclave works, the second one is not functional, it has missing parts, and both have compressed air
7. Repair of floor, walls and ceiling – There are visible cracks and scratches
8. Mechanical Electrical and Plumbing (MEP) layouts - All MEP as built drawings have to be reviewed.
9. Class III Biosafety Cabinet - The safety cabinet runs, it has be inspected and recertified
10. Electrical power supply to the laboratory should be backed by a UPS
11. The out-door cage housing the condensing unit has to be repainted

SECTION III - SCHEDULE OF REQUIREMENTS

1. Bidders are required to provide their quotations based on the format of

the appended Schedule of Requirements and should enumerate all the exclusions, extensive and special clauses where applicable.

2. Bidders will be required to provide a summary of their quotations based on the format of the appended Price Schedule Form.
3. Terms of Reference of must be considered and addressed in the bids.

SECTION IV -SCHEDULE OF REQUIREMENTS

ITEM	DESCRIPTION	Unit Fee (KES)	Total Price (KES)
Doors and windows			
Plant room equipment a. Exhaust fans b. AHU with condensing unit c. HEPA FILTER housing			
Air compressor			
Waste water treatment plant			
BMS			
Autoclave			
Floor, walls and ceiling			
Mechanical Electrical and Plumbing (MEP) layouts.			
Class III Biosafety Cabinet			



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Enclosures / Comments

1 Please check that you have enclosed a hard copy and where possible, a soft copy of the following details with your completed RFP (which again should be submitted in hard and soft copy format):

- Details of your organisation’s structure
- Your Company registration number, or set of audited accounts for the last 3 financial years, and any stock exchange announcement.
- Enclosures as required above.

2 Please insert any general comments you wish to make:

The RFP should be signed, stamped and dated by a Director of the Company or an authorized Officer

Name:.....

Signature:.....

Position:.....

Tel No:

Date:.....

Thank you for completing this RFP. The information it contains will be held in confidence by PHDA and used for the purpose of determining your suitability for providing the services. This document will be considered as primary document for the successful bidder.