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

**REQUEST FOR PROPOSAL FOR THE PROVISION OF
LABORATORY EQUIPMENT (ULTRA LOW
TEMPERATURE FREEZER) FOR PARTNERS FOR
HEALTH AND DEVELOPMENT IN AFRICA (PHDA)
KENYA**

REF NO. PHDA/PROC/LAB/07/10/2023

ISSUED ON 6TH OCTOBER 2023

**SUBMISSION DATE: TUESDAY 31ST. OCTOBER 2023 BY
2.00P.M. LOCAL TIME**



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REQUEST FOR RFP FOR THE PROVISION OF

ULTRA LOW TEMPERATURE FREEZER AT PHDA LABORATORY – UNIVERSITY OF NAIROBI INSTITUTE OF TROPICAL AND INFECTIOUS DISEASES

Partners for Health and Development in Africa (PHDA) is a non-profit organization registered in Kenya, working in the health and development fields in Kenya and elsewhere in Africa. PHDA is affiliated to the University of Manitoba (UoM), building on its 45-year legacy of successful STI, HIV and AIDS research, prevention, care and treatment programmes in Kenya and Africa. PHDA works closely in partnership with national and sub national government, scientists, marginalised communities and other organizations to deliver high quality programmes and research. PHDA envisions healthy communities in Africa through system strengthening, research, program development, and partnerships. Our core values are teamwork, accountability, professionalism, integrity, and equity. Our largest direct HIV prevention and treatment programme is in Nairobi county by the name SWOP. Through the Technical Support Unit embedded within the Ministry of Health, we work in 47 counties in Kenya. Our partnership in the South to South Learning Network facilitates support and partnerships in 15 other African countries: Malawi, Lesotho, Namibia, Botswana, Cameroon, Zimbabwe, Zambia, Nigeria, Ghana, South Africa, Uganda, Tanzania, Eswatini, Republic of Congo and South Sudan.

PHDA is therefore inviting bids for the procurement of an Ultra-Low Temperature Freezer.

- 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/EQUIP/06/10/2023**

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

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Closing Date and Time **Submission date: Thursday 26th. October 2023 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

Telephone: +254202101155

- 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.

Stage 3

- Financial Evaluation - Upon completion of the technical evaluation, the evaluation committee shall conduct a financial evaluation and comparison to determine the evaluated price of each tender. Only bids that have passed stage 1 and 2 will be considered for a financial evaluation. The bid price quoted should be in KSHs.

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 2023-2024

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. Points	Percentage Score
i	Firm's experience in supply and servicing of equipment worth Ksh.2 M and above. (Three different companies supplied) (Evidence i.e., contract, PO required)	10 points for every client /LPO	30	
ii	Recommendation letters from at least 3 clients	10 points for each reference	30	
iii	Professional qualifications, relevant certifications and experience of at least three (3) senior personnel including a technical personnel (Attach CVs)	5 points for each Personnel CV	15	
iv	Firm's Financial Standing	Audited accounts for the last two years	20	
v	Evidence credit worthiness	Letter from the bankers	5	
	Total		100	100%

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



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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 details of your organization's structure, total number of employees and range of business

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:

2.11 Does any director, partner or associate have a relative(s) who is



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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 two (2) 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 detail/s of academic and technical qualifications for senior employee/s with knowhow of equipment to be supplied.

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.

6.4 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/LPOs within the last three (3) years you have been awarded for the provision of similar services to those required by the PHDA. List contracts awarded by international organizations, international NGOs, universities and Research organizations, public organizations and reputable corporates.

Client name & full address	Brief description of service /Equipment 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 AN ULTRA LOW TEMPERATURE FREEZER

2.0 The Scope of the Assignment

PHDA will need a service provider to undertake the delivery of **An Ultra Low Temperature Freezer at PHDA's Laboratory in University of Nairobi Institute of Tropical and Infectious Diseases Building**. The Terms of Reference for the procurement of the equipment shall include but not limited to the following:

1. Delivery of the Equipment - The Equipment to be delivered to the laboratory in University of Nairobi Institute of Tropical and Infectious Diseases Building
2. Training – Installation and training to be undertaken by the supplier/ vendor.
3. Warranty – The vendor/ supplier to provide a minimum of two years warranty on manufacturers equipment defect.

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	Specifications	Price (KES)
Ultra Low Temperature Freezer	<ol style="list-style-type: none"> 1. -50 to -86°C ULT Freezer 2. 500-1000 litres volume 3. >320 cryoboxes capacity, based on 10*10 cryoboxes 4. Upright Cabinet Type 	

Installation and Training	<ol style="list-style-type: none"> 5. 6. Minimum 4 compartments pre-fitted with stainless steel racks and sliding drawers 7. Multilayered sealing gasket 8. Cascaded compressor system (twin compressors) 9. 220-250V voltage rating with energy saving modes 10. In-built or external UPS power back-up 11. LED or touchscreen display 12. Remote/WiFi temperature monitoring system 13. Available ex stock 	
VAT		
Total Ksh.		



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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 2 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.