



## **AFRICAN POPULATION AND HEALTH RESEARCH CENTRE (APHRC)**

### **PREQUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES 2024 - 2025**

**Closing Date: 27<sup>th</sup> November 2023 at 1700hours EAT**

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## SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

**The African Population and Health Research Center (APHRC)** is a leading Africa-based, African-led, international research institution headquartered in Nairobi, Kenya, and conducting policy-relevant research on population, health, education, urbanization and related development issues in Africa.

APHRC is in the process of pre-qualifying suppliers and service providers.

For this purpose, new eligible suppliers and service providers are invited to apply and submit an up-to-date information in accordance with the registration guidelines below.

The supplier registration process shall be completed online via SRMhub.

Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step by step application process available on supplier's dashboard.

The Company reserves the right to accept or reject any application either in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

For: **EXECUTIVE DIRECTOR**

## SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 APHRC herein referred to as the organization, requests applicants/candidates who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
- 3 The Supplier registration process shall be completed online via SRMhub
- 4 Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step by step application process available on supplier's dashboard.
- 5 There is a non- refundable access fee of KSh. 2,000 per set category payable via M-PESA Paybill Business Number. 529 353, Indicate your organization's name as Account Number. Email the M-pesa reference code, your name, and company to [procurement@aphrc.org](mailto:procurement@aphrc.org) **and proceed to [www.srmhub.com](http://www.srmhub.com) to make your application. The M-PESA reference code will be required when completing electronic questionnaire in SRM portal.**
- 6 The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier's dashboard. You are advised to download and review these documents before beginning the application process.
- 7 Bidders may request clarification in relation to the prequalification by submitting a written request using the **Contact us** functionality of the supplier dashboard, until 4<sup>th</sup> March 2022. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 8 Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
- 9 The successful applicants will be registered in APHRC suppliers list for the period 2024- 2025 and the organization will only deal with the firms that are registered.
- 10 Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements of electronic questionnaire.

- 11 APHRC reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
- 12 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization (APHRC)
- 13 The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- 14 Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.
- 15 The application of this call closes on **27<sup>th</sup> November 2023 at 1700hours EAT**
- 16 SRMhub will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.
- 17 Registration Levels
  - A. Suppliers pre-qualification in each category of work will either be at level one (1) or level two (2) depending on the company's competence, financial, managerial and technical capacity in that particular category.

The levels applicable are as follows:

**Primary (Level 1)**

    - a) Low to moderate risk projects or supplies generally routine in nature
    - b) Low to medium value contracts up to (but not exceeding) an approximate value of Kshs.500, 000.00.

**Secondary (Level 2)**

    - a) Moderate to high - risk projects generally of a more complex nature
    - b) Medium to high value contracts greater than Kshs.500,000.00

### **SECTION III. EVALUATION CRITERIA**

- 1 SRMhub will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.
- 2 Applicants shall not contact APHRC or SRMhub on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence APHRC or SRMhub in the evaluation shall result in the cancellation of their application.
- 3 Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.
- 4 The applicants must have registered offices and APHRC reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.
- 5 Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.
- 6 APHRC reserves the right to accept or reject any or all applications.
- 7 There shall be two phases of carrying out the evaluation of registration applications:
  - a. Preliminary Evaluation; and
  - b. Qualification Evaluation.

#### **a. Preliminary Evaluation**

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

- a) All the applications shall be sorted out according to the various categories contained in the application for registration form.
- b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing certified copies of:
  - i. Certificate of Incorporation/Business Registration Certificate
  - ii. Current Tax Compliance Certificates
  - iii. PIN Certificate
  - iv. Current Business Permit
  - v. Self - Declaration form
  - vi. Confidential Business Questionnaire (Electronic)

c) Casual applicants shall be considered substantially non-responsive and shall be excluded from those considered for detailed evaluation.

d) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

**b. Qualification Evaluation**

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criterion.

a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.

b) A detailed assessment of each applicant will be made in the course of evaluating the application.

c) Applications will be evaluated against the criteria in the table below.

NO	Pre-qualification Statutory requirements	Max Score	Score Attained
1	Certificate of Incorporation/Business Registration	0	Pass / Fail
2	Current Tax Compliance Certificates	0	Pass / Fail
3	PIN/VAT Certificate	0	Pass / Fail
4	Current Trade License / Business Permit	0	Pass / Fail
5	Duly filled Confidential Business Questionnaire (electronic)	0	Pass / Fail
6	Declaration form	0	Pass / Fail
7	<p><b>Experience of Company/major clients (5 marks each)</b></p> <p>a) Age of Company</p> <p>0 to 2 years – zero marks</p> <p>2 to 5 years – 3 marks</p> <p>Over 5 years – 5 marks</p>	35	



	<p><b>b) Five Letters of recommendation from current clients – Total 15 Marks</b></p> <p><b>c) At least five copies of LPOs or Contracts for the last 3 years – Total 15 Marks</b></p> <p>5 LPOs/Contracts of 3 marks each</p>		
8	Evidence of physical address and premises supported by (tenancy agreement, lease, title) agreement or title deed)	15	
9	<p>Audited financial statements for the last 2 years (Not older than year 2020)</p> <p>Signed Accounts by auditors– 15 Marks</p> <p>Attach letters of reference from the Bankers to support bank relations = 5 marks</p>	30	
10	<p>Manpower and staffing</p> <p>Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks</p> <p>CVs of Key Management and supervisory team – 5CVs 1 marks each</p>	10	
11	CR12 or CR 13 or search details from Registrar of companies	5	
	<b>TOTAL</b>	<b>100</b>	

**Note:** The cut off points shall be 65 points, only bidders who attain the cut off score will be eligible for prequalification.

## SECTION IV. REGISTRATION CATEGORIES

REFERENCE NO.	CATEGORIES
APHRC 2024-25/1	Supply, installation, and maintenance of structured cabling, and wireless network
APHRC 2024-25/2	Supply, installation, and maintenance of fire alarm systems and fire suppression systems
APHRC 2024-25/3	Supply, installation, and maintenance of CCTV system, access control, Vehicle surveillance system, and related accessories
APHRC 2024-25/4	Supply, installation, and maintenance of audio-visual equipment, projectors, projector screens, sound systems, video conferencing systems, etc
APHRC 2024-25/5	Supply, installation, and maintenance of telecommunication systems including headphones
APHRC 2024-25/6	Supply, installation, and maintenance of air-conditioning and refrigeration
APHRC 2024-25/7	Supply of signage, both indoor and outdoor
APHRC 2024-25/8	Supply of protective health and safety equipment, supplies, clothing (masks, and other PPE)
APHRC 2024-25/9	Supply of pharmaceutical, non-pharmaceutical, and other medical-related supplies
APHRC 2024-25/10	Supply of laboratory equipment, reagents, and consumables
APHRC 2024-25/11	Supply of office and conference furniture, furnishings, and fittings
APHRC 2024-25/12	Supply, maintenance, and servicing of gym equipment and accessories
APHRC 2024-25/13	Supply of general office stationery
APHRC 2024-25/14	Supply of genuine HP toners and cartridges (HP approved only)
APHRC 2024-25/15	Supply of electrical, and electronic items, appliances, fittings and accessories
APHRC 2024-25/16	Supply of detergents, disinfectants and Hand sanitizers, toiletries - tissue papers, hand towels and cleaning materials
APHRC 2024-25/17	Supply of computers, computer hardware and software, UPS's, laptops, and other ICT-related equipment & accessories
APHRC 2024-25/18	Supply of Mac books and tablets - iMAC authorized resellers
APHRC 2024-25/19	Supply of bulk pasteurized milk
APHRC 2024-25/20	Supply of bottled water, water dispensers and dispensing materials
APHRC 2024-25/21	Supply of beverage including coffee, drinking chocolate, sugar etc
APHRC 2024-25/22	Supply of kitchen equipment, cutlery, crockery and appliances
APHRC 2024-25/23	Supply of hardware items for repairs (electrical, plumbing, carpentry, masonry)
APHRC 2024-25/24	Repair and maintenance services of generators, power stabilizers, pumps and motors
APHRC 2024-25/25	Repair and maintenance of office equipment, furniture & fittings
APHRC 2024-25/26	Provision of transport, taxi hire and car hire services
APHRC 2024-25/27	Provision of management consultancy services in research, performance contracting, job evaluation
APHRC 2024-25/28	Provision of management consultancy services including baseline/end line surveys and strategic planning.
APHRC 2024-25/29	Provision of general contractors for minor works (renovations, partitioning and extensions, repairs, paint, plumbing and minor civil works
APHRC 2024-25/30	Provision of general contractors for major works - Civil works
APHRC 2024-25/31	Provision of general contractors for major works -Plumbing works
APHRC 2024-25/32	Provision of general contractors for major works - Electrical works





APHRC 2024-25/33	Provision of general contractors for major works - Air-conditioning and mechanical ventilation, refrigeration, cold rooms and clean rooms
APHRC 2024-25/34	Supply of building and construction materials
APHRC 2024-25/35	Supply of general electrical and electronic supplies & accessories
APHRC 2024-25/36	Provision of security services including guarding, dog patrols and security survey.
APHRC 2024-25/37	Provision of property and asset valuation- and verification services (property, land and motor vehicles)
APHRC 2024-25/38	Provision of photography and videography services
APHRC 2024-25/39	Provision of motor vehicle servicing and repairs (Garages)
APHRC 2024-25/40	Provision of travel agency services; air ticketing, tour and travel services - IATA registered only
APHRC 2024-25/41	Provision of lift inspection services- Government approved inspectors
APHRC 2024-25/42	Provision of legal services
APHRC 2024-25/43	Provision of landscaping and ground maintenance services
APHRC 2024-25/44	Provision of Internet services
APHRC 2024-25/45	Provision of hotel, accommodation and conference and catering services - Nairobi, Kisumu, Mombasa, Naivasha, Garissa, Homa-bay, Nanyuki, Nyeri, Kakamega, Nakuru, Eldoret, Machakos, Kisii, Migori, Kakuma, Garissa, Kilifi, Turkana
APHRC 2024-25/46	Provision of general cleaning services
APHRC 2024-25/47	Provision of fumigation, pest control, garbage collection and solid waste management
APHRC 2024-25/48	Provision of event management services (tents & chairs, decorations, and public address etc)
APHRC 2024-25/49	Provision of courier services
APHRC 2024-25/50	Provision of clearing and forwarding services
APHRC 2024-25/51	Provision of board training consultancy services
APHRC 2024-25/52	Provision of public speaking training services
APHRC 2024-25/53	Provision of team building and training services
APHRC 2024-25/54	Provision of audit services
APHRC 2024-25/55	Provision of tax advisory services
APHRC 2024-25/56	Provision for staff medical insurance brokerage services
APHRC 2024-25/57	Provision of brokerage services for general and motor vehicle insurance, group life, group personal accident & WIBA
APHRC 2024-25/58	Supply of branded merchandise (banners, t-shirts, caps, umbrellas, notebooks, pens, bags, etc)
APHRC 2024-25/59	Provision of printing services (annual report, organizational profile, capability statements etc)
APHRC 2024-25/60	Provision of communication consultancy services including strategy development, media liaison, stakeholder mapping, copywriting and editing
APHRC 2024-25/61	Provision of pension scheme administrator services
APHRC 2024-25/62	Provision and servicing of audio-visual equipment (audio, photography and videography)