



Transforming lives in Africa through research

AFRICAN POPULATION AND HEALTH  
RESEARCH CENTRE (APHRC)

SUPPLIERS REGISTRATION

Vendor Guide

*JANUARY 2022 – DECEMBER 2024*

AFRICAN POPULATION AND HEALTH  
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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**

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

**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. 2,500 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 12<sup>th</sup> February 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 January 2022 – 31st December 2024 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 15<sup>th</sup> February 2022 at 1700hours.
- 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 Trade License
- v. 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 criteria.

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.

<b>NO</b>	<b>Pre-qualification Statutory requirements</b>	<b>Max Score</b>	<b>Score Attained</b>
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> <ul style="list-style-type: none"> <li>▪ 0 to 2 years – zero marks</li> <li>▪ 2 to 5 years – 3 marks</li> <li>▪ Over 5 years – 5 marks</li> </ul>	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> <ul style="list-style-type: none"> <li>▪ 5 LPOs/Contracts of 3 marks each</li> </ul>		
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 2018)</p> <p>Signed Accounts by auditors– 15 Marks Profitability – 5 marks Liquidity – 5 Marks</p> <p>Attach letters of reference from the Bankers to support bank relations = 5 marks</p>	30	
10	<p>Manpower and staffing</p> <ul style="list-style-type: none"> <li>▪ Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks</li> <li>▪ CVs of Key Management and supervisory team – 5CVs 1 marks each</li> </ul>	10	
11	Litigation History <b>PQ-4</b>	5	
12	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

Category Code	Category Name
APHRC/07/2022-24	Supply of signage, both indoor and outdoor.
APHRC/08/2022-24	Supply of protective health and safety equipment, supplies, clothing (masks and other PPE).
APHRC/11/2022-24	Supply of office furniture, furnishings and fittings.
APHRC/12/2022-24	Supply, maintenance and servicing of gym equipment and accessories.
APHRC/16/2022-24	Supply of detergents, disinfectants and hand sanitizers, toiletries and cleaning materials.
APHRC/18/2022-24	Supply of bulk pasteurized milk.
APHRC/21/2022-24	Supply of kitchen equipment, cutlery, crockery and appliances.
APHRC/23/2022-24	Repair and maintenance services of generators, power stabilizers, pumps and motors.
APHRC/24/2022-24	Repair and maintenance of office equipment, furniture & fittings.
APHRC/26/2022-24	Provision of management consultancy services in research, performance contracting, job evaluation, baseline/end line surveys and strategic planning.
APHRC/29/2022-24	Provision of property and asset valuation and verification services (property, land and motor vehicles).
APHRC/32/2022-24	Provision of motor vehicle servicing and repairs (garages).
APHRC/36/2022-24	Provision of landscaping and ground maintenance services
APHRC/37/2022-24	Provision of internet services
APHRC/39/2022-24	Provision of general cleaning services.
APHRC/41/2022-24	Provision of event management services (outside catering, decorations, tents & chairs, public address, etc).
APHRC/44/2022-24	Provision of board training consultancy services.
APHRC/45/2022-24	Provision of public speaking training services.
APHRC/46/2022-24	Provision of team building and training services.
APHRC/50/2022-24	Provision of pension scheme administrator services.
APHRC/52/2022-24	Provision of editing and translation services
APHRC/53/2022-24	Provision of rapporteur services