



MÉDECINS SANS FRONTIÈRES EASTERN AFRICA (MSF)

SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS

Closing on July 14 2023 at 17h30 EAT

www.srmhub.com

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Médecins Sans Frontières (MSF), also known as Doctors without Borders, is an international humanitarian non-governmental organization (NGO) that provides medical assistance to populations in distress, to people affected by epidemics, to victims of natural or man-made disasters and to victims of armed conflict. We do so irrespective of race, religion, creed or political convictions.

MSF Eastern Africa (MSF EA) is the regional institutional office for MSF, based in Nairobi. The office focuses on representation and networking, including with humanitarian organizations and authorities, recruiting and supporting staff from the region, communications and fundraising, as well as on other dossiers of importance to MSF such as Diversity, Equity and Inclusion (DEI), training, medical operational support and environmental health.

MSF Eastern Africa is updating its supplier database and is therefore inviting interested and eligible suppliers to submit their applications for the prequalification of suppliers for various goods, services and consultancy services for the 2023-2025 Financial Year under the categories listed on www.srmhub.com

The supplier registration process shall be completed online via SRM eProcurement Portal.

Interested bidders will access and register on www.srmhub.com for more information and step-by-step application process available on supplier's dashboard.

MSF Eastern Africa (MSF EA) reserves the right to accept or reject any application in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

Procurement Assistant

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 MSF Eastern Africa (MSF EA) herein referred to as “the organization’ OR ‘MSF EA”, invites applicants 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 SRM eProcurement portal
- 4 Interested bidders will access and register on 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 KES 2,000 per category payable via M-pesa **Paybill No. 4095233, Account No. “Auto-generated at the payment stage”**
- 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 13th July 2023. 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 the organisation’s suppliers list for a two-year period 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 in electronic form.
- 11 The Organization 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
- 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 indicated under special conditions will lead to automatic disqualification.
- 15 The application of this call closes on 14th July 2023 at 1730hours.
- 16 SRM 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.

SECTION III. EVALUATION CRITERIA

1 SRM will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

2 Applicants shall not contact MSF Eastern Africa (MSF EA) or SRM 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 the MSF EA or SRM in the evaluation may 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 MSF Eastern Africa (MSF EA) 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 MSF Eastern Africa (MSF EA) 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 on categories that have special conditions. 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 copies of:

- i. Self-declaration form
- ii. Confidential Business Questionnaire (Electronic)
- iii. Incorporation/Registration certificate
- iv. Business permit
- v. PIN certificate
- vi. Tax clearance certificate

c) 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

Evaluation Criteria

| NO | Pre-qualification Statutory requirements | Max Score |
|---------------------------------|---|------------|
| 1 | Duly filled Confidential Business Questionnaire (electronic) | Pass/ fail |
| 2 | Self-Declaration form | Pass/ fail |
| 3 | Certificate of Incorporation/Business Registration | Pass/ fail |
| 4 | Current Tax Compliance Certificates | Pass/ fail |
| 5 | PIN/VAT Certificate | Pass/ fail |
| 6 | Current Trade License / Business Permit | Pass/ fail |
| 7 | Copy of memorandum of association or CR 12 or CR 13 | 5 |
| Experience | | |
| 8 | a) Age of Company | 5 |
| | 0 to 2 years – 1 marks | |
| | 2 to 5 years – 3 marks | |
| | Over 5 years – 5 marks | |
| 9 | b) Three letters of recommendation from current clients (Not older than 2020) 3 Recommendations, 5 marks each – Total 15 Marks | 15 |
| 10 | c) At least three copies of LPOs or Contracts for the last 3 years from your major clients. 3 LPOs/Contracts of 5 marks each– Total 15 Marks | 15 |
| 11 | Relevant experience for supplying goods or services of similar nature to similar organizations. 2 Marks for each | 10 |
| 12 | Manufacturers or distributors license (If required for your category) | 5 |
| 13 | Special Licenses (if required in your category) | 5 |
| 14 | Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill | 5 |
| Financial Capacity | | |
| 15 | Audited financial statements for the last 1 year signed by auditors– 10 marks OR | 20 |
| | Bank statements for the last 3 months - 5 marks | |
| | Liquidity Ratio– 5 Marks | |
| 16 | Attach letters of reference from the Bankers to support bank relations = 5 marks | |
| Manpower and staffing | | |
| 17 | Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks | 10 |
| 18 | CVs of Key Management and supervisory the team – 3 CVs 1marks each | |
| 19 | Valid Practicing certificates (if required in your category) | 5 |
| TOTAL (Weighted to 100%) | | 100 |

SECTION IV. REGISTRATION CATEGORIES

| Category No. | Supply of goods | Requirement |
|-----------------------|---|---|
| MSFEA/PQ/01/2023-2025 | Supply of general office stationery | As per the scoring criteria |
| MSFEA/PQ/02/2023-2025 | Supply of branded promotional items (non-paper based); IEC material, signage etc | As per the scoring criteria |
| MSFEA/PQ/03/2023-2025 | Supply of branded promotional items (paper based) | As per the scoring criteria |
| MSFEA/PQ/04/2023-2025 | Supply of laptops and other related accessories | As per the scoring criteria |
| MSFEA/PQ/05/2023-2025 | Supply of audio-visual equipment; Screens, projectors and related equipment | As per the scoring criteria |
| MSFEA/PQ/06/2023-2025 | Supply of home appliances and hardware equipment | As per the scoring criteria |
| MSFEA/PQ/07/2023-2025 | Supply of genuine toners and cartridges | As per the scoring criteria |
| MSFEA/PQ/08/2023-2025 | Supply of office furniture and fittings | As per the scoring criteria |
| MSFEA/PQ/09/2023-2025 | Supply of printers and other related accessories | Proof of vendor partnership/dealerships |
| MSFEA/PQ/10/2023-2025 | Supply and installation of network equipment e.g routers, switches, etc | Proof of vendor partnership/dealerships |
| MSFEA/PQ/11/2023-2025 | Supply of mobile phones and related accessories | Proof of vendor partnership/dealerships (Samsung) |
| MSFEA/PQ/12/2023-2025 | Supply of ICT accessories e.g headsets, docking stations, etc | |
| | Provision of works | |
| MSFEA/PQ/13/2023-2025 | Provision of minor construction works including general office design, concrete and tiling works, office partitioning, repairs and maintenance works (electrical, painting, plumbing) | <ol style="list-style-type: none"> 1. Proof of NCA accreditation 2. Proof of similar work. Provide at least 3 reference letters from clients for repairs done in plumbing, electrical works, cabling, etc. 3. Technicians - provide profiles of at least 3 technicians (plumber, electrician, etc) |
| MSFEA/PQ/14/2023-2025 | Provision of events management , decor services, PA system/DJ/sound,tents, tables, chairs etc. (all on hire) and other related accessories | |

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| MSFEA/PQ/15/2023-2025 | Provision of outside catering services | |
| MSFEA/PQ/16/2023-2025 | Provision asset tagging services | |
| MSFEA/PQ/17/2023-2025 | Provision of printing services (bulk printing); certificates, training materials etc | |
| MSFEA/PQ/18/2023-2025 | Provision and maintenance of fire extinguishers and fire hydrant systems | |
| MSFEA/PQ/19/2023-2025 | Provision of graphic design services | |
| MSFEA/PQ/20/2023-2025 | Provision and maintenance of air conditioners | |
| MSFEA/PQ/21/2023-2025 | Provision of Occupational Health and Safety Assessments | |
| | Consultancy services | |
| MSFEA/PQ/22/2023-2025 | Implementation of Azure | <ol style="list-style-type: none"> 1. Provide proof of Microsoft partnership 2. Proof of similar work. Provide at least 3 reference letters from clients where you have carried out complex Azure deployments 3. Subject Matter Experts - provide profiles of at least 2 consultants with Azure Architect/Specialist certifications |
| MSFEA/PQ/23/2023-2025 | Implementation of Intune | <ol style="list-style-type: none"> 1. Provide proof of Microsoft partnership 2. Proof of similar work. Provide at least 3 reference letters from clients where you have carried out complex Microsoft Intune deployments 3. Subject Matter Experts - provide profiles of at least 2 consultants with specialization/certifications in this solution |
| MSFEA/PQ/24/2023-2025 | Windows Server, AD & Infrastructure Deployment | <ol style="list-style-type: none"> 1. Provide proof of OEM partnership for data center solutions - e.g Microsoft, VMware 2. Proof of similar work. Provide at least 3 reference letters from clients where you have carried out complex deployments involving over 500 users with network connection challenges. 3. Subject Matter Experts - provide profiles of at least 2 consultants with specialization/certifications in this |

| | | |
|------------------------|----------------------------------|---|
| | | solution |
| MSFES /PQ/25/2023-2025 | Kaspersky Antivirus License | <ol style="list-style-type: none"> 1. Provide proof of OEM partnership 2. Proof of similar work. Provide at least 3 reference letters from clients where you have carried out deployments involving over 500 users. 3. Subject Matter Experts - provide profiles of at least 2 consultants with IT infrastructure and security specialization/certifications |
| MSFEA/PQ/26/2023-2025 | Cloud Backup | <ol style="list-style-type: none"> 1. Provide proof of OEM partnership 2. Proof of similar work. Provide at least 3 reference letters from clients where you have implemented cloud backup. 3. Subject Matter Experts - provide profiles of at least 2 consultants with IT infrastructure specialization/certifications |
| MSFEA/PQ/27/2023-2025 | Network and cyber security audit | <ol style="list-style-type: none"> 1. At least 5 years of consulting experience in IT Audit 2. Certifications in CISA, CEH 3. Evidence of experience in auditing networks and systems in high transaction environments e.g banks. |

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| MSFEA/PQ/28/2023-2025 | ERP implementation: Dynamics 365 BC | <ol style="list-style-type: none"> 1. Provide proof of Microsoft partnership 2. Proof of similar work. Provide at least 3 reference letters from clients where you have implemented Microsoft Dynamics 365 Business Central with Self Service Portals. 3. Subject Matter Experts - provide profiles of at least 3 consultants (Functional Consultant, Technical Consultant, Web and Integrations Developer) |
| MSFEA/PQ/29/2023-2025 | IT Project Management | <ol style="list-style-type: none"> 1. At least 5 years of consulting experience in IT Project Management 2. PMP/Prince 2 certification |
| MSFEA/PQ/30/2023-2025 | SharePoint & Power Apps | <ol style="list-style-type: none"> 1. At least 5 years of consulting experience in power apps and sharepoint 2. Certifications in SharePoint/Power Tools |
| MSFEA/PQ/31/2023-2025 | Data Management & Power BI | <ol style="list-style-type: none"> 1. At least 5 years of consulting experience in Azure/SQL Databases/Power BI 2. Relevant certifications |
| MSFEA/PQ/32/2023-2025 | Software development | <ol style="list-style-type: none"> 1. Proof of similar work. Provide at least 3 reference letters from clients where you have done software development and integration with enterprise apps 2. Subject Matter Experts - provide profiles of at least 3 consultants (Functional Consultant, Web/mobile, Integrations Developers) |