



**RESTRICTED TENDER NOTICE**

**IMPLEMENTATION AND INTEGRATION OF KOHA TO NAVISION 2017 FOR AMREF  
INTERNATIONAL UNIVERSITY (AMIU)**

**TENDER No. AMREF/ 25/10/2019/004**

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## **SECTION 1 Invitation to Tender**

1. Amref International University invites sealed bids from eligible candidates for installation and customization of KOHA Library management system and Integrating it with Microsoft dynamics Navision 2017 in Amref International university (AMIU).
2. Completed tender documents for preliminary and technical requirements are to be enclosed in a plain envelope marked with the tender reference number and tender name. **(The financial bid should be in a separate envelope marked with the tender reference number, tender name and name of the bidder with address. The financial bid will only be opened for those bidders who will have qualified in the technical evaluation).**
3. Tenders must be delivered to the address below not later than **7th November 2019** at 12noon and must be accompanied by a tender security of 2% percent of the tender price in the Currency specified in the tender document. Bids clearly marked “Implementation and Integration of KOHA to Navision 2017 for Amref International University (AMIU) **Tender No. AMREF/25/10/2019/004** and addressed to:

**GROUP CHIEF FINANCE OFFICER**

**AMREF HEALTH AFRICA**

**P.O BOX 30125-00100**

**NAIROBI-KENYA**

4. Tenders should be dropped at the **Amref Health Africa-KCO, opposite Langata Primary School near Wilson Airport at the Tender Box at the Main Reception.** Tenders will be opened at **12 noon Thursday 7th November 2019** on the closing date in the presence of the Tenderers’ representatives who choose to attend at the Amref Health Africa Large Lecture room.
5. Electronic bidding will not be permitted

6. Amref International University reserves the right to accept or reject any or all bids and is not bound to give reasons for its decision

## **SECTION 2 Instructions to Tenderers**

### **2.1 Eligible Tenderers.**

2.1.1 This Invitation for Tender is restricted to **Microsoft Partners Only**.

2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

2.1.3 Bidders whose bids are wrongly marked /labeled shall be disqualified.

### **2.2 Cost of tendering.**

2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its bid. Amref International University or its agents will under no circumstance be responsible or liable for those costs regardless of the conduct or outcome of the tendering process.

## **PRELIMINARY EVALUATION CRITERIA (MANDATORY)**

Bids missing any of the below documents will be considered as non-responsive bid and therefore will be eliminated at this stage.

1. Must be a registered firm in Kenya with a certificate of registration/incorporation, memorandum and articles of Association. Copies which must be attached.
2. Copy of PIN certificate
3. Valid Tax Compliance certificate
4. Must provide copies of current/valid business licenses from the relevant Local authority
5. Must fill and sign all sections of the business questionnaire
6. Must submit stamped bank statements for the last 12 months (from October 2018 to September 2019)
7. Must submit certified audited financial statements for the last two years (2017 and 2018)
8. Must provide Microsoft partnership certificate or valid letter from Microsoft
9. Must provide 2% as tender security of the tender price from a reputable bank

10. The tender document must be sequentially paginated

<b>PRELIMINARY EVALUATION</b>				
<b>Mandatory Requirements</b>				
<b>No.</b>	<b>Particulars</b>	<b>Marks</b>	<b>Compliant</b>	<b>Non-compliant</b>
1.	Copy of Certificate of Incorporation/Certificate of Registration	1 or 0		
2.	Copy of valid Tax compliant certificate	1 or 0		
3.	Copy of PIN certificate	1 or 0		
4.	Copy of Valid/current business Trading License	1 or 0		
5.	Must fill and sign sections of business questionnaire	1 or 0		
6.	Must submit stamped bank statements for the last 12 months (from October 2018 to September 2019)	1 or 0		
7.	Must submit signed copies of audited financial report (2017 and 2018)	1 or 0		
8.	Must provide Microsoft Partnership certificate	1 or 0		
9.	Must provide 2% tender security of tender price from a reputable bank	1 or 0		
10.	Tender document must be sequentially paginated	1 or 0		

**Note:** All the above documents should be packaged under the preliminary evaluation criteria. Any bid lacking any of the above **10 items** will be considered non-responsive and will not proceed to the next evaluation stage.

**(a) TECHNICAL SPECIFICATION-REQUIREMENTS**

<b>No</b>	<b>Particulars</b>	<b>Marks</b>	<b>Score</b>	
<b>1.</b>	Bidders are expected to provide detailed Hardware and Software specifications of the quoted product.	<b>20</b>		

2.	Bidders must provide a proof of Experience in supply and delivery of the Software; Provide proof of the same from at least three different firms over the last 5 years (Provide LPO, contracts and certificate of completion.) and or recommendation / reference letters.  1 firm- 3marks 2 firms- 7marks 3 firms- 15marks More than 3 -20marks	20		
3.	Bidders must provide proof of at least 2 staff certification, minimum being Microsoft Dynamics Nav. Certifications. Proof of employment may be required.  1 staff- 5marks 2 staff- 10marks	10		
4.	Lead time for implementation and commissioning of the of the system  1-3 weeks- 10marks 1-3 months-5marks	10		
	Total Marks	60		
5	Financial Evaluation- Not be evaluated at this stage			

**Bidders who score below 90% will be considered as non-responsive and therefore will be eliminated at this stage.**

**Other requirements to be included:**

1. Professional Services (Delivery, Installation, configuration, commissioning and Training, and Documentation.)

**DISCLAIMER:**

1. All vendors **MUST** be **Microsoft and Premier Partners** and must have proof of completed project of similar magnitude.

2. All prices **MUST** be quoted in Kenya shillings.
3. Vendors should include all required accessories in their quote.

### **CONDITIONS:**

1. Please note that this is not an order
2. The prices should be valid for 60 days from the date of the quotations. Prices should be net of VAT. (Amref Health Africa is VAT exempted on supply of goods)
3. Your quotation should correspond to the Request for quotation specifications, if not indicate your remarks
4. Indicate the delivery time for Installation, customization of KOHA and integration with Navision 2017.

### **2.4 Clarification of Documents**

2.4:1 A prospective tenderer requiring any clarification of the tender document may notify Amref International University in writing or by post at the address indicated in the Invitation for tenders. Amref International University will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by Amref International University.

Written copies of the Amref International University response (including an explanation of the query but without identifying the source of the inquiry) will be sent to all prospective tenderers that have received the tender document.

2.4:2 Amref International University shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tenderer.

### **2.5 Amendment of documents**

2.5:1 At any time prior to the deadline for submission of tenders, Amref International University for any reasons, whether at its initiative or in response to a clarification

requested by a prospective tenderer, may modify the tender documents by amendments.

2.5:2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.5:3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, Amref International University at its discretion may extend the deadline for the submission of tenders.

## **2.6 Tender Prices and Currencies**

2.6:1 The tenderer shall indicate on the appropriate Price Schedule the **unit prices inclusive of all taxes and the total tender price** of the items it proposes to purchase under the contract.

2.6:2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subjected to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

2.6:3 The price quoted shall be in Kenya shillings

## **2.7 Validity of Tenders**

2.7:1 Tenders shall remain valid for 60 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by Amref International University, pursuant to paragraph 2.10. Tender valid for a shorter period shall be rejected by Amref International University as non-responsive.

2.7:2 In exceptional circumstances, Amref International University may solicit the tenderers consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tenderer may refuse the request. A tenderer granting the request will not be required nor permitted to modify its tender.



## **2.8 Sealing and Marking of tenders**

2.8:1 The tenderer shall seal the tender and mark it with the number and name of the tender and “DO NOT OPEN BEFORE” **12 noon, on 7th November 2019.**

## **2.9 Deadline for Submission of Tenders**

2.9:1 Tenders must be received by Amref International University at the address specified not later than **12 noon, on 7th November 2019.**

## **2.10 Modification and withdrawals of Tenders**

### **2.10:1 Modification of tenders**

2.10:1.1 The tenderer may modify or withdraw its tender after the tender’s submission provided that written notice of the modification, including substitution of withdrawal of the tenders, is received by Amref International University prior to the deadline prescribed for submission of tenders.

2.10:1.2 The tenderer modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.9:1. A withdrawal notice may be sent by email but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tenders.

2.11:1.3 No tenderer may be notified after the deadline for submission of tenders.

### **2.12.2 Withdrawals of tender**

2.12:2.1 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer.

## **2.13 Opening of tenders**

- 2.13:1 Amref International University will open all tenders in the presence of tenderers' representatives who choose to attend at **12 noon, on 7th November 2019** and in the location specified in the tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.
- 2.13:2 The tenderers' names, tender modifications or withdrawals, and the presence or absence of requisite tender deposit and such other details as Amref International University, at its discretion may consider appropriate, will be announced at the opening.
- 2.13:3 Amref International University will prepare a tender opening report.

## **2.14 Clarification of tenders**

- 2.14:1 To assist in the examination, evaluation and comparison of tenders Amref International University, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
- 2.14:2 Any effort by the tenderer to influence Amref International University in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.15 Evaluation and Comparison of tenders**

- 2.15:1 Amref International University will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required deposits/tender purchase have been furnished, whether documents have been

properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non responsive, will be rejected by Amref International University.

2.15:2 Amref International University will evaluate and compare the tenders, which have been determined to be substantially responsive

## **2.16 Award Criteria**

1. Must be a registered firm in Kenya with a certificate of registration, incorporation/or memorandum and article of Association. Copy which must be attached.
2. PIN certificate
3. Tax Compliance certificate
4. Must provide copies of current business licenses from the relevant Local authority.
5. Must fill all sections of the business questionnaire
6. Must submit bank statements for the last 12 months
7. Must submit signed audited report for the last two years
8. Must provide Proof of Microsoft Partnership / authorization
9. Must provide 2% as tender security of the tender price
10. Must provide a specifications document
11. Must state their lead/ delivery times
12. Must provide detailed pricing / cost of whole project.
13. Provide Warranty, Servicing, Technical Support Information

## **2.17 Notification Of Award**

2.17:1 Prior to the expiration of the period of tender validity, Amref International University will notify the successful tenderer in writing that the tender has been accepted.

2.17:2 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

## **2.18 Contacting Amref International University**

2.18:1 No tenderer shall contact Amref International University on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.18:2 Any effort by a tenderer to influence Amref International University in its decisions on tender evaluation, tender composition, or contract award may result in the rejection of the tenderer's tender.

## **SECTION 3 Condition of tender**

1. Amref International University reserves the right to deal with any tenderer of its choice or any or all parts of the tender and to purchase items from various tenderers. Amref International University is not bound to accept the lowest offer or any offer.
2. This request for tender is not a contract or an offer into a contract, but is a request for a quotation for the product indicated in this document.
3. Amref International University does not undertake to pay by letter of credit or in advance of delivery.
4. Respondents are bound by their offer for a period of 60 days as from the closing date of bids.
5. Amref International University is in no way responsible for any costs associated with preparing the tender response.
6. Amref International University reserves the right to alter the dates of the timetable.

7. Canvassing of Amref International University staff in Kenya or elsewhere in relation to this tender will result in disqualification of that individual or company.
8. Amref International University supports the ethical procurement policy which strives to purchase goods and services that are produced and developed under conditions that do not involve the abuse or exploitation of any persons and have the least negative impact on the environment.
9. Transparency and Accountability: Amref International University believes in honest communication, absolute openness, and the transparent use of influence, power and resources. Amref International University has zero tolerance for corruption, both within the Foundation and in our dealings with outside agencies.
10. Amref International University does not do business with companies that meet any of the following criteria:
  - They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - They have been convicted of an offence concerning their professional conduct by a judgement that has the force of res judicata;
  - They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
  - They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

- They have been the subject of a judgement that has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
- Following another procurement procedure or grant award procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

If you submit an offer based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company is in breach of any of the above provisions. A contract clause confirming this will be included in an eventual contract based on this request.

In addition to the ineligibility criteria applied by Amref International University, negotiation with potential vendors may be severed at any stage during a procurement process if it is found that they are subject to a conflict of interest or are guilty of misrepresentation in supplying the information required by Amref International University as a condition of participation in the contract procedure, or fail to supply all of the information requested.

### **LEAD AND DELIVERY DETAILS**

1. A delivery period should be clearly indicated (weeks/months).
2. The installation, customization of the LMS integration with Navision 2017 must be within the acceptable timelines set out by the procuring entity.

**SECTION 4 Confidential Business Questionnaire**

You are requested to give the particulars indicated in part 1, either part 2; (a), 2(b) or (c) whichever applies to your type of business.

**PART 1- GENERAL**

Business Name .....

Location of Business premises:

Country/Town.....

Postal Address .....

Code ..... Town.....

Tel No.....

E-mail ..... Fax .....

Nature of Business .....

**Part 2 (a) – INDIVIDUALS**

Your Name in full .....

Nationality ..... Country of Origin .....

Citizenship details .....

**PART 2 (b) – PARTNERSHIP**

Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....

**PART 2 (c) – REGISTERED COMPANY**

Private or Public .....

State the nominal and issue capital of the company.....

Nominal Ksh .....

Issued Ksh .....

Give details of all directors as follows:

Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....



## REFERENCES

BANK REFERENCES	
<b>BANK HOLDING MAIN ACCOUNT</b>	
Bank name and address	
Name of account	
Account number	How long open?

COMMERCIAL REFERENCES	
Provide names and contract details of two customers who may be approached to verify your capacity to perform against similar contracts.	
<b>INTERNATIONAL TRADE REFERENCE – CUSTOMER 1</b>	
Name and address	
Activity	Period of relationship
Contact name	Fax no.
Telephone No.	
<b>INTERNATIONAL TRADE REFERENCE – CUSTOMER 2</b>	
Name and address	
Activity	Period of relationship
Contact name	Fax no.
Telephone No.	

DECLARATION

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, any inaccuracy in the information filled herein will lead to disqualification of the tenderer.

For and behalf of: .....

Name: .....

Date: .....      Signature .....