



**RE-ADVERTISEMENT EXPRESSION OF INTEREST**

**SUPPLY AND INSTALLATION OF A LIBRARY SECURITY SYSTEM  
(RFID/EM) HYBRID MODEL THAT WILL BE COMPATIBLE WITH  
THE EXISTING KOHA SYSTEM AT AMREF INTERNATIONAL  
UNIVERSITY NORTHLANDS CAMPUS**

**AMREF HEALTH AFRICA**

**EOI NO. AMIU/27/09/2024/005-001**

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## PART A: TECHNICAL REQUIREMENTS

### SECTION 1: Invitation to Tender

1. Amref Health Africa invites proposals from eligible candidates for the supply and installation of a Library Security System (RFID/EM) Hybrid model that will be compatible with the existing KOHA System to be implemented at The Amref International University (AMIU) Northlands Campus currently under construction.
2. This is a two-stage tendering process:
  - Stage 1 - Submission of Preliminary and Technical Proposal.  
In this stage successful shortlisted proposals will be sent a Terms of Reference (TOR) to respond to with specific details of the final technical solution required by Amref Health Africa.
  - Stage 2 - Submission of Financial Proposal based on the final technical solution requirements.  
After evaluation of the bids, there will be contract negotiation for the final award with the successful bidders.
3. Interested eligible candidates may obtain further information from the **Amref Health Africa** website [www.amref.org](http://www.amref.org) and the **Amref International University** website [www.amref.ac.ke](http://www.amref.ac.ke)
4. Complete sets of tender documents can be downloaded from the Amref Health Africa website; <http://amref.org/expression-of-interest-eoi/> or the Amref International University website <https://amref.ac.ke/tenders/> by interested bidders upon payment of non-refundable fee of Ksh.2,000. The payment should be made through the following Bank account(s): **National Bank of Kenya, Wilson Branch, Account No: 01020058235400** or via **Mpesa Paybill 890750 Account No. AMIU/27/09/2024/005**
5. Candidates will then attach the mobile money deposit receipt/ copy of banking deposit slip to the tender documents as proof of purchase.
6. Completed tender documents for preliminary and technical requirements are to be enclosed in a plain envelope marked with the tender name and reference number. Please note that only one complete tender document is required (Do not provide additional copies).
7. Tenders should be dropped at the **Amref International University - Tender Box** at the **Main Reception** not later than **Friday 31<sup>st</sup> January 2025 at 12.00 noon**. Tenders will be opened at 12 noon on the closing date in the presence of the Tenderers' representatives who choose to attend at the Amref International University Auditorium. Electronic bidding will not be permitted. **No bids will be accepted after 12 noon on the closing day.**
8. Prices quoted should be inclusive of VAT and all other applicable taxes and must be in USD and shall remain valid for 90 days from the closing date of the tender. The prices in your financial

cost estimate should be broken down as follows: (Do not key in your financial cost estimate in this section)

- i. Unit cost per component
- ii. 16% VAT
- iii. Other applicable taxes
- iv. TOTAL Cost

## **SECTION 2: Instructions to Tenderers**

### **2.1 Eligible Tenderers.**

- 2.1.1 This invitation for tender is open to all eligible tenderers.
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

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

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

### **2.3 Specific Instructions**

- 2.3.1 Bidders must quote for all items and quantities as required in order to qualify for evaluation.
- 2.3.2 Submitted proposals including brochures and any other attachments shall be in English.

### **2.4 Amendment of documents**

- 2.4.1 At any time prior to the deadline for submission of proposals, Amref Health Africa for any reasons, whether at its initiative or in response to a clarification requested by a prospective tenderer, may modify the tender by amendments.
- 2.4.2 All prospective candidates that have received the tender will be notified of the amendment in writing or by post and will be binding on them.
- 2.4.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their bid, Amref Health Africa at its discretion may extend the deadline for the submission of Proposals.

### **2.5 Prices and Currencies**

- 2.5.2 The tenderer shall indicate on the appropriate Price Schedule, the unit prices inclusive of all taxes and the total tender price of the items proposed to be purchased under the contract.
- 2.5.2 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.
- 2.5.3 The price quoted shall be in USD.

## **2.6 Validity of Proposals**

2.6.1 Proposals shall remain valid for 90 days after date of tender opening prescribed by Amref Health Africa, pursuant to paragraph 2.10. Tender valid for a shorter period shall be rejected by Amref Health Africa as non-responsive.

2.6.2 In exceptional circumstances, Amref Health Africa 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.

## **2.7 Sealing and Marking of tenders**

2.7.1 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 Friday 31<sup>st</sup> January 2025”**.

## **2.8 Deadline for Submission of Proposals**

2.8.1 Proposals must be received by Amref Health Africa not later than **Friday 31<sup>st</sup> January 2025 at 12 Noon**.

## **2.9 Modification of Proposals**

2.9.1 The tenderer may modify or withdraw its tender after the tender's submission provided that written notice of the modification, including substitution or withdrawal of the Proposals, is received by Amref Health Africa prior to the deadline prescribed for submission of Proposals.

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

2.9.3 No tenderer may be contacted after the deadline for submission of Proposals.

## **2.10 Withdrawals of tender**

2.10.1 No tender may be withdrawn in the interval between the deadline for submission of Proposals and the expiration of the period of tender validity specified by the tenderer.

## **2.11 Opening of Proposals**

- 2.11:1 Amref Health Africa will open all tenders in the presence of tenderers' representatives who choose to attend at 12 noon, on **Friday 31<sup>st</sup> January 2025** and in the location specified in the tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.
- 2.11:2 The tenderers' names, tender modifications or withdrawals, and the presence or absence of requisite tender security and such other details as Amref Health Africa, at its discretion may consider appropriate, will be announced at the opening.
- 2.11:3 Amref Health Africa will prepare a tender opening report.

## **2.12 Clarification of Proposals**

- 2.12:1 To assist in the examination, evaluation and comparison of Proposals Amref Health Africa, at its discretion, may 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.
- 2.12:2 Any effort by the tenderer to influence Amref Health Africa in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.13 Evaluation and Comparison of the Proposals**

- 2.13:1 Amref Health Africa will examine the Proposals to determine whether they are complete, whether any computation errors have been made, whether required securities/tender purchase have been furnished, whether documents have been properly signed and whether the Proposals are generally in order. After examination a tender that will be determined to be substantially non-responsive, will be rejected by Amref Health Africa.
- 2.13:2 Amref Health Africa will evaluate and compare the Proposals, which have been determined to be substantially responsive.
- 2.13:3 Amref Health Africa will notify bidders who will be required to provide samples in good time with specific sample submission details following finalization of the preliminary evaluation.
- 2.13:4 Amref Health Africa will ensure that the submitted samples are catalogued accordingly and correspond to the assigned bid number(s). The tenderers should ensure that all their samples have been captured correctly.

## **2.14 Notification of Award**

- 2.14:1 Prior to the expiration of the period of tender validity, Amref Health Africa will notify the successful tenderer in writing that the tender has been accepted.

2.14:2 Simultaneously the other tenderers shall be notified that their Proposals have been unsuccessful.

## **2.15 Appeal Period**

2.15:1 Any vendor/service provider who wishes to appeal against the outcome of the tender shall do so in writing within 3 working days of the date of the notification/regret letter. Any letter received after the third day shall not be responded to and shall be treated as null and void. Amref Health Africa shall have dispensed with this procurement.

## **2.16 Contacting Amref Health Africa**

2.16:1 No tenderer shall contact Amref Health Africa on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.16:2 Any effort by a tenderer to influence Amref Health Africa in its decisions on tender evaluation, tender evaluation committee, or contract award will result in the rejection of the tenderer's tender.

## **2.17 Lead time and delivery details**

2.17:1 The supplier should be able to deliver all the requirements they have quoted for as specified in this tender document.

2.17:2 The supplier should include delivery schedule with lead times.

2.17:3 On arrival the supplies should be free from damage. The supplier shall be liable for all losses due to insufficient or unsuitable packing and delivery arrangements, and shall be liable for the cost of returning any unacceptable supplies.

2.17:4 The supplies must be free from objectionable matter and any substances that would represent a hazard to health.



**SECTION 3: Eligibility Requirements and Technical Specifications**

**A: Preliminary Evaluation Criteria**

Bids will be evaluated based on the below criteria.

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

<b>PRELIMINARY EVALUATION OF MANDATORY REQUIREMENTS</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 KRA Tax Compliance Certificate	1 or 0		
3.	Must attach the mobile money deposit receipt/ copy of banking deposit slip as proof of purchase of the tender document	1 or 0		
4.	Must provide a copy of Valid business Trading License	1 or 0		
5.	Must submit copies of audited financial reports (Yr 2022 & Yr 2023) and each must be signed by the auditor and the firms Directors. (Both reports must have unqualified/ unmodified auditor's opinion).	1 or 0		

**Note: All the above documents numbered 1 to 5 should be packaged and arranged in that order under the preliminary evaluation criteria section of the tender document.**

**B: Technical Evaluation Criteria**

**TECHNICAL SPECIFICATIONS**

<b>Technical Requirements</b>			
<b>Description</b>	<p>The Amref International University requires the supply and installation of a Library Security System (RFID/EM) Hybrid model that will be compatible with the existing KOHA System and include the following components;</p> <ul style="list-style-type: none"> <li>i. RFID/EM Security gates (<b>qty: 1</b>)</li> <li>ii. Self -Adhesive RFID/EM tags (<b>qty: 20,000</b>)</li> <li>iii. RFID/EM Staff WorkStation (<b>qty: 2</b>)</li> <li>iv. Portable RFID/EM Handheld Readers (<b>qty: 4</b>)</li> <li>v. Self-service kiosk (<b>qty: 2</b>)</li> <li>vi. Biometric and Smart Card Access Control (<b>qty: 1</b>)</li> <li>vii. Book drop-box system</li> </ul>		
<b>COMPONENTS</b>	<b>SPECIFICATIONS</b>	<b>MAX SCORE</b>	<b>SCORE</b>
	<i>Attach product brochures/manuals /catalogues to highlight the below:</i>		
<b>Exit RFID Security gates</b>	<p>The security gates should have the following features:</p> <ul style="list-style-type: none"> <li>a. Pair of theft detection Electronic Article Surveillance (EAS) pedestals</li> <li>b. Unauthorized book alarm– light and sound alarm system</li> <li>c. Scalable</li> <li>d. Customizable alerts</li> <li>e. Scanning range</li> <li>f. 3D protection</li> <li>g. Library user counter module</li> </ul> <p style="text-align: right;">(2mks each)</p>	14 marks	
<b>Self -Adhesive RFID tags</b>	<p>The tags should have the following features:</p> <ul style="list-style-type: none"> <li>a. RFID Tag Reading</li> <li>b. For library use</li> <li>c. RFID tags can store data</li> <li>d. Have multi read function, i.e. several tags can be read at once.</li> <li>e. Should be ISO 18000-6C (Class 1, Gen 2) compliant</li> <li>f. Guarantee of the tags</li> </ul> <p style="text-align: right;">(2mks each)</p>	12 marks	
<b>RFID Staff WorkStation</b>	<p>Library staff station with the following features:</p> <ul style="list-style-type: none"> <li>a. Size and economic to use in any library desktop configuration</li> <li>b. RFID Desktop Reader/Writer for circulation</li> <li>c. Read/Write/Anti-theft programming</li> <li>d. Anti-theft Software</li> <li>e. Read/Write distance of around 20-30cm and programming time of at least 1 second</li> <li>f. Should be ISO 18000-6C (Class 1, Gen 2) compliant</li> </ul> <p style="text-align: right;">(2mks each)</p>	12 marks	

<b>Entry Biometric and Smart Card Access Control</b>	The biometric and smart card access control should have the following features: a. Access control – smart card/biometric authentication b. Analytics i. Attendance ii. Patron monitoring c. Customizable d. Automatic data sync with existing system  (2mks each)	8 marks	
<b>Portable RFID Handheld Reader for Inventory and Stock taking</b>	The portable RFID handheld reader should have the following features: a. Long range Hand-Held RFID/Barcode scanner b. Shelf/Item locating Management Software c. Auto-Stocktaking /Inventory Management software  (2mks each)	6 marks	
<b>Self-Service (Check in/Check out) Kiosk</b>	A self-service kiosk with the following features: a. Patron self-Issuing/Check out b. Patron Self return/Check in c. Patron Self overdue management d. Patron self-account management  (2mks each)	8 marks	
<b>RFID Book Drop-Box</b>	The book drop-box system should have the following features: a. Secure b. Book bin to be located inside the library c. Authorized book detection d. Confirmation notifications e. Customizable  (1mk each)	5 marks	
<b>Installation Requirements</b>	(Supplier to provide)	4marks	
<b>Training &amp; post Implementation Support</b>	(Supplier to provide)	4marks	
<b>Service Level Agreement</b>	(Supplier to provide)	4marks	
<b>Operational Requirements</b>	(Supplier to provide)	4marks	
<b>Documentation Required</b>	Provide a User manual, detailing specific protocols for operation, list of equipment and procedures required for troubleshooting and routine maintenance	9 marks	
Provide proof of supply, installation and deployment of RFID library security system in the last 5 years (2019 to date) specifying the value ( <i>Purchase orders/ Invoices/contracts</i> ) <ul style="list-style-type: none"> <li>Orders above KES 10M (10mks)</li> </ul>		10 marks	

<ul style="list-style-type: none"> <li>• Orders above KES 5M but less than KES 10M (5mks)</li> <li>• Supply below KES 3M (2mks)</li> <li>• No proof of supply attached/Irrelevant (0mk) <span style="float: right;">Max: 10mks</span></li> </ul>		
<b>TOTAL SCORE</b>	<b>100 marks</b>	

**Note: Bidders who will not score at least 70marks out of 100marks will be considered non-responsive and will not proceed to the second stage.**

**SECTION 4: Confidential Business Questionnaire**

You are requested to give the particulars indicated in part 1 and either part 2(a), 2(b) or 2(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

USD/Kshs: .....

Issued

USD/Kshs: .....

Give details of all directors as follows:

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

**SECTION 5: References**

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

<b>COMMERCIAL REFERENCES</b>	
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.	

**SECTION 6: Schedule of requirements**

<b>DESCRIPTION</b>	<b>QTY</b>	<b>UOM</b>	<b>Delivery Location</b>
Supply and installation of a Library Security System (RFID/EM) Hybrid model	1	Unit	AMIU Northlands Campus



**PART B: ESTIMATED COST OF PROPOSAL**

**SECTION 1 Estimated Cost**  
 (please give a cost breakdown as specified on pg.4)

NAME OF TENDERER	SPECIFICATIONS	QTY	UNIT PRICE	VAT	OTHER TAXES	TOTAL	REMARKS
	<b>TOTAL</b>						

**SECTION 2 Delivery lead time**

DESCRIPTION	QTY	UOM	DELIVERY LEAD TIME	REMARKS
	<b>TOTAL</b>			

**Note. In case of discrepancy between the unit price and total, the unit price shall prevail.**

Currency	GRAND TOTAL	In Figures
		In Words
Bidder's Name and Address	Date	Signature and Stamp

**Note: Indicate breakdown of all taxes.**

**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, and that any inaccuracy in the information filled herein will lead to disqualification of the tenderer.

For and behalf of: .....

Name: .....

Date: .....                      Signature        .....