

<p><b><u>PROCURING ENTITY</u></b></p>	 <p>KENYA GOOD NEIGHBORS, P.O BOX 76327-00508, NAIROBI KENYA. EMAIL <a href="mailto:procurement@goodneighbors.ke">procurement@goodneighbors.ke</a></p>
<p><b><u>TENDER NO:</u></b></p>	<p>KGN/OD/ KOICA/MNH/ 001/2024</p>
<p><b><u>TENDER NAME</u></b></p>	<p>SUPPLY AND DELIVERY OF COMMUNITY HEALTH PROMOTER KITS TO COUNTY DEPARTMENT OF HEALTH KENYA GOOD NEIGHBORS OFFICE, KAJIADO COUNTY.</p>
<p><b><u>CLOSING DATE</u></b></p>	<p>Monday 23<sup>rd</sup> September 2024</p>
<p><b><u>CLOSING TIME</u></b></p>	<p>4.00 P.M.</p>
<p><b><u>CONTENTS</u></b></p> <ul style="list-style-type: none"> <li>• TENDERING INSTRUCTIONS</li> </ul>	

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## INTRODUCTION

KENYA GOOD NEIGHBORS (hereafter, “**KGN**”) is an International, Humanitarian and Development NGO in General Consultative Status with the United Nations Economic and Social Council (UN ECOSOC). Our greatest mission is to improve the lives of others- especially those of children- through education, community development, health and sanitation and disaster relief projects. Kenya Good Neighbors (KGN) was established in Kenya on 14th December 1995 and is presently operating projects both in rural and urban areas. In urban areas, we have Korogocho CDP in Kasarani Sub-County, Dandora CDP in Njiru Sub-County and Mukuru CDP in Makadara Sub-County. We also have rural projects in Trans Mara Sub-County (Meguarra CDP), Gucha Sub-County (Ogembo CDP), Kajiado Central Sub-County known as (Bissil CDP) and Rarieda Sub County (Rarieda CDP). KGN has also established various special projects at the community level including Mwamba Oibor in rural area, Kajiado County, Cereal Project in Trans Mara Sub County, Green Light Project in Urban area, Nairobi County, Maternal and Newborn Health project in Kajiado county and currently coffee project in Embu County.

We implement a four-year Maternal Newborn Health (MNH) project that is geared towards bolstering Maternal Mortality Ratio (MMR) and Neonatal Mortality Rate (NMR) in Kajiado County. With financial support from the Korea International Cooperation Agency (KOICA), the project endeavor to attain improved MNH indices through Health System Strengthening in four sub-counties (East, West, South, Central) of Kajiado County from 2023 to 2026. The main outcome entail; (1) Increasing the number of expectant women who attain at-least four ANC visits (ANC4), (2) Improving the percentage of births assisted by a Skilled Birth Attendants (SBA), (3) Enhancing percentage of women with a live birth who receive a Post Natal Care during the first 48hrs after giving birth (PNC1). These aforementioned outcomes are subsequently sandwiched into three main outputs and summarized below. (Refer to Table 1.1.1)

The project, in an effort to scale up uptake of Maternal and Newborn Health services through Community Health Promoters (CHPs), is conducting targeted home visits to enhance Ante-Natal visits, Skilled Birth Attendance and Post-Natal Care (48hrs). Therefore, the projects seek to enlist the services of a supplier for supply of Community Health Promoter Kits as follows.

### 1.1.1 Project Objective and Indicators

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
<b><u>Impacts</u></b>		
Contributing to the improvement of maternal and newborn health in four sub-counties through strengthening the healthcare system	<ul style="list-style-type: none"> <li>■ Maternal Mortality Ratio (MMR)</li> <li>■ Neonatal Mortality Rate (NMR)</li> </ul>	<ul style="list-style-type: none"> <li>■ DHIS</li> </ul>
<b><u>Outcomes</u></b>		
Improved accessibility of maternal and newborn health services for community members in four sub-counties through strengthening the healthcare system	<ul style="list-style-type: none"> <li>■ Percentage of pregnant women who have received 4 or more antenatal care services (ANC4)</li> <li>■ Percent of delivery attended by skilled birth attendant (SBA)</li> <li>■ Postnatal service coverage within 48 hours after birth (PNC 1)</li> </ul>	<ul style="list-style-type: none"> <li>■ KHIS Report</li> <li>■ Base/Midline Survey</li> <li>■ Annual Report</li> </ul>
<b><u>Outputs</u></b>		
1. Improving of the maternal and newborn health service delivery environment in four sub-counties	1-1. No. of constructed maternity shelter	<ul style="list-style-type: none"> <li>■ Procurement plan for equipment and supplies</li> <li>■ Construction report</li> <li>■ Medical equipment installation report</li> <li>■ Emergency hospital referral report</li> <li>■ Including procurement and utilization of equipment section in quarterly and annual reports</li> </ul>
	1-2. No. of health facilities provided with medical equipment's	
	1-3. No. of beneficiaries of emergency referral by ambulances	
2. Improving the accessibility and quality of maternal and newborn health services in four sub-counties	2-1. No. of beneficiaries' outreach services	<ul style="list-style-type: none"> <li>■ Outreach service plan and activity report</li> </ul>
	2-2. No. of health workers of capacity building training in BEmONC, newborn care, ANC, PNC, MPDSR, SCHRIO	<ul style="list-style-type: none"> <li>■ Activity report for each training</li> </ul>
	2-3. No. of health facilities that received on-site audits for quality control of health information input data	<ul style="list-style-type: none"> <li>■ Data quality management report</li> </ul>
3. Increasing participation in community-led maternal and newborn health services	3-1. No. of Community Health Volunteers (CHVs) who completed Maternal and Child Health training	<ul style="list-style-type: none"> <li>■ Community Health Volunteer (CHV) training report</li> </ul>
	3-2. No. of participants for maternal and newborn health service campaign	<ul style="list-style-type: none"> <li>■ Awareness/campaign report for promoting maternal and newborn health service</li> </ul>

ITEMS DESCRIPTION

	Items	Quality Specifications	QUANTITY	Delivery Location
1.	Salter scale	-Weighing Scale, Baby Hanging Trousers, Carrying Case, Hanging Hooks, Large easy to read dial display with white background	141 pieces	<b>COUNTY DEPARTMENT OF HEALTH KENYA GOOD NEIGHBORS OFFICE, KAJIADO COUNTY</b>
2.	Backpack bag	Red, Medical backpack Bag printed with Kajiado County, KOICA and Good Neighbors Logos (Sample shall be shared) Size: 9 in* 17in*13in	141 pieces	
3.	MUAC tape (adult)	-Measuring tape with a range of up to 56cm. non-color coded (black print on white tape), with three incisions to facilitate tape insertion and fixation. Pictorial and text instructions for use printed on underside	141 pieces	
4.	MUAC tape (pediatric)	-Measuring tape with accuracy: $\pm 1$ mm of the maximum measurement (26.5 cm) and a thicker line at 21.0 cm. Color coded: Red (Pantone code 1795 C): 0-11.5cm; Yellow (Pantone code 107 C): 11.5-12.5cm; green (Pantone code 369 C): 13.5-26.5cm. Text and pictorial instructions for use printed on underside	141 pieces	
5.	Digital Thermometer (Thermogun)	Digital non-contact infrared LCD Thermometer with 2 AAA Batteries	141 pieces	
6.	Glucometer Onctude	Monitoring System (Glucometer), 1 pen for blood collection, 50 pcs of test strips, 50 pcs of blood lancet, 2 AAA batteries and travel case Blood Glucose Monitoring System BG-202	141 pieces	
7.	Basic Blood Pressure monitor	Upper Arm Blood Pressure Monitor consisting of 1 Blood Pressure Monitor, Cuff size 22cm-32cm and 4 AA Batteries Specification: Sejoy Joytech DBP6191 (Branded with Kajiado County, KOICA and Good Neighbors Logos)	141 pieces	
8.	CHP badge	Unique identifier (with Kajiado County, KOICA and Good Neighbors Logos)	141 pieces	

	Items	Quality Specifications	QUANTITY	Delivery Location
9.	Weighing scale	Analogue Weighing Scale with Skid Proof Design up to 120 Kgs	141 pieces	
10.	Timer	Digital stopwatch timer	141 pieces	
11.	Flashlight torch	LED flashlight CLY-9936	141 pieces	
12.	Water bottle	Plastic 500ml bottle ( <i>Branded with Good Neighbors, KOICA logos</i> )	141 pieces	
13.	Medicine box	(with 10 partitions) to put Medicine	141 pieces	
14.	Reusable waste bags (Black)	Small, medical waste bag (Black)	141 pieces	
15.	Pocket sharp container	Small, yellow and portable sharps container. BS7320:1990 Item No.: K0.2 Size: 7.6 x 3.8 x 10 cm Volume Capacity: 0.2L	141 pieces	
16.	Red First Aid Kit	<b>First Aid Box Contents</b> <ul style="list-style-type: none"> <li>• Triangular badge 100% cotton</li> <li>• Silver emergency blanket</li> <li>• Sterile Gauze swab</li> <li>• Tourniquet</li> <li>• Disposable cleaning wipes</li> <li>• Gloves Nitrile examination gloves (large)</li> <li>• Scissor 12 cm</li> <li>• Plastic weezer 13 cm</li> <li>• First aid band 7.2x1.gm</li> <li>• Alcohol swab</li> <li>• Gauze bandage</li> <li>• Conformin bandage</li> <li>• Zinc. Oxide tape 7.5cm*4.5m</li> </ul>	141 boxes	
17.	Smart Phones (eCHIS)	Safaricom Neon Ray Ultra <ul style="list-style-type: none"> <li>• Display: IPS LCD, 6.5 inches</li> <li>• Main Camera: Dual, 5 MP + 2 MP</li> <li>• Software: Android Go Edition</li> <li>• Selfie Camera: Single, 8MP</li> <li>• Chipset: MediaTek</li> <li>• Storage: 32 GB, 2GB RAM</li> <li>• Battery: Li-Ion 3750 mAh, non-removable</li> </ul>	141 pieces	
18.	Flag	<i>Big flag (white background with KOICA and Good Neighbors Logo) for Commissioning</i> Size: 1.5m by 1m, Nylon material	1	

	Items	Quality Specifications	QUANTITY	Delivery Location
		(Light flag material)		
19.	Small flags	width 15cm height 15cm, Nylon material (branded Community Health Services logo)	141	

*(We will be supporting the CHP kits for 133 Community Health Promoters, 4 Community Health Assistants and 4 Subcounty Community Health Strategists)*

## INSTRUCTION TO TENDERERS

1. **Completed tenders must be delivered in a single sealed envelope** bearing the name and Reference number of the Tender, addressed to the Procuring Entity **to Kenya Good Neighbors Head Office in Ruiru by 16:00hrs of 23<sup>rd</sup> September 2024 (Monday) situated along 3<sup>rd</sup> Sunrise Avenue in Ruiru off Eastern Bypass Between Greenspot Gardens/Brook Breeze Apartments and Deliverance Church. Left-hand side After Greenspot Gardens Carpark and of Coordinates (-1.16637,36.96845).**
2. Duly completed documents should also be returned by email to: [procurement@goodneighbors.ke](mailto:procurement@goodneighbors.ke) before/ **by 16:00hrs of 23<sup>rd</sup> September 2024 (Monday)** East African Time, addressed to the Procurement Committee. **Please name the title of your email as “Company Name/OD/KOICA/MNH/001/2024”. For example, if the name of your company is ABCD, then please name your email title as “ABCD/OD/KOICA/MNH/001/2024 Community Health Promoter Kits”.**
3. Tenderers should visit the Kenya Good Neighbors offices in Kajiado town located at the Kajiado county government department of health offices during working days Monday to Friday(8.00am-4.00pm) for the health promoter kits sample viewing no later than 16:00hrs of 18th September 2024 (Wednesday)
4. For a bidder to be considered responsive, it shall be **mandatory to submit both hardcopy and softcopy on time.**
5. All documents shall be in a **non-editable format such as PDF.**
6. **Please DON'T combine any documents.** All documents submitted should be properly named **individual documents** and they should **be compressed together into ONE ZIP FILE ONLY.**
7. **Please name the ONE ZIP FILE in the same way as your email title**, that is Name of Company-Tender Name e.g. **“ABCD Limited-KGN/OD/KOICA/MNH/001/2024 Community Health Promoter Kits”**
7. Mandatory submission includes:
  - b) Valid Tax Compliance Certificate
  - c) K.R.A. Pin certificate
  - d) Valid Certificate of Incorporation/ Registration.
  - e) Trade License
  - f) CR12 form



- g) Utility bills (Any of the water, electricity, internet, gas, waste management bills, office rental fee of June or July 2024, under the name of the bidder/ firm).
  - h) Company profile including a detailed organization structure, major service of the company, location of the company, whether there are any factories or shops, contact information, etc.
  - i) List of key personnel and their qualifications with at least 2 CVs attached.
  - j) Work profile **list of ongoing and previous projects with evidence attached** which include L.P.O, supply contracts/agreements, **the buyers' contact persons, phone numbers, and email addresses**. Please only submit evidence from 2021.
  - k) **Quotations:** should include unit price, quantity, and Grand total
    - 1) **Delivery Fee:** If there is any delivery fee, please reflect it in your quotation.
    - 2) **VAT:** Please be clear in the quotation about whether VAT is inclusive.
    - 3) **Payment schedule:** The client shall only pay upon full delivery and a satisfactory quality check of the items.
  - l) Delivery Schedule: please indicate how much time is needed for delivery to Head office Ruiru after contract signing.
  - m) Litigation history (sworn affidavit). Please share the most recent updated litigation history.
  - n) External financial audited reports for the last two (2) financial years (2022 and 2023). The reports should be authentic & valid audited final reports and accounts which meet all the requirements set by Auditing bodies. **External audited reports not signed and stamped by the Auditor and the company Director are not treated as authentic reports.**
8. Late submission will be considered a non-responsive application. Failure to furnish all information required or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderer's risk and any result in the rejection of its tender.
9. In this tender process, KGN may have access to and receive from the tenderers non-public business information, regarding its business, sales, operation, and/or former or current customers. KGN agrees to maintain the confidentiality of such information and shall not use, divulge, furnish, or make accessible such information to anyone other than authorized employees and agents as necessary to carry out the tender evaluation.

## **ELIGIBLE TENDERERS**

10. This tender is open to ALL tenderers, with the exclusion of:

- b) Lineal families and close relatives, beneficial owners, shareholders, members of governance, and key stakeholders of KGN; and
- c) Tenderers who have a history of engaging in corruption or fraud and who have a criminal record.

11. If a tenderer is a joint venture, a joint venture agreement shall be submitted. The agreement must stipulate:

- a) The duties of each participant towards the joint venture;
- b) The reason the joint venture has been established;
- c) The start and end date of the joint venture;
- d) The persons who will be the representatives of the joint venture; and
- e) Conflict resolution measure (i.e., mediation or arbitration).

#### **COST OF TENDERING**

12. Tenderers shall bear all costs associated with the preparation and submission of their tender. KGN in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

#### **CLARIFICATION OF TENDER DOCUMENTS**

13. Tenderers can make inquiries on tender documents through email address [procurement@goodneighbors.ke](mailto:procurement@goodneighbors.ke) no later than 16:00hrs of 18th September 2024(Wednesday).

14. KGN shall reply to clarifications sought by the tenderer within two (2) days of receiving the request to enable the tenderer to submit its tender on time.

15. Any **telephone canvassing** from any of the tenderers shall not be allowed and will lead to **automatic disqualification**.

#### **AMENDMENT OF TENDER DOCUMENTS**

16. At any time prior to the deadline for tender submission, KGN, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

17. The amendment shall be notified on the KGN website, and such amendment(s) will be binding on all tenderers.

18. To allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, KGN, at its discretion, may extend the deadline for the submission of tenders.

#### **LANGUAGE OF TENDER**

19. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and KGN, shall be written in English language.

20. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

#### **TENDER PRICES**

21. Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation without justification for unavoidable circumstances (which KGN reserves the right to accept the explanation or not) will be treated as non-responsive and will be REJECTED.

#### **TENDER CURRENCIES**

22. Prices shall be quoted in Kenya Shillings unless otherwise decided.

23. Where other currencies are used, KGN will convert those currencies to Kenya Shillings using the selling exchange rate on the tender closing date, provided by the Central Bank of Kenya.

#### **FORMAT AND SIGNING OF TENDER**

24. All documents should be in a non-editable format such as PDF.

25. All documents including certificates, affidavits, official letters, and so forth shall be duly authorized by the issuer as per the established mode of officialization or custom dictates.

26. The tender shall have no **interlineations**, **erasures**, or **overwriting** except as necessary to correct errors made by the tenderer, in which case such corrections shall be signed by the person or persons signing the tender.

#### **DEADLINE FOR SUBMISSION OF TENDERS**

27. KGN may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of KGN and candidates previously subject to the deadline will thereafter

be subject to the deadline as extended.

#### **CLARIFICATION OF TENDERS**

28. To assist in the examination, evaluation, and comparison of tenders KGN may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing by email, and no change in the prices or substance shall be sought, offered, or permitted before awarding a contract.
29. Any effort by the tenderer to influence KGN in its tender evaluation, tender comparison or contract award decisions may result in the rejection of the tender.

#### **PRELIMINARY EXAMINATION AND RESPONSIVENESS**

30. KGN will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
31. KGN may waive any minor informality or nonconformity or irregularity in a tender that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

#### **EVALUATION AND COMPARISON OF TENDERS**

32. KGN will evaluate and compare the tenders which have been determined to be substantially responsive.
33. The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the goods.
34. KGN's evaluation of a tender will comprise the below:
  - b) Eligibility check;
  - c) Technical evaluation;
  - d) Financial evaluation;
  - e) Due diligence.
35. KGN reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or

any obligation to inform the affected tenderer or tenderers of the grounds for the KGN's action.

36. A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be debarred from future tendering opportunities placed by KGN.

#### **AWARD OF CONTRACT**

37. Prior to the expiration of the period of tender validity, KGN will notify the successful tenderer in writing that its tender has been accepted.
38. The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and KGN. Simultaneously the other tenderers shall be notified that their tenders have not been successful.
39. A contract template shall be provided by KGN and reviewed together with the successful tenderer. The contents of the sample contract shall be subject to discussion and negotiation.

Upon exchange of opinion and consent, both parties shall sign and effect the contract.

#### **SIGNING OF CONTRACT**

40. Both parties shall keep an original copy of the contract.
41. The parties to the contract shall have it signed within ten (10) business days from the date of notification of contract award unless there is an administrative review request.

#### **CORRUPT OR FRAUDULENT PRACTICES**

42. The successful tenderer shall observe the highest ethical standards of the industry on the execution of the contract.
43. KGN will reject a proposal for an award if it determines that the tenderer recommended for the award has engaged in corrupt or fraudulent practices in competing for the contract in question.

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