



Request for Tender Bid Solicitation

Enhancing Quality and Universal access to Indigenous
People's reproductive healthcare (EQUIP) Project,
Health Poverty Action
Mandera, Kenya

13 October 2020

To: All bidders

Request for Tender No. KEN-EQUIP-051020-1 - Request for Tender for the Supply of Hand Washing Equipment, Soaps and Disposable Facemasks

Dear Sir/Madam:

Health Poverty Action (HPA) with funding from UK aid for the implementation of Enhancing Quality and Universal access to Indigenous People's reproductive healthcare (EQUIP) Project hereby request you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form titled 'Annex P25 Bid Form KEN-EQUIP-051020-1'

The RFT details are as follows:

Commodity: *Hand Washing Equipment, Soaps and Disposable Facemasks*

Delivery Destination: *Health Poverty Action Field Office in Mandera Town*

RFT Period: *13th to 27th October 2020*

RFT Closure Date and Time: *27th October 2020, 1600 Hours (EAT)*

Required Minimum validity period: *60 days*

The following documents must be submitted **by email** to procurement@healthpovertyaction.or.ke to be accepted by the HPA Tender Opening Committee:

1. The attached **Annex P25 Bid Form KEN-EQUIP-051020-1** must be completed and submitted in accordance with the RFT Instructions at Annex P25. Bidders are only required to fill 3 columns 1) Offered specification (2) Country of origin of items (3) Unit Cost in Kenya Shillings. The totals will calculate automatically. The bid should be the total gross cost and should be inclusive of taxes, transport to Health Facilities or any other related costs.
2. A **cover letter** on company letterhead specifying: 1) proposed delivery date 2) delivery destination of the items 3) currency of the bid 4) validity period of the bid 5) warranty, where applicable 6) payment terms and, 7) contact details – name and title of contact person, phone, email and date of submission
3. **References** – Table summarizing similar completed tenders conducted in the past. Table should include name of organization, contact person, location, contact addresses, tender details (items supplied, tender cost and where the items were supplied)
4. The attached Conditions of Participation (Annex P24) must completed and be duly authorized by an authorized company representative and a copy of the Company Registration Certificate accompanying.
5. Signed and stamped HPA General Terms & Conditions (Annex P18)
6. Signed and stamped HPA Code of Ethics (Annex P19)
7. A valid Tax compliance certificate from Kenya Revenue Authority for the current year
8. Business name, Registration Certificate or Certificate of Incorporation



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9. PIN certificate
10. A valid Business permit for Mandera County

Please note that the items required do not have to be considered as a whole and HPA may decide to award to each supplier one or more items (seen as lots) depending on the most valuable bid received for each item.

Please note that:

- Any proposals received after the stated opening time and date will be rejected;
- The tender, all correspondence and documents relating to the tender exchange by the tenderer and HPA, shall be written in English;
- Canvassing by any bidder will lead to automatic disqualification.

Bids received will be evaluated on the following criteria:

- Compliance with Tender notice and documents requested (20%);
- Technical specifications (40%);
- Price (20%);
- Delivery times (10%);
- Similar supplies of items undertaken in the past (10%)

Yours sincerely
Procurement, Health Poverty Action