

# KENYA MEDICAL SUPPLIES AUTHORITY

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*All Correspondence should be addressed to Chief Executive Officer*

When replying please quote our ref:

REF: KEMSA/OIT12/2023-2024

Date: 28th September, 2023

## Addendum 1

To: All bidders,

Dear Sir/Madam,

### TENDER NO: KEMSA-OIT12-2023-2024 - SUPPLY OF LABORATORY COMMODITIES

Reference is made to the above tender.

Please note that Technical Evaluation Criteria has been revised to include evidence that items are listed by Pharmacy and Poisons Board (PPB) (MANDATORY).

Attached is the revised Technical Evaluation Criteria.

Yours faithfully

A handwritten signature in blue ink, appearing to read "Gilbert Mamati", with a long horizontal flourish extending to the right.

**Gilbert Mamati**

**Ag. Director Procurement**

**FOR: Ag. CHIEF EXECUTIVE OFFICER**

## SPECIFIC EVALUATION CRITERIA

### A) PRELIMINARY EXAMINATION

#### Requirements

1. Tender documents must be paginated/serialized. All bidders are required to submit their documents paginated in a continuous ascending order from the first page to the last in this format; (i.e. 1, 2, 3..... n where n is the last page). The numbering **MUST** be sequential. All pages whether blank, back to back including dividers, bid security and price schedule **MUST** be paginated/ serialized with **indelible ink (MANDATORY)**.
2. Provide a copy of Certificate of Incorporation/Registration **(MANDATORY)**.
3. Provide a copy of valid and current Tax Compliance Certificate **(MANDATORY FOR LOCAL BIDDERS)**.
4. Tender form (on a letterhead showing the tenderers complete name and business address) duly **completed and signed**. *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer or authorized representative (attach power of attorney where applicable)* **(MANDATORY)**.
  - i. *Tenderer's Eligibility-Confidential Business Questionnaire* **(MANDATORY)**.
  - ii. *Certificate of Independent Tender Determination* **(MANDATORY)**.
  - iii. *Self-Declaration of the Tenderer* **(MANDATORY)**.
    - a) Duly completed and signed self-Declaration that the person/ Tenderer is not debarred in the matter of the PPADA 2015 **(MANDATORY)**.
    - b) Duly completed and signed self-Declaration that the person/ Tenderer will not engage in any corrupt/fraudulent practice **(MANDATORY)**.
    - c) Duly completed and signed declaration and commitment to the code of ethics **(MANDATORY)**.
5. Provide Original Bid Security valid for 150 days from date of tender opening. Value of Bid Security should be **KES 320,000.00 (Kenya Shillings, Three Hundred and Twenty Thousand Only)** or equivalent in a freely convertible currency. **(MANDATORY)**.

**NOTE:** Failure to comply with Mandatory requirements will lead to disqualification. Only bidders who are successful at this stage will proceed to the next stage of evaluation.

### B) TECHNICAL EVALUATION

Bidders are required to submit the following documents:

- a) Current, and valid manufacturing Certificate of Quality issued by an independent recognized body to the manufacturer of the product. The certificate must be item specific **(MANDATORY)**.
- b) Manufacturers Authorization must be on a manufacturer's letterhead and addressed to KEMSA that is both tender and item specific and signed by an authorized signatory (Applicable to bidders who are not manufacturers) **(MANDATORY)**.
- c) Provide evidence that items are listed by Pharmacy and Poisons Board (PPB) **(MANDATORY)**.

**NOTE:** Failure to comply with Mandatory requirements will lead to disqualification. Only bidders who are successful at this stage will proceed to the next stage of evaluation.

### **C) PRODUCT EVALUATION**

The product evaluation will be done on the sample submitted by the Bidders and will involve the following:

- 1) Evaluation of the Physical Properties and presentation of the products - The evaluation will be based on product type, product form i.e. the physical configuration and shape, product ingredients i.e. content, components and composition, measurements i.e. dimension and weight, elasticity where applicable, absorbency where applicable, texture where applicable
- 2) Evaluation of the product packaging based on Good Manufacturing and pharmaceutical practices of the particular dosage form and specifications under section VII of the Tender document.
- 3) Evaluation of the product labeling criteria based on technical specifications spelt out under section VII of the tender document.

The evaluation will be on a "Yes/No" basis;

**NOTE:** Only bidders who are successful at this stage will proceed to the next stage of evaluation.

### **D) FINANCIAL EVALUATION**

Bidders who are successful at preceding stages of evaluation will have their prices compared and award recommended to the lowest evaluated responsive bid.

**Local Contractors (bidders) are required to express their Tender price in Kenya shillings failure to comply will lead to disqualification.**

**Foreign bidders may express their tender price in any freely convertible currency**