



Request for Bids

**Bid No: 13-IPPFAR/2022**

**Closing date: 07 July 2022 at 11:00 am East Africa Time.**

**STATIONERY AND OFFICE CONSUMABLES**

*IPPF Africa Region.*

*Merchant Square, Block C, 5th Floor.*

*Riverside Drive. PO BOX 30234. Nairobi. Kenya.*

*Tel: +254 20 4909000. Or: +254 722 203728.*

## **BACKGROUND**

The International Planned Parenthood Federation Africa Region (IPPFAR) is the leading sexual and reproductive health (SRH) service delivery organization in Africa, and the leading sexual and reproductive health and rights (SRHR) advocacy voice in the region.

Headquartered in Nairobi, Kenya, the overarching goal of IPPFAR is to increase access to SRHR services to the most vulnerable youth, men, and women in sub-Saharan Africa. Supported by thousands of volunteers, IPPFAR tackles the continent's growing sexual and reproductive health challenges through a network of Member Associations (MAs) in 39 countries.

This information will form part of the eventual bid and must thus be complete as there will not be a chance to do so again later. It is also essential that the information supplied is both correct and true.

## **OBJECTIVE**

The purpose to outsource this function is to set up an advantageous agreement with the most competent supplier of stationery and office consumables resulting in successful provision of quality goods and subsequent cost savings.

IPPFAR intends to contract with a suitably qualified supplier for a period of one year.

## **TAX EXEMPTION:**

The Agreement between IPPFAR and the Government of Kenya on the Privileges and Immunities provides inter-alia that IPPFAR is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the IPPFAR exemption from such taxes, duties or charges, the successful bidder shall immediately consult with IPPFAR to determine a mutually acceptable procedure.

Accordingly, the successful bidder authorizes IPPFAR to deduct from the invoice any amount representing such taxes, duties or charges, unless the successful bidder has consulted with IPPFAR before the payment thereof and IPPFAR has, in each instance, specifically authorized the successful bidder to pay such taxes, duties or charges under protest. In that event, the successful bidder shall provide IPPFAR with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized

## **BRIBERY AND FACILITATION:**

Bribery or facilitations of any sort is not acceptable and will attract a permanent ban. Any supplier/service provider that is known to have engaged in corrupt, fraudulent, collusive, or coercive practices will be rejected.

Such supplier/service provider will be blacklisted and any business dealing with such terminated for a period not less than five (5) years.

The resumption of business with a supplier/service provider involved in unethical practices would be subject to a comprehensive scrutiny, showing with documentary evidence that the supplier/service provider has discontinued the unethical practices and put in place reliable systems/procedures to ensure the situation has effectively changed positively.

**PARTNERSHIP HISTORY:**

<b>IPPF BIDDER_2022</b>	
<b>Have you ever bid on an IPPF tender? Y/N</b>	
<b>If yes, in which Year?</b>	
<b>Have you ever provided services to IPPF Y/N; If yes give us more details</b>	
<b>Are you in direct or indirect contact with IPPF staff? If so, describe the nature of your relationship.</b>	

**SCOPE OF BID:**

This is an open Invitation to Bid where suitably qualified applicants are invited to respond for inclusion in a Framework Agreement that will provide a short list of service providers. It is envisaged that 3 suppliers will be appointed to the framework.

**Note:** There is no guarantee made by IPPFAR that items contained in this invitation shall be purchased.

Bid respondents shall be evaluated on the following criteria:

- a) Bidding Company Details
- b) Financial standing of the Bidding Company
- c) Current Tax Clearance Certificate and Public and Employers Insurance
- d) Customer History
- e) Ability to supply items specified
- f) Company Facilities
- g) Purchase Order administration
- h) Delivery
- i) Health & safety awareness

**Important:** All bid responses must include the 10 headings listed above. Failure to do so will result in the rejection of the bid.

Tendering companies may be requested to attend an interview. Relevant references must be made available.

Successful service providers will be included on a list (Framework Agreement), and contracts will be awarded during the period of this Framework Agreement. Please note that your acceptance onto this panel does not indicate any guarantee of business from the IPPFAR.

### **FINANCIAL ARRANGEMENTS**

Bidders are solely responsible for their own costs in preparing the Bids.

Payments for all services shall be made on receipt of appropriate invoices, the satisfactory completion of work.

### **CONFIDENTIALITY**

- a) Tenders submitted will not be revealed to any other bidders and will be treated as contractually binding. IPPFAR reserves the right to seek clarification or verification of any information in the Bids.
- b) All information pertaining to the IPPFARO obtained by the bidder as a result of participation in this Bidding process is confidential and must not be disclosed without written authorization from the person in charge of both parties.
- c) The successful bidder will be expected to sign a Non-disclosure Agreement as part of Service Level Agreement.

### **OWNERSHIP OF BIDS**

All Bids, including supporting documents, submitted to IPPFAR become the property of the IPPFAR.

### **MODIFICATION OF TERMS**

IPPFAR reserves the right to add, modify or omit certain portions of the Bids scope at any time at its sole discretion. This includes the right to cancel at any time prior to entering into a contract with the successful bidder.

### **BIDS FORMAT**

#### **Specifications of requirements:**

In order to evaluate the submissions, the following are requirements of the Bid applications:

#### *Bidding Company Details*

- a) Name and trading address of the applicant.

#### *Financial standing of the Tendering Company*

- b) Financial information confirming solvency of the company.

#### *Current Tax Clearance Certificate and Public & Employers Insurance*

- c) Copies of certification.

#### *Customer History (details of similarly sized project(s) including references)*

- d) Examples of existing customers of similar size must be given.

#### *Ability to supply items specified*

- e) Appendix 1 shows the current consumables purchased by the IPPFAR; applicants must indicate which of the consumables can/cannot be supplied.

#### *Company Facilities*

- f) Details and size of warehouse and storage conditions must be given.  
Sorting and packing details must be highlighted.  
Details of any Quality Standards must be identified.  
Details of procedures for ordering consumables.

#### *Purchase order administration*

- g) Confirmation that the Purchase Order (PO) number will be requested when the order is placed and that all documentation relating to the order will quote the PO number.  
Confirmation that the invoice will match the sequence that items were ordered in through the purchase order.  
Details of the delivery docket.  
Details of credit note lead time.

#### *Delivery*

- h) Lead-time for delivery of consumables must be given.  
Details of consumables that are not stored locally and needs to be sourced from out of the country.  
Ability to delivery to other locations –IPPFAR has various countries offices known as Member Associations, MAs.  
Details of the lead time of back orders.  
Details of the lead time for collection of returns.  
Details of delivery - direct or through sub-contractor.

#### *Health & safety awareness*

- i) Details of manual handling training for delivery personnel must be provided. **Requests for additional information**

Requests for additional information or clarification of items within this document must be made in writing to the following email address: [ippfarbids@ippfaro.org](mailto:ippfarbids@ippfaro.org)

Requests for information made by telephone or to any other email address shall not be responded to.

#### **SUBMISSIONS OF RESPONSES:**

Any company on the participating panels wishing to participate in the Bid process will respond by the closing date and time. Responses should be in sealed bids.

#### **AWARD OF BID:**

The IPPFAR will award on the basis of general suitability, quality and competitiveness of prices.

#### **NOTIFICATION OF RESULTS:**

The IPPFAR will notify all participants of the following:

- a) Name of the successful company
- b) The IPPFAR will not reveal the proposed prices or other commercial details.

## **EVALUATION OF TENDERS & AWARD CRITERIA**

### **Eligibility**

- a) Only Bids received as specified above will be considered.
- b) Bids will not be evaluated if the bidder's current or past corporate or other interests may, in IPPFAR's opinion, give rise to a conflict of interest.
- c) Stated ability of bidder to meet the all the minimum requirements specified in this document.
- d) Any form of corruption will result in a ban
- e) Any false information given will result in a ban

### **Award Criteria**

The contract will be awarded from the qualifying Bids based on the most economically advantageous proposal.

- 1. To support IPPF in its quest for quality service
- 2. To be competitive with the financial proposal
- 3. Be technically sound in relation to the field of activity
- 4. Be a force of proposal and improvement about any request
- 5. Be transparent and make all requested information accessible

### **Appendix 1: Please quote the brand.**

**Current Stationery consumables purchased: Please state the various brands and the costs for each:**

<b>AIRMAIL</b>
<b>ENVELOPS</b>
<b>MARKER (Blue)</b>
<b>MARKER (Red)</b>
<b>MARKER (Black)</b>
<b>MARKER (Green)</b>
<b>BIC (BLUE)</b>
<b>BIC (BLACK)</b>
<b>BIC (RED)</b>
<b>B/TRASPARENCY</b>
<b>BOX FILE 50002</b>
<b>BOX FILES 1300</b>
<b>BOX FILES 1450</b>
<b>CELLOTAPE</b>
<b>CULCULATOR</b>
<b>ROLLS</b>
<b>CULCULATORS</b>

<b>DOCUMENTS WALLET</b>
<b>FILE DIVIDERS (1-10)</b>
<b>FILE DIVIDERS (1-20)</b>
<b>FILE DIVIDERS (A-Z)</b>
<b>FLAMINGO PENS</b>
<b>FOLDBACK CLIP (L)</b>
<b>FOLDBACK CLIP (M)</b>
<b>FOLDBACK CLIP (S)</b>
<b>FX-10</b>
<b>HARDCOVER (2 QUIRE)</b>
<b>HARDCOVER (6 QUIRE)</b>
<b>HIGHLIGHTER</b>
<b>KASUKU A4</b>
<b>LABLES 7163</b>
<b>LABLES 7165</b>
<b>LEITZ 4102</b>
<b>LEITZ 4191</b>
<b>MANILA ENVELOPE A3</b>
<b>MANILA ENVELOPE A4</b>
<b>MANILA ENVELOPE A5</b>
<b>BINDING COVERS</b>
<b>MASKING TAPE</b>
<b>NAME BADGES</b>
<b>PAPER PUNCH (S)</b>
<b>PAPER PUNCH (L)</b>
<b>PAPER PUNCH (M)</b>
<b>PAPERCLIPS (L)</b>
<b>PAPERCLIPS (M)</b>
<b>PAPERCLIPS (S)</b>
<b>PELICAN ERASSER</b>
<b>PEN HOLDERS</b>
<b>PENCILS HB110</b>

<b>PENCILS</b>
<b>SHAPENER</b>
<b>PENTEL PENS</b>
<b>P/ FOLDERS</b>
<b>PHOTO PAPER A3</b>
<b>P/ TRANSPARENCY</b>
<b>PHOTOCOPY PAPERS</b>
<b>POST IT (3X3")</b>
<b>POST-IT (1X1.5")</b>
<b>POST-IT (3X5")</b>
<b>PRITT STICK (L)</b>
<b>PRITT STICK (M)</b>
<b>PRITT STICK (S)</b>
<b>Q5945A</b>
<b>Q5949A</b>
<b>Q6511A</b>
<b>Q6000A</b>
<b>Q6001A</b>
<b>Q6002A</b>
<b>Q6003A</b>
<b>Q2612A</b>
<b>Q6470A</b>
<b>Q7581A</b>
<b>Q7582A</b>
<b>Q7583A</b>
<b>CB540A</b>
<b>CB541A</b>
<b>CB542A</b>
<b>CB543A</b>
<b>CE505A</b>
<b>RULER</b>
<b>SCISSORS</b>
<b>S/ NOTE BOOK</b>
<b>SPRING FILES</b>
<b>STABILO PENS</b>
<b>STAPLE REMOVER</b>
<b>STAPLER</b>
<b>STAPLES</b>
<b>SUSPENSION FILE</b>
<b>THUMB TACKS</b>
<b>W/BOARD MARKERS</b>

<b>WHITE ENVELOPS A4</b>
<b>WHITE ENVELOPS/B6</b>
<b>WITE OUT</b>

**Schedule :**

<b>IPPF TENDER_2022</b>	
<b>08/06/2022</b>	<b>Tender Notice Sharing</b>
<b>07/07/2022</b>	<b>Receipt and opening of offers</b>
<b>14/07/2022</b>	<b>IPPF BID Committee</b>
<b>24/07/2022</b>	<b>Notification of provider selection</b>
<b>01/08/2022</b>	<b>Contract / start of activities</b>

**Specific Conditions**

**Special conditions to be met by the service providers**

Companies/firms must submit the following documents/information:

- Detailed Company Profile (Maximum 5 pages) indicating the names of the company directors
- Letter of Interest, stating why you consider your firm suitable for the roster.
- Copies of audited accounts for the previous three years (2019, 2020 and 2021)
- Copy of valid Tax Compliance Certificate
- Copy of current TIN (Tax Identification Number), and/or a TCC (Tax Compliance Certificate) For non-Kenya based firms
- Copy of Certificate of Registration/Incorporation from Registrar of Companies
- Copy of Business permit
- At least 3 past and current references in line to the category being applied for: The reference list should include the following:
  - Name of organization/agency/company for which the services were provided
  - Name, address, mobile contact, and email of primary contact
  - A brief description of service provided.
    - At least three samples of similar work deliverables done.
    - Demonstrate availability of appropriate skills among staff in sufficient numbers and experience in the region and attach their CVs

**General Information:**

One page letter of introduction identifying the bidder and signed by the person(s) authorized to bind the Organization to statements made in the proposal.

- a) Title Page listing the Bid No.

- b) Organization Name:
- c) Postal Address:
- d) Physical Address:
- e) Telephone Number:
- f) Fax Number:
- g) Cellular Telephone Number:
- h) Email Address:
- i) Website:
- j) Full Names of two Contact Persons:

### **Reference Sites**

Bidders must provide a minimum of two customers (names, addresses and telephone numbers) who may be contacted for references in connection with the proposed assignment.

### **Methodology**

Bidders must describe their specific methodology for carrying out the work, the benefits of such methodology and any risks and challenges that may be foreseen.

### **Additional Information**

Bidders may provide any other information which may be relevant to this proposal.

Bids are invited for the printing of IPPFAR's various publications and branding materials, including but not limited to per the specifications by client:

Validity of bids must be at least 6 months from Award date:

IPPFAR is soliciting proposals from a qualified individual or firm for creative and graphic design services as described below:

**Print Products:** The print products that need graphic design services include books, annual reports, newsletters, and brochures, posters, banners, advertisements, CD-ROMs, information packs, banners, calendars, diaries among other products

**Creative Works:** They include but are not limited to infographics, tables, charts, photos, maps, cartoon strips, among others.

### **REQUIREMENTS FORM**

Company name:

Contact name: (for the person/s to be contacted in relation to this tender)

Address:

Mobile/Telephone number:

Email:

Website address: