



Renewed partnership for sustained health outcomes

EXPRESSION OF INTEREST

**PREQUALIFICATION OF VENDORS FOR SUPPLY OF GOODS & SERVICES FOR THE
YEARS 2024 – 2026**

Issued by

Health NGOs Network (HENNET)

A. BACKGROUND AND SCOPE OF THE PREQUALIFICATION

About HENNET

The Health NGOs Network (HENNET) was founded in 2005 and registered in 2007 as an NGO with a goal of coordinating and networking the CSOs in the health sector. This came as a result among the players that a common platform among the CSOs dealing with health-related issues in Kenya was necessary for purposes of collaboration, sharing of experiences and advocacy. HENNET has a membership of over 108 members as of 2023 which comprises of both local and international Non-Governmental Organizations (NGOs), Faith-Based Organizations (FBOs) and Research Institutions working in all the 47 Counties in Kenya but all focused-on health and health related issues. The various members have diverse health-related interests but all share on the vision of having a healthy Kenyan society.

Vision: A healthy Kenya Society

Mission: To stimulate linkages and strategic partnerships among health NGOs, government and private sector in order to enhance their responses towards health needs of Kenyans.

B. Background and Objective

Health NGOs Network (HENNET) is in the process of updating its register for suppliers for Good and Services. Interested and eligible suppliers are invited to apply. The invitation is applicable to both existing and prospective suppliers.

Therefore, Suppliers/Service providers who are duly registered as legal entities by the relevant bodies in respective merchandise or services are invited to submit their Pre-Qualification documents to the Procurement Committee so that they may be pre-qualified for submission of quotations when required. The prospective suppliers/service providers must provide mandatory information for pre-qualification.

The main objective of the prequalification is to update and maintain a register of vendors under relevant tenders/quotations to HENNET as and when required.

Goods & Services Category

Item No.	Reference	Category
1	HEN/PQV001	Supply and Delivery of General Office Stationeries (including printer toner and cartridges)
2	HEN/PQV002	Provision of Air Ticketing & Other Travel Agency Services
3	HEN/PQV003	Provision of Hotel accommodation & Conference Facilities in Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Machakos
4	HEN/PQV004	Provision of Transportation services and logistics services – Car Hire and Taxi Services in Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Machakos
5	HEN/PQV005	Provision of Photography, live streaming, and Videography Services
6	HEN/PQV006	Provision of Creative Design & Production of Materials such as branded stationery, folders, banners, Cards, Diaries, Corporate Newsletter, Stickers,

		Signage, Fliers, Brochures, Booklets etc and general branding and printing Services
7	HEN/PQV007	Supply of Computers and accessories
8	HEN/PQV008	Supply of IT Equipment and Accessories including phones
9	HEN/PQV009	Repair and Servicing of Servers, Computers, Laptops, printers, scanners, and other related ICT Equipment
10	HEN/PQV010	Provision of Security Services
11	HEN/PQV011	Supply and Delivery of Office Furniture
12	HEN/PQV012	Provision of office interior design and partitioning services
13	HEN/PQV013	Provision of internet services
14	HEN/PQV014	Provision of occupational health, safety, and firefighting training services
15	HEN/PQV015	Supply and installation of CCTV
16	HEN/PQV016	Provision and maintenance of access control systems
17	HEN/PQV017	Provision of electrical maintenance services
18	HEN/PQV018	Provision of plumbing services
19	HEN/PQV019	Provision of cleaning services
20	HEN/PQV020	Provision of Health Insurance (Medical cover)
21	HEN/PQV021	Provision of Pension schemes for organizations
22	HEN/PQV022	Provision of furniture services
23	HEN/PQV023	Insurance brokerage – premises, vehicles, workers, life, etc.
24	HEN/PQV024	Fuel stations - Supply of fuel for organization vehicles
25	HEN/PQV025	Event management services
26	HEN/PQV026	Supermarkets -Supply of goods for office use
27	HEN/PQV027	Legal Advisory Services
28	HEN/PQV028	Provision of Audit Services
29	HEN/PQV029	Provision of Courier Services Countrywide

Consultancies Category

1	HEN/CC01	Consultancy – Baseline, mid-term, and end term Assessments
2	HEN/CC02	Consultancies – HR and Team building training services
3	HEN/CC03	Consultancies – Documentary & Video Production
4	HEN/CC04	Consultancies – Policy & Budget analysis consultancy services
5	HEN/CC05	Consultancy -Business planning and development
6	HEN/CC06	Consultancy -Research services
7	HEN/CC07	Consultancy -Marketing Strategies and branding services
8	HEN/CC08	Consultancy – Knowledge translation (Development of advocacy materials such as fact sheets, policy briefs etc)
9	HEN/CC09	Consultancy – Policy and advocacy landscape/ Political Economy Analysis
10	HEN/CC10	Consultancy - Digital platform developers
11	HEN/CC011	Consultancy – Provision/Development of ERP system (Finance, HR, MERL etc)
12	HEN/CC012	Consultancies – Board of trustees to manage HENNET assets

C. Mandatory Documentation Information

Firms are required to attach the following documents to their application:

1. Detailed Profile with registered address, functional email, telephone numbers and point of contact for the organization, organogram and CVs of key staff.
2. Certificate of registration of business
3. Valid Operation and/or Trading License
4. Official Business physical, postal, telephone and email addresses
5. Proof of substantial contracts/orders completed in the last 18 months for the specific category you are bidding for.
6. Verifiable evidence of similar jobs successfully executed in the past (Including copies of job orders, signed delivery notes, invoices and goods receipt note for the receiving organization)
7. Reference and recommendations from at least 3 present 3 past clients with whom your firm has done business for the category being bided for.

Other important information:

1. The firm must declare any conflict of interest in relation to any member of staff. HENNET will not procure goods or services from vendors where the employees have not declared conflict of interest.
2. HENNET will carry out a due diligence exercise for the shortlisted prequalified suppliers

D. Address for Submission of applications

Suppliers and Service providers who meet the criteria for prequalification will be prequalified for the categories applied for and will form the list of contractors who will be given tender/Quotation documents to bid for supply of goods and services under those categories on as and when required basis.

Completed Prequalification documents together with additional information the applicants may wish to provide should be sent on email **as one pdf attachment** to procurement@hennet.or.ke on or before 31st May 2024 **5pm Local Time**.

Additional Information

- HENNET reserves the right to request submission of additional information from prospective bidders. Kindly note that all filled prequalification documents with emailed applications should be clear, readable, and submitted in a SINGLE PDF/ZIPPED ATTACHMENT.
- Email subject should be the category reference code and category name.

All Submission should be addressed to:

Executive Director,
Health NGOs Network (HENNET)
P.O Box 30125-00100, Nairobi, Kenya

Note: Any submission made through any other address or means respectively, shall not be honored and HENNET shall not accept any responsibility whatsoever.

E. Selection criteria

ONLY applicants that fully and satisfactorily meet the requirements listed in Section C above (***Mandatory information and documentation***) and any other criteria which the Procurement Review Committee shall deem necessary for this purpose, shall be pre-qualified and shall be invited to participate in the subsequent bidding process.

Specifically, bidder submissions will be evaluated and scored on the following criteria (to be determined from requirements listed in Section C above):

1. Satisfactory proof of legality of company existence
2. Satisfactory proof of tax compliance
3. Satisfactory proof of bidder's business worthiness
4. Past performance

F. Feedback to successful/Unsuccessful applicants

Successful applicants will be advised by email within two (2) weeks from date of closure of receipt of applications.

In case you submit an application form for pre-qualification but don't hear from us 4 weeks after the closing date, please consider your application unsuccessful; no separate or individual communication shall be made by HENNET.

G. Disclaimer:

- i. This is only an invitation for prequalification and HENNET may cancel the process at any time without notice. Submission of application does not result in any contractual relationship between the bidder and HENNET.
- ii. HENNET is under no obligation whatsoever to prequalify any bidder but the decision of the evaluation committee guided by the advised criteria shall be final.
- iii. The bidder is fully liable for any cost incurred in the preparation and submission of their application.

F. Declaration by Applicant

We enclose all the required documents and information required for the prequalification evaluation.

Date _____

Applicant's Name _____

Represented By _____

Signature _____

(Full name and designation of the person signing and stamp or seal