

REQUEST FOR EXPRESSION OF INTEREST (EOI) NO. EOI/01/2024

KEMRI-Wellcome Trust Research Programme (KWTRP) is a partnership between the Kenya Medical Research Institute (KEMRI), Oxford University and the Wellcome Trust. The Programme has its headquarters at the KEMRI Centre for Geographic Medicine Research- Coast (CGMRC) in Kilifi and Offices in Nairobi.

KWTRP seeks to pre-qualify or nominate reputable Companies for the below requirement for the year 2024-2026:

- 1. Provision of Sourcing, warehousing and delivery of Specialised Laboratory reagents, consumables and Equipments among others from different parts of the world to KWTRP-Kilifi or where required.**
- 2. Provision of Customs Clearing and Freight Forwarding Services for our direct imports and exports.**

Interested Firms/individuals should present an Expression of Interest indicating the services they provide. The Expression of Interest is intended to shortlist firms/individuals with proven capabilities who will be invited for the bidding process.

The Full details of the requirements will be included in the solicitation of documents/Invitation to tender documents.

This Expression of Interest has pre-qualification requirements as below;

- Brief Company Profile-describing the nature of Business, organization chart(organogram), field expertise and physical office locations/s. **10 Marks**
- Provide a statement of capabilities in similar requirements over the last five(5) years. This should include the value of atleast five (5) assignments done. **10 Marks**
- Interested Bidders are required to provide proof that they have experience delivering either or the above requirements. **Provide client references/recommendation letters, LPos or contracts from at least five (5) Clients 20 Marks**
- Copy of statutory Company documents i.e Certificate of Registration, VAT Certificate, Tax Compliance Certificate, and business permit. **15 Marks**
- Copy of Valid Membership with the relevant statutory bodies. **10 Marks**
- Current CR12 Form or an official document issued by the Company Registrar that provides details of the directors and their shareholding capacity in the Company or firm. **10 Marks**
- Valid Insurance Covers; i.e for Goods in Transit Insurance Policy and Warehouse Policy among others. **20 Marks**
- Any other important information that might be necessary to support your submission. **5 Marks**

Completed EOI should be sent to Purchasing@kemri-wellcome.org for soft copy submissions. Those intending to submit Hard copy submissions, should address the same to **Procurement Department** and should be enclosed in plain sealed envelopes, marked clearly as “**PROVISION OF CLEARING & FOWARDING/AGENCY SERVICES**” or “**PROVISION OF SOURCING & DELIEVRY OF SPECIALISED LABORATORY SUPPLIES**” EOI No. EOI/01/2024 and should drop the same at the Tender box located at the Main gate, KWTRP Kilifi on or before 26th April 2024 at 1600 hours Kenyan local time.

Further information or clarification can be obtained from purchasing@kemri-wellcome.org or call **0709983064** during office hours i.e 0900hours to 1700hours.

Only Shortlisted Companies will be Invited to Submit their Proposals. KWTRP reserves the right to accept or reject a proposal without giving reasons.

Regards

Procurement Department