



**KENYATTA UNIVERSITY TEACHING,
REFERRAL & RESEARCH HOSPITAL
(KUTRRH)**

**PRE-QUALIFICATION/REGISTRATION OF
SUPPLIERS
FOR
PROVISION OF CONSULTANCY SERVICES
FOR
THE YEAR 2019-2021**

CLOSING DATE: WEDNESDAY 31ST JULY, 2019 AT 10.00 A.M.

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Tender Notice

Date: 16th July, 2019

REFERENCE: AS BELOW

**TENDER NAME:
PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR
PROVISION OF CONSULTANCY SERVICES FY 2019/2021**

KUTRRH invites applications for pre-qualification/registration of suppliers for provision of goods and services from interested eligible bidders for the period ending **30th June, 2020**. All applicants **must** be registered with Kenya Revenue Authority and Registrar of Companies.

No.	Reference	Description of Goods/Services	Eligibility
8	KUTRRH /TNDR/S/032/CONSULT/2019-2020	Provision of Consultancy Services; <ul style="list-style-type: none">➤ Legal Services, or➤ Risk Management Analysis, or➤ Specialized Doctors➤ Recruitment and hiring of staff➤ Other specialists	Open

Pre-qualification documents containing detailed terms and conditions of pre-qualification may be downloaded from the KUTRRH website www.kutrrh.go.ke free of charge. However, interested bidder will be required to register for the documents/categories at the office of Head of Supply Chain Management during the normal working hours and before the closure of the tender.

Youth, Women and Persons with Disabilities should provide valid certificate of registration for disadvantaged group. **They are also encouraged to participate in all other categories.**

Pre-qualification documents duly completed should be submitted in plain sealed envelopes bearing appropriate category on the top of the envelope and deposited at the Tender Box located at **Main Reception, Ground Floor**, or addressed to:

**The Chief Executive Officer
Kenyatta University Teaching, Referral and Research Hospital
P.O. Box 7674 – 00100, GPO
NAIROBI.**

so as to be received not later than **31st July, 2019 at 10.00 a.m.** Late applications will not be accepted.

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

KUTRRH would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods or provide services to the Department.

1.2 Pre-qualification Objective

The main objective is to have a data base of approved suppliers to supply and deliver assorted items and provides services under relevant tenders/quotations to KUTRRH as and when required during the period ending 30th June, 2021.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to KUTRRH so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification/registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to KUTRRH institutions of similar size and complexity. **Potential suppliers/contractors** must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required from prospective suppliers.

1.6 In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Pre-qualification Documents

The ORIGINAL Document only of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

**The Chief Executive Officer
Kenyatta University Teaching, Referral and Research Hospital
P.O. Box 7674 – 00100, GPO
NAIROBI.**

Tel: 0710642513/0780900519

E-mail: info@kutrrh.go.ke

Not later than 31st July, 2019 at 10.00 a.m. (local time)

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Chief Executive Officer - KUTRRH whose address is given in part 1.7

1.9 Additional Information

The KUTRRH reserves the right to request submission of additional information from prospective bidders.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION/REGISTRATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be fully completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific category.

3.1.1 The pre-qualified/registered application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by KUTRRH in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of KUTRRH they **possess capability, experience, qualified personnel** available and **suitability of equipment** and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria For Pre-Qualification/Registered

3.3.1 Experience: Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Position

The Supplier's financial condition will be determined by **latest financial statement submitted** with the prequalification documents as well as **letters of reference from their bankers** regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6. **Potential AGPO reserved to indicate the category on Form PQ6 (5)**

3.4 Statement

Application must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/KUTRRH could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership

or new commitments, the KUTRRH reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration Incorporation/Memorandum and Article of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Statutory Documentations	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	20
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	20
	TOTAL	100

3.8 The qualification is 75 points and over

FORM PQ-1: PRE-QUALIFICATION

All firms must provide:-

1. Copies of Certificate of Registration/Incorporation.
2. Copy of VAT Registration Certificate.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).
4. Copies of Pin Certificate of firm/company/individual.
5. Copy of valid AGPO certificates (AGPO reserved categories)
(30 points)

FORM PQ-2 - PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as
(Name of Company/Firm) supplier(s)
of
(Item Description) Category
No.).....

Post Office Address Town
.....

Street Name of
building.....

Floor No. Room/Office No.
.....

Telephone Nos.

Full Name of applicant

Other branches location

2. Organization & Business Information

Number of Management Personnel
.....

President/Chief Executive – (full name)
.....

Secretary
.....

General Manager
.....

Treasurer
.....

Other

Partnership (if applicable)

Names of
Partners.....

3. Business founded or incorporated
.....
.....

4. Under present management since
.....

5. Net worth equivalent Kshs.....

6. Bank reference and address
.....
.....
.

7. Bonding company reference and address
.....

8. Enclose a copy of company profile indicating the main fields of activities 9. State any technological innovations or specific attributes which distinguish your company from your competitors

.....
.
.....
.

10. Indicate terms of trade/sale
.....
...
.....
...
.....
...
.....
.

(10 Points)

PQ-3 BIODATA FOR KEY / SUPERVISORY PERSONNEL

Name

.....

Age

.....

Academic Qualification

.....

.....

.

Professional Qualification

.....

.

Length of service with Contractor or Supplier position held

.....

.....

.

(Attach copies of certificates of at least two (2) key personnel in the organization)

(10 Points)

PQ-4 - FINANCIAL STATUS AND TERMS OF TRADE

- (1) Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support.

- (2) Attach letters of reference from the bankers regarding supplier's credit position.

(20 Points)

NB: Failure to fill this Confidential Business Questionnaire will lead to automatic disqualification.

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.
 You are advised that it is a serious offence to give false information on this form

<p><i>Part I- General :</i></p> <p>Business Name </p> <p>Location of business premises.....</p> <p>Plot No.</p> <p>Street/Road.....</p> <p>Postal Address.....Tel. No.....</p>

Nature of business.....

Current Trade License No.....Expiring date.....

Maximum value of business which you can handle at any one time :
 K£.....

Name of your bankers.....Branch

<input type="checkbox"/>	<p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full.....Age..... Nationality.....Country of origin.....*Citizenship details.....</p>																				
<input type="checkbox"/>	<p><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
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Part 2 (c) – Registered Company:

Private or

Public.....

State the nominal and issued capital of company-

□

Nominal

K£.....

Issued

K£.....

Given details of all directors as follows:-

	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.
2.
3.
4.
5.

DateSignature of
Candidate.....

....

*if Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

FORM PQ-6 - PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
.....
 - iv) Telephone No. of Client
.....
 - v) Value of Contract
.....
 - vi) Duration of Contract (date)
(Attach documental evidence of existence of contract)
2. Name of 2nd Client (organization)
- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
.....
 - iv) Telephone No. of Client
.....
 - v) Value of Contract
.....
 - vi) Duration of Contract (date)
(Attach documental evidence of existence of contract)
3. Name of 3rd Client (organization)
- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
.....
 - iv) Telephone No. of Client
.....

- v) Value of Contract
.....
- vi) Duration of Contract (date)
(Attach documental evidence of existence of contract)
- 4. Others
.....
- 5. AGPO Group (**Please indicate the category**)

(10 Points)

FORM PQ-7 - SWORN STATEMENT

Having studied the pre-qualification/registered information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the Ministry.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the Department and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no ongoing litigation

Date
.....

Applicant's Name

Represented by

Signature

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