

REPUBLIC OF KENYA



**Kenya Medical Practitioners
and Dentists Board**

Ensuring Quality Healthcare

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES

The Kenya Medical Practitioners and Dentists Board wishes to invite all eligible and qualified firms including those owned by Youth, Women and Persons with Disability (AGPO Groups) to submit sealed applications for purposes of pre-qualifying suppliers of goods, works and services for the year **2016/2017** under categories listed below.

CATEGORY A: PRE-QUALIFICATION FOR SUPPLY AND DELIVERY OF GOODS

Reference	Category	Target Group
MPDB/01/2016 – 2017	Supply and delivery of General Office Stationery and common user items	Special Groups
MPDB/02/2016 – 2017	Supply and delivery of computers, computer software and computer accessories	Special Groups
MPDB/03/2016 – 2017	Supply and delivery of cleaning materials, detergents and disinfectants	Special Groups
MPDB/04/2016 – 2017	Supply and maintenance of firefighting equipment	Open
MPDB/05/ 2016 – 2017	Supply and delivery of Office furniture, fittings and office equipments	Open
MPDB/06/2016 – 2017	Supply, installation and maintenance of air conditioners	Open
MPDB/07/2016 – 2017	Supply and delivery of Printers, printer consumables and Photocopiers	Open
MPDB/08/2016 – 2017	Supply and delivery of Electronic and Telecommunication Equipments	Open

CATEGORY B: PRE-QUALIFICATION FOR PROVISION OF SERVICES.

MPDB/09/2016 – 2017	Provision of insurance services <ul style="list-style-type: none">• Medical Cover• Motor Vehicles	Open
MPDB/10/2016 – 2017	Repair and maintenance of equipment	Special Groups
MPDB/11/2016 – 2017	Provision of Security services at the board	Open
MPDB/12/2016 – 2017	Design and printing of calendars, diaries, annual -report documents, forms, certificate, folders, envelopes, t-shirts and other printing works	Special Groups
MPDB/13/2016 – 2017	Provision of plumbing works and related services	Special Groups

MPDB/14/2016 – 2017	Provision of fumigation and pest control services	Special Groups
MPDB/15/2016 – 2017	Lift inspection, repair and maintenance services	Open
MPDB/16/2016 – 2017	Repair and maintenance of mechanical ventilation equipment	Open
MPDB/17/2016 – 2017	Provision of Garbage collection services	Special Groups
MPDB/18/2016 – 2017	Marking of movable items	Special Groups
MPDB/19/2016 – 2017	Provision of Legal Services	Open
MPDB/20/2016 – 2017	Provision of Electrical works and related services	Open
MPDB/21/2016 – 2017	Provision of insurance services for building and office equipment	Open

- **Special Groups include Youth, Women and Persons living with Disability who have duly registered with the National Treasury (Mandatory). Attach copy of AGPO certificate.**
- **Special Groups will apply by complying with the conditions set out in the attached requirements form in respect to pre-qualifications.**

Youth, women and persons with disability are encouraged to apply pursuant to article 31[1] of legal notice No. 114.

Pre-qualification/Registration Tender documents, containing detailed terms and conditions of tendering maybe downloaded free of charge from www.medicalboard.co.ke /IFMIS/PPOA Websites.

Completed registration documents, in sealed envelopes clearly marked with the Reference number and category can be addressed to:

**THE CEO,
KENYA MEDICAL PRACTITIONERS AND DENTISTS BOARD,
P.O. Box 44839 – 00100, NAIROBI**

or deposited in the tender box situated on the **Ground Floor, Reception KMP&DB House along Woodlands Road, off Lenana Road** on or before **23rd September, 2016.**

Late applications will not be accepted and will be returned unopened.

HEAD, PROCUREMENT AND SUPPLY CHAIN DEPARTMENT
For: CHIEF EXECUTIVE OFFICER

GENERAL INSTRUCTIONS

1. You are requested to provide all the general information as per the prequalification document.
2. The Board attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration.
3. The Board reserves the right to visit and inspect business premises of all the applicants to verify the information provided.
4. This document is eligible for one category only.
5. All information provided will be treated as confidential.
6. Your pre-qualification document should be submitted spiral/bound and properly page numbered. The board shall not be responsible for loss of documents not bound/loose.

1. PRE-QUALIFICATION INSTRUCTIONS

1.1. Introduction

The Medical Practitioners and Dentists Board would like to invite interested candidates who must qualify by meeting the set criteria as provided by KMP&DB to perform the contract for the supply and delivery of goods, works and services.

1.2. Prequalification Objective

The main objective is to supply and deliver assorted items and also provide services and works under relevant tenders/quotations to KMP&DB as and when required during the stated period.

1.3. Invitation of prequalification

Suppliers registered with Registrar of Companies under the Law of Kenya in respective services are invited to submit their prequalification documents to the KMP&DB so that they may be prequalified for submission of a quotation/tender for the provision of the goods, works and services.

1.4. Experience

Prospective suppliers and contractors must have carried out successful delivery of similar services to Government/Corporate/Institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the prequalification criteria.

1.5. Additional Information

KMP&DB reserves the right to request submission of additional information from prospective bidders.

1.6. Request for Quotation/Tenders

These will Be made available only to those bidders whose qualification are accepted by KMP&DB after meeting all the mandatory criteria and scoring 60% and above in the detailed technical evaluation.

2. BRIEF CONTRACT REGULATION/GUIDELINES

2.1. Contract price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand within the Procuring Entity. Prices quoted shall be fixed and shall be inclusive of all delivery charges.

2.2. Payments

All deliveries of goods, works or services shall be on a credit of a minimum of thirty (30) days or as may be stipulated in the contract agreement.

3. PREQUALIFICATION DATA INSTRUCTIONS

3.1. The attached questionnaire forms described are to be completed by prospective suppliers /contractors who wish to be prequalified for submission of tender for the specific tender.

3.2. The prequalification 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 indelible.

4. QUALIFICATION

4.1. It is understood and agreed that the prequalification data on prospective bidders is to be used by KMP&DB in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

4.2. Prospective bidders will not be considered qualified unless in the judgment of KMP&DB 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.

5. ESSENTIAL CRITERIA FOR PREQUALIFICATION

5.1. Experience

Prospective bidders shall have at least 2 years' experience in the provision of the services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

Prospective providers should possess special experience and capability to deliver the services at short notice.

5.2. Personnel

The Suppliers/Contractors/Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs of the key personnel for individual or group to execute the contract must be indicated.

5.3. Financial Condition

The supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as letters of reference from previous performances. Potential suppliers/contractors will be prequalified on the satisfactory information given.

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. Potential bidders shall provide evidence of financial capability to execute the contract.

5.4. Past Performance

Past performance will be given due consideration in prequalifying bidders. Letter of reference from past customers should be included.

5.5. Statement

Application must include a sworn statement by the tenderer ensuring the accuracy of the information given.

5.6. Withdrawal of prequalification

Should a condition arise between the time the firm is prequalified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change of ownership or new commitments, KMP&DB reserves the right to reject the tender from such a bidder even though they have been initially prequalified.

5.7. Registration

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

5.8. Tax

The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance Certificate.

5.9. AGPO Registration

Youth registered with the Treasury under Access to Government Procurement Opportunities must submit a copy of their AGPO registration Certificate for the respective category.

PREQUALIFICATION REGISTRATION DOCUMENTATION (TENDER SUBMISSION REQUIREMENTS)

All firms **should** provide copies of the following:

1. Submit a copy of the **Certificate of Registration** (Mandatory).
2. Submit a copy of the **VAT/PIN Certificate** of the Company (Mandatory).
3. Submit a copy of a **Valid Tax Compliance Certificate** from KRA (Mandatory).
4. Submit a copy of the **Current Trade License/Business Permit** from local county (Mandatory for open category groups).
5. **Registration Certificate as a Contractor by National Construction Authority** and other relevant authorities for building works contractors (Mandatory if applicable for category)
6. Submit a copy of the **Comprehensive PSV Insurance Covers** for bidders for provision of hire of transport services (Mandatory).
7. Submit a copy of the AGPO Certificate registration for reserved group's category (Mandatory).
8. **Air travel firms** must be registered with **IATA** and any other relevant bodies (Mandatory).
9. Trainer firms should provide proof that they are registered with **NITA** (Mandatory).
10. Professionals must submit **Practicing Certificates**
11. Submit **2 Letters of Recommendation** from current clients/organizations where the company is providing similar services (At least 2 recommendation letters).
12. Submit your **Company's Profile** and company manpower/staff capacity.
13. Fill and submit the confidential business questionnaire.
14. Submit CV's for Senior Staff for consultancy services categories.
15. Declaration – All firms must fill and sign the declaration form that they are not barred from participating in a procurement proceeding (Mandatory).

CONFIDENTIAL BUSINESS QUESTIONNAIRE

GENERAL INFORMATION

Category applied

Company name

P.O. BoxTown Post Code

Telephone number(s),

Mobile number(s),

Fax number

Email address

Physical address

Building Floor

Plot number Door

Street

Nature of business

Certificate of Registration/Incorporation No. (Attach copy)

Trade license (Mandatory for open category groups)

No.

VAT/PIN Certificate

No. (Attach copy)

Tax Compliance Certificate

No. (Attach copy)

AGPO Certificate

No. (Attach copy)

IATA Registration (For air and travel agency firms)

No. (Attach Copy)

NITA Registration (for training firms)

No. (Attach copy)

Comprehensive PSV insurance (for car hire firms)

No..... (Attach copy)

NCA Registration (for construction firms)

No..... (Attach copy)

Membership to professional bodies (for Air travel agency)

No. (Attach copy of certificate)

Contact persons:

Name Position

Name Position

Name Position

COMPANY PROFILE (Submit a copy)

A. Names of Directors

1.Nationality.....
2.Nationality
3.Nationality
4.Nationality

B. Personnel

Number of staff
Employed
Qualifications
Level of experience

C. Experience

No. of years the company has been in operation
Volume of business transacted in the last 5 years

D. Referees :

Name of Company
Postal Address
Contact Person
Signature

Company rubber stamp

Name of Company
Postal Address
Contact Person
Signature

Company rubber stamp

Name of Company

Postal Address

Contact Person

Signature

Company rubber stamp.....

Scope of clientele – (Attach at least three (3) current letters of recommendation from reputable organizations that you have been providing similar services for the last 2 years.

E. Customer Service

Do you have a dedicated customer help desk?

Do you carry out customer satisfaction surveys?

Do you have a customer technical back up team?

N/B: You will be required to separately attach a COMPREHENSIVE Company profile detailing ALL the requested information.

FINANCIAL

A. Financial Position

You will be required to demonstrate that the company’s financial position is healthy enough to enable you transact business with the Kenya Medical Practitioners and Dentists Board.

B. Magnitude of business

Please indicate the maximum amount of business (in financial terms) your company can handle at any given

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C. Credit period

Please indicate the credit period you are willing to offer KMP&DB.....

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D. Annual turnover

What is your annual turnover?

PROCLAMATION/SWORN STATEMENT

I/We the undersigned, state that, ALL the information we have provided in this document is correct/accurate to the best of our knowledge and that I/We hereby give the Kenya Medical Practitioners and dentists Board authority to seek any references it may deem vital while carrying out their evaluation. I/We also hereby declare that the company is not debarred from practicing in any procurement proceeding.

Name.....DesignationSignature.....

NameDesignationSignature.....

NameDesignation Signature

Official rubber stamp

PREQUALIFICATION EVALUATION CRITERIA

Mandatory prequalification submissions

1. Copy of the **Certificate of Registration** – Mandatory
2. Copy of the **VAT/PIN Certificate** of the company – Mandatory
3. Copy of a **Valid Tax Compliance** Certificate from KRA – Mandatory
4. **Current trade license/Business permit** from local County for open category group – Mandatory
5. Submit a copy of the **comprehensive PSV insurance cover** for car hire firms – Mandatory
6. Copy of **AGPO registration certificate** for Reserved groups category – Mandatory
7. Copy of **NITA registration certificate** for training firms – Mandatory
8. Copy of **IATA registration certificate** for air travel agency firms – Mandatory
9. Copy of **NCA registration certificate** for construction firms – Mandatory
10. Copy of **practicing certificate** for professional bodies – Mandatory
11. Declaration form – **MUST BE SIGNED**

Note: Failure to submit all the mandatory documents in the respective categories will lead to automatic disqualification. Firms that meet the above requirements in their respective categories will be subjected to further detailed evaluation in stage 2 as follows:

S/no.	Information required	Points/Marks
1.	Company experience <ul style="list-style-type: none">• Number of years in operation• Recommendation letters (At least 2)	
2.	Referees: Submission of filled referee form from your current/past clients	
3.	Company Profile <ul style="list-style-type: none">• Submission of company profile• Indication of manpower/personnel capacity	
4.	Supplier details <ul style="list-style-type: none">• Filling of confidential questionnaire• Confirmation of physical address(Not applicable to AGPO groups)	
5.	Proclamation/Sworn statement <ul style="list-style-type: none">• Filing, signing and rubber stamping of sworn statement	
Total marks		100

The qualification points/marks is 60 and above