

# REPUBLIC OF KENYA



## KENYA MEDICAL PRACTITIONERS AND DENTISTS BOARD

### PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FY 2018/2019

#### SUPPLY AND DELIVERY OF OFFICE EQUIPMENT

TENDER NUMBER: KMPDB/05/2018 – 2019

CLOSING DATE: MONDAY APRIL 30TH, 2018 AT 2.30PM LOCAL TIME

Kenya Medical Practitioners and Dentists Board,  
Woodlands Road, Off Lenana Road  
P.O. Box 44839-00100,  
Tel: 020-2728752/27 11478/2724994  
Mobile: +257 720771478/+254 738 504 112  
Email: [info@kenyamedicalboard.org](mailto:info@kenyamedicalboard.org)  
Website: <http://www.medicalboard.co.ke>

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**SECTION I - INVITATION NOTICE**

Item Description: **SUPPLY AND DELIVERY OF OFFICE EQUIPMENT**

Kenya Medical Practitioners and Dentists Board intends to update its Register of suppliers for the Supply and delivery of Office Equipment for the year **2018/2019**.

Interested eligible bidders are invited to apply for registration, by submitting sealed bids as per the prequalification document.

<b>Reference</b>	<b>Category</b>	<b>Target Group</b>
KMPDB/05/2018 – 2019	Supply and Delivery of Office Equipment	Open

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 **2.30 pm, 30<sup>th</sup> April, 2018**

**NOTE:** Late applications will **NOT** be accepted and will be returned unopened.

## **SECTION II - GENERAL INSTRUCTIONS TO BIDDERS**

- I. The purpose of this document is to assist Medical Practitioners and Dentists Board in the identification and evaluation of potential firms who may subsequently be invited to give quotations for Supply and Delivery of Office Equipment category.
- II. The questionnaire is to be fully and comprehensively completed in all respects.
- III. All documents must be submitted in English Language.
- IV. Provide supporting documents requested for in the questionnaire.
- V. You may also be asked to clarify your answers or provide more details.
- VI. Medical Practitioners and Dentists Board will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the applicant's elimination from further consideration.
- VII. Please note that by responding to this questionnaire you accept that all answers provided are legally binding and should the need arise, may be used as evidence in a court of law. Further, Medical Practitioners and Dentists Board reserves the right without further resource to verify at its own cost the accuracy of any answers provided herein.
- VIII. Any information given and later found to be incorrect shall lead to disqualification of the Applicant.
- IX. Information given by the applicant shall be treated in strict confidence.
- X. Applicants to kindly note that this does not amount to any contractual obligation on the part of Medical Practitioners and Dentists Board, and that Medical Practitioners and Dentists Board is not obliged to invite tenders/quotation from any or all who express interest by responding to this prequalification process.
- XI. If insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
- XII. The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the persons(s) who sign(s) the Document.
- XIII. The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page and signed on the last page in the space provided.
- XIV. If insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.

- XV. The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person(s) who sign(s) the Document.
- XVI. The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page and signed on the last page in the space provided.
- XVII. Applicants will meet all cost associated with preparation and submission of their applications.
- XVIII. Canvassing will lead to automatic disqualification of the applicant.
- XIX. Submission is as per instruction given in Invitation to Tender.
- XX. Late submission will not be acceptable. Any application(s) received after the date of closure will be considered as late and disqualification.

## **SECTION III - REGISTRATION INSTRUCTIONS**

### **3.1 Registration Data Forms**

- 3.1.1 The attached questionnaire forms F-1, F-2, F-3, F-4 and F-5 are to be completed by eligible interested suppliers who wish to be registered for submission of tender for the specific tenders.
- 3.1.2 The registration 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 tender registration must be written in English and in a legible handwriting.

### **3.2 Qualification**

- 3.2.1 It is understood and agreed that the registration data provided by the potential candidate is to be used by KMPDB in determining, according to its sole judgment and discretion, their qualifications to the tender category as described by the candidate.
- 3.2.2 Prospective candidates will not be considered qualified unless in the judgment of KMPDB they possess capability, experience, qualified personnel available and sustainability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods.

### **3.3 Essential Criteria for Registration**

- 3.3.1 **Experience** – Prospective suppliers will have relevant experience in the supply of goods and allied items.  
In case a candidate is successful, they should show competence, willingness and capacity to serve the contract.  
  
Prospective supplier requires special experience and capability to organize supply and delivery of items or services at short notice.
- 3.3.2 **Personnel**  
The names and pertinent information of the key personnel for individual or group to execute the contract must be indicated.
- 3.3.3 **Financial Condition**  
The potential supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers will be registered 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. However, potential suppliers should provide evidence of financial capability to execute the contract.

**3.3.5 Past Performance**

Past performance will be given due consideration in registering suppliers. A copy of Purchase Order, contract agreement or inspection and acceptance certificate accompanied by a recommendation letter from past customers should be provided when invited to participate in the bidding process.

**3.4 Declaration Statement**

Application must include a self declaration form F-5 by the applicant ensuring the accuracy of the information given.

**3.5 Withdrawal of Registration**

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/KMPDB could substantially change the performance and qualification of the bidder or their ability to perform but not limited to bankruptcy, change in ownership or new commitments, KMPDB reserves the right to reject the tender from such a bidder even though he was initially registered.

**3.6** The firm must have a fixed Business Premise and must be registered in Kenya, with a 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 a current Tax Compliance Certificate.

### 3.7 Mandatory Requirements

All firms **MUST** provide the following:

- I. A copy of **Certificate of Registration**
- II. A copy of **PIN Certificate** of the company
- III. A copy of **VAT Certificate** of the company
- IV. A copy of **Valid Tax Compliance Certificate** from KRA
- V. Name of Bankers and Auditors
- VI. A copy of the **Current Trade License/Business Permit** from local county
- VII. **Two letters of Recommendation** from current clients/organizations where the company is supplying or has supplied similar goods before.
- VIII. A comprehensive **Company Profile**.
- IX. **Declaration** – All firms **MUST** fill and sign the declaration form that they are not barred from participating in a procurement proceeding.
- X. **Self declaration** to show that the bidder is not insolvent, in receivership, bankrupt or in the process of being wound up.
- XI. Dully completed Confidential Business Questionnaire (**Form F-2**)

***NOTE: Failure to submit all the mandatory documents will lead to automatic disqualification. Firms that meet the above requirements will be subjected to further detailed evaluation.***



**SECTION IV - LETTER OF APPLICATION**

**Notes on letter of application**

- I. The letter of application will be prepared by the applicant and will follow the form presented herein.
- II. The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.
- III. The letter of application will be signed by duly authorized representatives of the applicant.
- IV. Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

Date .....

To .....

.....

*(Name and address of the procuring entity)*

Ladies and/or Gentlemen

1. Being dully authorized to represent and act on behalf of \_\_\_\_\_ *(name of firm)* (hereinafter referred to as "the Applicant") and having reviewed and fully understood all of the prequalification information provided, the undersigned hereby apply to be prequalified by you as a bidder for the following contract(s) under Tender No. \_\_\_\_\_

Tender Name: \_\_\_\_\_

- 2. Attached to this letter are copies of original documents defining
  - I. The Applicant's legal status
  - II. The principal place of business and
  - III. The place of incorporation *(for applicants who are corporations)*, or the place of registration and the nationality of the owners *(for applicants who are partnerships or individually-owned firms)*

3. You may contact the following persons for further information:

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

4. This application is made with the full understanding that:

- I. Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
- II. KMPDB reserves the right to:
  - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
  - reject or accept any application, cancel the prequalification process, and reject all applications

III. KMPDB shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them

5. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

**SECTION V - REGISTRATION FORMS**

You are required to fill Forms F-1, F-2, F-3, F-4 and F-5 below, where applicable

**FORM F-1 - REGISTRATION DATA**

**REGISTRATION APPLICATION FORM**

I/We ..... Hereby apply for Registration as Supplier(s).

<b>Company/Firm Registration Number</b>	
<b>Category</b>	
<b>Reference No.</b>	
<b>Post Office Address</b>	
<b>Town</b>	
<b>Name of Building</b>	
<b>Street</b>	
<b>Floor No.</b>	
<b>Room/Office No.</b>	
<b>Office Telephone No.</b>	1) 2) 3)
<b>Mobile No.</b>	1) 2)
<b>Contact Person(s)</b>	1) 2)
<b>Official Email Address(es)</b>	1) 2)
<b>Alternative Email Address</b>	

**FORM F-2 - CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are required to give the particulars indicated in Part 1, either Part 2(a), 2(b) or 2(c) whichever applies to your type of business , Part 3 and Part 4.

You are advised that it is a serious offence to give false information on this form.

**Part 1 – General**

Business Name: \_\_\_\_\_

Location of Business Premises: \_\_\_\_\_

Plot No.: \_\_\_\_\_ Street/Road: \_\_\_\_\_

P.O. Box: \_\_\_\_\_ Code: \_\_\_\_\_ Town: \_\_\_\_\_

Email Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Current Business Permit No.: \_\_\_\_\_ (Attach Copy)

Certificate of Registration Number: \_\_\_\_\_ (Attach Copy)

PIN Certificate Number: \_\_\_\_\_ (Attach Copy)

VAT Certificate Number: \_\_\_\_\_ (Attach Copy)

Tax Compliance Number: \_\_\_\_\_ (Attach Copy)

**Part 2 (a) – Sole Proprietor**

Name in full: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Citizenship Details: \_\_\_\_\_

**(b) – Partnership**

Name of partners:

Name	Nationality	Citizenship Details	Shares
Name	Nationality	Citizenship Details	Shares
Name	Nationality	Citizenship Details	Shares

**(c) – Registered Company**

Private or Public \_\_\_\_\_

State the nominal and issued capital of company:-

Nominal Ksh. \_\_\_\_\_

Issued Ksh. \_\_\_\_\_

Details of all directors:-

<b>1.</b>	Name	
	Nationality	
	Citizenship details	
	Shares	
<b>2.</b>	Name	
	Nationality	
	Citizenship details	
	Shares	
<b>3.</b>	Name	
	Nationality	
	Citizenship details	
	Shares	

***N/B: If Kenyan citizen, indicate under “Citizenship Details” whether by birth, Naturalization or Registration.***

***\*Attach CR12 indicating the directors and their shareholding and copies of Directors’ ID/Passports (Where applicable)***

**Part 3 – Company Profile (Attach Copy)**

**I. Personnel**

Number of staff employed: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Level of experience: \_\_\_\_\_

**II. Referees**

Name of Company: \_\_\_\_\_

P.O. Box: \_\_\_\_\_ Town: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

***Official Company rubber stamp***

Name of Company: \_\_\_\_\_

P.O. Box: \_\_\_\_\_ Town: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

***Official Company rubber stamp***

**Part 4 – Financial**

I. Maximum value of business you can handle at any one time:

Ksh.: \_\_\_\_\_

II. Name of Banker: \_\_\_\_\_

Branch: \_\_\_\_\_

III. Credit period willing to offer KMPDB: \_\_\_\_\_

IV. What is your annual turnover? \_\_\_\_\_

**Date:** \_\_\_\_\_ **Candidates signature:** \_\_\_\_\_

**FORM F – 3 - GENERAL EXPERIENCE RECORD**

**I. Project History**

a) Completed Projects – Start with latest

List the information on projects completed over the last five (5) years

No.	Client	Project Title	Town	Start Date	End Date	Project Cost/Value	Sub-Contractors – If Any – up To three
1							
2							
3							
4							
5							

*You can attach a separate sheet of paper if space provided is not sufficient*

**II. Experience**

I. How many years has your firm been engaged in this business? .....

II. Describe nature of work performed by your firm  
 .....  
 .....

III. How many years of experience have you had in the type of work described in (II) above



.....

Name of Applicant or partner of a joint venture .....
--

Annual turnover data		
Year	Turnover	Kshs.
1.		
2.		
3.		
4.		
5.		

**FORM F – 4      -      FINANCIAL CAPABILITY**

Banker	Name of banker <hr/> Address of banker ..... Telephone <span style="float: right;">Contact name and title</span> <hr/> Fax <span style="float: right;">Email</span>			
Financial information in Kshs.	Actual: Previous TWO years		<hr/>	
	1	2	3	
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				
5. Profits before taxes				

6. Profits after taxes				
------------------------	--	--	--	--

Source of finance	Amount in Kshs.
1.	
2.	
3.	
4.	

Attach a copy of firm's audited accounts or certified bank statements for the previous three (3) years together with letters of reference from the bankers regarding the firm's credit position.

**FORM F-5 - SELF DECLARATION**

**a) ANTI-CORRUPTION DECLARATION**

I/We \_\_\_\_\_ declare and guarantee that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of his procurement.

In the event the above is contravened we accept that the following to apply:-

- i. The person shall be disqualified from entering into a contract for the procurement or
- ii. If a contract has already been entered into with the person, the contract shall be voidable at the option of KMPDB.
- iii. The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy that KMPDB may have.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Company seal/Business stamp***

**b) ANTI-FRAUDULENT PRACTICE DECLARATION**

I/We \_\_\_\_\_ declare and guarantee that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding. Further we declare that as we bid, we have not been convicted of corrupt or fraudulent practices.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Company seal/Business stamp***

**c) NON-DEBARMENT DECLARATION**

I/We \_\_\_\_\_ declare and guarantee that no director, sub-contractor or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Company seal/Business stamp***

**d) NOT INSOLVENT, IN RECEIVERSHIP, BANKRUPT OR IN THE PROCESS OF BEING WOUND UP**

I/We \_\_\_\_\_ declare and guarantee that the person or the company bidding is not insolvent, in receivership, bankrupt or in the process of being wound up.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Company seal/Business stamp***

**FOR OFFICIAL USE ONLY**

**SECTION VI - PREQUALIFICATION EVALUATION CRITERIA**

KMPDB will consider five major categories of criteria for evaluating tenders and tenderers:

<b>SUMMARY OF EVALUATION</b>	<b>REMARKS/SCORE</b>
Mandatory Criteria	
Capability Assessment	
Technical Capability	
Financial Capability	
Operational Assessment by site visit	
<b>Total Score</b>	

**A. MANDATORY REQUIREMENTS**

The tenderer must provide the following and provide copies of documents to support the information given.

<b>Criterion</b>	<b>Particulars Provided</b>	<b>Scores</b>
<b>Sealed copy of the tender</b>		
Copy of Certificate of Incorporation, Partnership or Business registration		
Copy of PIN Certificate		
Copy of VAT Certificate		
Copy of Tax Compliance Certificate		
Copy of Trade License/Business Permit		
Two Letters of Recommendation		
Company Profile		
Name of Bankers		

## B. CAPABILITY ASSESSMENT

Criterion	Particulars Provided	Scores
Years in Business		
Conformity to Technical Specifications <ul style="list-style-type: none"><li>• Same</li><li>• Alternative</li></ul>		
Relevant experience with Other Public Organizations		
Maximum Value of Business Indicated		
Delivery/ Implementation schedule provided		
Names of at least 2 Clients supplied with similar services		
Nature of Business related to the prequalification		
<b>Maximum Score</b>		

## C. FINANCIAL CAPABILITY

As deduced from the Financial Statements

## D. OPERATIONAL ASSESSMENT BY SITE VISIT

Criterion	Observations Made	Scores
Confirmation of Business Name and Physical Address		
Confirmation of originals of Attached documents		
Composition of Staff <ul style="list-style-type: none"><li>• Management</li><li>• Technical</li><li>• Supervisory</li><li>• Support</li></ul>		
Name and qualification of Key management & Technical Staff <ul style="list-style-type: none"><li>I.</li><li>II.</li></ul>		
Nature of operations(relevant) indicated		
Size of Business		

<ul style="list-style-type: none"> <li>• Large</li> <li>• Medium</li> <li>• Small</li> </ul>		
Customer Service Centre/After Sales Service		
Major principals Represented		
Premises <ul style="list-style-type: none"> <li>• Owned</li> <li>• Leased</li> </ul>		
<b>TOTAL</b>		

#### E. TECHNICAL EVALUATION COMMITTEE'S RECOMMENDATIONS

The evaluation of the tender and tenderer by Technical Evaluation Committee will be summarized as follows:

<b>Major Area of Concern</b>	<b>Indicators from the evaluation Exercise</b>	<b>Aggregated Scores</b>
Responsiveness of Tender to Public Procurement Act Requirements		
Responsiveness of Tender to KMPDB's Technical Specifications		
Physical and Administrative Organization of Tenderer		
Technical Ability of tenderer to meet the specific performance targets of the tender		
Financial Ability of tenderer to meet the production, delivery and payment terms of the tender		
<b>TEC Decisions</b>	<b>Recommended or Not Recommended</b>	