

**KMTC/QP-17/PQ**



**KENYA MEDICAL TRAINING COLLEGE**

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**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS,  
FOR PROVISION OF LEGAL SERVICES**

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**TENDER NUMBER KMTC/PRQ/REG/17/2022 -2024 FOR THE  
FINANCIAL YEARS 2022/2023 TO 2023/2024.**

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**(Submission Date: 16<sup>TH</sup> AUGUST 2022**

**On or before 10.00 A.M.)**

## REGISTRATION/PRE-QUALIFICATION NOTICE

### FOR PRE-QUALIFICATION/ REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD 2022 – 2023 AND 2023 – 2024 FINANCIAL YEARS.

Kenya Medical Training College invites eligible firms for pre-qualify/registration of suppliers as described in the table below for provision of goods, works and services for the financial years 2022 – 2023 and 2023 – 2024.

Interested and competent firms specializing in the provision of goods works & services mentioned below are invited to apply.

### LIST OF GOODS, WORKS & SERVICES TO BE PROCURED IN THE FINANCIAL YEARS 2022 – 2023 AND 2023 – 2024.

<b>TENDER NUMBER</b>	<b>DESCRIPTION OF GOODS, WORKS &amp; SERVICES</b>	<b>TARGETED CATEGORY</b>
KMTC/PRQ/1/2022–2024	Supply of Staff Uniforms	Youth, PWD & Women
KMTC/PRQ/2/2022–2024	Supply of Airtime for mobile phones	Youth, PWD & Women
KMTC/PRQ/3/2022–2024	Supply of Chemicals and Laboratory items	General
KMTC/PRQ/4/2022–2024	Supply of Furniture and Office Equipment	General
KMTC/PRQ/5/2022–2024	Supply of Computers and Computer Consumables	Youth, PWD & Women
KMTC/PRQ/6/2022–2024	Supply of Cleansing items	Youth, PWD & Women
KMTC/PRQ/7/2022–2024	Supply of medical library books and journals	General
KMTC/PRQ/8/2022–2024	Supply of Hardware items	Youth, PWD & Women
KMTC/PRQ/9/2022–2024	Supply of Electrical items	Youth, PWD & Women
KMTC/PRQ/10/2022–2024	Supply of Dental items	General
KMTC/PRQ/11/2022–2024	Supply of general and printed stationery items	Youth, PWD & Women
KMTC/PRQ/12/2022–2024	Supply of Physiotherapy items	General
KMTC/PRQ/13/2022–2024	Supply of Occupational Therapy items	General
KMTC/PRQ/14/2022–2024	Supply of Orthopaedic items	General
KMTC/PRQ/15/2022–2024	Supply of Medical Engineering items	General
KMTC/PRQ/16/2022–2024	Supply of skillslab items /Equipment and consumables	General
<b>CONSULTANCY SERVICES</b>		
KMTC/PRQ/17/2022–2024	Provision of Legal Services	General
KMTC/PRQ/18/2022–2024	Provision of Land Surveying Services	General
KMTC/PRQ/19/2022–2024	Provision of Assets Valuation and Management Related Services	General
<b>WORKS/SERVICES</b>		
KMTC/PRQ/20/2022–2024	Provision of Renovations and Repairs for Buildings and other Infrastructures	General
KMTC/PRQ/21/2022–2024	Provision of Constructions and Building Works	General
KMTC/PRQ/22/2022–2024	Provision of repairs and service for motor vehicles	General
KMTC/PRQ/23/2022–2024	Provision of ICT Services	Youth, PWD & Women

KMTC/PRQ/24/2022–2024	Supply of Airtime for mobile phones	Youth, PWD & Women
KMTC/PRQ/25/2022–2024	Repairs, Services and Maintenance of Office Equipment, Fax Machines, Printers and Computers	Youth, PWD & Women
KMTC/PRQ/26/2022–2024	Provision of Air Travel Services	Youth, PWD & Women
KMTC/PRQ/27/2022–2024	Provision of Courier Services	General
KMTC/PRQ/28/2022–2024	Provision of cleaning services	Youth, PWD & Women

It is expected that invitation to bid for the goods & services will be soon after the prequalification is completed and not before 19<sup>th</sup> of September 2022.

Eligible applicants may obtain the prequalification document from Supplies Department, KMTC Nairobi Campus upon payment of a non-refundable fee of **Kenya Shillings Five hundred only Kshs.500.00** Per set of document payable to the Director, Kenya Medical Training College Nairobi, through Bankers cheque or you may download from the KMTC website [www.kmtc.ac.ke](http://www.kmtc.ac.ke) or <http://tenders.go.ke> at no cost. Bidders who download documents from the website should register their tenders at KMTC Headquarters Procurement office during normal working hours, and before the closing date and time.

Requirements for prequalification/registration are set in the prequalification/registration document. Submissions of application for prequalification/registration must be received in sealed plain envelopes and must be dropped in the Tender Box situated at the entrance of the KMTC Administration Block and be addressed to: -

The Chief Executive Officer,  
Kenya Medical Training College,  
P. O. Box 30195-00100,  
**NAIROBI**

so as to reach him on or before **16/08/2022 at 10.00 A.M.**

The envelopes must not bear the name of the applicant but should be clearly marked with the details of pre-qualification/registration number as follows: -

The prequalification/registration documents shall be opened immediately thereafter in the Boardroom in the presence of applicants or their representatives who choose to attend and witness the opening.

The college reserves the right to accept or reject any application either in part or in whole and is not bound to give reasons for the decision taken.

**Chief Executive Officer**

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

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### **1. SCOPE OF TENDER**

1.1 The KMTC intends to prequalify/register suppliers for the supply and delivery of goods, works and services for various categories. It is expected that prequalification/registration applications will be submitted and be received by KMTC not later than **16<sup>th</sup> August, 2022 at 10.00am.**

### **2. SUBMISSION OF APPLICATION**

2.1 Applications for prequalification/registration shall be submitted in plain sealed envelopes clearly marked with the tender category name and code number and be deposited in the tender box situated at the KMTC Administration Block, Nairobi, so as to be received on or before **16<sup>th</sup> August, 2022 at 10.00am.**

2.2 Incorrectly addressed envelopes will not be opened. Late submissions will also not be accepted.

2.3 All the information requested for shall be provided in English Language. Failure to provide information that is essential for effective evaluation of the applicant's qualification, or provision of false information and documentation, will result in the application being disqualified.

### **3. ELIGIBLE CANDIDATES**

3.1 This invitation for pre-qualification/registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and as indicated in the tender document.

3.2 The KMTC employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender

3.3 All Applicants found capable of performing the contract satisfactorily in accordance to the set prequalification/registration criteria shall be prequalified/registered.

### **4. QUALIFICATION CRITERIA**

4.1 Pre-qualification/registration will be based on meeting the minimum requirements to pass in the criteria set in this document. The declaration will either pass or fail based on the applicant's letter of application mandatory requirements, company information, capability and litigation history.

4.2 KMTC requires that tenderers observe highest standards of ethics during the selection and execution of contracts.

The following rules will apply:

- a. KMTC will reject a tender for prequalification/registration if it determines that a tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question.
- b. We will have the right to inspect the business premises of the tenderer.

- c. We will declare the tender ineligible for pre-qualification/registration if at any time KMTC determines that the tenderer is related to an employee of the KMTC unless otherwise pre-declared to avoid conflict of interest.
- d. We will declare a tender ineligible for prequalification/registration if at any time, it determines that the tenderer has committed an offence relating to procurement, has breached regulations for procurement before in another public entity, has in procurement proceedings given false information about its actions and has been debarred or been blacklisted before by another public entity.

#### **4.3 OBJECTIVE OF THE ASSIGNMENT**

The main objective of pre-qualification/registration of suppliers and service providers is to have a standby list of suppliers'/service providers for the years 2022-2024, for provision of Goods, works and Services for the operations at KMTC.

#### **5. CLARIFICATIONS**

- 5.1 Applicant may request for clarification on the prequalification/registration document up to three days before submission date. Any request for clarification must be sent in writing by mail, to the KMTC HQRs- Nairobi.

#### **5.2 PREPARATIONS OF PRE-QUALIFICATION/REGISTRATION DOCUMENTS**

- 5.3 Applicants are requested to submit an application written in English language
- 5.4 Applicants are expected to examine the documents comprising this request for pre-qualification/registration in detail. Material deficiencies in providing the information requested will result in rejection of the application.
- 5.5 Applicants are required to meet the qualification criteria stipulated in the document. Those who do not meet requirements need not to submit the applications. Only applicants who fulfill these requirements will be pre qualified/registered.
- 5.6 The Pre-qualification/registration documents shall not include any financial information other than over registered.

#### **5.7 Period of Validity**

The request for pre-qualification/registration must remain valid from the date of submission and candidates shall be pre-qualified/registered for a period of two years.

#### **6 SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS**

- 6.1 The original pre-qualification/registration documents 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 who sign(s) the pre-qualification/registration document.

6.2 The pre-qualification/registration documents should be prepared and submitted in one original and one (1) copy in a plain sealed envelope clearly marked with the Tender No. and the category so as to be received on or by 16<sup>th</sup> August 2022 at 10.00 a.m.

Completed pre—qualification/registration document should be deposited in the Tender Box provided at the entrance of the KMTC Administration Block Nairobi or be addressed and posted to:

**The Chief Executive Officer  
Kenya Medical Training College  
P.O Box 30195-00100  
Nairobi.**

#### **6.3 Deadline for submission**

The closing date and time for submission of the Pre-qualification/Registration Document shall be **16<sup>th</sup> August, 2022 at 10.00am.**

#### **6.4 Late Applications**

Any Pre-qualifications/registrations documents received after the deadline Shall be rejected as a late application and shall not be considered.

#### **6.5 Opening of Applications**

The KMTC Tender Opening Committee shall open immediately after the closing time for submissions of the pre-qualification/registration documents in the presence of applicants representatives who choose to attend. (The measures taken by the government to avoid spread of covid-19 shall strictly apply.

#### **6.6 Litigation History**

The applicant should provide accurate information on any litigation or Arbitration resulting from contracts completed or under its execution Over the last five years.

## EVALUATION CRITERIA PART II – FOR OPEN CATEGORY

The College will apply the following criteria in the pre-qualification/registration exercise. Please provide the documents as per the list below and fill in all the documents in this pre-qualification/registration document.

### CRITERIA%

N/S	MANDATORY REQUIREMENTS	MARKS %
1.	Valid tax compliance certificate from KRA	10
2.	PIN & VAT Certificates	5
3.	Certificate of Registration/Incorporation	10
4.	Reference letters – 3 (three)- (Attach the three letters)	5
5.	Past experience	10
6.	Financial Position – Audited Account – (Provide a copies of the Audited Report)for the last two years.	15
7.	Registration and valid license by Law Society of Kenya (LSK)	20
8.	Ant – Corruption and pledge Declaration Form	5
9.	Valid Trade licence	10
10.	Confidential Business Questionnaire	10
	<b>Total/Maximum Score</b>	<b>100 %</b>

The following documents must be provided/filled and as the applicant returns the Document to KMTTC.

- 1) Confidential Business Questionnaire must be filled.
- 2) Suppliers Detail
- 3) Company/Firm details
- 4) Type of Business
- 5) Financial Investment
- 6) Man Power
- 7) General Information
- 8) Declaration
- 9) Past Experience
- 10) Sworn Statement
- 11) Litigation History
- 12) Anti-Corruption Declaration Form
- 13) Certification

**PART II CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1 and Either Part 2(a),2 (b) or 2 (c) whichever applied to your type of business.

**Part 1 General**

Business name.....  
Location of business premises ( a MUST).....  
Plot No.,(a MUST).....Street/Road( a MUST).....  
Postal Address (MUST).....Tel No (s) (a MUST).....  
Fax.....Email ( a MUST).....  
Nature of Business .....  
Registration Certificate No.....  
Maximum value of business which you can handle at any one time-Kshs.....  
Name of your bankers.....  
Barnch .....  
Note: AMUST) is a requirement for every purpose of easy location and all communications.

**Part 2 (a) Sole Proprietor**

Your mname in full.....Age.....  
Nationality.....countyr of Origin.....  
Citizenship details.....  
Youth/Woman/Person with Disability (indicate).....  
Citizen contactor(indicate).....

**Part 2 (b) Partnership**

Give details of partners as follows

Neme	Nationality	Citizen details	Shares
1.....			
2.....			
3.....			
4.....			

Youth/Woman/Person with Disability (indicate).....  
Citizen contactor(indicate).....

**Part 2 (c) Registered company**

Private or Public  
State the nominal and issued capital of company  
Nominal Kshs.



Issued Kshs.give details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			

Youth/Woman/Person with Disability (indicate).....

Citizen contactor(indicate).....

**Certification**

I ,the undersigned, certify that these data correctlky describe me,my qualifications,and my experience.

\_\_\_\_\_Date

\_\_\_\_\_  
(signature of staff member)

\_\_\_\_\_ (Date) \_\_\_\_\_

(signature of authorized representative of the firm)

Full name of staff member. \_\_\_\_\_

Tel No. \_\_\_\_\_

Full name of authorised representative \_\_\_\_\_

**PART II**

**SUPPLIER DETAILS**

A. **Business Name:** .....

.....

Pin No. ....

VAT Reg. No. ....

Electronic Tax Registration No. ....

***(Attach copy registration certificate)***

**Location**

Business Location .....

Name of Building ..... Plot No. ....

Road/Street Name .....

Floor No. .... Room No. ....

**B. Address**

Postal Address .....

Telephone Nos. ....

Fax No. ....

Mobile Nos. ....

Website & e-mail .....

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**PART III**

**COMPANY DETAILS**

A. **Nature of Institution**

Company

Partnership

Sole Proprietorship

Other (Specify) .....

(Tick where applicable)

**B. Ownership**

Details of the Directors

<b>Names</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Share</b>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**(Attach proof of citizenship e.g. ID.No. Passport)**

**C. Registration with Registrar of Companies**

1. Date of Registration ..... Registration No. ....

**(Attach copy / copies of registration certificate)**

2. Registration with Ministry of Roads and Public Works (for building contractors) and indication of NCA categories.

Date of Registration ..... Registration No. ....

Present Category .....

**(Attach copy / copies of current registration certificate)**

3. Registration with any other relevant body e.g. AAK, AIBK, MISK, CCK, LSK, Commissioner of Insurance, ICPAK, ACPSK etc.

Date of Registration ..... Registration No. ....

Present Category .....

**(Attach a copy / copies of registration certificates)**

4. Current Practicing Certificates **(Attach copy)**

**PART IV**

**TYPE OF BUSINESS**

A. For Suppliers of goods works or services, state whether you are an importer, manufacturer, distributor, agent, service provider, and a consultant.

<b><u>Goods / Services Provider</u></b>	<b><u>Importer/Manufacturer/Distributor/Agent/Service</u></b>
1. ....	.....
2. ....	.....
3. ....	.....
4. ....	.....
5. ....	.....
6. ....	.....

*List some specific types of goods you supply or speciality of services you render*

1. ....
2. ....
3. ....

B. For Contractors, state your area of specialization. (Type of construction work)

1. ....
2. ....
3. ....
4. ....
5. ....

**PART V**

**FINANCIAL INVESTMENT**

**A. Company's Capital**

- 1. Authorized Shares Kshs. ....
- 2. Issued Shares Kshs ....

**B. Partnership & Sole Proprietorship:**

Total Investments: Kshs. ....

**NB: Provide and attach audited financial statements for the previous two years and / or bank statements for the last one year certified by the issuing bank as proof of ability to execute work you have applied for).**

**C. Maximum value of business which you can handle at any time .....**

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*/ accreditation)*

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**PART VI**

**MANPOWER**

- a) Name of Chief Executive Officer/Principal Officer .....
- b) Number of employees .....
- c) Number of Technical Staff .....
- d) Number of shifts .....
- e) Number of utility vehicles .....
- f) Please indicate names and attach CV's of key management, professional/technical personnel to carry out specialized works, services, consultancy etc.

**PART VII**

**GENERAL INFORMATION**

- a) Name and address of your Bankers  
.....  
.....
- b) Have you ever had an order/contract issued and cancelled in whole or part by the College?  
Yes/No .....  
If yes, give reasons for cancellation .....
- c) Do you have an objection in the College obtaining a confidential financial report from your bankers?  
.....
- d) Has your company ever been involved in litigation/arbitration with clients/consultants? If yes, give details .....
- e) Attach at **least three (3) current letters of recommendation** from reputable organizations that you have supplied goods, work/service performance.
- f) State terms of payment in order of preference
  - i) .....
  - ii) .....
  - iii) .....

***Note: The College prefers payment to be made within 30 days after delivery of goods / services***

Supplement information provided by mentioning current and previous association with other firms (preferably mention major supply/work done within the last five (5) years).

	<b>Name of Firm</b>	<b>Project Work</b>	<b>Contract Sum</b>	<b>Year</b>
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....

## PART VIII

### **DECLARATION**

A. Is there any person(s) working with Kenya Medical Training College who has or have interest in your firm?

**Yes / No ..... (Delete as necessary)**

B. Attach valid certificates of compliance with the following Acts: - KRA, Tax Compliance, NHIF, NSSF, copies of certificate of Registration / Incorporation, PIN, VAT, copy of current Trade License (if applicable).

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## PART IX

### **PAST EXPERIENCE**

#### **NAME OF APPLICANTS, OTHER CLIENTS AND VALUES OF CONTRACT / ORDERS IN LAST TWELVE MONTHS**

##### **1. First client (organization)**

- i) Name of 1<sup>st</sup> client (Organization) .....
- ii) Address of client (organization) .....
- iii) Telephone No. of client .....
- iv) Fascimile No. of client .....
- v) E-mail address of client .....
- vi) Name of contract person at the client (Organization) .....
- vii) Value of contract / orders .....
- viii) Duration of ongoing contracts / orders .....

**2. Second client (Organization)**

- i) Name of 2<sup>nd</sup> client (Organization) .....
- ii) Address of client (organization) .....
- iii) Telephone No. of client .....
- iv) Fascimile No. of client .....
- v) E-mail address of client .....
- vi) Name of contract person at the client (Organization) .....
- vii) Value of contract / orders .....
- viii) Duration of ongoing contracts / orders .....

**3. Third Client (Organization)**

- i) Name of 3<sup>rd</sup> client (Organization) .....
- ii) Address of client (organization) .....
- iii) Telephone No. of client .....
- iv) Fascimile No. of client .....
- v) E-mail address of client .....
- vi) Name of contract person at the client (Organization) .....
- vii) Value of contract / orders .....
- viii) Duration of ongoing contracts / orders .....



**PART X**

**SWORN STATEMENT**

The undersigned having studied the prequalification invitation for the items listed on page one (1):

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being prequalified, we acknowledge that this grants us the right to participate in due time in the submission of a tender on the basis of provisions in the tender documents to follow.
- c) When the invitation for tenders is issued, if the legal technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the prequalification made.
- d) We enclose all the required documents and information required for the prequalification evaluation.

Applicant's Registered Name .....



**PART XII**

**ANTI CORRUPTION DECLARATION / COMMITMENT / PLEDGE FORM**

I/We ..... of Post Office  
Box ..... declare that I/ We recognize that  
Public Procurement is based on a free, fair and competitive tendering process which  
should not be open to abuse.

I/We ..... declare that I/We  
will not offer or facilitate, directly or indirectly, any inducement or reward to any public  
officer, their relations or business associates, in connection with tender No.  
..... for or in the subsequent performance of the  
contract if I/We am/are successful.

Signed by ..... Chief Executive Officer or Authorized Representative.

Name .....

Designation.....

Signature .....

Date .....

In case of sub-contracting

Signed by ..... Chief Executive Officer of the firm to be subcontracted

Name .....

Designation.....

Signature .....

Date .....

**PART XIII**

**CERTIFICATION**

We certify that the above information is correct in all respects.

Full Name .....

Signature .....

Official Position .....

Date .....

Affix Company Stamp:.....

.....

Completed application in sealed envelope stating clearly the category of Goods / Works and services and the Pre-Qualification/Registration Number should be addressed to : -

**The Chief Executive Officer,  
Kenya Medical Training College,  
P. O. Box 30195 – 00100,  
NAIROBI.**

and be deposited in the Tender Box situated at the entrance of the KMTC HQRS, Administration Block, off Ngong Road, along Old Mbagathi Road, Nairobi so as to be received not later than **16<sup>th</sup> August 2022 at 10.00 A.M.**