



KENYA MEDICAL TRAINING COLLEGE

**PRE-QUALIFICATION OF PUBLISHERS FOR SUPPLY OF
MEDICAL TEXTBOOKS**

**TENDER NO. NUMBER KMTC/PRQ/027/2020 -2021
FOR THE FINANCIAL YEARS 2020/2021 TO 2021/2022.**

(Submission Date: 27TH January 2021

On or before 10.00 A.M.)

PRE-QUALIFICATION NOTICE – DATE: 12TH JANUARY 2021.

PRE-QUALIFICATION OF PUBLISHERS FOR SUPPLY OF MEDICAL TEXTBOOKS FOR THE FINANCIAL YEARS 2020/2021 TO 2021/2022.

K.M.TC. intends to pre-qualify publishers for the supply of medical text books for the financial years 2020 – 2021 and 2021– 2022.

Interested and competent firms specializing in the provision of services mentioned below are invited to apply for pre-qualification.

PART (I): PREQUALIFICATION OF PUBLISHERS FOR SUPPLY OF MEDICAL TEXT BOOKS			Category
1.	KMTC/PRQ/027/2020–2021	Supply of Medical Textbooks	Open

Eligible applicants may obtain the Prequalification Document from Procurement and Supplies Department, KMTC Nairobi Headquarters upon payment of a non-refundable fee of **Kenya Shillings Five Hundred only (Kshs.500.00)**, payable to the Director, Kenya Medical Training College Nairobi, through Bankers cheque or to KMTC A/C No. NBK-01003058521700 Hospital Branch or you may download from the KMTC website www.kmtc.ac.ke or <http://tenders.go.ke> at no cost. Bidders who download documents from the website should register their details at KMTC HQRS Procurement office during normal working hours, and before the closing date and time of this pre-qualification.

Requirements for Prequalification are set in this document. Submissions of application 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 **27th January 2021 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.

The prequalification 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 measures put by the Government in relation to prevention of covid-19 will strictly be applied).

Chief Executive Officer.
Kenya Medical Training College

SECTION II - INSTRUCTIONS TO BIDDERS

1. SCOPE OF TENDER

1.1 The KMTC intends to prequalify publishers for the supply and delivery of Medical Textbooks. The publishers MUST have the capacity to publish and supply medical text books that can adequately cover the syllabus for KMTC medical courses. It is expected that prequalification applications will be submitted and be received by KMTC not later than **27th January, 2021 at 10.00am.**

2. SUBMISSION OF APPLICATION

2.1 Applications for prequalification shall be submitted in plain sealed envelopes clearly marked with the tender number and be deposited in the tender box situated at the KMTC Administration Block, Nairobi, so as to be received on or before **27th January, 2021 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 is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and as indicated in the tender document. However, they must meet the capacity to publish and supply medical text books which can adequately cover the syllabus for KMTC medical courses. The courses range from the Certificate, Diploma and Higher Diploma. All the Higher Diploma Courses are offered on specialization. The courses are:-

1. Clinical Medicine (diploma and higher diploma)
2. Community Nutrition (certificate and diploma)
3. Community Oral Health (diploma)
4. Community health and HIV/AIDS Care (higher diploma)
5. Dental Technology (diploma)
6. Environmental Health Sciences (certificate, diploma and higher diploma)
7. Health Education and Promotion (diploma and higher diploma)
8. Health Records and Information (certificate and diploma)
9. Medical Education (higher diploma)
10. Medical Engineering (certificate, diploma and higher diploma)
11. Medical Imaging Sciences (diploma and Higher diploma)

12. Medical Laboratory Sciences (diploma and higher diploma)
13. Nursing (certificate, diploma and higher diploma)
14. Occupational therapy (diploma)
15. Optometry (diploma)
16. Orthopedic Technology (diploma)
17. Orthopedic Plaster Technology (certificate)
18. Orthopedic Trauma Medicine (diploma)
19. Pharmacy (diploma and higher diploma)
20. Physiotherapy (diploma, higher diploma)
21. Health Systems Management (Higher diploma)
22. Kenya Registered Nursing, Mental Health and Psychiatry (diploma)

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 criteria shall be prequalified.

4. QUALIFICATION CRITERIA

4.1 Pre-qualification will be purely based on the evaluation criteria specified in this document

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 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 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 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 of textbooks publishers is to have a standby list of suppliers'/service providers for the years 2020-2022, for supply of medical text books for the operations at KMTC.

5. CLARIFICATIONS

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

5.2 PREPARATIONS OF PRE-QUALIFICATION DOCUMENTS

5.3 Applicants are requested to submit an application written in English language

7.2 Applicants are expected to examine the documents comprising this request for pre-qualification in detail. Material deficiencies in providing the information requested will result in rejection of the application.

7.3 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.

7.4 The Pre-qualification documents shall not include any financial information other than over registered.

7.5 Period of Validity

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

8 SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS

8.1 The original pre-qualification 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 document.

8.2 The pre- qualification documents should be prepared and submitted in one original and one (1) copy in a plain sealed envelope clearly marked with the pre-qualification No. and the category so as to be received on or by 27th January 2021 at 10.00 a.m.

Completed pre-qualification 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.**

8.3 Deadline for submission

The closing date and time for submission of the Pre-qualification/Registration Document shall be **27th January, 2021 at 10.00am.**

8.4 Late Applications

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

8.5 Opening of Applications

The KMTTC 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.

8.6 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 I – For Open Category (Prequalification)

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

These mandatory requirements should be attached in all the documents in order to proceed to the next stage of evaluation. This stage shall be evaluated on a YES/NO basis.

S/No	Particulars	YES/No
1	Copy of Certificate of registration/Incorporation and/or change of name	
2	Valid and up to date Tax Compliance Certificate (TCC) from KRA (Will be verified online through KRA's TCC Checker)	
3	PIN certificate	
4	A copy of Current Trading License/Business Permit	
5	Confidential Business Questionnaire Form (duly filled, signed and stamped)	
6	Pre-qualification document MUST be sequentially serialized (paginated) on every page. No loose documents will be accepted.	
7	Must provide audited accounts for the last three years (2017, 2018, 2019)	
8	Must fill, sign and stamp anti-corruption declaration form available in the pre-qualification document	
9	Must provide self-declaration non-debarment declaration form dully signed and stamped	

NB: Bidders should note that all the above requirements are mandatory; failing to attach any will lead to automatic disqualification at this stage.

STAGE 2: TECHNICAL EVALUATION THIS STAGE WILL BE EVALUATED ON A SCORING BASIS AS FOLLOWS:

S/No	EVALUATION ATTRIBUTES	SCORES	MAX SCORES
1	Supplier availability	Provide the following details 1. Name of Firm (2mks) 2. Physical address (2mks) 3. Town/city (2mks) 4. Street (2mks) 5. Contact person(s) (2mks) 6. Telephone numbers (2mks) 7. Postal address (2mks) 8. Email address/website (2mks)	16
2	Indicate having undertaken similar assignment: Specify on supply of medical textbooks to similar institutional of higher learning Provide documentary evidence in support of the experience of previous supplies i.e. (Contracts, Purchase Orders and Contact details of previous supply contracts) from at least (5) institutions of higher learning indicating evidence of similar supply	Each documentary evidence @ 8mks	40
3.	Credit Facility 30 days – 5 points 60 days – 10 points 90 days – 5 points Over 90 days - 20 points	Written statement on provision of credit facility	20
4	Delivery schedule	Provide a book/journals delivery schedule indicating timelines of 30 days upon receiving of LPO's	9
5	Firm's Annual Turnover (Kshs) (as evidenced in the audited accounts) 10 million and above Below 10 million	15 marks 7 marks	15
	TOTAL MARKS		100

NOTE: To qualify for this pre-qualification, a bidder **MUST** score at least 80 marks out of the maximum possible 100 marks at the technical evaluation stage.

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

PART III

COMPANY DETAILS

A. Nature of Institution

Company

Partnership

Sole Proprietorship

Other (Specify)

(Tick where applicable)

B. Ownership

Details of the Directors

Names	Nationality	Citizenship Details	Share
.....
.....
.....
.....
.....
.....
.....

(Attach proof of citizenship e.g. ID.No. or 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 or services, state whether you are an importer, manufacturer, distributor, agent, service provider, and consultant.

**Goods / Services
Provider**

**Importer/Manufacturer/Distributor/Agent/Service
Provider**

- | | |
|---------|-------|
| 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

/ accreditation)

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).

	Name of Firm	Project Work	Contract Sum	Year
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).

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 1st 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 2nd 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 3rd 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 **27th January 2021 at 10.00 A.M.**