



KENYATTA NATIONAL HOSPITAL

**REGISTRATION OF SUPPLIERS FOR
PROVISION OF PRINTING
SERVICES.**

TENDERER NAME:

CATEGORY NUMBER: KNH/REG/01/2023-2025

CLOSING DATE: 13/07/2023

TIME: 10:00 HRS EAST AFRICA TIME

1.0 Supplier Registration Notice

The Kenyatta National Hospital would like to invite interested and competent suppliers who wish to be registered in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act 2015 for supply and delivery of goods, works and services to the organization as listed in the below categories for a two-year period 2023-2025.

(Existing Suppliers/ Service Providers who wish to be retained must resubmit up to date required documents for registration).

REGISTRATION OF SUPPLIERS, RESERVED FOR YOUTH, WOMEN AND PERSONS WITH DISABILITIES			
	CATEGORY NUMBER	DESCRIPTION	Specialized Requirement
2.	KNH/REG/01/2023-2025	Provision of Printing Services (promotional materials, brochures, banners pamphlets, etc)	AGPO

REGISTRATION INSTRUCTIONS

1.1 Introduction

The Kenyatta National Hospital would like to invite interested and competent suppliers who wish to be registered through the set criteria as provided by the Hospital to perform the contract of supply and delivery of goods, works and services to the organization.

1.2 Objective

The main objective of this exercise is to identify competent providers to supply and deliver goods, works and/or services under relevant tenders/quotations to the Hospital **as and when** required during the period of **two 2 years**

1.3 Registration Document

The price to be charged for the document shall be **Kshs. 1,000/= for hard copies. No charges applicable if downloaded from the www.knh.or.ke or www.tenders.go.ke .**

1.4 Information

In order to be considered for registration prospective supplier must submit all the information herein requested.

1.7 Distribution of registration Documents

The completed registration document, data and other requested information shall be clearly marked with the relevant tender no: so as to reach:

**The Chief Executive
Officer
Kenyatta National
Hospital
P.O. BOX 20723 - 00202
NAIROBI**

**Or be deposited in the Tender Box at the main Reception
Not later than 10.00 a.m. (Local time) on 13/07/2023.**

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Managing Director whose address is given above or procurement@knh.or.ke.

1.9 Additional Information

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

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the Hospital meeting the set criteria on a pass/ fail basis.

EVALAUTION CRITERIA

A: MANDATORY REQUIREMENTS

Special group Firms MUST meets all requirements and Non- Compliance will lead to disqualification.

No	Requirement	Responsive or Not Responsive
MR 1	Must submit a copy of Certificate of Registration/ Incorporation	
MR 2	Must submit a copy of a valid Tax Compliance Certificate	
MR 3	Must provide a copy of a valid AGPO certificate – Firms under AGPO category	
MR 4	Submit one Tender document securely bound and clearly marked	
MR 5	Duly filled, stamped and signed confidential business questionnaire must provide clear contact details including email address	
MR 6	Declaration Form Duly filled, signed and stamped in format provided	
MR 7	Duly filled, signed and stamped sworn statement form	
	At this stage the tenderers submission will either be responsive in all mandatory (MR) requirements above or non- responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.	

TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

a) Tenderer's details

ITEM	DESCRIPTION	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	13th July 2023 at 10:00am
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange	
11	BANK DETAILS BANK NAME: BANK ACCOUNT NO: (in case of change of bank details provide written communication after contract signing)	

General and Specific Details

b) **Sole Proprietor**, provide the following details.

Name in full _____ Age _____

Nationality _____ Country of Origin _____

Citizenship _____

c) **Partnership**, provide the following details

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) **Registered Company**, provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company: -

Nominal Kenya Shillings (Equivalent) _____

Issued Kenya Shillings (Equivalent) _____

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

CLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.

- i) Are there any person/persons in (*Name of Procuring Entity*) who has/have an interest or relationship in this firm? Yes/No.....
If yes, provide details as follows.

- ii) Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

f) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____

(Signature).....*Date & Stamp*.....

1.0 SWORN STATEMENT

Having studied the registration 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 we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the registration evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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

3.0: ANTI-CORRUPTION DECLARATION FORM

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 independent or reward for the award or execution of this procurement.

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

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

Name:Signature: Date:

Business Stamp

ANTI- FRAUDULENT PRACTICE DECLARATION

We declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.

Name:Signature: Date:

Business Stamp

NON-DEBARMENT DECLARATION

We declares and guarantees that Director or any person who has controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name:Signature: Date:

Business Stamp