

**PROPOSED HOUSING SCHEME FOR KENYATTA NATIONAL HOSPITAL STAFF  
RETIREMENT BENEFITS SCHEME (2011) (KNHSRBS 2011) ON PLOT LR. NO.  
KAJIADO/KITENGELA/6242 IN KITENGELA, KAJIADO COUNTY**

**REQUEST FOR PROPOSAL (RFP) FOR MECHANICAL WORKS SUB-  
CONTRACTORS**

**Brief description of the Client**

The Kenyatta National Hospital Staff Retirement Benefits Scheme (2011) was established in 2011 and operates on a defined contribution basis. The Sponsor, Kenyatta National Hospital (KNH), constituted KNHSRBS (2011) under an irrevocable trust for the purposes of providing pensions for members on retirement at a specified age and relief for dependents of deceased members.

**Description of the project**

KNHSRBS (2011) is looking for Mechanical Works Sub-Contractor interested in the construction of a phased residential scheme on part of its land, title number Kajiado/Kitengela/6242. The site is about nine [9] kilometres from Kitengela town, and about 400 metres off the Nairobi-Namanga Road. At completion, the first phase will comprise of 59No. four (4) and five (5) bedroom maisonettes and 30No. two (2) and three (3) bedroom apartments organized within 3No.blocks.

**Notes to Bidders**

1. The purpose of this document is to assist the procuring entity KNHSRBS (2011) in the evaluation of Mechanical Works Sub-Contractors who will carry out the works.
2. Bidders will be selected in accordance with the procedures set out by the procuring entity.
3. The procuring entity reserves the right to verify the accuracy of the information provided herein. Bidders may be asked to clarify the information provided after close of the submission deadline.
4. This RFP does not amount to any contractual obligation on the part of KNHSRBS (2011), and the procuring entity is neither obliged to award any bidder(s) nor give reasons for their decision(s).
5. Every bidder interested in participating in the RFP shall immediately upon downloading the tender documents send an email to [knhpension@knh.or.ke](mailto:knhpension@knh.or.ke) confirming their participation.
6. Bidders will meet all cost associated with preparation and submission of their tender.
7. Bidders are advised to regularly check the procurement portal for any updates, amendments or clarifications.
8. All documents must be submitted in English language.

9. No Consortium or joint venture shall be allowed to participate in this RFP and where any other document in relation to this RFP provides otherwise, this provision shall prevail.
10. The completed RFP document SHALL NOT be submitted electronically.
11. Bidders may request for additional information or clarifications from the procuring entity through [knhpension@knh.or.ke](mailto:knhpension@knh.or.ke) not later than two [2] working days before the submission deadline. Any such response or clarification shall be shared with all bidders who would have confirmed their participation.
12. There shall be a MANDATORY pre-bid site visit scheduled for **Wednesday 11<sup>th</sup> October 2023** between **at 1100hrs** at the project site, next to Enkasiti Plains Resort, Kitengela. The contact person in case of any clarification on the visit is: **Lilian Gitau; Telephone: 0724999143**. (Those who participated in the previous site visit and hold a certificate of site visit are exempted but would have to include such evidence as part of their bid)
13. The completed RFP document shall be submitted following the outlined sequence on or before **16<sup>th</sup> October 2023 at or before 2.00pm** delivered to the tender box outside the office of the Director Legal Services, 1<sup>st</sup> Floor, Kenyatta National Hospital Administration Block, Nairobi. The RFP documents shall thereafter be opened on **16<sup>th</sup> October 2023 at 2.00pm** in the presence of the bidders' designated representatives who choose to attend.
14. Any RFP documents received by the procuring entity after the deadline shall be declared late and rejected, and promptly returned unopened.
15. Sealing and marking of the RFP.
  - a. The RFP document shall be delivered in a single sealed envelope or package, or in a single sealed container bearing the following details:
    - i. The name of the assignment.
    - ii. The name and address of the procuring entity.
    - iii. A warning: 'DO NOT OPEN BEFORE...' (the time and date for the RFP opening).
  - b. Within the single sealed envelope, package or container referred to above, the bidder shall place the following separate sealed envelopes:
    - i. An envelope marked 'TECHNICAL PROPOSAL', containing ONE (1) original and ONE (1) copy of the Technical Proposal.
    - ii. An envelope marked 'FINANCIAL PROPOSAL', containing ONE (1) original and ONE (1) copy of the Financial Proposal.
  - c. Each envelope in item (b) above shall bear the following details:
    - i. The name of the assignment.
    - ii. The name and address of the procuring entity.
    - iii. The name and address of the bidder.
    - iv. A warning on the Financial Proposal envelope: 'DO NOT OPEN WITH THE TECHNICAL PROPOSAL'.
16. The Technical and Financial Proposals **MUST** be submitted in two (2) **SEPARATE** booklets.

### **Tender Evaluation Sequence**

The tenders shall be evaluated in the following four (4) stages:

- Stage A. Preliminary Evaluation: Mandatory Requirements**  
All requirements MUST be met to proceed to Technical Evaluation.
- Stage B. Technical Evaluation**  
Bidders who score 70 and above shall qualify for Financial Evaluation.
- Stage C. Financial Evaluation**  
The lowest three (3) responsive bidders shall be evaluated further under a Due Diligence process.
- Stage D. Due Diligence**  
Due diligence shall be carried out on:
- i. A visit to at least 1 No. local project within Nairobi; and
  - ii. A local yard/workshop(s); and
  - iii. Interviews of key personnel employed by the bidder to undertake the project (Director, Project Engineer and Site Agent); and
  - iv. Confirmation of authenticity of provided information; and
  - v. Soliciting of confidential analysis/opinion from the Client and Consultants stated by the bidder(s).

### **Final Score**

The final award shall be based on a weighted scoring of 60-40. The breakdown is as follows:

1. 60% score on financial evaluation.
2. 40% score on technical evaluation and due diligence, further broken down as follows:
  - a. 50% on technical evaluation.
  - b. 50% on due diligence.

### **Combined Score Computation**

Maximum technical score  $T_m$  will earn full marks - **40 marks**

Other Technical scores  $T$  prorated:  $(T/T_m) \times 40$  to give the total technical score,  $S_t$

Lowest Responsive Tenderer Amount  $C_{min}$  will score full marks - **60 marks**

Other Responsive Tenderers' Amount  $C$  scores to be prorated:  $(C_{min}/C) \times 60$  to calculate the financial score,  $S_f$

**Tenderer's Final Score ( $S_{fin}$ )** to be computed as follows:

$$S_{fin} = S_t + S_f$$

### **Stage A. Preliminary Evaluation: Mandatory Requirements**

Bidders shall provide an ORIGINAL AND A COPY of a SERIALIZED/PAGINATED, TAPE BOUND document with a TABLE OF CONTENTS.

Bidders shall submit the Technical and Financial Proposals as two (2) **SEPARATE** booklets.

Bidders are required to submit the following mandatory documents/information:

1. Valid copy of Certificate of Incorporation or Business Name.
2. Valid Tax Compliance Certificate.
3. Valid NSSF Compliance Certificate
4. Valid NHIF Compliance Certificate
5. Valid copy of National Construction Authority (NCA) Categories 1 or 2 Registration Certificate for Mechanical Works.

6. Valid Annual Contractors Practicing License from NCA.
7. Valid copy of the current Single Business Permit.
8. Valid CR12 form showing the list directors /shareholding (issued within the last 12 Months), a Certificate of Business Name Registration and National Identity Card for Sole Proprietorship.
9. Audited accounts for the last three [3] years.
10. Pre- bid Mandatory Site Visit Certificate, duly signed and stamped by the Client Representative during the site visit. (Those who participated in the previous RFP to attach the earlier site visit certificate)

**NB:**

Bidders who do not meet any of the above requirements will be disqualified and shall not be evaluated further.

**Stage B. Technical Evaluation**

Bidders will be required to provide documents/information based on the following technical and general requirements in response to this RFP. The award of points for the Technical Evaluation will be as follows: -

<b>Parameter</b>	<b>Maximum Points</b>
1) Key personnel _____	23
2) Completed Projects _____	30
3) Schedules of appropriate equipment _____	10
4) Evidence of having a yard/workshop(s) _____	4
5) Evidence of having a registered office/ physical address _____	4
6) Audited Financial Reports for the last 3 years _____	5
7) Letters of creditworthiness _____	12
8) Dispute history _____	12
<b>Total</b>	<b>100</b>

The detailed scoring plan shall be as shown in Table 1.

**Table 1: Scores for the Technical Evaluation- Mechanical Works Sub-Contractors**

Item	Description	Points Scored	Max. Score	Max. Points
1	Key Personnel The cited personnel MUST be employees of the bidder.			
	Director of the firm- Attach: <ul style="list-style-type: none"> <li>▪ Curriculum Vitae-----1 mark</li> <li>▪ Qualification certificates-----1 mark</li> <li>a) Holder of Degree or Higher Diploma or Diploma in a construction related field with at least 10 years of experience in the construction industry-----6 marks</li> <li>b) Holder of certificate or trade test certificate in a construction related field with at least 10 years of experience-----4 marks</li> <li>c) No relevant certificate-----0 marks</li> </ul>		1 1 6 4 0	8
	Project Manager/Engineer with a degree/diploma/certificate in a plumbing/mechanical engineering related field. Attach: <ul style="list-style-type: none"> <li>▪ Curriculum Vitae-----1 mark</li> <li>▪ Qualification certificates-----1 mark</li> <li>▪ Letter of Appointment -----1 mark</li> <li>a) With at least 10 years' relevant experience-----5 marks</li> <li>b) With at least 5 years' relevant experience -----3 marks</li> <li>c) With at least 3 years' relevant experience -----1 mark</li> </ul>		1 1 1 5 3 1	8
	Site Agent with a diploma/certificate/trade test certificate in a plumbing related field. Attach: <ul style="list-style-type: none"> <li>▪ Curriculum Vitae-----1 mark</li> <li>▪ Qualification certificates-----1 mark</li> <li>▪ Letter of Appointment-----1 mark</li> <li>a) With at least 10 years' relevant experience----4 marks</li> <li>b) With at least 5 years' relevant experience -----2 marks</li> <li>c) With at least 3 years' relevant experience-----0 marks</li> </ul>		1 1 1 4 2 0	7
				23
2	Evidence of having COMPLETED at least three (3) residential housing projects (maisonette units, apartment blocks, hotels), each with a minimum sub-contract sum of at least Ksh. 50 million, within the last 10 years. Evidence for EACH project to be provided as follows: <ul style="list-style-type: none"> <li>i. Letter(s) of Award or Local Service Order(s)----- ----- (2 marks each)</li> <li>ii. Contract(s)----- (1 mark each)</li> <li>iii. Practical Completion Certificate(s) ----- (1 mark each)</li> <li>iv. Recommendation letters from the Client(s)----- ----- (2 marks each)</li> <li>v. Recommendation letters from the Architect(s)----- ----- (2 marks each)</li> </ul>		6 3 3 6 6	30

	vi. Recommendation letters from the Mechanical Engineer(s)------(2 marks each)		6	
	<b>OR</b>			<b>OR</b>
	Evidence of having COMPLETED three buildings, one (1) of which must have a sub-contract sum of at least Ksh. 50 million and one (1) of which must be a residential housing project (maisonette units, apartment blocks, hotels) with a minimum contract sum of at least Ksh. 100 million, within the last 10 years. Evidence for EACH project to be provided as follows:			
	i. Letter(s) of Award or Local Service Order(s)----- ------(2 marks each)		6	30
	ii. Contract(s)------(1 mark each)		3	
	iii. Practical Completion Certificate(s)----- ------(1 mark each)		3	
	iv. Recommendation letters from the Client(s)----- ------(2 marks each)		6	
	v. Recommendation letters from the Architect(s)----- ------(2 marks each)		6	
	vi. Recommendation letters from the Mechanical Engineer(s) ------(2 marks each)		6	
				30
3	Schedules of appropriate equipment in good working condition and readily available locally. Attach PROOF OF OWNERSHIP OR LEASE AGREEMENT for each specific equipment required in the construction work being tendered for			
	a) At least 1 No. truck ------(2 marks)		2	10
	b) At least 1 No. pickup------(2 marks)		2	
	c) At least 1 No. threaded machine------(2marks)		2	
	d) At least 2 No. welding machines ------(4 marks)		4	
				10
4	Evidence of having a workshop/storage; etc- Provide evidence as follows:			
	i. Location- co-ordinates or street name and address----- ------(1 mark)		1	4
	ii. Tenancy or Lease Agreement or Title Deed ------(1 mark)		1	
	iii. Photographic evidence of the store------(2 marks)		2	
				4
5	Evidence of having a registered office/ physical address locally. Provide evidence as follows:			
	i. Location- co-ordinates or street name and address----- ------(1 mark)		1	4
	ii. Tenancy or Lease Agreement or Title Deed ------(1 mark)		1	
	iii. Photographic evidence of the office------(2 marks)		2	
				4

6	Financial report- Audited financial report for the last three [3] years a) Averaged annual turnover greater or equal to Ksh. 100 million------(5 Marks) b) Averaged annual turnover above Ksh. 50 million but below Ksh. 75 million------(3 Marks) c) Averaged annual turnover above Ksh. 30 million but below Ksh. 50 million -----(1 mark)		5 3 1	5
				5
7	Letters of creditworthiness including a telephone contact from EACH of the following suppliers: a) Pipes supplier------(4 marks) b) Sanitary fittings supplier------(4 marks) c) Pumps supplier------(4 marks)		4 4 4	12
				12
8	Disputes History* a) Has had no construction-related dispute/litigation of any form or arbitration case in the last ten years -----(12 Marks) b) Has not more than two construction-related dispute/litigation of any form or arbitration cases in the last ten years -----(6 Marks) c) Has more than two construction-related litigation or arbitration cases in the last ten years------(0 Marks) Where there has been a dispute, details of the nature of the dipute must be disclosed and whether bidder was the claimant of respondent.		12 6 0	12
				12
<b>TOTAL</b>				<b>100</b>

**NB:**

**Only bidders who score 70 points and above in this Technical Evaluation shall qualify for financial evaluation.**

**Stage C. Financial Evaluation**

The lowest three (3) responsive bidders shall be subjected to further Due Diligence.

**Stage D. Due Diligence**

The procuring entity shall be at liberty to carry out due diligence to seek further clarification/confirmation of the authenticity /compliance by visiting any or all of the local residential project(s) and yard(s)/workshop(s) within Nairobi listed by the bidder. The due diligence visit shall be evaluated on the following criteria:

<b>COMPLETED LOCAL RESIDENTIAL HOUSING PROJECT(S)</b>					
<b>Item No.</b>	<b>Parameter</b>	<b>Project 01</b>	<b>Project 02</b>	<b>Max Score</b>	<b>Max Points</b>
1	<b>Quality of workmanship:</b> a) Sanitary fittings i. Water closets------(3 marks) ii. Wash hand basins------(3 marks) iii. Showers------(3 marks) iv. Kitchen Sinks------(3 marks) v. Accessories ------(3 marks) b) Pipe terminations -----(3 marks) c) Water tank connections -----(3 marks) d) Water booster pump connection----(3 marks) e) Firefighting installations------(3 marks) f) External water reticulation -----(3 marks)			6 6 6 6 6 6 6 6 6 6	60
	<b>TOTAL SCORE ( OUT OF 60)</b>				<b>60</b>

Details of the three (3) No. cited projects that can be visited by the evaluators to be filled in the format below:

Item No	Project Name and Location (Town and County)	Construction Start and End Dates	Sub-Contract Sum	Contact Persons Provide ALL the below details	
1				Client name:	
				Telephone number:	
				Email address:	
				Architect firm/name:	
				Telephone number:	
				Email address:	
				Mechanical Engineer firm/name:	
				Telephone number:	
				Email address:	
				Main Contractor firm/name:	
				Telephone number:	
				Email address:	
2				Client name:	
				Telephone number:	
				Email address:	
				Architect firm/name:	



				Telephone number: Email address:	
				Mechanical Engineer firm/name: Telephone number: Email address:	
				Main Contractor firm/name: Telephone number: Email address:	
3				Client name: Telephone number: Email address:	
				Architect firm/name: Telephone number: Email address:	
				Mechanical Engineer firm/name: Telephone number: Email address:	
				Main Contractor firm/name: Telephone number: Email address:	

AND

<b>WORKSHOP/STORAGE</b>				
<b>Item No.</b>	<b>Parameter</b>	<b>Points Scored</b>	<b>Max Score</b>	<b>Max Points</b>
1	a) Pipes and sanitary fittings storage -----(4 marks) b) Size------(4 marks) c) Available equipment------(4 marks) d) Skilled operators------(4 marks)		4 4 4 4	16
2	Workshop organization -----(4 marks)		4	4
	<b>TOTAL SCORE (OUT OF 20)</b>			<b>20</b>

AND

<b>INTERVIEWS OF KEY PERSONNEL</b>			
<b>Personnel</b>	<b>Points Scored</b>	<b>Max Score</b>	<b>Max Points</b>
Director		8	8
Project Manager/Engineer		6	6
Site Agent		6	6
<b>TOTAL SCORE (OUT OF 20)</b>			<b>20</b>

