

ORIGINAL

KENYATTA NATIONAL HOSPITAL



PRE-QUALIFICATION FOR PROVISION OF CLEARING AND FORWARDING SERVICES

TENDER NO: KNH/PQ/002/2024-2026

CLOSING DATE: 17/10/2024

TIME: 10:00 HRS EAST AFRICA TIME

COPY

KENYATTA NATIONAL HOSPITAL



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Supplier Registration Notice

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 provision of clearing and forwarding services to the organization as indicated below for a two-year period 2024-2026.

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

CATEGORY NUMBER		DESCRIPTION
1	KNH/PQ/002/2024-2026	pre-qualification for Provision of Clearing & Forwarding Services

REGISTRATION INSTRUCTIONS

Introduction

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 for Provision of Clearing & Forwarding Services to the organization.

Objective

The main objective of this exercise is to identify competent Service providers/suppliers to provide Clearing & Forwarding Services under relevant tenders/quotations to the Hospital as and when required during the period of two **2 years; 2024/2026**

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

Information

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

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 17/10/2024.**

Questions Arising from Documents

Address where to send enquiries is Kenyatta National Hospital P.O Box 20723 and procurement@knh.or.ke; to reach the Procuring Entity not later than, **10/10/2024.**

Additional Information

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

EVALAUTION CRITERIA

Mandatory Requirements

S/No.	Completeness and Responsiveness Criteria	Requirement
MR1.	Certificate of Independent Tender Determination	<i>Duly Filled, Stamped and Signed</i>
MR2.	Confidential Business Questionnaire	<i>Duly Filled, Stamped and Signed</i>
MR3.	Self-Declaration on debarment (PPADA 2015)	<i>Duly Filled, Stamped and Signed</i>
MR4.	Self-Declaration on Corruption / Fraudulent Practices	<i>Duly Filled, Stamped and Signed</i>
MR5.	Declaration and Commitment to the Code of Ethics	<i>Duly Filled, Stamped and Signed</i>
MR6.	Tenderer Information Form	<i>Dully filled and stamped (organizational chart required for this tender – bidders to attach list of board of Directors (CR12 or CR13 or copy of National ID of sole proprietor)</i>
MR7.	Serialization	<i>Must be chronologically and sequentially serialized back-to-back i.e. 1, 2, 3,4.....on every page including the terms and conditions in the standard tender document and the table of content (if any)</i>
MR8.	Tax Compliance Certificate	<i>Provide valid tax compliance certificate/ Exemption Letter</i>
MR9.	Certificate of Incorporation/ Registration	<i>Must Submit a copy of the Certificate of incorporation or Registration Certificate</i>
MR10.	Original/Copy of Bid Document	<i>Must submit two Tender Documents Clearly marked Original or Copy, spiral/book bound (no stapled documents will be accepted)</i>
MR 11.	Bank Details Form	<i>Duly filled, signed and stamped by both the tenderer and respective bank</i>
MR 12.	Written Declaration by all Tenderers	<i>Attach a copy of written Declaration by tenderer that neither of their Directors have participated in the same tender as individual tenderers, joint ventures, sole proprietor or as a subcontractor.</i> <i>Should be stamped and signed by the person authorized to sign the tender.</i>
MR13.	County Government permit	<i>Valid County Government permit or Exemption</i>
MR14.	Tenderer(s) consent form	<i>Duly Filled, Stamped and Signed</i>
MR15.	Kenya International Freight and Warehousing Association (KIFWA)	<i>Must submit valid certificate from Kenya International Freight and Warehousing Association (KIFWA)</i>

Documentary evidence inform of copies must be provided for the requirements stated above. Failure to provide ANY of the requirements leads to disqualification.

CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the _____ [Name of Procuring Entity] for: _____ [Name and number of tender] in response to the request for tenders made by: _____ [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word ~~competitor~~ shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) has been requested to submit a Tender in response to this request for tenders;
 - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a tender; or
 - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. the terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name.....Title.....SignatureStamp.....

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I of Post Office Box being
a resident of in the Republic of do hereby
make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (*insert name of the Company*) who is a Bidder in respect of **Tender No.** for (*insert tender title/description*) for (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....

(Title)

.....

(Signature)

.....

(Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, of P.O. Box.....being a resident of..... in the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.** for..... (*Insert tender title/description*) for..... (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(*insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I.....(Person) on behalf of (*Name of the Business/ Company/Firm*).....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name

Sign.....

Date.....

TENDERER INFORMATION FORM

[The tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date *[insert date (as day, month and year) of Tender submission]*

Tender Name and Identification..... *[Insert identification*

Alternative No.: *[insert identification No if this is a Tender for an alternative]* Page _____ of _____ pages

1. Tenderer's Name <i>[insert Tenderer's legal name]</i>
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>
3. Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>
5. Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>
<p>6. Tenderer's Authorized Representative Information</p> <p>Name: <i>[insert Authorized Representative's name]</i></p> <p>Address: <i>[insert Authorized Representative's Address]</i></p> <p>Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i></p> <p>Email Address: <i>[insert Authorized Representative's email address]</i></p>
<p>7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> For Kenyan Tenderers a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority in accordance with ITT 3.14.</p> <p><input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 3.4.</p> <p><input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.1.</p> <p><input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing:</p> <p>(i) Legal and financial autonomy</p> <p>(ii) Operation under commercial law</p> <p>(iii) Establishing that the tenderer is not under the supervision of the Procuring Entity</p> <p>2. Included are the organizational chart and list of Board of Directors.</p>

TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

a) 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
1	Name of the Procuring Entity	Kenyatta National Hospital
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer. 1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address Name and email of contact person.	
4	Reference Number of the Tender	KNH/PQ/002/2024-2026
5	Date and Time of Tender Opening	17 th October 2024 at 10:00am
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	
8		

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				

(e) **DISCLOSURE OF INTEREST-** Interest of the Firm in the Procuring Entity.

(i) Are there any person/persons in (Name of Procuring Entity) who has an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

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

(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		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	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 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 correct.

Full Name_____

Title or Designation_____

(Signature)

(Date)

BANK DETAILS FORM

TENDER NUMBER:

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TENDER DESCRIPTION:

--

PERSON AUTHORIZED TO SIGN THE TENDER AS PER POWER OF ATTORNEY OR DELEGATION TO SIGN:

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--

INSTITUTION/COMPANY NAME:

--

<u>ADDRESS</u>	<u>OFFICIAL STAMP</u>
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(2)

**AUTHORIZED PERSONS NAME
 POSITION**

--	--

EMAIL ADDRESS

--	--

TELEPHONE NO.

--	--

SIGNATURE

--	--

DATE

--	--

ACCOUNT NO.:

--

BANK NAME:

	BANK CODE
--	------------------

BRANCH NAME:

	BRANCH CODE
--	--------------------

BANKERS CONFIRMATION THAT ACCOUNT DETAILS ARE AS STATED ABOVE

AUTHORISED SIGNATORY:

1)	2)
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BANKERS STAMP:

TENDERER CONSENT FORM

Tender Number: _____

Tender Description: _____

The Kenyatta National Hospital is committed to processing your personal information in accordance with the Hospital’s Data Protection Policy, Data Protection Act, 2019 and its Regulations.

The personal data submitted in the tender as detailed will therefore be processed in line with the relevant Data Protection, Policies, Laws and Regulations in the way(s) and purpose(s) detailed in this Data Subject Consent Form.

I/we _____(Name of tenderer) hereby give explicit consent to processing of my personal data by Kenyatta National Hospital for the purposes of compliance with the Data Protection Act, 2019.

Signed:

Name: (tenderers name): _____

Signature: _____

Date: _____

Stamp: _____

TENDERER’S JV MEMBERS INFORMATION FORM

**The tenderer shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the tenderer and for each member of a Joint Venture]].*

Date:.....[insert date (as day, month and year) of Tender submission].

Tender Name and Identification:.....[insert identification Alternative

No.:.....[insert identification No if this is a Tender for an alternative].

Page _____ of _____ pages

1.	Tenderer's Name: [insert Tenderer's legal name]
2.	Tenderer's JV Member's name: [insert JV's Member legal name]
3.	Tenderer's JV Member's country of registration: [insert JV's Member country of registration]
4.	Tenderer's JV Member's year of registration: [insert JV's Member year of registration]
5.	Tenderer's JV Member's legal address in country of registration: [insert JV's Member legal address in country of registration]
6.	Tenderer's JV Member's authorized representative information Name: [insert name of JV's Member authorized representative] Address: [insert address of JV's Member authorized representative] Telephone/Fax numbers: [insert telephone/fax numbers of JV's Member authorized representative] Email Address: [insert email address of JV's Member authorized representative]
7.	Attached are copies of original documents of [check the box(es) of the attached original documents] <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITT 4.6.
8.	Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

