



Kenyatta National Hospital, P.O. Box 20723 - 00202, Nairobi Tel. 2726300
OFFICE OF THE DIRECTOR - SUPPLY CHAIN MANAGEMENT

Ref: KNH/SCM/ADM/18

DATE: 17th March, 2022.

**MINUTES OF KNH PREBID CONFERENCE HELD ON 15TH MARCH, 2022 AT THE
ADMINISTRATION LAWN AT 10:30AM**

MEMBERS PRESENT

1. Abdallah Ofula	-	Chairman
2. Lynette Adhiambo	-	Member
3. Simon Waitthaka	-	Member
4. Vincent Mutisya	-	Member
5. Sharon Hinga	-	Member
6. Milkah Gathoni	-	Member
7. Joy Meme	-	Member
8. Milcah Chepngetich	-	Member
9. Viren Abugo	-	Member
10. Monicah Gachuhi	-	Member
11. Cynthia Koina	-	Member
12. Wise Kimathi	-	Secretary

AGENDA

1. Prayers
2. Chairman's Remarks
3. Supplier's Registration
4. Standard Tender Document
5. Award and Payment
6. Clarification on Issues Raised

Director's Remarks

The meeting was opened with a word of prayer by Lynette Adhiambo, thereafter the Chairman called the meeting to order at 11:00 am and welcomed all members to the meeting. The Chairman advised all bidders to register then welcomed Lynette Adhiambo for her presentation.

Minute 1/15/3/2022- Supplier's Registration

The meeting began by Registration of all bidders present. One Hundred and Eleven (111) suppliers were registered in total. (Attached is the list of all registered bidders).

Minute 2/15/3/2022- Standard Tender Document

Lynette Adhiambo made a presentation of the New Standard Document. She stated that the Public Procurement and Regulatory Authority (PPRA) reviewed, updated and developed New Standard Tender Documents (STDs) vide circular Ref: PPRA/6/5/Vol.1 (II) Dated 22nd April, 2021. Bidders were informed about the changes made in the New Standard Tender Document as follows:

- Section I contains the General Instructions.
- Section II contains the Tender data sheet.
- Section III contains the Evaluation / Qualification criteria.
- Under Section III, bidders were informed to take note of the new Form of Tender which requires them to include the company's letterhead, and there should be no alterations while filling the tender document.

They were further informed that the following documents are to be dully filled, signed and stamped.

- i. Form of Tender.
- ii. Tender's eligibility-Confidential Business Questionnaire.
- iii. Certificate of Independent Tender Determination.
- iv. Self-declaration and Commitment to the Code of Ethics.
- v. Self-declaration on Corruption / Fraudulent practices.
- vi. All pages of the bid document should be well paginated.

The bidders asked whether the information required on the organizational chart can be found in the CR12. This question was answered in affirmative. The CR12 should always be attached by the bidders in their respective bid documents. The CR12 covers information concerning the board of directors and all stakeholders in an organization and also beneficial ownership.

Minute 3/15/3/2022- Award and Payment

Simon Waithaka made a presentation on Awards and Payment. Bidders were informed about the Notification of Award process. He informed the bidders that after the Notification of Intention to Award there was a 14 days period for any clarification regarding the award after which notification are then done. He further informed the bidders that no LPO would be issued without the letter of notification of award and the Performance Bond (if required). Bidders were also informed that while collecting the LPO they should check the following: -

- i. If the supplier names are written correctly.
- ii. LPO has a signature of the AIE holder.
- iii. Expiry date of the LPO.
- iv. Contract date is valid.
- v. Check unit of issue and the quantity awarded.

The bidders were also advised in case of change of name, a certificate of change of name should be attached together with the certificate of incorporation/registration to facilitate easy payment and easy confirmation. It was also communicated that if a vender supplied part of the consignment ordered and issued a credit note, the order is considered closed and no further deliveries can be made against such an order as it will be considered closed. In addition if a vender supplied part of the delivery and invoiced for partial delivery, they are required to provide a cancellation note for goods not supplied.

Minute 4/15/3/2022- Clarification on Issues Raised

The forum was open for bidders to ask any questions and seek clarity where necessary. Some of the questions asked were as follows: -

1. Whether it was possible to combine Procurement in KNH Hospital and Othaya Annex. Response: in line with Government directives on promotion of local content, the local bidders were given an opportunity to participate.
2. Whether the Hospital could extend the deadline for Supply of Pharmaceuticals. Response: An extension was granted for two (2) weeks up to 19th APRIL 2022
3. In the tender for Computer Consumables, in the price schedule, it's indicated in Section V, Schedule of Requirement for Staff Uniform. Response: Necessary corrections will be made.
4. Whether the labels put on samples for Pharmaceuticals need to be stamped. Response: It's not necessary.
5. New Tender Document has different price schedules, which one should be used. Response: The one with quantities provided by KNH is the one to be used.
6. When a Performance Bond should be extended. Response: Extension is required only when requested by the hospital.
7. Whether it was possible to get advanced payment from the hospital. Response: Advanced payment is only possible if it was agreed in the contract document in line with the Public Procurement and Asset Disposal act, 2015 the Public Procurement Asset and Disposal Act)
8. What should a bidder do in the event of the loss an LPO Response: The bidder should write to the hospital seeking guidance and this should be accompanied by an affidavit and a cover letter.
9. Whether Performance Bonds from any other financial institutions apart from Banks are acceptable. Response: The hospital accepts Performance bond only from Banks.

Prepared by: Wise Kimathi KISM No: 81529

Authorized Signature:



Abdallah Ofula
Ag: Director Supply Chain Management

