



**PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF  
GOODS, WORKS AND SERVICES TO THE KAREN HOSPITAL**

**1<sup>st</sup> JUNE 2021- 31<sup>st</sup> MAY 2023**

CATEGORY NO.....
CATEGORY DESCRIPTION.....
RECEIPT NO..... <i>(attach receipt copy)</i>

**CLOSING DATE: 23<sup>rd</sup> APRIL 2021**

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## **PREAMBLE**

The Karen Hospital invites applications for pre-qualification from eligible competent Suppliers (**including the current suppliers**) for the supply of goods, works and services for the Period 1<sup>st</sup> June 2021 –31<sup>st</sup> May 2023 under the following listed categories;

<b><u>CATEGORY NO.</u></b>	<b><u>CATEGORY OF GOODS AND SERVICES</u></b>
<b>A. MEDICAL</b>	
TKH/01/21-23	Pharmaceutical Drugs, Medicines and Vaccines.
TKH/02/21-23	Orthopedics Supplies (Theatre Screws, Plates, implants
TKH/03/21-23	Supply and Delivery of Physical medicine and Rehabilitation (Physiotherapy) Supplies-walking aids, wheelchairs etc.)
TKH/04/21-23	Supply of Medical Consumables- Surgical consumables, Sutures, Dental consumables, radiology supplies, ENT supplies, Anesthesia consumables, Arthroscopy consumables etc.
TKH/04/21-23	Supply of Imaging Equipment and Accessories
TKH/05/21-23	Supply and delivery of Laboratory Supplies and Consumables
TKH/06/21-23	Supply, Installation and Maintenance of Bio Medical, Surgical and other Medical Equipment
TKH/07/21-23	Supply of Medical Gases and Related Supplies
<b>B. HARDWARE</b>	
TKH/08/21-23	Supply and delivery of Hardware items/Building Materials, Paints, Plumbing, Electrical Items etc
<b>C. CONTRACTORS</b>	
TKH/09/21-23	General Building Works Contractors-Renovation, Repair and Maintenance of Buildings
TKH/10/21-23	Electrical Contractors
TKH/11/21-23	Mechanical (Plumbing & Drainage) contractors
TKH/12/21-23	Medical Gas Installations and Maintenance works contractors
TKH/13/21-23	Air Conditioning & Refrigeration Equipment Supply & Maintenance Contractors
TKH/14/21-23	Power Generator maintenance contractors
TKH/15/21-23	Uninterrupted Power Supplies (UPS), Stabilizers and Invertors supply & maintenance Contractors
TKH/16/21-23	Installation and Maintenance of CCTV Equipment, Access Control/Security Solution System, Monitoring and Response Services

TKH/17/21-23	Lifts Supply, Repairs and maintenance
TKH/18/21-23	Fire Equipment Supply, Installation & Maintenance
TKH/19/21-23	Furniture Contractors and Suppliers
TKH/20/21-23	Interior Décor Designers and Contractors
TKH/21/21-23	Masonry and Carpenters
<b>D. BUILDING CONSULTANTS</b>	
TKH/22/21-23	Architectural Consultancy services
TKH/23/21-23	Electrical Engineering Consultancy Services
TKH/24/21-23	Mechanical Engineering Consultancy Services
TKH/25/21-23	Structural Engineering Consultancy Services
TKH/26/21-23	Valuers
<b>E. TRANSPORT &amp; LOGISTICS</b>	
TKH/27/21-23	Provision of Transport/Haulage, Car Hire and Taxi Services
TKH/28/21-23	Provision of Courier services
TKH/29/21-23	Provision of Clearing and Forwarding Services
TKH/30/21-23	Servicing, Maintenance and Repair of Motor Vehicles, Motorcycles
TKH/31/21-23	Supply and delivery of Spare Parts, Tyres, Tubes and Batteries for Motor Vehicles and Motorcycles
<b>F. STATIONERY</b>	
TKH/32/21-23	Supply and delivery of, Tonners, Tonners refill, Cartridges, and other Computer Consumables
TKH/33/21-23	Supply of Print Items- Labels, stickers, Cards, Letter heads & all types of Envelopes.
TKH/34/21-23	Supply of Non-Print Items- General Office Supplies
<b>G. ICT</b>	
TKH/35/21-23	Supply or Lease, Repair and Maintenance of Desktops, Laptops, Printers, Photocopiers, Servers, Scanners Computer Software and all Computer Accessories (Hard Disk, Screens, Power adaptors, Key Boards etc.)
TKH/36/21-23	Design, supply, Installation, Configuration, Commissioning and Maintenance of Network Infrastructure
TKH/37/21-23	Supply of Telephones and Telecommunication Equipment, Audio Visual Equipment and Accessories
TKH/38/21-23	Information System Solution, Website design, Mirroring and Hosting
TKH/39/21-23	Application development
TKH/40/21-23	Provision of Software Licenses – Operating systems, utility software, Database

TKH/41/21-23	Maintenance Services – Hardware & software maintenance contracts
<b>H. MARKETING</b>	
TKH/42/21-23	Promotional Items-e.g. Polo Shirts & T-Shirts, Umbrellas, Caps & Gift Bags & Water Bottles, Executive Pens, Flash disks
TKH/43/21-23	Events- Tents and Décor, P.A Systems etc.
TKH/44/21-23	Branding and Signages-Window Graphics
TKH/45/21-23	Supply and delivery of General Office & Printed Stationery and Published Materials (hospital designed forms/books/booklets)
TKH/46/21-23	Printing- Diaries, Notebooks, Calendars, Flyers & posters etc.
	Activations- Street Activations, Mall Activations etc.
<b>I. CATERING/KITCHEN</b>	
TKH/47/21-23	Supply and delivery of Fresh Meat, Fish, Poultry and Poultry Products
TKH/48/21-23	Supply and delivery of Fresh Farm Produce (Fruits and Vegetables)
TKH/49/21-23	Supply and delivery of Dairy Products
TKH/50/21-23	Supply and delivery of Cereals, Kitchen Dry Food and Related Products
TKH/51/21-23	Supply and delivery of Soft Drinks and other Packaged Beverages/Bottled Mineral Water
TKH/52/21-23	Supply and delivery of Bread, Cakes and other Baked Products
TKH/53/21-23	Supply of Cutlery and Crockery(including Disposables)
TKH/54/21-23	Supply and delivery of Liquefied Petroleum Gas, Cooking Gas, Diesel and Lubricants
<b>J. HOSPITALITY/HOUSEKEEPING</b>	
TKH/55/21-23	Supply and delivery of Staff Uniforms, Protective Clothing and Personal Protective Equipment (PPE) i.e. Safety shoes, Helmets, Gloves, Googles etc.
TKH/56/21-23	Supply and delivery of Cleaning Materials, Soap, Detergents & Disinfectants
TKH/57/21-23	Supply and delivery of General Housekeeping Materials (mops, polish, wash buckets, brooms, disposable bags, Sanitary Bins etc.)
TKH/58/21-23	Supply and delivery of Toiletries, Basins, Slippers, Towels, Pampers and Maternity Sanitary Towels
TKH/59/21-23	Supply and delivery of Hospital Linen, Beddings and Drapery

TKH/60/21-23	Provision of Fumigation and Pest Control Services
TKH/61/21-23	Provision of Sanitary Services
<b>K. OTHERS</b>	
TKH/62/21-23	Provision of Management Consultancy Services; Human Resource, ICT, Audit, Legal, Tax, Accountancy, Occupational Health & Safety etc.
TKH/63/2-23	Provision of Insurance Brokerage/Comprehensive Services

## **INSTRUCTIONS**

1. Prequalification documents can be downloaded from The Karen Hospital website [www.karenhospital.org](http://www.karenhospital.org).
2. A non-refundable fee of **Kshs 2,000 per category** is payable by M-PESA through **Paybill No. 661300, Account No.Tender2021**, or by Bank Transfer (EFT) to **Kenya Commercial Bank(KCB)**, Account Name **The Karen Hospital Limited**, Account No. **1108979688, Moi Avenue Branch**.
3. Upon payment of the fee above, the Tenderer shall notify the hospital of the payment via email address [tenders@karenhospital.org](mailto:tenders@karenhospital.org) and the Hospital shall confirm receipt of payment and attach the receipt.
4. The original receipt showing proof of payment should be attached to the prequalification documents at the point of submission.
5. Completed prequalification documents marked with the Category Number & Description of Goods and Services should be sent to the email address [tenders@karenhospital.org](mailto:tenders@karenhospital.org).
6. The Karen Hospital reserves the right to accept or reject any application partially or in whole without giving any reasons in decision made.

# **SUPPLIER PREQUALIFICATION DOCUMENT**

TKH continuously seeks to partner with competent suppliers & service providers for supply of various goods & provision of various services.

## **1. IMPORTANT NOTES TO SUPPLIERS**

- a) The purpose of this document is to assist TKH Limited in the identification & evaluation of potential suppliers who may subsequently be invited to tender.
- b) In order to simplify this process, you need to provide certified copies of all supporting documents requested under the questionnaire, for example, **audited accounts/financial statements, registration & compliance certificates, statements & policies**, etc.
- c) You may also be asked to clarify your answers or provide more details. Please answer every question. If the question does not apply to you please write N/A; if you don't know the answer, please write N/K.
- d) Failure to complete this questionnaire &/or to provide written answers to any further questions or requests for additional information or requests for clarification will result in the supplier's elimination from further consideration.
- e) Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire are legally binding on the supplier & should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further, TKH Limited reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- f) Where necessary & if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplements on separate sheets.
- g) Please initial & rubber stamp each page & sign the last page in the space provided.
- h) Please fill in and send your Pre-qualification document with the requisite attachments to the email address [tenders@karenhospital.org](mailto:tenders@karenhospital.org) , on or before **Friday 23<sup>rd</sup> April 2021**.

If you have any queries about this form please contact:

Head of Supply Chain Management on the following address;  
[tenders@karenhospital.org](mailto:tenders@karenhospital.org)

## 2. COMPANY INFORMATION

Bidders willing to be considered for this requirement are expected to furnish TKH with, among others the following vital information, which will be treated in strict confidence.

- a) Full name of organization: .....
- b) Is your organization: ..... (Please tick one)
  - i. A public limited company? If yes, please attach copies of the company's memorandum of association & articles including any change of name
  - ii. Public listed company? If yes, attach copies as (i) above
  - iii. A limited company? If yes, attach copies as (i) above
  - iv. A partnership? If yes attach the Partnership deed
  - v. a sole trader? If yes attach business certificate
  - vi. other (please specify)

Date of Registration (Attach a copy of certificate of incorporation)

- c) Full physical address of principal place of business: .....
- d) Full postal address of the principal place of business: .....
- e) Registered address if different from the above: .....
- f) Postal Code: .....
- g) Telephone number: .....
- h) Fax number: .....
- i) E-mail address: .....
- j) Website address (if any): .....
- k) Company Tax PIN: (Kindly provide a copy of the PIN Certificate)
- l) VAT Registration number:(Kindly provide a copy of the VAT Certificate)
- m) Tax Compliance certificate (Kindly provide a current copy of Tax Compliance certificate)
- n) Compliance with statutory payments i.e. NSSF & NHIF (please attach evidence of the same)
- o) Proof of registration with the relevant government Ministry (if applicable to this Prequalification) (Attach copy of current registration certificate)
- p) Period in which you have been in business: .....
- q) Names of the Shareholders, Directors & Partners (Please indicate the citizenship of the directors)



- r) Kindly provide original copy of an official search report issued by the Registrar of Companies showing the directors & shareholders of the company (CR12). The report should not be more than three months old.
- s) Associated companies (if any)
- t) Provide the name of company's Certified Secretary/Auditors
- u) Name of (ultimate) parent/holding company (if this applies):
- v) Companies Registry number of parent/holding company (if this applies):
- w) If a consortium is expressing interest, please give the full name of the other organization (the proposed consortium partners should also complete this questionnaire in its entirety)
- x) Contact person within the organization to whom enquiries about this prequalification should be directed:
  - NAME: .....
  - TITLE: .....
  - TEL: .....
  - FAX: .....
  - EMAIL: .....

***(TOTAL 12 POINTS)***

**3. FINANCIAL POSITION**

- a) What was your turnover in the last 2 years?
- b) What maximum volume of business (in Kshs) can your company sustain/supply per month?
- c) Has your organization met all its obligations to pay its creditors & staff during the past year? Yes / No  
If No, please give details
- d) Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting authority/client? Yes / No  
If yes, please give details:  
If "No" please explain why not:
- e) What is the name & branch of your bankers (who could provide a reference)?  
Name: .....  
Branch: .....  
Telephone Number: .....  
Postal Address: .....  
Contact Person Name: .....  
Contact Position: .....

Contact E-mail: .....

- f) Provide a copy of the following:
  - A copy of your most recent audited accounts (for the last 2 years)
  - A statement of your liquidity, turnover, profit & loss account & cash flow for the most recent year of trading
  
- g) What maximum payment/credit period would you be willing to give The Karen Hospital?

***(TOTAL 15 POINTS)***

#### **4. BUSINESS ACTIVITIES**

- a) What are the main business activities of your organization? (Please specify).
- b) Are you a current supplier/contractor at The Karen Hospital? (Please specify)
- c) How many staff does your organization have?
- d) Indicate the number under each category
  - i. Top Management.....
  - ii. Technical (Permanent....., Temporary.....)
  - iii. Semiskilled (Permanent....., Temporary.....)
  
- e) Please generally describe the experience & expertise your organization possesses that will enable you to effectively & efficiently undertake the work you wish to be prequalified for as required by TKH Limited.
- f) Attach you company organogram with emphasis on the job you are being pre-qualified for.
- g) Attach CV's of key staff
- h) For expatriate, provide copies of valid work permit
- i) Please list your major equipment machinery & plants indicating ownership (whether owned or hired) & the ageing.
- j) Please list and attach(where necessary) Licences from the relevant regulatory bodies

***(TOTAL 30 POINTS)***

#### **5. TRADE REFERENCES**

- a) Please provide details of at least seven (7) previous/current works you have undertaken over the last three (3) years, or that are relevant to this prequalification document.

- b) Attach copies of LPO's, Letters of award/signed contracts. Note that the referees may be contacted without further references to you.

- Customer Organization (name)
- Customer contact name & phone number
- Contract reference & brief description:
- Date contract awarded
- Date contract Completed
- Value of businesses transacted:(KES/USD)

*(TOTAL 15 POINTS)*

## **6. CERTIFICATIONS, ACCREDITATIONS & APPROVALS**

Detail any relevant certifications & accreditations by principals or accreditation bodies & attach copies of such certification.

*(Such certifications may be for your company or for your individual staff as relevant to the work they do. Other expected certifications may be in the areas of Quality Management Systems such as ISO, Environmental Management Processes, Security certification or GSM Association certifications).*

*(TOTAL 5 POINTS)*

## **7. AGENCIES & PARTNERSHIPS**

Detail any agencies & partnerships that you have that are relevant to the category of goods/services you are applying for.

*(TOTAL 2 POINTS)*

## **8. MANAGEMENT POLICIES**

- a) Employee Integrity

How does the firm ensure the integrity of staff? Detail any related policies.

- b) Code of Conduct/Ethics

- Does your company have a code of conduct? If so, please attach a copy.
- Indicate if the company subscribes to a professional body with a code of conduct/ethics.

- c) Company employment policy
  - Does your organization have a documented employment policy?
  - What are key highlights from this policy if in existence?
  - What types of contracts do your employees have?
  
- d) Customer Service
  - Does your organization have a documented policy on Customer Service?
  - Which position in your firm is responsible for customer service & how is this position supported by other functions?
  - Does your firm use any performance management techniques, including customer satisfaction measurement if so, what are the key parameters?

**Note:** TKH may require that customers for products/services provided by your firm fill out an appraisal form & rate your services for use in subsequent decisions on whether to shortlist your company.

- e) Quality Assurance
  - Does your organization have a documented policy on Quality? If yes, kindly attach a copy of the same.
  
- f) Health & Safety
  - Does your organization have a written Safety, Health & Environment policy? [No/yes] if yes please provide details. (Attach a copy of policy)

***(TOTAL 6 POINTS)***

## **9. BUSINESS PROBITY & LITIGATION MANAGEMENT**

Please confirm whether any of the following criteria applies to your organization:

**Note** that failure to disclose information relevant to this section may result in your exclusion as a potential TKH supplier.

- i) Is your organization bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?
- ii) Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of KES 500,000/= (equivalent to USD 5,000)

- iii) Has any partner, director, shareholder or employee whom you would propose to use to deliver this service been convicted of an offence concerning his professional conduct?
- iv) Has any partner, director or shareholder been the subject of corruption or fraud investigations by the Police, the Ethics and Anti-Corruption Commission or similar authority in the country in which your organization is established?
- v) Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law or the laws of the country in which it is established?
- vi) Please state if any Director, Shareholder/ Partner & / or Company Secretary of the Organization is currently employed or has been employed in the past three years by TKH.
- vii) Please state if any Director / Partner & / or Company Secretary of the Organization has a close relative who is employed by TKH & who is in a position to influence the award of any supply. For purpose of pre-qualification process close relative refers to parents, siblings, spouse or children.

***(TOTAL 5 POINTS)***

## **10. INSURANCE**

Please provide details of your current insurance cover Value (Kes)

- 1. Employer's Liability:
- 2. Public Liability:
- 3. Professional Indemnity (if applicable)
- 4. W.I.B.A
- 5. Other (specify)

***(TOTAL 10 POINTS)***

## **11. EVALUATION**

### **a) Mandatory Requirements For Evaluation**

The following documents **MUST** be attached. Except where stated, all copies must be certified by your Company secretary or an Advocate of the High Court of Kenya.

For organizations not legally incorporated or registered within the Republic of Kenya, all documents must be notarized by a Notary Public.

- i. Certificate of Incorporation/Business Name Registration Certificate
- ii. Valid Trading Certificate /Practicing Certificate for all professionals (where applicable)
- iii. Business Permits (where applicable)
- iv. Certificate from relevant regulatory authority/Body (where applicable)
- v. PIN Certificate of the Firm/Company/Individual from Kenya Revenue Authority
- vi. VAT Certificate
- vii. Tax Compliance Certificate from Kenya Revenue Authority
- viii. List of Directors, telephone no & their postal address
- ix. Form CR 12 as issued by the Registrar of Companies (certified copy of original)
- x. Audited Accounts for the last 3 years
- xi. Latest Annual Returns & filing receipt
- xii. Accounts Information/Letter of recommendation from the firm's Banker
- xiii. Where mandatory for service provision, attach evidence of registration with Professional bodies
- xiv. Quality assurance certificates (if any)
- xv. Letters of recommendation from three (3) of your major clients.
- xvi. CVs of Senior Staff
- xvii. Organogram
- xviii. Proof of Payment for the Pre-qualification

**b) Additional Requirements**

Attach any relevant catalogues & brochures

**c) Points Award Summary**

#	REQUIREMENTS	ITEM	POINTS
1	Company Information		12
2	Financial Position		15
3	Business Activities		30
4	Trade References		15
5	Certifications &Accreditations		5
6	Agencies &Partnerships		2
7	Management Policies		6
8	Business Probity &Litigation Management		5
9	Insurance		10

**12. DECLARATION**

- For any organization listed in section 3 (i) – (iii), this declaration must be completed & signed by 2 authorized signatories of the organization.
- For a partnership, the declaration must be completed & signed by at least 2 partners
- For a sole trader business, the declaration must be completed & signed by the person in whose name the business is run, & witnessed by the business' auditor
- For any other organization, the declaration must be completed & signed as per such organization's mandate, a copy of which must be submitted to TKH.

I/We declare that to the best of my/our knowledge the answers submitted in this RFP (& any supporting documentation) are correct. I/We understand that any misrepresentation will render my/our organization ineligible to participate in TKH’s future tenders.

**FORM COMPLETED BY**

**FORM COMPLETED/WITNESSED BY**

Name: .....

Name: .....

Position (Job Title): .....

Position (Job Title): .....

Date: .....

Date: .....

Telephone number: .....

Telephone number: .....

Email: .....

Email: .....

Signature: .....

Signature: .....

Stamp/Seal

Stamp/Seal