



<b>QUOTATION FOR SUPPLY OF CATERING ITEMS</b>	<b>MMH/GEN/18-78</b>
	<b>CLOSING DATE: FRIDAY, 7<sup>TH</sup> DECEMBER 2018</b>
	<b>CLOSING TIME: 12.00 NOON</b>

**1. INTRODUCTION**

The Hospital seeks to prequalify firms for **Supply of Catering Items** under a contract period of one year. All prequalified firms will be responsible for effective, efficient and safe handling, storage and distribution of such products. The contracted firms shall at all times provide contact personnel to fully handle all of the Hospitals requirements and meet all contractual terms and regulations. Interested bidder should possess the following:

- Compliance to all Statutory and Professional Qualifications
- Buildings and Distribution facilities within the country
- Readily available qualified contact persons to handle all supply issues
- Proper Stock handling and Stock control systems
- Flexible and Reliable Transport Logistics
- High responsiveness to complaints and emergency situations
- Proper transaction documentation and systems
- Flexibility in product design and packaging
- Zero Tolerance to sale of Counterfeit products.

**2. NOTICES**

Kindly take note of the following:

- I. The following tabled are different categories under catering items that you are required to quote

<u>Number</u>	<u>Categories</u>
<b>1.</b>	<b>Seasonings, Spices and paper</b>
<b>2.</b>	<b>Vegetables, Fruits and Dry fruits</b>
<b>3.</b>	<b>Meat products and Eggs</b>
<b>4.</b>	<b>Milk products</b>
<b>5.</b>	<b>Kitchen Flavoring</b>
<b>6.</b>	<b>Dry goods</b>
<b>7.</b>	<b>Cutleries</b>
<b>8.</b>	<b>Fats and oils</b>
<b>9.</b>	<b>Liquids and Beverages</b>

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- II. Interested candidates may obtain further information and clarification through following email address [quotationsNov2018@materkenya.com](mailto:quotationsNov2018@materkenya.com).
- III. Purchase the CD containing all the information related to supply of Catering items at Procurement office located at the Hospital's Administration Block, 3rd Floor, during working hours from Monday to Friday. The CD will be issued upon payment of a non-refundable fee of Kshs. 3,000.00 per CD in the form of Cash at the casualty cashier.
- IV. Prices of Catering items as provided in the CD inclusive of all taxes, and delivery costs, must be in Kenya Shillings and shall remain valid for 120 days from the closing date of the RFQ. The Hard and Soft (CD copy) of prices will be delivered along with the RFQ response document
- V. Completed RFQ documents are to be enclosed in plain sealed envelopes, marked and clearly labeled with the RFQ Number and Name with the instructions "Do not open before **Friday, 7<sup>th</sup> December 2018 at 1200 hours** (East Africa Time). The bids will be:

Addressed to

1. **THE CHIEF EXECUTIVE OFFICER**
  2. **THE MATER HOSPITAL**
  3. **P. O. BOX 30325 - 00100,**
  4. **NAIROBI.**
- VI. The documents should be dropped at the **Tender Box located at the reception of the Administration Block, 3<sup>rd</sup> Floor.**
  - VII. Ensure you register with the security desk after dropping the documents.
  - VIII. The Mater Hospital is a Corruption free environment. Any pressure or influence attempt should be reported to the Chief Executive Officer.

### **3. MANDATORY REQUIREMENTS**

- a) A Certified copy of certificate of Incorporation
- b) Certified copy of valid Tax Compliance Certificate
- c) Signed Confidential Business Questionnaire
- d) Certified copy/copies of Valid Distributorship/ Dealership license/ Licenses
- e) Certified copy of Manufacturers authorization form ( only where applicable)
- f) Reference Letters from at least four clients
- g) Duly filled Confidential Business Questionnaire
- h) Prescribed Company Profile including, among other requirements, the Physical presence in the country with appropriate premises. This may be verified through visits or other methods.
- i) The RFQ document to be submitted **MUST** be serialized and delivered along with the Hard and Soft (CD) copies of the Price Schedule
- j) Quality Certification from a reputable and qualified certification body

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#### 4. TECHNICAL REQUIREMENTS - EVALUATION TOTAL SCORE 100%

TECHNICAL EVALUATION CRITERIA	MARKS
<ul style="list-style-type: none"><li>❖ <b>Compliance</b> to specifications.</li><li>❖ Samples Quality</li><li>❖ References</li><li>❖ Experience</li><li>❖ Terms of payment</li><li>❖ Delivery timelines</li></ul>	
<b>TOTAL SCORE</b>	<b>100</b>

**NB: Samples required should be provided within 2 days of such request. Such samples should be well labeled.**

#### 5. FINANCIAL REQUIREMENTS

**Note: In case of discrepancy between unit price and total, the unit price shall prevail.**

**Prices indicated on the Price Schedule shall be the cost of the supplies quoted including all costs i.e. transportation, customs duties, VAT and other taxes payable.**

## 6. CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c ) whichever applied to your type of business

You are advised that it is a serious offence to give false information on this form

<p><i>Part 1 – General:</i></p> <p>Business Name .....</p> <p>Location of business premises. ....</p> <p>Plot No..... Street/Road .....</p> <p>Postal Address ..... Tel No. .... Fax ..... E mail .....</p> <p>Nature of Business .....</p> <p>Registration Certificate No. ....</p> <p>Maximum value of business which you can handle at any one time – Kshs. .....</p> <p>Name of your bankers ..... Branch .....</p>
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<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <ul style="list-style-type: none"> <li>• Citizenship details .....</li> <li>•</li> </ul>									
<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> </tr> <tr> <td>1. ....</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares			1. ....		
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	<p style="text-align: center;"><b>Part 2 (c ) – Registered Company</b></p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal Kshs. ....</p> <p style="padding-left: 40px;">Issued Kshs. ....</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1.	.....	.....	.....	2.	.....	.....	.....	3.	.....	.....	.....	4.	.....	.....	.....	5.	.....	.....	.....
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