

**PROPOSED RENOVATION WORKS  
FOR MATER MISERICORDIAE  
HOSPITAL AT ANC UNIT, ST. ANNE'S  
WARD AND RENAL UNIT.**

**RFQ NO. MMH/GEN/20/01B**

---

## **1.0 INTRODUCTION**

The Mater Misericordiae hospital invites sealed bids from invited constructions firms for the Proposed Renovation Works for the Mater Misericordiae Hospital at:

- I. ANC – To expand the ward.
- II. ST ANNE’S WARD – To covert the ward to Renal Unit and Oncology unit.
- III. RENAL UNIT- To convert current renal unit to CSSD Unit.

### **Notices**

1. The bidders will be required to download a soft copy of the RFQ document from the website. The firms offering Electrical works and Plumbing works will be subcontracted by the main contractor.
2. Prices Quoted should be net inclusive of all taxes. Delivery costs, must be in Kenya Shillings and shall remain valid for 90 days from closing date of Tender.
3. A site visit by the bidders will facilitate the submission of bids. You will be required to assemble at the entrance of main reception at Mater Misericordiae main hospital South B on Monday 30<sup>th</sup> March, 2020 at 10.00 am for site visit. General details of works will be provided by the Projects technical team during the site visit. All bidders are requested to be punctual.
4. In addition all tenders must provide the mandatory documents as highlighted below in the Instruction to bidders. They should also provide all the Technical Requirements, fill in and sign the Bill of Quantities which should be handwritten.
5. The Bill of Quantities and Technical drawings will be sent to the bidders who will attend the site visit in a PDF document. Bidders are expected to print, fill in and return the BQs during the submission of the RFQ.
6. It is important to NOTE that the technical and financial document should be submitted SEPARATELY. Both documents should be sealed.

### **7. Submission of Bids**

Duly completed RFQ documents, RFQ No. MMH/GEN/20/01B must be deposited in MMH Tender Box located at the Administration Block 3<sup>rd</sup> floor not later than Friday, 10th April, 2020 4.00pm. The documents should be in sealed envelopes clearly marked with the RFQ number and addressed to:

**THE CHIEF EXECUTIVE OFFICE  
MATER MISERICORDIAE HOSPITAL  
P.O BOX 30325-00100,  
NAIROBI.**

**“RFQ No. RFQ No. MMH/GEN/20/01B MARKED “DO NOT OPEN BEFORE 10<sup>TH</sup> APRIL, 2020 4.00 PM**

8. The Mater Misericordiae Hospital is a corruption free environment. Any Pressure, Influence attempt should be reported to the Chief Executive Officer.

**FORM OF TENDER**

PROPOSED RENOVATION WORKS AT ANC, ST. ANNES’S WARD AND RENAL UNIT FOR MATER MISERICORDIAE HOSPITAL FOR THE REGISTERED TRUSTEES SISTERS OF MERCY, KENYA PROVINCE.

We, the undersigned, are willing to complete and maintain the whole of the above works. The proposed renovation works at ANC, ST. ANNES’S AND RENAL UNITS for the Mater Misericordiae for the Registered Trustees Sisters of Mercy, Kenya Province.

Having visited the site and examined the Tender Documents for the execution of the above works, we the undersigned are willing to Contract and perform fully, the whole of the said works in accordance with the said Bills of Quantities, Specifications and Conditions of Contract and to enter into a Contract and complete the whole of the works within the time stated in this Form of Tender.

Our Tender figure including all Preliminaries , P. C. Sums, Provisional Sums, Contingencies, V.A.T. and based on a fixed price contract amounts to ;-

**Kenya Shillings (Words)**

.....  
.....

**Kshs. (figure)** .....

Signature of Tenderer.....

Name of Tenderer.....

Address of Tenderer.....

**TENDER VALIDITY PERIOD**

Further we, the undersigned, agree that unless and until a formal agreement is executed, this Tender together with your acceptance thereof, shall constitute a binding Contract between us, and this Tender shall remain a valid offer for One Hundred and Twenty (120) days.

**EXAMINATION OF TENDER DOCUMENTS**

Further we, the undersigned, have examined all the drawings detailed previously which will form part of this Contract, together with the instructions to Tenderers, and we have no further questions relating to them and we have personally signed each document as identification.

Further we, the undersigned understand that the lowest, or any portion of any tender will not necessarily be accepted nor will any expense incurred by the Tenderer in the preparation of this Tender be allowed. Further the Employer reserves the right to award whole or portion of the tenders and to supply only materials or equipment as he may deem fit.

**Signature of Tenderer**.....

**Name of Tenderer**.....

**Address of Tenderer**.....

**TENDER SECURITY FORM**

Whereas..... *[name of the tenderer]* (hereinafter called “the tenderer”)

has submitted its tender dated .....*[date of submission of tender]* for the supply of.....

..... *[name and/or description of the service]* (hereinafter called “the

Tender”)..... KNOW ALL PEOPLE by these

presents that WE.....of.....

having our registered office at ..... (hereinafter called “the Bank”), are bound

unto..... *[name of Hospital]* (hereinafter called “the Hospital”) in the sum of

..... for which payment well and truly to be made to the said Hospital, the Bank binds

itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or

2. If the tenderer, having been notified of the acceptance of its Tender by the Hospital during the period of tender validity:

(a) fails or refuses to execute the Contract Form, if required; or

(b) fails or refuses to furnish the performance security, in accordance with the Instructions to tenderers;

we undertake to pay to the Hospital up to the above amount upon receipt of its first written demand, without the Hospital having to substantiate its demand, provided that in its demand the Hospital will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

*[signature of the bank]* .....

<b><i>INSTRUCTION TO TENDER REFERENCE</i></b>	<b><i>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO BIDDERS</i></b>
1.1	<p>The invited Construction Firm must be eligible as required below and hence submit the following <b>Mandatory</b> documents;</p> <p><b><u>CONDITIONS TO BE MET BY THE CONSTRUCTION FIRM</u></b></p> <p><b>I. PRELIMINARY EVALUATIONS - Item Required / Item Documentation</b></p> <ol style="list-style-type: none"> <li>1. Tender form.</li> <li>2. Original tender receipt of kshs.2000</li> <li>3. Duly signed and stamped Confidential Business Questionnaire (CBQ).</li> <li>4. Copy of Valid Single Business Permit from relevant County Government.</li> <li>5. Copy of Company or Firm's Registration/Incorporation Certificate</li> <li>6. Copy of Valid Tax Compliance Certificate</li> <li>7. CR 12</li> <li>8. NCA Certificate for building works 6 and above.</li> <li>9. Duly filled and signed bills of quantities</li> </ol>
	Currency to be used is Kenya Shillings and the prices quoted should be net inclusive all taxes, and should remain valid for 90 days from the closing date.
	Closing date of the RFQ 10 <sup>th</sup> April, 2020 at 4.00 pm

1.2	<b>TECHNICAL EVALUATION CRITERIA –</b>	
	The company Profile shall be analyzed with respect to all criteria specified below:	
	1. Previous Experience / references /Certificates of completion/ Award Letters/ recommendation letters for related assignments.	
	2. Comprehensive Proposed work plan – Gantt chart with timeline & Methodology	
	3. Key Personnel proposed for this job with their referees. (Detailed CVs and Testimonials).	
	4. Audited accounts for the last three years by approved auditors. (2017-2019)	
5. Other Requirements as indicated below.		
1.3	<p><b>I. FILLING-IN OF RFQ DOCUMENT</b></p> <p>All documents must be filled in Ink and no alterations must be made on the form of tender provided. Any discrepancies or ambiguities must be referred for clarifications</p> <p>The bidder is instructed to insert the rates in the appropriate columns and extended totals to the appropriate summaries in the Bill of Quantity. If any item is not priced by the bidder, he shall be deemed to have included elsewhere the cost of performing the work described in the item not priced.</p>	

## OTHER REQUIREMENTS

All tenderers shall include the following information and documents:

- a) Copies of original documents defining the constitution or legal status, place of registration, and principal place of business ; written power of attorney of the signatory of the tender to commit the tenderer :
- b) Evidence based total monetary value of construction work performed for each of the last three [3] years
- c) Experience in works of similar nature and size for each of the last three [3] years, and details of work under way or contractually committed : and names and addresses of Clients who may be contacted for further information on these Contracts :
- d) Major items of construction equipment proposed to carry out the Contract and an undertaking that will be available for the Contract.
- e) Qualifications and experience of key site management and technical personnel proposed for the contract and an undertaking that they shall be available for the Contract.
- f) Reports on the financial standing of the tenderer, such as profit and loss statements and auditor's reports for the past three [3] years :

- g) Evidence of adequacy of working capital for this Contract [ access to line (s) of credit and availability of other financial resources ] :
- h) Authority to seek references from the tenderer's bankers :
- i) Information regarding any litigation, current of during the last three [3] years, in which the tenderer is involved, the parties concerned and disputed amount : and
- j) Proposals for sub-contracting components of the Electrical and Mechanical Works.

**Confidential Business Questionnaire**

*You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2( c)*

**PART 1.** Whichever applies to your type of business?

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

Part \_\_\_\_\_ General:

Business Name .....

Location of business premises .....

Plot No. .... Street/Road .....

Postal Address ..... Tel. No. ....

Fax ..... Email .....

Nature of business .....

Registration Certificate No. ....

Maximum value of business which you can handle at any one time

Kshs.Name of your bankers ..... Branch .....

**PART 2(a) – Sole Proprietor:**

Your name in full .....Age .....

Nationality ..... Country of origin .....

Citizenship details.....

**PART 2(B) – Partnership**

Give details of partners as follows

Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....



5. ....

**PART 2(C) – Registered Company:**

Private or public .....

State the nominal and issued capital of the company –

Nominal Kshs.. .....

Issued Kshs.....

Give details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
1.	.....			
2.	.....			
3.	.....			
4.	.....			
5.	.....			

Date.....

Signature of Tenderer .....

(Authorized Signatory)

***Stamp***

***If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration***