



**REQUEST FOR QUOTATION:
SUPPLY AND INSTALLATION OF THE MMH HOLTER
MACHINE**

1.0 INTRODUCTION

The Mater Misericordiae Hospital seeks for qualified bidders to Supply and Installation of a Holter Machine – for use in the Hospital Cardiac unit as per the tabled specifications.

NOTICES

Kindly take note of the following:

I. Submission of Bids

- Bidders are expected to submit two separate bids:
 - Technical bid – one original copy
 - Financial bid – one original copy
- Completed RFQ documents are to be enclosed in plain sealed envelopes, marked and clearly Labeled with the instructions “Do not open before **Wednesday, 9th December, 2020 at 1600 hours** (East Africa Time). The bids will be dropped in the tender box on 3rd floor (Do not email your bids). The bids will be:

Addressed to

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

- Dropped at the **Tender Box located at the reception of the Administration Block, 3rd Floor**
- Due to the Covid-19 Regulations, The Hospital will not allow the bidders to attend bids Opening process. However, a copy of opening minutes can be shared with on request.

II. For any clarifications or enquiries, you are requested kindly contacts Procurement Department on:

0732163025 or 0732163281 or 0732163203

2.0 EVALUATION CRITERIA

The Mater Hospital will consider the following five categories of criteria to evaluate the RFQ.

Stage 1. Compliance to Mandatory requirement

Stage 2. Compliance to the specifications

Stage 3. Compliance to technical requirements on capacity to deliver the contract.

Stage 4. Financial evaluation

Stage 5. Due Diligence

3.0 MANDATORY REQUIREMENTS

- i. Copy of a company or firm's registration / Incorporation certificate.
- ii. Copy of a valid tax compliance certificate.
- iii. CR 12 that is not older than 3 months.
- iv. PIN Certificate
- v. Copy of valid Business permit
- vi. Manufacturer's authorization Certificate for Holter Machine
- vii. Business questionnaire duly completed, signed and stamped.

Important Note: The Bidders who do not satisfy any of the above mandatory requirements shall be considered as non-responsive and will not be evaluated further.

4.0 TECHNICAL REQUIREMENTS

The tabled technical requirements will form basis of evaluation criteria and awarding of marks.

No.	Technical Requirements	YES/NO
I	Experience: Your brief company profile should list down at least 2 reputable organizations that you have supplied with the Holter machine in the last three years. Reference checks will be conducted. Attach Evidence of supply (Recommendation letters/Certificates).	
II.	Educational and other Qualifications for Technical Staff Provide CVs and experience of at least 2 technical staff proposed to support the Hospital in event of award.	
III.	Customer service and maintenance. i. Draft of Service Level Agreement with terms and conditions of engagement ii. List of Relevant spare parts (Ensure this is attached and provided)	
IV.	Provide copies of the Audited Accounts for the last two years. (2018 and 2019)	

Important note: Bidders that submit all of the above requirements will proceed to the financial level.

5.0 TECHNICAL SPECIFICATIONS

Note:

- Any machine quoted must meet the below outlined minimum requirements/specifications. *Only bidders that meet 100% of the below specification would proceed to the technical evaluation*
- You are required to quote for all items included in the specifications.
- Any specification that is not available in the machine on offer should be clearly stated in the comments column.
- If all the specifications per bullet are met, kindly note in the remarks column.
- Any proposal that does not clearly indicate the availability of the minimum specifications listed below as instructed above may be disqualified.
- Additional specifications can be listed on a separate attachment or in the comments column. This will be an added advantage.

No.	Description	Comments (Kindly note any specs not available in this column)	Remarks (Kindly state here if all specs are met)
1.	It should be a state of art system with highest level of safety to the user & the patient. It should able to record, and carryout in-depth diagnostic ECG analysis.		
2.	The recorder should be light weight and comfortable to patient – 100g		
3.	Should have personalized software with preferred viewing & data editing settings		
4.	The Holter operating system should be Microsoft Windows 10 or latest		
5.	Full disclosure recorder configuration of 48 Hours		

6.	Battery operating life minimum 48 Hours		
7.	Recorder to have protection against water		
8.	Should have P – Wave detection		
9.	Pacemaker detection		
10	Minimum number of Holter Recorders 7No.		
11.	Warranty		
12.	Application training		

6.0 FINANCIAL PROPOSAL

PRICE SCHEDULE FOR SUPPLY, INSTALLATION AND MAINTENANCE OF THE HOLTER MACHINE

No.	Description	Total Kshs (VAT INCLUSIVE)
1.	Supply, Installation and Commissioning of the Holter Machine	
2.	Any other cost	
3.	Price Schedule for the Contract Maintenance for the Holter machine	
4.	Payment Terms would be 60 Days after Delivery, Installation and Commissioning of the Equipment	
5.	Training period	
6.	Delivery should be within 4-6 weeks	
7.	Warranty Period of the Machine Preferably Two Years and Above	

7.0 REFERENCE CHECK

Reference Check will be conducted for the bidders that proceed for the Financial Evaluation.

8.0 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 fullAge

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