



**QUOTATION FOR SUPPLY OF
SURGICAL AND LABORATORY
SUPPLIES**

**MMH/SSD/18-76
CLOSING DATE: FRIDAY,
7TH DECEMBER 2018**

**CLOSING TIME: 12.00
NOON**

1. INTRODUCTION

The Hospital seeks to prequalify firms that will **Supply Surgical and Laboratory 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 or unregistered items.

2. NOTICES

Kindly take note of the following:

- I. Interested candidates may obtain further information and clarification through following email address quotationsNov2018@materkenya.com.
- II. Purchase the CD containing the details related to Surgical & Laboratory 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.
- III. Prices of Surgical and Lab 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

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- IV. In addition, all bidders must provide the following mandatory requirements as highlighted in the instruction to all bidders **(1) The Mandatory Requirements (2) Technical Requirements (3) Financial Proposal as per the Price Schedule**
- V. Completed RFQ documents are to be enclosed in plain sealed envelopes, marked envelope clearly labeled the RFQ Number and Name with the instructions "Do not open before **Friday, 7th December 2018 at 1200 hours** (East Africa Time). The bids will be:

Addressed to

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

- VI. The documents should be dropped at the **Tender Box located at the reception of the Administration Block, 3rd Floor.**
- VII. Ensure you register with the security desk after dropping the documents.
- VIII. The Mater Hospital is a Corruption free environment. Any Pressure, influence attempt should be reported to the Chief Executive Officer.

3. INSTRUCTIONS TO ALL BIDDERS

I. MANDATORY REQUIREMENTS FOR EVALUATION
The bidders must be eligible as required below and hence submit the following Mandatory documents;
<ol style="list-style-type: none">1. Certified copy of certificate of Incorporation2. Certified copy of valid Tax Compliance Certificate3. Signed Confidential Business Questionnaire4. Certified copy of Valid Registration with Pharmacy & Poisons Board5. Certified copy/copies of Valid Distributorship/ Dealership license/ Licenses6. Certified copy of Manufacturers authorization form (only where applicable)7. Reference Letters from at least four clients8. Duly filled Confidential Business Questionnaire9. 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.10. The RFQ document to be submitted MUST be serialized and delivered along with the Hard and Soft (CD) copies of the Price Schedule

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TECHNICAL EVALUATION CRITERIA	MARKS
<ul style="list-style-type: none"> ❖ Compliance to specifications. ❖ Samples Quality ❖ References ❖ Experience ❖ Terms of payment ❖ Delivery timelines 	
TOTAL SCORE	100
<p>NB: To qualify at technical evaluation and to proceed to financial evaluation, the bidder must score a minimum of 70marks.</p>	
<p>II. FINANCIAL EVALUATION The Firm that offers the lowest evaluated price will be awarded. The awarded firms will be requested for the performance bond. Currency to be used is Kenya Shillings inclusive of all taxes</p>	

4. TECHNICAL SPECIFICATIONS

- I. The Surgical and Lab items to be supplied will be as described in the **Hospital’s Price Schedule (CD) and approved by the Pharmacy & Poisons Board of Kenya**

- II. Each bidder that qualifies for Technical Evaluation shall be requested to submit samples for the quoted items within 2 days of request. Such samples should be well labeled.

- III. All the dimensions and capacities of the Surgical and lab items to be supplied shall not be less than those required in the price schedule (CD). Deviations from the basic requirements shall not be accepted.

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- IV. The Mater Misericordiae Hospital entity reserves the right to reject the products, if deviations shall be found critical to the use and operation of the surgical.
- V. The bidders are requested to present information along with their offers as follows:
 - (i) Shortest possible delivery period of each product
 - (ii) Information on the level of customer service to be provided by the bidder

5. PRICE SCHEDULE FOR GOODS

The MMH unit price (as indicated in the CD) is the price at which you offer to Mater Misericordiae Hospital such prices shall be the cost of the supplies quoted including all costs i.e. transportation, customs duties, VAT and other taxes payable

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

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

Part 1 – General:

Business Name

Location of business premises.

Plot No..... Street/Road

Postal Address Tel No. Fax E mail

Nature of Business

Registration Certificate No.

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

Name of your bankers Branch

	<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"> • Citizenship details • 									
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 40%;">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>2.</p> <p>3.</p> <p>4.</p>																												
	Part 2 (c) – Registered Company																												
	<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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