

KENYA MEDICAL RESEARCH INSTITUTE



In Search Of Better Health

REGISTRATION FORM FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR 2020/2022

FIRM NAME.....

CATEGORY NUMBER.....

ITEM/TENDER

DECSRIPTION.....

.....

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SECTION A: INSTRUCTIONS FOR PRE-QUALIFICATION

Introduction

The Kenya Medical Research Institute (KEMRI) is a state corporation, established through the Science and Technology (Amendment) Act of 1979. Its mandate is to conduct research in human health. KEMRI has grown from a humble beginning forty (40) years ago to become a leading center of excellence in the provision of quality health research. The Institute has ten (10) Research Centers in Nairobi, Alupe-Busia, Kisian-Kisumu and Kilifi, two (2) Training Centres in Nairobi, and satellite stations in Kericho, Nyanza, Taveta, Kombewa and Mwea.

Candidates must qualify by meeting the set criteria to perform the contract of supply and delivery of goods and provision of services to the institute. Suppliers who are not prequalified or fail to meet the prequalifying criteria will not be allowed to participate in the tenders/RFQ for KEMRI

The application should be submitted in a plain sealed envelope and addressed to:

Director General/CEO
Kenya Medical Research Institute
P. O. Box 54840 00200
NAIROBI

The envelope should be clearly marked with the “Prequalification number applied for and the category description” upon submission and must be dropped in the Tender box on or before **Tuesday 17th November 2020**. Interested bidders or their representatives are invited to witness the opening to be held at the KEMRI Headquarters Complex on the same day at **10.00am**.

Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar goods/services to other institutions. Potential candidates must also demonstrate the willingness and commitment to meet the pre-qualification criteria.

Registration Documents

The documents include questionnaires, forms and documents required of prospective supplier. In order to be considered for pre-qualification, prospective suppliers must provide requested proof and all other information requested.

Enquiries that may arise from the pre-qualification document should be channeled to the office of the Deputy Director Supply Chain Management Senior, KEMRI headquarters

Invitation to Tender for quotations/proposals.

Bidding documents will be made available to only those bidders whose qualifications are approved after scoring 70 points and above after the evaluation process.

Please note that late submissions will not be accepted.

SECTION B: TENDER NOTICE



KENYA MEDICAL RESEARCH INSTITUTE Headquarters

P.O.BOX 54840-00200, TEL.+254-02-722541

FAX:+254-02-720030, Email: directorkemri@gmail.com

Website: www.kemri.org

The Kenya Medical Research Institute invites eligible candidates to apply for prequalification as suppliers of the following goods, works and services for the period of One Year

*Bidders are required to **indicate the region(s)** they would like to be considered for under each category (PLEASE TICK)*

TABLE 1:REGIONS

REFERENCE NO.	REGION	KEMRI CENTRES
1	NAIROBI AREA	KEMRI Headquarters and KNH site
2	BUSIA-ALUPE	CIPDCR
3	KISUMU-KISIAN	CGHR
4	KILIFI	CGMR-C
5	KWALE	CVDC

NOTE: DO NOT APPLY FOR TWO OR MORE CATEGORIES IN ONE DOCUMENT

TABLE 2: CATEGORIES

(A) GOODS			REGIONS				
Category No.	DESCRIPTION	TARGET GROUP	1	2	3	4	5
KEMRI/PQ/GDS/01/2020-2022	Supply & delivery of laboratory equipment, glassware, chemicals, reagents and related items	open					
KEMRI/PQ/GDS/02/2020-2022	Supply & delivery of hospital equipment, clinical drugs & dressing	open					
KEMRI/PQ/GDS/03/2020-2022	Supply and delivery of genuine motor vehicle spare parts and batteries	open					
KEMRI/PQ/GDS/04/2020-2022	Supply & delivery of computers, printers, computer software & related accessories	open					
KEMRI/PQ/GDS/05/2020-2022	Supply and delivery of general office stationery	Special group					
KEMRI/PQ/GDS/06/2020-2022	Supply and delivery of genuine printer cartridges, ribbons and toners	open					

KEMRI/PQ/GDS/07/2020 -2022	Supply & delivery of electrical equipment, appliances and fittings	open						
KEMRI/PQ/GDS/08/2020 -2022	Supply and delivery of uniforms, lab coats and protective clothing	Special group						
KEMRI/PQ/GDS/09/2020 -2022	Supply and delivery of office equipment, furniture and fittings	open						
KEMRI/PQ/GDS/10/2020 -2022	Supply and maintenance of photocopiers	open						
KEMRI/PQ/GDS/11/2020 -2022	Printing and publishing documents	Special group						
KEMRI/PQ/GDS/12/2020 -2022	Supply and delivery of hardware, paint and building materials	open						
KEMRI/PQ/GDS/13/2020 -2022	Supply and delivery of motor vehicle fuel and lubricants	open						
KEMRI/PQ/GDS/14/2020 -2022	Supply and delivery of Tyres and tubes	open						
KEMRI/PQ/GDS/15/2020 -2022	Supply & delivery of industrial diesel oil & various liquefied gases	open						
KEMRI/PQ/GDS/16/2020 -2022	Supply, commissioning	open						

	& maintenance of communication equipment							
(B) WORKS AND SERVICES								
KEMRI/PQ/SVS/17/2020 -2022	Provision of repair and service of motor vehicles and motor cycles	open						
KEMRI/PQ/SVS/19/2020 -2022	Provision of repair and servicing of computers	open						
KEMRI/PQ/SVS/20/2020 -2022	provision of legal services	open						

KEMRI/PQ/SVS/21/2020 -2022	Provision of repair & calibration of laboratory & hospital equipment	open						
KEMRI/PQ/SVS/22/2020 -2022	Provision of insurance services	open						
KEMRI/PQ/SVS/23/2020 -2022	Provision of travel agency and related services	open						
KEMRI/PQ/SVS/24/2020 -2022	Provision of clearing and forwarding services	open						
KEMRI/PQ/SVS/25/2020 -2022	Maintenance and servicing of firefighting equipment and training	open						
KEMRI/PQ/SVS/26/2020 -2022	Provision of repairs, servicing & maintenance of plant & equipment	open						
KEMRI/PQ/SVS/27/2020 -2022	Garbage collection, gardening and cleaning services	open						
KEMRI/PQ/SVS/38/2020 -2022	Provision of hotel accommodation and conference services	open						

NOTE: Existing suppliers who wish to be retained in the pre-qualified list must apply and submit information requested in the current registration document.

The special Group : are youth (Upto 35 years),women and person with disabilities who have registered with the National Treasury (Directorate of Procurement)

Open Means All Eligible bidders can apply for these categories

Pre-qualification documents may be obtained from the KEMRI Website www.kemri.org **Free of Charge** (per set of document). Complete documents in plain, sealed envelope, marked “prequalification of Suppliers” indicating the category number of items should be addressed to:

Director General/CEO

Kenya Medical Research Institute

P.O. BOX 54840-00200

NAIROBI

And deposited in the tender box at the main entrance to the KEMRI HQS building before **10.00 a.m** on **Tuesday 17th November, 2020**. The documents will be opened on the same day at **10.00 a.m.** in the Conference Hall in the presence of bidders or their representatives who may choose to attend.

Head of Procurement

FOR: DIRECTOR KEMRI

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

KEMRI would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods or provide services to the institute.

1.2 Pre-qualification Objective

The main objective is to have a data base of approved suppliers to supply and deliver assorted items and provides services under relevant tenders/quotations to KEMRI as and when required during the period ending 30th November, 2022.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to KEMRI so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for prequalification/registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required from prospective suppliers.

1.6 In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Pre-Qualification Documents

The ORIGINAL Document only of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

Director

Kenya Medical Research Institute

P. O. Box 54840 00200

[NAIROBI](#)

Not later than Tuesday 17th November, 2020 at 10.00 a.m. (local time)

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Director General- KEMRI whose address is given in part 1.7

1.9 Additional Information

The KEMRI reserves the right to request submission of additional information from prospective bidders.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

All local purchase orders shall be on credit of a minimum of sixty (60) days or as may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION/REGISTRATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be fully completed by prospective suppliers/contractors who wish to be prequalified for submission of tender for the specific category.

3.1.1 The pre-qualified/registered application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by KEMRI in determining, according to its sole judgment and discretion, the

qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of KEMRI they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre-Qualification/Registered

3.3.1 Experience: Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Position

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6. Potential AGPO reserved to indicate the category on Form PQ6(5)

3.4 Statement

Application must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/ KEMRI could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the KEMRI reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration Incorporation/Memorandum and Article of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Statutory Documentations	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	20
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	20
TOTAL		100

3.8 The qualification is 75 points and above

FORM PQ-1: PRE-QUALIFICATION

All firms must provide: -

1. Copies of Certificate of Registration/Incorporation
2. Provide company profile showing names of Directors, management team and general structure of the company.
3. Copy of VAT Registration Certificate.
4. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).
5. Copies of Pin Certificate of firm/company /individual.
6. Copy of current Trade License
7. Letter of recommendation from the previous organizations served
8. Air travel firms must be registered with IATA and any other relevant bodies
9. Practicing Certificate copies for all Law firms and any other professional firm
and be a current member in good standing
10. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant professional bodies' authorities (e.g. valid certificate of dealership/authorization).

NB: Properly bound and good presented documents. Loose documents will not be accepted.

(30 points – 3points for each document)

FORM PQ-2 - PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as
supplier(s)

(Name of Company/Firm) of

(Item Description) Category No.).....

Post Office Address Town

Street Name of building.....

Floor No. Room/Office No.

.....

Telephone Nos.

Full Name of applicant

Other branches location

2. Organization & Business Information

Number of Management Personnel

President/Chief Executive – (full name)

Secretary

General Manager

Treasurer

Other

Partnership (if applicable)

Names of Partners.....

3. Business founded or incorporated

.....

4. Under present management since

.....

5. Net worth equivalent Kshs.....

6. Bank reference and address

.....

7. Bonding company reference and address

8. Enclose a copy of company profile indicating the main fields of activities

9. State any technological innovations or specific attributes which distinguish your
company

from your competitors

.....

.....

.....

10. Indicate terms of trade/sale

.....

.....
.....

(10 Points)

PQ-3 BIODATA FOR KEY / SUPERVISORY PERSONNEL

Name Age
.....

Academic Qualification
.....

Professional Qualification

.....

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of at least two (2) key personnel in the organization)

(10 Points)

PQ-4 - FINANCIAL STATUS AND TERMS OF TRADE

(1) Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support.

(2) Attach letters of reference from the bankers regarding supplier's credit position.

(20 Points)

FORM PQ-5**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

NB: Failure to fill this Confidential Business Questionnaire will lead to automatic disqualification.

A.	COMPANY DATA		RATING
1	Company Name		
2	Nature of Business		
3	Address		

4	Office Telephone No.		
5	Office Fax, Mobile & Email		
6	Office Location (Permanent Address)		
7	Bank Reference		
B.	GENERAL INFORMATION AND STRATEGIC CONSIDERATIONS		
1	Data Establishment		
2	Types of Activities		
3	Main Owners		
4	Are there financial/Ownership Link with other companies	<input type="checkbox"/> Yes <input type="checkbox"/> No.	
		<input type="checkbox"/> Name(s)	
5	What is the Company's main line of business		
C	REGISTRATION AS SUPPLIER STATUS AND OTHER STATUTORY REQUIREMENTS		
	C.1 Registration		

1	Legal Registration No:		
2	Registration with the relevant regulatory authority (state the authority)		
3	Membership of relevant Association (state the Association)		
	C.2 Other Statutory Requirements		
1	Tax Compliance Certificate		
2	PIN Certificate		
3	VAT Certificate		
D	STRATEGIC CONSIDERATION		
1	Strategic Vision		
2	Business Plan or Programme		
3	Service Charter		
4	Short –term Objectives		
5	Medium-term Objective		
6	Long-term Objectives		
7	Has corporate strategy communicated to staff	<input type="checkbox"/>	

		Yes <input type="checkbox"/> No. <input type="checkbox"/> Name(s)	
E.	EXPERIENCE AND QUALIFICATIONS AS A SUPPLIER		
	E.1 Types and values of services rendered for each of the last three (3) year and clients.		
	Services	Value	Client
	a)		
	b)		
	c)		
	d)		
	E.2 Evidence of Qualified Key Staff for performance of the services		
	Name	Experience	Qualification
	a)		
	b)		
	c)		
	d)		
	e)		

F	SALES SERVICE AND CUSTOMER SUPPORT		
	F.1 General sales information		

1	Sales turnover for the services being audited		
2	The Company's main Competitors		
3	Main market segments serviced		
4	Sales infrastructure and arrangement		
5	The Maximum contact value the company is willing to undertake	Minimum Maximum	
	F.2 After sales services and customer support		
1	What level of technical support is generally offered?		
2.	Name and contact details of the technical local point:		
3.	Is service level performance measured? If so list the indicators used	<input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> Indicators	
4.	Is there a team of persons that can be contacted outside the working hours?		

5.	Does the company employ temporary or subcontracted labour? If yes, please give details	<input type="checkbox"/> Yes <input type="checkbox"/> No.	
----	--	--	--

		Notes <input type="checkbox"/>	
--	--	--------------------------------	--

	F.3 Customer Complaints and Rejections		
--	--	--	--

1	How are customer complaints handled? Give details		
---	---	--	--

2.	Is there a route cause for customer rejection investigated and measures taken to eliminate the cause? Give details	<input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> Notes	
----	--	---	--

3.	Are these measures monitored to ensure that they are effective? Give details	<input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> Notes	
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	F.4 E-Commerce		
1	Does the company have a website? Which are its main features (e.g. transactional, promotional, corporate, B-2-B, B-2-C etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> Notes	

2	Does it have an online catalogue of products and services? Give details	<input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> Notes	
G	QUALITY MANAGEMENT SYSTEMS		
1	Does the company hold a national certification accreditation for quality?	<input type="checkbox"/> Yes <input type="checkbox"/> No.	
		<input type="checkbox"/> Notes	

2	Is the company certified under ISO 9000 or equivalent? If so please attach the ISO Certificate for this audit	<input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> Notes	
3	If not, what steps are being taken to attain No.2 above? Give details		
4	What internal audits are undertaken to ensure continued adherence to all aspects of company quality systems as well as compliance with the external requirements? Give details		
5	Do qualified independent personnel perform internal audit? (Give details)		

Part 3 – Eligibility Status

3.1 Are you related to an Employee who works in the Finance or Procurement Departments of KEMRI?
Yes..... No:

3.2: If answer in ‘3.1’ is YES give the relationship:

3.3: Does an Employee as in “3.1” above, sit in the Board of Directors or Management of your Organization Subsidiaries or Joint Ventures? Yes..... No.....

3.4: If answer in ‘3.3’ above is YES give details.....

3.5: Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by KEMRI to provide consulting services for preparation of design, specifications and other documents to be used for procurement or the goods or services under this invitation?

Yes..... No.....

3.6: If answer in '3.5' above is YES give details.....

3.7: Are you under a declaration of ineligibility for corrupt and fraudulent practices?

Yes..... No.....

3.8: If answer in '3.7' above is YES give details.....

3.9: Have you offered or given anything of value to influence the procurement process?

Yes..... No.....

3.10: If answer in '3.9' above is YES give details.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date: Signature of Candidate:

If a Kenyan Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.

FORM PQ-6 - PAST EXPERIENCE
NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS NAMES OF
OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

i) Name of Client (organization)

ii) Address of Client (organization)

.....

iii) Name of Contact Person at the client (organization)

.....

iv) Telephone No. of Client

.....

v) Value of Contract

vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

i) Name of Client (organization)

.....

ii) Address of Client (organization)

.....

iii) Name of Contact Person at the client (organization)

.....

iv) Telephone No. of Client

.....

v) Value of Contract

.....

vi) Duration of Contract (date)

.....

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

i) Name of Client (organization)

.....

ii) Address of Client (organization)

.....

iii) Name of Contact Person at the client (organization)

.....

iv) Telephone No. of Client

v) Value of Contract

vi) Duration of Contract (date)

.....

(Attach documental evidence of existence of contract)

4. Others

.....

5. AGPO Group (Please indicate the category)

.....

(10 Points)

FORM PQ-7 - SWORN STATEMENT

Having studied the pre-qualification/registered information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.

- b. That in case of being pre-qualified/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the Ministry.

- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the Department and acknowledge your right to review the pre-qualification made.

- d. We enclose all the required documents and information required for the prequalification evaluation.

- e. We confirm that we have not been debarred from participation in Public Procurement and have no ongoing litigation

Date

Applicant's Name

Represented by

Signature

(Full name and designation of the person signing and stamp or seal)