

5TH JULY



KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD.

REGISTRATION /PREQUALIFICATION OF

SUPPLIERS FOR

**TENDER NO: KMLTTB/PRE-Q/2016/2018 PROVISION OF GOODS
AND SERVICES**

FOR THE PERIOD ENDING 30TH JUNE, 2018

PRE-QUALIFICATION CATEGORY NO:.....

PREQUALIFICATION NAME:.....

CLOSING DATE: TUESDAY, 19TH JULY 2016

AT 10.00AM

Table of Contents

Tender/Pre-qualification Notice	3
1.0 PRE-QUALIFICATION INSTRUCTIONS	5
2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES	7
3.0 PRE-QUALIFICATION/REGISTRATION DATA INSTRUCTIONS	8
FORM PQ-1: PRE-QUALIFICATION DOCUMENTS	11
FORM PQ-2: PRE-QUALIFICATION DATA	12
FORM PQ-3: SUPERVISORY PERSONNEL	14
FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE	15
FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE	16
FORM PQ-6: PAST EXPERIENCE NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS	18
FORM PQ-7: LITIGATION HISTORY	19
FORM PQ-8: SWORN STATEMENT	20

1. TENDER NOTICE

TENDER NO. KMLTTB/PRE-Q/2016/2018 – PRE-QUALIFICATION OF SUPPLIERS:PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICESFOR FINANCIAL YEAR 2016/2018

The Kenya Medical Laboratory Technician and Technologists Board invites applications for prequalification/registration of suppliers for interested eligible bidders for supply of one or more of the under-listed goods and services for the year 2016-2018

CATEGORY A – SUPPLY OF GOODS		
NO.	ITEM DESCRIPTION	ELIGIBILITY
KMLTTB/01/2016/2018	Supply And Delivery Of Assorted General Office Stationery	YWPD
KMLTTB/02/2016/2018	Supply And Delivery Of Cleaning Materials And Cleaning Services	
KMLTTB/03/2016/2018	Supply And Delivery Of Bottled Mineral Water	
KMLTTB/04/2016/2018	Supply Of Milk, Beverages & Airtime	
KMLTTB/05/2016/2018	Supply And Delivery Of Computers, Printers, Computer Accessories And Software's	OPEN
KMLTTB/06/2016/2018	Supply And Delivery Of Office Furniture Fittings And Equipment's	
KMLTTB/07/2016/2018	Supply And Delivery Of Centralized Power Backup	
CATEGORY B: PROVISION OF SERVICES		
KMLTTB/08/2016/2018	Provision Of Taxi And Car Hire Services	OPEN
KMLTTB/09/2016/2018	Repair And Maintenance Of Computers, Servers And Computer Accessories.	
KMLTTB/10/2016/2018	Maintenance & Servicing Of Motor Vehicle.	
KMLTTB/11/2016/2018	Provision Of Medical Insurance Cover	
KMLTTB/12/2016/2018	Provision Of Motor Vehicle Insurance Cover	
KMLTTB/13/2016/2018	Provision Of Legal Services	
KMLTTB/14/2016/2018	Provision Of Team Building services	
KMLTTB/15/2016/2018	Provision Of Printing Services	
KMLTTB/16/2016/2018	Air Travel Agency Services & Ticketing (must be registered by IATA)	
KMLTTB/17/2016/2018	Provision of Courier Services.	

MANDATORY DOCUMENTS

1. Registration certificate /certificate of incorporation.
2. A copy of valid single business permits from a county government.
3. A copy of a valid tax compliance certificate from Kenya Revenue Authority.
4. Duly completed confidential business questionnaire form (must be signed authorized official and rubber stamped).
5. Audited accounts for the last two years(not applicable to firms owned by youth, women and person with disability)
6. Certificate from affiliated professional bodies/associations where the nature of supply or service is applicable/specific to your line of business e.g. IATA, LSK, ISPAK, etc.
7. Letter of recommendation from four (4) major clients. (Not Applicable To Firms Owned By Youth, Women And Persons With Disability)
8. Registration Certificate From The National Treasury (only applicable for firms owned by youth, women and persons with disability)

Interested bidders may obtain further information and inspect the tenders' documents at the procurement department from Monday to Friday during normal working hours. Tender documents with detailed specifications and conditions may be obtained from the procurement department upon payment of a non- refundable fee of 1,000/= per set document in form of bankers cheque.

Alternatively prequalification documents can also be downloaded free from our website: www.kmlttb.org free of charge. The tender documents are also available in the IFMIS tender portal: supplier.treasury.go.ke.

Completed prequalification documents must be submitted in plain sealed envelopes clearly marked :-

KMLTTB/2016/2018 FOR PRE-QUALIFICATION OF SUPPLIERS FOR FINANCIAL YEAR 2016/2018

PRE-QUALIFICATION CATEGORY NO:

PREQUALIFICATION NAME.....

DO NOT OPEN BEFORE TUESDAY 19TH JULY 2016 AT 10:00AM

And deposited in the tender box 1st Ngong Avenue, ACK Garden House, 4th floor. So as to reach the under signed.

THE REGISTRAR

KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD P.O BOX 20889-00202

NAIROBI.

The tender will be opened immediately thereafter on the same day in the presence of the bidders representatives who may wish to attend at KMLTTB Board room.

Late bids will not be accepted, conversing will lead to automatic disqualification.

1.1 PRE-QUALIFICATION INSTRUCTIONS

1.2 Introduction

Kenya Medical Laboratory Technicians and Technologists Board would like to invite interested candidates who meet the set criteria as provided, to supply and deliver goods and services.

1.3 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide goods and services under relevant tenders/quotations to The Registrar, Kenya Medical Laboratory Technicians and Technologists Board.

1.4 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 The Registrar, Kenya Medical Laboratory Technicians and Technologists Board.

So that they may be pre-qualified/registered. The prospective Suppliers are required to supply mandatory information for pre-qualification/ registration.

1.5 Experience

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

1.6 Pre-qualification Document

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

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

5TH JULY

1.8 Distribution of Pre-qualification Documents

Two copies marked (original & copy) of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

**The Registrar
Kenya Medical Laboratory
Technicians and Technologists Board
P.O. Box 20889-00202
Nairobi**

Not later than TUESDAY 19TH JULY 2016, at 10.00a.m.

1.9 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to The Registrar, Kenya Medical Laboratory Technicians and Technologists Board whose address is given in part 1.8

1.10 Additional Information

The Kenya Medical Laboratory Technicians and Technologists Board

Reserves the right to request submission of additional information from prospective bidders.

1.11 Requests for Quotations will be made available only to those bidders whose qualification are accepted by the Kenya Medical Laboratory Technicians and Technologists Board after scoring more than 60% points after the completion of the pre-qualification process.

2.1 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.2 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all materials to be supplied unless the item is/are donor funded.

2.3 Customs Clearance

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

2.4 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the client's Accounting Officer or Evaluation Committee. Prices quoted should be inclusive of all delivery charges.

2.5 Payments

All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3.1 PRE-QUALIFICATION/REGISTRATION DATA INSTRUCTIONS

3.2 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 completed by prospective suppliers/contractors who wish to be prequalified for submission of tender for the specific category.

3.2.1 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.

3.3 Qualification

3.3.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by Kenya Medical Laboratory Technicians and Technologists Board 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.

3.3.2 Prospective bidders will not be considered qualified unless in the judgment of The BOARD that 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.

3.4 Essential Criteria For Pre-Qualification/Registered

3.4.1 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.

3.4.2 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

3.4.3 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.

3.4.4 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.

3.4.5 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.

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/Kenya Medical Laboratory Technicians and Technologists Board 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 Kenya Medical Laboratory Technicians and Technologists Board reserves the right to reject the tender from such a bidder even though he was initially prequalified.

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 Registration Documentation	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 60 points and above

5TH JULY

FORM PQ-1: PRE-QUALIFICATION DOCUMENTS

All firms must provide:-

- (i). Copies of Certificate of Registration.
- (ii). Copy of valid VAT Registration Certificate.
- (iii). Valid 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).
- (iv). Copies of Pin Certificate of firm/company/individual.

(30 points)

NB: Firms who have already registered at the National treasury under the public procurement and Asset Disposal Act, 2015 (Preference and Reservations) **MUST** attach their certificates of Registration to qualify for Automatic registration.

FORM PQ-2: PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration (s) (Name of
Company/Firm)

as supplier of.....Category No.)..... (Item Description)

Post Office Address..... Town Street

Name of building..... Floor No.

Room/Office No..... Telephone No's.....

Full Name of applicant

Other branches location

Organization & Business Information

Number of Management Personnel.....

President/Chief Executive – (full name).....

Secretary

General Manager.....

Treasurer.....

Other

Partnership (if applicable)

Names of Partners.....

Business founded or incorporated.....

Under present management since

Net worth equivalent Kshs.....

Bank reference and address

Bonding company reference and address.....

Enclose copy of organization chart of the firm indicating the main fields of activities

State any technological innovations or specific attributes which distinguish you from your competitors

.....

.....

Indicate terms of trade/sale

.....

.....

.....

.....

.....

(10 Points)

5TH JULY

FORM PQ-3: 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)

5TH JULY

FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE

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

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

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

Part I- General :	
Business Name..... Location of business premises..... Plot No.Street/Road..... Postal Address..... Tel. No..... Nature of business..... Current Trade License No.....Expiring date..... Maximum value of business which you can handle at any one time: K£..... Name of your bankers..... Branch	
<input type="checkbox"/>	Part 2 (a) – Sole Proprietor Your name in full.....Age..... Nationality.....Country of origin..... *Citizenship details.....
<input type="checkbox"/>	Part 2 (b) Partnership Given details of partners as follows: Name Nationality Citizenship Details Shares

	<p>Part 2 (c) – Registered Company: Private or Public State the nominal and issued capital of company</p> <p>Nominal K£..... Issued K£.....</p> <p>Given details of all directors as follows:- Name Nationality Citizenship Details Shares</p> <p>1.</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Date..... Signature of Candidate.....</p>	

*if 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)
- Telephone No. of Client
- (iv). Value of Contract
- (v). 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)
- Telephone No. of Client
- (iv). Value of Contract
- (v). Duration of Contract (date)

(Attach documental evidence of existence of contract)

4. Others

(10 Points)

FORM PQ-7: LITIGATION HISTORY.

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE.	DISPUTED (CURRENT VALUE, KSH. EQUIVALENT)	AMOUNT

(10 points)

5TH JULY

FORM PQ-8: SWORN STATEMENT

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

- (i). That the information furnished in our application is accurate to the best of our knowledge.
- (ii). 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 Kenya Medical Laboratory Technicians and Technologists Board.
- (iii). 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 prequalification made.

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

We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Date.....

Applicant's Name

Represented by

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

5TH JULY