



KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL
(KMPDC)

**REGISTRATION OF SUPPLIERS AND SERVICE
PROVIDERS FOR SUPPLY AND DELIVERY OF GOODS AND
PROVISION OF WORKS AND SERVICES FOR FY 2023-
2024 & FY 2024-2025**

NAME OF SUPPLIER/SERVICE PROVIDER:	
CATEGORY REFERENCE No.:	
CATEGORY DESCRIPTION:	

CLOSING DATE: THURSDAY, 29TH JUNE, 2023 AT 10:30 AM.

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SECTION I

TENDER NOTICE

Kenya Medical Practitioners & Dentists Council (KMPDC) invites applications for registration of suppliers and service providers from interested eligible and competent bidders for the supply and delivery of goods and provision of services and works listed below for the period FY2023/2024 to FY2024/2025.

No.	REFERENCE NUMBER	DESCRIPTION	ELIGIBILITY
A. SUPPLY & DELIVERY OF GOODS			
1.	KMPDC/PQ/G/01/2023-2025	Supply and Delivery of Various Office Stationery Items e.g. Printing Paper, Desk Stationery etc.	Youth, Women & PWD
2.	KMPDC/PQ/G/02/2023-2025	Supply and Delivery of Various Office Printed Stationery Items i.e. Branded Pens, Branded Notebooks etc.	Youth, Women & PWD
3.	KMPDC/PQ/G/03/2023-2025	Supply and Delivery of Various Toners, Ribbons and Cartridges.	Youth, Women & PWD
4.	KMPDC/PQ/G/04/2023-2025	Design and Branding of Promotional Materials, T-shirts, Caps, Banners, Posters etc.	Youth, Women & PWD
5.	KMPDC/PQ/G/05/2023-2025	Supply and Delivery of Corporate Gift Items.	Youth, Women & PWD
6.	KMPDC/PQ/G/06/2023-2025	Supply of Mineral Water/Bottled Water & Dispensers.	Youth, Women & PWD
7.	KMPDC/PQ/G/07/2023-2025	Supply, Delivery & Installation of Office ICT Equipment e.g. Computers, Laptops, Computer Software & Licenses, Tablets, Servers, Printers, UPS, Scanners, Computer Spare parts, Consumables and Accessories.	Open
8.	KMPDC/PQ/G/08/2023-2025	Supply and Delivery of Office Furniture, Furnishings and other related Office Fittings.	Open
9.	KMPDC/PQ/G/09/2023-2025	Design, Printing and Supply of Printed Paper Materials e.g. Folders, Calendars, Diaries, Business Cards, Annual Reports etc.	Youth, Women & PWD
10.	KMPDC/PQ/G/10/2023-2025	Supply and Delivery of Detergents, Toiletries and Cleaning Materials.	Youth, Women & PWD
11.	KMPDC/PQ/G/11/2023-2025	Supply and Delivery of Corporate/Staff Uniform, Garments & Other Related Materials.	Youth, Women & PWD
12.	KMPDC/PQ/G/12/2023-2025	Supply, Delivery & Installation of Air Conditioners.	Open
13.	KMPDC/PQ/G/13/2023-2025	Supply and Delivery of Flowers, Bouquets and décor setup.	Youth, Women & PWD
14.	KMPDC/PQ/G/14/2023-2025	Supply, Installation & Maintenance of Office Window Blinds.	Youth, Women & PWD
15.	KMPDC/PQ/G/15/2023-2025	Supply, Installation & Maintenance of Telephone and Telecommunication Equipment and Other Related Accessories.	Open
16.	KMPDC/PQ/G/16/2023-2025	Supply and Personalization of Staff Identification Smart Cards and Lanyards.	Youth, Women & PWD
17.	KMPDC/PQ/G/17/2023-2025	Supply and Installation of Structured Cabling, LAN Materials and Equipment	Open
18.	KMPDC/PQ/G/18/2023-2025	Supply of Digital Media Equipment (Cameras and Camera Accessories, Voice Recorders, Sound Systems, Screens etc.)	Youth, Women & PWD
B. PROVISION OF SERVICES			
1.	KMPDC/PQ/S/01/2023-2025	Provision of General Office Cleaning Services, Fumigation & Pest Control.	Youth, Women & PWD
2.	KMPDC/PQ/S/02/2023-2025	Provision of Sanitary Bins and Disposal Services.	Youth, Women & PWD
3.	KMPDC/PQ/S/03/2023-2025	Provision of Air Travel and Ticketing Services – (IATA/KATA registered firms ONLY).	Youth, Women & PWD
4.	KMPDC/PQ/S/04/2023-2025	Provision of Repair, Servicing & Maintenance of ICT related equipment (printers, scanners, computers etc.)	Open

5.	KMPDC/PQ/S/05/2023-2025	Provision of Event Management Services.	Youth, Women & PWD
6.	KMPDC/PQ/S/06/2023-2025	Provision of Garbage Collection Services.	Youth, Women & PWD
7.	KMPDC/PQ/S/07/2023-2025	Provision of Conference Facilities and Related Services.	Open
8.	KMPDC/PQ/S/08/2023-2025	Provision of Human Resource Development Services, Capacity Building & Training.	Open
9.	KMPDC/PQ/S/09/2023-2025	Provision of Management Consultancy and Policy Formulation Services.	Open
10.	KMPDC/PQ/S/10/2023-2025	Provision of Insurance Brokerage Services.	Open
11.	KMPDC/PQ/S/11/2023-2025	Provision of Transport & Car Hire Services.	Open
12.	KMPDC/PQ/S/12/2023-2025	Provision of Asset Tagging Services.	Youth, Women & PWD
13.	KMPDC/PQ/S/13/2023-2025	Provision of Repair, Service and Maintenance of Air Conditioners.	Open
14.	KMPDC/PQ/S/14/2023-2025	Provision of Pump Servicing and Maintenance.	Youth, Women & PWD
15.	KMPDC/PQ/S/15/2023-2025	Provision of Repair and Maintenance of Power Back-up Systems, UPS, Servers & Inverters.	Open
16.	KMPDC/PQ/S/16/2023-2025	Provision of Bulk SMS Services, USSD, Short code and Mobile Application Services.	Open
17.	KMPDC/PQ/S/17/2023-2025	Provision of Internet Connectivity Services.	Open
18.	KMPDC/PQ/S/18/2023-2025	Provision of Motor Vehicle Repair and Maintenance Services.	Open
19.	KMPDC/PQ/S/19/2023-2025	Provision of Audit Services.	Open
20.	KMPDC/PQ/S/20/2023-2025	Provision of Public Relations, Communication and Media Management Services.	Youth, Women & PWD
21.	KMPDC/PQ/S/21/2023-2025	Provision of Media and Communication Consultancy Services.	Open
22.	KMPDC/PQ/S/22/2023-2025	Provision of Digital Marketing Services.	Open
23.	KMPDC/PQ/S/23/2023-2025	Provision of Creative and Advertising Services.	Open
24.	KMPDC/PQ/S/24/2023-2025	Provision of Corporate Branding and Signage Services.	Youth, Women & PWD
25.	KMPDC/PQ/S/25/2023-2025	Provision of Baseline Survey and other Survey Services.	Open
26.	KMPDC/PQ/S/26/2023-2025	Provision of Website and Domain Design, Maintenance and Hosting Services.	Open
27.	KMPDC/PQ/S/27/2023-2025	Installation, Maintenance and Supply of Bulk Email.	Open
28.	KMPDC/PQ/S/28/2023-2025	Provision of Servicing and Maintenance of Fire Fighting Equipment.	Open
29.	KMPDC/PQ/S/29/2023-2025	Provision of Repair, Servicing and Maintenance of CCTV.	Open
30.	KMPDC/PQ/S/30/2023-2025	Provision of Consultancy in the Maintenance of Regulatory Human Resource Information System and Online Services Portal (OSP).	Open
31.	KMPDC/PQ/S/31/2023-2025	Provision of Repair, Servicing and Maintenance of Standby Power Generator.	Open

Note: Youth, Women and Persons with Disability (PWD) are encouraged to apply.

Complete registration documents with detailed information may be obtained from PPIP www.tenders.go.ke or KMPDC website www.kmpdc.go.ke. Complete registration documents in plain sealed envelopes, clearly marked with the requisite reference number and description should be addressed to: -

Chief Executive Officer
Kenya Medical Practitioners & Dentists Council
P.O. Box 44839 – 00100, Nairobi
Woodlands Road, off Lenana Road

And should be delivered and dropped in the Tender Box provided at the **KMPDC Complex on Ground Floor**, so as to be received not later than **Thursday, 29th June, 2023 at 10:30 a.m.** Documents submitted after this **SHALL NOT** be accepted.

The pre-qualification documents will be opened soon thereafter at **11:00 a.m.** and tenderers or their representatives are welcome to attend and witness the opening at the **Tribunal Center on 3rd Floor.**

SECTION II

INSTRUCTIONS TO TENDERERS

2.1 Scope of Tender

The Kenya Medical Practitioners & Dentists Council (KMPDC) also referred to as the Procuring Entity, intends to prequalify eligible suppliers for the supply and delivery of goods and provision of various works and services for a period of two (2) financial years (FY 2023/2024 – FY 2024/2025).

2.2 Eligibility

Registration is open to all interested and **ELIGIBLE** firms.

Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement **SHALL NOT** be eligible.

All bidders found capable of performing the contract satisfactorily in accordance with the set tender evaluation criteria shall be prequalified.

2.3 Clarification of Documents

A prospective candidate making inquiries of the tender document may notify the Procuring Entity in writing or by post at the entity's address indicated in the Invitation to Tenders or through email (procurement@kmpdc.go.ke). The Procuring entity will respond in writing to any request for clarification of the tender documents.

The procuring entity shall reply to any clarifications sought by the tenderer within three (3) working days of receiving the request to enable the tenderer to make timely submission of its tender.

2.4 Amendment of Documents

At any time prior to the deadline for submission of tenders, the Procuring Entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderer's risk and may result in the rejection of its tender.

2.5 Language of Tender

The pre-qualification prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring Entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.6 Submission of Application

This document includes questionnaire forms and documents required from the Prospective bidders. In order to be considered for pre-qualification prospective bidders must submit all the information herein requested.

The Pre-qualification document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer. Any such corrections must be initiated by the person(s) who signs the pre-qualification document.

The Pre-qualification document should be prepared and submitted as specified in the invitation for Pre-qualification of Suppliers.

NOTE: Any tender received after the deadline shall be rejected as a late tender and SHALL NOT be considered.

2.7 Eligible Candidates

Due diligence will be undertaken during registration process and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

KMPDC will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

Tenderers shall not contact KMPDC on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the tenderer to influence the Council in the evaluation shall result in the cancellation of their tender.

Registration will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses where applicable accordingly.

The applicants must have registered offices and KMPDC reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or service

2.8 Qualification Criteria.

Registration shall be based on meeting the mandatory requirements in the evaluation conditions template as set in Section IV of this document.

The Procuring Entity reserves the right to waive minor deviations if they don't materially affect the capability of an applicant to perform the contract.

SECTION III

LETTER OF APPLICATION

Notes on letter of application

- i) The letter of application will be prepared by the applicant and will follow the form presented herein.
- ii) The letter of application will be prepared on the letterhead of the applicant company and will include full postal address, telephone numbers and Email address.
- iii) The letter of application will be signed by duly authorized representatives of the applicant.
- iv) Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant

Letter of Application

To:
Chief Executive Officer
Kenya Medical Practitioners & Dentists Council
P.O Box 448839-00100
Nairobi

Date:

Dear Sir/Madam,

I. Being duly authorized to represent and act on behalf of

_____ (name of firm) (here in after referred to as 'the bidder), and having reviewed and fully understand all of the Registration information provided, the undersigned hereby apply to be prequalified by yourselves as bidder for the following service(s) under (category ref No. and description).

Category Ref. Number	Category Description

2. Attached to this letter are copies of original documents defining;
 - (a) The applicant's legal status
 - (b) The principal place of business and
 - (c) The place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are Partnerships or individually-owned firms).
3. Your Organization and its authorized representatives may contact the following references for further information;

For General, Technical and Managerial Enquiries;

Contact Person:	
Organization:	
Telephone Number:	
Signature & Official Stamp:	
Contact Person:	

Organization:	
Telephone Number:	
Signature & Official Stamp:	

Contact Person:	
Organization:	
Telephone Number:	
Signature & Official Stamp:	

4. This application is made with full understanding that:

- (a) Bids by prequalified applicants will be subject to verification of all information submitted for registration at the time of bidding. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed:	Signed:
Name:	Name:
<i>For and on behalf of the applicant (Name of Applicant)</i>	<i>For and on behalf of the applicant (Name of Partner)</i>

SECTION IV

EVALUATION CRITERIA

CRITERIA A: OPEN CATEGORY

Preliminary Evaluation (Mandatory Requirements)

No.	Requirements	Score	Y or N
1.	Copy of Certificate of Registration/Incorporation	Mandatory	
2.	Copy of Valid Tax compliance Certificate	Mandatory	
3.	Valid Single Business Permit from a County Government	Mandatory	
4.	A Copy of CR 12 for companies issued within the last 6 months i.e. from September 2022	Mandatory	
5.	Certificates from affiliated Professional Bodies/ Associations, where the nature of supply or service is applicable/specific to your line of business e.g. CA, LSK, etc.	Mandatory	
6.	Firm's audited accounts for previous one year. (attach proof)	Mandatory	
7.	All the pages of the tender document/attachments must be serialized.	Mandatory	
8.	Dully Filled Business Questionnaire	Mandatory	
9.	Dully filled declaration form	Mandatory	

CRITERIA B: YOUTH, WOMEN & PERSONS WITH DISABILITY

Preliminary Evaluation (Mandatory Requirements)

No.	Requirements	Score	Y or N
1.	Copy of Certificate of Registration/Incorporation	Mandatory	
2.	Copy of Valid Tax compliance Certificate	Mandatory	
3.	A Copy of CR 12 for companies issued within the last 6 months i.e. from September 2022	Mandatory	
4.	Valid Registration Certificate from The National Treasury <i>(Applicable for firms owned by Youth, Women and Persons with Disability).</i>	Mandatory	
5.	Letter of Reference from the bank regarding credit position.	Mandatory	
6.	All the pages of the tender document/attachments must be serialized.	Mandatory	
7.	Dully Filled Business Questionnaire	Mandatory	
8.	Dully filled declaration form	Mandatory	

NOTE: Applicants MUST Provide ALL the mandatory requirements failure to which will lead to automatic disqualification.

SECTION V

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 applies 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:	Email Address:.....
Nature of Business:	
Registration Certificate No.:	
Maximum value of business which you can handle at any one time in Kshs. (<i>where applicable</i>):	
Name of your bankers:	Branch:

Part 1 (b): Name and address of key contact person

Name:

Current position:

Mobile number:

Email address:

Alternative contact person

Name:

Current position:

Mobile number:

Email address:

Part 2 (a): Sole Proprietors

Name in full: Age:

Nationality: Country of origin:

Citizenship details:

Youth/Women/Persons with Disability (*indicate*):

Citizen Contractors (*Indicate*):

Part 2 (b): Partnership

Given details of partners as follows:

Name	Nationality	%Shareholding
1.		
2.		
3.		

Youth/Women/Persons with Disability (*indicate*):

Citizen Contractors (*Indicate*):

Part 2 (c): Registered Company

Private or Public:

State the nominal and issued capital of company;

Nominal Kshs.:

Issued Kshs.:

Give details of all directors as follows;

Name	Nationality	%shareholding
1.		
2.		
3.		

Youth/Women/Persons with Disability (*indicate*):

Citizen Contractors (*Indicate*):

Part 2 (d): Interest in the Firm

Is there any person(s) in the Council who has interest in the firm? (*Tick where applicable*):

Yes No

If yes give details:

.....
.....
.....

Signature of tenderer: Date & Official Stamp:

***If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.**

Part 3: Financial Position/Investment

Provide and attach certified audited financial statements for the previous (latest) One year or Letter of Reference for the AGPO groups certified by the issuing bank as proof of ability to execute the items applied for.

Maximum value of business which you can handle at any time Kshs:

State terms of payment in preference order:

- i.
- ii.
- iii.
- iv.

Note: KMPDC prefers payment to be made within Forty-five (45) days after delivery of Goods, Works or Services.

SECTION VI

BUSINESS PROBITY

Please confirm whether any of the following criteria applies to your organization:

Note that failure to disclose information relevant to this section may result in your exclusion as a potential KMPDC supplier.

No.	Particulars	Response
1.	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2.	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
3.	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Ethics & Anti-Corruption Commission or similar authority in the country in which your organization is established?	
4.	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5.	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed or member of the commission of KMPDC and who is in a position to influence the award of any supply. For purpose of Registration process close relative refers to parents, siblings' spouse or children.	
6.	Supplier is directly or indirectly controlled by or is under common control with another Supplier	

SECTION VII

LITIGATION HISTORY

Name of Contractor/ Supplier:

Contractor/Supplier 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 Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)

SECTION VIII

SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with KMPDC.

Having studied the registration information for the above provision of goods, works or services applied for I hereby state:

- a) The information and answers furnished in this registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with KMPDC.
- b) That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) We enclose all the required documents and information required for the registration evaluation.
- d) We will not engage in corrupt practices with the Service/Members of Staff.
- e) We have not been debarred from participating in Public Procurement Proceedings.

FORM COMPLETED BY:	
Date:	
Name:	
Designation:	
Signature:	
Stamp or Seal:	

(Full name and designation of the person signing and affix Rubber stamp/seal)

Certification

On behalf of the Supplier, I certify that the information given above is correct.

Full Name:

Title or Designation:

Signature: Date & Stamp: