



**KENYA MEDICAL PRACTITIONERS AND
DENTISTS COUNCIL**

**REGISTRATION OF SUPPLIERS FOR GOODS,
WORKS AND SERVICES FOR FINANCIAL
YEAR 2021- 2023**

| | |
|-----------------------|--|
| TENDER NUMBER: | |
| TENDER NAME: | |

CLOSING DATE: THURSDAY, 26TH AUGUST, 2021

TIME: 2:00 PM

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INTRODUCTION

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2021-2022 AND 2022-2023.

The Kenya Medical Practitioners and Dentists Council (KMPDC) invites applications from interested registered Suppliers and Service Providers for Registration as Suppliers and Service Providers for the KMPDC procurement operations for the years 2021-2023 in the following categories:

A. SUPPLY OF GOODS

| No. | REFERENCE NUMBER | DESCRIPTION | TARGET GROUP |
|-----|----------------------|---|--------------|
| 1. | KMPDC/G/01/2021-2023 | Supply and Delivery of Office Stationery and Common User Items. | AGPO |
| 2. | KMPDC/G/02/2021-2023 | Supply and Delivery of Toners, Cartridges and Computer Consumables. | AGPO |
| 3. | KMPDC/G/03/2021-2023 | Supply and Delivery of Computers, Laptops, tablets, Projectors, Scanners, Printers, Photocopiers, Servers, Consumables and Accessories and Other Related ICT Equipment. | Open |
| 4. | KMPDC/G/04/2021-2023 | Supply and Delivery of Audio-Visual Equipment, Projectors, Projector Screens, Digital-boards, video conferencing equipment and related Items. | Open |
| 5. | KMPDC/G/05/2021-2023 | Supply and Delivery of Cleaning Equipment, Detergents, Disinfectant, Disposable Cups and Tissue Paper. | AGPO |
| 6. | KMPDC/G/06/2021-2023 | Supply And Delivery of Office Furniture and Fittings and Office Equipment (office Blinds). | Open |
| 7. | KMPDC/G/07/2021-2023 | Supply and Delivery of Branded Staff Uniform, Protective Gear and Equipment. | AGPO |
| 8. | KMPDC/G/08/2021-2023 | Supply and Delivery of Face Masks, Hand Sanitizers and Other COVID-19 Preventive Items. | AGPO |
| 9. | KMPDC/G/09/2021-2023 | Supply and Delivery of Software and associated licenses (Windows, Microsoft Office, Antivirus, SSL, Firewall Licenses etc.) | Open |
| 10. | KMPDC/G/10/2021-2023 | Supply and Delivery of Air Conditioners and Fans | AGPO |
| 11. | KMPDC/G/11/2021-2023 | Supply and Delivery of Power back-up services | Open |
| 12. | KMPDC/G/12/2021-2023 | Supply delivery of Contact Center and Visitor Management Systems | Open |
| 13. | KMPDC/G/13/2021-2023 | Supply and Delivery of Networking Equipment (Access points, routers, Cabinets, switches, UPS and other related equipment | Open |
| 14. | KMPDC/G/14/2021-2023 | Supply and Delivery of telephone handsets and associated equipment | Open |

| | | | |
|-----|----------------------|---|------|
| 15. | KMPDC/G/15/2021-2023 | Supply and Delivery of Security scanner and other security scanning apparatus | Open |
|-----|----------------------|---|------|

B. PROVISION OF SERVICES

| No. | REFERENCE NUMBER | DESCRIPTION | TARGET GROUP |
|-----|----------------------|--|--------------|
| 1. | KMPDC/S/01/2021-2023 | Provision of Fumigation and Pest Control Services. | Open |
| 2. | KMPDC/S/02/2021-2023 | Provision of Comprehensive Office Cleaning Services. | AGPO |
| 3. | KMPDC/S/03/2021-2023 | Provision of Sanitary Disposal Services. | AGPO |
| 4. | KMPDC/S/04/2021-2023 | Provision of Air Travel and Ticketing Services – IATA Certified Firms only | AGPO |
| 5. | KMPDC/S/05/2021-2023 | Provision of Printing and Branding Services e.g., Brochures, Folders, Notebooks, Signages and Other Promotional Materials. | AGPO |
| 6. | KMPDC/S/06/2021-2023 | Provision of Maintenance Services for Office Equipment e.g., Computers, Laptops, Printers and Photocopiers. | Open |
| 7. | KMPDC/S/07/2021-2023 | Maintenance and Repair of Office Furniture. | AGPO |
| 8. | KMPDC/S/08/2021-2023 | Provision of Maintenance and Servicing of Fire Fighting Equipment. | Open |
| 9. | KMPDC/S/09/2021-2023 | Provision of Conference Facilities. | Open |
| 10. | KMPDC/S/10/2021-2023 | Provision and Maintenance of networking equipment e.g. Access Points, routers, Switches, UPS and other Equipment. | Open |
| 11. | KMPDC/S/11/2021-2023 | Supply and Installation of Access Control, Surveillance solutions and Time Attendance Devices. | Open |
| 12. | KMPDC/S/12/2021-2023 | Maintenance of ICT Systems and Other Related Equipment. | Open |
| 13. | KMPDC/S/13/2021-2023 | Provision of Legal Services | Open |
| 14. | KMPDC/S/14/2021-2023 | Provision of Plumbing Works and related services | Open |
| 15. | KMPDC/S/15/2021-2023 | Provision of Generator Maintenance and other related services | Open |
| 16. | KMPDC/S/16/2021-2023 | Provision of Maintenance of Fencing and related equipment | Open |
| 17. | KMPDC/S/17/2021-2023 | Provision of Asset Branding and Coding Services | AGPO |
| 18. | KMPDC/S/18/2021-2023 | Provision of electric works and related services | Open |
| 19. | KMPDC/S/19/2021-2023 | Provision of repair of Telephone and Data Connectivity Services | Open |
| 20. | KMPDC/S/20/2021-2023 | Provision of Repair and Maintenance of Automatic Gate, security scanner, air conditioners | Open |
| 21. | KMPDC/S/21/2021-2023 | Provision of Internet Services and Cloud Solutions and Back-up | Open |

| | | | |
|-----|----------------------|---|------|
| 22. | KMPDC/S/22/2021-2023 | Provision of Consultancy Services | Open |
| 23. | KMPDC/S/23/2021-2023 | Provision of Medical and Group Life Insurance Cover Services (Insurance Companies Only) | Open |
| 24. | KMPDC/S/24/2021-2023 | Provision of Insurance Cover for General Business e.g. Motor Vehicles and Assets Insurances (Insurance Companies only) | Open |
| 25. | KMPDC/S/25/2021-2023 | Provision of HR related Services (Recruitment, Training, Professional Consultancy Services) | Open |
| 26. | KMPDC/S/26/2021-2023 | Consultancy on Customer Care satisfaction surveys, Employee satisfaction, ISO, Work environment, Training Needs assessments and Baseline Surveys. | Open |
| 27. | KMPDC/S/27/2021-2023 | Provision of Public Relation, Branding and Communication Consultancy Services | Open |
| 28. | KMPDC/S/28/2021-2023 | Repair and Maintenance of Telephony Equipment | Open |
| 29. | KMPDC/S/29/2021-2023 | Maintenance and Repair of Office Air Conditioners and Fans | AGPO |
| 30. | KMPDC/S/30/2021-2023 | Provision of Research related consultancy | Open |
| 31. | KMPDC/S/31/2021-2023 | Provision of Security Services | Open |
| 32. | KMPDC/S/32/2021-2023 | Provision of Team-Building Services | Open |
| 33. | KMPDC/S/33/2021-2023 | Provision of Video, Audio and Print Services. | Open |
| 34. | KMPDC/S/34/2021-2023 | Provision of Motor Vehicle Garage and Accessories Services. | Open |
| 35. | KMPDC/S/35/2021-2023 | Provision of Event, Sales, Program Activation, Exhibition and Décor Branding Services. | Open |
| 36. | KMPDC/S/36/2021-2023 | Provision of Entertainment Services (DJ, PA System and Audio-Visual Displays Boards). | Open |
| 37. | KMPDC/S/37/2021-2023 | Provision of Transport Services (Car Hire, Mini Buses, Taxis and Vans). | Open |
| 38. | KMPDC/S/38/2021-2023 | Provision of Marketing, Communications, Media Monitoring and Advertising Services. | Open |
| 39. | KMPDC/S/39/2021-2023 | Provision of Waste Disposal Services. | Open |
| 40. | KMPDC/S/40/2021-2023 | Provision of Local/International Courier Parcel and Postage Services. | Open |
| 41. | KMPDC/S/40/2021-2023 | Leasing of Office Space. | Open |

C. PROVISION OF WORKS

| | REFERENCE NUMBER | DESCRIPTION | TARGET GROUP |
|----|----------------------|--|--------------|
| 1. | KMPDC/W/01/2021-2023 | Minor Construction, Office Repairs, Refurbishment, Painting and Partitioning. | Open |
| 2. | KMPDC/W/02/2021-2023 | Minor Plumbing, Drainage and Sewerage Services. | AGPO |
| 3. | KMPDC/W/03/2021-2023 | Minor Electrical Works and Supply and Delivery of Assorted Electrical Fittings and Lighting Materials. | AGPO |

Completely filled registration documents in plain sealed envelopes clearly marked with the appropriate registration category name and reference number should be addressed to:

**The Chief Executive Officer
Kenya Medical Practitioners and Dentists Council
P.O. Box 44839 – 00100,
Nairobi, Kenya**

Completed documents should be deposited in our tender box located at KMPDC complex building, ground floor on or before **2:00pm, Thursday 26th August, 2021.**

REGISTRATION INSTRUCTIONS

1.2 Registration Objective

The main objective of this part is to short-list firms for supply and delivery of assorted items and provide services under relevant Tenders/Quotations as and when required in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015.

1.3 Invitation for Registration

Firms registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their registration documents to the Head of Procurement so that they may be registered for submission of Tenders/Quotations. The Council requires prospective suppliers to provide mandatory information for registration.

1.4 Experience

Experience in the supply and deliver of similar items/services is Mandatory (Documentary evidence to be submitted). However, the youth, women and other disadvantaged groups are exempted.

1.5 Registration Document

This document includes questionnaire forms and documents required from prospective suppliers. To be considered for registration, prospective supplier/provider **MUST** submit all the information herein requested.

1.6. Distribution of Registration Documents

Completed registration documents shall be downloaded from the Council's website www.kmpdc.go.ke or Public Procurement Information Portal PPIP, and submitted on or before **2:00pm, Thursday 19th August, 2021.**

1.7 Questions Arising from Documents

Questions that may arise from the Registrations documents should be directed to Head of Procurement during official working hours.

1.8 Additional Information

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

1.9 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the Authority after evaluating of the documents presented and after the completion of the registration process.

EVALUATION CRITERIA

A. MANDATORY REQUIREMENTS

Special groups firms MUST meet all requirements and Non-Compliance will lead to disqualification.

| No. | Requirement | Responsive or Not Responsive |
|------|--|------------------------------|
| MR 1 | Must submit a copy of Certificate of Registration/Incorporation | |
| MR 2 | Must submit a copy of a valid Tax Compliance Certificate | |
| MR 3 | Must provide a copy of a valid AGPO certificate | |
| MR 4 | Submit one Tender document, well paged, securely bound and clearly marked | |
| MR 5 | Submit copy of identity card of company director or CR12 for limited companies | |
| MR 6 | Duly filled, stamped and signed confidential business questionnaire, must provide clear contact details including email address | |
| MR 7 | Duly filled, signed and stamped sworn statement form | |
| MR 8 | Duly filled, signed and stamped declaration form | |
| | At this stage the tenderers submission will either be responsive in all mandatory (MR) requirements above or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further. | |

Open Category firms **MUST meet all requirements** and Non-Compliance will lead to disqualification.

| No. | Requirement | Responsive or Not Responsive |
|------|---|------------------------------|
| MR 1 | Must submit a copy of Certificate of Registration/ Incorporation | |
| MR 2 | Must submit a copy of a valid Tax Compliance Certificate | |
| MR 3 | Must provide Audited accounts for the last two (2) years 2019 and 2020 | |
| MR 4 | Submit one Tender document, well paged, securely bound and clearly marked | |

| | | |
|-------|---|--|
| MR 5 | Submit copy of identity card of company director or CR12 for limited companies from Registrar of Companies issued within last 12 months from Tender opening date | |
| MR 6 | Duly filled, stamped and signed confidential business questionnaire must provide clear contact details including email address | |
| MR 7 | Reference letters; at least two (2) from past clients (copies of LPOs, Contracts or letters) | |
| MR 8 | At least three (3) years past experience in the relevant category/field | |
| MR 9 | Duly filled, signed and stamped sworn statement form | |
| MR 10 | Duly filled, signed and stamped declaration form | |
| MR 11 | Attach Qualifications and experience of Key personnel | |
| MR 12 | Reference letter from bank on suppliers' credit position. Must be on banks letterhead | |
| | <i>At this stage the tenderers submission will either be responsive in all mandatory (MR) requirements above or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.</i> | |

SPECIFIC REQUIREMENTS

The tenderers submitting registration documents for the categories below must in addition to the mandatory requirements submit the additional information/documents specified in the last column of the table below:

| No. | Description | Mandatory Requirements |
|------------|--|--|
| 1. | Provision of Repair and Maintenance of Printing Press Machines and Related Equipment | <ul style="list-style-type: none"> - Submit similar corporate client references showing experience. - Submit Qualifications and relevant training certificates of service engineers. |
| 2. | Provision of related services | <ul style="list-style-type: none"> - Submit copies of current practicing certificates from ICTA and any other relevant certification (where applicable) |

BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes

The supplier will have to pay VAT as applicable for all goods to be supplied.

2.2 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.

2.3 Payments

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

REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, RQ-6, RQ-7 are to be completed by prospective supplier who wish to be registered to participate in Tender/Quotations for Supply of Goods and Services to the Council.

- 3.1.1** The Registration application forms which are not filled out completely and submitted in the prescribed manner shall be considered non-responsive. All the documents that form part of the proposal must be written in English Language and in ink

3.2 Qualification

- 3.21** It is understood and agreed that the Registration Data on prospective bidders is to be used by the Authority in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Category as described by the client.

- 3.22** Prospective bidders may not be considered qualified unless in the judgment of the Council they possess capability, experience, qualified personnel available and suitability of equipment sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Registration

Experience: Prospective bidder shall not be required to have experience in the supply of goods/services, in the categories reserved to the Women, Youth or PWD's owned enterprises. However, experience of at least two (2) years shall be required for other categories (C2, C3, and C4) OPEN to all. In case of potential supplier should show competence, willingness and capacity to service the contract. However, the youth, women and other disadvantaged groups may be exempted from this requirement.

Personnel: The name, telephone number and email of the directors, key personnel and contact person must be indicated in Form RQ.3.

- 3.3.3** Past Performance: Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers MUST be included in Form RQ-4.

Quotations shall be invited for a minimum of three suppliers and the Authority shall award based on the lowest quote.

3.4 Statement

Application must include a sworn statement Form RQ-5 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/The Authority 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 Authority reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 Registration Criteria

| Required Information | Form Type |
|---|------------------|
| 1.Registration Documentation | RQ-1 |
| 2.Registration Data | RQ-2 |
| 3.Supervisory Personnel | RQ-3 |
| 4.Past Experience for category (C2, C3, C4,) | RQ-4 |
| 5.Sworn Statement | RQ-5 |
| 6.Confidential Questionnaire | RQ-6 |

FORM RQ 1 MANDATORY REGISTRATION DOCUMENTATION

- (a) Copy of Certificate of Registration/Incorporation
- (b) **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 your application).
- (c) Copy of KRA pin certificate
- (d) **Valid** AGPO Certificate for reserved categories
- (e) Company Profile
- (f) Duly filled, signed, and stamped Confidential business questionnaire in the format provided.
- (g) Duly filled, signed, and stamped anti-corruption declaration commitment/ pledge.
- (h) Dully filled, signed, and stamped SWORN STATEMENT
- (i) Must attach CR12 showing the shareholding of the firm for limited companies.
- (j) Registered with “National Construction Authority (NCA)-Category 7 and above in building/civil /water works/roads/refurbishment and repair of government houses, drilling of boreholes, electrical works for those in building industry.
- (k) Evidence of Air Travel and Ticketing Provider's IATA Registration for provision of Air ticketing and air travel services

FORM RQ-2 REGISTRATION DATA

- 1. Category to be Registered
- 2. Legal name of firm.....
Post Office address.....
Street and Address
- City
- Country.....
- Telephone No
- Email address
- Person to contact.....
- Title.....
- 3. Full name(s) of Director(s)
-
-
-
- 4. Disadvantaged Group (e.g., Youth, PWD, Women etc.)
- 5. YAGPO Certificate No.....
- 6. Incorporation or Registration Certificate No.....

FORM RQ-3 SUPERVISORY PERSONNEL

Provide a list of your directors, key supervisory personnel and contact person in the format below;

| No. | Name | Position | Telephone Number | Email Address |
|------------|-------------|-----------------|-------------------------|----------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

FORM RQ-4: PAST EXPERIENCE

NAMES OF CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st Client

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).....

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).....

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).....

4. Others

NB: This information should be accompanied by references from the Organization that you have listed showing the value of the Contracts/orders awarded and executed by your firm. Copies of LPO/LSO or contracts can be presented as evidence.

FORM RQ-5: SWORN STATEMENT

Having studied the registration information for the above project I/we hereby state:

- a) That the information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being registered I/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) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d) I/We enclose all the required documents and information required for the Registration.
- e) I/We also accept liability/penalty arising from misleading or incorrect information/documentation submitted and on the basis of which the Authority relies on it to registration of our Firm/Company. I/We are aware that the Authority is at liberty to Institute legal proceedings as Stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations, 2020 and subsequent regulations.

Date:

Applicant's Name:

Represented by:

Signature: Stamp:

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

FORM RQ-6: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a) 2 (b) or 2(c) whichever applies in 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.....

Nature of business:

.....

Current Trade License 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 full:

Age:

Nationality: Country of origin:

Citizenship details.....

Part 2(b) - Partnership:

| No. | Name | Nationality | Citizenship Details | Shares |
|-----|------|-------------|---------------------|--------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

Part 2(c) - Registered Company/Private

State the nominal and issue or the company Nominal Kshs:

Issued Kshs.....

Give details of all directors as follows:

| No. | Name | Nationality | Sex | Age | Shares |
|------------|-------------|--------------------|------------|------------|---------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

Date:

Signature & Stamp of Tenderer:

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration

FORM RQ-7: DECLARATION FORM

a) ANTI-FRAUDULENT PRACTICE DECLARATION

I/We (*Insert name of company*) declare and guarantee that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding. Further we declare that as we participate in the procurement proceedings, we have not been convicted of corrupt or fraudulent practices.

Name:

Signature: Date:

Company seal/Business stamp

b) NON-DEBARMENT DECLARATION

I/We.....(*Insert name of company*) declare and guarantee that no director, sub-contractor or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name:

Signature: Date:

Company seal/Business stamp

c) NOT INSOLVENT, IN RECEIVERSHIP, BANKRUPT OR IN THE PROCESS OF BEING WOUND UP

I/We(*Insert name of company*) declare and guarantee that the person or the company bidding is not insolvent, in receivership, bankrupt or in the process of being wound up.

Name:

Signature: Date:

Company seal/Business stamp