



**THE NAIROBI HOSPITAL**

**REQUEST FOR PROPOSAL**

**FOR**

**PROVISION OF CONSULTANCY FOR RENTAL AND  
SERVICE CHARGE RATE VALUATION.**

**REFERENCE NO: TNH/RFP/004/24/LEGAL**

**CLOSING DATE:**

**CLOSING TIME: TUESDAY, 20<sup>TH</sup> FEBRUARY 2024 12.00 P.M.**

***P. O. Box 30026 – 00100 GPO Nairobi • Kenya • Telephone: + 254  
(020) 2 845 000 • e-mail: [hosp@nbihosp.org](mailto:hosp@nbihosp.org) • Website:  
[www.thenairobihosp.org](http://www.thenairobihosp.org)***

## Table of Contents

SECTION 1: INVITATION TO BIDDER .....	3
SECTION 2: INSTRUCTIONS TO BIDDERS.....	5
SECTION 3: TERMS OF REFERENCE.....	10
SECTION 4: EVALUATION CRITERIA.....	12
SECTION 5: STANDARD FORMS.....	15

## **SECTION 1: INVITATION TO BIDDER**

The Nairobi Hospital invites prequalified firms with a proven track record in the **Provision of Consultancy for Rental and Service Charge Rate Valuation** as per the Terms of Reference.

A complete set of RFP document can be downloaded from The Nairobi Hospital website; <https://thenairobihosp.org/> by interested bidders; upon payment of a non-refundable fee of Ksh.3,000.00, the payment should be made through LIPA NA MPESA Paybill Number: 998151 A/C No: Company Name at the hospital cashiers desk from 8:30A.M - 4:30 pm Monday to Friday.

Candidates will then attach the original receipt to the RFP documents as proof of purchase. The financial proposal should be net inclusive of all taxes and must be expressed in Kenya shillings and shall remain valid for 120 days from the closing date of the RFP, well indicated and tabulated where applicable.

You are required to complete the forms provided, attach required and relevant documentation for your proposal, and submit them in **2 envelopes** (1-Technical; 1-Financial) marked as below;

**TECHNICAL PROPOSAL - PROVISION OF CONSULTANCY FOR RENTAL AND SERVICE CHARGE RATE VALUATION. TNH/RFP/004/24/LEGAL**

**FINANCIAL PROPOSAL - PROVISION OF CONSULTANCY FOR RENTAL AND SERVICE CHARGE RATE VALUATION. TNH/RFP/004/24/LEGAL**

Completed RFP documents (technical and financial proposals), are to be enclosed in a plain envelope marked with the RFP reference number and RFP name and addressed to:

**The Chief Executive Officer  
The Nairobi Hospital  
P.O BOX 30026 - 00100,  
Nairobi, Kenya.**

And be deposited in the tender box at **Procurement Office Corporate Services Centre 2<sup>nd</sup> Floor**, to be received on or **before 20<sup>th</sup> February 2024, at 12:00 p.m.**

Late RFPs will be rejected.

**Request for Clarifications and Enquiries**

All clarifications required and inquiries regarding this bid shall be promptly sent via email to; [tenders@nbihosp.org](mailto:tenders@nbihosp.org) with the subject **PROVISION OF CONSULTANCY FOR RENTAL AND SERVICE CHARGE RATE VALUATION. TNH/RFP/004/24/LEGAL.**

The request for clarification or additional **must be received by TNH 7 days before the closing date.** TNH will advise all Bidders of its response to such requests where appropriate and applicable through the bidder's emails.

## **SECTION 2: INSTRUCTIONS TO BIDDERS**

### **2.1 Eligible Bidders**

2.1.1 This Request for proposal is open to all eligible bidders.

2.1.2 Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

### **2.2 Cost of bidding.**

2.2.1 The bidders shall bear all costs associated with the preparation and submission of their bid. Nairobi Hospital or its agents will under no circumstance be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **2.3 Specific Instructions**

2.3.1 The final bound RFP document must be serially paginated (**All pages in the document from the top page (immediately after the top cover) to the last page (one before the back cover), including table of content, separators, brochures, receipt, and any other attachments) in a continuous ascending order from the first page to the last in this format; 1,2,3.....n where n is the last page.**

2.3.2 The document should be arranged with separators and **Tape bound. SPIRAL BOUND WILL NOT BE ACCEPTED.**

2.3.3 The document shall be written in English

### **2.4 Amendment of documents**

2.4.1 At any time before the deadline for submission of RFPs, Nairobi Hospital, for any reason, whether at its initiative or in response to a clarification requested by a prospective bidder, may modify the RFP documents by amendments.

2.4.2 All interested candidates will be notified of this amendment in the RFP document through an addendum which will be posted on the website.

2.4.3 To allow prospective bidders reasonable time to take the amendment into account in preparing their RFPs, at its discretion, Nairobi Hospital may extend the deadline for the submission of RFPs.

### **2.5 RFP Prices and Currencies**

2.5.1 The bidder shall indicate the unit prices inclusive of all taxes and the total price of the items proposed to be purchased under the Contract on the appropriate Price Schedule.

2.5.2 Prices quoted by the bidder shall be fixed during the RFP validity period and not subjected to a variation on any account. An RFP submitted with an adjustable price quotation will be treated as non-responsive and rejected.

2.5.3 The price quoted shall be in Kenya Shillings.

## **2.6 Validity of RFP**

2.6.1 RFPs shall remain valid for 120 days after the RFP opening prescribed by The Nairobi Hospital, pursuant to paragraph 2.10. Nairobi Hospital shall reject RFP valid for a shorter period as non-responsive.

2.6.2 In exceptional circumstances, Nairobi Hospital may solicit the bidder's consent to an extension of the validity period. The request and the responses to it shall be made in writing. The bidder may refuse the request. A bidder granting the request will not be required nor permitted to modify its RFP.

## **2.7 Sealing and Marking of RFPs**

2.7.1 The bidder shall seal the RFP and mark it with the number and name of the RFP and **"DO NOT OPEN BEFORE Tuesday, 20<sup>th</sup> February 2024 at 12:00 p.m."**

## **2.8 Deadline for Submission of RFPs**

2.8.1 RFPs must be received by Nairobi Hospital at the address specified by **Tuesday, 20<sup>th</sup> February 2024 at 12:00 p.m.**

## **2.9 Modification of RFPs**

2.9.1 The bidder may modify or withdraw their RFP after the RFP's submission, provided that written notice of the modification, including the substitution or withdrawal of the RFPs, is received by Nairobi Hospital before the deadline for submission of RFPs.

2.9.2 The bidder modification or withdrawal notice shall be prepared, sealed, marked, and dispatched per the provisions of paragraph 2.10:1. A withdrawal notice may be sent by email but followed by a signed confirmation copy, postmarked no later than the deadline for submission of RFP

## **2.10 Withdrawals of RFP**

2.10.1 No bid may be withdrawn in the interval between the deadline for submission of RFPs and the expiration of the period of RFP validity as specified per the provision of paragraph 2.6.1

2.10.2 A bidder who withdraws its RFP after the deadline of submission will forfeit its bid security deposit.

## **2.11 Opening of RFPs**

2.11:1 Nairobi Hospital will open all RFPs at **Tuesday, 20<sup>th</sup> February 2024 at 12:00 p.m.**

## **2.12 Clarification of RFPs**

2.12.1 To assist in the examination, evaluation, and comparison of RFPs, The Nairobi Hospital, at its discretion, may ask the bidder to clarify its RFP. The request for clarification and the response shall be in writing, and no change in the prices or Substance of the RFP shall be sought, offered, or permitted.

2.12.2 Any effort by the bidder to influence Nairobi Hospital in the RFP evaluation, comparison, or contract award decisions may result in the rejection of the bidders' RFP.

## **2.13 Evaluation and Comparison of RFPs**

2.13:1 The Nairobi Hospital will examine the RFPs to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been appropriately paginated, and whether the RFPs are generally in order.

2.13:2 Nairobi Hospital will evaluate and compare the RFPs, which have been determined to be substantially responsive.

2.13.4 The comparison shall comply with the TOR, lead time, and price, including all costs, duties, and taxes payable on all the materials used to provide the services.

2.13.5 The evaluation committee shall evaluate the RFP within 7days from the date of opening the RFP.

2.13.6 To qualify for contract awards, the bidder shall have the following: -

- a) Necessary qualifications, capability experience, services, equipment, and facilities to provide what is being procured.
- b) Legal capacity to enter into a contract for the procurement.
- c) Shall not be insolvent, in receivership, bankrupt, or in the process of being wound up and is not the subject of legal proceedings relating to the preceding.
- d) Shall not be debarred from participating in public procurement.

## **2.14 Contacting The Nairobi Hospital**

2.14.1 No bidder shall contact Nairobi Hospital on any matter relating to its RFP from the time of the RFP opening to the time the Contract is awarded.

2.14.2 Any effort by a bidder to influence Nairobi Hospital in its decisions on evaluation, evaluation committee, or contract award will result in the rejection of the bidder's RFP.

## **2.15 Award of Contract**

### **a) Post qualification**

2.15.1 In the absence of pre-qualification, The Nairobi Hospital will determine to its satisfaction whether the bidder that is selected as having submitted the lowest evaluated responsive RFP is qualified to perform the Contract satisfactorily.

2.15.2 The determination will consider the bidder's financial and technical capabilities. It will be based upon examining the documentary evidence of the bidders' qualifications submitted by the bidder and other information as The Nairobi Hospital deems necessary and appropriate.

### **b) Award Criteria**

2.15.3 The Nairobi Hospital will award the Contract to the successful bidder whose RFP has been determined to be substantially responsive and has been determined to be the lowest evaluated RFP, provided further that the bidder is determined to be qualified to perform the Contract satisfactorily.

2.15.4 The Nairobi Hospital reserves the right to accept or reject any RFP and to annul the bidding process and reject all RFPs at any time before contract award without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for The Nairobi Hospital's action. If the procuring entity determines that none of the bidders is responsive, the procuring entity shall notify each bidder who submitted an RFP, and tender securities shall be promptly returned.

2.15.5 Bidder who gives false information in the RFP document about their qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future procurement with the Hospital.



## **2.16. Notification of award**

2.16.1 Before the expiration of the period of RFP validity, the Procuring entity will notify the successful bidder in writing that its RFP has been accepted.

2.16.2 The award notification will signify the Contract's formation subject to the signing of the Contract between the bidder and The Nairobi Hospital. Simultaneously the other bidders shall be notified that their RFPs have yet to be successful.

2.16.3 Upon the successful bidder's furnishing of the performance security, The Nairobi Hospital will promptly notify each unsuccessful bidder.

## **2.17. Signing of Contract**

2.17.1 As Nairobi Hospital notifies the successful bidder that its RFP has been accepted, Nairobi Hospital will inform the other bidders that their RFPs have yet to be successful.

2.17.2 Within fourteen (14) days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to The Nairobi Hospital.

2.17.3 The parties to the Contract shall have it signed within 30 days from the date of notification of award unless there is an administrative review request.

## **2.18. Corrupt or Fraudulent Practices**

2.18.1 The Nairobi Hospital requires that bidders observe the highest standard of ethics during the procurement process and execution of contracts. Bidders shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.18.2 The Nairobi Hospital will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract in question;

2.18.3 A bidder who indulges in corrupt or fraudulent practices risks being debarred from participating in The Nairobi Hospital procurement.

## **SECTION 3: TERMS OF REFERENCE**

### **3.1 Introduction**

The Nairobi Hospital seeks consultancy services from prequalified firms to provide a professional valuation of the rental and service charge rates for various premises within its compound. These premises include restaurants, banks, coffee shops, general retail shops, and consultant doctors' offices.

### **3.2 Objective**

The main objective of this consultancy is to provide The Nairobi Hospital with an informed opinion on the market-comparable rent and service charges, aiding in establishing fair and competitive rates for its tenants while ensuring the hospital's commercial spaces are optimally utilized.

### **3.3 Scope of Work**

The consultancy firm will be required to:

- Conduct comprehensive market research to determine the average rent and service charges applicable for similar facilities around the Nairobi Hospital area, focusing on data from 2015 to 2024.
- Evaluate the size, nature, and specific use of each rental space within the hospital premises, including but not limited to restaurants, banks, coffee shops, normal shops, and consultant doctors' offices.
- Analyze the catchment area demographics, traffic flow, hospital clientele, and other relevant factors influencing the rental and service charge rates.
- Provide a detailed report outlining the recommended rent and service charge rates, supported by data and analysis.

### **3.4 Performance**

The awarded firm will:

- (a) Deliver a market research report covering average rent and service charges for the specified period.
- (b) Consider the unique characteristics of The Nairobi Hospital's facilities and location in determining the rent and service charges.

### **3.5 Term and Duration**

The consultancy is expected to be completed within two (2) weeks from the contract execution date.

## SECTION 4: EVALUATION CRITERIA

### 4.1 Preliminary Evaluation

A preliminary evaluation shall determine whether the bidder meets the requirements and has submitted all mandatory documents. Where a bidder fails to submit any of the listed documents/requirements, the bidder shall be automatically disqualified and shall not proceed to the technical evaluation stage.

TNH reserves the right to seek clarification from the bidder regarding the submission/non-submission of the documents listed below:

No	MANDATORY REQUIREMENT	RESPONSE YES/NO
1.	Proof of 5 years existence attach copy of Certificate of Incorporation/Certificate of Registration.	
2.	Copy of valid KRA Tax Compliance certificate.	
3.	Must submit current CR12 from the Registrar of Companies (generated within the last 12 months) or copies of identification cards for Sole Proprietors/Partnerships. ( <i>Must Specify the shareholding</i> )	
4.	Must provide a copy of valid business Trading License relevant to this tender.	
5.	Must attach original receipt as proof of purchase of tender documents.	
6.	The Directors of the firm must have the current certificate of Good Standing from the Institution of Surveyors of Kenya.	
7.	The Directors must have current Occupational License issued by Estate Agency Registration Board (EARB)	
8.	The Directors must have current registration and the current practicing licenses by the Estate Agency Registration Board (EARB)	
9.	Letter of availability for the assignment duly signed by the proposed key staff.	
10.	The company profile with a brief history about the company/ organization including senior management structure, affiliations and similar services provided, contact details and physical address.	
11.	Must submit copies of 2 audited financial reports (2021 and 2022) certified by audit firm registered by the Institute of Certified Public Accountants (ICPAK). ( <b>Attach audit firm registration certificate from ICPAK</b> ) ( <b>Where there is a provision for more than one Directors, two of them must sign.</b> )	
12.	ENSURE that all pages are sequentially paginated in the format 1, 2, 3 .... Starting with 1 on top page ( <i>see details of pagination and binding on section 3.3.1 and 3.3.2 instruction to bidders</i> ).	

**Note: All the above documents numbered 1 to 12 should be packaged and arranged in that order under the preliminary evaluation criteria section of the RFP document.**

## 4.2 Technical Criteria:

Technical evaluation criteria will carry a maximum of 70% of the overall total evaluation score.

No.	Criteria	Score
1	<p><b>Experience of the firm</b></p> <p>(a) Attach five copies of contracts or award letters or LPOs for rental and service charge rate valuation from reputable clients in both private and public institutions (<i>three (3) of the valuation services undertaken must be in the Private Sector</i>). (10 points)</p> <p>(b) Attach five letters of reference/or recommendation from above clients where the firm has conducted rental and service charge rate valuation services (5 points)</p> <p>(c) Evidence of engagement in development and implementation of rental and service charge rate valuation framework in at least one healthcare service institution of similar caliber (5 points)</p>	20
2	<p><b>Qualifications and Experience of Consultants</b></p> <p><b>Team leader:</b> The team leader should have experience of at least five (5) years. The CV should indicate the general education background and professional qualifications, length of experience, positions held, duration with the firm and experience in the country. The minimum qualifications are:</p> <ul style="list-style-type: none"> <li>• A Degree in Estate and Property Management, Land Economics or any other relevant field.</li> <li>• Must be registered with Institute of Surveyors of Kenya (ISK) and with Practicing License.</li> </ul> <p>Attach signed CV's for ownership and Certificates and signed declaration of availability for the assignment.</p>	15
3	<p><b>Other Staff/Assistants:</b></p> <ul style="list-style-type: none"> <li>• At least three (3) qualified persons with experience of at least five (5) years.</li> <li>• The CV should indicate the general education background and professional qualifications, length of experience, positions held, duration with the firm and experience in the country/region.</li> <li>• The two should be qualified persons with a Degree in Estate and Property Management or Land Economic and should be graduate members of ISK.</li> </ul> <p>Attach signed CV's for ownership and Certificates and signed declaration of availability for the assignment. (5 marks each)</p>	15
4	<p><b>Methodology and Approach</b> Understanding of TORs and Consultants' initiatives and comments on the TORs. Understanding the ToRs</p> <ul style="list-style-type: none"> <li>• Conformity to the ToRs - 5 Marks</li> <li>• Consultant's initiatives and comments on the TORs - 5 Marks</li> </ul>	10
	<p><b>Appropriateness of Methodology</b></p> <ul style="list-style-type: none"> <li>• Completeness of description of methodology - 5 Marks</li> <li>• Effectiveness of the information collection. - 5 Marks</li> </ul>	10
5	Project schedule/work plan, allocation of proposed staff and final report outline within a period of 2 weeks from commencement date	10
<p><b>NOTE:</b> All CVs must be signed by the person signing the Bid Document and Academic Certificates must be certified by an Advocate of the High Court of Kenya. Unsigned CVs and Uncertified Certificates will not be considered for award of marks).</p>		
<b>TOTAL SCORE</b>		<b>80 marks</b>

**Only bidders who will attain a threshold score of 70% (56/80) and above in the technical evaluation will be considered technically responsive and subjected to financial evaluation.**

#### **4.3 Financial Evaluation Criteria**

Bidders scoring less than 70% in the technical evaluation stage and whose technical proposal fails to meet any of the mandatory criteria will not be recommended to proceed to the financial evaluation stage.

The financial proposal shall carry 30% of the marks, and the score shall be based on the R.F.P. prices.

The formulae for determining the Financial Score (Sf) shall be as follows:

$$\mathbf{SF = 30 X (FM/F) \text{ Where}}$$

**SF:** is the Financial Score,

**FM:** is the lowest-priced financial proposal and

**F:** is the proposal under consideration.

Combined technical and financial scores:

The following formula shall be used:

$$\mathbf{T.S (70\%) + F.S (30\%) = T.T.S (100\%)}$$

**T.S.** = Technical Score (as evaluated above)

**F.S.** = Financial Score (as evaluated above)

**T.T.S.** = Total Score

$$\text{Total Score (TTS) = Technical Score (TS) + Financial Score (FS)}$$

#### **Award criteria**

The firm that has achieved the highest score out of 100 marks (70-technical; 30-financial) will be considered for negotiation and subsequent award of the R.F.P.

**SECTION 5: STANDARD FORMS**

**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 to your type of business.

**PART 1- GENERAL**

Business Name .....

Location of Business premises.....

Country/Town.....

Postal Address.....

Code ..... Town.....

Tel No.....

E-mail.....

Nature of Business .....

**Part 2 (a) - INDIVIDUALS**

Your Name in full .....

Nationality..... Country of Origin.....

Citizenship details .....

**PART 2 (b) - PARTNERSHIP**

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			

**PART 2 (c) - REGISTERED COMPANY**

Private or Public.....

State the nominal and issue capital of the company.....

Nominal Kshs .....

Issued Kshs .....

Give details of all directors as follows:

Name	Nationality	Citizenship Details	Shares
1. ....			
2. ....			
3. ....			
4. ....			



## **PRICE SCHEDULE OF CONSULTANCY.**

### **Instructions:**

Tenderers should carefully read and understand Section 3 (Terms of Reference) and include all costs incurred in the Provision of Consultancy for Rental and Service Charge Rate Valuation. Otherwise, prices of all other services to be provided shall be deemed included.

### **Price Schedule Summary**

The Financial proposal must be detailed showing breakdown of all costs of the consultancy and should include:

1. Summary of costs
2. Breakdown of costs.
3. Reimbursable costs per activity
4. Miscellaneous expenses
5. Payment terms
6. Costs in the financial proposal shall be in Kenya Shillings and VAT inclusive.

**FORM OF TENDER**

THE NAIROBI HOSPITAL  
P.O BOX 30026 - 00100,  
NAIROBI, KENYA.

Dear Sir,

**PROVISION OF CONSULTANCY FOR RENTAL AND SERVICE CHARGE RATE VALUATION.**

Having examined the entire Tender documents the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide consultancy services for Rental and Service Charge Rate Valuation under this tender in conformity with the said Tender document for the sum

**Tender sum**..... (Words)

**Kshs**..... (Figure)

**Delivery Time**..... (Weeks)

If our tender is accepted, we agree to enter into a Bond for due performance of the contract with the Guarantor described herein. The Guarantor shall be a reputable bank (tier 1), such a guarantor shall be to the approval of the client.

Further, this Tender, together with your written acceptance thereof and your award letter, shall constitute a Contract between us subject to the signing of the contract by both parties.

Our tender is complete and we have considered our entire obligation on matters necessary for total execution of this contract.

We understand that the lowest or any tender will not necessarily be accepted and that the clients shall not allow any claims we incur in preparing this tender.

**TENDERER**

Signature of Tenderer.....

(Company stamp).....

Name of Tenderer.....

Address of Tenderer.....

Telephone Number (office).....

Mobile.....

E-mail Address.....

**WITNESSED BY:**

Signature of Witness.....

Name of Witness.....

Address of Witness.....

Telephone Number.....