



THE NAIROBI HOSPITAL

INVITATION TO TENDER

FOR

**SUPPLY AND DELIVERY OF SOUTHWING
CURTAINS AND SHEERS.**

REFERENCE NO: TNH/ITB/012/25/OPERATIONS

CLOSING DATE: 3RD JULY 2025

CLOSING TIME: 12:00 P.M.

Table of Contents

SECTION 1: INVITATION TO BIDDER.....	3
1.1. Sample Viewing.....	4
1.2. Request for Clarifications and Enquiries	5
SECTION 2: INSTRUCTIONS TO BIDDERS	6
2.1. Eligible Tenderers.....	6
2.2. Cost of ITB	6
2.3. Contents of ITB Document.....	6
2.4. Clarification of Document.....	6
2.5. Amendment of Document	7
2.6. Language of Tender	7
2.7. Documents Comprising the Tender	7
2.8. Form of Tender	7
2.9. Tender Prices.....	7
2.10. Tender Currencies	7
2.11. Tenderers Eligibility and Qualifications.	8
2.12 Validity of Tenders.....	8
2.13. Format and Signing of Tender	8
2.14. Sealing and Marking of Tenders	8
2.15 Deadline for Submission of Tenders	9
2.16 Modification and withdrawal of tenders.....	9
2.17 Opening of Tenders	9
2.18 Clarification of tenders	9
2.19 Preliminary Examination and Responsiveness.....	10
2.20 Conversion to a single currency	10
2.21 Evaluation and comparison of tenders	10
2.22 Contacting The Nairobi Hospital.....	11
2.23 Award of Contract.....	11
2.24 Notification of award.....	11
2.25 Signing of Contract	12
2.26 Corrupt or Fraudulent Practices	12

SECTION 3: TERMS OF REFERENCE	13
3.1 Context.....	13
4. Technical Requirements.....	13
3.2 Special Conditions of Contract.....	13
• Curtains	13
5. Deliverables	14
6. Qualifications of the Bidder.....	14
7. Evaluation Criteria	14
SECTION 4: EVALUATION CRITERIA.....	16
4.1 Preliminary Evaluation	16
4.2 Technical Evaluation Criteria	16
4.3 Financial Bid.....	17
SECTION 5: STANDARD FORMS	18
5.1 Confidential Business Questionnaire	18
5.2 Form of Tender	20
5.3 Price Schedule	22
APPENDIX 1: SAMPLE DECLARATION FORM.....	23

SECTION 1: INVITATION TO BIDDER

The Nairobi Hospital invites you to bid for the **Supply and Delivery of Southwing Curtains and sheers** as per the specifications. The quotation should be in Kshs. VAT inclusive.

A complete sets of tender documents can be downloaded from The Nairobi Hospital website; <https://thenairobihosp.org/> by interested bidders; upon payment of 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 P.M Monday to Friday**

Candidates will then attach the original receipt to the tender 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 two years from the award date of the ITB, well indicated and tabulated where applicable.

You are required to complete the forms provided and provide catalogues and samples of curtains and sheers quoted for as per the sample declaration form instructions, and submit in two **separate envelopes** (1- Technical bid ;1- Financial) marked as below;

TECHNICAL BID - SUPPLY AND DELIVERY OF SOUTHWING CURTAINS AND SHEERS - REF. NO. TNH/ITB/012/25/OPERATIONS

FINANCIAL BID- SUPPLY AND DELIVERY OF SOUTHWING CURTAINS AND SHEERS - REF. NO. TNH/ITB/012/25/OPERATIONS

Completed ITB documents (technical and financial proposals), are to be enclosed in a plain envelope marked with the ITB reference number and ITB 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 2nd Floor**, to be received on or **before Thursday 03rd July 2025 at 12:00 p.m.** Ensure you indicate your company name at a corner of each envelope submitted.

Late bids will be rejected.

Individual samples submitted **MUST** be well labelled with the company PIN number, ITB reference number and item description. The individual samples submitted **MUST** be delivered in one package labelled with the ITB reference number at The Nairobi Hospital Procurement Office Corporate Services Centre 2nd Floor, during working hours.

1.1. Sample Viewing

Interested bidders are required to come for viewing of the Curtains and sheers on **Monday 23rd June 2025 & Tuesday 24th June 2025 from 10:00 am to 4:00 pm** at the Laundry Department within The Nairobi Hospital, during working hours. This session will provide vendors with an opportunity to physically inspect the specifications of the curtains and sheers required prior to submission of their proposals.

1.2. Request for Clarifications and Enquiries

All clarifications required and inquiries regarding this bid shall be promptly sent via email to; tenders@nbihosp.org with the subject – **SUPPLY AND DELIVERY OF SOUTHWING CURTAINS AND SHEERS - REF. NO. TNH/ITB/012/25/OPERATIONS**

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 Tenderers

2.1.1 This Invitation to ITB is open to all vendors eligible as described in the instructions to tenderers. Successful tenderer shall provide the items for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the ITB document.

2.1.2 Bidders involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2. Cost of ITB

2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and The Nairobi Hospital, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.2.2 The price to be charged for the tender document shall be Kshs.3,000/=

2.2.3 Nairobi Hospital shall allow the tenderer to review the tender document free of charge before purchase.

2.3. Contents of ITB Document

2.3.1 The tender document comprises the following documents;

- a) Invitation to Tender
- b) Instructions to Tenderers
- c) Terms of Reference
- d) Evaluation Criteria
- e) Standard Forms

2.3.2 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 tenderers risk and may result in the rejection of its tender.

2.4. Clarification of Document

2.4.1 A prospective candidate making inquiries on the tender document may notify Nairobi Hospital in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Nairobi Hospital will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by The Nairobi Hospital. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have sought out for clarifications and where need be addendum posted on The Nairobi Hospital Website.

2.4.2 Nairobi Hospital shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.5. Amendment of Document

2.5.1 At any time prior to the deadline for submission of tenders, The Nairobi Hospital, 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.

2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

2.5.3 To allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, The Nairobi Hospital, at its discretion, may extend the deadline for the submission of tenders.

2.6. Language of Tender

2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and The Nairobi Hospital, shall be written in English language.

2.7. Documents Comprising the Tender

2.7.1 The tender prepared by the tenderer shall comprise the following components:

- a) Filled price schedule.
- b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted.
- c) Filled Standard forms.

2.8. Form of Tender

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

2.9. Tender Prices

2.9.1 Prices quoted should be net inclusive of all taxes and must be in Kenya shillings and shall remain valid for 2 years from the time of award of the tender.

2.9.2 The Tenderer shall indicate on the form of tender and the appropriate price schedule the unit price and the total prices of the items it proposes to provide under the contract.

2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.

2.10. Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings.

2.11. Tenderers Eligibility and Qualifications.

2.11.2 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.11.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to The Nairobi Hospital satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 Validity of Tenders

2.12.1 Tenders shall remain valid for 120 days or as specified in the invitation to tender after date of tender opening prescribed by The Nairobi Hospital, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by Nairobi Hospital as nonresponsive.

2.12.2 In exceptional circumstances, The Nairobi Hospital may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

2.13. Format and Signing of Tender

2.13.1 The tenderer shall prepare **one copy** of the tender.

2.13.2 The copy of the tender shall be typed or written in indelible ink.

2.13.3 The final Bid bound document must be **Tape Bound** and **Serially paginated** (*All pages in the document from top page (immediately after top cover) to the last page (one before 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*).

2.13.4 The document should be clearly arranged with **SEPARATORS AND TAPE BOUND. SPIRAL BOUND WILL NOT BE ACCEPTED.**

2.14. Sealing and Marking of Tenders

2.14.1 The tenderer shall seal the copy of the tender and the envelopes shall then be sealed in an outer envelope.

2.14.2 The inner and outer envelopes shall be addressed to:

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

2.14.3 Bear, tender number and name in the invitation to tender and the words: "**DO NOT OPEN BEFORE Thursday 3rd July 2025.**"

2.14.4 If the outer envelope is not sealed and marked as required by paragraph 2.14.2, The Nairobi Hospital will assume no responsibility for the tender's misplacement or premature opening.

2.15 Deadline for Submission of Tenders

- 2.15.1.** Tenders must be received by The Nairobi Hospital at the address specified under paragraph 2.14.2 no later than **Thursday 3rd July 2025**.
- 2.15.2.** The Nairobi Hospital may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of The Nairobi Hospital and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.
- 2.15.3.** Bulky tenders which will not fit in the tender box shall be received by The Nairobi Hospital as provided for in the appendix.

2.16 Modification and withdrawal of tenders

- 2.16.1** The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tender's is received by The Nairobi Hospital prior to the deadline prescribed for the submission of tenders.
- 2.16.2** The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.14. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tenders.
- 2.16.3** No tender may be modified after the deadline for submission of tenders.
- 2.16.4** No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form.
- 2.16.5** Nairobi Hospital may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.16.6** Nairobi Hospital shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.17 Opening of Tenders

- 2.17.1** The Nairobi Hospital will open all tenders at its discretion.
- 2.17.2** Thereafter, The Nairobi Hospital will prepare minutes of the tender opening.

2.18 Clarification of tenders

- 2.18.1** To assist in the examination, evaluation and comparison of tenders, The Nairobi Hospital may at its discretion ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in call or writing, and no change in the prices or substance shall be sought, offered, or permitted.
- 2.18.2** Any effort by the tenderer to influence The Nairobi Hospital in tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender. Comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.19 Preliminary Examination and Responsiveness

- 2.19.1** The Nairobi Hospital will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly paginated, and whether the tenders are generally in order.
- 2.19.2** Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited.
- 2.19.3** If there is a discrepancy between words and figures, the amount in words will prevail.
- 2.19.4** The Nairobi Hospital may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.19.5** Prior to the detailed evaluation, pursuant to paragraph 23, The Nairobi Hospital will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Nairobi Hospital's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.19.6** If a tender is not substantially responsive, it will be rejected by The Nairobi Hospital and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.20 Conversion to a single currency

- 2.20.1** All quoted prices should be in Kenya shillings and inclusive of VAT.

2.21 Evaluation and comparison of tenders

- 2.21.1** The Nairobi Hospital will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20
- 2.21.2** The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.
- 2.21.3** The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.
- 2.21.4** To qualify for contract awards, the tenderer 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 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 foregoing
 - d) Shall not be debarred from participating in public procurement.

2.22 Contacting The Nairobi Hospital

2.22.1 Subject to paragraph 2.19, no tenderer shall contact The Nairobi Hospital on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.22.2 Any effort by a tenderer to influence Nairobi Hospital in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

2.23 Award of Contract

(a) Post qualification

2.23.1 In the absence of pre-qualification, The Nairobi Hospital will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.23.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderer's qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as The Nairobi Hospital deems necessary and appropriate.

(b) Award Criteria

2.23.3 The Nairobi Hospital will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.23.4 The Nairobi Hospital reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for The Nairobi Hospital's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

2.23.5 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.24 Notification of award

2.24.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.24.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and The Nairobi Hospital pursuant to clause 2.25. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.24.3 Upon the successful Tenderer's furnishing of the performance security, The Nairobi Hospital will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12.

2.25 Signing of Contract

2.25.1 At the same time as The Nairobi Hospital notifies the successful tenderer that its tender has been accepted, Nairobi Hospital will simultaneously inform the other tenderers that their tenders have not been successful.

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

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

2.26 Corrupt or Fraudulent Practices

2.26.1 The Nairobi Hospital requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts.

2.26.2 The Nairobi Hospital will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

SECTION 3: TERMS OF REFERENCE

3.1 Context

The Nairobi Hospital, is a renowned premier healthcare institution in Nairobi. The Hospital is significantly expanding and is committed to providing professional high quality healthcare services to its clients and customers.

In line with its commitment to excellence and maintenance of high-quality standards in healthcare, the hospital is seeking to partner with vendors to Supply Curtains and Sheers.

Scope of Work

The successful bidder shall be expected to:

- Conduct site assessment and take exact measurements.
- Supply hospital-grade curtains and sheers of approved fabric quality and design.
- Supply all necessary accessories including curtain rails, hooks, runners, and brackets.
- Install all items securely and in accordance with the hospital's layout and functional requirements.
- Ensure minimal disruption to hospital operations during installation.

Technical Requirements

3.2 Special Conditions of Contract

- **Curtains**
 1. Antimicrobial fabric -IPC Compliant
 2. Pre-Shrunk
 3. Hangs and stacks beautifully without wrinkles
 4. Retains its shape throughout frequent laundering
 5. Washable and can withstand temperatures above 60 degrees during the wash process.
 6. Durable and Can be ironed with high temperatures
 7. Light weight
 8. Poly cotton fabric/100% polyester.

9. Stain retardant/water repellant
10. Design and colours should be approved
11. Double sided/track system for curtains for bed screens.

- **Sheers:**
 - Frosted and flame retardant recommended.
- **Curtain Tracks and Accessories:**
 - Made of durable, rust-resistant aluminum or stainless steel.
 - Designed for **hospital use** with smooth glide runners and durable fixing hardware.
- **Installation:**
 - To be done by qualified personnel.
 - Must ensure safe, sturdy, and professional finishes.
- **Certification:**

Certificate from recognized lab on properties will be required.

Deliverables

- A detailed installation and delivery schedule.
- Final measurements and curtain layout drawing per room/area.
- Fully installed and operational curtain systems in all designated areas.
- Post-installation inspection and sign-off by Hospital representative.
- Maintenance guidelines and warranty documentation.

Qualifications of the Bidder

The eligible bidder must:

- Have a qualified technical team for assessment and installation.
- Be able to meet delivery timelines and offer after-sales support.

Evaluation Criteria

Bids will be evaluated based on:

- Technical compliance to specifications.
- Company experience and references.
- Delivery timelines.
- Pricing and warranty terms.
- Value-added services (e.g., maintenance, repairs, consultation).

Note:

- Bidder must have a minimum number of 2 years of experience in Curtains and Sheers.
- The schedule of requirements and price schedule must be inclusive of all taxes and delivery to the Nairobi Hospital.
- Interested bidders **MUST provide samples** of the items they intend to supply. All samples submitted **MUST** be well labelled with company PIN number and item description for ease of identification. A list of the samples submitted must be filled in the "Sample Declaration Form"- see Appendix 1.
- Samples of the awarded bidder will be retained by The Nairobi Hospital.
- TNH expected order fulfillment duration is 6 weeks.

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.	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.	List of at least 2 organizations for which the firm has supplied Curtains and sheers over the last 2 years including key contact person(s) details.(Should be Hospitals)	
7.	Provide Company profile of the firm indicating the years of experience in the industry, contact details including physical address, telephone number, email.	
8.	Duly filled, signed and stamped Confidential Business Questionnaire.	
9.	Must submit copies of 2 most recent audited financial reports (not older than 2022 certified by audit firm registered by the Institute of Certified Public Accountants (ICPAK). (Attach audit firm valid annual practicing license from ICPAK) (Where there is a provision for more than one Directors, two of them must sign.)	
10.	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 sub-section 2.13 instruction to bidders).</i>	

Note: All the above documents numbered 1 to 10 should be packaged and arranged in that order under the preliminary evaluation criteria section of the tender document.

4.2 Technical Evaluation Criteria

Samples submitted will be evaluated based on their compliance with the requirements provided in the Specifications, evaluation will include:

- Correct color scheme
- Quality of fabric
- Design
- Leadtime

Notes on the preparation of the Technical Bids

- i In preparing the technical bid, the bidder is expected to examine all terms and information included in this ITB document. Failure to provide all requested information shall be at the bidder's own risk and may result in rejection of the bid.
- ii The technical bid shall provide all required information and any necessary additional information.
- iii The Technical bid shall not include any financial information except the 2 years audited accounts.
- iv This Bid document shall be bound together with the technical bid.

4.3 Financial Bid

Notes on the preparation of the Financial Bid

- a) The Financial bid should show unit cost per item inclusive of VAT and must be inserted in the bid offer form provided below (price schedule).
- b) The sum arrived at in the financial bid shall be inserted on the form of tender (see below) and will be the Bid price and shall be VAT inclusive.
- c) Financial bid (and any financial information appertaining to your charges for this bid) shall **NOT** be indicated on the Technical Bid, and shall be submitted **separately in an envelope** marked **FINANCIAL BID: SUPPLY AND DELIVERY OF SOUTHWING CURTAINS AND SHEERS – REF. NO. TNH/ITB/012/25/OPERATIONS**

Award criteria:

The Hospital will award the contract to the successful bidder(s) whose bid has been determined to be lowest priced and technically qualified.

SECTION 5: STANDARD FORMS

5.1 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.			

5.2 Form of Tender

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

Dear Sir,

REF: SUPPLY AND DELIVERY OF CURTAINS AND SHEERS.

Having examined the entire Tender documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver curtains and sheers under this tender in conformity with the said Tender document for the sum

Tender sum..... (Words)

Kshs..... (Figure)

If our tender is accepted, we agree to enter into a Bond for due performance equivalent to 10% 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.....

5.3 Price Schedule

Instructions:

- (1) Please fill in the charges considering the specifications in Section 3 (Terms of Reference)
- (2) The tenderer should indicate the costs that are necessary to meet the requirements of The Nairobi Hospital. The price quotation shall include inter alia direct and indirect wages, overheads, cost of transport, cost of materials, VAT and all other applicable taxes.

Format of the Price Schedule should be as follows and should be filled:

Tenderers should carefully read and understand the Section 3 (Terms of Reference) and include any other cost items under the categories above they feel should be separately priced. Otherwise, all costs shall be deemed to have been included under the Supply & Delivery of Curtains and Sheers.

Price Schedule Summary

Item	Description	QTY	Dimension		Unit cost VAT Inc	Total cost VAT Inc	Lead Time in Days
			Length	Width			
1	ST Johns window Curtains	36	56	93			
2	ST Johns door Curtains	36	87	100			
3	ST Theresa window Curtains	36	56	93			
4	ST Theresa door Curtains	36	87	100			
5	ST Francis window Curtains	36	56	93			
6	ST Francis door Curtains	36	87	100			
7	Curtain Tracks and Accessories	To be advised by supplier					
Grand Price incl.16%vat							



THE NAIROBI HOSPITAL

APPENDIX 1: SAMPLE DECLARATION FORM

Vendors Pin No.: _____

ITB Ref. No.: _____

Item Description

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

Delivered by: _____ **Signature:** _____ **Date:** _____

Received by: _____ **Signature:** _____ **Date:** _____

Note:

1. Label each sample indicating Company PIN number, ITB reference number and item description.
2. Package all your samples as one package and label as per No. 1