



## **THE NAIROBI HOSPITAL**

### **INVITATION TO TENDER**

**SUPPLY, DELIVERY, INSTALLATION, TESTING, TRAINING & COMMISSIONING  
OF 3000L VACUUM PLANT**

**REFERENCE NO: TNH/ITB/026/24/ENGINEERING**

**CLOSING DATE: TUESDAY, 26<sup>TH</sup> NOVEMBER 2024**

**CLOSING TIME: 12:00 NOON.**

***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)***

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## PART A: TECHNICAL REQUIREMENTS

### SECTION 1: INVITATION TO TENDER

1. Nairobi Hospital invites sealed bids from eligible candidates for **SUPPLY, DELIVERY, INSTALLATION, TESTING, TRAINING AND COMMISSIONING OF 3000L VACUUM PLANT**
2. All clarifications required and enquiries regarding this Tender, shall be promptly sent via email to; [procurement@nbihosp.org](mailto:procurement@nbihosp.org) with the subject - **SUPPLY, DELIVERY, INSTALLATION, TESTING, TRAINING AND COMMISSIONING OF 3000L VACUUM PLANT- TNH/ITB/026/24/ENGINEERING .**
3. Request for clarification or additional information **must be received by TNH 7 days earlier before the closing date.** TNH will respond to all clarifications received within 2 days through the bidder's emails.
4. Complete sets of tender documents can be downloaded from Nairobi Hospital website; <https://thenairobihosp.org/tender/> by interested bidders upon payment of non-refundable fee of **Kshs. 3,000.** 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**
5. Candidates will then attach the original receipt to the tender documents as proof of purchase.
6. Completed tender documents for preliminary and technical requirements are to be enclosed in a plain envelope marked with the tender reference number and tender name. **The financial bid MUST be in a separate envelope marked with the tender reference number, tender name, vendors name and vendors contact details. The financial bid will only be opened for those bidders who will have qualified in the technical evaluation).** Please note that **only one complete tender document is required (Do not provide additional copies).**
7. Tenders must be delivered to the address below not later than **Tuesday, 26<sup>th</sup> November 2024 at 12.00 p.m.** and must be accompanied by a tender security of **Kshs. 300,000.00** in the Currency specified in the tender document in the form of a bank guarantee from a **TIER 1** bank and must be delivered with the Tender Documents in the technical bid, (**bid**

**bonds from insurance companies will NOT be accepted).** The tender security should be valid for a period of 120 days from the closing date of the tender.

8. Tenders should be dropped at the Nairobi Hospital at the **Tender Box at Procurement Office Corporate Services Centre Second Floor** to be received on **Tuesday, 26<sup>th</sup> November 2024 at 12.00 p.m.** Electronic bidding will not be permitted. **Late bids will not be accepted.**
9. Prices quoted should be inclusive of VAT and all other applicable taxes and must be in Kenya Shillings and shall remain valid for 120 days from the closing date of the tender. The prices in your financial quotation should be broken down as follows: (Do not key in your financial quotation in this section)
  - (i) Unit price
  - (ii) 16% VAT
  - (iii) Other applicable taxes
  - (iv) TOTAL Cost

## **SECTION II - INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible Tenderers**

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2. Cost of Tendering**

- 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 Tender Documents**

- 2.3.1. The tender document comprises of the documents listed below;
  - a) Invitation to Tender
  - b) Instructions to Tenderers
  - c) Evaluation Criteria
  - d) Equipment Specifications
  - 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 Documents**

- 2.4.1.** A prospective candidate making inquiries of 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 Documents**

- 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 interested tenderers will be notified of the amendment through an addendum that will be posted on the hospital website.
- 2.5.3.** In order 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) Completely 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 120 days from the closing date 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 services 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 2.20.2.

## **2.10. Tender Currencies**

**2.10.1.** Prices shall be quoted in Kenya Shillings.

## **2.11. Tenderers Eligibility and Qualifications.**

**2.11.1.** 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.

**2.11.2.** 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. Tender Security**

**2.12.1.** The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.

**2.12.2.** The tender security shall be **Kshs 300,000.00.**

**2.12.3.** The tender security is required to protect The Nairobi Hospital against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7.

**2.12.4.** The tender security shall be denominated in a Kenya Shillings and shall be in form of a bank guarantee **from a TIER 1 bank**.

**2.12.5.** Any tender not secured in accordance with paragraph 2.12.2 and 2.12.4 will be rejected by Nairobi Hospital as non-responsive, pursuant to paragraph 2.20

**2.12.6.** Upon request, unsuccessful tenderer's tender security will be discharged or returned as promptly as possible, but not later than thirty (30) days after the expiration of the period of tender validity prescribed by The Nairobi Hospital.

**2.12.7.** The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.26, and furnishing the performance security, pursuant to paragraph 2.27.

**2.12.8.** The tender security may be forfeited:

- a) If a tenderer withdraws its tender during the period of tender validity specified by The Nairobi Hospital on the Tender Form; or
- b) In the case of a successful tenderer, if the tenderer fails:
  - i. To sign the contract.
  - ii. To furnish performance security.
- c) If the tenderer rejects, correction of an error in the tender.

## **2.13 Validity of Tenders**

**2.13.1** 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.

**2.13.2** 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. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor



permitted to modify its tender.

## **2.14 Format and Signing of Tender**

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

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

**2.14.3.** The final Bid bound document must be 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*).

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

## **2.15. Sealing and Marking of Tenders**

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

**2.15.2.** The inner and outer envelopes shall be addressed to:

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

Bear tender number and name in the invitation to tender and the words: **“DO NOT OPEN BEFORE Tuesday, 26<sup>th</sup> November 2024 at 12.00 p.m.”**

**2.15.3.** If the outer envelope is not sealed and marked as required by paragraph 2.15.2, The Nairobi Hospital will assume no responsibility for the tender’s misplacement or premature opening.

## **2.16. Deadline for Submission of Tenders**

**2.16.1.** Tenders must be received by The Nairobi Hospital at the address specified under paragraph 2.15.2 no later **Tuesday, 26<sup>th</sup> November 2024 at 12.00 p.m.**

**2.16.2.** 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.

**2.16.3.** Bulky tenders which will not fit in the tender box shall be received by The Nairobi Hospital as provided for in the appendix.

## **2.17. Modification and withdrawal of tenders**

**2.17.1.** 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.

**2.17.2.** The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. 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.

**2.17.3.** No tender may be modified after the deadline for submission of tenders.

**2.17.4.** 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. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.8.

**2.17.5.** The Nairobi Hospital, at its discretion may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination or give reasons thereto.

**2.17.6.** 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.

## **2.18. Opening of Tenders**

**2.18.1.** The Nairobi Hospital will open all tenders at its discretion.

**2.18.2.** Thereafter, The Nairobi Hospital will prepare minutes of the tender opening.

## **2.19. Clarification of tenders**

**2.19.1.** 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.

**2.19.2.** 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.

## **2.20. Preliminary Examination and Responsiveness**

**2.20.1.** 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 and responsive to the tender document requirements.

**2.20.2.** 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. If there is a discrepancy between words and figures, the amount in words will prevail.

**2.20.3.** 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.

**2.20.4.** Prior to the detailed evaluation, pursuant to paragraph 22, 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.

**2.20.5.** 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.

## **2.21. Conversion to a single currency**

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

## **2.22. Evaluation and comparison of tenders**

**2.22.1.** The Nairobi Hospital will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

**2.22.2.** 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.

**2.22.3.** The tender evaluation committee shall evaluate the tender within 45 days from the date of opening the tender.

**2.22.4.** 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.

## **2.23. Contacting The Nairobi Hospital**

**2.23.1.** 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.

**2.23.2.** 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.

## **2.24. Award of Contract**

(a) Post qualification

**2.24.1.** 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.

**2.24.2.** 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

**2.24.3.** 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.

**2.24.4.** 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.

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

**2.25. Notification of award**

**2.25.1.** 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.

**2.25.2.** 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 2.26. Simultaneously the other unsuccessful tenderers shall be notified that their tenders have not been successful.

**2.26. Signing of Contract**

**2.26.1.** 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.

**2.26.2.** Within seven (7) days of receipt of the award, the successful tenderer shall sign and date the award and return it to The Nairobi Hospital.

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

**2.27. Performance Security**

**2.27.1.** Within thirty (30) days of the receipt of award from The Nairobi Hospital, the successful tenderer shall furnish the performance security equivalent to 10% of the contract amount.

**2.27.2.** Failure of the successful tenderer to comply shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event The Nairobi Hospital may make the award to the next lowest evaluated or call for new tenders.

**2.28. Corrupt or Fraudulent Practices**

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

**2.28.2.** 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: EVALUATION CRITERIA.**

**A. Preliminary Evaluation.**

Bids will be evaluated based on the below criteria.

Bids **lacking any of the documents** below will be considered as non-responsive and therefore will be eliminated at this stage.

<b>PRELIMINARY EVALUATION OF MANDATORY REQUIREMENTS</b>		
<b>Mandatory Requirements</b>		
<b>No.</b>	<b>Particulars</b>	<b>YES/NO</b>
1.	Copy of Certificate of Incorporation/Certificate of Registration.	
2.	Copy of valid KRA Tax Compliance certificate.	
3.	Copy of CR12 issued within 12 months or copies of identification cards for Sole Proprietors/Partnerships. <b>(Must specify the shareholding).</b>	
4.	Must provide a copy of Valid business Trading License relevant to this tender.	
5.	Provide Manufacturer’s or Master Distribution letter of authorization.	
6.	Must attach original receipt as proof of purchase of tender documents	
7.	Must provide tender security from a <b>TIER 1</b> bank amounting to <b>Kshs. 300,000.00 (Original Tender security must be attached).</b>	
8.	Must attach dully filled confidential business questionnaire.	
9.	Must attach commitment on availability of service parts.	
10.	PPB authorization certificate to supply the equipment.	
11.	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). <i>(Attach valid audit firm registration certificate from ICPAK) (Where there is a provision for more than one Director, two of them must sign)</i>	
12.	<b>ENSURE</b> that all pages are sequentially paginated <i>(see details of pagination and binding on section 2.14 of the tender document).</i>	

**Note: All the above documents numbered 1 to 13 should be packaged and arranged in that order under the preliminary evaluation criteria section of the tender document.**

## Technical Evaluation Criteria

NO	Evaluation Attribute	Weighting Score	Max Score
1.	Attach brochure/catalog complying with the specifications provided in <b>Section 4 or higher</b>  Duly filled signed & stamped specification compliance sheet with comments where applicable.	Complies with Specs (45mks).  Filled, signed & stamped (5mks)  Non-compliant (0mks)	50
2.	Provide a list of at least 2 qualified ( <b>1 lead technician, 1 technical support staff</b> ) in the company ( <b>should attach CVs highlighting years of experience and copies of academic and professional certificates. Years of experience and certificates MUST be relevant to the biomedical field</b> )  Expertise of the Firm staff relating to Factory trained Technician certification must be attached, e.g., Trained by manufacturer at factory for the last 5 years.	Degree Lead Tech - 4mks Diploma Lead Tech - 2mks  Over 4yrs Experience = 4mks Below 4yrs Experience = 3mks.  Tech Support - 2mks  Factory certification relating to equipment provided by the manufacturer - 5mks	15
3.	Provide proof of supply of similar medical related equipment and accessories in the recent past (2018 to date) specifying the value ( <i>attach at least 3 Purchase orders, award letters or contracts</i> )	<ul style="list-style-type: none"> <li>• Above Kshs. 15M - 10mks</li> <li>• Above Kshs 10M - but below Kshs 15M- 5mks</li> <li>• Orders below Kshs 10M - 2mks</li> </ul>	10
4.	Reference letters	Attach reference letters from at least three clients supplied with similar medical equipment in the recent past (2018 to date) - 2mks each	6
5.	Provide a list of spare parts and the prices	Attach price schedule	5
6.	Training schedule sheet.	Attach a comprehensive training schedule.	2
7.	Provision of three-year comprehensive onsite warranty. Service level contract (Attach sample SLA) Periodic Maintenance plan & costing	Attach warranty document (3pts) SLA - (3pts) Periodic Maintenance plan & costing - (3pts)	9
8.	Delivery Lead-time schedule.	Attached a Gantt chart with lead time (3pts) No Gantt chart provided (0 pts)	3
	<b>TOTAL</b>		<b>100 Marks</b>

**Note: Bidders who will not meet the pass mark above will be considered non-responsive and will not proceed to the next stage of evaluation.**



### **Financial Evaluation Criteria**

Financial proposal shall carry 30% of the marks and the score shall be based on the tender prices.

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

$$SF = 30 \times (FM/F) \text{ where}$$

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:

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

T.S = Technical Score (as evaluated above)

F.S = Financial Score (as evaluated above)

T.T.S = Total Score

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

### **Award criteria**

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

Bidders scoring less than 49 out of 70marks in the technical evaluation stage and whose technical proposal fails to meet any of the mandatory RFP Terms of Reference criterion will not be recommended to proceed to the financial evaluation stage.

**SECTION 4: TECHNICAL SPECIFICATION FOR SUPPLY, DELIVERY, INSTALLATION, TESTING, TRAINING & COMMISSIONING OF 3000L VACUUM PLANT**

Item	Compliance Yes/No	Comment
Should be a triplex system capable of producing Capacity 3,000 liters of vacuum per minute		
<p><b>Medical Vacuum:</b></p> <ul style="list-style-type: none"> <li>• The Medical Vacuum System should ensure the minimum pipeline Vacuum level of 450mmHg is maintained at the plant service connection point at the rated volumetric 'free air' flow rate with two pumps in standby.</li> <li>• The bacteria filtration system should be 'duplexed' such that each filter can be isolated for replacement of the filter cartridge.</li> </ul>		
<p><b>Vacuum Pumps:</b></p> <ul style="list-style-type: none"> <li>• Vacuum pumps should be air-cooled, oil lubricated rotary vane type suitable for both continuous and frequent start/stop operation at nominal inlet vacuum levels of between 578mmHg and 728mmHg</li> <li>• Composite carbon fiber rotor blades should be fitted to minimize the cost of maintenance</li> <li>• Rotors should be driven by directly coupled TEFV electric motors</li> <li>• Pump inlets should include a wire mesh filter and integral non-return valve to prevent oil suck back and pressure increases in the vacuum system.</li> <li>• Each vacuum pump should have an integral separator filter to ensure a virtually oil-free exhaust.</li> <li>• Each pump should be fitted with anti-vibration pads between the pump foot and mounting frame.</li> </ul>		
<p><b>Bacteria Filters:</b></p> <ul style="list-style-type: none"> <li>• should incorporate high efficiency filter elements.</li> <li>• A differential vacuum indicator should be installed across the filter to indicate blockage.</li> <li>• Additional pressure sensors should be installed at the inlet and outlet of the filter to measure the pressure drop across the filters.</li> <li>• Each filter should be designed and sized to carry the full plant design flow capacity with a</li> </ul>		

<p>pressure drop not exceeding 33mbar (25mmHg)</p> <ul style="list-style-type: none"> <li>• A transparent Drain flask should be connected to each filter</li> </ul>		
<p><b>Control System:</b></p> <ol style="list-style-type: none"> <li>should provide an intelligent human machine interface incorporating on board flash memory and real-time clock for recording operational parameters in the inbuilt event log.</li> <li>The central control system should operate at low voltage and include BMS connection for common fault.</li> <li>Visualization of plant inputs, outputs and status through a web browser, using a simple Ethernet connection should be available.</li> <li>The central control unit should incorporate a user friendly 5.7" high-definition color display with clear pictograms and LED indicators, providing easy access to system operational information.</li> <li>A mechanical back-up facility should ensure continued operation in the event of a control system malfunction.</li> <li>The control system should normally employ automatic rotation of the lead pump to maximize pump life and ensure even wear</li> </ol>		
<p><b>Vacuum Receiver tank:</b></p> <ul style="list-style-type: none"> <li>• should be supplied with relevant test certificates and have a total volume of at least 100% of the plant output in 1 minute in terms of free air aspired at normal working pressure.</li> <li>• vacuum receiver should be hot dip galvanized inside and out</li> </ul>		
<p><b>Warranty:</b> At least 1 year warranty should be provided. Training and commissioning: The equipment will be considered fully commissioned after:</p> <ul style="list-style-type: none"> <li>• User training</li> <li>• Biomedical staff training</li> </ul> <p><b>Documentations:</b> All documentations including:</p> <ul style="list-style-type: none"> <li>• User manual</li> <li>• Technical manual</li> </ul> <p>And all relevant information should be provided both in soft and hard copy.</p>		

**SECTION 5: STANDARD FORMS**

**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..... Fax.....

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. ....

**2. Form of Tender**

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

Dear Sir,

**SUPPLY, DELIVERY, INSTALLATION, TESTING, TRAINING & COMMISSIONING  
OF 3000L VACUUM PLANT**

We the undersigned hereby are willing to enter a contract to perform fully (within the time stated below) the whole of the works in erecting, completing and maintain the works named above in accordance with the conditions if the Contract all the entire satisfaction of the Nairobi Hospital.

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

**Kshs**..... (Figures)

**Completion Period**..... (Weeks)

Further we the undersigned, agree to complete the whole of the works as per the Completion Time, from the date of possession of the site as defined within the Conditions of Contract.

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 licensed bank, such a guarantor shall be to the approval of the client.

Further, we agree that until a formal agreement is signed, the tender and your acceptance do not form a binding contract between us and that this tender is valid for 120 days from the date stated for delivery.

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.....

### 3. Tender Security Form

**Tender no. TNH/ITB/026/24/Engineering.**

Supply, delivery, installation, testing, training and commissioning of 3000L Vacuum plant.

**To:** The Nairobi Hospital

WHEREAS [*insert name of Tenderer*] (hereinafter called “the Tenderer”) has submitted its tender dated [*insert date of tender*] for the performance of the above-named Contract (hereinafter called “the Tender”)

KNOW ALL PERSONS by these present that WE [*insert: name of bank*] of [*insert: address of bank*] (Hereinafter called “the Bank”) are bound unto [*insert: name of Purchaser*] (hereinafter called “the Purchaser”) in the sum of: [*insert: amount*], for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this [*insert number*] day of [*insert month*], [*insert year*].

THE CONDITIONS of this obligation are the following:

1. If, after the tender submission deadline, the Tenderer
  - i. withdraws its tender during the period of tender validity specified by the Tenderer in the Tender Form, or
  - ii. does not accept the Purchaser’s corrections of arithmetic errors in accordance with the Instructions to Tenderers; or
  - iii. does not at all reply to the Purchaser’s requests for clarification.
  
2. If the Tenderer, having been notified of the acceptance of its tender by the Purchaser during the period of tender validity.
  - (a) Fails or refuses to sign the Contract Agreement when required; or
  - (b) Fails or refuses to issue the performance security in accordance with the Instructions to Tenderers.

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due it, owing to the occurrence of any one of the two above-named CONDITIONS, and specifying the occurred condition or conditions.

This guarantee will remain in full force up to and including [*insert: the date that is 120 days after the period of tender validity*], and any demand in respect thereof must reach the Bank not later than the above date.

**Note: A bidder who withdraws its tender after the deadline for submission will forfeit its bid security deposit**



For and on behalf of the Bank

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### 4. Manufacturer's Authorization Form

*(Must be on Manufacturer's or Producer's letterhead)*

To The Chief Executive Officer

The Nairobi Hospital

P.O BOX 30026 - 00100,

Nairobi, Kenya.

Dear Sirs,

WHEREAS [ *insert: name of the manufacturer or producer*] (hereinafter, "we" or "us") who are established and reputable manufacturers or producers of [ *insert: name and/or description of the Equipment requiring this authorization*] (hereinafter, "Equipment") having production facilities at [ *insert: address of factory*] do hereby authorize [ *insert: name and address of Tenderer*] (hereinafter, the "Tenderer") to submit a tender, and subsequently negotiate and sign the Contract with you against [ *insert: the specific tender name and lot number*] For **Supply, Delivery, Installation, Testing, Training, and Commissioning of 3000L Vacuum plant** including the above equipment produced by us.

We hereby extend our full guarantee and warranty for the above specified Goods against these tender documents.

For and on behalf of the Manufacturer or Producer

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

In the capacity of [ *insert title, position, or other appropriate designation*] and duly authorize to sign this Authorization on behalf of [ *insert; name of manufacturer or producer*]

NOTE: Manufacturer's Authorization must be ON LETTER HEAD and addressed to Nairobi Hospital and must be specific to the tender and item, signed and stamped by an authorized signatory. - MANDATORY

**PART B: FINANCIAL REQUIREMENTS**

**PLEASE PROVIDE THIS IN A DIFFERENT ENVELOPE**

**SECTION 1 Price schedule.**

**Instructions:**

- (1) Please fill in the charges taking into account the specifications in section 4.
- (2) The tenderer should indicate all costs that are necessary to meet the specifications of the General Instrument Sets. The quotation shall include inter alia vat and all other applicable taxes.
- (3) Tenderers should carefully read and understand the specifications and include any other cost they feel should be separately priced. Otherwise, costs of all other services to be provided shall be deemed to have been included under the Supply, Delivery, Installation, Testing, Training, and Commissioning of 3000L Vacuum Plant.

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

<b>NO.</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>VAT</b>	<b>TOTAL</b>	<b>REMARKS</b>
<b>1.</b>	Supply, Delivery, Installation, Testing, Training, and Commissioning of 3000L Vacuum plant	<b>1</b>				
	<b>TOTAL COST</b>					

**Section 2 Delivery Time**

LOT NO.	TENDERERS NAME	TENDER NUMBER	DELIVERY LEAD TIME	REMARKS
	<b>TOTAL COST</b>			

**Note. In case of discrepancy between the unit price and total, the unit price shall prevail.**

Currency	Grand Total Bid Price	In Figures
		In Words
Bidder's Name and Address	Date	Signature and Stamp

**Note: Indicate breakdown of all taxes.**

**DECLARATION**

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, and that any inaccuracy in the information filled herein will lead to disqualification of the tenderer.

For and behalf of: .....

Name: .....

Date: ..... Signature .....

**DELIVERY COMMITMENT FORM**

I/We [*insert: tenderers name*] acknowledge the delivery schedule above for the procurement of [*insert: description and the lot number*] and do hereby commit ourselves that we shall deliver these goods within [*insert: timelines*] as stipulated in this tender document.

For and behalf of: .....

Name: .....

Date: ..... Signature .....