



THE NAIROBI HOSPITAL

INVITATION TO TENDER

PROVISION OF FUMIGATION AND PEST CONTROL SERVICES

REFERENCE NO: TNH/ITB/003/25/OPERATIONS

CLOSING DATE: 26TH JUNE 2025

CLOSING TIME: 12:00 P.M.

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SECTION I: INVITATION TO TENDER

Nairobi Hospital invites sealed bids from eligible candidates for Provision of Fumigation and Pest Control Services at The Nairobi Hospital for 2 years.

Complete sets of tender documents can be downloaded from The Nairobi Hospital website; <https://thenairobihosp.org/tender/> 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.

Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of 120 days from the closing date of the tender.

All Tenderers are advised to visit and examine the Site and its surroundings on **Wednesday 18th June 2025 at 10am for Main Hospital and Thursday 19th June 2025 at 10am for Outpatient Facilities** to obtain for himself on his own responsibility, all information that may be necessary for preparing the tender and entering into a contract. The costs of visiting the Site shall be the tenderer's own responsibility.

Completed tender documents for preliminary and technical requirements are to be enclosed in a plain envelope marked with the tender reference number, tender name and addressed to:

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

Or be deposited in the Tender Box at Nairobi Hospital at the **Tender Box at Procurement Office Corporate Services Centre Second Floor** to be received on or **before Thursday, 26th June 2025, at 12.00 p.m.**

Electronic bidding will not be permitted. Late tenders will be rejected.

Request for Clarifications and Enquiries

All clarifications required and enquiries regarding this BID, shall be promptly sent via email to; procurement@nbihosp.org with the subject – **PROVISION OF FUMIGATION AND PEST CONTROL SERVICES - TNH/ITB/003/25/OPERATIONS.**

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

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

- i. Invitation to tender
- ii. Instructions to tenderers
- iii. Schedule of Requirements iv. Details of service
- iv. Form of tender
- v. Price schedules
- vi. Confidential business questionnaire form

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 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. 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

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

- (a) A Tender Form and a Price Schedule completed.
- (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) Confidential business questionnaire.

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 2.22.

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. 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. A tenderer granting the request will not be required nor permitted to modify its tender.

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 bound Bid 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.**

2.13.4 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**

Bear, tender number and name in the invitation to tender and the words: **“DO NOT OPEN BEFORE Thursday 26th June 2025, at 12.00 noon.**

2.14.3 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.

2.15. Deadline for Submission of Tenders

2.15.1 Tenders must be received by The Nairobi Hospital at the address specified under paragraph 2.15.2 no later than **Thursday 26th June 2025, at 12.00 noon.**

2.15.2 The Nairobi Hospital may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, 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 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not 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 The Nairobi Hospital (Procurement Boardroom) on **Thursday 26th June 2025, at 12.00pm**

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

2.19.3 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.

2.19.4 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.

2.19.5 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.

2.20. 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 2.19

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 2.18, 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 tenderers 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 Subject to paragraph 2.24 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. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

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. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

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;

2.26.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

SECTION III - EVALUATION CRITERIA

Interested Bidders should note that only those who meet the criteria indicated below as a minimum supported by relevant documents at submission will be considered for further evaluation.

3.1 Tender Evaluation Criteria

After tender opening, the tenders will be evaluated in 4 stages, namely:

1. Preliminary Evaluation
2. Technical Evaluation
3. Financial Evaluation
4. Due diligence

Stage 1: Preliminary Evaluation

This stage of evaluation shall involve examination of the mandatory requirements stated in the bid document.

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 submission/non-submission of the documents listed below:

Mandatory Requirements Table 1

	Mandatory Requirements (YES/NO)	Response YES/NO
No.	Particulars	
1.	Copy of Certificate of Incorporation/Certificate of Registration	
2.	Copy of valid KRA Tax Compliance Certificate	
3.	Must provide a copy of Valid business Trading License relevant to this tender	
4.	Must attach original receipt as proof of purchase of tender documents	
5.	Copy of CR 12 issued within the last one year.	
6.	Certificate of accreditation/licensing from the relevant regulatory body (Pest Control product Board)	
7.	Must attach dully filled, signed and stamped site visit form.	
8.	Duly filled, signed and stamped Form of tender.	
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.	Duly filled, signed and stamped Confidential Business Questionnaire.	

11.	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 sections 2.13 of the tender document</i>).	
12.	The firm must have a physical address and an administrative office (Attach a current lease agreement from landlord or proof of ownership)	

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 tender document.

Stage 2: Technical Evaluation Criteria

No.	Description	Score
1.	List of at least three (3) current blue chip organizations (clients) and their recommendation letters issued within last 6 months (5 marks each) .	15
2.	Number of staff to be deployed directly to The Nairobi Hospital and its outpatient's centers Above 6 people – 12 marks 3 people and below – 5 marks	12
3.	Professional qualifications and experience of the people to be deployed (attach CVs, copies of certificates and responsibilities.) at least 1 Account Manager, 2 Supervisor and 3 Technical Staff - 3 marks each	18
4.	Certificates of good Conduct – Provide copies of valid certificates of good conduct for at least 3 staff members to be deployed to TNH - 2 mark each .	6
5.	Share a sample of Fumigation and pest control schedule to be conducted based on hospital set up.	16
6.	Share a list of chemicals and copies of their MSDS to be used for the control of the below pests 2 marks each : 1. Crawling Pests such as Bed Bugs, all species of cockroaches, Ants, Spiders. 2. Flying Pests like Mosquitoes, Bees, Bats, Wasps, House flies, Moths. 3. Outdoor pests like Fleas, Ticks 4. All rats species 5. Termites nests on the compound and forages on plants 6. Woodworm/ wood boring insects in the building and roof structures 7. 7. Birds 8. Snakes and other reptiles	16

7.	The firm must provide environmental policy practiced within the company. – 5 marks. Firm with ISO 14001:2015 Environmental management systems- 2 marks.	7
8.	Provide a company profile which includes; a company/ organization profile, comprising a description of your organization, its primary business activity, clients, experience, management, sub- contractor profiles, occupational health and safety policy etc.	10
	TOTAL	100

NOTE: Only Bidders who Score 70% and above shall be allowed to proceed to the next stage/level of evaluation. I.e. Financial Evaluation. Consequently, Bidders who fail to attain the minimum technical score i.e. 70% shall be disqualified at this stage.

The final score will be weighted to 70 marks

Stage 3: Financial Evaluation Criteria

Financial proposal shall carry 30% of the marks and the score shall be based on the bid prices. The formulae for determining the Financial Score (Sf) shall be as follows:

$$Sf = 30 \times (Fm/F)$$

Where Sf is the Financial Score,
FM is the lowest priced financial proposal and
F is the proposal under consideration.

Final Total Score and Recommendation for Award

The recommendation for award shall take into account both the technical and financial score hence a tenderer with the highest combined score shall be deemed to be the lowest evaluated tenderer.

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

Total Score (TTS) = Technical Score (TS) + Financial Score (FS)

SECTION IV: DESCRIPTION OF SERVICES

4.0 BACKGROUND

The Nairobi Hospital is a 483-bed private Hospital located in Hurlingham area, Nairobi. The Hospital is expanding significantly, and our commitment is to give quality healthcare combined with professional care. For this reason, the Hospital is looking at enhancing continuous customer service to provide healthcare with a difference.

The Nairobi Hospital desires to procure services for provision of Fumigation and Pest Control Services. Fumigation and Pest Control service is a crucial component of a hospital's quality system to ensure the safety and wellbeing of patients, staff and visitors alike. A clean hospital free from pests and rodents can make a difference to how patients feel about the care and treatment they receive.

4.1 SCOPE OF WORK

i. Service Coverage Areas

The service provider will perform fumigation and pest control at the following locations, including but not limited to:

- All areas within The Main Hospital Complex
- The entire East Wing
- All Outpatient Centres.
- Upper hill medical Centre.
- Any other area identified by the hospital.

ii. Pest Control Management

The service provider will be expected to control the following pests:

- **Insects:** Bed bugs, cockroaches, ants, spiders, mosquitoes, bees, bats, wasps, house flies, and moths
- **External Pests:** Fleas and ticks
- **Rodents:** Rats and other rodent species
- **Wood-Destroying Organisms:** Termites (both subterranean termites and wood-boring insects)
- All types birds causing a menace.
- **Reptiles:** Snakes and other reptiles
- **Stray Animals:** Stray cats, monkeys and any other

iii. Service Requirements

- Prepare and submit annual inspection and fumigation schedule to the hospital annually.
- Conduct comprehensive inspections across all hospital locations to assess the extent of pest infestations prior to the fumigation process, and prepare a detailed report outlining the findings.

- Carry out fumigation and pest control services at designated locations on a monthly basis. This should include external grounds.
- Create an accurate layout of manholes and drainage system for the Main Hospital Complex and East Wing.
- Perform quarterly maintenance on all flycatchers. Prepare a maintenance schedule.
- Examine and treat all sewerage systems, manholes as well as drainage areas, and create a detailed report of the findings and actions taken.
- Develop and execute a mapping system for bait stations. This should include installation, continuous monitoring, and monthly reporting on baiting activities.
- Create a checklist for chemical dilution and fumigation activities.
- Conduct quarterly treatments to control snake and other reptile populations.
- Respond to emergency service calls within one hour, gather incident reporting forms prior to addressing the situation, and afterward, prepare the necessary reports.
- Maintain a Pest Management File at each facility, ensuring it is updated during every service visit and co-signed by a designated hospital representative.
- Submit monthly and quarterly reports that outline the services provided, highlight key observations, and include actionable recommendations for future improvements.
- Perform biannual fogging/mist treatment of all open areas within the Main Hospital Complex and East Wing.
- Submit a detailed list of chemicals for each monthly fumigation phase, including required quantities, tools, and equipment using the following format:
- Provide Material Safety Data Sheets (MSDS) for each chemical together with the recommended dilution ratios.

iv. Performance Standards

The service provider must meet the following performance standards:

- A minimum of 5 years of experience in fumigation and pest control services; experience in healthcare settings is an added advantage.
- The service provider must employ a supervisor with at least a Diploma in Pest Control and Management (or equivalent) and 5 years of experience in pest control and fumigation. A relevant Bachelor's Degree is an advantage.
- The provider must ensure 2 qualified technicians for continuous inspections, each with at least a Certificate or Diploma in Pest Control and Management, and 2 years of experience.
- The provider must provide 6 qualified technicians for monthly fumigation, each with at least 2 years of experience and relevant academic qualifications in pest control and fumigation.
- One technician must be designated to be present on-site daily to address emerging fumigation and pest control needs.
- Provide evidence of compliance with the Work Injury Benefits Act 2007 (WIBA).
- Ensure all staff members wear full branded uniforms and visible nametags while on hospital premises.

- Provide appropriate personal protective equipment (PPE) for all employees involved in fumigation and pest control activities, including but not limited to:
 - ❖ Chemical-resistant gloves
 - ❖ N95 respirators or equivalent masks
 - ❖ Safety goggles or face shields
 - ❖ Appropriate coveralls & lab coats
 - ❖ Waterproof/chemical-resistant safety boots
- Provide proof of staff training and certification for handling chemicals and equipment.
- Comply with all applicable health, safety, and environmental regulations.
- Implement proper safety measures before and after fumigation.
- Utilize modern fumigation equipment, including fogging/mist machines, sprayers, and traps.
- Use environmentally friendly, globally approved, and locally certified chemicals, which must be approved at the start of the contract.
- Notify the hospital of any intended changes in chemicals by submitting formal written communication to the Chief Executive Officer.

Frequency

ALL the Hospital Locations will receive scheduled routine inspections and treatments after every four weeks (Monthly). This will involve, qualified technicians carrying out inspection and treating any noted infestation.

Site Visits

Site visits in all locations are mandatory to determine the areas and scope.

SECTION V - STANDARD FORMS

5.1 FORM OF TENDER

THE NAIROBI HOSPITAL

P.O BOX 30026 - 00100,

NAIROBI, KENYA.

Dear Sir,

REF: SUPPLY AND DELIVERY OF UNIFORMS AND SAFETY SHOES.

Having examined the entire Tender documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver uniforms and safety shoes 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.....

5.2 PRICE SCHEDULE OF SERVICES

Instructions:

- (1) Please fill in the charges taking into account the scope of works in section IV (description of services)
- (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 IV (Description of Services) and include any other cost items under the categories above they feel should be separately priced. Otherwise, costs of all other services to be provided shall be deemed to have been included under the comprehensive fumigation and pest control services.

PRICE SCHEDULE SUMMARY

No.	Item	COST PER MONTH (KSHS.)
1	Comprehensive Provision of Fumigation and Pest Control Services (<i>Cost per service provided</i>) <i>The Nairobi Hospital including East wing</i>	
2	Comprehensive Provision of Fumigation and Pest Control Services (<i>Cost per service provided</i>) <i>Outpatient Centers</i>	
	TOTAL COSTS PER MONTH VAT INCLUSIVE	
	NB: MUST Provide a breakdown of the costs above	

SUMMARY

No	Comprehensive Provision of Fumigation and Pest Control Services. Tenderers should take into account the scope of works in section IV	Total cost for the year (Kshs.)
	TOTAL COST FOR ONE YEAR VAT INCLUSIVE	

	Signature and Stamp of tenderer Name Sign Date..... Bidder Stamp
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Note: In case of discrepancy between unit price and total, the unit price shall prevail

5.3 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.			



THE NAIROBI HOSPITAL

SITE VISIT FORM

(TO BE RETURNED DULLY SIGNED AND STAMPED WITH TENDER DOCUMENT)

This is to confirm that.....
(Company Name)

Has made a site visit on..... At.....

Company Representative	The Nairobi Hospital Representative
Name:	Name:
Sign:	Sign:
Date:	Date:
Official Stamp:	Official Stamp: