



THE NAIROBI HOSPITAL

INVITATION TO BID

FOR

**CONDUCTING BASELINE SURVEY FOR OCCUPATIONAL MEDICAL
EXAMINATIONS**

REFERENCE NO: TNH/ITB/005/25/HR

CLOSING DATE: 26th JUNE 2025

CLOSING TIME: 12.00 P.M.

*P. O. Box 30026 – 00100 GPO Nairobi • Kenya • Telephone: + 254 (020) 2 845 000 • website:
www.nairobihospital.org*

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1. TERMS AND CONDITIONS

This Bid document has been compiled by The Nairobi Hospital (TNH) and it is made available to the Bidders on the following basis.

Bidders submitting a Bid in response to this Bid are deemed to do so, on the basis that they acknowledge and accept the terms and conditions set out below:

- 1.1. The Nairobi Hospital reserves the right to amend, modify or withdraw this Bid or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice and without liability to compensate or reimburse any person.
- 1.2. The Nairobi Hospital reserves the right to call for supporting documentation in order to confirm any information provided by a Bidder in its Bid.
- 1.3. Submission of a Bid is not intended to form the basis of a decision to enter into any transaction involving The Nairobi Hospital and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 1.4. The Nairobi Hospital will not assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to the request.
- 1.5. Briefing Session: Should a briefing session be held, the sharing of information and clarifications of issues related to this Bid, as given by The Nairobi Hospital during such session will form part of this Bid and responses.
- 1.6. Any requirement set out in this Bid that stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of The Nairobi Hospital, and save as expressly stated to the contrary, may be waived by The Nairobi Hospital in its sole discretion at any stage in the Bid process.
- 1.7. The Nairobi Hospital may rely on a Bid as being accurate and corporate in relation to the information and proposals provided therein by the Bidders.

- 1.8. All Bids submitted to The Nairobi Hospital will become the property of The Nairobi Hospital and will as such unless otherwise stipulated on the Bid documents not be returned to the Bidder. The Nairobi Hospital will make all reasonable efforts to maintain proposals in confidence. Proprietary information should be identified as such in each proposal.
- 1.9. If The Nairobi Hospital amends this Bid, the amendment will be sent to each Bidder in writing or publicized as the case maybe. No oral amendments by any person will be considered or acknowledged.
- 1.10. Bids shall be considered irregular if they show any omissions, alteration of form, additions, or conditions not called for, or irregularities of any kind. However, The Nairobi Hospital reserves the right to waive any irregularities and to make award in the best interest of the company.
- 1.11. The Nairobi Hospital reserves the right to accept or reject in part or whole any Bid submitted, and to waive any technicalities for the best interest of the Hospital and will not be obliged to disclose the reasons that informed any of the decisions made.
- 1.12. Bids may be rejected, among other reasons, for any of the following specific reasons:
 - 1.12.1. Bids received after the closing date and time as specified.
 - 1.12.2. If the documents requested for in the Bid document are missing, this may include company registration, tax registration and valid certificates.
 - 1.12.3. Bid documents not paginated on every page.
 - 1.12.4. Bid containing irregularities.
 - 1.12.5. Reason for believing collusion among bidders.
 - 1.12.6. The service provider(s) being in arrears on any existing contract or having defaulted on previous contracts.
- 1.13. The Nairobi Hospital reserves the right to require that any bidder provide a formal presentation of its Bid at a date and time to be determined by TNH. The

Nairobi Hospital shall provide all instructions and clarification regarding the purpose and scope of the demonstration. All expenses must be borne by the bidder.

- 1.14. All costs associated with the preparation and submission of the Bid will be borne by the bidder(s). The costs shall not be chargeable to The Nairobi Hospital by successful or unsuccessful Bidder.
- 1.15. This document is released for the sole purpose of responding to this Bid and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this Bid is strictly prohibited.
- 1.16. All Bids must be formulated and submitted in accordance with the requirements indicated.

2. INVITATION TO BIDDER

The Nairobi Hospital invites proposals from firms with a proven track record in the **provision of services for conducting a baseline survey for occupational medical examinations for staff** as per the Terms of Reference.

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

Candidates will then attach the original receipt to the ITB documents as proof of purchase.

The financial proposal should be net inclusive of all taxes and must be expressed in Kenya shillings and shall remain valid for 120 days from the closing date of the ITB, well indicated and tabulated where applicable.

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

**TECHNICAL PROPOSAL - ITB FOR CONDUCTING BASELINE SURVEY FOR
OCCUPATIONAL MEDICAL EXAMINATIONS REFERENCE NO:**

TNH/ITB/005/25/HR

**FINANCIAL PROPOSAL - ITB FOR CONDUCTING BASELINE SURVEY FOR
OCCUPATIONAL MEDICAL EXAMINATIONS REFERENCE NO:**

TNH/ITB/005/25/HR

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:

**Ag. 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 26th JUNE 2025 at 12:00 p.m.**

Late ITBs will be rejected.

2.2. 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 - **ITB FOR CONDUCTING BASELINE SURVEY FOR OCCUPATIONAL MEDICAL EXAMINATIONS REFERENCE NO: TNH/ITB/005/25/HR**

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 ITB is open to all service providers eligible as described in the instructions to tenderers. Successful tenderer shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the ITB document.

2.1.2 Service providers 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 The 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 of the documents listed below;

- 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 of the tender document may notify The 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** The 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** 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 2.22.

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. 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 The
- 2.13.2** The Nairobi Hospital as nonresponsive.
- 2.13.3** 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.

2.12. 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 **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*).
- 2.14.4** The document should be clearly arranged with **SEPARATORS AND TAPE BOUND. SPIRAL BOUND WILL NOT BE ACCEPTED.**

2.13. 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:

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

2.15.3 Bear, tender number and name in the invitation to tender and the words: “**DO NOT OPEN BEFORE THURSDAY 26th JUNE, 2025 at 12.00 p.m.**”

2.15.4 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 than **THURSDAY 26th JUNE, 2025 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 2.12.7.
- 2.17.5** The Nairobi Hospital may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.17.6** The 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.
- 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.
- 2.20.3** If there is a discrepancy between words and figures, the amount in words will prevail.
- 2.20.4** 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.
- 2.20.5** 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.
- 2.20.6** 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.

2.21 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 30 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
 - d) Shall not be debarred from participating in public procurement.

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 The 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 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. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

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 notification of contract award shall be considered for debarment from participating in future public 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 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 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.

2.26 Signing of Contract

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

2.26.2 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.

2.26.3 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.

2.28 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.

3. TERMS OF REFERENCE

1. **Scope of work;**

- a. Consultant to review data in staff clinic on occupational diseases and occupational safety incidents.
- b. Consultant to review our annual occupational health and safety reports, noise survey reports, radiation safety reports for any inherent hazards and any other report of his interest.
- c. Consultant to conduct an Occupational Health and Safety walkthrough & staff interviews in all Hospital departments/ both main & outpatient centers to enable him identify inherent hazards in different work areas for purposes of mapping occupational medical examinations as per work done. This walkthrough will cover all departments as follows;

No	Department	No. of staff
1.	Accident & Emergency	177
2.	Anesthesia	1
3.	Anderson Specialty Clinics	58
4.	Board of Directors Chairman's Office	1
5.	Cancer Centre	36
6.	Cancer Centre Outpatient Centre	33
7.	Catering	82
8.	Cath Lab	1
9.	Chief Executive Office	5
10.	College of Health Sciences	23
11.	Communication	5
12.	Convention Centre	2
13.	Corporate Scheme	2
14.	Credit Control	11
15.	Critical Care Unit	75
16.	CSSD/ CQI/ Infection Control	18
17.	Dental Clinic	10
18.	Doctors' Plaza	-
19.	East Wing	1
20.	Endoscopy	19
21.	ENT Clinic	1

22.	Finance	77
23.	Galleria Outpatient Centre	44
24.	Gigiri/ Warwick Outpatient Centre	47
25.	High Dependency Unit	23
26.	Human Resources	11
27.	ICT & Transformation	12
28.	Internal Audit	10
29.	Internal Medicine	7
30.	Joint Commission International Accreditation Secretariat	5
31.	Kiambu Outpatient Centre	24
32.	Laboratory	109
33.	Labour Ward	26
34.	Lady Macmillan Floor	22
35.	Laundry	33
36.	Legal	7
37.	Maia Carberry Floor	28
38.	Maintenance	40
39.	Major Theatre	123
40.	Marketing & Customer Service	2
41.	Maternity	29
42.	Medical Records	21
43.	Medical Services and Research (Clinical)	4
44.	NICU/ Nursery/ Neonatal	50
45.	North Wing	29
46.	Nursing Administration	16
47.	Oby/Gyno	10
48.	Pharmacy	60
49.	Physical Medicine Centre	51
50.	Pioneer Ward	40
51.	Procurement & Stores	43
52.	Psychosocial	4
53.	Radiology	66
54.	Renal Unit	26
55.	Risk & Compliance	10
56.	Rosslyn Riviera Outpatient Centre	23

57.	Security	15
58.	Short Stay Unit	9
59.	Southfield Outpatient Centre	29
60.	St. Andrew's Ward	10
61.	St. David's Ward	3
62.	St. Francis' Ward	23
63.	St. George's Ward	22
64.	St. John's Ward	22
65.	St. Luke's Ward	22
66.	St. Mary's Ward	37
67.	St. Teresa's Ward	21
68.	Strategy & Innovation	8
69.	Support Services & Transport	19
	Total	1954

- d. Consultant to categorize the required occupational medical examinations vs staff and indicate frequency.
- e. Consultant to provide schedule of the occupational medical examinations.
- f. Consultant to provide a summary of all statutory requirements for occupational medical examinations and requirement for compliance.
- g. Consultant to identify all occupational hazards and propose appropriate mitigations.

3.2 Target staff

Approximately 1954 for baseline occupational medical examinations.

4 EVALUATION CRITERIA

Evaluation Process

The Bids submitted will be evaluated in two (2) stages as follows: -

- i) Mandatory Evaluation – Pass/Fail
 - ii) Technical Evaluation – The technical proposals will carry 70% of the marks and shall be evaluated based on their responsiveness to the Terms of Reference applying the evaluation criteria.
- (TOR),

Mandatory evaluation criteria

The bids shall undergo a general pre-qualification process in order to determine bid compliance to the following mandatory requirements. Bidders are required to comply to the following requirements, **failure to which the firm shall not proceed with the next stage of technical evaluation.**

4.1. Section I - Mandatory Requirements

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	Copy of Valid Directorate of Occupational Health and Safety Services (DOHSS) license as a Designated Health Practitioner	
7	Duly filled, signed and stamped Confidential Business Questionnaire.	
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	Practice license as a Medical Doctor by Kenya Medical Practitioners and Dentist Council (KMPDC)	
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 section 3.3.1 and 3.3.2 instruction to bidders).</i>	

Note:

Only bidders who fulfil the mandatory requirements will qualify for Technical evaluation.

4.2 Technical Evaluation for Conducting Baseline Survey for Occupational Medical Examinations

NO	SPECIFICATIONS	MAX. SCORE
1.	<p>Number of consultants with relevant qualification for this ITB.</p> <p>5 Consultants = 10 marks 4 Consultants = 8 marks 3 Consultants = 6 marks 2 Consultants = 4 marks 1 Consultant = 2 marks</p>	10
2.	<p>Client references –</p> <p>a) Provide a list and contacts of clients to which the Consultant has done similar work in the last five years. @ 1 client = 1 mark</p> <p>b) Attach recommendation letters/service orders/copies of contracts from 5 clients; @ 1 point for Client similar work (similar work can be in other non-healthcare organizations)</p>	10
3.	<p>Demonstration/ provide evidence of capacity to conduct a baseline survey for a healthcare institution such as The Nairobi Hospital;</p> <p>A. Number of healthcare institutions; 1 point for every healthcare institution (max 5 institutions)</p> <p>B. Population of largest institution that similar work done;</p> <p>a) Institution with population of above 1500 staff @ 5 points b) Institution with population of above 1001- 1500 staff @ 4 points c) Institution with population of 501 to 1000 staff @ 3 points d) Institution with population of 1-500 staff @ 2 points</p>	10
4.	<p>Qualification & experience of Lead Consultant;</p> <p>a) A Consultant certified by DOHSS and has other DOSHSS or NEBOSH OSH training @ 7 points b) A Consultant certified by DOHSS but has no other DOHSS or NEBOSH OSH training @ 4 points</p>	15

	c) Qualification & experience of any other team member working with the DHP for successful occupational medical examination i) Other registered clinical staff with DOHSS certification or OSH training @ 2 points ii) Other Technical support staff with DOHSS certification or OSH training @ 2 points	
5.	Proposed work plan (methodology) on conducting Baseline survey for occupational medical examinations for staff;	20
6.	Any additional value adds new/innovative and value added approaches to service delivery	5
Total Points		70

Note: Total technical evaluation scores will be weighted out of 70 Only those firms that score **70%** in the technical evaluation stage shall qualify for the next stage of engagement.

4.3 Financial Evaluation

4.1 Financial Evaluation Criteria

The financial proposal shall carry 30% of the marks, and the score shall be based on the ITB 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 highest score out of 100 marks (70-technical; 30-financial) will be considered for due diligence, negotiations and subsequent award of the ITB.

Use a separate envelope that is clearly marked;

**FINANCIALS- ITB FOR CONDUCTING BASELINE SURVEY FOR
OCCUPATIONAL MEDICAL EXAMINATIONS REFERENCE NO:
TNH/ITB/005/25/HR**

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

5.1 Price Schedule.

Instructions:

- (1) Please fill in the charges taking into account the scope of works 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.

The format of the Price Schedule should be as follows and should be filled:

Tenderers should carefully read and understand Section 3 (Terms of Reference) and include any other cost items under the categories above they feel should be separately priced. Otherwise, the costs of all other services to be provided shall be deemed to have been included under Conducting Baseline Survey for Occupational Medical Examinations

PRICE SCHEDULE SUMMARY

NO.	ITEM DESCRIPTION	QTY	TOTAL PRICE IN KSHS Inclusive VAT.
1	ITB for Conducting Baseline Survey for Occupational Medical Examinations	Lot	
	Grand total cost transferred to form of tender inclusive of all taxes and other related charges of Conducting Baseline Survey for Occupational Medical Examinations		

Signature and Stamp of tenderer

Name Sign

Date.....

Bidder Stamp

SECTION V - 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
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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: ITB FOR CONDUCTING BASELINE SURVEY FOR OCCUPATIONAL
MEDICAL EXAMINATIONS REFERENCE NO: TNH/ITB/005/25/HR**

Having examined the entire Tender documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to conduct baseline survey for occupational medical examinations reference 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.....