

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF MERU

INVITATION FOR REGISTRATION
OF SUPPLIERS FOR GOODS, SERVICES AND WORKS

FOR THE YEAR ENDING 30TH JUNE 2026

TENDER NO. MeTRH/IFP/REG/001/2024/2024-26

Closing date 4th December, 2024 at 10.AM

Note: To be completed by the Tenderer. Indicate the following information.

1. Category No.

.....

2. Item Description

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1. INVITATION TO APPLY FOR REGISTRATION OF SUPPLIERS

Meru teaching and Referral hospital invites applications for registration from interested eligible service providers/suppliers (including the current) for supply of the under listed goods, works and services “as and when required basis” for the financial years 2024-2026.

Category No	Description	Eligible Group
Category A-General Purchases		
MeTRH/GP/01/2024-2026	Supply and delivery of general office stationery	Special
Metrh/GP/02/2024-2026	Supply delivery of office equipment, furnishings, fittings and furniture	Open
MeTRH/GP/03/2024-2026	Supply and delivery of computers, laptops, UPS, printers, photocopiers and scanners & their accessories	Special
MeTRH/GP/04/2024-2026	Supply and delivery of plumbing, electrical and other materials for maintenance of building and stations	Open
Metrh/GP/05/2024-2026	Supply and delivery of newspapers, magazines and periodicals	Open
Metrh/GP/06/2024-2026	Supply and delivery installation and commissioning of medical, dental and general equipment	Special
Metrh/GP/07/2024-2026	Supply and delivery of building and road maintenance materials	Open
Metrh/GP/08/2024-2026	Supply and delivery of sanitary, cleaning materials and detergents	Special
Metrh/GP/09/2024-2026	Supply and delivery of fuels, oil and lubricants	Open
Metrh/GP/10/2024-2026	Supply and delivery of tyres, tubes and rims for motor vehicles and motor Cycle, spare parts and batteries	Open
Metrh/GP/11/2024-2026	Supply and delivery of staff, patient uniform hospital and linen	Special
Metrh/GP/12/2024-2026	Supply and delivery of drinking water	Special
Metrh/GP/13/2024-2026	Supply and delivery of food and ration and related Ingredients	Special

Category No	Description	Eligible Group
Metrh/GP/14/2024-2026	Supply and delivery of vaccines, medical drugs and non-pharmaceuticals	Open
Metrh/GP/15/2024-2026	Supply and delivery of mortuary chemicals and body embalming Chemicals	Open
Metrh /GP/16/2024-2026	Supply and delivery of medical devices and implants	Open
Metrh/GP/17/2024-2026	Supply and delivery of medical imaging related Consumables	Open
Metrh/GP/18/2024-2026	Supply and delivery of firewood and charcoal and cooking gas (LPG)	Special
Metrh/GP/19/2024-2026	Supply and delivery of medical gases	Open
Metrh/GP/20/2024-2026	Supply, delivery and maintenance of vacuum cleaners	open
Metrh/GP/21/2024-2026	Supply and delivery of fungicides, sprays (IRS) insecticides and other chemicals for public health department	Open
Metrh/GP/22/2024-2026	Supply and delivery of household appliances	Special
Metrh/GP/23/2024-2026	Supply and delivery of laboratory reagents	Open
Metrh/GP/24/2024-2026	Printing and supply of hospital stationery	Open

Category B-General Services

MeTRH /GS/01/2024-2026	Supply, delivery, repair and maintenance of firefighting and safety equipment	Open
MeTRH /GS/02/2024-2026	Servicing of ICT equipment and office, Provision of	Special

	networking, software installation and development, and configuration services, install, commission and maintain medical/clinical related software, Internet and support services and Supply, delivery, commissioning and testing of CCTV and other security equipment	
MeTRH /GS/03/2024-2026	Provision of printing and branding of promotion materials, signage billboards, assets tagging, marking and outdoor advertisements and public address system services	Special
MeTRH /GS/04/2024-2026	Provision of air time and bundles	Special
MeTRH /GS/05/2024-2026	Repair and maintenance of office equipment and furniture	Special
MeTRH /GS/06/2024-2026	Repair and servicing of motor vehicles	Open
MeTRH /GS/07/2024-2026	Provision of outside catering services ,event management services boards and conference	Open
MeTRH /GS/08/2024-2026	Provision of air ticket services (only IATA registered firms	Open
MeTRH /GS/09/2024-2026	Repair and maintenance of stand by Generators	Open
MeTRH /GS/10/2024-2026	Repair and maintenance service of dental, laboratory general and medical equipment	Open

MeTRH /GS/11/2024-2026	Supply, delivery, installation and commissioning of solar heating and lighting units	Open
MeTRH /GS/12/2024-2026	Service, Repair and maintenance of Hospital Plants and Equipment	Open

Category C- Special Services

MeTRH /SS/01/2024-2026	Provision of courier services	open
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Category D- Works Services

MeTRH/WS/01/2024-2026	Registration of building contractors and civil works	Open
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Category E- Consultancy Services

MeTRH /CS/01/2024-2026	Consultants for training services in business, Cooperative, ISO certification process and performance contracting including monitoring & evaluation	Open
MeTRH/CS/02/2024-2026	Employee satisfaction and work environment surveys Consultants	Open
MeTRH/CS/03/2024-2026	Consultants for training & institutional development services	Open

Interested service providers/suppliers may obtain further information from and inspect the registration document from MeTRH website: www.Metrh.or.ke www.meru.go.ke free of charge.

1.1. Complete Registration document must be delivered & deposited in the tender box located at the reception of Meru Teaching And Referral Hospital addressed THE C.E.O MERU TEACHING AND REFFERAL HOSPITAL, P.O. BOX 8-60200 MERU on or before 4th December 2024 at 10.am

1.2.Registration documents will be publicly opened immediately after closure in the presence of the tenderers designated representatives and anyone who choose attend.

1.3.Special groups comprising youth, women and persons with disability who are dully registered with the Directorate of Public Procurement at the National Treasury are encouraged to apply and will be given preference.

Results of the registration process will be posted in the HOSPITAL and county website

REGISTRATION INSTRUCTIONS

1.1 Introduction

Meru Teaching and Referral hospital would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver or provision of goods, works and services to the county.

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide works services under relevant tenders/quotations as and when required during the period stated herein

1.3 Invitation of Registration Suppliers

Registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to the CEO Meru Teaching and Referral hospital so that they may be pre-Prequalified/registered for submission of document. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for REGISTRATION/registered.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the REGISTRATION criteria. Special groups comprising youth, women and persons with disability who are dully registered with the Directorate of Public Procurement at the National Treasury are encouraged to apply and will be given preference.

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for registration/prequalification, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Registration Documents

Copies of the completed registration/registration data and other requested information shall be submitted to reach:

CEO MERU TEACHING AND REFERRAL HOSPITAL P. O. Box 8-60200 MERU.

Not later than 4th December 2024 at 10.am (local time)

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Head of Supply Chain Management Services, Meru teaching and referral hospital
mtrhprocurement@gmail.com

1.9 Additional Information

The MeTRH reserves the right to request submission of additional information from prospective bidders.

TAXATION, DUTY, CUSTOMS AND PAYMENTS RELATED INFORMATION

- 1.10 Taxes on Imported Materials, the Supplier/service provider/contractor will have to pay all taxes payable as applicable for all materials to be supplied unless the item(s) is/are donor funded or otherwise exempted from tax.
- 1.11 Customs Clearance: The contractors shall be responsible for custom clearance of their imported goods and materials.
- 1.12 Contract Price The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges.
- 1.13 Payments of All local purchase orders shall be on credit of a minimum of thirty (30) Days or as may be stipulated in the Contract Agreement.

REGISTRATION/REGISTERED DATA INSTRUCTIONS

2.1 Registration data forms the attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, PQ-9 & PQ-10 are to be completed by interested suppliers/contractors

2.2 The registered application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

2.3 Qualification

2.4 It is understood and agreed that the registration/Prequalification data on prospective bidders is to be used by the hospital in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of the hospital they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods, work and services.

2.5 Essential Criteria for Registration/Registered

2.5.1 Experience: Prospective bidders shall have experience in the supply of goods, works services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

2.5.2 Personnel .The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

2.5.3 Financial Condition. The Supplier's financial condition will be determined by latest financial statement submitted with the REGISTRATION documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

2.5.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

2.5.5 Past performance will be given due consideration in registering bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6

2.6 Statement

Application must include a sworn statement Form PQ-8 by the tenderer ensuring the accuracy of the information given.

2.7 Withdrawal of REGISTRATION Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/hospital could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the hospital reserves the right to reject the tender from such bidder even though they were initially registered

2.8 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration of Registration/Incorporation/Memorandum and Article of Association, copies of which must be attached.

2.9 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

CRITERIA FOR REGISTRATION

Meru teaching and referral hospital will apply the following criteria when assessing the applications for registration. Only applicants who qualify to meet the mandatory, technical and financial requirements subsequently will be subjected to the registration application documents elements, which is a check list and award system:

4.1 Registration Application Document Elements

a) This registration application document comprise of the following components that must be filled by the applicant.

PQ-1 Registration Documents

PQ-2 Registration Data registration of Suppliers

PQ-3 Supervisory Personnel

PQ-4 Financial Position & Terms of Trade

PQ-5 Confidential Business Questionnaire

PQ-6 Past Experience

PQ-7 Litigation History

PQ-8 Sworn Statement

PQ-9 Documents Submission Checklist

PQ-10 Affirmation

b) Only English language is to be used in this Registration Application Document

c) The registration Application Document must be typed or clearly written in indelible ink

d) The applicant will submit PQ-1 to PQ-10 together with the required attachments

3.2 Information used to assess applicant

MeTRH will use the information provided by the applicant in this registration application document to reach a decision, but reserves the right to ask for further information from any or all of the applicants as well as from the references provided as proof.

3.3 Preliminary Evaluation Criteria for Registration

To register, all applicants MUST meet the following mandatory requirements for preliminary evaluation:

1. Submit a copy of Certificate of Registration/ Incorporation from the registrar of companies/ businesses as either Limited Company, partnership or sole proprietorship;
2. Satisfy all the Kenya Revenue Authority requirements and show proof by way of providing Valid Tax Compliance Certificate;
3. Submit copy of a valid trading license covering the supply of the goods, services or works applied for under the relevant category;
4. Copy of license certificate for registration by N.C.A (National Construction Authority in the relevant field) for the following categories:
 - a) Registration of building contractors
 - b) Contractors for minor building and civil works
5. In Accordance to the Public Procurement and Asset Disposal Act 2015, MeTRH shall reserve categories indicated ONLY for the youth, women and persons with disability 30% as a matter of preference to their small and micro enterprises. Consequently this group MUST, above meeting other preliminary requirements, provide certified copies of registration with relevant authority (s) for Access to Government Procurement Opportunities (AGPO) before proceeding to the technical and financial evaluation stages.
6. Fully Completed Forms PQ 1- PQ 10 as provided in this registration document.

4.6 Current and Future Status of the Applicant

MeTRH recognizes that the information presented in this Registration Application Document represents the status as at the point of application, and that this may change in the course of the year. Should conditions arise between the registration of the applicant and the time when tenders or quotations are asked for, MeTRH will evaluate the tenders or quotations on the basis of the status of the applicant that will be prevailing then.

Dr. LEAH MORIASI

CEO MERU TEACHING AND REFERRAL HOSPITAL

FORM PQ-1

STATEMENT OF APPLICATION

Name of Applicant:

.....

Goods, Services or works Applied For:

.....

Category Number.....

Date:.....

Signature:.....

(5 Points)

FORM PQ-2

REGISTRATION DATA: REGISTRATION OF SUPPLIERS

APPLICATION FORM

1/we hereby apply for registration as Supplier (Name of Company/Firm)

of.....

..... (Item Description)

.....
(Category No.)

Post Office Address

.....

Town

.....

Street.....

Name of building

Room/Office No.

Floor No.....

Telephone Nos.

Full

Name of applicant

Other

Branches location

Organization & Business Information

Management Personnel

.....

Chief Executive

.....

Secretary

General Manager

.....

Treasurer

.....

Other.....

Partnership (if applicable)

Names of Partners

2. Business founded or incorporated

.....

1. Under present management since

.....

2. Net worth equivalent

Kshs.....

3. Bank reference and address

.....

.....

6. Bonding company reference and address

.....

7. Enclose copy of organization chart of the firm indicating the main fields of activities.....

8. State any technological innovations or specific attributes which distinguish you from your competitors.....

.....

.....

.....

.....

9. Indicate terms of trade/sale.

.....

(10 Points)

Name

.....

Age

.....

Academic Qualification

.....

.....

Professional Qualification

.....

.....

Length of service with Contractor or Supplier position held

.....

.....

(Attach copies of certificates of key personnel in the organization)

(15 Points)

(1) Attach a copy of firm’s two certified financial statements giving summary of assets and current liabilities/or any other financial support.

(2) Attach letters of reference from the bankers regarding supplier’s credit position. (20 Points)

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

Part I- General:

Business Name

Location of business premises.....

Plot No.

Street/Road.....

Postal Address.....

Tel. No.....

Nature of business.....

Current Trade License NoExpiring date.....

Maximum value of business which you can handle at any one time: Kshs.....

Name of your bankers Branch

*If Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

(10 points)

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

In this section, kindly give details and proof (copies of LSO/LPO/Contract/Completion Certificates) of 3 clients that you have supplied with goods, services or works similar to what you have applied for. Great merit will go to firms that have supplied goods, services or works to clients who are of similar complexity or nature as MeTRH (Special consideration will only be given to AGPO with no prior experience)

1. Name of 1st Client (organization)

i) Name of Client (organization)..... ii)

Address of Client (organization.....

iii) Name of Contact Person at the client (organization).....

IV) Telephone No. of Client.....

v) Value of Contract.....

vi) Duration of Contract (date)

vii) Nature of Contract.....

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

i) Name of Client (organization).....

ii) Address of Client (Organization).....

iii) Name of Contact Person at the client (organization)

iv) iv) Telephone No. of Client.....

v) Value of Contract.....

vi) Duration of Contract (date)

vii) Nature of Contract.....

(Attach documental evidence of existence of contract)

Page 3.e Name of 3rd Client (organization)

i) Name of Client (organization).....

Having studied the registration/registered information for the above document we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the hospital.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the HOSPITAL and acknowledge your right to review the REGISTRATION made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Date

Applicant's Name

Represented by

Signature

(Full name and designation of the person signing and stamp or seal)

(5 Points)

FORM PQ-9 DOCUMENTS SUBMISSION CHECKLIST

Candidates shall tick against each document, indicating that the firm has provided. If a document is not applicable to an applicant's category, an N/A should replace the tick to earn marks

	Document	(tick) or N.A	marks
1.	Certificate of Registration and/or Incorporation		1
2.	Valid Tax Compliance Certificate		1
3.	Certified Proof of AGPO registration Document for special categories		1
4.	Valid trading license		1
5.	NCA registration		1

I / We hereby state:-

1. That the information given in this Prequalification Application Document is true and accurate to the best of our knowledge. We therefore give MeTRH authority to seek any other references concerning my/our firm from whatever sources deemed relevant e.g Law Society of Kenya, Insurance Regulatory Authority, Kenya Credit Reference Bureau, office of the registrar of companies, Bankers etc.

2. We acknowledge that prequalification is not a contractual agreement between us and Meru teaching and referral hospital but rather a right to submit tenders and quotations whenever such opportunity arises.

3. I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this exercise or any other tender by Meru teaching and referral hospital and any other public or private institutions.

Date:.....

Applicants Name:.....

Represented by:.....

(Full name and designation of person signing, official stamp or seal)

Signature:.....

(5 Point)

5. REGISTRATION EVALUATION SCORE CARD (ONLY FOR APPLICANTS WHO QUALIFY PRELIMINARY TEST)

	ITEM	TOTAL POINTS
PQ-1	Statement of Application	5
PQ-2	Registration Data: registration of Suppliers	10
PQ-3	Supervisory Personnel	15
PQ-4	Financial position & Terms of Trade	20
PQ-5	Confidential Business Questionnaire	10
PQ-6	Past Experience	20
PQ-7	Litigation History	5
PQ-8	Sworn Statement	5
PQ-9	Documents Submission Checklist	5
PQ-10	Affirmation	5
	TOTAL SCORE	100

Note:

1. This score card is an objective tool that will be used to choose only those applicants who achieve a pass mark of 60% and/or above after evaluation. Only those firms that pass this test might have an opportunity of being invited for bidding/tendering by Meru Teaching and referral Hospital.
2. Companies/businesses registered below one year shall only be required to submit mandatory requirements in the form PQ-9 of this registration document.

