



An ISO 9001:2015 Certified Hospital

USAID-AMPATHPLus
P.O. BOX 4606-30100
ELDORET.

TENDER NO. MTRH/R/86/2018-2019

**REGISTRATION FOR AIR TICKETING, TOUR
AND TRAVEL SERVICES**

RECEIPT NO.....

TENDER REG. NO.....

CLOSING DATE: 20TH NOVEMBER, 2018

AT: 10.00 A.M.

PRE-QUALIFICATION AND REGISTRATION DOCUMENT

An ISO 9001:2015 Certified Hospital

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REGISTRATION INSTRUCTIONS

1.1 Introduction

AMPATHPLus, a Program Managed by Moi Teaching and Referral Hospital (MTRH) and funded by USAID invites interested and eligible candidates who must qualify by meeting the set criteria as provided to be registered to perform the contract for provision of Air Ticketing, Tour and Travel services.

1.2 Registration Objective

The main objective of this part is to provide services under relevant tenders/quotations to the, Moi Teaching and Referral Hospital on “As- and- When – required” basis FOR a period of one (1) year . Registration will not automatically result to award of any work.

1.3 Invitation of Registration

Suppliers duly registered under the Law of Kenya and / or any other state organ in respective merchandise or services are invited to submit their registration documents to the

**Chief Executive Officer,
Moi Teaching and Referral Hospital
P.O BOX 3-30100,
ELDORET**

so that they may be registered for submission of tenders/quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar items/services to institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the criteria.

1.5 Registration Document

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

1.6 In order to be considered for Registration prospective supplier must submit all the information herein requested.

OPEN NATIONAL TENDER NOTICE

1.7 INVITATION TO TENDER

DATE 6/11/2018
TENDER REF NO. MTRH/R/86/2018-2019
TENDER NAME REGISTRATION OF SUPPLIERS FOR AIR TICKETING, TOUR AND TRAVEL SERVICES

- 1.7.1 AMPATHPLus, a Program Managed by Moi Teaching and Referral Hospital (MTRH) and funded by USAID invites sealed bids from eligible and qualified candidates and enterprises belonging to Youth, Women and Persons with Disability (YWPDs) for registration of suppliers for Air Ticketing, Tour and Travel Services for one (1) financial year 2018-2019.
- 1.7.2 Interested and eligible candidates may obtain further information from and inspect the registration document at Supply Chain Department-AMPATHPLus, AMPATH building 2nd floor, room 226 from **8.30 am to 4.30 pm on Mondays to Fridays**, except on public holidays.
- 1.7.3 Registration documents with detailed conditions are obtainable from either Moi Teaching and Referral Hospital Website (www.mtrh.or.ke) or <https://supplier.treasury.go.ke> under tender portals free of charge. Alternatively, a complete set of the documents shall be issued free of charge to eligible bidders as indicated in 1.7.1 above. Bidders are advised to regularly visit the above mentioned MTRH website to obtain any additional information /addendum on the tender.
- 1.7.4 Completed registration documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box “B” situated at 2nd Floor, left wing of the main building of Moi Teaching and Referral Hospital (Eldoret) or be addressed to:

**The Chief Executive Officer,
Moi Teaching and Referral Hospital,
P. O. Box 3 - 30100
ELDORET.**

so as to be received on or before **20th November, 2018 at 10.00 AM**

- 1.7.6 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at a venue to be advised by the Tender Opening Committee.

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Chief Executive Officer whose address is given in paragraph 1.

1.9 Additional Information

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

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by **MTRH** after **scoring more than 70 points** soon after the completion of the registration process

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's Accounting Officer or Tender Evaluation Committee.

2.4 Payments

All local purchase shall be on credit of a minimum of ninety (90 days) or as it may be stipulated in the contract Agreement.

REGISTRATION DATA INSTRUCTIONS

3.1. Registration data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-6, PQ-7 & PQ-8 are to be completed By prospective supplier/contractors who wish to be registered for submission of tender for the **specified tender lot**.

- 3.1.1 The registration of application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2 QUALIFICATION

- 3.21 It is understood and agreed that the pre-qualification Data on prospective bidders is to be used by AMPATHPlus in determining, according to its sole judgement and discretion, the qualifications of prospective bidder to perform in respect to the **Tender lot** as described by the client.

- 3.22 Prospective bidders will not be considered qualified unless in the Judgement of AMPATHPlus 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/Services.

3.3 Essential Criteria for Pre-qualification

- 3.3.1. (a) Experience: Prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract. Also see 3.3.6,3.3.7 below and note C on page 9 under prequalification documentation.

- (b) Prospective supplier requires special Experience and capability to organize, supply and delivery of items, or services at short notice. Also see 3.3.6,3.3.7 below and note C on page 9 under registration documentation.

3.3.2 Personnel

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

3.3.3 **Financial Condition**

The supplier's financial condition will be determined by financial statements submitted with the registration documents as well as Letters of reference and bank statements from their bankers, regarding supplier's credit position. Potential suppliers/contractors will be registered on the satisfactorily information given. Also see 3.3.6,3.3.7 below and note C on page 9 under registration documentation.

3.3.4 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 executive contract.

3.3.5 **Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference and certificate of completion from past customers should be included in Form PQ-5. Also see 3.3.6,3.3.7 below and note C on page 9 under prequalification documentation.

3.3.6 **Newly Registered firms**

Such firms may not have any experience or past performance documented. Marks for such criteria shall be awarded in full if the personnel/staff shall be proven to have relevant compensating experience. No prove of LPO's /LSO's/invoices/Contracts shall therefore be required. Litigation history's marks shall also be awarded in full for such new firms.

3.3.7 **Firms under preference and reservation Regulations (2011/13)**

Such entities shall be required to have been registered by the National treasury and submit the certificate to be exempted from some aspects of the evaluation criteria and qualify for engagement.

3.4 **STATEMENT**

Application must include a sworn statement Form PQ-6 by the Tenderer ensuring the accuracy of the information given.

3.5 **WITHDRAWAL OF REGISTRATION**

Should a condition arise between the time firm is registered to bid and the bid opening date which in the opinion of the client/Government could substantially change the performance and registration of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments. The Government reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 **OUTLINED SUPPLY AND DELIVERY PROCEDURES**

The registered applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in form PQ-2

3.7 **Registration Criteria**

Required Information	Form type	Points Score
1. Registration Documentation	PQ-1	37
2. Registration Data	PQ-2	5
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	15
5. Past Experience	PQ-5	15
6. Sworn Statement	PQ-6	5
7. Confidential Questionnaire	PQ-7	5
8. Tender Questionnaire	PQ-8	5
9. Litigation History	PQ-9	3
TOTAL		100

3.8 **Qualification Mark**

The qualification mark is **70 points** and above.

FORM PQ 1 REGISTRATION DOCUMENTATION

All firms **MUST** provide:

- a) Registration certificate under (preference and reservation scheme).
- b) Copies of Certificate of Registration/Incorporation. (IATA certificate)
- c) Valid Tax compliance Certificate from Kenya Revenue Authority.
- d) Valid certificates of completion for completed projects/contracts from at least five major clients.
- e) Audited financial statements (for the last three years) 2015, 2016 and 2017 or current bank statement for the last 6 months preceding tender opening date.
- f) Valid Trade License/Single Business permit.
- g) All pages of both original and copy of the tender document submitted **MUST be sequentially serialized by the tenderers.**
- h) A sworn statement or declaration stating that:-
 - (i) The firm has not been debarred from participating in any public procurement by PPRA.
 - (ii) No person related to the firm has any spouse or children working at M.T.R.H.
 - (iii) The firm has not been engaged in any unethical, corrupt, collusive or fraudulent activities in public procurement matters.
 - (iv) The firm has not been declared bankrupt, insolvent and or under receivership.
 - (v) The firm is not guilty of any violation of fair employment law practices.
 - (vi) Declaration that the firm will not engage in any corrupt or fraudulent practice

NOTE: (A) All the above information must be provided, failure to which will lead to automatic disqualification from evaluation for registration.

(B) All the information must be valid, accurate and detailed. The Hospital reserves the right to verify the validity and accuracy of the information provided by the bidders.

FORM PQ-2

REGISTRATION DATA

1. Legal name of firm.....
Post office address.....
Street and Address.....
City.....
Country.....
Mobile No.....
Email address (es)
Person to contact.....
Title.....
2. Organization & Business Information.....
Management Personnel.....
Director.....
General Manager.....
Other.....
Partnership (if applicable).....
Names of Partners.....
3. Business founded or incorporated.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Enclose copy of the organization chart of the firm indicating the main fields of activities.

FORM PQ-3

SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

Professional Qualification.....

Length of service with contractor or supplier position held

.....

Supply or service experience

a) Name of

Client/Customer.....

b) Character and nature of Contract.....

c) Contract value.....

d) Location of Contract.....

e) Period of Contract.....

f) Title and responsibility in Contract.....

.....

g) Other.....

Proposed Technical Personnel

a)

b)

c)

d)

e)

f)

g)

Proposed position in this project if contract is awarded.....

.....

Brief statement of supply and service delivery method the supplier plans to use to execute the contract.....

FORM PQ-4

FINANCIAL POSITION

Attach copies of Firm's certified and Audited financial statements for one year (2016 and 2017) or current bank statement for the last 6 months preceding tender opening date.

FORM PQ-5

PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1.
 - i) Name of client (Orgainzation).....
 - ii) Address of Client (Organization).....
 - iii) Name of contact person at the client (Organization).....
 - iv) Mobile No. of Client..... Email
 - v) Value of contract.....
 - vi) Duration of contract (date).....

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) Mobile No. of Client..... Email
 - (v) Value of contract.....
 - (vi) Duration of contract (Date).....

3. Name of 3rd Client (Organization)
 - i) Name of client (Organization).....
 - ii) Address of Client (Organization).....
 - iii) Mobile No. of Client..... Email
 - iv) Name of contact person at the client (Organization).....
 - v) Value of contract.....
 - vi) Duration of contract (Date).....

4. Others.....

NOTE: -The projects/contracts/services/works shall all be within the last Three years, for at least 5 majors clients.

-Attach copies of contract award.

FORM PQ-6

SWORN STATEMENT

Having studied the pre-qualification information for the above project 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 pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the registration evaluation.

Date.....

Applicant's Name.....

Address.....

Mobile No.....

Represented by.....

Signature.....

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

FORM PQ-7

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 in your type of business.

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

PART 1 GENERAL

Business Name.....

Location of Business premises.....

Plot No.....Street/Road.....

Postal Address.....Tel No.....Mobile No.....

Nature of business.....

Current Trade License No.....Expiring date.....

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

Name of your bankers.....Branch.....

Functioning e-mail address(es).....

PART 2(A) – Sole Proprietor

Your name in full.....Age.....

Nationality.....Country of origin.....

Citizenship details.....

Part 2 (b) – Partnership:

Name	Nationality	citizenship Details	Shares
1.
2.
3.
3.
4.

DateSignature of CandidateOfficial Rubber Stamp.....

Part 2 (c) - Registered Company

Private or Public

State the nominal and issue capital of the company

Norminal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
4.			
6.			

Date.....Signature & Stamp of

Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, naturalization or Registration

GPK(L)

FORM PQ – 8

TENDER QUESTIONNAIRE

Please fill in block letters

1. Full names of tenderer

.....
.....

2. Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below)

.....

3. Mobile numbers

.....

4. Official and working email address (es).

.....
.....

5. Name of tenderers representative to be contacted on matters of the tender during the tender period.

.....

6. Details of tenderers nominated agent (if any) to receive tender notices. This is essential if the tenderer does not have his registered address in Kenya (name, address, mobile number(s) and email address(es))

.....

Signature and stamp/seal of tenderer

