

**INTERNATIONAL CENTRE FOR REPRODUCTIVE HEALTH
KENYA**

**REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS
AND SERVICES FOR THE FINANCIAL YEAR 2021-2022**

CATEGORY

CATEGORY NUMBER

Registration of Suppliers 2021-2022

International Centre for Reproductive Health invites applications from interested and eligible bidders for registration for supply of the following goods and services for the period 2021-2022 financial years.

CATEGORIES OF GOODS AND SERVICES

CATEGORY A	SUPPLY OF GOODS
ICRH/2021-2022/01	Supply of General Office Stationery, Toners and Cartridges
ICRH/2021-2022/02	Supply of Office Furniture and Fittings
ICRH/2021-2022/03	Supply of Computers, Laptops, Printers, Scanners, Copiers, LCD Projectors , Hardware and Software and related accessories
ICRH/2021-2022/04	Supply of Scratch Cards
ICRH/2021-2022/05	Supply of Medical Equipment
ICRH/2021-2022/06	Supply of Pharmaceutical drugs and medicines
ICRH/2021-2022/07	Supply of Laboratory Reagents and Consumables
ICRH/2021-2022/08	Supply of Motor vehicle spares, tyres, batteries and tubes
ICRH/2021-2022/09	Supply of diapers, clothes, maternal pads, sanitary pads and related items
CATEGORY B	PROVISION OF SERVICES
ICRH/2021-2022/10	Provision of Cleaning/Sanitation and Sanitary Disposal Services (Mombasa, Nairobi, Likoni, Kilifi, Mtwapa & Malindi)
ICRH/2021-2022/11	Provision of Internet Services and connectivity solutions
ICRH/2021-2022/12	Provision of Statutory Audit services
ICRH/2021-2022/13	Provision of Air Travel and Ticketing Services
ICRH/2021-2022/14	Provision of Comprehensive Insurance for Organization Vehicles and Assets (Insurance Brokerage Services)
ICRH/2021-2022/15	Provision of Staff Medical Insurance Cover
ICRH/2021-2022/16	Provision of Courier Services
ICRH/2021-2022/17	Provision of Hotel Accommodation and Conference facilities
ICRH/2021-2022/18	Provision of outside catering services in Mombasa and Nairobi.
ICRH/2021-2022/19	Repair of motor vehicles /cycles tires and batteries spare parts
ICRH/2021-2022/20	Provision of Taxi/Car Hire Services
ICRH/2021-2022/21	Provision of Security Services (Mombasa, Likoni, Kilifi, Mtwapa & Malindi)
ICRH/2021-2022/22	Provision of Repair and Maintenance of Computer Hardware, Printers, Photocopiers, Scanners, LCD and General Electronic Items
ICRH/2021-2022/23	Provision of Standby generator, ACs and refrigerators maintenance and repair Service
ICRH/2021-2022/24	Provision of Graphic designs, Printing and Publishing Services (for Newsletters, Brochures, T-Shirts, Caps, Fliers, Banners, Calendars, Envelopes, Booklets and Related Services)
ICRH/2021-2022/25	Provision of Human Resource Consultancy/recruitment services
ICRH/2021-2022/26	Provision of legal services
ICRH/2021-2022/27	Provision of interior design & decorative services (Event management)
ICRH/2021-2022/28	Provision of data analysis services
ICRH/2021-2022/29	Provision of photography and videography services

PART ONE-CONFIDENTIAL QUESTIONNAIRE

a) Business/Company

Name.....
.....

(Must attach company profile indicating organizational structure, key personnel and total number of employees)

b) Location of business premises:

Head Office:
.....
.....

Country/Town:
.....
.....

Plot No:
.....
.....

Street/Road:
.....
.....

Name of Building
Floor:Room No:
.....

- Branches (if any)
1.
.....
 2.
.....
 3.
.....

c) Postal Address

Code:Town:
.....

Tel No:Mobile
Number.....

Fax No:

.....
.....

Email Address:

.....
.....

d) Nature of Main Business

Manufacturer: Authorized Agent: Trader:
.....

Consulting Firm: Other (Please Specify:
.....

(Attach dealership appointment letter)

Number of Years in Business>:

.....

e) Registration Details

Certificate of Registration/Incorporation No:

.....(Attach copy) Trade License

No..... Expiring date.....(Attach
copy)

PIN No:(Attach Copy)

TAX Compliance Certificate No:

.....(Attach Copy)

Valid City/County Council License No:

.....(Attach Copy)

Pharmacy and Poison Boards License:

.....(Attach Copy)

Registered Pharmacy License:

.....(Attach Copy)

(Must attach copies of all the above relevant documents)

f) Bankers:

.....
.....

Branch:

.....
.....

Attach certified copies of the last six months Bank statement (Mandatory)

g) Annual Turnover in (Kshs).

.....

h) Provide at least three referees from your current clients and their detailed contacts (i.e. Organization, contact person, position, telephone etc.)

No.	Organisation	Contact Person	Position	Telephone
1				
2.				
3.				

PART TWO (a) – SOLE PROPRIETOR

Your Name in Full:

.....

Age:

.....
.....

Nationality:

.....
.....

PART TWO (b)– PARTNERSHIP

Give details of partners as follows:

	Name in Full	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

PART TWO (c) – REGISTERED COMPANY

a) Private or public (state whichever is applicable).....

b) Give details of all directors as follows:

	Name in Full	Nationality	Citizenship Details	Shares
1.
			
2.
			
3.
			
4.
			
5.
			

NB: (Attach CR 12)

DECLARATION

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

I/We confirm that I/We are not insolvent, in receivership, bankrupt or being wound up, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.

I/We confirm that I/We have fulfilled our obligations to pay taxes and social security contributions eg NSSF and NHIF for your employees.

I/We confirm that we have read and understood and will adhere to the International Centre for Reproductive Health Statement of Suppliers attached (sign and return statement)

Signed and Sealed:

For and on behalf of:

.....

Position in Company:

.....

Date:

STATEMENT OF SUPPLIERS

If our
company.....
.....is

Found to be involved in corruption or fraud or arrangements made with fraudulent intentions or any practice involving any threat to use force, we will consent to having any contract with the International Centre for Reproductive Health Kenya cancelled immediately, Irrespective of the contractual terms.

If we are not able to dispel any suspicion of any irregularity within a term of 4 weeks by presenting adequate evidence, we will consent to having the necessary authorities informed of the existing suspicion.

We undertake to compensate the International Centre for Reproductive Health Kenya any damage, loss or other detrimental to their project work caused by such irregularity on our part.

We also confirm that no article provided by our company, whether manufactured under our control or procured from other sources, is produced by means of child labor and that all products we provide are made in compliance with labor and social security legislation of the country of production.

Place:

Date:

Company:

Signature and company seal:.....

IMPORTANT PRE-REQUISITES/EVALUATION CRITERIA

	Required Information	Maximum Scores	Remarks
	Registration documentation <ul style="list-style-type: none"> • Certificate of in corporation • Business Permit/trade license 	10 10	(Mandatory)
	Vat certificate/Pin Certificate	5	(Mandatory)
	Compliance with statutory requirements(valid tax compliance certificate)	10	(Mandatory)
	Financial Capacity <ul style="list-style-type: none"> • Audited reports for the last two years & bank statement • Mode of payment and willingness to give credit 	5 5	
	Past experience & performance <ul style="list-style-type: none"> • No of years in business • 3 referees (Mostly clients)attach proof 	5 15	
	Business Questionnaires <ul style="list-style-type: none"> • Dully filled(Mandatory) • Fixed premises with telephone number • Current Physical address, landline telephone number, fax and email address 	15 5 5	
	Other certificates e.g. For the Pharmaceutical/Medical/Laboratory applicants, Relevant Licenses/Practice Certificates, IATA a must for travel agent	5	
	Declaration and company stamp	5	
	Total	100	

GENERAL INFORMATION

1 Eligible Tenders

This invitation for Tenders is open to all tenders eligible as described in the tender documents. Successful tenders shall be registered with International Centre for Reproductive Health Kenya to Complete in the supply of goods and services. Tenderers shall provide the prequalification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any its affiliates which have been engaged by the Tender Committee, to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the goods under this invitation for tenders. Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2 Eligible Goods

All goods to be supplied to International Centre for reproductive Health Kenya should include county of origin. For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercial-recognized products results that is substantially different in basic characteristics on in purpose or utility from its components.

The origin of goods is distinct from the nationality of the tendered

3 Cost of Tendering

The Tenderer shall bear all cost associated with the preparation and submission of its tender, and the Evaluation Committee, will in no case be responsible or liable for those cost, regardless of the conduct or outcome of the tendering process.

4. The Prequalification Document Contents

4.1. The prequalification document comprises the documents listed below

- 4.1.1. Invitation to Prequalification
- 4.1.2. Confidential Business Questionnaire
- 4.1.3. Evaluation Criteria
- 4.1.4. General Information
- 4.1.5. Suppliers Statement

4.2. The Tenderer is expected to examine all instruction in the tender documents. Failure to furnish all information required by the tender documents may result in rejection of the tender.

4.3 Invitation to tenders/quotations /Proposals

Bidding documents will be made available to those bidders whose qualification are approved after scoring 70 points and above soon after the evaluation process.

The Preparation of Tenders

5. Language of Prequalification Documents

5.1. The documents prepared by the tendered, as well as all correspondence and documents relating to the tender exchanged by the tendered and the Evaluation Committee shall be written in English language.

6. Validity of prequalification Documents

6.1. Prequalification documents will be evaluated within 90 days from the date of opening.

7. Format and Signing of Prequalification Documents

7.1. The original and all copies of the Prequalification Documents shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer.

7.2. The tender shall have no Erasures or Overwriting except as necessary to correct errors made by the tendered, in which case such corrections shall be initiated by the persons signing the tender.

Submission of Prequalification Documents

8. Sealing and Marking Documents

- 8.1. All documents should be well **bound together into one document per category**
- 8.2. Properly completed prequalification documents enclosed in plain sealed envelopes clearly marked “**Category Number.....**” and addressed to:-

The Evaluation Committee

International Centre for Reproductive Health

P O Box 91109-80103

Mombasa, Kenya

- 8.3. If the envelope is not sealed and marked as required, the Evaluation Committee will assume no responsibility for the tender’s misplacement or premature opening.

9. Deadline for Submission of Prequalification Documents

- 9.1. Document must be received by the Evaluation Committee at the address specified hereunder no later than **30th April, 2021 at 10:00am.**

Evaluation Committee

International Centre for Reproductive Health

P O Box 91109-80103

Mombasa, Kenya

- 9.2. The Evaluation Committee may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligation of the Evaluation Committee and candidates previously subjected to the deadline will thereafter be subject to the deadline as extended.