

**BANKI  
KUU YA  
KENYA**



**CENTRAL  
BANK OF  
KENYA**

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**CENTRAL BANK OF KENYA**

**PREQUALIFICATION/REGISTRATION OF  
SUPPLIERS  
FOR  
SUPPLY/PROVISION OF MEDICAL SERVICES  
FOR  
THE YEAR 2015-2017  
TENDER NUMBER CBK/002/2015-2017**

**(CLOSING DATE: TUESDAY 15<sup>TH</sup>, SEPTEMBER 2015 AT 10.30A.M )**

## SECTION 1:

## TENDER NOTICE

**REFERENCE: CBK / 002/ 2015-2017 TENDER NAME: PRE-QUALIFICATION OF SUPPLIERS FOR PROVISION OF MEDICAL SERVICES (DOCTORS SPECIALISED IN VARIOUS FIELDS AND MEDICAL INSTITUTIONS- HOSPITALS, XRAY, SCAN MRI, LASER EYE TREATMENT, LABORATORY AND AMBULANCE SERVICES) FOR CENTRAL BANK OF KENYA HEAD OFFICE AND THE BRANCHES (KISUMU, ELDORET & MOMBASA)**

### SECTION A – INVITATION FOR PREQUALIFICATION

**Tender Ref. CBK/002/2015-2017**

The Central Bank of Kenya (CBK) invites sealed applications from eligible candidates for purposes of prequalifying Doctors and Hospital institutions for the year 2015-2017 financial years.

1. A complete set of pre-qualification documents containing detailed information may be obtained from Central Bank of Kenya, Head Office, along Haile Selassie Avenue, Procurement and Logistics Services Department on 5<sup>th</sup> Floor at no cost OR be downloaded from the link: <http://supplier.treasury.go.ke/site/tenders.go/index.php/public/tenders> OR website: [www.centralbank.go.ke](http://www.centralbank.go.ke) for free. Bidders who download the tender document are advised to sign a tender register at Supplies Division on 6<sup>th</sup> Floor CBK Building or email their contact address using the email: [supplies@centralbank.go.ke](mailto:supplies@centralbank.go.ke) before the tender closing date.
2. Further information as pertains to these tenders may be obtained during working hours (Monday to Friday) between 9:00 am and 5:00 pm using the following address: **The Ag. Director, Procurement and Logistics Services, Tel: +254 20 2861000/2860000, Fax: +254 20 2863497/020 310604, 6<sup>th</sup> Floor, Central Bank of Kenya, Haile Selassie Avenue, Nairobi, Email: [supplies@centralbank.go.ke](mailto:supplies@centralbank.go.ke)**
3. Pre-qualification documents duly completed in sealed envelopes clearly **marked with the tender number and title** should be deposited in the **Green Tender Box (Marked Tender Box No.3)** located at the **Front Entrance to the CBK Building** situated along Haile Selassie Avenue, Nairobi so as to be received on or before **TUESDAY 15<sup>TH</sup> SEPTEMBER, 2015 at 10.30 a.m.** Late bids will not be accepted and will be returned unopened.
4. Tenders will be opened immediately thereafter in the presence of the tenderers representatives who may choose to attend the opening at **Senior Canteen on 6th Floor.**
5. All those registered under Access to Government Procurement Opportunities (AGPO) with the National Treasury need not to apply.

**Ag. DIRECTOR,**

**DEPARTMENT PROCUREMENT AND LOGISTICS SERVICES**

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## SECTION II: PRE-QUALIFICATIONS CATEGORIES

|  | <b>SPECIALITY</b>       | <b>SPECIFIC AREA</b>          |
|--|-------------------------|-------------------------------|
|  | <b>PAEDIATRIC</b>       |                               |
|  |                         | CARDIOLOGY                    |
|  |                         | DEMATOLOGY                    |
|  |                         | ENDOCRINOLOGY                 |
|  |                         | GASTROENTEROLOGY              |
|  |                         | HAEMATOLOGY                   |
|  |                         | NEONATOLOGY                   |
|  |                         | NEPHROLOGY                    |
|  |                         | NEUROLOGY                     |
|  |                         | SURGERY                       |
|  |                         | E.N.T                         |
|  |                         | OPHTHAMOLOGY                  |
|  |                         | PULMOLOGY                     |
|  |                         | PSYCHIATRY                    |
|  |                         | PAEDIATRIC PLASTIC SURGERY    |
|  | <b>ADULT SPECIALITY</b> |                               |
|  |                         | CARDIOLOGY                    |
|  |                         | CHEST PHYSICIAN               |
|  |                         | DEMATOLOGY                    |
|  |                         | NEPHROLOGY                    |
|  |                         | ENDOCRINOLOGY                 |
|  |                         | GASTROENTEROLOGY              |
|  |                         | GYNAECOLOGY                   |
|  |                         | SURGERY-GENERAL               |
|  |                         | SURGERY-ENT                   |
|  |                         | SURGERY-ORTHOPAEDICS          |
|  |                         | SURGERY- NEUROLOGY            |
|  |                         | SURGERY- UROLOGY              |
|  |                         | SURGERY- PLASTIC              |
|  |                         | SURGERY-CARDIOTHORACIC        |
|  |                         | SURGERY- OPTHAMOLOGY          |
|  | <b>OTHERS</b>           |                               |
|  |                         | PSYCHIATRIC                   |
|  |                         | NUTRICIAN –DIETICIANS         |
|  |                         | HAEMATOLOGY/ONCOLOGY          |
|  |                         | RENAL PHYSICIANS              |
|  |                         | RHEUMATOLOGY                  |
|  |                         | NEUROLOGISTS                  |
|  |                         | ALLERGISTS                    |
|  |                         | OPHTHALMIC & OPTICAL SERVICES |
|  |                         | CLINICAL PSYCHOLOGIST         |
|  |                         | COUNSELLING                   |
|  |                         | PHYSIOTHERAPY                 |
|  |                         | DENTIST                       |
|  | <b>INSTITUTIONS</b>     |                               |
|  |                         | HOSPITALS                     |
|  |                         | CYTOLOGY                      |
|  |                         | XRAY, MRI                     |
|  |                         | LASER EYE TREATMENT           |
|  |                         | LABORATORY                    |
|  |                         | AMBULANCE SERVICES            |

### SECTION III: INSTRUCTIONS TO TENDERERS

- 1.1. The Central Bank of Kenya will pre-qualify and enlist prospective bidders for provision of medical services and treatment under the CBK Medical Benefit Scheme.
- 1.2. The Doctors and Hospitals (Institutions) that have in the past been pre-qualified as suppliers by CBK are also required to update their records through participation in this pre-qualification process. **Only the suppliers that respond to this advertisement will be enlisted in the CBK data bank.**
- 1.3. Both individual doctors and Hospital institutions are invited to submit a pre-qualification tender for the provision of the advertised services listed in Section A of this pre-qualification document.
- 1.4. The Pre-qualification Tender document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document and take them into account while preparing the response.
- 1.5. Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.6. It is the Bank's policy to require that Tenderers observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, The Bank:
  - a) defines, for the purpose of this provision, the terms set forth below as follows:
    - (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and
    - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
  - (b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
  - (c) Will declare a Tender ineligible, for pre-qualification if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and

(d) Will have the right to examine financial records relating to the performance of such services to determine capability.

(e) Will have the right to inspect the business premises of the tenderer.

1.8 Tenderers shall furnish information as described in the pre-qualification tender document.

1.9 Tenderers shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

## **2. DOCUMENTS COMPRISING THE REQUEST FOR PRE-QUALIFICATION**

2.1 Tenderers may request a clarification on the Tender Pre-qualification document up to three (3) days before the Tender submission date. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to the Purchaser's/Employer's address. The Purchaser/Employer will respond in writing by normal postal mail, facsimile, or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

## **3 PREPARATION OF TENDER DOCUMENTS**

3.1 Tenderers are requested to submit a Tender written in English language.

3.2 Tenderers are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.

3.3 Tenderers are required to meet the qualification criteria stipulated in Section 2. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for detailed evaluation.

3.4 The pre-qualification documents shall not include any financial proposal information other than audited accounts for the last 2 years.

### **3.5 Period of Validity**

The request for pre-qualification must remain valid for not less than 120 days from the date of submission.

## **4 SUBMISSION, RECEIPT, AND OPENING OF TENDERS**

4.1 The original Tender Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Tenderer. Any such corrections must be initialed by the person or persons who sign(s) the Tender Document.

4.2 The Tender should be prepared and submitted in **2 (two) copies** in a plain sealed envelope marked;

**“PRE-QUALIFICATION OF SUPPLIERS FOR PROVISION OF MEDICAL SERVICES (DOCTORS SPECIALISED IN VARIOUS FIELDS AND MEDICAL INSTITUTIONS- HOSPITALS, XRAY, SCAN MRI, LASER EYE TREATMENT, LABORATORY AND AMBULANCE SERVICES) FOR CENTRAL BANK OF KENYA HEAD OFFICE AND THE BRANCHES (KISUMU, ELDORET & MOMBASA) 2015/16/17” (Indicating the field of specialization as in the categories above)**

and addressed to:

**The Ag. Director, Procurement and Logistics Services,  
Central Bank of Kenya  
P.O. Box 60000-00200  
Nairobi**

#### **4.3 Deadline for Submission**

The closing time for the Tender shall be **TUESDAY 15<sup>TH</sup> SEPTEMBER, 2015 at 10.30 a.m, at 10.30 a.m.** and shall be sent to the above address. Tenders shall be marked on top **"DO NOT OPEN BEFORE TUESDAY 15<sup>TH</sup> SEPTEMBER, 2015 at 10.30 a.m.**

#### **4.4 Late Tender**

Any Tender received after the deadline pursuant to clause 4.3 shall be rejected.

#### **4.5 Tender Opening And Evaluation**

4.5.1 A committee of officials from the Bank shall open the Tender immediately after the closing time for submission of the Tender.

4.5.2 The Bank will prepare a record of the Tender opening.

### **5 TENDER EVALUATION**

#### **5.1 General Requirements**

- (i) The Central Bank will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
- (ii) Tenderers shall not contact the Bank on the matter relating to their tender from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Tenderer to influence the Bank in the Tender evaluation shall result in the rejection of their tender.

- (iii) Pre-qualification will be based on meeting the minimum qualifying score of 75% in the evaluation criteria as set out in SECTION V of the tender document.
- (iv) The tenderers should have registered offices and the Bank reserves the discretion of visiting physical premises from which the tenderer conducts business if so desired to confirm existence and capability to deliver the said goods/services.
- (v) Tenderers who qualify according to the selection criteria may be invited to submit their quotations for the provision of the services as and when required. The Bank does not bind itself to assign services but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.

## **5.2 Litigation**

Applicants must disclose any current litigation involving the firm.

## **5.3 Verification of Information**

Central Bank of Kenya reserves the right to verify any information provided by prospective bidder as a qualification for consideration.



#### **SECTION IV: APPENDIX TO INSTRUCTIONS TO TENDERERS**

The following information regarding the particulars of the tender shall complement/ supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

1. All the admitting hospitals must have clearly defined general ward beds, fully equipment theatres, Radiology facilities, pharmacy, mortuaries, and physiotherapy units and lastly they must be N.H.I.F accredited.
2. For the individual doctors, relevant qualification, experience and registration.
3. Provision of relevant of relevant Professional Indemnity Certificate
4. State their charges for consultation and other charges
5. The individual doctors must all have admitting rights to the main hospitals, have indemnity cover and they must not have current malpractices against them.
6. Keeping the agreed rates as constant as possible within the contract time.
7. Offering consistent high quality services.
8. Maintain ethical practice as laid down by the Kenya Medical Practitioners and Dentists Board Code of Conduct.
9. Adhere and to support the Bank's policy on issuance of sick offs. Details will be provided in the contract documents.
10. Willingness to work in close co-operation with the Staff Clinics with adequate communication at all times.
11. State any other complimentary services provided by the medical service provider.

#### **SECTION V: EVALUATION CRITERIA**

Evaluation of tenders will be conducted based on the tenderers response to the mandatory requirements and the performance based technical qualification.

##### **(I) MANDATORY REQUIREMENTS (FOR INDIVIDUAL DOCTORS)**

The following mandatory requirements must be met by the individual doctors not withstanding other requirements in the tender document:

| <b>NO</b> | <b>REQUIREMENTS</b>  | <b>RESPONSIVE</b><br><b>OR</b><br><b>NOT</b><br><b>RESPONSIVE</b> |
|-----------|--|---|
| MR1.      | A copy of Tax Compliance Certificate issued by KRA, valid up to and including the tender closing date.                         |   |
| MR2.      | Registration by relevant body e.g. Kenya Medical Practitioners and Dentists Board, nursing Council, laboratory regulatory etc. |   |
| MR3.      | Professional Indemnity Cover- indicate the cover   |   |

|      |  |  |
|------|--|--|
| MR4. | Must have admitting rights to the main hospitals – proof by indicating the name of hospitals in the remarks column<br><b>EXCEPT FOR DENTISTS</b> |  |
| MR5. | Duly filled Confidential Business Questionnaire  |  |
| MR6. | Duly filled Declaration form   |  |

**(II) MANDATORY REQUIREMENTS (FOR HOSPITAL INSTITUTIONS)**

The following mandatory requirements must be met by the Hospital institutions not withstanding other requirements in the tender document:

| <b>NO</b> | <b>REQUIREMENTS</b>  | <b>RESPONSIVE<br/>RESPONSIVE</b> | <b>OR</b> | <b>NOT</b> |
|-----------|--|----------------------------------|-----------|------------|
| MR1.      | A copy of Tax Compliance Certificate issued by KRA, valid up to and including the tender closing date. |                                  |           |            |
| MR2.      | Registration by relevant body e.g. Kenya Medical Practitioners and Dentists Board.                     |                                  |           |            |
| MR3.      | Professional Indemnity Cover- indicate the cover   |                                  |           |            |
| MR4.      | Audited accounts for last two years  |                                  |           |            |
| MR5.      | Duly filled Confidential Business Questionnaire  |                                  |           |            |
| MR6.      | Duly filled Declaration form   |                                  |           |            |

### III) EVALUATION CRITERIA

#### (A) Technical evaluation for the Individual Doctors

|    | Evaluation Attribute  | Weighting Score   | Max Score % | Tenderer's Response Response |
|----|---|---|-------------|------------------------------|
| T1 | Provide C.V with Master's degree in relevant speciality<br>Additional sub speciality                              | 30 %<br>5%  | 35%         |                              |
| T2 | Number of years in the Medical speciality   | 5 Years and above: 40%<br>Others prorated at:<br>$\frac{\text{Number of years} \times 40}{5}$   | 40%         |                              |
| T3 | Provide a list of at least 3 reputable institutions where similar services have been provided in the recent past. | 3 or more clients: 25%<br>Others prorated at:<br>$\frac{\text{Number of clients} \times 25}{3}$ | 25%         |                              |

#### (B) Technical evaluation for the Hospitals

|     | Evaluation Attribute  | Weighting Score   | Max Score % | Tenderer's Response Response |
|-----|---|---|-------------|------------------------------|
| T1  | Number of years in the business of provision of medical care services   | 15 Years and above: 30%<br>Others prorated at:<br>$\frac{\text{Number of years} \times 30}{15}$   | 30          |                              |
| T2  | Provide a list of all prime clients/references to which the company has made similar supplies                                     | 10 or more clients: 30%<br>Others prorated at:<br>$\frac{\text{Number of clients} \times 30}{10}$ | 30          |                              |
| T3. | Financial strength (40 marks)<br>a) Profitability Margin –<br>A margin above 20%<br>10-19 %<br>5-9%<br>1-4 %<br>Below 1% 0 marks. | 20<br>15<br>10<br>4   | 20          |                              |

|  |  |                     |     |  |
|--|--|---------------------|-----|--|
|  | b) Liquidity Ratio<br>2:1 – 20 Marks;<br>1:1 –15 marks;<br>0.5 :1- 10 Marks;<br>less than 0.5>0 5 marks<br><b>NB: (Attach Audited financial accounts for the last two years to assist in</b> | 20<br>15<br>10<br>5 | 20  |  |
|  | Total  |                     | 100 |  |

$$\begin{aligned} \text{NB 1: Debt Equity Ratio (Net worth)} &= \frac{\text{Total Debt}}{\text{Net Worth}} \\ \text{Profitability (Margin)} &= \frac{\text{EBIT}}{\text{Total sales (Income)}} \end{aligned}$$

EBIT - Earnings before Interest and Taxes

$$\text{Current Ratio (Liquidity)} = \frac{\text{Current Assets}}{\text{Current Liabilities}}$$

## SHORTLIST

Tenderers should note that only tenders that **score 75% and above** on the Technical Evaluation will qualify to be shortlisted and retained as a standby list of suppliers for the year 2015-2017 for the provision of Goods, Services and Works for operations of the Central Bank of Kenya.

## SECTION VI: STANDARD FORMS

### 1. CONFIDENTIAL BUSSINESS QUESTIONNAIRE

You are requested to give particulars indicated in part 1 and 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 1 General

Business Name.....

Location of business premises; Country/Town.....

.....

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

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

Fax No.....

E-mail.....

Nature of Business.....

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

Maximum value of business, which you can handle at any time:

Kshs.....

Name of your bankers.....

Branch.....

#### ***Part 2(a) – Sole Proprietor***

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

Nationality.....Country of Origin.....

\*Citizenship details.....

#### ***Part 2(b) – Partnership***

Give details of partners as follows:

Name in full, Nationality, Citizenship Details and Shares

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....

***Part 2(c) - Registered Company***

Private or Public.....

State the nominal and issued capital of the company –

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name in full, Nationality, Citizenship Details and Shares

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....

Date.....Signature of Applicant.....

\*If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

Interested eligible bidders may obtain information and inspect pre-qualification documents during working hours Monday to Friday at the office of:

**2. CLIENT REFERENCE FORMAT: NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS.**

1. Name of Client (organization) .....  
Address of Client (organization) .....  
Name of Contact Person at the client (organization) .....  
Telephone No. of Client .....  
Value of Contract .....  
.....  
Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)

2. Name of 2<sup>nd</sup> Client (organization)  
Name of Client (organization) .....  
Address of Client (organization) .....  
Name of Contact Person at the client (organization) .....  
Telephone No. of Client .....  
Value of Contract .....  
.....  
Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)

3. Name of 3<sup>rd</sup> Client (organization)  
Name of Client (organization) .....  
Address of Client (organization) .....  
Name of Contact Person at the client (organization) .....  
Telephone No. of Client .....  
Value of Contract .....  
.....  
Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)

4. Name of 3<sup>rd</sup> Client (organization)

Name of Client (organization) .....

Address of Client (organization) .....

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

Telephone No. of Client .....

Value of Contract

.....

Duration of Contract (date) .....

(Attach documental evidence of existence of contract)

### **3.0 DECLARATION FORM**

I/We.....hereby declare

- That the information given above is true and further state that I/We also understand the purchase of this form does not guarantee registration.
- That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- That I/We have legal capacity to enter into contract.
- That I/We have fulfilled obligations to pay taxes/social security contributions.
- That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.



- That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- That I/We give Central Bank of Kenya, authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
- That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Name.....

Designation.....

Signature.....

Official rubber Stamp.....

Date.....