



**KENYATTA UNIVERSITY TEACHING, REFERRAL &  
RESEARCH HOSPITAL  
(KUTRRH)**

**TENDER NUMBER: KUTRRH/PQ/S/001/2023-2024**

**PRE-QUALIFICATION OF CONSULTANTS FY 2023-2025**

**PROVISION OF CONSULTANCY SERVICES FOR DESIGN,  
DOCUMENTATION AND SUPERVISION OF CONSTRUCTION  
PROJECTS**

**CLOSING DATE:**

**THURSDAY 7<sup>TH</sup> MARCH 2024**

**CLOSING TIME: 10:00 A.M.**

**BIDDERS ARE ENCOURAGED TO READ THROUGH THE TENDER DOCUMENT BEFORE  
MAKING THE BID.**

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## Tender Notice

**Date: 20<sup>th</sup> February 2024**

**REFERENCE: AS BELOW**

**TENDER NAME: PROVISION OF CONSULTANCY SERVICES FOR DESIGN, DOCUMENTATION AND SUPERVISION OF CONSTRUCTION PROJECTS FY 2023-2025.**

Kenyatta University Teaching Research & Referral Hospital (KUTRRH) is on the lookout for visionary Architect, Quantity Surveyor, Civil/Structural Engineer, Mechanical Engineer, Electrical Engineer, Land Surveyor, EIA Expert Consultants to join our dynamic team for their upcoming projects. If you're ready to transform blueprints into breathtaking realities, we want to hear from you. All applicants **MUST** be registered with Kenya Revenue Authority and Registrar of Companies.

All applicants **MUST** be registered with Kenya Revenue Authority and Registrar of Companies.

Pre-qualification documents containing detailed terms and conditions of pre-qualification may be downloaded from the KUTRRH website [www.kutrrh.go.ke](http://www.kutrrh.go.ke) free of charge. However, interested bidder will be required to register for the documents/categories at the office of Head of Supply Chain Management during the normal working hours and before the closure of the tender.

Youth, Women and Persons with Disabilities should provide valid certificate of registration for disadvantaged group. **They are also encouraged to participate in all other categories.**

Pre-qualification documents duly completed should be submitted in plain sealed envelopes bearing appropriate category on the top of the envelope and deposited at the Tender Box located **at Main Reception, Ground Floor**, or addressed to:

**The Chief Executive Officer  
Kenyatta University Teaching, Referral and Research Hospital  
P.O. Box 7674 – 00100, GPO  
NAIROBI.**

so as to be received not later than **7<sup>th</sup> March 2024 at 10.00 a.m.** Late applications will not be accepted.

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

KUTRRH would like to invite interested candidates who must qualify by meeting the set criteria as provided, provide services to the Department.

### **1.2 Pre-qualification Objective**

The main objective is to have a data base of approved contractors provide services under relevant tenders/quotations to KUTRRH as and when required during the period ending 30<sup>th</sup> June 2025.

The professionals targeted for prequalification encompass the following categories:

1. Architect
2. Quantity Surveyor
3. Civil Engineer
4. Mechanical Engineer
5. Electrical Engineer

### **1.3 Invitation of Pre-qualification**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to KUTRRH so that they may be pre-qualified/registered for submission.

of tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification/registration.

#### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to KUTRRH institutions of similar size and complexity. **Potential suppliers/contractors** must demonstrate the willingness and commitment to meet the pre-qualification criteria.

#### **1.5 Pre-qualification Document**

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

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

#### **1.7 Distribution of Pre-Qualification Documents**

The ORIGINAL Document only of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

**The Chief Executive Officer  
Kenyatta University Teaching, Referral and Research Hospital  
P.O. Box 7674 – 00100, GPO  
NAIROBI.**

**Tel: 0710642513/0780900519**

**E-mail: [info@kutrrh.go.ke](mailto:info@kutrrh.go.ke)**

**Not later than Thursday 7<sup>th</sup> March 2024 at 10.00 a.m. (Local Time)**

#### **1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to Procurement, through the email address [procurement@kutrrh.go.ke](mailto:procurement@kutrrh.go.ke), so as to reach NOT later than 29<sup>th</sup> February 2024, 1100, hours.

#### **1.9 Additional Information**

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

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

## 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. Prices quoted should be inclusive of all delivery charges.

## 2.4 Payments

All local purchase orders shall be on credit of a minimum of sixty (60) days or as may be stipulated in the Contract Agreement.

# 3. PRE-QUALIFICATION/REGISTRATION DATA INSTRUCTIONS

## 3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be fully completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific category.

3.1.1 The pre-qualified/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.

## 3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by KUTRRH 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.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of KUTRRH 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/Registered

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

### 3.3.2 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.

### 3.3.3 Financial Position

The Supplier's financial condition will be determined by **latest financial statement submitted** with the prequalification documents as well as **letters of reference from their bankers** regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

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 execute the contract.

### 3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6. **Potential AGPO reserved to indicate the category on Form PQ6(5)**

### 3.4 Statement

Application must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

### 3.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/KUTRRH 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 KUTRRH reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

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

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

### 3.7 Prequalification Criteria

<b>Required Information</b>		<b>Form Type</b>	<b>Points Score</b>
1.	Statutory Documentations	PQ-1	30
2.	Pre-qualification Data	PQ-2	10
3.	Supervisory Personnel	PQ-3	10
4.	Financial Position	PQ-4	20
5.	Confidential Report	PQ-5	10
6.	Past Experience	PQ-6	20
		<b>TOTAL</b>	<b>100</b>

**3.8 The qualification is 80 points and above**



**FORM PQ-2 - PRE-QUALIFICATION DATA**

**REGISTRATION OF CONSULTANTS APPLICATION FORM**

I/We ..... hereby apply for registration as  
..... supplier(s)  
.....

(Name of Company/Firm)

of ..... Category No.).....  
.....  
.....

(Item Description)

Post Office Address.....Town  
.....

Street ..... Name of  
building.....

Floor No..... Room/Office No.  
.....

Telephone Nos.  
.....

Full Name of applicant  
.....

Other branches location  
.....

**2. Organization & Business Information**

Number of Management Personnel  
.....

President/Chief Executive – (full name) .....

Secretary  
.....

General Manager  
.....

Treasurer  
.....

Other  
.....

Partnership (if applicable)

Names of Partners.....

**3. Business founded or incorporated**

- .....
4. Under present management since  
.....
  5. Net worth equivalent Kshs.....

6. Bank reference and address

.....  
.....  
.....

7. Bonding company reference and address .....

8. Enclose a copy of company profile indicating the main fields of activities

State any technological innovations or specific attributes which distinguish your company from your competitors

9.

.....  
.....  
.....  
.....

10. Indicate terms of trade/sale

.....  
.....  
.....  
.....

(10 Points)

**PQ-3            BIODATA FOR KEY / SUPERVISORY PERSONNEL**

Name

.....  
...

Age

.....

Academic Qualification

.....

.....

..... Professional Qualification

.....

.....

..... Length of service with Contractor or Supplier position held

.....

.....

..... (Attach copies of certificates of at least two (2) key personnel in the organization)

(10 Points)

**PQ-4 - FINANCIAL STATUS AND TERMS OF TRADE**

- (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)

**FORM PQ-5            CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**NB: Failure to fill this Confidential Business Questionnaire will lead to automatic disqualification.**

<b>A.</b>	<b>COMPANY DATA</b>		<b>RATING</b>
1	Company Name		
2	Nature of Business		
3	Address		
4	Office Telephone No.		
5	Office Fax, Mobile & Email		
6	Office Location (Permanent Address)		
7	Bank Reference		
<b>B.</b>	<b>GENERAL INFORMATION AND STRATEGIC CONSIDERATIONS</b>		
1	Data Establishment		
2	Types of Activities		
3	Main Owners		
4	Are there financial/Ownership Link with other companies	<input type="checkbox"/> Yes  <input type="checkbox"/> No.	

		<input type="checkbox"/> Name(s)	
5	What is the Company's main line of business		
<b>C</b>	<b>REGISTRATION AS SUPPLIER STATUS AND OTHER STATUTORY REQUIREMENTS</b>		
	<b>C.1 Registration</b>		
1	Legal Registration No:		
2	Registration with the relevant regulatory authority (state the authority)		
3	Membership of relevant Association (state the Association)		
	<b>C.2 Other Statutory Requirements</b>		
1	Tax Compliance Certificate		
2	PIN Certificate		
3	VAT Certificate		
<b>D</b>	<b>STRATEGIC CONSIDERATION</b>		
1	Strategic Vision		
2	Business Plan or Programme		
3	Service Charter		
4	Short-term Objectives		
5	Medium-term Objective		
6	Long-term Objectives		
7	Has corporate strategy communicated to staff	<input type="checkbox"/>	



		<input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> Name(s)	
<b>E.</b>	<b>EXPERIENCE AND QUALIFICATIONS AS ASUPPLIER</b>		
	E.1 Types and values of services rendered for each of the last three (3) year and clients.		
	Services	Value	Client
	a)		
	b)		
	c)		
	d)		
	E.2 Evidence of Qualified Key Staff for performance of the services		
	Name	Experience	Qualification
	a)		
	b)		
	c)		
	d)		
	e)		
<b>F</b>	<b>SALES SERVICE AND CUSTOMER SUPPORT</b>		
	<b>F.1 General sales information</b>		

1	Sales turnover for the services being audited		
2	The Company's main Competitors		
3	Main market segments serviced		
4	Sales infrastructure and arrangement		
5	The Maximum contact value the company is willing to undertake	Minimum Maximum	
	<b>F.2 After sales services and customer support</b>		
1	What level of technical support is generally offered?		
2.	Name and contact details of the technical localpoint:		
3.	Is service level performance measured? If so list the indicators used	<input type="checkbox"/> Yes  <input type="checkbox"/> No.  <input type="checkbox"/> Indicators	
4.	Is there a team of persons that can be contacted outside the working hours?		
5.	Does the company employ temporary or sub-contracted labour? If yes, please give details	<input type="checkbox"/> Yes  <input type="checkbox"/> No.	

		<input type="checkbox"/> Notes	
	<b>F.3 Customer Complaints and Rejections</b>		
1	How are customer complaints handled? Give details		
2.	Is there a root cause for customer rejection investigated and measures taken to eliminate the cause? Give details	<input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> Notes	
3.	Are these measures monitored to ensure that they are effective? Give details	<input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> Notes	

	<b>F.4 E-Commerce</b>		
1	Does the company have a website? Which are its main features (e.g. transactional, promotional, corporate, B-2-B, B-2-C etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> Notes	
2	Does it have an online catalogue of products and services? Give details	<input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> Notes	
<b>G</b>	<b>QUALITY MANAGEMENT SYSTEMS</b>		
1	Does the company hold a national certification accreditation for quality?	<input type="checkbox"/> Yes <input type="checkbox"/> No.	

		<input type="checkbox"/> Notes	
2	Is the company certified under ISO 9000 or equivalent? If so please attach the ISO Certificate for this audit	<input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> Notes	
3	If not, what steps are being taken to attain No.2 above? Give details		
4	What internal audits are undertaken to ensure continued adherence to all aspects of company quality systems as well as compliance with the external requirements? Give details		
5	Do qualified independent personnel perform internal audit? (Give details)		

**Part 3 – Eligibility Status**

3.1 Are you related to an Employee who works in the Finance or Procurement Departmentsof KUTRRH? Yes .....No:

3.2 : If answer in ‘3.1’ is **YES** give the relationship:

3.3 : Does an Employee as in “3.1” above, sit in the Board of Directors or Management ofyour Organization Subsidiaries or Joint Ventures? Yes..... No.....

3.4 : If answer in ‘3.3’ above is YES give details.....

3.5 : Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged byKUTRRH to provide consulting services for preparation of design, specifications and otherdocuments to be used for procurement or the goods or services under this invitation?

Yes..... No.....

3.6 : If answer in ‘3.5’ above is YES give details.....

3.7 : Are you under a declaration of ineligibility for corrupt and fraudulent practices?

Yes..... No.....

3.8 : If answer in ‘3.7’ above is YES give details.....

3.9 : Have you offered or given anything of value to influence the procurement process?

Yes..... No.....

3.10 : If answer in ‘3.9’ above is YES give details.....

I DECLARE that the information given on this form is correct to the best of myknowledge and belief.

Date: Signature of Candidate:

If a Kenyan Citizen, indicate under “Citizenship Details” whether by Birth,Naturalization or registration.

**FORM PQ-6 - PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS NAMES  
OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

- 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) .....
- (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) Telephone No. of Client  
.....
- v) Value of Contract  
.....
- vi) Duration of Contract (date)  
.....

(Attach documental evidence of existence of contract)

3. Name of 3rd 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)

.....

(Attach documental evidence of existence of contract)

4. Others

.....

.....

5. AGPO Group (**Please indicate the category**)

.....

(10 Points)



**FORM PQ-7 - SWORN STATEMENT**

Having studied the pre-qualification/registered information for the above project we/thereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified/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 Ministry.
- 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 Department and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no ongoing litigation

**Date**

.....

**Applicant's Name**

.....

...

**Represented by**

.....

**Signature**

.....

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

## QUALIFICATIONS; MANDATORY REQUIREMENTS- PART ONE (1)

1. Provide a copy of the firms' Certificate of registration or Incorporation by the Registrar of Companies
2. Provide copy of current practicing license from a recognized professional body for the company or the principals
3. Provide copy of the current Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA).
4. Provide a valid copy of professional indemnity cover of at least Kshs. 5 million
5. Submit a completed company's profile.
6. Detailed CV with qualifications of the personnel
7. Minimum Specific experience in design and construction of Hospital Projects of 10 years and above

## PART TWO (2): TECHNICAL EVALUATION:

No.	Evaluation Attribute	Max Score %	Weight
1	No. of years in existence since registration of the lead consultant. This should be evidenced by certificate of registration by registrar of companies. <b>Scoring:</b> <ul style="list-style-type: none"> <li>• 5-10 years: 15marks,</li> <li>• 10 years and above to get full score: 25 Marks</li> </ul>	25	
2	<b>Technical Capability to undertake the project:</b>		
	<b>(a) Consulting Firm:</b> 1. Give CV and certifications of the Consulting firm indicating: <ul style="list-style-type: none"> <li>• Detailed CV with qualifications (5-marks),</li> <li>• Min Specific experience in design and construction of Hospital Projects of 10 years and above (10 Marks),</li> <li>• Registration and annual practicing license relevant professional body in Kenya (10 marks)</li> </ul>	25	
	2. Give CV and certifications of the associate consultant/Technical director of the Consulting firm indicating: <ul style="list-style-type: none"> <li>• Detailed CV with qualifications (5-marks),</li> <li>• Min Specific experience in design and construction of Hospital Projects of 10 years and above (10 Marks),</li> <li>• Registration and annual practicing license with relevant and recognized professional body in Kenya (10 marks)</li> </ul>	25	
	<b>(b) Personnel:</b> Give CVs and certifications of key support technical Persons/professionals indicating details of names, qualifications, minimum 10 years' specific experience in Design and construction of Hospital Projects and registration certificates and other academic certificates; breakdown different Marks are as shown below: <ul style="list-style-type: none"> <li>• Detailed CV (5 marks)</li> <li>• Specific experience (10 marks)</li> <li>• Relevant registration Body/practicing license (10 marks)</li> </ul>	25	
<b>TOTAL</b>		100	

