



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL (KUTRRH)

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EXPRESSION OF INTEREST (EOI) FOR PARKING MANAGEMENT SYSTEM REF NO: KUTRRH/EOI/PMS/3/2025-2026

1 BACKGROUND

Kenyatta University Teaching, Referral and Research Hospital (KUTRRH) is a State Corporation established under Legal Notice No. 4 of 2019 as a Level 6 Referral Hospital equipped with state-of-the-art medical equipment and facilities. KUTRRH employs cutting edge research, innovation, training and partnerships to keep abreast with advancements in healthcare management. The Hospital's vision is to be a premier referral Hospital renown for excellence in clinical care, training, research and innovation with a mission to enhance the health and well-being of Kenyans and global citizens through provision of patient-centered and evidence-based healthcare.

KUTRRH) is desirous of leasing out the management of the parking at the Hospital.

The contract period will be for Five (5) years renewable subject to satisfactory performance.

The successful bidder shall deploy a parking management system as shall be specified.

Bidders will be expected to provide proof of their capability and experience in dealing with similar systems. Suitable firms will be shortlisted on the basis of the written EOI submitted to KUTRRH.

After evaluation of the EOI, short listed firms will be invited to submit detailed technical and financial proposal(s) (RFP) in a format to be provided.

2 PROJECT FINANCING

KUTRRH will enter into a vendor owned and operated parking management system with the option of transfer at the end of the contract or as shall be described in the RFP, which shall also have a revenue sharing model.

3 THE SCOPE

The successful contractor shall supply, deliver, install, erect, test and commission all materials, equipment and software.

The scope of work shall include the following:

- a. Supply and installation of parking management equipment including:
 - i. Automatic traffic barriers complete with vehicle detection loops and control electronics.
 - ii. Entry card/ticket dispensers and reader stations.
 - iii. Exit card/ticket capture and reader stations.
 - iv. Mobile/Portable POS.
 - v. Vehicle sticker readers.
 - vi. ANPR.
 - vii. CCTV cameras.
- b. Supply and installation of parking management software.
- c. Supply and installation of USSD and integration to the parking management.
- d. Management of prepayments.
- e. LAN and power supply cabling.
- f. Integration of the new system and the existing systems.
- g. Operations, repair and maintenance of the system.

4 SYSTEM DEPLOYMENT

The contractor shall deploy the system as per the specifications provided by the client at Request For Proposal (RFP) stage. The cost shall fully be borne by the contractor

The system shall be operational seven (7) days a week, 24 hours a day. The system shall have an availability of 99% measured over any period of time. Definition of the system availability shall be provided in the SLA to be drawn at the beginning of the contract implementation.

5 OPERATION AND MAINTENANCE

The Contractor shall be responsible for the operation and maintenance of the equipment and systems during the period of the lease

6 REVENUE SHARING

The contract shall be based on a revenue sharing model between the contractor and the client. However, the same shall be structured to provide for the Minimum Guarantee for the client.

7 DATA MANAGEMENT

While the contractor is responsible for data collection and the client is responsible for data ownership and data policies, both parties shall be responsible for data security in line with the regulatory requirement.

The client shall maintain an interface of the system.

8 REPORTING

The parking management system shall be able to process detailed reports and a summary on a daily, weekly or monthly basis. The reports shall contain the following information as a minimum:

- Cash reconciliation
- Revenue collection
- Occupancy statistics
- Parking turnover
- Lane statistics
- Audit trails
- Trend analysis

The client shall maintain an interface.

9 EVALUATION CRITERIA

The evaluation of the EOI will be carried out as per the stages below. The bidders who wish to be shortlisted must provide adequate information regarding their company profile, qualifications and competencies to undertake such a project and specific experience in performing similar projects. Each evaluation stage will result in the short listing of the bidders who will proceed to the next stage. These stages will be:

- i. Mandatory Requirements
- ii. Site visits

Shortlist of firms for the assignment will be prepared based on detailed references (or letters of commendation) of similar assignments successfully carried out, and access to financing. Interested firms must provide evidence to demonstrate that they meet the minimum requirements as stipulated herein.

There will be a mandatory site visit on **5th December 2025 at 10.00am** and site visit certificate will be issued.

9.1 MANDATORY REQUIREMENTS

The Hospital invites interested bidders, who have an established parking management system, by submitting information on their capability. The Expression of interest (EOI) MUST be accompanied by copies of the following documents:

No	Mandatory eligibility criteria by the tenderer	YES/NO
1.	Attach copy of registration certificate/certificate of incorporation	Mandatory
2.	Provide a Valid Tax compliance certificate.	Mandatory

3.	Certificate of Confirmation of Directors and Shareholding (Attach CR12/ registration certificate).	Mandatory
4.	The tender is signed by the person holding a valid power of attorney, without material deviation, reservation or omission. Attach a copy of letter granting power of attorney signed by a commissioner of oaths or Notaries Public	Mandatory
6.	Provide evidence of access to financing in form of a guarantee from the financial Institution to finance the project	Mandatory
7.	Submit a statement in the bidders letter head that the company is not insolvent, receivership, bankrupt or in the process of being wound up	Mandatory
8.	Reference letters from at least two (2) customers that the bidder has installed similar systems and currently managing the systems	Mandatory
9.	The bidders shall submit the latest three (3) years audited financial statements (2024, 2023 and 2022), duly certified.	Mandatory
10.	Tenderer shall chronologically serialize all pages of the tender documents submitted including the attachments. Where the pages are printed both sides, each side should be serialized chronologically.	Mandatory
11.	The bidder shall provide two hard copies marked Original and Copy.	Mandatory
12.	Provide signed and stamped site visit certificate from KUTRRH	Mandatory

Bidders **MUST** meet all **MANDATORIES** to proceed to next stage to be invited to present their Request for Proposal (RFP).

9.2 Site Visits

HOSPITAL will carry out site visits for the successful bidders. The site visits will include the two (2) reference sites that have been qualified under Mandatory criteria. The successful bidders, with two sites that meet the threshold herein, will then be invited to submit a technical and commercial proposal through an RFP.

9.3 REQUEST FOR PROPOSALS

KUTRRH will prepare a shortlist of firms to whom the **Request for Proposals** will be distributed. Complete Expressions of Interest documents (original and one (1) copy) should be enclosed in a sealed envelope and clearly marked and labeled “EOI for Parking Management System” and addressed to:

**Chief Executive Officer,
P.O. Box 7674 00100
Nairobi Kenya.**

and be deposited in the Tender Box on Ground Floor, Main Hospital Building so as to be received on or before **11th December 2025 at 10.00 a.m.**

Any request for clarification for this EOI must be emailed to procurement@kutrrh.go.ke to the address below no later than **Friday 5th December, 2025 at 5.00pm**. Kenyan Time.

The Expression of Interest will be opened immediately after the closing date and time in the presence of candidates or their representatives who choose to attend. KUTRRH reserves the right to accept or reject any or all EOIs.