



JUMUIA HOSPITAL HURUMA

SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS

JUMUIA HOSPITAL HURUMA
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Closing on 21st October 2022, at 1700hours

www.srmhub.com

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Jumuia Hospital Huruma, headquartered in Nairobi, is an integrated healthcare initiative of National Council of Churches, Kenya (NCCCK), a faith-based multicultural and multi-denominational Christian organization. The Hospital is inviting sealed applications for prequalification from eligible suppliers (including the current suppliers) for the supply of goods, works and services for the period 2023-2024 under the categories listed on www.srmhub.com

For this purpose, new eligible suppliers and service providers are invited to apply and submit an up-to-date information in accordance with the registration guidelines below.

The supplier registration process shall be completed online via SRM eProcurement Portal.

Interested bidders will access and register on www.srmhub.com for more information and step-by-step application process available on supplier's dashboard.

Jumuia Hospital reserves the right to accept or reject any application in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

CHIEF EXECUTIVE OFFICER

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 Jumua Hospital Huruma, herein referred to as the organization, requests applicants/candidates who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
- 3 The Supplier registration process shall be completed online via SRM eProcurement portal
- 4 Interested bidders will access and register on www.srmhub.com for more information and step by step application process available on supplier's dashboard.
- 5 There is a non- refundable access fee set out per set category payable to via Mpesa or direct deposit to the following account details

Account Name: JUMUIA HOSPITAL HURUMA
Bank Name: CO-OPERATIVE BANK
Account Number: 01148784349700
Branch: KILIMANI

- 6 The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier's dashboard. You are advised to download and review these documents before beginning the application process.
- 7 Bidders may request clarification in relation to the prequalification by submitting a written request using the **Contact us** functionality of the supplier dashboard, until 13th October 2022. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 8 Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
- 9 The successful applicants will be registered in Jumua's suppliers list for a two year period and the organization will only deal with the firms that are registered.
- 10 Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements in electronic form.
- 11 Jumua Hospital reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.

- 12 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization (Jumuia Hospital Huruma)
- 13 The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- 14 Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.
- 15 The application of this call closes on 21st October 2022 at 1700hours.
- 16 SRM will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

SECTION III. EVALUATION CRITERIA

- 1 SRM will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.
- 2 Applicants shall not contact Jumuia Hospital or SRM on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence Jumuia Hospital or SRM in the evaluation shall result in the cancellation of their application.
- 3 Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.
- 4 The applicants must have registered offices and Jumuia Hospital reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.
- 5 Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.
- 6 Jumuia Hospital reserves the right to accept or reject any or all applications.
- 7 There shall be two phases of carrying out the evaluation of registration applications:
 - a. Preliminary Evaluation; and
 - b. Qualification Evaluation.

a. Preliminary Evaluation

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have

special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

a) All the applications shall be sorted out according to the various categories contained in the application for registration form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

- i. Self-declaration form
- ii. Confidential Business Questionnaire (Electronic)
- iii. Incorporation/Registration certificate
- iv. Business permit
- v. PIN certificate
- vi. Tax clearance certificate
- vii. Copy of memorandum of association or CR 12 or CR 13

c) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

b. Qualification Evaluation

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criteria.

a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.

b) A detailed assessment of each applicant will be made in the course of evaluating the application.

c) Applications will be evaluated against the criteria in the table below.

- a) Letter of recommendation from three (3) of your major
- b) Certificate of membership /affiliation /association where applicable
- c) The original Bank deposit slip MUST be attached to the pre-qualification documents while submitting the prequalification bid.

Evaluation Criteria

NO	Pre-qualification Statutory requirements	Max Score
1	Duly filled Confidential Business Questionnaire (electronic)	Pass/ fail
2	Self-Declaration form	Pass/ fail
3	Certificate of Incorporation/Business Registration	Pass/ fail
4	Current Tax Compliance Certificates	Pass/ fail
5	PIN/VAT Certificate	Pass/ fail
6	Current Trade License / Business Permit	Pass/ fail
7	Copy of memorandum of association or CR 12 or CR 13	Pass/ fail
8	Transaction Receipt	Pass/ fail
	Experience	
7	<p>a) Age of Company</p> <p>0 to 2 years – zero marks</p> <p>2 to 5 years – 3 marks</p> <p>Over 5 years – 5 marks</p>	5

8	b) Three Letters of recommendation from current clients (Not older than 2019) – Total 15 Marks	15
9	c) At least Three copies of LPOs or Contracts for the last 3 years from your major clients. 3 LPOs/Contracts of 3 marks each– Total 15 Marks	15
10	Relevant experience for supplying goods or services to similar organizations. 1 Mark for each	5
11	Manufacturers or distributors license (If required for your category)	5
12	Special Licenses if required in your category	5
13	Evidence of physical address and premises supported by tenancy agreement, lease, title	5
14	Financial Capacity Audited financial statements for the last 2 years signed by auditors– 10 marks OR Bank statements for the last 6 months - 5 marks Liquidity Ratio– 5 Marks Attach letters of reference from the Bankers to support bank relations = 5 marks	20
15	Manpower and staffing Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks CVs of Key Management and supervisory the team – 5CVs 1 marks each	10
16	Valid Practicing certificates if required in your category	5
17	Copy of quality assurance certificate if any e, g ISO 9000/9001(where applicable)	5
	TOTAL (Weighted to 100%)	100

SECTION IV. REGISTRATION CATEGORIES

	CATEGORY NO	CATEGORY DESCRIPTION	Fees (Kes)
1	JHH/01/2023/2024	Supply and delivery of tonners, cartridges and other computer consumables	2000
2	JHH/02/2023/2024	Supply and repair maintenance of television sets, computers, printers, scanner and all computer accessories	2000
3	JHH/03/2023/2024	Supply and delivery of general office Stationary, printed stationary, and published materials	2000
4	JHH/04/2023/2024	Supply and delivery of fresh meat, fish and poultry	2000
5	JHH/05/2023/2024	Supply and delivery of fresh farm produce (fruits and vegetables)	2000
6	JHH/06/2023/2024	Supply and delivery of cereals, kitchen dry food and related products	2000
7	JHH/07/2023/2024	Supply and delivery of soft drinks, packed beverages/bottled mineral water and packet milk	2000
8	JHH/08/2023/2024	Supply and delivery, installation of kids assorted play items	2000
9	JHH/09/2023/2024	Supply and delivery of staff uniforms, protective clothing and personal protective equipment (PPE) safety shoes, helmets, gloves, gumboots	3000
10	JHH/10/2023/2024	Supply and delivery of cleaning materials, soap, detergent and disinfectants	3000
11	JHH/11/2023/2024	Supply and delivery of general, housekeeping materials (mops, polish, wash buckets, brooms, sanitary bins, disposable bags and vacuum cleaners.)	3000
12	JHH/12/2023/2024	Supply and delivery of toiletries, basins, slippers, towels etc	2000
13	JHH/13/2022/2023	Supply and delivery of hospital linen, beddings, curtains and drapery	3000
14	JHH/14/2023/2024	Supply and delivery of Liquefied petroleum gas, cooking gas, Diesel and Lubricants.	5000
15	JHH/15/2022/2023	Supply and delivery signage and promotional materials e.g. T-shirts, posters, banners	2000
16	JHH/16/2023/2024	Supply ,delivery, installation and maintenance of office furniture, fixture and fittings	2000
17	JHH/17/2023/2024	Supply of medical gases and related supplies	3000
18	JHH/18/2023/2024	Supply and delivery of Pharmaceutical drugs and vaccines	5000
19	JHH/19/2023/2024	Supply and delivery of Orthopedic supplies(theater screws ,plates, implants)	3000
20	JHH/20/2023/2024	Supply and delivery of Physiotherapy supplies	2000
21	JHH/21/2023/2024	Supply and delivery of Medical consumables(Surgical, dental, radiology, anesthesia)	5000
22	JHH/22/2023/2024	Supply and delivery Laboratory Reagents and Consumables	5000

23	JHH/23/2023/2024	Supply, delivery ,installation and maintenance of funeral home equipment and machines	5000
24	JHH/24/2023/2024	Provision of servicing /maintenance of biomedical, Surgical and other medical equipment	5000
25	JHH/25/2023/2024	Provision of Rider services	3000
26	JHH/26/2023/2024	Provision of Cleaning services	5000
27	JHH/27/2023/2024	Provision of servicing /Maintenance and repair of Motor vehicles	5000
28	JHH/28/2023/2024	Provision of fumigation and pest control Services	5000
29	JHH/29/2023/2024	Supply, installation and maintenance of CCTV equipment, security solution system and monitoring	5000
30	JHH/30/2023/2024	Supply and delivery of building material, Paints, plumbing and electrical items	3000
31	JHH/31/2023/2024	Renovation, repair and maintenance of buildings	5000
32	JHH/32/2023/2024	Supply of office furniture, fittings (including repairs) and equipment	2000
33	JHH/33/2023/2024	Supply of fortified/blended flour and high nutrition supplements.	2000
34	JHH/34/2023/2024	Supply of publication works including advertisement, Public address systems, audio-visual equipment including screens, projectors- and related equipment..	2000
35	JHH/35/2023/2024	Supply of medical equipment and surgical supplies (non-pharmaceuticals), including installation, training and maintenance	2000
36	JHH/36/2023/2024	Supply of pharmaceutical products	2000
37	JHH/37/2023/2024	Supply of water, sanitation and hygiene equipment (WASH)	2000
38	JHH/38/2023/2024	Assorted Supermarket Supplies	2000
39	JHH/39/2023/2024	Supply of Plastic Chairs	2000
40	JHH/40/2023/2024	Supply of asset tagging bar codes and provision of tagging services	2000
41	JHH/41/2023/2024	Supply of Tents	2000
42	JHH/42/2023/2024	Supply of water sanitation supplements i.e. liquid and solid chlorine, aluminum sulphate, water cartridges, aqua tabs etc	2000
43	JHH/43/2023/2024	Supply of sanitary pads, maternity sanitary towels and diapers	2000
44	JHH/44/2023/2024	Supply of Kitchen items and kitchen wares	2000
45	JHH/45/2023/2024	Supply of Toilet Paper, Kitchen Towels and Serviettes	2000
46	JHH/46/2023/2024	Supply, installation, commissioning and maintenance of alternative energy (solar)	2000
47	JHH/47/2023/2024	Supply, installation and maintenance of refrigeration equipment	2000
48	JHH/48/2023/2024	Supply, installation and maintenance of generators	2000
49	JHH/49/2023/2024	Supply, installation and maintenance of ICT equipment (Servers, Routers, Switches, Wireless Access Points, computer network, cabling, infrastructure, data communication)	2000
50	JHH/50/2023/2024	Supply and maintenance of software and software licenses	2000
51	JHH/51/2023/2024	Supply of fuel (petrol and diesel, oil etc)	2000

52	JHH/52/2023/2024	Supply of motor vehicle tyres and tubes	2000
		SECTION B: PROVISION OF SERVICES	
53	JHH/53/2023/2024	Provision of clinic and general waste management services, including garbage collection	2000
54	JHH/54/2023/2024	Provision of electrical services (Electricians & Electrical contractors with EPRA certification)	2000
55	JHH/55/2023/2024	Provision of repairs and maintenance of fire hydrant/extinguishers services	2000
56	JHH/56/2023/2024	Provision of travel agency services, air ticketing and travel arrangements (IATA registered only)	2000
57	JHH/57/2023/2024	Provision of transport services (PSV, Vans and commercial trucks, car hire, lease and taxi services)	2000
58	JHH/58/2023/2024	Provision of transactional advisors and asset valuation services, accountants, external audit and tax consultant services.	2000
59	JHH/59/2023/2024	Provision of clearing and forwarding services	2000
60	JHH/60/2023/2024	Provision of legal services	2000
61	JHH/61/2023/2024	Provision of insurance services (underwriters/brokerage)	2000
62	JHH/62/2023/2024	Provision of courier services – inter county and international	2000
63	JHH/63/2023/2024	Provision of Hotels, Team Building and event organizing services	2000
64	JHH/64/2023/2024	Provision of Ambulance services	2000
65	JHH/65/2023/2024	Provision of Calibration services for laboratory equipment	2000
66	JHH/66/2023/2024	Provision of management consultancy service, occupational health, safety and firefighting	5000
67	JHH/67/2023/2024	Provision of Security services	5000
		SECTION C: PROVISION OF WORKS	
68	JHH/68/2023/2024	Provision of fabricating welding works	2000
69	JHH/69/2023/2024	Provision of fabricating joinery and carpentry works	2000