



**CITY EYE HOSPITAL**

**SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS**

**CITY EYE HOSPITAL  
TEL. 0110001851**

**Closing on 1<sup>st</sup> March 2023, at 1730hours**

**[www.srmhub.com](http://www.srmhub.com)**

## **SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES**

City Eye Hospital (City Eye), a leading Eye Hospital Located in Upper Hill, Nairobi and with branches within & outside the city hereby invites interested and eligible bidders to submit their applications for the prequalification of suppliers for various goods, services and works for the 2023-2024 Financial Year for Both Nairobi and Nyeri branches under the categories listed on [www.srmhub.com](http://www.srmhub.com)

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

Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step-by-step application process available on supplier's dashboard.

City Eye 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 OPERATIONS OFFICER**

## SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 City Eye Hospital herein referred to as the organization OR City Eye, invites applicants 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](http://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 of KES 2,500 per category payable via **M-pesa Paybill No. 4095233**, Use Account Number auto generated in system to validate your payment.
- 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 28<sup>th</sup> February 2023. 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 the organisation'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 The Organization 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
- 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 1<sup>st</sup> March 2023 at 1730hours.
- 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 City Eye 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 the City Eye Hospital or SRM in the evaluation may 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 City Eye 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 City Eye 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

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.

## 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
	<b>Experience</b>	
7	<b>a) Age of Company</b>	5
	0 to 2 years – 1 marks	
	2 to 5 years – 3 marks	
	Over 5 years – 5 marks	
8	<b>b) At least 3 letters of recommendation</b> (Trade references with contact information from current clients (Not older than 2019) 3 Recommendations, 5 marks each – <b>Total 15 Marks</b>	15
9	<b>c) At least 3 copies of LPOs or Contracts for the last 3 years from your major clients. 3 LPOs/Contracts, 5 marks each– Total 15 Marks</b>	15
10	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– (1 mark each)	5
11	Proof of banking details (bank reference letter detailing your banking details)	5
12	Special Licenses/certification (if required in your category, Refer to the documentary evidence section)	10
13	<b>Financial Capacity</b>	20
	Audited financial statements for the last 2 years signed by auditors– 10 marks (Not older than 2019)	
	Bank statements for the last 12 months - 5 marks	
	Liquidity Ratio– 10 Marks	
14	<b>Manpower and staffing</b>	5
	CVs of Key Management and supervisory the team – 5CVs (1 mark each) 5 Marks	

15	Valid Practicing certificates (if required in your category)	5
16	Copy of Updated memorandum of association or CR 12 or CR 13	5
17	Evidence of Youth/Women OR People with Disabilities	5
18	Evidence of physical address and premises supported by tenancy agreement, lease, title	5
	<b>TOTAL (Weighted to 100%)</b>	

## SECTION IV. REGISTRATION CATEGORIES

Category Code	Description
<b>1.Contractors</b>	
CEH/1a/2023	Provision of General Building & Construction Works – Repairs, Renovation and Maintenance of Buildings
CEH/1b/2023	Provision of Medical Gases Installation Services
CEH/1c/2023	Maintenance of Manifold System
CEH/1d/2023	Provision of General Electrical Works
CEH/1e/2023	Supply, Installation, Repair and Maintenance of Air Conditioning & Refrigeration
CEH/1f/2023	Installation of CCTV
CEH/1g/2023	Supply and Installation of Access Control System
CEH/1h/2023	Supply and Installation of Attendance Management System
CEH/1i/2023	Supply, Installation & Maintenance of Fire Equipment
CEH/1j/2023	Supply, Installation and Repair of Furniture
CEH/1k/2023	Supply & Installation of Uninterruptible Power Supply (UPS), Stabilizers and Power Surge Protection.
<b>2.Transport &amp; Logistics</b>	
CEH/2a/2023	Provision of Motorbike and Motor Vehicle Servicing & Repair Services
CEH/2b/2023	Supply of Motor vehicle and Motor Bike Spare parts i.e. Tyres, Tubes, Batteries and other accessories
CEH/2c/2023	Provision of Clearing & Forwarding Services
CEH/2d/2023	Provision of Courier Services
CEH/2e/2023	Provision of Taxi Services
<b>3.Stationery</b>	
CEH/3a/2023	Supply and delivery of Printed Stationery i.e. Letter Heads, Envelopes all sizes, stickers, carbonated books e.tc
CEH/3b/2023	Supply and delivery of General Office Stationery & Supplies
CEH/3c/2023	Supply of Toners & Cartridges
<b>4.ICT</b>	
CEH/4a/2023	Supply and delivery of ICT equipment- Laptops, Scanners, Biometric equipment, Desktops and other computer accessories.
CEH/4b/2023	Provision of designs, installation, maintenance and repairs of the network infrastructure (D-Link Certified)
CEH/4c/2023	Provision of Website solutions & content management, domain, webhosting and Internet service providers.
CEH/4d/2023	Provision of Software Licenses, Microsoft Licenses, Cloud, Comodo Endpoint Security etc.
CEH/4e/2023	Supply or Leasing of and Servicing of Printers
<b>5.Admin/Housekeeping</b>	
CEH/5a/2023	Supply and Delivery of Staff uniforms – Dustcoats, Scrubs, PPE, Safety Boots etc.
CEH/5b/2023	Supply and Delivery of Cleaning Materials – Detergents, Soap, Disinfectants.
CEH/5c/2023	Collection and disposal of medical, sanitary and general waste
CEH/5d/2023	Supply and Delivery of Hospital Linen & Bedding
CEH/5e/2023	Supply of office furniture: desks, chairs, filing cabinets and office accessories.
CEH/5f/2023	Supply and Delivery of Protective Health and Safety Equipment & Clothing
CEH/5g/2023	Provision of pest Control and fumigation Services
<b>6.Kitchen</b>	
CEH/6a/2023	Supply of LPG gas
CEH/6b/2023	Supply of Utensils, Cutlery and Disposable Cups
CEH/6c/2023	Supply or Leasing of Water Dispensers & bottled water

<b>7. Marketing</b>	
CEH/7a/2023	Supply, Delivery & Installation of Signages & Branding Items
CEH/7b/2023	Provision of printing services for marketing & mobilization items; T-Shirts, Polo T-shirts, Reflectors, Gift Hampers, Pens, Umbrella, Water bottles, Fliers, Coupons, Brochures, Banners, Diaries, Notebooks, Posters .
<b>8. Electronics &amp; Electricals</b>	
CEH/8a/2023	Supply and installation of Electrical Consumables - Cables, Switches, Flood Lights, Surface Panel Lights, Trunking Pipes, Sockets & Stabilizers.
CEH/8b/2023	Supply of Electronics – Fridge, Microwave, TV, Kettles, Dispensers and other appliances.
<b>HR</b>	
CEH/9a/2023	Provision of Occupational Health Safety (OSH) Compliance Audit Services
CEH/9b/2023	Provision of Occupational Health Safety (OSH), Fire and First Aid Training Services
CEH/9c/2023	Provision of Outside catering services for Company events
CEH/9d/2023	Provision of Conferencing Facilities
CEH/9e/2023	Provision of Consultancy for Recruitment services