

# REQUEST FOR QUOTATION

(REF NO: RFQ/SF/SP/04/24)

**Supply of Medical equipment for Our Lady of Lourdes Mutomo Hospital, Kitui.**

**Document Release Date: Friday 28<sup>th</sup> July 2024**

**Last Date for Receipt of RFQ: Noon (East African Time), Monday 15<sup>th</sup> July 2024**

## 1.1. Introduction

Mpesa Foundation Focuses on health, education, economic empowerment. Funded by Mpesa PLC it Has a Footprint in all the 47 Counties. - Health, Education, Empowerment, Emergency Response. The Foundation's purpose to transform lives is supported by its vision to transform lives through partnering for impactful community investments. Mpesa Foundation is funding the supply of **medical equipment**.

## 1.2 Background and EOI Requirements

Mpesa Foundation is funding the procuring of medical equipment for Our Lady of Lourdes Mutomo Hospital, Kitui. It is expected that the supplier/ firm is aware of current Ministry of Health Guidelines and is willing to demonstrate the highest standards and professionalism.

Plateau Consultants Limited is the appointed Project Manager for the Mpesa Foundation project.

## Objectives

The assignment and the achievements expected include:

- Supply of medical equipment's.
- Branding of the medical equipment's with the Mpesa Foundation Logo.
- Delivery.

### 1.3 Invitation to Tender

#### REQUEST FOR QUOTATIONS (RFQ) FOR SUPPLY OF MEDICAL EQUIPMENT

**To:** \_\_\_\_\_ [Insert Name and  
Postal and Physical Address of selected Bidder]

**From:** \_\_\_\_\_ (Insert the name and address of the Procuring Entity)  
(Insert the title of the quotation)

**Our Lady of Lourdes Mutomo Hospital**  
**P.O. Box 16-90201**  
**Mutomo , Kitui**  
**Kenya**

[Quotation Reference Number]\_RFQ/MF/CP/05/24

1. The **Director, Our Lady of Lourdes Mutomo Hospital** [insert name of Procuring Entity] invites you to submit quotations for **the medical equipment** (insert one of the following: works) indicated in detail in "Table A. Schedule of Requirements and Specifications and **attached BQs and drawings**". The quotation shall follow the instructions and documents in this RFQ document and shall be in **English Language**. Bidders may obtain further information during office hours **0800-1700HRS.**

2.

#### **Address to obtain the Tender.**

a) Mailing Address: [info@mutomohospital.or.ke](mailto:info@mutomohospital.or.ke)

b) Physical address **Our Lady of Lourdes Mutomo Hospital, Kitui**

3. Tender Documents will be obtained by requesting from the following email address [info@mutomohospital.or.ke](mailto:info@mutomohospital.or.ke)
4. Quotations shall be submitted in accordance with the instructions in **Part 1: Instructions to bidders** and in a sealed envelope clearly indicating name and address of the Bidder, the quotation name and title and must Our Lady of Lourdes Mutomo Hospital, Kitui procurement office at the address indicated below not later than **15<sup>th</sup> July, 2024 at 11.00am. Electronic RFQs will NOT be permitted.** Quotations can be delivered by registered mail, courier or hand delivery at **Our Lady of Lourdes Mutomo Hospital, Kitui, P.O. Box 16-90201, Mutomo**, at the Bidder's option. Late quotations shall be rejected.
5. Clarifications once the tender has been received may be addressed to **Tel +254 020 253 1381 or E-mail Address [info@plateauconsultants.com](mailto:info@plateauconsultants.com)**. This should be received by the Project Manager 7 Days Before Closure.
6. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
7. Please inform by email to [info@plateauconsultants.com](mailto:info@plateauconsultants.com) within **3 days** of receipt of this RFQ if you will be submitting a quotation.

Yours sincerely,

\_\_\_\_\_  
[Signature, Designation and Position of Authorized Official]

## PART 1: INSTRUCTIONS TO BIDDERS

1. **Bidders are advised to read carefully** these instructions and the Conditions of Contract in **Part 3: Contract**, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Bidder is responsible for their accurate reproduction. The term Bidder shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.
2. A complete set of quotation documents may be obtained by interested Bidders **at the procurement office (Our Lady of Lourdes Mutomo Hospital, Kitui) Or** by Emailing: [info@mutomohospital.or.ke](mailto:info@mutomohospital.or.ke)
3. **Validity of Quotations:** The quotation will be held valid for **60 days** from the date of submission.
4. **The Quotation shall consist of** completed Standard forms, and all indicated in Part 3 of this Request for Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.
5. **Sealing and Marking of Quotations:** Quotations in one “one original” & “One Copy” should be sealed in a single envelope, clearly marked with the **Quotation Reference Number** in the RFQ, the Bidder's name and the name of the Procuring Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.
6. **Submission of Quotations:** Quotations, and any alternatives if allowed, should be submitted to the address below, on or before the date and time indicated below. Late quotations will be rejected.
7. Date of Submission (deadline): **15th July, 2024**  
Time of Submission (deadline): **11.00am** (*East African time*).

### **Address for Submission of Tender.**

- c) Mailing Address: [info@mutomohospital.or.ke](mailto:info@mutomohospital.or.ke)
- d) Physical address\_Our Lady of Lourdes Mutomo Hospital, Kitui, P.O. Box 16-90201, Mutomo

8. **Opening of Quotations:** Quotations will be opened publicly immediately after the closing date and time specified in item (6) above, by at least three appointed officials of the Beneficiary Entity in the presence of the Bidders' designated representatives who choose to attend at the **procurement office (Our Lady of Lourdes Mutomo Hospital, Kitui)**

**PART 2 STANDARD TENDER FORMS**

Tender Questionnaire

(Please fill in block letters.)

1. Full names of Tenderer:

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2. Full address of Tenderer to which tender correspondence is to be sent (unless an agent has been appointed below):

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3. Telephone number (s) of Tenderer:

.....

4. E-mail Address of Tenderer:

.....

5. Name of Tenderer's representative to be contacted on matters of the tender during the tender period:

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6. Details of Tenderer's nominated agent (if any) to receive tender notices. This is essential if the Tenderer does not have his registered address in Kenya (name, address, telephone, telex):

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.....

.....

\_\_\_\_\_  
Signature of Tenderer

**Confidential Business Questionnaire**

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2(c) and (2d) 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.....

Nature of Business.....

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

Kenya Shillings.....

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:

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....

**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:

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details*</i>	<i>Shares</i>
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....

3. ....

4. ....

\* Citizenship either by birth, nationalization or

**Part 2(d) Interest in the Firm:**

Are there any person/persons in the employment of Mpesa Foundation WHO has interest in this firm? Yes/No ..... (Delete as necessary)

I certify that the above information is correct.

.....

Title

.....

Signature

.....

Date

\* *Attach proof of citizenship*

## PART 3 QUALIFICATION CRITERIA

### 3.1 Prequalification & Evaluation Criteria

#### **STAGE 1: MANDATORY REQUIREMENTS**

The following mandatory requirements **must** be met notwithstanding other requirements in the Tender Document:

No	Requirements
MR 1	Copy of Registration Certificate /Certificate of Incorporation.
MR 2	Pin Certificate
MR 3	Valid Tax Compliance Certificate
MR 4	Company Brochure
MR 5	Tender validity duration 60 days from the date of opening.
MR 6	Duly filled and signed and stamped Price Schedule.
MR 7	The delivery period <b>within 14 days</b> from the date of signing the Contract.
MR 8	All items in the schedule must be quoted to be considered responsive.

**Firms whose documents do not satisfy any of the above requirements shall be considered NON-RESPONSIVE and will not be evaluated further.**



### **STAGE 2: TECHNICAL EVALUATION**

Technical evaluation shall be carried out only if the tender is responsive to the preliminary examination.

Bidder must demonstrate conformance to the all the Technical Specifications and requirements as per the Technical Specifications of the tender document, and as tabulated below.

No	Requirements		Tenderer's response (PASS/FAIL)
TR 1	Compliance to Technical Specifications and requirements, delivered items <b>MUST</b> be Branded with the <b>MPESA FOUNDATION LOGO</b>		
TR 2	As a minimum, the equipment must meet stipulated Ministry of health Standards.		
TR 3	As a minimum, the equipment must meet descriptive Technical Specifications and must have the relevant <b>Quality certificates</b>		
TR 4	Proof that equipment supplier, is well established, has supplied similar equipment in the recent past and is committed to offer technical support when required technology should not be obsolete at the time of commissioning.		
TR 5	Bidders must attach a catalogue indicating the equipment they intend to supply and highlight the relevant pictures and tabulate a clause-by-clause description of the items against the specified requirements. <b>Bidders are advised to strictly adhere to the outlined format in the Technical Schedule when making an offer; deviations will be deemed to be non-responsive.</b> (include photos)		
TR 6	Indicate the relevant technical characteristics of your offer in an itemized manner as tabulated in the Technical Schedule.		
TR 7	The winning bidder must supply the brand that is highlighted in the submitted catalogue, failure to which will lead to rejection during inspection at delivery.		
TR 8	The equipment will be subjected to pre-delivery acceptance tests and approval by Project Manager		
TR 9	All items will be subjected to functional and performance test on delivery prior to acceptance and hand over to User.		
TR 10	Proof of Financial Capacity by providing Bank Statements not more than six months/ Bank Facility to fund the project		

## **NOTES APPLICABLE TO ALL SCHEDULES**

1. A Tenderer must quote for supply of all items in the Schedules.
2. **No correction of errors:** The Tender sum as submitted shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.
3. The quantities indicated in the Schedules are subject to change based on negotiations
4. Award shall be based on the lowest best quality evaluated price per item in each schedule.
5. Prices shall remain fixed for the entire contract period.
6. Prices quoted shall be Delivered to Beneficiary- Our Lady of Lourdes Mutomo Hospital, Kitui.

### **The bidder must meet the following Technical Specifications:**

1. All the goods supplied shall be new and genuine unused, of the latest design and supplied as specified.
2. The delivery completion period shall be within **two (2) weeks** after the date of signing the Contract. Delivery must be for a complete schedule. Partial delivery shall not be accepted.
3. All equipment shall be of the following characteristics:
  - a. Tested to current Ministry of health Standards
  - b. Supplied with test certificate/ Quality certificates where applicable
  - c. One-year warranty
- 4 Tenderers shall provide catalogues and photos for each of the item quoted for.

### **STAGE 3. FINANCIAL EVALUATION**

- Financial evaluation shall involve checking completeness and arithmetic errors of financial bid.
- Presence of a duly filled signed and stamped Price Schedule.
- Financial evaluation shall be based on quoted price and subject to negotiations.
- All prices quoted must include delivery to User/ Beneficiary Community
- The lowest evaluated price shall be recommended for award.

#### **PART 4 PAYMENT TERMS**

- There will be No Early Payments or Advance Payments for this Delivery Works
- All Payments will be made after Delivery and Certification by Mpesa Foundation as per the Terms of Engagement
- Payment Period will be as per the terms of Engagement with Mpesa Foundation.

#### **NOTE:**

- Only the suppliers who provide the requested details will be considered for further discussions,
- Contracting Authority reserves, at its sole discretion, the right to select or reject, either in totality or partially, any or all proposals made in the context of this RFQ. Any such decisions made will be final and no correspondence will be engaged in, other than for the purpose of informing the bidders of the outcome of the process.

LOCATION		OUR LADY OF LOURDES MUTOMO HOSPITAL			
Item	Description	UoM	Qty	Unit Price (Kshs)	Brand/Model
1	Anesthesia Machine -Atlas Bt N70A With 2 Vaporiser .	pc	1		ATLAS Bt N70
2	Aenmed Op750 Theater Operating Table With Longitudinal Shift X 2	pc	1		Aenmed OP70
3	Theater Lamp Double Arm Dome Led O/T-KI-Led.Sz4	Pc	1		K-led sz4
4	Piped oxygen	Sum	1		
5	Infant Radiant Warmer - Hkn-90	pc	1		Hkn 90
6	Resuscitaire Machine Perlove L200	pc	1		PERLOVE L200
7	Infant Incubator - Yp-100	pc	4		YP 100
8	Gynea Multipurpose Delivery Bed Atlas	pc	1		GR002 PIOWAY
9	Gynecological Examination Table Aenmed	Pc	1		AENMED L12
10	Autoclave Sterilizer 100Lts Pioway.	pc	1		FE-PIOWAY
11	Martenity Bed 2 Function	pc	10		LT200-PIOWAY
12	Cpap Ventilator Machine Cw-C	pc	1		PSUPERSTAR - D6002
13	Patient Stretcher Adjustable Heavy Duty With Casters	pc	1		HKN6012
14	Emergency Trolley Pioway.	Pc	1		HKN802B
15	Electro-Surgical Diathermy- Superstar G5	pc	1		DD4500-PIOWAY
16	Patient Monitor - 7 Parameter Pw-407	pc	2		EDAN MS200
17	Mpesa Foundation Branding	Above items			YP 100
18	Wall branding	Area	9m <sup>2</sup>		GR002 PIOWAY

