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Software Development | Project Implementation | Research | M&E | SAAS

PREQUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR THE PERIOD
JANUARY 2021 - DECEMBER 2021

CATEGORY APPLIED FOR:

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1.0: INTRODUCTION

1.1 BACKGROUND

mHealth Kenya is a limited liability company in Kenya that brings together a team of experts with a diversity of knowledge and experience and a deep understanding of ICT for Health. mHealth Kenya's purpose is to bridge communication gaps among remote healthcare facilities, community workers and central government headquarters to improve care and treatment. mHealth Kenya specializes in cutting edge, prescient mobile health (mHealth) technology applications, such as increasing direct patient care, rapid lab results communication, worker training, drug supply-level management. Over the last few years, mHealth Kenya has risen to be at the forefront of facilitating improved public health through use of mobile technologies.

mHealth Kenya leverages on technology to develop, potentiate, and implement scalable digital solutions for better health. mHealth Kenya continues to be a strategic lead in delivering on successful public private partnerships in the areas of HIV/AIDS management, response to public health emergencies, and supporting health care workers to better deliver on health. Our robotic process automation, research, smart technologies, and big data analytics ensure that we meet our customers end to end business needs and maximize their profits through our intelligent technologies.

2.0: CATEGORIES OF GOODS AND SERVICES

The categories of goods and services to be pre-qualified are indicated below

	CATEGORY REFERENCE NO.	ITEM DESCRIPTION
A	<i>Supply and Delivery of Goods</i>	
1	MH/01/2021	Supply of General Office Stationery
2	MH/02/2021	Supply of Branded Promotional Materials
3	MH/03/2021	Supply and Maintenance of Office Furniture, Furnishings, Blinds and Related Fittings
4	MH/04/2021	Supply of Computer and Laptops, Printers and Related ICT Items
5	MH/05/2021	Supply of Computer Related Accessories including Toners & Computer Consumables
6	MH/06/2021	Supply of Drinking Water
7	MH/07/2021	Supply of Newspapers, Magazines and Periodicals
8	MH/08/2021	Supply and Maintenance of Fire Fighting Equipment
9	MH/09/2021	Supply and maintenance of Office Equipment and Accessories
10	MH/10/2021	Supply and Maintenance of CCTV and Security Related Devices
B	<i>Provision of Services</i>	
11	MH/11/2021	Provision of Design, Publishing and General Printing Services
12	MH/12/2021	Provision of Preventive Maintenance Works including renovations, partitioning, painting, plumbing, electrical and related services
13	MH/13/2021	Repair & Maintenance of ICT equipment (computers laptops, printers Etc)

14	MH/14/2021	Provision of Sanitary Services
15	MH/15/2021	Provision of Pests Control Services (Fumigation)
16	MH/16/2021	Provision of Courier and Mail Delivery Services
17	MH/17/2021	Supply and Maintenance of Signage and Advertising
18	MH/18/2021	Provision of General Insurance Services-theft, fire, burglary, Vehicle insurance, GPA and WIBA
19	MH/19/2021	Provision of Medical Insurance Services
20	MH/20/2021	Provision of Air Ticketing Services - (IATA/KATA Registered Firms Only)
21	MH/21/2021	Provision of Car Hire Services including Taxis
22	MH/22/2021	Provision of Internet Connectivity Services
23	MH/23/2021	Provision of Vehicle repair and maintenance Services
24	MH/24/2021	Provision of Electric fence repair and maintenance Services
25	MH/25/2021	Provision of Garbage collection Services
26	MH/26/2021	Provision of office guards and alarm response Services
27	MH/27/2021	Provision of bulk SMS/USSD Services
28	MH/28/2021	Provision of chairs, table, tents hire services
C	Provision of Services	
29	MH/29/2021	Provision of Statutory Audit Services
30	MH/30/2021	Provision of Legal Services
31	MH/31/2021	Provision of Company Secretary Services
32	MH/32/2021	Provision of Tax advisory services
33	MH/33/2021	Provision of Monitoring and Evaluation (M&E) Services
34	MH/34/2021	Provision of Proposal and Grants Writing Services

The downloaded pre-qualification document should be duly completed as per the instructions and emailed to procurement@mhealthkenya.org so as to be received on or before Friday 15th January 2021 at 5:00pm

3.0: PREQUALIFICATION INSTRUCTIONS

3.1 INTRODUCTON

The **CHIEF EXECUTIVE OFFICER, MHEALTH KENYA LIMITED** would like to invite eligible firms/individuals to pre-qualify for the supply and delivery of goods and services. Eligible firms/individuals must qualify by meeting the set criteria as provided by the procuring entity (mHealth Kenya)

3.2 PREQUALIFICATION OBJECTIVE

The main objective of this part is to qualify firms/individuals to supply and deliver assorted items and also provide services under relevant tenders/quotations as and when required during the period January 2021-December 2021

3.3 LANGUAGE

All the information requested for pre- qualification shall be provided in the English language

3.4 EXPERIENCE

Prospective firms must have successfully carried out the supply and delivery of similar goods/services to institutions of similar size and complexity. Prospective firms must demonstrate the willingness and commitment to meet the tender criteria

3.5 ELIGIBLE FIRMS

The procuring entity's employees and their relatives (spouse and children) are not eligible to participate in the pre-qualification process

3.6 QUESTIONS ARISING FROM PRE-QUALIFICATION DOCUMENTS

Questions and clarification that may arise from the pre-qualification documents should be sent to the email address procurement@mhealthkenya.org

3.7 ADDITIONAL INFORMATION

MHEALTH KENYA LTD reserves the right to request submission of additional information from prospective bidders

3.8 INVITATION TO TENDER/QUOTATION

Bidding documents (Tender/Quotation) will be made available only to those bidders whose qualifications are accepted by MHEALTH KENYA LTD after scoring 50 points and above after the completion of the pre-qualification process

3.9 NOTIFICATION OF SUCCESSFUL AND UNSUCCESSFUL FIRMS

All bidders shall be notified of the pre-qualification outcome in writing

4.0: PRE-QUALIFICATION GUIDELINES/REGULATIONS AND CRITERIA

4.1 INCOMPLETE APPLICATION

The application forms which are not filled and duly stamped and submitted in the prescribed manner will not be considered

4.2 THE PRE-QUALIFICATION DATA

It is understood and agreed that the pre-qualification data of the prospective bidders is to be used by mHealth Kenya in the selection of prospective firms in respect to the different supplier categories as listed above

4.3 QUALIFICATION REQUIREMENTS

Prospective bidders will not be considered qualified unless in the judgment of MHEALTH KENYA LTD they possess capability, experience, qualified personnel ,availability and sustainability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services

4.4 WITHDRAWAL OF PREQUALIFICATION

Should a condition arise between the time the firm has tendered the bid and the opening date which in the opinion of the Client/ MHEALTH KENYA LTD 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 commitment, MHEALTH KENYA LTD reserves the right to reject the tender from such a bidder even though he was initially prequalified

4.5 PREQUALIFICATION CRITERIA

The prospective bidder shall have at least five years’ experience in the supply of goods, services and allied items. Prospective suppliers should have special experience and capability to organize, supply and deliver items or services at short notice

The following is the prequalification criteria that mHealth will use in assessing the bidding documents

No	Information Required	Point Score
1	General information fully provided	4
2	Specific requirements	3
3	Management structure	4
4	Number of staff employed	15
5	Financial position	10
6	Past experience	30
7	Confidential questionnaire if duly filled	2
8	Bank details provided	2
		70

4.5.1 GENERAL INFORMATION (4MKS)

Category applied for.....

Business name of the firm

Legal name of firm if different from business name

Year of incorporation/Registration.....

Post office address

Street/Road.....

City.....

Country.....

Telephone

Mobile.....

Contact Personnel and Title

4.5.2 SPECIFIC REQUIREMENTS (3MKS)

All firms must provide (Tick appropriate box):

(a) Copies of Certificate of Registration. No Yes

(b) Copy of V.A.T Registration and Compliance Certificate No Yes

(c) Membership to professional body for professional services if any No Yes Not applicable

Applicants should only apply in their areas of expertise

4.5.3 MANAGEMENT STRUCTURE (19MKS)

Management personnel: MD

Directors

General Manager

Number of staff employed.....

4.5.4 FINANCIAL POSITION (10MKS)

All firms must provide (Tick appropriate box):

A. Audited financial statement (Year 2017) No Yes

B. Provide copy of the company's bank statement for the last 3 months No Yes (10 Marks)

4.5.5 PAST EXPERIENCE (30MKS)

Provide a list of 2 current clients/customers that you have transacted business with and value (for the past 5 years)

	Client 1	Client 2
Name of client (organisation)		
Address of client (organisation)		
Name of contact person at the client (organisation)		
Telephone/Email address of the client		

Value of contract		
Duration and time of the contract		

4.5.6 CONFIDENTIAL DATA (2MKS)

You must provide details requested. Please note that providing false information shall lead to disqualification. (2 Marks)

LITIGATION HISTORY

Does the company have any litigation (Tick appropriate box)? Yes (give details below) No

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last four years. A separate sheet should be used for each partner of a joint venture

Year	Award for or against applicant	Name of client, cause of litigation, and matter dispute	Disputed amount

4.5.7 BANK DETAILS (2MKS)

For payments by electronic funds transfer (bank wire transfer), provide the following information:

BANK NAME.....

BRANCH NAME

BANK ADDRESS

BRANCH CODE.....

SWIFTCODE (USD)

ACCOUNT NAME

DECLARATION

Having studied the tender information for the above pre-qualification we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) Have read and understood the terms and conditions
- c) That in case of being qualified we acknowledge that this grants me/us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow
- d) If the legal, technical, financial conditions or the contractual capacity of the firm changes when the call for Tenders/Quotations is issued, we commit ourselves to inform you and acknowledge your right to review the tender made
- e) We enclose all the required documents and information required for the prequalification evaluation.

Date

Applicant's name

Represented by

Signature

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