



NAIROBI CITY COUNTY
www.nairobi.go.ke



MAMA LUCY KIBAKI HOSPITAL

HEALTH, WELLNESS AND NUTRITION

REGISTRATION OF SUPPLIERS AND CONTRACTORS.

CHS/MLKH/REG/001/2026-2028.

**MAMA LUCY KIBAKI HOSPITAL
KANGUNDO ROAD, UMOJA II EMBAKASI WEST
P. O. BOX 1278-00515
NAIROBI.
Email: medsupnedh@yahoo.com**

**CLOSING DATE: 5TH FEBRUARY, 2026
TIME: 11.00AM.**

INVITATION TO FOR REGISTRATION OF SUPPLIERS AND CONTRACTORS

DATED: 28TH JANUARY, 2026

Name of Contract: REGISTRATION OF SUPPLIERS AND CONTRACTORS

Registration Reference No:

CHS/MLKH/REG/001/2026-2028

1. The MAMA LUCY KIBAKI HOSPITAL intends to register Contractors and Suppliers to provide various categories of goods, works and non-consulting services as and when they shall be required as detailed hereunder.
2. It is expected that the Invitation to Tender will be made to firms using the list of registered contractors and suppliers as and when the items will be required using a standardized tender document and will only be open to all applicants who were registered.
3. Qualified and interested applicants may obtain further information and inspect the Registration Document during office hours 8.00am to 5.00pm at the address given below.
4. A complete set of Registration Document in English may be obtained by interested applicants free of charge from Mama Lucy Kibaki Hospital.
5. Registration Document may be viewed for free from Mama Lucy Kibaki Hospital.
6. Applications for registration should be submitted in the Tender Box at the Office of the Head of Procurement at Mama Lucy Kibaki Hospital NOT LATER than 5TH FEBRUARY, 2026 AT 11,00AM.
7. Late applications are liable to be rejected.
8. Address where to submit Applications

A. Address for obtaining further information and for purchasing tender documents

(1) MAMA LUCY KIBAKI HOSPITAL

1) Physical address for hand Courier Delivery to an office or Tender Box

Address to: CHIEF EXECUTIVE OFFICER
MAMA LUCY KIBAKI HOSPITAL

KANGUNDO ROAD, UMOJA II EMBAKASI WEST
P. O. BOX 1278-00515
NAIROBI.

EMAIL: medsupnedh@yahoo.com

B. Address for Submission of Tenders.

1) MAMA LUCY KIBAKI HOSPITAL

2) Postal address: P. O. BOX 1278-00515, NAIROBI.

3) Physical address for hand Courier Delivery to an office or Tender Box
MAMA LUCY KIBAKI HOSPITAL, supply chain department office.

C. Address for Opening of Tenders.

MAMA LUCY KIBAKI HOSPITAL

KANGUNDO ROAD, UMOJA II EMBAKASI WEST

OFF KAYOLE SPINE ROAD

P. O. BOX 1278-00515

NAIROBI

PART 1 - APPLICATION PROCEDURES

SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

A. General

1 Scope of Application

1.1 The name of the Procuring Entity inviting for applications is defined in the RDS. The particular categories of goods, works and non-consulting services for registration and their reference number are given herein in Section V.

2 **Source of Funds** to be specified in the RDS, if deemed necessary.

3 Fraud and Corruption

3.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.

3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

4 Collusive practices

4.1 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed.

5 Eligible Applicants

5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9.

5.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be

registered. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.

- 5.3 A firm may apply for registration both individually, and as part of a subcontractor. If registered, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.
- 5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for registration either individually, as a subcontractor among them for the same contract. However, if registered, only one registered Applicant will be allowed to tender for the. All Tenders submitted in violation of this procedure will be rejected.
- 5.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.
- 5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this registration. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Procuring Entity who:
- a are directly or indirectly involved in the preparation of the registration Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
 - b would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity

throughout the registration, ITT process and execution of the Contract.

- 5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, registered for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at www.ppra.go.ke
- 5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to register, compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Procuring Entity, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.
- 5.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.
- 5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.
- 5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

6 Eligibility

- 6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are ineligible if:
- a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or
 - b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.
- 6.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross jurisdictional boundary (and more

than one country is a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual on the basis of ITA 5.1 (a) above by any country may be applied to that procurement across other countries involved, if the Procuring Entities involved in the procurement so agree.

6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

6.4 B. Contents of the Registration Documents

7 Sections of Registration Document

7.1 This Registration Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with IT A8.

PART 1 - Registration Procedures

- i) Section I- Instructions to Applicants (ITA)
- ii) Section II - Registration Data Sheet (RDS)
- iii) Section III - Qualification Criteria and Requirements
- iv) Section IV- Application Forms

PART 2 – Categories of Works, Goods, or Non-Consulting Services for Registration

- i) Section VII- Categories of Works, Goods, or Non-Consulting Services

7.2 Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Registration Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.

7.3 The Applicant is expected to examine all instructions, forms, and terms in the Registration Document and to furnish with its Application all information or documentation as is required by the Registration Document.

8 Clarification of Registration Documents, site visit(s) and Pre-Application Meeting

- 8.1 An Applicant requiring any clarification of the Registration Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the **RDS**. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than three (3) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Registration Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so indicated in the **RDS**, the Procuring Entity shall also promptly publish its response at the webpage identified in the **RDS**. Should the Procuring Entity deem it necessary to amend the Registration Document as a result of a clarification, it shall do so following the procedure under ITA 8. And in accordance with the provisions of ITA 17.2.
- 8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application where applicable. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify in the **RDS** if a pre-application meeting will be held, when and where. The Procuring Entity shall also specify in the **RDS** if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre-application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 8.3 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **RDS** before the submission date of applications.
- 8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the registration documents. Minutes shall not identify the source of the questions asked.
- 8.5 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page identified in the **RDS**. Any modification to the Registration Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-

application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to PDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

9 Amendment of Registration Document

- 9.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the Registration Document by issuing an Addendum.
- 9.2 Any Addendum issued shall be part of the Registration Document and shall be communicated in writing to all Applicants who have obtained the Registration Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage identified in the RDS.
- 9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

C. Registration of Applications

10 Cost of Applications

- 10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

11 Language of Application

- 11.1 The Application as well as all correspondence and documents relating to the registration exchanged by the Applicant and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

12 Documents Comprising the Application

- 12.1 The Application shall comprise the following:

- a. Application Submission Letter;
- b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;
- c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and
- d. Any other document required as specified in the PDS.

12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

13 Application Submission Letter

13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

14 Documents Establishing the Eligibility of the Applicant

14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

15 Documents Establishing the Qualifications of the Applicant

15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification and Evaluation Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).

15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
- b Value of single Contract-Exchange rate prevailing on the date of the contract.

15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.

- 15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.
- 15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.
- 15.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 15.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 15.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.

- 15.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:
- a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
 - b. If the contract has been awarded to that Applicant, the contract award will be set aside,
- 15.10 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.
- 15.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

16 Signing of the Application and Number of Copies

- 16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. The Applicant shall submit copies of the signed original Application, in the number specified in the RDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

17 Sealing and Marking of Applications

- 17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- a. Bear the name and address of the Applicant;
 - b. Be addressed to the Procuring Entity, in accordance with ITA 17.1; and
 - c. Bear the specific identification of this registration process indicated in the RDS 1.1.

17.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

18 Deadline for Submission of Applications

18.1 Applicants may either submit their applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the RDS. When so specified in the RDS, Applicants have the option of submitting their applications electronically, in accordance with electronic Application submission procedures specified in the **RDS**.

18.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Registration Document in accordance with ITA 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

19 Late Applications

19.1 The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the **RDS**. If late applications will be accepted, they must be received not later than the date specified in the **RDS** after the deadline for submission of applications.

20. Opening of Applications

20.1 The Procuring Entity shall open all Applications at the date, time and place specified in the **RDS**. Late Applications shall be treated in accordance with ITA 19.1.

20.2 Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the **RDS**.

20.2 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

21 Confidentiality

21.1 Information relating to the Applications, their evaluation and results of the registration shall not be disclosed to Applicants or any other

persons not officially concerned with the registration process until the notification of registration results is made to all Applicants in accordance with ITA 28.

21.2 From the deadline for submission of Applications to the time of notification of the results of the registration in accordance with ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the registration process may do so only in writing.

22 Clarification of Applications

22.1 To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.

22.1 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

23 Responsiveness of Applications

23.1 The Procuring Entity may reject any Application which is not responsive to the requirements of the Registration Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

24 Margin of Preference

24.1 Unless otherwise specified in the **RDS**, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

25 Nominated Subcontractors

25.1 Unless otherwise stated in the RDS, the Procuring Entity does not intend to execute any specific elements of the works by subcontractors selected in advance by the Procuring Entity (so-called

“Nominated Subcontractors”).

25.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as (“Specialized Subcontractors”). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

F. Evaluation of Applications and Registration of Applicants

26 Evaluation of Applications

26.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification and Evaluation Criteria, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.

26.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non- consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by the Procuring Entity in the RDS as can be met by Specialized Subcontractors, in which case:

- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and
- ii) the qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualifications of the Applicant for the purpose of the evaluation.

Unless the Applicant has been determined registered on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing

which, such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by the Procuring Entity subsequent to registration but before the tender submission deadline in accordance with ITA 30.

26.3 In case of multiple contracts, Applicants should indicate in their applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall register each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.

26.4 Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each Lot, to be completed by applicants.

26.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

27 Procuring Entity's Right to Accept or Reject Applications

27.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the registration process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

28 Registration of Applicants

28.1 All Applicants whose applications substantially meet or exceed the specified qualification requirements will be registered by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been registered or conditionally registered. In addition, those Applicants who have been disqualified will be informed separately.

28.32 Applicants that have not been registered may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

28 Invitation to Tender

29.1 Promptly after the notification of the results of the registration, the Procuring Entity shall invite Tenders from all the Applicants that have been registered or conditionally registered.

28.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document.

28.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

29 Changes in Qualifications of Applicants

30.1 Any change in the structure or formation of an Applicant after being registered in accordance with ITA 27 and invited to tender shall be subject to the written approval of the Procuring Entity prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a registered applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or (iii) in the opinion of the Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

31 Procurement Related Complaints

31.1 The procedures for making a Procurement-related Complaint are as specified in the RDS.

SECTION II - REGISTRATION DATA SHEET (RDS)

Reference to ITC Clause	PARTICULARS OF REGISTRATION DATA SHEET
A. General Provisions	
1(j)	<p>Electronic procurement system shall be used: (a) Yes ____ (b) No <u>✓</u></p> <p>If yes; Electronic –Procurement System – NOT APPLICABLE The Procuring Entity shall use the following electronic-procurement system to manage this Request for Proposal process: <i>[insert name of the e-system and URL address or link]</i> The electronic-procurement system shall be used to manage the following part of the RFP process: <i>[list the parts of process e.g. issuing RFP, submissions of technical and financial Proposals, opening of Proposals etc. and insert such additional information in this Data Sheet as is required to describe these processes]</i></p>
2.1	Name of the Procuring Entity: MAMA LUCY KIBAKI HOSPITAL
2.3	<p>A pre-proposal conference will be held: Yes __ or No <u>✓</u></p> <p><i>[If “Yes”, fill in the following:]</i></p> <p>Date _____ of _____ pre-proposal _____ conference:</p> <p>Time: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>E-mail: _____</p> <p>Title of contact person: _____</p>
6.2	Maximum number of members in the Joint Venture (JV) shall be: NA

Reference to ITC Clause	PARTICULARS OF REGISTRATION DATA SHEET
6.6 (a)	The list of debarred firms and individuals is available at the PPRA's website www.ppra.go.ke or email complaints@ppra.go.ke
B. Preparation of Applications	
10.1	<p>The Application shall comprise the following:</p> <p> Invitation to Apply for Registration Application Procedures Instructions to Applicants Registration Data Sheet (RDS) Qualification and Evaluation Criteria Application Submission Letter Applicant Information Form Categories of Registration </p>
12.1	Registration shall be for two (2) years.
C. Submission, Opening and Evaluation	
17.1	The Applicants shall not have the option of submitting their Proposals electronically. ELECTRONIC SUBMISSION NOT APPLICABLE
17.5	<p>The Applicants must submit:</p> <p>(a) ONE Original Application; and,</p> <p>(b) ONE Copy.</p>
18.5	<p>The Applications must be submitted no later than:</p> <p>Date 5TH FEBRUARY, 2026</p> <p>Time: 11.00AM</p> <p>The Application submission address is: CEO, MAMA LUCY KIBAKI HOSPITAL</p>
22.2	The Qualification and Evaluation Criteria is stated in the document.

Reference to ITC Clause	PARTICULARS OF REGISTRATION DATA SHEET
31	The Standstill Period shall be: __NOT APPLICABLE__
D. Negotiations and Award – NOT APPLICABLE	
37.1	<p>The procedures for making a Procurement-related Complaints are detailed in the “Regulations” available from the PPRA Website www.ppra.go.ke or email complaints@ppra.go.ke. If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to:</p> <p>For the attention: PPRA</p> <p>Title/position: DIRECTOR GENERAL PPRA</p> <p>Procuring Entity: MAMA LUCY KIBAKI HOSPITAL</p> <p>Email address: PPRA</p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <p>(i) the terms of the Tender Documents; and</p> <p>(ii) the Procuring Entity’s decision to REGISTER the APPLICANT.</p>

SECTION III - QUALIFICATION AND EVALUATION CRITERIA

An Applicant for Registration **MUST** meet **ALL** the following requirements to qualify for registration:

(A)	ELIGIBILITY AND PRELIMINARY/MANDATORY REQUIREMENTS
1.	Submit Certified copy of Certificate of Incorporation or Business Registration Certificate.
2.	Submit Certified Copy of valid Tax Compliance Certificate.
3.	Submit Certified a valid Trading license.
4.	Submit Certified Copy of current CR12 of not more than three-month-old.
5.	Chronologically serialize on all pages of the application document.
6.	Submit one original application and once copy.
7.	Duly fill, sign and Stamp the Application Submission Letter.
8.	Duly fill, sign and Stamp the Applicant Information Form.
9.	Submit Profile of your firm/company clearly showing the experience in relation to the Category of Registration you are applying for.

SECTION IV- APPLICATION FORMS

1. Application Submission Letter

Date:[insert day, month, and year]
ITT No. and title: [insert ITT number
and title]

To:[insert full name of Procuring
Entity] We, the undersigned, apply to be registered for the
Category(s)

No.....for.....and declare
that:

- a) No reservations: We have examined and have no reservations to the
Registration Document, including Addendum(s) No(s).....
- b) No conflict of interest: We have no conflict of interest;
- c) Eligibility: We (and our subcontractors) meet the eligibility
requirements; we have not been suspended by the Procuring Entity
based on execution of a Tender/Proposal-Securing Declaration;

Suspension and Debarment: We, along with any of our
subcontractors, suppliers, consultants, manufacturers, or service
providers for any part of the contract, are not subject to, and not
controlled by any entity or individual that is subject to, a temporary
suspension or a debarment imposed by the PPRA. Further, we are not
ineligible under the Kenya laws or official regulations or pursuant to a
decision of the United Nations Security Council;

- (g) Commissions, gratuities, fees: We declare that the following
commissions, gratuities, or fees have been paid or are to be paid with
respect to the prequalification process, the corresponding Tendering
process or execution of the Contract:

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
[insert full name for each occurrence]	[insert street/ number/city/country]	[indicate reason]	[specify amount currency, value, exchange rate and KENYA

SHILLING equivalent]

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*[If no payments are made or promised, add the following statement:
“No commissions or gratuities have been or are to be paid by us to
agents or any third party relating to this Application]*

- (h) Not bound to accept: We understand that you may cancel the registration process at any time and that you are neither bound to accept any Application that you may receive nor to invite the Registered Applicants to Tender for the contract subject of this Registration process, without incurring any liability to the Applicants.
- (i) True and correct: All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed.....*[insert signature(s) of an authorized representative(s) of the Applicant]*

Name*[insert full name of person signing the Application]*

In the capacity of *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: Applicant's Name..... *[insert full name of Applicant or the name of the JV]*

Address *[insert street number/town or city/country address]*

Dated on*[insert day number]* day of *[insert month]*, *[insert year]*

2. Form ELI -1.1 - Applicant Information Form

Date: *[insert day, month, year]*

ITT No. and title: *[insert ITT number and title]*

Page.....*[insert page number]* of *[insert total number]* pages

Applicant's name <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member: <i>[insert full name of each member in JV]</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address[in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>

1. Attached are copies of original documents of

☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 5.6.

☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 5.3.

☐ In case of state-owned enterprise or institution, in accordance with ITA 5.9 documents establishing:

- Legal and financial autonomy
- Operation under commercial law
- Establishing that the Applicant is not under supervision of the Procuring Entity

2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

PART 2 – CATEGORIES OF WORKS, GOODS OR NON - CONSULTING SERVICES FOR REGISTRATION

SECTION V – CATEGORIES OF WORKS, GOODS AND NON-CONSULTING SERVICES

An Applicant may apply for registration in several categories but not more than three (3) categories and as long as the Applicant meets the qualification and evaluation criteria for each respective category applied for.

S/NO	CATEGORY
1.	SUPPLY AND DELIVERY OF PHARMACEUTICALS
2.	SUPPLY AND DELIVERY OF NON-PHARMACEUTICALS
3.	SUPPLY AND DELIVERY OF PUBLIC HEALTH AND MORGUE ITEMS
4.	SUPPLY AND DELIVERY OF DRY FOOD STUFFS
5.	SUPPLY AND DELIVERY OF PERISHABLES
6.	SUPPLY AND DELIVERY OF LPG GAS
7.	SUPPLY AND DELIVERY OF LABORATORY ITEMS
8.	SUPPLY AND DELIVERY OF OFFICE STATIONERY AND TONNERS
9.	SUPPLY AND DELIVERY OF PRINTED STATIONARIES
10.	SUPPLY AND DELIVERY OF UTENSILS
11.	SUPPLY AND DELIVERY OF ICT ITEMS
12.	SUPPLY AND DELIVERY OF HOSPITAL LINEN
13.	SUPPLY AND DELIVERY OF BREAD AND MILK
14.	SUPPLY AND DELIVERY OF MEDICAL MACHINES
15.	SUPPLY AND DELIVERY OF MEDICAL OXYGEN
16.	SUPPLY AND DELIVERY OF RADIOLOGY ITEMS
17.	SUPPLY AND DELIVERY OF GENERAL SUPPLIES
18.	MANTAINANCE OF PLANT AND MACHINERY
19.	MANTAINANCE OF BUILDING AND STATION
20.	SUPPLY AND DELIVERY OF CATERING ITEMS
