



# Kenya Medical Association

*Championing the Welfare of Doctors and Quality Healthcare in Kenya*

---

## **Kenya Medical Association**

**PREQUALIFICATION OF SUPPLIERS & VENDORS FOR THE  
SUPPLY OF GOODS, AND SERVICES FOR THE FINANCIAL  
YEAR 2023 -2024**

## **INTRODUCTION**

The Kenya Medical Association (KMA) is a membership organization for doctors and dentists established in 1968 with the twin mandate of members welfare and advocating for the highest quality of health care for Kenyans.

The objective is to get pre-qualification of suppliers of goods and services from interested and eligible vendors for the financial year 2023-2024

## **SUBMISSION GUIDELINES & PRE-REQUISITES**

Interested firms and service providers may participate in the prequalification process by visiting our website: <http://kma.co.ke/resources/career>

More information will be on the link provided.

Access to the prequalification will be granted upon payment of a non-refundable fee of kes. 3,000.00 per category. All payments will be made via Mpesa Paybill Number 645645, Account Number is the company name.

Where required, all requisite documentation must be scanned sent via email

Kenya Medical Association reserves the right to accept or reject any tender either wholly or in part.

## **FOR INQUIRIES CONTACT**

### **Chief Executive Officer**

Kenya Medical Association  
KMA Centre, 4th Floor, Chyulu Road, Upper Hill  
Email: [nec@kma.co.ke](mailto:nec@kma.co.ke)  
P.O Box 48502 – 00100 Nairobi - Kenya  
Telephone Number: 254 722 275695

<b>Reference Number</b>	<b>Item Description/ Particulars</b>	<b>Eligibility</b>
KMA/PROC/1/2023	Supply of General Office Stationery i.e. not branded	Special Groups
KMA/PROC/2/2023	Design, Supply, and delivery of printed stationery e.g., notebooks, note pads etc	Special Groups
KMA/PROC/3/2023	Design, Layout and Printing of branded promotional materials e.g., T-Shirts, caps, umbrellas, banners, bags, water bottles et	Special Groups
KMA/PROC/4/2023	Supply of Computers, Computer accessories and consumables.	open
KMA/PROC/5/2023	Supply of general office equipment, Furniture and Fitting i.e., Office executive chairs, cabinets, safes, partitioning etc.	open
KMA/PROC/6/2023	Supply, Repair and Maintenance of Telephone Equipment.eg headsets	open
KMA/PROC/7/2023	Supply of Internet Security/Antivirus software.	open
KMA/PROC/8/2023	Supply and Delivery of Mineral Water	Special Groups
KMA/PROC/9/2023	Supply and Delivery of Fresh Milk	Special Groups
KMA/PROC/10/2023	Provision of Legal Services	open
KMA/PROC/11/2023	Provision of Statutory Audit Services	open
KMA/PROC/12/2023	Provision of printing services i.e. Printing of the official publications of the association, newsletter, magazine, Journal, brochures, flyers, booklets, Desktop calendars etc.	open
KMA/PROC/13/2023	Provision of Videography, Photography, livestreaming audio-Visual Production and editing services.	open
KMA/PROC/14/2023	Provision of maintenance services for computers, printers, UPS, antivirus/IT security solutions, local/wide Area Network, and wireless Network etc	open
KMA/PROC/15/2023	Provision of hosting, ISP- internet services provision and maintenance services.	open
KMA/PROC/16/2023	Provision of outside catering- office meeting hospitality	open
KMA/PROC/17/2023	Provision of media monitoring and liaison services.	open

KMA/PROC/18/2023	Provision of tour and travel agency services, air ticketing and local and international travel arrangements (IATA Registered only).	open
KMA/PROC/19/2023	Provision of small building works, renovation, partitioning, plumbing and related Services. - repair and maintenance	open
KMA/PROC/20/2023	Provision of Hotel, Accommodation and Conference Facilities Services for KMA events i.e., in all towns in Kenya	open
KMA/PROC/21/2023	Provision of Insurance Cover Services i.e. Medical (in-out patient), General Insurance, WIBA, Professional Indemnity, and travel (Open to Insurers, agencies and Brokerage firms).	open
KMA/PROC/22/2023	Provision of event management Services i.e., renting of tents and chairs, PA systems, air conditioners, sound system and online and onsite registration process	open
KMA/PROC/23/2023	Provision of Bulk SMS Services	open
KMA/PROC/24/2023	Provision of Assets Valuation Services	open
KMA/PROC/25/2023	Provision of taxi and Airport transfers	open
KMA/PROC/26/2023	Provision of editorial (editing) services	open
KMA/PROC/27/2023	Provision of creative design services (e.g. reports, books, journals, newsletters, magazines, website banners e-posters etc.	open
KMA/PROC/28/2023	Provision of conference tele interpretation equipment hire services	open
KMA/ PROC/29/2023	Provision of Data Management and security Services-KMA portal	open
KMA/PROC/30/2023	Provision of consultancy services-Strategic Planning, Human Resource and Project Monitoring and Evaluation services	Open

## **PRE - QUALIFICATION INSTRUCTIONS**

### **1. Introduction**

The Kenya Medical Association is a national association of doctors and dentists and is mandated by its members to promote the quality practice of medicine in Kenya. KMA holds a strategic position in health sector policy by being in membership of national decision-making boards for the practice of medicine and the protection of patients in Kenya. KMA is using its national professional reach as the only sector player where professionals can bring their input for personnel matters.

### **2. Objective**

The main objective of pre-qualification of suppliers is to supply and deliver assorted Goods and Services under relevant Tenders/quotations to the association as and when required during the two-year period ending 31st December 2024.

### **3. Invitation of Pre-qualification**

Suppliers registered with the Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their pre-qualification documents email via email [info@kma.co.ke](mailto:info@kma.co.ke) , to be pre-qualified for submission of quotations. Prospective suppliers are required to provide mandatory information for pre-qualification.

### **4. Pre-qualification Documents**

This document includes a questionnaire to be completed and returned with the tender and be supported by the requisite documents from eligible and competent bidders.

In order to be considered for pre-qualification, prospective suppliers must submit all the information required on the forms / questionnaire.

### **5. Submission of Pre-qualification Documents**

Duly completed pre-qualification and other supporting documents should be addressed to:

**Chief Executive Officer  
Kenya Medical Association  
KMA Centre, 4th Floor, Chyulu Road, Upper Hill  
Email: [info@kma.co.ke](mailto:info@kma.co.ke)  
Telephone Number: 0722275695**

And documents to be submitted via mail: [info@kma.co.ke](mailto:info@kma.co.ke)

**Deadline for Submission: 17<sup>th</sup> March 2023**

### **6. Pre-qualification**

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Association in determining, according to its sole judgment and discretion, the qualification of prospective bidders to perform in respect with the tender category as described by the client.

### **7. Essential Criteria for Pre-qualification**

Experience - Prospective suppliers of goods and services should demonstrate the ability and experience to organize, supply and deliver any of the categories of goods and services listed in the Tender Notice.

### **8. Financial Capability**

The supplier's financial capability will be determined by examination of the latest 2 year audited financial statements submitted with prequalification documents as well as letters of references from the bankers regarding credit/financial position.

### **9. Past Performance**

The past performance of suppliers shall be given due consideration in the prequalification exercise. Letters of reference from the past and present clients should be included.

### **10. Capacity of the Firm**

Prospective suppliers of goods and services should demonstrate that they have the technical, physical, logistical, and human resource capacity to supply and deliver the category of goods and/or services that they are seeking to be pre-qualified for.

### **11. Notification of Pre-qualification**

Successful participants shall be notified formally of the outcome after completion of the prequalification process noting that Kenya Medical Association reserves the right to accept or reject any tender either wholly or in part.

### **12. Presentation**

A table of contents illustrating the contents of the documents is compulsory, as it creates ease of evaluation and will help verify the contents.

### **13. Verification**

The association shall have the right to visit the suppliers' premises to verify the information provided in the document and ascertain as part of the prequalification process, that the supplier indeed has the capability to provide the stated goods and or service.

**FORM PQ-1**

**STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS (ALL THESE ARE MANDATORY, AND FAILURE TO ATTACH ANY OF THEM WILL LEAD TO AN AUTOMATIC DISQUALIFICATION)**

**All firms must provide: -**

1. Copy of Certificate of Registration/ Incorporation
2. Tax Compliance Certificate from Kenya Revenue Authority
3. Copy of Pin Certificates of firm/company/individual.
4. Copy of Current and Valid Trade License
5. Registration with the National treasury (Directorate of Procurement) for The Opens
6. A utility Bill for proof of physical presence
7. State any technological innovations or specific attributes which distinguishes you from your competitors ..... State any quality Assurance Certificate e.g. ISO 9000 held by the company .....
8. State if the company is a subject of bankruptcy proceedings, in receivership, Administrative receivership, or any other form of liquidation as defined by the Applicable law
9. ....  
.....
10. State whether you have any litigation against the government or any History of litigation or arbitration resulting from contracts executed in the last five years.  
.....  
.....
11. Other important certificates e.g. KEBS, Registration with NIOPW, professional bodies' certification (IATA) a must for Air Travel Agent)

**FORM PQ 2 A**

**PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIER'S APPLICATION FORM (SERVICES)**

Date .....

**REGISTRATION OF SUPPLIER'S APPLICATION FORM**

**1. GENERAL INFORMATION**

I/We..... Hereby apply.

*(Name of the Company/Firm)*

For registration as supplier(s) of .....

Postal Address .....Fax NO ..... Tel.....

Email Address ..... Town..... Street .....Name of Building..... Room/Office No .....

Floor No .....

Full Name of Applicant .....

Other Branches location .....

**2. ORGANIZATION & BUSINESS INFORMATION**

Management Personnel.....

President (chief executive) .....

Secretary .....

General Manager .....

Any other .....

Partnership (if Applicable) .....

Name of Partners .....

3. Business founded or incorporation .....

4. Under present management since .....

5. Net worth equivalent Kshs .....

6. Bank reference and address.....

7. Bonding company reference and address .....

8. Enclose copy of organizational chart of the firm indicating the main fields of activities.

.....

9. State any technological innovations or specific attributes which distinguish you from your competitors .....

10. Indicate the terms of trade/sale

.....



**FORM PQ 2 B**

**PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIER'S APPLICATION FORM (GOODS)**

Date .....

**REGISTRATION OF SUPPLIER'S APPLICATION FORM**

**1. GENERAL INFORMATION**

I/We..... Hereby apply.

*(Name of the Company/Firm)*

For registration as supplier(s) of .....

Postal Address .....Fax NO ..... Tel.....

Email Address ..... Town..... Street .....Name of Building..... Room/Office No .....

Floor No .....

Full Name of Applicant .....

Other Branches location .....

**2. ORGANIZATION & BUSINESS INFORMATION**

Management Personnel.....

President (chief executive) .....

Secretary .....

General Manager .....

Any other .....

Partnership (if Applicable) .....

Name of Partners .....

3. Business founded or incorporation .....

4. Under present management since .....

5. Net worth equivalent Kshs .....

6. Bank reference and address.....

7. Bonding company reference and address .....

8. Enclose copy of organizational chart of the firm indicating the main fields of activities.

.....

9. State any technological innovations or specific attributes which distinguish you from your competitors .....

10. Indicate the terms of trade/sale

.....

**FORM PQ-3**

**FINANCIAL POSITION AND TERMS OF TRADE**

1. Assets and liabilities:
  - a) Total Assets in Kshs .....
  - b) Current Assets in Kshs... ..
  - c) Total Liabilities in Kshs .....
  - d) Net Worth (Total Assets-Total Liabilities.....
  - e) Working Capital Kshs ..... (Total Assets — Net Worth)
  
2. Attach a copy of firms two certified financial statements giving summary of assets and current liabilities/or any other financial support.
3. Attach letters of references from the bankers regarding suppliers' credit position
4. Indicate terms of sale/trade
  - a) Cash on delivery.....
  - b) Credit period Yes/No. Delete as appropriate, if yes Indicate Number of days.....
  - c) Upfront payment/ Down payment Yes/ No. Delete as appropriate, if yes state percentage .....

**Note: Attach letters of reference from the bankers regarding supplier's credit position.**

**FORM PQ-4**

**PAST EXPERIENCE- REFERENCES**

Names of Key Clients with Whom the Applicant Has Done Business in the Last Two Years Including the Values of Contracts/Orders.

**1st Client Organization**

Name of client (organization .....

Address .....

Name of contact person at the client/organization.....

Telephone No. of client.....

Value of Contract.....

Duration of Contract (date).....

Volume of Business .....

(Attach documental evidence of existence of contract- attachment)

**2nd Client (organization)**

Name of client (organization .....

Address .....

Name of contact person at the client/organization.....

Telephone No. of client.....

Value of Contract.....

Duration of Contract (date).....

Volume of Business .....

(Attach documental evidence of existence of contract- attachment)

**3rd Client (organization)**

Name of client (organization .....

Address .....

Name of contact person at the client/organization.....

Telephone No. of client.....

Value of Contract.....

Duration of Contract (date).....

Volume of Business .....

(Attach documental evidence of existence of contract- attachment)

**4th Client (organization)**

Name of client (organization .....

Address .....

Name of contact person at the client/organization.....

Telephone No. of client.....

Value of Contract.....

Duration of Contract (date).....

Volume of Business .....

(Attach documental evidence of existence of contract- attachment)

**5th Client (organization)**

Name of client (organization .....

Address .....

Name of contact person at the client/organization.....

Telephone No. of client.....

Value of Contract.....

Duration of Contract (date).....

Volume of Business .....

(Attach documental evidence of existence of contract- attachment)

**FORM PQ-5**

**HUMAN, TECHNICAL AND LOGISTICAL CAPACITY**

Please provide the following and any other evidence of your firm’s physical, human, technical and logistical capacity to supply and deliver should you be awarded a tender.

**Physical facilities**

Evidence of physical premises (place of business) e.g. Attachment of latest utility bill (Electricity, Water bill, Council Rates payments, etc)

.....  
.....

**Managerial and key Personnel Competency**

List the key managerial and technical staff of your organization (attach their CVs)

Name of Key Staff	Position held	Position Held from (Date)

Briefly describe how you would manage a situation where you are coincidentally engaged in three major yet critical client assignments concurrently. How would you go about ensuring that all the client assignments/contracts are delivered on a timely and quality basis while ensuring that all clients are satisfied with the level of customer service?

.....  
.....  
.....  
.....

**FORM PQ 6**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1 and part 2 as it 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 .....

Plot No Street/Road.....

Postal Address .....

Tel No.....

Nature of business .....

Current Trade License No .....

Expiring Date .....

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

Name of your bankers

Is your agent of Kenya National Trading Corporation?

YES/NO .....

**Part 2: Sole proprietor/ Partnership**

Your name in full ..... Age .....

Nationality .....Country of origin.....

Give details of partners as follows: -

	Name	Nationality	Citizenship	Details	Shares
1.					
2					
3					
4					
5					

Date .....Signature of Tendered ..... If citizen indicate under  
Citizenship details whether by birth Naturalization or Registration.

**Part 3: SWORN STATEMENT**

Having studied the prequalification/ registered information for the above project we/I hereby state:

- The information furnished in our application is accurate to the best of our knowledge.
- That incase of being prequalified/ registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the tendering institution.
- When the call for quotations is issued, the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the ministry and acknowledge your right to review the pre-qualification made.
- We enclose all the required documents and information required for the prequalification evaluation.
- We confirm that we have not been debarred from participation in Public Procurement and have litigation procedure in process.

Name .....

For and on behalf of .....

Position.....

Signature.....

Date .....

**Stamp**