



**TENDER No. KCG/YASC/ICT/T/001/2019-2020**

**FOR**

**TENDER NAME: PROVISION OF HOSPITAL MANAGEMENT INFORMATION SYSTEM  
ACROSS KIAMBU COUNTY HEALTH FACILITIES**

**CLOSING THURSDAY 27<sup>TH</sup> FEBRUARY 2020 AT 10:00AM**

**JANUARY 2020**

**CHIEF OFFICER  
FINANCE & ECONOMIC PLANNING  
KIAMBU COUNTY GOVERNMENT P.O BOX  
2344-00900  
KIAMBU**

**COUNTY SECRETARY  
KIAMBU COUNTY GOVERNMENT  
P.O. Box 2344-00900  
KIAMBU**

## TABLE OF CONTENTS

	<b>Page</b>
<b>INTRODUCTION .....</b>	<b>3</b>
<b>SECTION I INVITATION TO TENDER.....</b>	<b>4</b>
<b>SECTION II INSTRUCTIONS TO TENDERERS.....</b>	<b>5</b>
<b>APPENDIX TO INSTITUTIONS TO TENDER .....</b>	<b>19</b>
<b>SECTION III GENERAL CONDITIONS OF CONTRACT.....</b>	<b>21</b>
<b>SECTION IV SPECIAL COND1TIONS OF CONTRACT.....</b>	<b>27</b>
<b>SECTION V SCHEDULE OF REQUIREMENTS.....</b>	<b>30</b>
<b>SECTION VI TECHNICAL SPECIFICATIONS.....</b>	<b>31</b>
<b>SECTION VI STANDARD FORMS.....</b>	<b>33</b>

## INTRODUCTION

- 1.1 This standard tender document for the procurement services has been prepared for use by procuring entities in Kenya. It is to be used in the procurement of all types of services e.g.
  - i. Security.
  - ii. Cleaning.
  - iii. Servicing and repairs.
  - iv. Transport.
  - v. Clearing and forwarding.
  - vi. Air ticketing and travel arrangements and all others where there is no specific standard tender document for procurement of that service.
- 1.2 The following general directions should be observed when using the document.
  - a) Specific details should be finished in the invitation to tender and in the special conditions of contract. The final document to be provided to the tenderers should not have blank spaces or give options.
  - b) The instructions to tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the appendix to the instructions to the tenderers or the general conditions of contract respectively.
- 1.3 Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements,
- 1.4 The invitation to tender shall be issued as an advertisement in accordance with the regulations or as a letter of invitation addressed to the tenderers who have expressed interest following an advertisement of a prequalification tender.
- 1.5 The cover of the tender document should be modified to include;
  - i. Tender number.
  - ii. Tender name.

- iii. Name of procuring entity.
- iv. Delete name and address of PPOA.

## SECTION I – INVITATION TO TENDER

Date\_\_\_\_\_

Tender REF No. (**KCG/YASC/ICT/T/001/2019-2020**)

**Tender name (PROVISION OF HOSPITAL MANAGEMENT INFORMATION SYSTEM ACROSS KIAMBU COUNTY HEALTH FACILITIES- KCG/YASC/ICT/T/001/2019/2020**

- 1.1 The (**County Government of Kiambu**) invites sealed tenders from eligible candidates for the provision of **hospital management information system across kiambu county health facilities**
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at (**County Government of Kiambu –Thika Sub-County Office-Procurement office room 15B ground floor**) during normal working hours.
- 1.3 A complete tender document may be obtained by interested for FREE at the County Government of Kiambu website [www.kiambu.go.ke](http://www.kiambu.go.ke) or [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke)
- 1.4 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of ( **60** ) days from the closing date of the tender.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box provided at (**County Government of Kiambu –Thika Sub-County office-Procurement office room 15B ground floor**) or be addressed and posted to (**County Secretary ,County Government of Kiambu P.O.BOX 2344-00300 Kiambu**) to be received on or before (**Thursday 27<sup>th</sup> February 2020 at 10:00am**).
- 1.6 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at (**County chambers, Thika at 10:00 a.m**)

## SECTION II – INSTRUCTIONS TO TENDERERS

TABLE OF CONTENTS.	Page
2.1 Eligible Tenderers .....	6
2.2 Cost of tendering .....	6
2.3 Contents of tender documents .....	7
2.4 Clarification of Tender documents .....	7
2.5 Amendment of tender documents .....	8
2.6 Language of tenders .....	8
2.7 Documents comprising the tender .....	8
2.8 Form of tender .....	9
2.9 Tender prices .....	9
2.10 Tender currencies .....	9
2.11 Tenderers eligibility and qualifications .....	9
2.12 Tender security .....	10
2.13 Validity of tenders .....	11
2.14 Format and signing of tenders .....	11
2.15 Sealing and marking of tenders .....	12
2.16 Deadline for submission of tenders .....	12
2.17 Modification and withdrawal of tenders .....	12
2.18 Opening of tenders .....	13
2.19 Clarification of tenders .....	14
2.20 Preliminary Examination .....	14
2.21 Conversion to other currencies .....	15
2.22 Evaluation and comparison of tenders .....	15
2.23 Contacting the procuring entity .....	16
2.24 Post-qualification .....	17
2.25 Award criteria .....	17
2.26 Procuring entities right to vary quantities .....	17
2.27 Procuring entities right to accept or reject any or all tenders .....	17
2.28 Notification of award .....	18
2.29 Signing of Contract .....	18
2.30 Performance security .....	19
2.31 Corrupt or fraudulent practices .....	19

## **SECTION II INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible tenderers**

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the **date** of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Cost of tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 There is no price to be charged for the tender document.
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

### **2.3 Contents of tender documents**

- 2.3.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders
  - i) Instructions to tenderers

- ii) General Conditions of Contract
- iii) Special Conditions of Contract
- iv) Schedule of Requirements
- v) Details of service
- vi) Form of tender
- vii) Price schedules
- viii) Contract form
- ix) Confidential business questionnaire form
- x) Tender security form
- xi) Performance security form
- xii) Principal's or manufacturers authorization form
- xiii) Declaration form

2.3.2. The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

## **2.4 Clarification of Documents**

2.4.1. A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents"

2.4.2. The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender

## **2.5 Amendment of documents**

2.5.1. At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.



2.5.2. All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

2.5.3. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## 2.6 Language of tender

2.6.1. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## 2.7 Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

(a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.

(b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;

(c) Tender security furnished is in accordance with Clause 2.12

(d) Confidential business questionnaire

## 2.8 Form of Tender

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

## 2.9 Tender Prices

- 2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.
- 2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:
- 2.9.3 Prices quoted **by** the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. **A** tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.
- 2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

## **2.10 Tender Currencies**

- 2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers

## **2.11 Tenderers Eligibility and Qualifications.**

- 2.11.1** Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

## **2.12 Tender Security**

- 2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.

2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.

2.12.2 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.3 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:

- a) A bank guarantees.
- b) Cash.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit

2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 2.20

2.12.5 Unsuccessful tenderer's security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the procuring entity.

2.12.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.

2.12.7 The tender security may be forfeited:

(a) If a tenderer **withdraws** its tender **during** the period of tender validity specified by the procuring entity on the Tender Form; or

(b) In the case of a successful tenderer, *if* the tenderer fails:

(i) to sign the contract in accordance with paragraph 30

**or**

(ii) to furnish performance security in accordance with paragraph 31.

(c) If the tenderer rejects, correction of an error in the tender.

## **2.13 Validity of Tenders**

2.13.1 Tenders shall remain valid for 60 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.14 Format and Signing of Tender**

2.14.1 The tenderer shall prepare two copies of the tender, clearly / marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3 The tender shall have no interlineations, erasures , or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

## **2.15 Sealing and Marking of Tenders**

2.15.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given in the invitation to tender

(b) bear, tender number and name in the invitation to tender and the words: “DO NOT OPEN BEFORE (day, date and time of closing),”

2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”. —

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

## **2.16 Deadline for Submission of Tenders**

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than (**THURSDAY 27<sup>th</sup> February 2020 at 10:00 a.m**)

2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.

## **2.17 Modification and withdrawal of tenders**

2.17.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification , including substitution or withdrawal of the tender’s is received by the procuring entity prior to the deadline prescribed for the submission of tenders.

2.17.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.17.3 No tender may be modified after the deadline for submission of tenders.

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity

specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.17.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.17.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

## **2.18 Opening of Tenders**

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at ...(*time, day, and date of closing*) and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.18.3 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.

2.18.4 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

## **2.19 Clarification of tenders**

2.19.1 To assist in the examination, evaluation and comparison of tenders the procuring entity may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

Comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.20 Preliminary Examination and Responsiveness**

2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.

2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

2.20.3 The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 23, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

## **2.21 Conversion to a single currency**

2.21.1 Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

## **2.22 Evaluation and comparison of tenders.**

2.22.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

(a) operational plan proposed in the tender;

(b) deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 22.3 the following evaluation methods will be applied:

(a) ***Operational Plan.***

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) ***Deviation in payment schedule.***

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

2.22.5 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.22.6 To qualify for contract awards, the tenderer shall have the following:-

(a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.

(b) Legal capacity to enter into a contract for procurement



- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- (d) Shall not be debarred from participating in public procurement.

## **2.23. Contacting the procuring entity**

2.23.1 Subject to paragraph 2.19, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the procuring entity in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

## **2.24 Award of Contract**

### **a) Post qualification**

2.24.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

### **b) Award Criteria**

2.24.3 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially

responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.24.4 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

2.24.5 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## **2.25 Notification of award**

2.25.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

## **2.26 Signing of Contract**

2.26.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.26.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

## **2.27 Performance Security**

2.27.1 Within thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated or call for new tenders.

## **2.28 Corrupt or Fraudulent Practices**

2.28.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.28.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

2.28.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## **APPENDIX TO INSTRUCTIONS TO THE TENDERERS**

### **Notes on the appendix to instruction to Tenderers**

1. The appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to corresponding clauses in the instructions to tenderers included in section II and the appendix has to be prepared for each specific procurement
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the processing of the procurement and the tender evaluation criteria that will apply to the tenderers
3. In preparing the appendix the following aspects should be taken into consideration
  - a. The information that specifies and complements provisions of section III to be incorporated
  - b. Amendments of section II as necessitated by the circumstances of the specific procurement to be also incorporated.
4. Section II should remain intact and only be amended through the appendix.



## **Appendix to instructions to tenderers**

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1	Particulars of eligible tenderers
2.10	Particulars of other currencies allowed.
2.11	Particulars of eligibility and qualifications documents of evidence required
2.12	Particulars of tender security if applicable.
2.24	Particulars of post – qualification if applicable
2.30	Particulars of performance security if applicable
Other's as necessary	Complete as necessary

### **EVALUATION CRITERIA**

**Evaluation shall be in three stages as follows:**

- 1. Mandatory evaluation criteria**
- 2. Technical evaluation criteria**
- 3. Financial Evaluation Criteria**

## **MANDATORY REQUIREMENTS**

- 1. Certificate of Incorporation/Registration**
- 2. Valid tax Compliance certificate**
- 3. KRA PIN certificate**
- 4. Valid single business permit**
- 5. Copy of updated CR12/CR13 that is current preferably within 3 months of the tender**
- 6. Two Copies of the tender document marked original & copy of the original respectively**
- 7. Original and copy of Tender document MUST be paginated/serialized/Numbered sequentially on all pages including attachments**
- 8. Duly filled, signed and stamped form of tender by the bidder's authorized officer and attorney**
- 9. Duly filled, signed and stamped business Questionnaire by the bidder's authorized officer and attorney**
- 10. Bid bond of a sum of Ksh 500,000 (Five hundred thousand Kenya Shillings only)**

## **TECHNICAL EVALUATION CRITERIA**

**NB:** Bidders that will advance to the technical evaluation stage will be subjected to a demo session that will show proof of concept at a date that will be communicated after the mandatory evaluation is done.

	<b>EVALUATION ATTRIBUTE</b>	<b>TENDERER'S RESPONSE</b>	<b>WEIGHTING SCORE</b>	<b>MAXIMUM SCORE</b>
<b>1</b>	<b>Patient registration module</b>			<b>2 marks</b>
<b>2</b>	<b>Triage Module</b>			<b>2 marks</b>
<b>3</b>	<b>Laboratory module</b>			<b>3 marks</b>
<b>4</b>	<b>Pharmacy module</b>			<b>7 marks</b>
<b>5</b>	<b>Imaging module</b>			<b>2 marks</b>
<b>6</b>	<b>Nurse module</b>			<b>2 marks</b>
<b>7</b>	<b>Ward management module</b>			<b>3 marks</b>
<b>8</b>	<b>Outpatient module</b>			<b>2 marks</b>
<b>9</b>	<b>Inpatient module</b>			<b>2 marks</b>
<b>10</b>	<b>Morgue module</b>			<b>2 marks</b>
<b>11</b>	<b>Payment module</b>			<b>7 marks</b>
<b>12</b>	<b>Financial reporting module</b>			<b>2 marks</b>
<b>13</b>	<b>Reports module</b>			<b>5 marks</b>
<b>14</b>	<b>Inventory module</b>			<b>2 marks</b>
<b>15</b>	<b>Kitchen module</b>			<b>2 mark</b>
<b>16</b>	<b>Human resource module</b>			<b>2 marks</b>
<b>17</b>	<b>Duties module</b>			<b>2 marks</b>
<b>18</b>	<b>Dashboard module</b>			<b>2 mark</b>
<b>19</b>	<b>System architecture</b>			<b>10 marks</b>

<b>20</b>	<b>Legal requirements</b>			<b>2 marks</b>
<b>21</b>	<b>Security requirements</b>			<b>5 marks</b>
<b>22</b>	<b>Licences</b>			<b>2 marks</b>
<b>23</b>	<b>Financial statements/letter of credit worthiness from bank duly stamped and signed by the banker</b>			<b>5 marks</b>
<b>24</b>	<b>Proof of similar works attach evidence e.g LSO, letters from referees, letters of award</b>		<b>One letter/lsos 1 mark</b> <b>Two letters/LSos 2 marks</b> <b>Three letters/lsos 3marks</b>	<b>3 marks</b>
<b>25</b>	<b>Physical facilities of the firm i.e provide details of physical address and contacts-attach evidence e.g details of physical address and contacts with copy of either title or lease document or latest utility bill for year 2020</b>			<b>2 marks</b>
<b>26</b>	<b>Qualification of key personnel. Attach Cvs of atleast three key personnel to be involved in the assignment e.g. directors, managers, ict personnel etc</b>		<b>1 personnel 1 mark</b> <b>2 personnel 2 marks</b> <b>3 personnel 3 marks</b>	<b>3 marks</b>
<b>27</b>	<b>Delivery/implementation period</b>		<b>6 weeks 4 marks</b> <b>10 weeks 3 marks</b> <b>24 weeks 2 marks</b> <b>52 weeks 1 mark</b>	<b>4 marks</b>
<b>28</b>	<b>Training plan-bidders should indicate a clear training plan for users</b>			<b>10 marks</b>
<b>29</b>	<b>Duly filled, signed and stamped site visit form (bidders should visit atleast 1 level V, 1 level IV</b>		<b>1 site 1 mark</b> <b>2 sites 2 marks</b> <b>3 sites 3 marks</b>	<b>3 marks</b>



	and 1 level III hospital)			
	<b>TOTAL MARKS</b>			<b>100 MARKS</b>

**NB: ONLY BIDDERS WHO ATTAIN A PASSMARK OF 70 MARKS WILL PROCEED TO THE FINANCIAL EVALUATION STAGE**

**FINANCIAL EVALUATION CRITERIA**

**Lowest responsive evaluated bidder and taking into consideration technical requirements performance.**

## SECTION III GENERAL CONDITIONS OF CONTRACT

### TABLE OF CONTENTS

### Page

3.1	Definitions	
3.2	Application	
3.3	Standards	
3.4	Use of contract documents and information	
3.5	Patent Rights	
3.6	Performance security	
3.7	Inspections and tests	
3.8	Payment	
3.9	Prices	
3.10	Assignment	
3.11	Termination for default	
3.12	Termination for insolvency	
3.13	Termination for convenience	
3.14	Resolution of disputes	
3.15	Governing language	
3.16	Force majeure	
3.17	Applicable law	
3.18	Notices	

## **SECTION III GENERAL CONDITIONS OF CONTRACT**

### **3.1 Definitions**

In this contract the following terms shall be interpreted as indicated:

- a) “The contract” means the agreement entered into between the Procuring entity and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) “The services” means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.
- d) “The Procuring entity” means the organization sourcing for the services under this Contract.
- e) “The contractor means the individual or firm providing the services under this Contract.
- f) “GCC” means general conditions of contract contained in this section
- g) “SCC” means the special conditions of contract
- h) “Day” means calendar day

### **3.2 Application**

These General Conditions shall apply to the extent that they are not superseded by provisions of other part of contract.

### **3.3 Standards**

- 3.3.1 The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements

### **3.5 Patent Right's**

The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof .

### **3.6 Performance Security**

Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of :

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

3.6.4 The performance security will be discharged by the procuring entity and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

### **3.7 Inspections and Tests**

3.7.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.

3.7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to

drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.

3.7.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### **3.8 Payment**

3.8.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC

### **3.9 Prices**

Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC , vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

### **3.10 Assignment**

The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the procuring entity's prior written consent.

### **3.10 Termination for Default**

The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

- a) if the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- b) if the tenderer fails to perform any other obligation(s) under the Contract.

- c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

### **3.12 Termination of insolvency**

The procuring entity may at the any time terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

### **3.13 Termination for convenience**

3.13.1 The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

### **3.14 Resolution of disputes**

The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

### **3.15 Governing Language**

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

### **3.16 Force Majeure**

The contractor shall not be liable *for* forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

### **3.17 Applicable Law.**

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

### **3.18 Notices**

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

A notice shall be effective when delivered or on the notices effective date, whichever is later.

## **SECTION IV SPECIAL CONDITIONS OF CONTRACT**

### **Notes on Special Conditions of Contract**

The clauses in this section are intended to assist the procuring entity in providing contract specific information in relation to corresponding clauses in the general conditions of contract.

The provisions of section IV complement the general conditions of contract included in section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the procurement of services required. In preparing section IV, the following aspects should be taken into consideration.

- a) Information that complement provisions of section III must be incorporated
- b) Amendments and/or supplements to provision of section III, as necessitated by the circumstances of the specific service required must also be incorporated

Where there is a conflict between the provisions of the special conditions of contract and the provisions of the general conditions of contract the provisions of the special conditions of contract herein shall prevail over the provisions of the general conditions of contract.



## SECTION IV SPECIAL CONDITIONS OF CONTRACT

- 4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.
- 4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.6	Specify performance security if applicable
3.8	Specify method and conditions of performance
3.9	Specify price adjustments allowed
23.14	Specify resolution of disputes
3.17	Specify applicable law
3.18	Indicate addresses of both parties
Other's as necessary	Complete as necessary

## SECTION V – SCHEDULE OF REQUIREMENTS

### Notes for preparing the schedule of requirements

The schedule of requirements for the services shall be included in the tender documents by the procuring entity and shall cover at the minimum a description of the goods and services to be supplied and the delivery schedule.

The objectives of schedule of requirements is to provide sufficient information to enable tenderers to prepare their tenders efficiently and accurately, in particular, the price schedule, for which information is provided.

In addition, the schedule of requirements, together with the price schedule, should serve as a bases in the event of quantity variations at the time of award of contract pursuant to instructions to tenderers clause 26.

The date or period of delivery should be carefully specified, taking into account the date prescribed herein from which the procuring entity's delivery obligations start (notice of award).

This part will include any deliverables under the service contract

Number	Description	Quantity	Delivery Time
			Start _____ End _____

## **SECTION VI      DESCRIPTION OF SERVICES**

### **Notes for preparing technical specifications**

A set of precise and clear description of the services required is a prerequisite for tenderers to respond realistically and competitively to requirements of the procuring entity without qualifying their tenders, the specifications should require that all goods and services to be incorporated be new, and of the most recent improvements – in design and materials unless otherwise provided for in the contract.

Samples of specifications from previous similar procurement are useful in their respect.

Care must be taken in describing the services to ensure that they are not restrictive. In the description of services describing the services recognized national or international standards should be used as much as possible. Where other particular standards are used, the description should state the services that meet other authoritative standards and which ensure at least a substantially equal quality than other standards mentioned will also be acceptable.

This part will include any deliverables under the service contract.

## **SECTION VI – DESCRIPTION OF SERVICES**

### **PROVISION AND IMPLEMENTATION OF A HOSPITAL MANAGEMENT INFORMATION SYSTEM ACROSS KIAMBU COUNTY HEALTH FACILITIES AS PER THE FOLLOWING USER REQUIREMENTS**

#### **1. Patient Registration Module**

- a. Patient Name (First, Middle and Last)
- b. Date Of Birth
- c. Gender
- d. Location/Residence
- e. Next of Kin details
- f. Contact/Phone Number
- g. Nationality
- h. Marital Status
- i. Service Needed - Example OPD/MCH
- j. Mode of Payment - example Cash/NHIF
- k. Occupation
- l. Religion
- m. Patient ID Number
- n. If Dead on Arrival (DOA), Morgue department takes over

#### **2. Triage Module**

- a. Blood Pressure
- b. Pulse
- c. Auto calculation of BMI
- d. Register temperature
- e. Drug and food allergies.
- f. Re-triage
- g. Ability to assign doctor at the triage level
- h. HIV done by PITC counsellors (Provider Initiated Testing & Counseling)
- i. Respiratory Rate
- j. Pain Severity (Moderate/Acute)
- k. Dehydration
- l. Bleeding
- m. Mental Status
- n. Plan of Care - Ward Admitted
- o. Cardex

#### **3. Laboratory Module**

- a) Available Lab Tests
- b) Lab tests results should be available to doctor online
- c) Ability to link sample types to the tests
- d) System to generate unique Sample collection ID
- e) Ability to generate order forms for external lab tests.
- f) Integrate/Communicate to Lab Information System. (LIMS)

- g) Show stock levels - To be visible by Procurement/Management or any other approved User group.
- h) Summary Reports for tests done. Daily, Weekly, Monthly, Annually or customized duration
- i) Doctor/Clinical Officer referring the patient
- j) Ward from which the sample is coming from
- k) Ability to request for lab agents
- l) Ability to review and approve lab requests
- m) Ability to monitor Lab performance and revenue. (Tests per day etc)
- n) Recall back sent results - With comments
- o) Conditions for recalling sent results
- p) Workload on the lab. (Pending Tests/Queue)
- q) Progress of the test.( -Test done - Awaiting result - Results sent to doc etc)
- r) Handle Walk in Client

#### **4. Pharmacy Module**

- a) The ability to raise and dispense drug orders against prescriptions
- b) The ability to categorize drugs
- c) The ability to view drug stock levels
- d) System should display available stock
- e) Provide monthly workload report
- f) A summary of drug consumption according to age - Under five and over five
- g) Customizable summary reports
- h) Reorder Level status colors
- i) Expiry of drugs reports
- j) Malaria Drugs Report
- k) Consumption per department Reports
- l) Individual Drug Consumption report
- m) Decline dispensing when stock is out
- n) Ability to request for drugs from pharmacy store
- o) Ability to review and approve drug requests from store
- p) Anti-biotic/Drug category consumption report
- q) Allow drugs to be received from other providers other than KEMSA/MEDS
- r) The ability to raise stocks and flow of commodities from receipts to end users - Like a stock control bin card.
- s) Ability to monitor Pharmacy performance and revenue.

#### **5. Imaging Module**

- a) List of available imaging solutions (CT, Mammography, General XRay, Orthopantomogram etc)
- b) System should capture template based notes for the tests
- c) Facility to index files to the Electronic medical records
- d) Support image processing tools and Picture Archiving System.
- e) Images backup system
- f) Integrate with radiological information systems - Standard Encoding Formats.

## **6. Nurse Module**

- a) A list of all drug prescriptions and minor theatre procedures and ability to administer them,
- b) The ability to document triage observations
- c) Nurse should be able to capture nurse care notes and nursing procedures administered to the patient.
- d) Ability to chart the progress of the patients as per the dosage administered
- e) Ability to access lab results

## **7. Ward Management Module**

- a) Provide a list of patients admitted, with the ability to assign them to the wards
- b) Ability to allocate, change beds and bill inpatients
- c) Ability to admit those patients who have not been clerked
- d) A list of all inpatients in various wards.
- e) Cardex observation of vital signs.
- f) Drug Request
- g) Store requests
- h) Link to other departments (Imaging, Lab, Pharmacy etc)
- i) Digital Cardex and all charts needed for nursing care.
- j) Access lab results
- k) Provide Nurse care plan
- l) Provide Daily Bed Return
- m) Theatre List/Queue/Calendar
- n) Discharge Plan
- o) Booking Theatre/Imaging/Lab etc
- p) Provision of Doctor's remarks
- q) Kitchen Requests

## **8. Outpatient Module**

- a) A list of all patients queued to the clinics/procedure with the ability to clerk said patients
- b) The ability to clerk complaint categories and conduct general examination
- c) The ability to view illness history on electronic records.
- d) Link to other departments and clinics
- e) Customised Standard Diagnosis - ICD10 for Kenya
- f) BioData contained in MOH 204 A
- g) Contain Drug Formulary
- h) Allow prescription based on availability in pharmacy.
- i) Place Lab/Imaging requests - Order Investigations
- j) Review investigations results
- k) Key in other diagnostics not listed in the systems.
- l) Classify under 5 as per the IMNCI (Integrated Management of Newborns and Childhood Illness ) protocols.
- m) Review daily workload at departmental level based on sex/number/diagnosis/referrals/admission
- n) Ability to capture information on the manual register service provision regulates.

## **9. Inpatient Module**

- a) Nursing care - The ability to take down nursing notes - nursing care plan, cardex, partograph, vitals monitor and the fluid balance chart - in addition to the ability to request lab tests
- b) Shift summary - The ability to write the shift summary report during shift change in the wards
- c) Minor theatre queue - A list of all minor procedures prescribed within the facility with the ability to administer them
- d) View Patient History on Electronic Medical Records

## **10. Morgue Module**

- a) Morgue Admission - A list of all bodies received in the morgue with the ability to receive and release them
- b) The ability to change the cabinet to which a body has been assigned
- c) The ability to issue default billable items which will accrue daily until a body is released
- d) Report Mortalities - A list of all deaths certified through the system
- e) Provide a report of released bodies.
- f) Capture the various categories of bodies sources - Police/Hospital
- g) Flag overstayed bodies (With aging details)
- h) Police source bodies to indicate Next of Kin

## **11. Payment Module**

- a) View invoices whether generated automatically or created manually with the ability to process payments, request refunds, create invoices and print invoices
- b) Ability to process and account for and allocated imprest expenditure to its appropriate expense accounts
- c) Provide summarized and detailed cashier collection report
- d) A list of all debtors and their corresponding debt with the ability to print a debtor's statement of account
- e) Ability to process waivers.
- f) Provide a list of all creditors with the ability to print a creditor's statement of account.
- g) Creditor aging report - A list of aged debt balances
- h) Current inpatient - A list of all inpatients with their current bills
- i) Assign cashiers to shifts
- j) Cashiers Shifts reports - Individual and cumulative shifts
- k) Individuals Transactions statement
- l) Report of cancelled receipts
- m) Ability to separate source of revenue as per MOH standards (NHIF, Linda Mama etc)
- n) Indicate mode of payment (NHIF/Cash/Mobile/Card/bank deposit)
- o) Integrate various payment options (Mobile/Banks/Digital Money transfer)

- p) Cumulative invoices generated.
- q) Daily reconciliations
- r) Patients
- s) Ability to see patients admitted/discharged
- t) A list of all charges in the hospital. (Finance Act)
- u) F.O 30 reconciliation

## **12. Financial Reporting module.**

- a) Trial balance - A list of all general ledger accounts including the value of said ledger accounts
- b) A financial statement showing the facility's income and expenditure during the specified financial period
- c) A summary of the financial balances of the facility
- d) Monthly departmental analysis report
- e) Hospitals revenue analysis
- f) SubCounty Revenue Analysis
- g) Integrate with County Revenue System

## **13. Reports Module**

- a) Extensive reports on any data captured in the system. The reports must also be uploaded to partner supported systems: ADT, KEMSA ERP, TiBU, eCSM and iHRIS, DHIS2 and MFL/MCUL
- b) Reports related to clinical data with MOH standards
- c) Dashboards and analytics for top management reports
- d) System should have inbuilt report and chart designer
- e) Audit trail reports

## **14. Inventory Module**

- a) Process receipt of goods / drugs
- b) Direct Purchase entry should be available where stocks can be purchased and update for a specific store.
- c) System must have multi-locational stock tracking
- d) Selling price to be calculated automatically based on rules - Finance Act
- e) Automatic purchase order system where system should generate purchase orders for all those items which are below Re-order Level and tag the items.
- f) Facility to create manual purchase order where suppliers and items are selected manually.
- g) Purchase order approval based on workflow.
- h) Inter departmental stock transfer should be available at cost price
- i) Provide reports as may be requested by users.

## **15. Kitchen Module**

- a) Ability to create/update menus
- b) Ability to process menu requests



- c) Ability to request for kitchen consumables from main store
- d) Provide reports on consumption of various products.
- e) Ability to formulate diet sheet
- f) Ability to request commercial nutrition
- g) Therapeutic feeds/nutrition
- h) Record Food Rationing

## **16. Human Resource Module**

- 1. Ability to manage employee register
- 2. Ability to process leave
- 3. Ability to manage payroll data
- 4. Provide reports for various indicators eg. Contracts, staff on leave, staff establishment and returns

## **17. Duties Module**

- 1. Hours to be covered
- 2. Amount of hours each employee will work
- 3. Number of staff needed per shift
- 4. Rotation, to make sure everyone gets the same amount of rest
- 5. Workload per staff

## **18. Dashboards module**

- a) Real time dashboards for different management levels - executive, operational and technical levels
- b) Customizable dashboard widgets
- c) Default Charts - Patients, Drug levels etc

## **19. Internal Communication module**

- 1. Group Texting for Internal Communication
- 2. Instant Messaging
- 3. Screen Sharing between doctors

## **20. System Architecture**

- a) Web Based System
- b) Backend Python/PHP/JAVA/NODEJS
- c) FrontEnd Vuejs/ReactJs + Bootstrap/TailwindCss/CoreUI
- d) PWA (Progressive Web App)
- e) DB - SQL (PostgreSQL)
- f) Docker CI/CD or similar technology
- g) Hosting - Scalable application - Kubernetes or any other orchestration tool
- h) Android/iOS apps. (Approval Features/Dashboards/Reports)
- i) Automatic Backups - Every 4 Hours
- j) Local backup Once per day.

- k) Responsive to internet speeds. 2G/3G/4G

**B) Legal Requirements**

The system should conform to the Kenya Data Protection Act of 2019.

**C) Security Requirements**

- i) Use of SSL/TLS for encryption of data-in-transit.
- ii) Multi factor authentication. (SMS)
- iii) Data encryption using a minimum of RSA256

**D) Licences**

- i) Open licences to add unlimited users, branches/hospitals and any other module.

## **SECTION VII- STANDARD FORMS**

### **Notes on standard forms**

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.
2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 12.3
3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.
4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.
5. The principal's or manufacturer's authorisation form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

## **SECTION VI - STANDARD FORMS**

1. Form of tender
2. Price schedules
3. Contract form
4. Confidential Questionnaire form
5. Tender security form
6. Performance security form
7. Bank guarantee for advance payment
8. Declaration form

## FORM OF TENDER

Date \_\_\_\_\_

Tender No. \_\_\_\_\_

To.....

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos.. *[insert numbers,*  
the of which is hereby duly acknowledged, we, the undersigned, offer to provide.  
*[description of services]*  
in conformity with the said tender documents for the sum of . *[total tender amount in words and figures]*  
or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20  
*[signature]* *[In the capacity of]*

Duly authorized to sign tender for and on behalf of \_\_\_\_\_

## PRICE SCHEDULE OF SERVICES

Name of Tenderer \_\_\_\_\_ Tender Number \_\_\_\_\_. Page \_\_\_\_ of \_\_\_\_.

1	2	3	4	5	6	7
Item	Description	Quantity & quality	Duration	Unit Price	Total Price  EXW per item  (cols. 4x5)	Unit Price of other incidental services payable

Signature of tenderer \_\_\_\_\_

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.

## CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_ between.....[name of procurement entity] of .....[country of Procurement entity](hereinafter called “the Procuring entity”) of the one part and .....[name of tenderer] of .....[city and country of tenderer](hereinafter called “the tenderer”) of the other part.

WHEREAS the procuring entity invited tenders for certain materials and spares. Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of .....[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Tender Form and the Price Schedule submitted by the tenderer;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring entity’s Notification of Award.
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer)

in the presence of \_\_\_\_\_.

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied 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. ....Fax Email.....  
 Nature of Business .....  
 Registration Certificate No. ....  
 Maximum value of business which you can handle at any one time – Kshs.....  
 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

Given details of partners as follows

Name	Nationality	Citizenship details	Shares
1. ....			
2. ....			
3. ....			
4. ....			

### Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship details	Shares
1. ....			
2. ....			
3. ....			
4. ....			

Date.....Signature of Candidate.....



## TENDER SECURITY FORM

Whereas .....[name of the tenderer]

(hereinafter called “the tenderer”)has submitted its tender dated.....[date of submission of tender ] for the provision of .....

[name and/or description of the services]

(hereinafter called “the Tenderer”).....

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office at

[name of procuring entity](hereinafter called “the Bank”)are bound unto.....

[name of procuring entity](hereinafter called “the procuring entity”) in the sum of .....

for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of 20\_\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:

- (a) fails or refuses to execute the Contract Form, if required; or
- (b) fails or refuses to furnish the performance security, in accordance with the instructions to tenderers;

we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
[signature of the bank]

*(Amend accordingly if provided by Insurance Company)*

## PERFORMANCE SECURITY FORM

To: .....

[name of the Procuring entity]

WHEREAS.....[name of tenderer]

(hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. \_\_\_\_\_ [reference number of the contract] dated \_\_\_\_\_ 20\_\_\_\_ to

supply.....

[Description services](Hereinafter called "the contract")

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of .....  
*[amount of the guarantee in words and figures],*

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of .....

*[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_ day of 20

\_\_\_\_\_  
Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

*(Amend accordingly if provided by Insurance Company)*

## BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

[name of tender].....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,

.....

[name and address of tenderer][hereinafter called “the tenderer”] shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of .....  
[amount of guarantee in figures and words].  
We, the .....

[bank or financial institution], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding  
[amount of guarantee in figures and words].

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the tenderer under the Contract until [date].

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

## LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No.\_\_\_\_\_

Tender Name\_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(*FULL PARTICULARS*)\_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical  
address.....Fax No.....Tel. No.....Email ....., hereby request the Public Procurement  
Administrative Review Board to review the whole/part of the above mentioned decision on the following  
grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

---

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of  
.....20.....

**SIGNED**

**Board Secretary**