



KENYATTA NATIONAL HOSPITAL

**PREQUALIFICATION OF SUPPLIERS
FOR PROVISION OF PRINTING
SERVICES.**

TENDERER NAME:

CATEGORY NUMBER: KNH/PQ/005/2026-2028

CLOSING DATE: 24/6/2026

TIME: 10:00 HRS EAST AFRICA TIME

1.0 Supplier Registration Notice

The Kenyatta National Hospital would like to invite interested and competent suppliers who wish to be registered in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act 2015 for supply and delivery of goods, works and services to the organization as listed in the below categories for a two-year period 2025-2027.

(Existing Suppliers/ Service Providers who wish to be retained must resubmit up to date required documents for registration).

PREQUALIFICATION OF SUPPLIERS, RESERVED FOR YOUTH, WOMEN AND PERSONS WITH DISABILITIES			
CATEGORY NUMBER		DESCRIPTION	Specialized Requirement
2.	KNH/PQ/005/2026-2028	Prequalification of Suppliers for Provision of Printing Services (promotional materials, brochures, banners pamphlets, etc)	AGPO

REGISTRATION INSTRUCTIONS

1.1 Introduction

The Kenyatta National Hospital would like to invite interested and competent suppliers who wish to be registered through the set criteria as provided by the Hospital to perform the contract of supply and delivery of goods, works and services to the organization.

1.2 Objective

The main objective of this exercise is to identify competent providers to supply and deliver goods, works and/or services under relevant tenders/quotations to the Hospital **as and when** required during the period of **two 2 years**.

1.3 Registration Document

No charges applicable if downloaded from the www.knh.or.ke or www.tenders.go.ke .

1.4 Information

In order to be considered for registration prospective supplier must submit all the information herein requested.

1.7 Distribution of registration Documents

The completed registration document, data and other requested information shall be clearly marked with the relevant tender no: so as to reach:

**The Chief Executive
Officer
Kenyatta National
Hospital
P.O. BOX 20723 - 00202
NAIROBI**

**Or be deposited in the Tender Box at the main Reception
Not later than 10.00 a.m. (Local time) on 24.06.2026.**

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Managing Director whose address is given above or procurement@knh.or.ke.

1.9 Additional Information

The Hospital reserves the right to request submission of additional information from prospective bidders.

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the Hospital meeting the set criteria on a pass/ fail basis.

EVALAUTION CRITERIA

A: MANDATORY REQUIREMENTS

Special group Firms MUST meets all requirements and Non- Compliance will lead to disqualification.

	Completeness and Responsiveness Criteria	Requirement
1	Serialization	Must be chronologically and sequentially serialized i.e. 1, 2, 3,4.....on every page Including the original tender document.
2	Tax Compliance Certificate	Provide valid tax compliance certificate
3	Certificate of Incorporation/ Registration	Must Submit a copy of the Certificate of incorporation or Registration Certificate and corresponding CR12, CR13 where applicable
4	Original/Copy of Bid Document	Must submit two Tender Documents (Original and Copy) spiral/book bound no stapled documents will be accepted
5	Trade License	Attach Valid Copy of Trade License or Evidence of renewal from relevant County Government
6	Bank Details Form	Attach bank details form duly filled, signed and stamped by the bank and tenderer
7	Tender data Consent Form	Duly Filled, Stamped and Signed as per attached form
8	Power of Attorney	Attach Power of Attorney for company with more than one director
9	Confidential Business Questionnaire	Duly filled and stamped.
10	Access to Government Procurement Opportunities Certificate	A valid Access to Government Procurement Opportunities Certificate
11	Inspection and Certificate of Services	Must submit a duly filled signed and stamped commitment to comply with Inspection and Acceptance requirements
12	Supplier Performance	Must submit duly filled signed and stamped commitment to comply with the supplier evaluation requirements

	At this stage the tenderers submission will either beresponsive in all mandatory (MR) requirements above or non- responsive. The non-responsive submissions will be eliminated from the entire Evaluation process and will not be consideredfurther.	
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There shall be paid a Levy by a supplier on all procurement contracts signed between the supplier and a procuring entity, at the rate of zero point zero three per centum (0.03%) of the value of the signed contract, exclusive of applicable taxes.

TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*.
Tenderer is further reminded that it is an offence to give false information on this Form.

a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	24th June 2026 at 10:00am
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange	
11	BANK DETAILS BANK NAME: BANK ACCOUNT NO: (in case of change of bank details provide written communication after contract signing)	

General and Specific Details

b) **Sole Proprietor**, provide the following details.

Name in full _____ Age _____

Nationality _____ Country of Origin _____

Citizenship _____

c) **Partnership**, provide the following details

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) **Registered Company**, provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company: -

Nominal Kenya Shillings (Equivalent) _____

Issued Kenya Shillings (Equivalent) _____

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

CLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.

- i) Are there any person/persons in (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....
If yes, provide details as follows.

- ii) Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

f) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full
Name

(Signature).....*Date & Stamp*.....



KENYATTA NATIONAL HOSPITAL

Address: P.O BOX 20723-00202, Nairobi.

Telephone: 020 2726300-4 | 020 4243000 | 020 7244000

Cellphone Numbers: 0730 643 000 | 0709 854 000 | Email: knhadmin@knh.or.ke

TENDERER DATA CONSENT FORM

Tender Number: _____

Tender Description: _____

Kenyatta National Hospital is committed to processing your personal information in accordance with the Hospital's Data Protection Policy, Data Protection Act, 2019 and its Regulations.

The personal data submitted in the tender as detailed will therefore be processed in line with the relevant Data Protection, Policies, Laws and Regulations in the way(s) and purpose(s) detailed in this Tenderer Data Consent Form.

I/we _____ hereby give explicit consent to processing of my personal data by Kenyatta National Hospital for the purposes of compliance with the Data Protection Act, 2019.

Signed:

Name: (tenderers name): _____

Signature: _____

Date: _____

Stamp: _____



SUPPLIER PERFORMANCE EVALUATION AND COMMITMENT FORM

Procuring Entity: _____

Contract/Tender No.: _____

Tender Description: _____

Contract Period: From _____ To _____

Name of Supplier: _____

Supplier Address: _____

Contact Person: _____

Telephone: _____ Email: _____

SECTION A: SUPPLIER PERFORMANCE COMMITMENT

We, the undersigned supplier, hereby commit to providing goods/services/works in accordance with the contract terms, specifications, delivery timelines and applicable procurement laws.

1. Timely delivery of goods/services as per contract schedule.
2. Compliance with technical specifications and quality standards.
3. Prompt response to orders, communication and service requests.
4. Availability of adequate technical support and after-sales service where applicable.
5. Compliance with all statutory obligations including taxes, licenses, and regulatory requirements.
6. Acceptance to collect goods rejected when on use and refund of payments already made.
7. Immediate notification to the procuring entity of any challenges that may affect contract performance.

DECLARATION

Supplier Declaration

I certify and commit to fulfilling all contractual obligations as outlined above and the same shall form the basis for performance evaluation under **SECTION B** below.

Name: _____

Designation: _____

Signature: _____

Date: _____

Stamp: _____

SECTION B: PERFORMANCE EVALUATION BY PROCURING ENTITY

Evaluation Criteria	Score Guidance	Score Awarded (1-5)
Quality of Goods/Services	100% – All items accepted with no rejection.	
	40% – Goods rejected but replaced within agreed timelines.	
	0% – Goods rejected and no replacement supplied.	
Timeliness of Delivery	100% – All deliveries within agreed timelines.	
	40% – Delivery delayed leading to cancellation and replacement of expired LPO.	
	0% – Delivery failure resulting in cancellation of LPO without supply.	
Responsiveness & Communication	100% – Prompt response within 24 hours.	
	40% – Delayed response but issue resolved.	

	0% – No response or persistent failure to respond.	
Compliance with Contract Terms	100% – Full compliance with contract terms and specifications.	
	40% – Minor deviations corrected after notification.	
	0% – Major breach of contract terms.	
Acceptance to Collect Rejected Goods and Refund Payments Made	100% – Supplier collects rejected goods and refunds payments promptly.	
	40% – Goods collected but refund delayed.	
	0% – Supplier fails to collect rejected goods or refund payments.	
Value for Money	100% – Goods perform as per intended purpose.	
	40% – Goods rejected while on use but supplier accepts responsibility.	
	0% – Goods rejected while on use and supplier fails to accept responsibility.	

Additional Performance Incidents Affecting Scores

Rejection of goods without replacement – 0 score under Quality.

Rejection of goods with acceptable replacement – 40% score under Quality.

Cancellation and replacement of expired LPO due to supplier delay – 40% score under Delivery.

Cancellation of LPO due to supplier failure – 0 score under Delivery.

Failure to respond to purchase order – 0 score under Responsiveness.

Issuing of credit note will be calculated based on value of credit note against the total value of the LPO.

Repeated delivery of substandard goods – Automatic contract performance review and possible termination.

Acceptance of termination of contract on goods rejected while on use. i.e. value for money.

Overall Rating Calculation

Rating	Percentage Score / Interpretation
5	90–100% – Excellent
4	80–89% – Very Good
3	70–79% – Satisfactory
2	60–69% – Poor
1	Below 60% – Unsatisfactory



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INSPECTION AND ACCEPTANCE OF GOODS/SERVICES

The Supplier hereby acknowledges and agrees that all goods, works, or services supplied under the contract shall be subject to inspection and acceptance by the Procuring Entity through the Inspection and Acceptance Committee (IAC).

The Supplier further commits to the following;

1. To deliver goods, works, or services strictly in accordance with the specifications, quantities, and quality standards stipulated in the contract and tender documents.
2. To ensure that the goods supplied conform to the approved samples, where applicable, and meet all technical and regulatory requirements.
3. To accept that the Procuring Entity may subject the goods to independent testing by accredited third-party agencies where necessary to confirm compliance.
4. To bear the cost of testing and certification where such testing is required due to doubts regarding compliance with specifications.
5. To collect and replace rejected goods promptly where inspection confirms that the goods supplied do not meet the required specifications.
6. To refund any payments already made where goods supplied are rejected and cannot be replaced in accordance with the contract terms.
7. To acknowledge that failure to comply with the inspection and acceptance requirements may lead to contract enforcement measures, including rejection of goods, cancellation of LPO, or termination of the contract in accordance with applicable procurement laws and contract provisions.

Supplier Declaration

I/We hereby certify that we have read, understood, and agree to comply with the above Inspection and Acceptance requirements and commitments.

Name of Supplier: _____

Authorized Representative: _____

Designation: _____

Signature: _____

Date: _____

Company Stamp: _____

Procedure for Inspection and Acceptance

Upon delivery of goods, works, or services, the Inspection and Acceptance Committee (IAC) shall conduct inspection and verification before acceptance.

a) Documents to be used during Inspection

The Inspection and Acceptance Committee shall inspect the goods using the following documents;

1. Local Purchase Order (LPO)
2. Supplier Delivery Note
3. Tender Document as submitted by the Supplier
4. Contract Agreement (where applicable)
5. Approved Sample (where applicable)

b) Verification during Inspection

The Inspection and Acceptance Committee shall verify the following;

- i. Conformance to the awarded products as specified in the bid/tender document.
- ii. Conformance to the approved sample, where applicable.
- iii. Compliance with technical specifications indicated in the contract.
- iv. Quantity delivered against the quantities specified in the LPO.
- v. Country of origin, where applicable.
- vi. Product labeling, packaging and expiry dates where applicable.
- vii. Functional performance, where applicable.

c) Third-Party Testing and Certification

Where goods require specialized testing or regulatory verification, samples may be submitted to recognized third-party testing agencies for independent verification and certification at suppliers cost but limited to;

Such agencies may include;

- i. Kenya Bureau of Standards (KEBS)
- ii. Government Chemist Department
- iii. National Public Health Laboratories
- iv. Other accredited regulatory authorities depending on the nature of the goods.

The third-party testing agency shall issue a certificate or a report confirming compliance and conformance.

d) Rejection of Non-Compliant Goods

If the goods fail and are rejected;

- i. The Inspection and Acceptance Committee shall document the non-compliance.
- ii. The committee shall recommend rejection, replacement or corrective action in accordance with the contract terms.
- iii. The supplier shall be formally notified of the rejection and required to replace where applicable.

1.0 SWORN STATEMENT

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

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the registration evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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

3.0: ANTI-CORRUPTION DECLARATION FORM

We declare and guarantee that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an independent or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply-

- a) The person shall be disqualified from entering into contract for the procurement; or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of KLB
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy that KLB may have.

Name:Signature: Date:

Business Stamp

ANTI- FRAUDULENT PRACTICE DECLARATION

We declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.

Name:Signature: Date:

Business Stamp

NON-DEBARMENT DECLARATION

We declares and guarantees that Director or any person who has controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name:Signature: Date:

Business Stamp