

KANGEMA HIGH SCHOOL

PRE-QUALIFICATION TENDER DOCUMENT

TENDER NO: TenderKHS/PQ/33/25/26

TENDER NAME: Pre-Qualification for Provision of Medical Services to Students

CLOSING DATE & TIME: 1st July 2025 at 10:00 a.m.

SECTION I: INVITATION FOR PRE-QUALIFICATION

Kangema High School invites applications for pre-qualification from eligible, competent and registered medical service providers for the provision of medical services to students for the financial years 2025/2026.

This pre-qualification is open to all reputable hospitals, clinics, medical centers, and authorized healthcare providers who meet the requirements stated in this document.

SECTION II: INSTRUCTIONS TO APPLICANTS

1. Eligibility Criteria

Applicants must provide the following:

- Certificate of Registration/Incorporation.
- Valid Practicing License from relevant Medical Board (KMPDC/Nursing Council etc.).
- PIN/VAT Certificate.
- Current Tax Compliance Certificate.
- Business Permit from the relevant authority.
- Evidence of physical location (attach utility bill or lease).
- List of qualified medical personnel (attach copies of academic and professional certificates).
- References from at least three institutions where similar services are provided.
- Detailed company profile.
- Proof of Professional Indemnity Cover.

2. Scope of Services

- Outpatient services for minor ailments and injuries.
- Referral services for major cases.
- Emergency response and ambulance services (if available).
- Health talks, preventive care, and counselling (optional).
- Medical records maintenance for the students treated.

3. Submission Instructions

- Attach all required documents.
- Submit in plain sealed envelope marked:

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PRE-QUALIFICATION OF MEDICAL SERVICES TO STUDENTS

DO NOT OPEN BEFORE 1st JULY 2025 at 10:00 A.M.

The Secretary,

Tender Committee,

Kangema High School,

P.O. Box [Your School Address],

Kangema.

4. Deadline for Submission

All documents must be received on or before 1st July 2025 at 10:00 a.m.

SECTION III: PRE-QUALIFICATION EVALUATION CRITERIA

No.	Requirement	Maximum Score
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1	Certificate of Registration/Incorporation	5

2 Valid Practicing License	10	
3 Tax Compliance Certificate	5	
4 Professional Indemnity Cover	10	
5 List and qualifications of medical personnel	20	
6 Experience in providing similar services (3 references)	15	
7 Physical address and accessibility	5	
8 Company Profile and description of services	10	
9 Emergency and Ambulance services availability	10	
10 General presentation of the tender document	10	
Total	100	

Minimum cut-off for pre-qualification: 70 points

SECTION IV: DECLARATION FORM

I/We, the undersigned, certify that the information provided in this document is true and accurate and that

I/We have not been debarred from participating in public procurement.

Name of Applicant: _____

Signature: _____

Date: _____

Official Stamp: _____