



Fountain Healthcare Limited

Touching your Heart, Healing your Body

F-500 HEALTH GROUP LIMITED AND ITS SUBSIDIARIES

PRE-QUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS

CLOSING DATE: 22/12/2023

TIME 5.00 P.M. LOCAL TIME

FHC/PQ/2023

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PREQUALIFICATION NOTICE

PREQUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS FOR THE PERIOD ENDING DECEMBER 2024

FOUNTAIN HEALTHCARE LTD and its subsidiaries herein to pre-qualify suppliers for the provision of goods, services and works for the financial year 2024. Bidders who will be pre-qualified for the various categories will be considered when procuring non tender items. Interested and competent firms specializing in the provision of the goods services and works mentioned below are invited to apply for prequalification.

SUPPLY CATEGORY	PREQUALIFI CATIN NO.	DETAILS
CATEGORY NUMBER A	FHC/PQ/001 /2024	PROFESSIONAL CONSULTANCY SERVICES
		Provision of HR consultancy services.
		provision of internal audit services.
		provision of external audit services.
		provision of mechanical services.
		provision of debt collection services.
		provision of legal services.
		provision of asset tagging services.
CATEGORY NUMBER B	FHC/PQ/00 2/2024	MARKETING COMMUNICATION AND MATERIALS
		Provision of creative design services.
		provision of event management services (tents, Chairs, décor, sponsorships)
		supply of promotional materials and merchandise.
		supply, installation and maintenance of branded signages-internal and external.
		provision of advertising services.
		provision of photography, videography and editing services.
		supply of branded/printed marketing collateral materials.
		provision of marketing research services.
		provision of bulk SMS services.
		supply of corporate gifts.
		provision of entertainment, accommodation and catering services.
		supply of newspapers/periodicals/publications.
CATEGORY NUMBER C	FHC/PQ/00 3/2024	CONSTRUCTION & MANTAINANCE WORKS
		Provision minor works contractors (building renovations, refurbishment and repairs).

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		supply, installation and periodical maintenance of air conditioners.
		provision of electrical, plumbing and allied maintenance and related works.
		supply, installation and maintenance of generators.
		supply and maintenance of furniture and fittings.
		supply, installation & maintenance of laundry and refrigeration equipment.
		provision of servicing, maintenance and repair of motor vehicles & motorcycles.
		supply, installation and maintenance of laboratory equipment's.
		supply, installation and maintenance of theatre equipment.
		supply, installation and maintenance of ICU equipment.
		Supply, installation and maintenance of imaging equipment.
		Supply, installation and maintenance of dental equipment.
		Supply, installation and maintenance of medical equipment.
		supply of construction materials.
CATEGORY NUMBER D	FHC/PQ/004 /2024	ICT EQUIPMENTS & RELATED ITEMS
		Provision of internet network, internet, WAN, Network active devices, structured cabling services.
		Provision and supply of servers.
		provision of website development, Hosting and maintenance.
		provision of computer software and licenses.
		provision, supply, support and servicing of teleconferencing services.
		supply of IT equipment's and other electrical appliances.
		supply and installation of power backup.
		supply of computers, consumables and accessories.
		Provision of asset management services including tagging
CATEGORY NUMBER E	FHC/PQ/005 /2024	SECURITY AND RELATED SERVICES
		supply, installation, preventive maintenance of CCTV cameras and deterrence services.
		provision of security services (Garding).
CATEGORY NUMBER F	FHC/PQ/006 /2024	SAFETY, HEALTH AND ENVIROMENT SERVICES
		supply, installation and maintenance of firefighting equipment's e.g., extinguishers and fire alarm.
		Supply of first aid equipment kit.
		provision of hazardous waste collection and incineration.
		provision of fire protection, fire marshals training and fire drills.
		provision of general waste disposal-garbage collection and disposal.
		provision of first aid training services.
		provision of safety audit services.
CATEGORY NUMBER G	FHC/PQ/007 /2024	STATIONERIES

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		Supply of printing materials and published materials.
		Supply of printed medical materials.
		Supply of general office items.
		Supply of general office stationery, tonners, ink, common office user items and equipment.
CATEGORY NUMBER H	FHC/PQ/008/2024	HOUSEKEEPING SUPPLIES
		Supply and delivery of cleaning service, cleaning materials, disinfectants and detergents.
		Provision of fumigation and pest control services.
		Supply of toiletries.
		Supply of hospital linen, beddings, drapery, patient uniforms, branded staff uniforms, scrubs, dust coats.
CATEGORY NUMBER I	FHC/PQ/009/2024	KITCHEN SUPPLIES
		Supply of nonperishable supplies.
		supply of perishable supplies.
		supply of fuel-Gas, Charcoal.
CATEGORY NUMBER J	FHC/PQ/010/2024	PHARMACEUTICALS AND NON-PHARMACEUTICALS
		Supply of pharmaceuticals.
		Supply of non-pharmaceuticals.
		Supply of medical oxygen and cylinders.
		Supply of implants
		Supply of laboratory reagents, kits and consumables.
		Supply of imaging supplies and consumables.
		Dental consumables.
		Supply of waste disposal items.
CATEGORY NUMBER K	FHC/PQ/011/2024	LOGISTIC SERVICES
		Provision of locomotive fuel.
		Provision of taxi services.
		Provision of air travel agency services.
		Provision of shipping, clearing and forwarding services.
		Provision of transport and courier services.
		Provision of air ticketing, booking and reservation services.
CATEGORY NUMBER L	FHC/PQ/012/2024	INSURANCE SERVICES
		Provision of asset insurance service
		Provision of Hospital indemnity services
		provision of WIBA

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It is expected that invitation to bid for the services will be soon after the prequalification is completed. Eligible applicants may obtain the prequalification documents from Procurement Department. Requirements for prequalification are set in the prequalification document. Prequalified bidders will be notified and asked to buy the bid document in the areas they are prequalified for. Submissions of applications for prequalification must be received in sealed plain envelopes and must be dropped in the Tender Box, Main hospital, procurement office. Addressed to;

**CHIEF EXECUTIVE OFFICER
FOUNTAIN HEALTHCARE
P. O. BOX 5819 – 30100
ELDORET**

Not later than 22/12/2023 at 10.00 a.m. The envelope must not bear the name of the applicant but should be clearly marked with the details of pre-qualification number as follows.

PRE-QUALIFICATION NO FHC/PQ/0__/2024 for the provision of goods, works and services for the financial year 2024.

The prequalification envelopes shall be opened immediately after closing time and representatives of applicants are allowed to witness the opening. The hospital reserves the right to accept or reject any application.



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I. PRE-QUALIFICATION INSTRUCTIONS

Introduction

F500 Health Group Limited and its subsidiaries would like to invite interested Suppliers who must qualify by meeting the set criteria as provided by the Hospital for the supply and provision of goods, works and services to the institution.

Project objective

The main objectives are to provide goods, works and services under relevant tenders to F500 Health Group Limited and its subsidiaries as and when required during the period ending 31st December 2024.



Invitation for pre-qualification

Suppliers registered with the Registrar of Companies under the Laws of Kenya in respective works/services are invited to submit their PRE-QUALIFICATION documents to the Chief Executive of F500 Health Group Limited so that they may be pre-qualified for submission of tenders/quotation. F500 Health Group Limited and its subsidiaries requires prospective suppliers to provide relevant information for the prequalification.

Experience

Prospective suppliers and contractors must have carried out successfully, supplied and delivered similar services to institutions of similar size and complexity.

Provide curriculum Vitae of relevant personnel and practicing license for the personnel. This applies to firms that have applied for prequalification to supply Architectural works and services.

For services and works where suppliers/contractors are registered by a professional body, Ministry of Public Works, Energy etc, evidence of registration must be provided.

Pre-qualification Document

The documents include questionnaire forms and documents required of prospective suppliers/contractors.

In order to be considered for qualification, prospective suppliers must submit all the information herein requested.

Submission of pre-qualification documents.

Completed pre-qualification documents and other requested information shall be submitted to reach: -

**CHIEF EXECUTIVE OFFICER
F500 HEALTH GROUP LIMITED
P. O. BOX 5819 – 30100
ELDORET
Tel. 0724 500 500**



A handwritten signature in blue ink, appearing to be a stylized name.

Not later than 22/12/2023 at 10.00a.m. (Local Time)

Questions Arising from Pre-qualification Documents.

Questions that may arise from the pre-qualification documents should be directed to the Chief Executive Officer F500 Health Group Limited whose address is given above.

Additional information

The Chief Executive Officer, F500 Health Group Limited and its subsidiaries reserves the right to request for the submission of additional information from prospective suppliers and contractors at any time prior to, or after, the closing date for submission of pre-qualification documents.

Notification of pre-qualification outcome

Bidding documents will be made available only to those firms whose qualifications are accepted by F500 Health Group Limited after scoring a minimum of 70% points after the completion of the prequalification process. Those firms not qualified will be informed accordingly.

II. BRIEF CONTRACT REGULATIONS/GUIDELINES

Taxes on imported materials

The Suppliers will have to pay customs duty and VAT, where application, for all imported material/services to be supplied/carried out.

Customs clearance

The Supplier shall be responsible for custom clearance of their imported materials. All items quoted for shall be delivered to the Hospital.

VAT and PIN Registration



Suppliers must be registered with Kenya Revenue Authority and should submit the relevant VAT and PIN Certificates and Certificate of compliance.

Payments

All local purchase shall be on credit of a minimum of ninety (90) days or as may be stipulated in the contract agreement.

III. PRE-QUALIFICATION DATA INSTRUCTIONS

The attached questionnaire forms PQ1, PQ2, PQ3, PQ4, PQ5, PQ6, PQ7 and PQ8 are to be completed by prospective suppliers and/or contractors who wish to be prequalified for submission of tenders for the specified tender. The pre-qualification application which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in the English Language and in ink.

Qualification

It is understood and agreed that the prequalification data on prospective suppliers and/or contractors is to be used by, F500 Health Group Limited in determining according to its sole judgment and discretion, the qualifications of prospective suppliers to perform in respect to the tender categories described in this document by the client.

Prospective suppliers and/or contractors will not be considered qualified unless in the judgment of, F500 Health Group Limited they poses capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract.

Essential criteria for pre-qualification

- a) Experience: Prospective suppliers and/or contractors shall have at least 2 years' experience in the supply of goods and services and allied items. In case of potential supplies/contractors should show competence and capacity to service contract.
- b) Prospective supplier and/or contractors require special experience and capability to organize, supply and deliver of goods and service at short notice.



Personnel

The names and pertinent information and the C.V. of the principal (technical) personnel to execute the contract(s) must be indicated in Form PQ-3

Financial position

The supplier's financial condition will be determined by latest two audited financial statements submitted with the pre-qualification documents as well as letter of Reference from their bankers regarding the supplier's credit position (please see Form PQ-4)

Special consideration will be given to the financial resource available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be given on Form PQ4

Plant, Equipment and workshop facilities.

The applicant must provide evidence and sufficient information to determine that they have the necessary facilities to undertake the works/service they wish to be pre-qualified for.

Past performance.

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past and current customers should be included as per Form PQ6.4.

Sworn Statement

Applicants must include a sworn statement per Form PQ-8 by the company ensuring the accuracy of the information given.

Withdrawal of pre-qualification

Should conditions arise between the time a firm is pre-qualified to bid and the bid opening date which in the opinion of, F500 Health Group Limited could substantially change the performance



and qualification of the bidder or his ability to perform such as, but not limited to, bankruptcy, change in ownership, or new commitments, F500 Health Group Limited reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

The Firm must have a fixed business premises and must be duly registered to carry out business.

Visits

F500 Health Group Limited and its subsidiaries shall have the right to visit the contractors/service providers' premises to verify the information provided in the document and to ascertain the available facilities on the basis of which the prequalification will be done.

Prequalification criteria

Required information	Form type	Points	score
1) Registration Document	PQ-1	30	
2) Pre-qualification Data	PQ-2	15	
3) Supervisory Personnel	PQ-3	10	
4) Financial position	PQ-4	10	
4) Confidential Report	PQ-5	10	
5) Past Experience	PQ-6	15	
6) Litigation History	PQ-7	10	
7) Sworn statement	PQ-8	10	

NB; The qualification is 70 points and above

This can be amended as is applicable.



IV. REGISTRATION DOCUMENT - FORM PQ-1

Prospective suppliers will be required to submit the following documents as is applicable;

1. Copies of certificate of registration.
2. Copy of pin registration certificate
3. Copy of tax compliance certificate from Kenya revenue authority (failure to produce will lead to direct automatic disqualification thus no further evaluation of your application)
4. Copy of pin certificate of firm/company/individual.
5. Copy of CR12 certificate.
6. Copy of current trade license/permit (if applicable)
7. Valid membership/ Professional certificate (if applicable)
8. Company profile



V. PRE-QUALIFICATION DATA - FORM PQ-2

The following forms will be filled as is deemed necessary by MHG prior to or after shortlisting for prequalification.

1. Supplier identification:

Legal name of firm.....
Post office address.....
Street Address.....
City.....
Country.....
Telephone No.
E-mail address.....
Person to contract.....
Title.....

2. Organization and Business Information:

Management Personnel.....
Director.....
Other.....
Partnership (applicable).....
Name of partners.....

3. Business founded or incorporated (state date)
.....
4. Company registration number.....
5. Current valid trade license numberExpiry date.....
6. Current VAT registration number.....
7. Current PIN certificate number.....
8. Current local authority license number.....Expiry date.....
9. Name of issuing local authority.....
10. Under present management since.....
11. Net worth in equivalent Kshs.....
12. Bank reference and address.....



A handwritten signature in blue ink, appearing to be "J.M.", located at the bottom right of the page.

VI. SUPERVISORY/MANAGEMENT PERSONNEL - FORM PQ-3

1. Name.....
2. Academic qualification.....
3. Professional qualification.....
4. Work experience.....
5. Length of service with the firm and position held.....

NB: Please attach the curriculum Vitae of the principal (technical) personnel

VII. FINANCIAL POSITION- FORM PQ-4

1. Summary of quick assets and current liabilities as of...../20.....
 - a) Assets.....
 - b) Cash in hand.....
 - c) Cash deposited in banks (state details below)
 - d) Total Cash.....
 - e) Institution name of Liabilities.....
2. Deposit with Bids or as guaranteed (state details)
.....
.....
3. Due from completed contracts
(Amount receivable within 90 days, exclude claims not approved.)
.....
.....

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VIII. CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM - FORM PO-5

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) and part 3(a) and 3(b) that is mandatory. You are advised that it is a serious offence to give false information on this form

Mandatory

Part 1 –General:

Business Name..... Location of business premises..... Plot No.....
 Street/Road..... Postal Address.....
 Tel No..... company Mobile..... E mail address.....
 Contact Person..... Mobile..... Nature of Business.....
 Registration Certificate No.....
 Maximum value of business which you can handle at any one-time Kshs.....
 Name of your bankers..... Branch.....

Complete part 2(a), 2(b) or 2(c)

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.....			
5.....			

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.....
- 5.....

NB: If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

Mandatory

Part 3 (a)

Pursuant to section 59(1) (a) (2) and (3) of the public procurement and Assets Disposal Act 2015 and section 26 of the Regulations 2006. This must be signed by all Directors Partner (s) /Sole Proprietor of the Company

I /we the Director(s) of Company/Firm.....hereby declare that I /we are not a board member, employee or even a relative to any employee of F500 Health Group Limited and its subsidiaries. Given details of partners /Directors /Sole proprietor as follows:

Name	Nationality	Citizenship Details	share	Signature
1.....				
2.....				
3.....				
4.....				
5.....				

Mandatory

Part 3(b)

Pursuant to Public Procurement and Assets Disposal Act 2015 and section 26 of the Regulations 2006. Section 41 of the Public Procurement and Assets Disposal Act 2015, I/ we the Directors/Partners/Sole Proprietor of this Company/Firm.....confirm that we have not been debarred in Kenya not to participate in any Tender/Bidding in Kenya.

Name	Nationality	Citizenship Details	Share	Signature
1.....				
2.....				
3.....				
4.....				
5.....				



Sign Date Stamp.....

*if Kenyan Citizen indicate under Citizenship details) whether by Birth, Naturalization or Registration.

IX. PAST EXPERIENCE- FORM PQ-6:

NAME OF APPLICANTS CLIENTS IN THE LAST FIVE YEARS.

NAME OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS IN LAST TWELVE MONTHS

1. First client (organization)

- a) Name of 1st client (Organization).....
- a) Address of client (organization).....
- b) Telephone No. of client..... E-mail.....
- c) Name of contact person at the client (organization).....
- d) Value of contract/orders..... Duration.....

2. Second client(organization)

- a) Name of 2nd client (Organization).....
- e) Address of client (organization).....
- f) Telephone No. of client..... E-mail.....
- g) Name of contact person at the client (organization).....
- h) Value of contract/orders..... Duration.....

3. Third client(organization)

- i) Name of 3rd client (Organization).....
- j) Address of client (organization).....
- k) Telephone No. of client..... E-mail.....
- l) Name of contract person at the client (organization).....
- m) Value of contract/orders..... Duration.....



X. LITIGATION HISTORY - FORM PQ-7:

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of a joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)

XI. SWORN STATEMENT - FORM PQ-8

The undersigned having studied the prequalification invitation for the items listed above, do hereby, affirm as follows;

- 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 on the basis of provisions in the tender documents to follow.
- c) That when the invitation for tenders is issued, if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the prequalification made.
- d) We shall enclose all the required documents and information required for the prequalification evaluation.

Applicant's Registered Name.....

Presented by (Name of official).....

Designation.....

Signature.....

Date.....

(Full name and designation of the person signing to be given and stamp or seal to be affixed)

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