DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY

PREQUALIFICATION DOCUMENT

FOR

THE ONBOARDING OF MEDICAL SERVICE PROVIDERS FOR FIVE (5) FINANCIAL YEARS

DeKUT /MEDR/PREQ/015/2026-2031

CLOSING DATE:

MONDAY 29TH JUNE, 2026 at 11:00AM

Issued By:
The Vice Chancellor
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Contents

INVITATION TO APPLY FOR SHORTLISTING 3

PART 1 - APPLICATION PROCEDURES 4

SECTION I - INSTRUCTIONS TO APPLICANTS (ITA) 5

A. General *5*

B. Contents of the Prequalification Documents *7*

C. Preparation of Applications *8*

D. Submission of Applications *10*

E. Procedures for Evaluation of Applications *10*

F. Evaluation of Applications and Prequalification of Applicants *11*

SECTION II - PREQUALIFICATION DATA SHEET (PDS) 13

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS 15

LOT 1 - MEDICAL SERVICES - HOSPITALS *16*

LOT 2 - MEDICAL SPECIALISTS *17*

LOT 3 - COUNSELLING/REHABILITATION SERVICES *19*

LOT 4 - PHARMACIES/CHEMISTS *21*

LOT 5- GROUND AND AIR AMBULANCE/EVACUATION SERVICE *22*

LOT 6 - MEDICAL LABARATORIES *23*

SECTION IV- APPLICATION FORM 24

TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE 26

FORM SD1 ..... *29*

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015 ..... *29*

FORM SD2 ..... *30*

SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE *30*

5. DECLARATION AND COMMITMENT TO THE CODE OF ETHICS *31*

PART 2 - NON - CONSULTING SERVICES REQUIREMENTS 32

DEKUT MEDICAL SERVICE PROVIDER REQUIREMENTS 32

INVITATION TO APPLY FOR SHORTLISTING

Date: 17th June, 2026

Name of Contract: **Onboarding of Medical Service Providers for Dedan Kimathi University of Technology**

Contract No: **DeKUT/MEDR/PREQ/015/2026-2031**

1. The **Dedan Kimathi University of Technology** intends to shortlist Service Providers for the Provision of Medical Services for Dedan Kimathi University of Technology for a period of five (5) years.

2. The firms that meet our requirements will be shortlisted and on boarded as the University's in-house medical service providers and will be required to sign medical agreements with the University.

3. Qualified and interested applicants may obtain further information and inspect the Document during office hours *i.e. 0800 to 1700 hours* at the address given below.

4. Shortlisting Document may be viewed and downloaded for free from the website: www.dkut.ac.ke & the Public Procurement Information Portal www.tenders.go.ke. Applicants who download the Prequalification Document must forward their particulars immediately to procurement@dkut.ac.ke to facilitate any further clarification or addendum.
5. The tenderer shall chronologically serialize all pages of the tender documents submitted.

6. Submission shall strictly be done via physical documents.

7. Submissions will be opened physically and promptly after closing time and Bidders or their representatives are welcome to witness the opening at ***Resource Centre II Lenana conference Room at the Dedan Kimathi University of Technology main campus Nyeri off the Nyeri-Mweiga Road Nairobi.***

Vice Chancellor
Resource Centre II Building, Ground Floor,
Main Campus Nyeri off the Nyeri-Mweiga Road
P.O Box 657– 10100 Nyeri,
Tel. +254 061 205000 Nairobi, Kenya.
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PART 1 - APPLICATION PROCEDURES

SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

A. General

1. Scope of Application

1.1 The name of the Procuring Entity inviting for applications is defined in the **PDS.** The particular type of contract (Non-Consulting Services) and its name and description of the contract(s) and its reference number are defined in the **PDS.** If the scope of contract so defined is in multiple contracts, it will be specified in the **PDS** if prequalification will be based on individual contracts or multiple contracts. The Full scope of Non-Consulting Services are described in Section V (Scope of Works or goods contract).

2 **Source of Funds** to be specified in the PDS, if deemed necessary.

3 Fraud and Corruption

3.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.

3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory University (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission(incase prequalified),proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

4 Collusive practices

4.1 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination" annexed to the Form of applicant.

5 Eligible Applicants

5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9 or any combination of such entities in the form of a joint venture ("JV") under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the University to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the PDS.

5.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.

5.3 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.

5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the. All Tenders submitted in violation

of this procedure will be rejected.

5.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.

5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Procuring Entity who:

a are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or

b would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the prequalification, ITT process and execution of the Contract.

5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at www.ppra.go.ke

5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner accept able to the Procuring Entity, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.

5.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.

5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue University.

5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

6 Eligibility

6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are in eligible if:

a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or

b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.

6.2 When the provision of non-consulting services are implemented a cross jurisdictional boundary (and more than one country is a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual on the basis of ITA 5.1 (a) above by any country may be applied to that procurement a cross other countries involved, if the Procuring Entities involved in the procurement so agree.

6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent University as harmful to human beings and to the environment shall not be eligible for procurement.

B. Contents of the Prequalification Documents

7 Sections of Prequalification Document

7.1 This Prequalification Document consists of parts1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with IT A8.

PART 1 - Prequalification Procedures

i) Section I- Instructions to Applicants (ITA)
ii) Section II - Prequalification Data Sheet (PDS)
iii) Section III - Qualification Criteria and Requirements
iv) Section IV- Application Forms

PART 2 - Works, Goods, or Non-Consulting Services Requirements

i) Section VII- Scope of Works, Goods, or Non-Consulting Services

7.2 Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.

7.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.

8 Clarification of Prequalification Documents, site visit(s) and Pre-Application Meeting

8.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the **PDS.** The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so indicated in the **PDS**, the Procuring Entity shall also promptly publish its response at the webpage identified in the **PDS**. Should the Procuring Entity deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8. And in accordance with the provisions of ITA 17.2.

8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify in the **PDS** if a pre-application meeting will be held, when and where. The Procuring Entity shall also specify in the **PDS** if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre- application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.

8.3 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **PDS** before the submission date of applications.

8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.

8.5 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page identified **in the PDS**. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to PDS 8 and not through the minutes of the

pre-application meeting. Non-attendance at the pre- arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

9 Amendment of Prequalification Document

9.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the Prequalification Document by issuing an Addendum.

9.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage identified in the PDS.

9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

C. Preparation of Applications

10 Cost of Applications

10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

11 Language of Application

11.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

12 Documents Comprising the Application

12.1 The Application shall comprise the following:

a. Application Submission Letter, in accordance with ITA 13.1;

b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;

c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and

d. Any other document required as specified in the PDS.

12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

13 Application Submission Letter

13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

14 Documents Establishing the Eligibility of the Applicant

14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

15 Documents Establishing the Qualifications of the Applicant

15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).

15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

a For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

b Value of single Contract-Exchange rate prevailing on the date of the contract.

15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.

15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.

15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required in formation on its ownership and control.

15.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

15.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

15.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.

15.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:

a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,

b. If the contract has been awarded to that Applicant, the contract award will be set aside,

15.10 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.

15.11 If an Applicant submits information pursuant to these requirements that is incomplete, in accurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

16 Signing of the Application and Number of Copies

16.1 The Applicant shall prepare one original of the documents comprising the Application as describedinITA11 and clearly mark it “ORIGINAL”. The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the

Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

17 Sealing and Marking of Applications

17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- a Bear the name and address of the Applicant;
- b Be addressed to the Procuring Entity, in accordance with ITA 17.1; and
- c Bear thespecificidentificationofthisprequalificationprocessindicatedinthePDS1.1.

17.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

18 Deadline for Submission of Applications

18.1 Applicants may either submit their Applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the **PDS.**

18.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

19 Late Applications

19.1 The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the **PDS.** If late applications will be accepted, they must be received not later than the date specified in the **TDS** after the deadline for submission of applications.

20. Opening of Applications

20.1 The Procuring Entity shall open all Applications at the date, time and place specified in the **PDS.** Late Applications shall be treated in accordance with ITA 19.1.

20.2 Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the **PDS**.

20.2 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

21 Confidentiality

21.1 Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 28.

21.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.

22 Clarification of Applications

22.1 To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.

22.1 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

23 Responsiveness of Applications

23.1 The Procuring Entity may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

24 Margin of Preference

24.1 Unless otherwise specified in the **PDS**, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

25 Nominated Subcontractors

25.1 Unless otherwise stated in the PDS, the Procuring Entity does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Procuring Entity (so-called “Nominated Subcontractors”).

25.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as (“Specialized Subcontractors”). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

F. Evaluation of Applications and Prequalification of Applicants

26 Evaluation of Applications

26.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.

26.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non- consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by the Procuring Entity in the PDS as can be met by Specialized Subcontractors, in which case:

i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and

ii) the qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicantmaybeaddedtothequalificationsoftheapplicantforthepurposeoftheevaluation. Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by the Procuring Entity subsequent to prequalification but before the tender submission deadline in accordance with ITA 30.

26.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall

prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.

26.4 Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each Lot, to be completed by applicants.

26.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

27 Procuring Entity's Right to Accept or Reject Applications

27.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

28 Prequalification of Applicants

28.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

28.32 Applicants that have not been prequalified may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

28 Invitation to Tender

29.1 Promptly after the notification of the results of the prequalification, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.

28.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document.

28.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

29 Changes in Qualifications of Applicants

30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of the Procuring Entity prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or (iii)in the opinion of the Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

31 Procurement Related Complaints and Administrative Review

31.1 The procedures for making a Procurement-related Complaint are as specified in the PDS**.**

31.2 A request for administrative review shall be made in the form provided.

SECTION II - PREQUALIFICATION DATA SHEET (PDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITA 1.1	The Procuring Entity is: ***Dedan Kimathi University of Technology*** The identification of the Invitation for Prequalification is: **DeKUT/MEDR/PREQ/015/2026-2031** The particular type of contract is on ***Non-Consulting Services*** The application is for ✓ Lot 1 - **MEDICAL SERVICES - HOSPITALS** ✓ Lot 2 - **MEDICAL SPECIALISTS** **Lot 3- COUNSELLING /REHAB** ✓ Lot 4 - **PHARMACY'S/CHEMISTS** ✓ Lot 5 – **GROUND AND AIR AMBULANCE/EVACUATION SERVICES**
ITA 5.2	Maximum number of members in the JV shall be: N*ot applicable for Lot 1,2,3,4 & 5.* ***Applicable for Lot 5 only.***
B. Contents of the Prequalification Document	
ITA 8.1	For clarification purposes, the Procuring Entity's email address is: procurement@dkut.ac.ke Attention: Head of Procurement Physical Address: *Ground Floor, Resource Centre II Building, DeKUT main Campus Nyeri* Web page: www.dkut.ac.ke
ITA 8.2	A pre-application meeting ***will not be applicable***
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than ***seven (7) days*** to the submission deadline.
ITT 9.2	Addendum issued shall be published at the website www.dkut.ac.ke & www.tenders.go.ke
C. Preparation of Applications	
ITA 12.1 (d)	The Applicant shall submit with its Application, the following additional documents: ***Refer to the Evaluation Checklist for each Lot***
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: *Not Applicable.* **The Bidders to note that the technical submission shall be submitted through Hard copy submissions.**

D. Submission of Applications	
ITA 17.1	**The deadline for Application submission is:** **Date: Monday *29th June,2026*** **Time: *11:00 a.m.*** **Attention: Vice Chancellor** **Address: *Resource Centre II Building, DeKUT Main Campus off the Nyeri-Mweiga Road, Nyeri*** Email address: *procurement@dkut.ac.ke* Applicants *"shall"* submit their Applications in hard copies.
ITA 18.1	Dedan Kimathi University of Technology ***shall not use an electronic - procurement system to manage this application process****:*
ITA 19.1	Late Applications shall be rejected.
ITA 20.1	The Procuring Entity will/will not accept late applications.
ITA 20.2	The opening of the Applications shall be on ***29th June, 2026 at 11:00 a.m.*** The electronic Application opening procedures shall be:
E. Procedures for Evaluation of Applications	
ITA 24.1	A margin of preference *"shall not* "apply.
ITA 31.1	An Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email), to: For the attention: ***Prof.Eng.P.N. Muchiri CBS,*** Title/position: ***The Vice Chancellor*** Procuring Entity: ***Dedan Kimathi University of Technology*** Email address*:* *vc@dkut.ac.ke* In summary, at this stage, a Procurement-related Complaint may challenge any of the following: the terms of the Prequalification Documents; and the Procuring Entity's decision not to shortlist an Applicant.

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

Instructions to Bidders:

1. This section contains all the methods, criteria, and requirements that the Procuring Entity shall use to evaluate Applications, all in one Form "Eligibility and Qualification Criteria". The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the Form.

2. The applicant shall submit the requirements in each Lot. Failure to submit the requirements shall lead to automatic disqualification.
3. Applicants that meet all the minimum requirements provided in each Lot will be subjected to a due diligence exercise before being shortlisted as the University's medical service provider.
4. Applicants found to be responsive after the due diligence exercise shall enter into agreements with the University.
5. Dedan Kimathi University of Technology Runs an Inhouse medical scheme where staff and their Registered dependents visit the medical Centre as the first point of reference. In the event that their ailment requires further treatment they are referred to health facilities or medical consultants for treatment

LOT 1 - MEDICAL SERVICES - HOSPITALS

S/N	Description of Document	Tick (√)
1.	Registration to operate as medical facility by Kenya Medical Practitioners and Dentist Board (KMPDC) for each branch. The facility should be within the listed DeKUT dependants areas.	
2.	Accreditation/classification at level 4 to 6 from the KPMPDC	
3.	Submit proof of service contracts with three (3) or more clientele with more than Two Thousand Five Hundred (2,500) beneficiaries.	
4.	**A letter addressed to the Vice Chancellor with** a written undertaking to strictly adhere to the following provisions: a) Charges for services that may be rendered as per The Medical Practitioners and Dentists (Professional Fees) Rules (**Attach stamped price list**). b) Patients to be given quality cost-effective healthcare laboratory tests, radiological/imaging examinations and similar investigations to diagnose and treat patients without compromising their diagnostic accuracy and provision of quality professional services. Investigations MUST be performed sequentially. c) Patients admitted to hospitals MUST be attended to promptly upon admission and expected to be offered quality cost-effective healthcare services during the entire period of hospitalization. d) Invoices for out-patient services rendered must be clearly itemized and submitted attached to both relevant *original* medical referral order and medical reports. e) SHIF rebates must be processed and reflected in the final bill. f) All invoices for professional services rendered to staff and dependents should reach the Medical Centre, DeKUT Main Campus within thirty (30) working-days after discharge/service of patients. g) Services rendered without seeking advance payments h) Commitment from the service provider to reconcile invoices paid and submit updated statements by 5th of the following month.	
5.	A Form CR 12, for the Facility in case it's a limited company and official search Form CR13 for businesses should be dated at least within twelve months from the submission date.	
6.	Copy of ID and PIN of Director(s) in item (5) above.	
7.	Memorandum and articles of association in case of company or constitution in case of NGO	
8.	Copy of valid Tax Compliance Certificate	
9.	Certificate of registration for sole proprietors, Certificate of registration of business name in case of partnerships or certificate of incorporation in case of company or registered trust or certificate of registration issued by the NGOs Coordination Board in case of NGO	
10.	Power of attorney (exempt for sole proprietors)	
11.	Duly filled application submission letter	
12.	Duly filled and signed confidential business questionnaire	
13.	Form SD 1- Duly filled Self-Declaration that the Person/Tenderer is Not Debarred in the Matter of the Public Procurement and Asset Disposal Act 2015- in the format provided.	
14.	Form SD 2- Duly filled self-declaration that the bidder/person is not debarred in the matter of public procurement – in the format provided.	
15.	Duly filled, declaration and Commitment to the code of ethics- in the format provided.	

Biometric Identification system is a must

LOT 2 - MEDICAL SPECIALISTS

S/N	Description of Document	Tick (√)
1.	Membership of professional body (bodies) Like KMPDC– include certificates and Current membership.	
	Possession of Professional Indemnity Cover of appropriate amounts prescribed by respective reputable medical protection institutions (Please provide a copy of the certificate of policy of indemnity)	
3.	Proof of practical experience of not less than three (3) consecutive years post-graduation in their relevant medical disciplines by interested consultant medical doctors and dentists. Submit registration and annual renewal practicing certificates.	
4.	Evidence of at least three (3) corporate clients in the last three years (attach reference letters or letters of award of contract). ***Biometric Identification system is a must***	
5.	**A letter addressed to the Vice Chancellor** with a **written undertaking** to strictly adhere to the following provisions:	
	a) Charges for services that may be rendered as per The Medical Practitioners and Dentists (Professional Fees) Rules (Attach stamped price list). b) Patients admitted to hospitals MUST be attended to promptly upon admission and expected to be offered quality cost-effective healthcare services during the entire period of hospitalization. c) Charges raised by doctors for in-patient care rendered should be reflected on the hospital bills. Doctors' invoices will be settled through hospitals. Doctors MUST itemize their invoices. d) Invoices for out-patient services rendered must be clearly itemized and submitted attached to both relevant original medical referral order and medical reports. e) SHIF rebates must be processed and reflected in the final bill. f) Services will be provided as per the provisions of DeKUT staff Medical Benefits Policy. g) All invoices for services rendered to staff and dependents should reach the Medical Management Unit, DeKUT main campus within thirty (30) working-days after discharge/service of patients. h) Willingness to offer Services without seeking for advance payments i) Reconcile invoices paid and submit updated statements by 5th of the following month.	
7.	Copy of valid Tax Compliance Certificate	
8.	Copy of ID and PIN of Director(s) in (9) below.	
9.	CR12, of the Company and Official Search form CR13 for Business names	
10.	Professional membership with KMPDU or KAPC	
11.	Academic & Professional Qualification and registration certificates, Portfolio, CV/Résumé for the medical specialists *in item 13 below.	
12.	Written undertaking from the medical specialists that they are not under a *declaration of ineligibility* for corrupt and fraudulent practices	

LOT 3 - COUNSELLING/REHABILITATION SERVICES

S/N	Description of Document	Tick (√)
1.	Membership of professional body (bodies) – include certificates and current membership (NACADA/ Counselling and Psychologists Board)	
2.	Possession of Professional Indemnity Cover of appropriate amounts prescribed by respective reputable medical protection institutions (Please provide a copy of the certificate of policy of indemnity)	
3.	Proof of practical experience of not less than five (5) consecutive years post-graduation in their relevant medical disciplines by interested consultant medical doctors and dentists. Submit registration and annual renewal certificates.	
4.	References from at least two (2) major hospitals where the consultant medical doctors/specialists have admission rights and comprehensive list of hospitals where the consultant medical doctors/specialists or dentists have admission rights (attach reference letters). ***Biometric Identification System is a must***	
5.	Evidence of at least three (3) corporate clients in the last three years (attach reference letters or letters of award of contract).	
6.	Submission of a list of charges for professional services rendered by the interested consultant medical doctor/specialist or dentist per visit/session as per The Medical Practitioners and Dentists (Professional Fees) guidelines	
7.	**A letter addressed to the Vice Chancellor** with a **written undertaking** to strictly adhere to the following provisions: a) Charges for services that may be rendered as per The Medical Practitioners and Dentists (Professional Fees) Rules. b) Patients to be given quality cost-effective healthcare laboratory tests, radiological/imaging examinations and similar investigations to diagnose and treat patients without compromising their diagnostic accuracy and provision of quality professional services. Investigations MUST be performed sequentially. c) Patients admitted to hospitals MUST be attended to promptly upon admission and expected to be offered quality cost-effective healthcare services during the entire period of hospitalization. d) Charges raised by doctors for in-patient care rendered should be reflected on the hospital bills. Doctors' invoices will be settled through hospitals. Doctors MUST itemize their invoices. e) Invoices for out-patient services rendered must be clearly itemized and submitted attached to both relevant original medical referral order and medical reports. f) SHA/SHIF rebates must be processed and reflected in the final bill. g) Services will be provided as per the provisions of DeKUT staff Medical Benefits Policy. h) All invoices for services rendered to staff and dependents should reach the Medical Management Unit, DeKUT Main Campus within thirty (30) working-days after discharge/service of patients. i) Willingness to offer Services without seeking for advance payments j) Reconcile invoices paid and submit updated statements by 5th of the following month.	
8.	Rehabilitation centers accreditation by National Agency for the Campaign Against Drug Abuse (NACADA). The locations should be within the following regions/towns a) Nairobi: Nairobi b) Central: Kiambu/Nyeri /Thika c) Southern: Mombasa/Malindi/Kwale d) Northern: Embu/Meru/Machakos/Garissa/Kajiado	

S/N	Description of Document	Tick (√)
	e) South Rift and North Rift: Nakuru/Eldoret/Lodwar/Naivasha f) Western: Kisumu/Kisii/Busia/Bungoma	
9.	Accreditation/ registration by the National Health Insurer (SHA) for Rehabilitation centers.	
10.	CR12, of the Company and Official Search form CR13 for Business names for Rehabilitation centers.	
11.	Copy of ID and PIN of Director(s) in (10) above	
12.	Copy of valid tax Compliance Certificate	
13.	Professional membership with KMPDU or KCPA	
14.	Academic & Professional Qualification and registration certificates, Portfolio, CV/Résumé for rehabilitation/ counselling specialists.	
15.	Written undertaking that rehabilitation/ counselling specialists are not under a *declaration of ineligibility* for corrupt and fraudulent practices	
16.	Power of attorney (exempt for sole proprietors)	
17.	Duly filled application submission letter	
18.	Duly filled and signed confidential business questionnaire	
19.	Form SD 1- Duly filled Self-Declaration that the Person/Tenderer is Not Debarred in the Matter of the Public Procurement and Asset Disposal Act 2015- in the format provided.	
20.	Form SD 2- Duly filled self-declaration that the bidder/person is not debarred in the matter of public procurement – in the format provided.	
21.	Duly filled, declaration and Commitment to the code of ethics- in the format provided.	

LOT 4 - PHARMACIES/CHEMISTS

S/N	Description of Document	Tick (√)
1.	Certificate of registration & up to date license to operate pharmacy by Pharmacy and Poisons ***Board Biometric Identification system is a must***	
2.	Membership of professional body (bodies) – include certificates and current membership for the lead pharmacist.	
3.	Evidence of at least three (3) corporate clients in the last three years (attach reference letters or letters of award of contract).	
4.	Submit proof of presence of outlets in at least three (3) DeKUT regions. The locations should be within the following regions/towns a) Nairobi: Nairobi b) Central: Kiambu/Nyeri /Thika c) Southern: Mombasa/Malindi/Kwale d) Northern: Embu/Meru/Machakos/Garissa/Kajiado e) South Rift and North Rift: Nakuru/Eldoret/Lodwar/Naivasha f) Western: Kisumu/Kisii/Busia/Bungoma	
5.	Copies of Business Licenses from the county government of all branches listed	
6.	Evidence of ability to make mobile deliveries when required	
7.	Copy of Business Registration Certificate/ Certificate of Incorporation	
8.	CR12, of the Company and Official Search form CR13 for Business names	
9.	Copy of ID and PIN of Director(s) in (8) above	
10.	Copy of valid tax Compliance Certificate	
11.	Power of attorney (exempt for sole proprietors)	
12.	Duly filled application submission letter	
13.	Duly filled and signed confidential business questionnaire	
14.	Form SD 1- Duly filled Self-Declaration that the Person/Tenderer is Not Debarred in the Matter of the Public Procurement and Asset Disposal Act 2015- in the format provided.	
15.	Form SD 2- Duly filled self-declaration that the bidder/person is not debarred in the matter of public procurement – in the format provided.	
16.	Duly filled, declaration and Commitment to the code of ethics- in the format provided.	

LOT 5- GROUND AND AIR AMBULANCE/EVACUATION SERVICE

S/No	Description of Document	Tick (√)
1.	Proof of an operating 24/7 Centralized command and dispatch center and ability to provide geo-located emergency response via multiple channels coordination and dispatch of ambulances.	
2.	Proof of at least three (3) qualified medics and EMTs (emergency medical technicians) who have experience in pre-hospital emergency care with valid practicing licenses	
3.	Proof of countrywide presence/network. Proof of ambulances spanning across the 47 counties and within 50 Kilometres from each county headquarters	
4.	Demonstrate proof that you have successfully completed similar assignments with five or more corporates (joint venture experience is acceptable). Provide at least five contracts from five different organizations/companies served in the past five years	
5.	Proof/evidence of vehicles fitted with BLS and ACLS equipment. Provide photo evidence clear number plates and log books/contracts indicating number plates	
6.	Written commitment that all invoices for professional services rendered to staff and dependants should reach the Medical Management Unit, DEKUT headquarters within fourteen (14) working-days after discharge/service of patients	
7.	Provide cost per kilometre in Kenya Shillings (Kshs) with a company stamp.	
8.	Proof of ability to provide air evacuation services or have an MOU with an air evacuation service provider.	
9.	Copy of Business Registration Certificate/ Certificate of Incorporation	
10.	CR12 of the Company and Official Search form CR13 for Business names	
11.	Copy of ID and PIN of Director(s) in (10) above	
12.	Copy of Valid Tax Compliance Certificate	
13.	Power of attorney (exempt for sole proprietors)	
14.	Duly filled application submission letter	
15.	Duly filled and signed confidential business questionnaire	
16.	Form SD 1- Duly filled Self-Declaration that the Person/Tenderer is Not Debarred in the Matter of the Public Procurement and Asset Disposal Act 2015- in the format provided.	
17.	Form SD 2- Duly filled self-declaration that the bidder/person is not debarred in the matter of public procurement – in the format provided.	
18.	Duly filled, declaration and Commitment to the code of ethics- in the format provided.	

Biometric Identification system is a must

SECTION IV- APPLICATION FORM

1. Application Submission Letter

Date: .....*[insert day, month, and year]*

ITT No. and title: ..... *[insert ITT number and title]*

To: .....*[insert full name of Procuring Entity]* We, the undersigned, apply to be prequalified for the referenced ITT and declare that:

a) No reservations: We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with ITA 8: *[insert the number and issuing date of each addendum].*

b) No conflict of interest: We have no conflict of interest in accordance with ITA 5.7;

c) Eligibility: We (and our subcontractors) meet the eligibility requirements as stated ITA 5, we have not been suspended by the Procuring Entity based on execution of a Tender/Proposal-Securing Declaration in accordance with ITA 5.8;

d) Suspension and Debarment: We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;

e) State-owned enterprise or institution: [*select the appropriate option and delete the other*] [*We are not a state- owned enterprise or institution*] / [*We are a state-owned enterprise or institution but meet the requirements* of ITA5.9];

f) Subcontractors and Specialized Subcontractors: We, in accordance with ITA 24.2 and 25.2, plan to subcontract the following key activities and/or parts of the works or supply contracts: ..... *[Insert any of the key activities identified in Section III-4.2 (a)or(b) or 4.3(a) or (b) which the Procuring Entity has permitted under the Prequalification Document and which the Applicant intends to subcontract along with complete details of the Specialized Subcontractors, their qualification and experience]*

(g) Commissions, gratuities, fees: *"No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application]*

(h) Not bound to accept: We understand that you may cancel the shortlisting process at any time and that you are neither bound to accept any Application that you may receive in accordance with ITA 26.1.

(i) True and correct: All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed.....*[insert signature(s) of an authorized representative(s) of the Applicant]*

Name .....[insert full name of person signing the Application]

In the capacity of ..... *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: Applicant's Name..... *[insert full name of Applicant or the name of the JV]*

Address ..... *[insert street number/town or city/country address]*

Dated on .....*[insert day number]* day of *[insert month], [insert year]*

[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]

APPLICANT'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	
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 (*postal and physical addresses, email, and telephone number*) 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 (*postal and physical addresses, email, and telephone number*) of state which stock exchange	

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				

e) DISCLOSURE 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.

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

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		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	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 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?		

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_____

Title or Designation_____

_____ _____

(Signature) *(Date)*

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015

I, ..., of Post Office Box ..... being a resident of.....

..... in the Republic of ..... do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/ Managing Director /Principal Officer/Director of

..... (insert name of the Company) who is a Bidder in respect of Tender No. ..... for.....(insert tender title/description) for

.....(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.... (Title) (Signature) (Date)

Bidder Official Stamp

FORM SD2

SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, ...of P. O. Box.....being a resident of .....
..... in the Republic of ..... do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of .....
..... (insert name of the Company) who is a Bidder in respect of Tender No.....
..... for .....(insert tender title/description) for .....(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

5. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

.... (Title)
(Signature) (Date)

Bidder's Official Stamp

5. DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I…… (person) on behalf of ***Name of the Business/ Company/Firm***) ……declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory……

Sign……
.

Position……

Office address…… Telephone……

E-mail……

Name of the
Firm/Company……

Date……

(Company Seal/ Rubber Stamp where applicable)

Witness

Name……

Sign……

Date……

PART 2 - NON - CONSULTING SERVICES REQUIREMENTS

DeKUT MEDICAL SERVICE PROVIDER REQUIREMENTS

DeKUT now seeks to engage medical service provider(s) to provide medical services to staff as per the details provided below:

a) Medical Services - Hospitals
b) Medical Specialists
c) Counselling/Rehabilitation Services
d) Pharmacy's/Chemists
e) Ground and Air Ambulance/Evacuation Service

Terms of reference

a) Provide in/outpatient, Counselling/Rehabilitation Services, Pharmacy's/Chemists, Ground and Air Ambulance/Evacuation Service and/or Medical Laboratories.
b) Attend to DeKUT patients promptly and offer quality cost-effective healthcare services.
c) Charges raised for services rendered should be reflected/itemized less NHIF/SHIF rebates processed/reflected in the final bill(s).
d) All invoices for professional services rendered to staff and dependents should reach the Medical Management Unit, DeKUT main Campus within Thirty (30) working-days after discharge/service of patients.
e) Service provider to reconcile invoices paid and submit updated statements by 5th of the following month.

SCOPE OF SERVICE

Objectives

The objective of the service is to provide a comprehensive in-patient and out-patient medical services for the medical scheme beneficiaries.

Duration of the Medical Agreement

The period of the medical agreement is five (5) years' subject to annual satisfactory review.

Eligibility

The service shall cover all employees as well as dependents (spouse and dependent children below the age of 24 years).

Inpatient Services:

a) Hospitalization including full diagnosis and treatment, discharge from hospital and the cost of treatment with accommodation charges net of /SHIF.
b) Accommodation and meals for care taker, parent/guardian accompanying a child below 12 years.
c) Dental and optical hospitalization resulting from an accident. Treatment for illness necessitating hospitalization will be covered within the limits.
d) Specialists fee including physician, surgeons, anesthetics etc.

e) Chronic recurrent conditions including hypertension, asthma, diabetes, cancer related illness, arthritis and pre- existing surgical conditions.
f) Congenital conditions and neonatal expenses
g) Inpatient Psychiatric Treatment.
h) Laboratory investigations, X-rays, ultrasound, ECG, MRI Scans, Pathology (laboratory) fees.
i) Prescribed drugs, dressings surgical appliances and nursing procedures
j) Medical Appliances (Hearing Aids, Glucometer, Insulin delivery devices, Urine Catheters & Accessories etc.).
k) Radiology X-ray, ultrasound, ECG and computerized Tomography, MRI scans.
l) Palliative or analgesic care, Radiotherapy and chemotherapy.
m) Inpatient physiotherapy.
n) Day-surgery admissions including dental, optical, gynecological as well as all other services.
o) Operating theatre, Intensive care unit (ICU) and High Dependency Unit (HOU) charges
p) Laser Surgery
q) Treatment for alcoholism and drug addictions (detox).
r) Provision of Maternity benefits including Caesarean section (for principal and spouse only).
s) Cost of medical circumcision.
t) Accident Rescue/evacuation and hospitalization
u) Medical services for HIV/ AIDs including counselling, treatment, providing anti-retroviral and other related drugs
v) Pandemics and any other service not included above but which may be mutually agreed upon from time to time.

Outpatient Services

The scope of the service for Outpatient medical services shall apply to all medical related illnesses and will include the following:
a) Routine outpatient consultation,
b) Diagnostic Laboratory Tests.
c) Radiology X-ray, ultrasound, EEG, ECG and computerized Tomography, MRI scans.
d) Prescribed physiotherapy
e) Prescribed drugs and dressings.
f) Comprehensive Baby/travel vaccinations/Immunizations (No vaccine exclusions)
g) Family planning & fertility tests for principal and spouse only
h) Diagnostic equipment (e.g. Glucometers, BP Machines etc.) and medical aids hearing aids, wheel chairs, frames and crutches
i) Circumcision
j) Counselling Services, Alcoholism, drug and substance abuse treatment, counselling and rehabilitation services.
k) Attendance to other opportunistic and terminal diseases such as TB, cancer etc.
l) Annual General check-up for employee and spouse,
m) Dental Services-to include extraction, root canal, fillings, scaling necessitated by a medical condition.
n) Optical services (Frames, lenses (on ophthalmologist prescription only), contact lenses, bi- Focal lenses, Visual examination)

o) Referrals to Specialists (Pediatricians, Obstetricians, gynecologists, lactation specialists p) Neonatologists, Orthopedic doctors, dermatologists, E.N.T. doctor's etc.).
q) Psychiatrist treatment
r) Maternity services i.e. Anti and Post Natal.
s) HIV/ AIDS (Voluntary counselling and testing and treatment of HIV related opportunistic diseases and provision of anti- retroviral drugs).
t) Pandemics and any other service not included above but which may be mutually agreed upon from time to time.

Other details to be contained in the proposal:

Demonstrate that they have the knowledge and experience in the provision of medical services. Written undertaking addressed to the Vice Chancellor to strictly adhere to the following provisions:

a) Charges for services that may be rendered as per The Medical Practitioners and Dentists (Professional Fees) Rules.
b) Patients to be given quality cost-effective healthcare laboratory tests, radiological/imaging examinations and similar investigations to diagnose and treat patients without compromising their diagnostic accuracy and provision of quality professional services.
c) Patients MUST be attended to promptly and expected to be offered quality cost-effective healthcare services.
d) Invoices for services rendered must be clearly itemized and submitted attached to both relevant original medical referral order and medical reports.
e) SHIF rebates must be processed and reflected in the final bill.
f) Services will be provided as per the provisions of DeKUT staff Medical Benefits Policy (available on written request).
g) All invoices for professional services rendered to staff and dependants should reach the Medical Management Unit, DeKUT headquarters within thirty(30) working-days after discharge/service of patients.
h) Willingness to offer services without seeking advance payments. Payments shall be made after delivery of service. The University will not make any advance payments.
i) Reconciliation of paid invoices and submission of updated statements by 5th of the following month.
k) The facilities must have Biometric Identification system to identify staff and their dependants.

Employee/Beneficiary Data Management

a) The service provider shall be expected to liaise with DeKUT Medical Centre and Human Resource on matters regarding Employee Data updates.
b) The bidder should undertake to retain the utmost confidentiality of member details including utilization which can only be shared to the DeKUT Medical Centre & Human Resource department.

Medical/Dental Disciplines

a) Cardiologist
b) Cardiothoracic and Vascular Surgeon
c) Chest physician
d) Dental surgeon
e) Dermatologist
f) ENT Surgeon

h) Gastroenterologist
i) General Physician/Surgeon/Paediatrician/ pathologist
j) Haematologist
k) Interventional Radiologist
l) Maxillofacial surgeon
m) Nephrologist
n) Neurophysician
o) Neurosurgeon
p) Obstetrician Gynaecologist
q) Obstetrician /Gynae – Fertility
r) Ophthalmologist
s) Orthopaedic surgeon
t) Pathologist Haematologist
u) Physician/ Oncologist
v) Physician/Rheumatologist
w) Plastic reconstructive surgeon
x) Psychiatrist/Psychologist/Counsellor
y) Radiotherapist/ Oncologist
z) Urologist

DEDAN KIMATHI UNIVERSITY LOCATIONS/STATIONS

Region	**County**	**Station**
Southern Region	Mombasa	Mombasa
	Kwale	Diani, Shimoni, Vanga, Lungalunga
	Kilifi	Kilifi, Malindi
	Lamu	Lamu island, Lamu mainland, Manda
	Taita/Taveta	Taveta, Voi
Northern Region	Garissa	Garissa
	Wajir	Wajir
	Mandera	Mandera
	Marsabit	Marsabit, Moyale
	Isiolo	Isiolo
	Meru	Meru
	Tharaka-Nithi	Chuka
	Embu	Embu
	Kitui	Kitui
	Machakos	Machakos
	Makueni	Wote, Emali
Central Region	Nyeri	Nyeri
	Kirinyaga	Kirinyaga

	Murang'a	Muranga
	Kiambu	Kiambu, Thika
	Laikipia	Nanyuki
North Rift Region	Turkana	Lodwar, Lokichogio, Kakuma
	Samburu	Maralal
	Trans Nzoia	Kitale, Suam
	Uasin Gishu	Eldoret
	Baringo	Kabarnet
South Rift Region	Nakuru	Nakuru, Naivasha
	Narok	Narok
	Kajiado	Kitengela, Namanga
	Kericho	Kericho
	Nyandarua	Nyahururu
Western Region	Kakamega	Kakamega
	Bungoma	Bungoma
	Busia	Busia, Malaba
	Siaya	Usenge
	Kisumu	Kisumu
	Homa Bay	Mbita
	Migori	Isebania
	Kisii	Kisii
Nairobi Region	Nairobi City	Nairobi

Note: Applicants that meet all the minimum requirements provided in each Lot will be subjected to a due diligence exercise before being shortlisted as the University's medical service provider.

Request for Review

FORM FOR REVIEW (r.203 (1))

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….. for …… (Tender description).

REQUEST FOR REVIEW

I/We……,the above named Applicant(s), of address: Physical address……P. O. Box 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.

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

1.

2.

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