



AFRICA INLAND CHURCH
KAPSOWAR HOSPITAL

PO BOX 68, Elgeyo Marakwet, Kenya, 30705
www.kapsowarhospital.org

PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF NON-PHARMACEUTICALS

TENDER NO.AICKMH/14/2026

AIC KAPSOWAR MISSION HOSPITAL

P.O. BOX 68,

KAPSOWAR

CLOSING DATE: THURSDAY 11TH DECEMBER 2025 AT 10.00AM

Table of Contents

1. PRE-QUALIFICATION INSTRUCTIONS.....	4
1.1. Introduction	4
1.2. Pre-qualification objective	4
1.3. Experience.....	4
1.4. Prequalification Document	4
1.5. Clarification of documents	4
1.6. Additional Information	4
1.7. Request for quotations/tenders	4
2. BRIEF CONTRACT REGULATIONS/GUIDELINES.....	5
2.1. Taxes on Imported Materials.....	5
2.2. Customs Clearance	5
2.3. Contract Price	5
2.4. Payments	5
3. PREQUALIFICATION DATA INSTRUCTIONS.....	5
3.1. Personnel	5
3.2. Financial Condition	5
3.3. Past Performance.....	5
3.4. Withdrawal of Prequalification	6
3.5. Qualification.....	6
3.6. Validity Period	6
4. INFORMATION ON CANDIDATES	7
FORM 1. REGISTRATION DOCUMENTATION	8



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TENDER FOR SUPPLY OF GOODS AND SERVICES FOR THE YEAR 2026

AIC Kapsowar Mission Hospital invites applications for Prequalification from eligible Suppliers for the supply of goods, and services for the year **2026** under the following categories.

TENDER REFERENCE NO.	CATEGORY DESCRIPTION
AICKMH/01/2026	Supply and Delivery of Meat Products
AICKMH/02/2026	Supply and Delivery of Fresh Farm Produce (Fruits, Vegetables, etc.)
AICKMH/03/2026	Supply and Delivery of Poultry Products
AICKMH/04/2026	Supply and Delivery of Dairy Products
AICKMH/05/2026	Supply and Delivery of Bread
AICKMH/06/2026	Supply and Delivery of Firewood
AICKMH/07/2026	Supply and Delivery of Staff and Student Uniforms and PPEs
AICKMH/08/2026	Supply and Delivery of Student Uniforms
AICKMH/09/2026	Supply and Delivery of Hospital Linen, Beddings and Drapery
AICKMH/10/2026	Supply and Delivery of Petrol, Diesel and Lubricants
	PREQUALIFICATION
AICKMH/11/2025	Supply and Delivery of General Office Stationery
AICKMH/12/2025	Supply and Delivery of Toners, Cartridges, and other Computer Consumables
AICKMH/13/2025	Supply and Delivery of Pharmaceutical Drugs, Vaccines and Solutions
AICKMH/14/2025	Supply and Delivery of Non - Pharmaceuticals

AICKMH/15/2025	Supply and Delivery of Orthopedic Supplies (Theatre Screws, Plates and Implants)
AICKMH/16/2025	Supply and Delivery of Medical Consumables (Surgical Dental and Radiology Consumables)
AICKMH/17/2025	Supply, Repair and Maintenance of Fire Fighting Equipment
AICKMH/18/2025	Supply and Delivery of Building Materials
AICKMH/19/2025	Supply and Delivery of Electrical Items

Interested candidates may collect tender documents from Procurement Office at Kapsowar during working hours or download bid documents online at www.kapsowarmissionhospital.org/

Candidates are required to pay a non-refundable fee of Kenya Shillings Three Thousand (Kshs 3,000) only for each tender category except tender no. 2 and 3 for supply of fresh farm produce and poultry products respectively who will be required to pay Kshs. 2000, payable through Paybill indicated below

MPESA Paybill no. 998607

Account name: Company name.

And present the MPESA transaction code to the cash office for issuance of official receipt

Complete bid documents together with all the necessary attachments in a sealed envelope bearing the tender number and Description should be addressed to:

The Hospital Director/ Chief Executive Officer

AIC Kapsowar Mission Hospital

P.O. Box 68,

Kapsowar

and dropped in the tender box situated at the entrance to the Finance Office on **or before Thursday 11th December, 2025 at 10.00 am.**

1. PREQUALIFICATION INSTRUCTIONS

1.1. Introduction

AIC Kapsowar Mission Hospital invites interested candidates who qualify as per the set tender procedure, to apply for Prequalification to supply and deliver goods and services for the period beginning 1st January 20126.

1.2. Tender objective

The main objective is to maintain a register of suppliers and service providers to the Hospital who can supply goods and services on 'as and when required basis' through tenders or quotations during the stated period.

1.3. Experience

Prospective vendors and service providers must have carried out successful supply and delivery of similar goods and services to hospitals, Corporations, NGOs or Government Institutions of similar size and complexity. Potential vendors and service providers must demonstrate willingness and commitment to meet the pre-qualification criteria set.

1.4. Prequalification Document

In order to be considered for tender, prospective vendors must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified. AIC Kapsowar Mission Hospital reserves the right to accept or reject any or all bids and is not bound to give any reasons for its decision.

1.5. Clarification of documents

Any questions that may arise from the tender documents should be sent not later than 7th December, 2025 via email to procurement.kapsowar@gmail.com

1.6. Additional Information

AIC Kapsowar Mission Hospital reserves the right to request submission of additional information from prospective ~~vends~~ and service providers.

1.7. Request for quotations/tenders

Request for quotations/tenders will be made available only to those bidders who are pre-qualified by the Hospital at the disclosure of the tender committee after the completion of the pre-qualification process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1. Taxes on Imported Materials

The supplier will have to pay customs duty, VAT and any other applicable taxes for all imported materials to be supplied.

2.2. Customs Clearance

The suppliers shall be responsible for custom clearance of their imported goods and materials.

2.3. Contract Price

The contract shall be of the unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Hospital Director or Tender Committee. **Prices quoted should be inclusive of all taxes and delivery charges** and valid for 120 days and ensure constant availability of goods.

2.4. Payments

All purchase orders shall be on 30-day credit terms or any other terms stipulated in the contract agreement.

3. TENDER DATA INSTRUCTIONS

3.1. Personnel

The names, pertinent information and the CVs of key personnel for individual(s) to execute the contract must be attached.

3.2. Financial Condition

The vendors' financial condition will be determined by the latest financial statement submitted with the pre-qualification documents as well as the letters of reference from their bankers regarding supplier's credit position. Potential vendors/service providers will be pre-qualified on the satisfactory information given.

3.3. Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included (at least from three organizations- attach copy of LPO/LSO/Contract)

3.4. Withdrawal of Prequalification

Should a condition arise between the time the vendor is pre - qualified to bid receipt date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not

limited to bankruptcy, change in ownership or new commitments, then AIC Kapsowar Mission Hospital reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.5. Qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by AIC Kapsowar Mission Hospital in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of AIC Kapsowar Mission Hospital and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.6. Validity Period

The request for pre-qualification must remain valid for not less than 150 days from the date of submission. AIC Kapsowar Mission Hospital shall endeavor to complete the evaluation within the period. Suppliers shall not contact the Hospital on the matters relating to their Pre-qualification Document from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the vendors to influence the Hospital in the pre-qualification shall result in rejection of their qualification document.

4. INFORMATION ON CANDIDATES

- i) The firm must declare any conflict of interest in relation to any member of staff. AIC Kapsowar Mission Hospital will not procure goods or services from suppliers where the employees have not declared conflict of interest.
- ii) AIC Kapsowar Mission Hospital may carry out a source audit exercise for the shortlisted prequalified Suppliers.
- iii) Tenderers shall not contact the Hospital on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the Tenderer to influence the Hospital in the tender evaluation shall result in the cancellation of their tender.
- iv) The Hospital does not bind itself to assign supply of goods, works and services but shall endeavor to ensure tenders for specific goods, works and services are treated equitably.
- v) Applicants will be informed in writing of the results of the application, without assigning any reason for the Hospital's decision thereof.
- vi) Tenderers will meet all costs associated with preparation and submission of their applications.
- vii) It is AIC Kapsowar Mission Hospital's policy to require that tenderers observe the highest standard of professional and moral ethics during the selection and execution of such contracts.
- viii) AIC Kapsowar Mission Hospital Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
- ix) The Hospital will declare a bid ineligible, for pre-qualification if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and
- x) The Hospital will have the right to examine financial records relating to the performance of such services to determine capability.
- xi) The Hospital will declare a bid ineligible for pre- qualification if at any time it determines that Tenderer has no legal capacity to enter into a contract for the procurement.
- xii) The Hospital will declare a bid ineligible for pre-qualification if at any time it determines that Tenderer is insolvent, in receivership, bankrupt or in the Process of being wound up and is not the subject of legal proceedings relatedto the foregoing.
- xiii) AIC Kapsowar Mission Hospital will declare a bid ineligible, for pre- qualification if at any time the Hospital determines that a bidder is related to an employee of the hospital or a Member of Board or the Tender Committee of the Hospital unless otherwise pre-declared to avoid conflict of interest.

FORM 1. REGISTRATION DOCUMENTATION

Mandatory Requirements:

- a) Copy of Certificate of Registration/Incorporation of Business Name
- b) Copy of Memorandum of Association or CR12 where applicable
- c) Copy of PIN Certificate of firm/company/individual from Kenya Revenue Authority
- d) Copy of valid Tax Compliance Certificate from Kenya Revenue Authority
- e) Must submit bank statements for the most recent 6 months or Audited accounts for the last two (2) years
- f) Attach letter of recommendation from the firm's banker
- g) Copy of valid Trade License/ Current business licenses from relevant authorities e.g. County government
- h) Copy of Registration certificate/regulatory license from relevant bodies eg National Construction Authority (NCA), Pharmacy and Poisons Board (PPB) and other relevant authorities (where applicable)
- i) Copy of practicing certificate for all professionals e.g. (Pharmacist license, legal, medical) (where applicable)
- j) Where mandatory for service provision, each firm must attach evidence of registration with Professional bodies/Authorities e.g. Certificates of health for foodstuff handling, Private Security Regulatory Authority (PSRA license)
- k) 2023 and 2024 LPOs/LSOs/Contracts awarded
- l) Recent Letters of recommendation from three (3) of your major clients
- m) Certificates of memberships /affiliations /associations (where applicable)