TENDER DOCUMENT

FOR

PREQUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES
FOR THE YEAR 2019-2020

OCTOBER 2018
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TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES

IntraHealth International invites interested and eligible applicants (including current suppliers) for prequalification/registration of suppliers for supply of under listed goods and services for the period beginning January 1, 2019 to December 31, 2020

Ref. No. | Category
---|---
IHK/01/2019 | Supply of General Office Stationery, Toners and Cartridges
IHK/02/2019 | Supply of Office Furniture
IHK/03/2019 | Provision of General Printing, Photocopying and Binding Services
IHK/04/2019 | Supply and Maintenance of IT Equipment, Printers & Related Accessories
IHK/05/2019 | Supply and Maintenance of First Aid Kits & Fire Safety Equipment
IHK/06/2019 | Provision of Cleaning and Fumigation Services
IHK/07/2019 | Provision of Petty Errand Services within Nairobi
IHK/08/2019 | Provision of Taxi and Car Hire services in Counties in the following regions; Nairobi, Nyanza, Western, Coast, Eastern, Central, South Rift, North Rift, and North Eastern
IHK/09/2019 | Provision of Air Travel Agency Services (Local & international Air travel)
IHK/10/2019 | Provision of Legal Services
IHK/11/2019 | Provision of General Office Renovations and Refurbishment Services
IHK/12/2019 | Provision of Local Courier Services
IHK/13/2019 | Provision of Internet Services

Detailed prequalification documents can be downloaded Free of Charge from the website: [http://www.prequalification.hrhkenya.or.ke](http://www.prequalification.hrhkenya.or.ke). Interested bidders are required to submit completed prequalification tender documents in a plain sealed envelope clearly marked “PREQUALIFICATION OF SUPPLIERS 2019/2020” indicating the name and reference number of the category being applied for addressed to:

The Procurement Committee  
IntraHealth Kenya Office  
Ring Road/Lower Kabete Road,  
Westlands, 9 West, 4th Floor  
NAIROBI, Kenya

All application documents to be hand delivered and deposited in the tender box at our office during working hours (7:30am to 4:45pm) from Monday to Thursday and (7.30am to 12.30pm) on Fridays to be received on or before Friday, 23rd November, 2018 at 12.30 pm.
1.0 PREQUALIFICATION INSTRUCTIONS

1.1 Introduction

IntraHealth International Inc. believes in a world where all people have an equal opportunity for health and wellbeing. We support health workers to succeed, improve policies and systems for a strong workforce that delivers health services to meet communities’ needs. IntraHealth would like to invite interested suppliers who must qualify by meeting the set criteria as provided by IntraHealth to perform the contract of supply and delivery or provision of goods and services.

1.2 Prequalification Objective

The main objective of this process is to maintain a register of qualified suppliers in relevant categories for provision of goods and services to IntraHealth Kenya Office through quotations/tenders/proposals as and when required during the period beginning January 1, 2019 to December 31, 2020.

1.3 Invitation of Pre-qualification

Suppliers registered under the Laws of Kenya in respective goods or services are invited to submit their Prequalification documents to The Procurement Committee-IntraHealth Kenya Office so that they may be registered for submission of quotations/proposals/tenders. IntraHealth Kenya Office reserves the right to accept or reject any application either in whole or in part, and is not bound to give reasons for its decision.

1.4 Prequalification Document

This document includes questionnaire forms and documents required from prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested. Failure to supply any of the required mandatory documents will lead to an automatic disqualification without further reference to the bidder.
1.5 Eligibility

This invitation of application for pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services. IntraHealth employees, its committee members, board members and their relatives (spouse and Children) are not eligible to participate in the prequalification or tender processing.

1.6 Cost of Bid

Prequalification documents with detailed specified conditions can be downloaded Free of Charge from the website: http://www.prequalification.hrhkenya.or.ke. The bidder shall bear all costs associated with the preparation and submission of the bid, and IntraHealth shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

1.7 Format and Signing of Application

The applicants shall prepare one document comprising the prequalification document clearly marked with the name and reference number of the category being applied for. The prequalification document shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the applicant. The person or persons signing the prequalification documents shall initial all pages of the tender where entries or amendments have been made.

The prequalification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initiated by person or persons signing prequalification. The prequalification document should be submitted spiral/bound and properly page numbered. IntraHealth shall not be responsible for loss of documents not bound/loose.

1.8 Application Submission

Interested bidders are required to submit completed prequalification tender documents in a plain sealed envelope clearly marked “PREQUALIFICATION OF SUPPLIERS 2019/2020” indicating the name and reference number of the category being applied for addressed to: The Procurement Committee, IntraHealth Kenya Office, Ring Road/Lower Kabete Road, Westlands, 9 West, 4th Floor, NAIROBI, Kenya.
All application documents to be hand delivered and deposited in the tender box at our office during working hours (7:30am to 4:45pm) from Monday to Thursday and (7.30am to 12.30pm) on Fridays to be received on or before **Friday, 23rd November, 2018** at 12.30 pm.

Suppliers currently doing business with IntraHealth Kenya Office should re-apply for this pre-qualification. Canvassing will lead to automatic disqualification. Bids containing any other external markings that can identify the vendor or that are addressed to individuals will be disqualified. **Phone requests will not be honored.** Any tender document received after the deadline will be disqualified. **ONLY** successful bidders shall be notified formally of the outcome after completion of the pre-qualification process.

Tenderers are required to submit pre-qualification request per tender category in separate envelopes if the tenderer is interested in more than one category. No tenderer will be considered for more than two categories. Multiple tenders sealed in one envelope will be disqualified from further review and consideration.

**1.9 Clarifications of Tender Documents**

Questions that may arise from the prequalification documents should be directed in writing to the Procurement Committee-IntraHealth Kenya Office via email to *ProcurementLogist-KE@intrahealth.org*. Any requests for information should be received at least 5 working days before the closing date, as defined in the invitation to tender. IntraHealth shall respond in writing to any questions submitted by a bidder.

**1.10 Request for quotations**

The list of suppliers will be maintained in IntraHealth database and does not constitute any contractual obligation with any party. Request for quotations/proposals will be made available only to those bidders whose qualifications are accepted by IntraHealth after meeting all the mandatory criteria. All deliveries of goods, works or services shall be on a credit of a minimum of thirty (30) days or as may be stipulated in the contract agreement.

**1.11 Qualification Criteria**

Prospective supplier/service provider will not be considered qualified unless in the judgment of IntraHealth Kenya Office and based on the set criteria they possess capability, experience, qualified personnel available and suitability of equipment and net
current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

The declaration will be either pass or fail regarding the bidders’ general and particular experience, personal and financial position, as submitted with the letter of application. IntraHealth reserves the right to waive minor deviations if they don’t materially affect the capability of an applicant to perform the contract. The qualification criteria are as specified in the other important Pre-requisites.

1.12 Verification

IntraHealth reserves the right to request submission of additional information from prospective bidders or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given and ascertain as part of the prequalification process, that the supplier in deed has the capability to provide the stated goods and or service. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.

1.13 Withdrawal from Prequalification

Should a condition arise between the time the firm apply for pre-qualification and the bid opening date or between the time a supplier is pre-qualified and the time the supplier is required to supply the goods or services, 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, IntraHealth Kenya Office reserves the right to disqualify such supplier from further pre-qualification or even reject the tender from such a supplier even though they have been initially pre-qualified.

1.14 Amendments of the Tender Documents

At any time prior to the deadline for submission of Bids, IntraHealth may, for any reason whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Documents by amendment. All prospective bidders that have received the bidding documents shall be notified in writing of all the amendments to the bidding documents. In order to give prospective bidders reasonable time to take the amendments into account in preparing their proposals, IntraHealth, at its discretion may extend the deadline for the submission of proposals.
1.15 Conflict of Interest

The bidder shall not be associated nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the tender. Any such association must be disclosed and may result in the disqualification of the applicant.

1.16 Corrupt or Fraudulent Practices

IntraHealth requires that Tenderers observe the highest standard of ethics during the prequalification process and execution of contracts. When used in the present Regulations, the following terms are defined as follows: -

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer in the procurement process or in contract execution; “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of procuring entity and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive procuring entity of the benefits of free and open competition.

IntraHealth will reject a proposal for pre-qualification if it determines that the Tenderer recommended for pre-qualification has engaged in corrupt or fraudulent practices in competing for the contract in question. Furthermore, a Tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in future procurement in IntraHealth. A Tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

1.17 Confidentiality

It is understood and agreed that the pre-qualification data on prospective suppliers/service providers is to be used by IntraHealth Kenya Office in determining, according to its sole judgment and discretion, the qualifications of prospective suppliers/services providers to perform in respect to the Tender Category as described by the client. IntraHealth will ensure information that is received from bidders is treated with the utmost confidentiality and shall be for the sole use of the organization. Information relating to the examination, evaluation of applications and recommendations for prequalification of the successful participants shall not be disclosed to applicants or any other has been announced.
2.0 PRE-QUALIFICATION EVALUATION CRITERIA

2.1 Experience

Prospective suppliers must have carried out successful supply and delivery of similar items/services to NGOs/UN agencies/Government Corporation/ Institutions of similar size and complexity for not less than one year. Prospective suppliers must show competence, willingness and capability to organize supply and delivery of items or services at short notice.

2.2 Financial Capability

The supplier’s financial capability will be determined by the latest financial statement and the latest three months bank statements submitted with the pre-qualification document as well as letters of reference from their bankers regarding supplier’s credit position. Potential suppliers will be pre-qualified on the satisfactory information given. Special consideration will be given to the financial capability to execute orders. For the purpose of this pre-qualification, only the latest financial year end audited statement shall be admissible.

2.3 Personnel

The bidders shall provide information to demonstrate that they have qualified staff to carry out the assignment. The names, pertinent information and Curriculum Vitae of the key personnel or group to execute the contract must be indicated.

2.4 Past Performance

Past performance will be given due consideration for any pre-qualifying bidders. Bidders must share contracts of previous works done and/or LPOs. List of past clients supplied the same category of goods and services to must be provided in form PQ-5.

2.5 Sworn Statement

Application must include a Sworn Statement Form PQ-6 and Code of Ethics declaration Form PQ-7 by the Tenderer ensuring the accuracy of the information given. The statement must bear the signature and stamp of the company representative for it to be admissible.
2.6 Professional Certification

Those categories dealing with office renovations and refurbishments the bidders must be registered with the ministry of public works/NCA. Those offering legal services must attach professional certificates. Those offering to supply IT equipment must attach proof of dealership, certification with manufacturers of electronic/computer equipment such as HP, Dell, Cisco. Air Travel Firms must be registered with International Air Travel Association (IATA) and any other relevant bodies. Car hire firms must submit a copy of the comprehensive PSV insurance cover.

2.7 Reference Letters

Suppliers with references coming from recognized companies or NGOs funded by United States Government (USG) shall have an added advantage. The reference letter shall only be acceptable if it is on the referencing company letter head and has a company stamp. Letters of reference from at least three current customers should be included. The letters must be current, relevant and valid for the prequalification category being applied.

2.8 Statutory Obligations

The firm must show proof that it has paid all its statutory obligations and have a valid and current Tax Compliance Certificate from the Kenya Revenue Authority. Tax compliance must be valid as verification of its validity shall be independently done. The firm must have a fixed Business Premise with a valid business/Trade License attached to the bid document. The firm must be registered in Kenya, with certificate of Registration/Incorporation, copies of which must be attached or any other valid business registration from the Government of Kenya. A valid VAT/PIN certificate from the Kenya Revenue Authority must also be attached to the bid document.

2.9 Mandatory Requirements

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Valid Tax Compliance Certificate (TCC3) from KRA</td>
<td>Mandatory</td>
</tr>
<tr>
<td>2</td>
<td>Copy of Certificate of Registration/Incorporation</td>
<td>Mandatory</td>
</tr>
<tr>
<td>3</td>
<td>VAT/PIN Registration Certificate</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
4. Current Trade License/Single Business Permit  

5. Duly completed and stamped Form PQ-6: Sworn Statement  

6. Duly completed and stamped Form PQ-7: Code of Ethics and Conflict of Interest Disclosure  

7. Evidence Of physical Registered office– Please attach any supporting document in the name of the firm e.g. Electricity/Water bill, tenancy agreements Title deed, etc.  

**Note:** Failure to submit all the mandatory documents in the respective categories will lead to automatic disqualification. Expired documents are deemed not attached. Evaluation shall be on a Yes/No system. Firms that meet the above requirements in their respective categories will be subjected to further detailed technical evaluation as follows:

### 2.10 Technical Evaluation

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirements (Submit Evidence)</th>
<th>Score (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Form PQ-1 Letter of application</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Form PQ-2 Confidential business questionnaire</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Form PQ-3 Organization profile</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>Form PQ-4 Financial position</td>
<td>35</td>
</tr>
<tr>
<td>5</td>
<td>Form PQ-5 Relevant past experience</td>
<td>20</td>
</tr>
<tr>
<td>6</td>
<td>Three current and relevant reference Letters addressed to the procurement committee for this prequalification</td>
<td>15</td>
</tr>
</tbody>
</table>

**Note:** The top 5 (five) bidders with the highest Technical score will be visited and/or invited to make oral presentation on their proposals for final decision making.
3.0 PRE-QUALIFICATION DATA FORMS

The below questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, and PQ-7 are to be completed by prospective suppliers/service providers who wish to be pre-qualified for submission of tender for a specified category. The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered.

3.1 Form PQ-1: Letter of Application

The letter of application will be prepared by the applicant and will follow the form presented herein; the letter of application will be prepared on the letterhead paper of the applicant company and will include full postal address, telephone numbers and Email address. The letter of application will be signed by duly authorized representatives of the applicant. Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

To
The Procurement Committee
IntraHealth Kenya Office
Ring Road/Lower Kabete Road, Westlands
9 West Building, 4th Floor
P.O. Box 66726, 00800
NAIROBI, Kenya

Date……………………………………………………

Dear Sir/Madam,

Being duly authorized to represent and act on behalf of _____________________ (name of firm) (here in after referred to as (the bidder), and having reviewed and fully understood all of the prequalification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Category ref No. and Description)

<table>
<thead>
<tr>
<th>Category Reference Number</th>
<th>Category Description</th>
</tr>
</thead>
</table>

Attached to this letter are copies of original documents defining
a) The applicant’s legal status  
b) The principal place of business and  
c) The place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).

IntraHealth and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects.

This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience and competence of the applicant.

This application is made with full understanding that: Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Company Rubber Stamp</td>
<td></td>
</tr>
</tbody>
</table>
### 3.2 Form PQ-2: Confidential Business Questionnaire

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

#### Part 1 – General

<table>
<thead>
<tr>
<th>Name of Company/firm</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Category applied for</td>
<td></td>
</tr>
<tr>
<td>Category reference code</td>
<td></td>
</tr>
<tr>
<td>P.O Box</td>
<td></td>
</tr>
<tr>
<td>Post Code</td>
<td></td>
</tr>
<tr>
<td>Town</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Mobile Number(s)</td>
<td></td>
</tr>
<tr>
<td>Street/Road</td>
<td></td>
</tr>
<tr>
<td>Building</td>
<td></td>
</tr>
<tr>
<td>Floor/Door</td>
<td></td>
</tr>
<tr>
<td>Nature of business</td>
<td></td>
</tr>
<tr>
<td>Certificate of registration/Incorporation Number</td>
<td></td>
</tr>
<tr>
<td>VAT/PIN certificate Number</td>
<td></td>
</tr>
<tr>
<td>Tax Compliance Certificate Number &amp; validity date</td>
<td></td>
</tr>
<tr>
<td>Trade/Business License Number &amp; Expiry date</td>
<td></td>
</tr>
</tbody>
</table>

#### Part 2 (a) – Sole Proprietor (if applicable)

Full names .................................................................
Nationality.................................................. Country of Origin.........................
Citizenship Details” whether by Birth, Naturalization or Registration ............................

#### Part 2 (b) – Partnerships (if applicable)

Give details of partners as follows:
No. | Name | Nationality | Citizenship | Shares owned in %
---|------|-------------|-------------|---------------------
1   |      |             |             |                     
2   |      |             |             |                     
3   |      |             |             |                     
4   |      |             |             |                     
5   |      |             |             |                     

Part 2 (c) – Registered Company (if applicable)

Private or public ..........................................................
State the nominal and issued capital of the Company
Nominal KShs ..............................................................Issued KShs ..........................................................
Give details of all directors as follows:-

No. | Name | Nationality | Citizenship | Shares owned in %
---|------|-------------|-------------|---------------------
1   |      |             |             |                     
2   |      |             |             |                     
3   |      |             |             |                     
4   |      |             |             |                     
5   |      |             |             |                     

Applicant Name........................................................................................................................................

Position ........................................................................................................................................................

Signature .....................................................................................................................................................

Dated..........................................................................................................................................................

Company’s Official Rubber Stamp ............................................................................................................
3.3 Form PQ-3: Organization Profile & Personnel

Provide a well written, detailed and comprehensive company profile, which shall include among others the following mandatory information:

a. Company Background, core business focus area, products, services, technical activities, years of business operation

b. A well-drawn and labeled organogram/organization chart and staffing levels of the firm

c. State any technological innovations or specific attributes which distinguish you from your competitors

d. Provide and attach ISO certification, other quality assurance certification and any recognition award certificate

e. Provide details and attach CVs of at least 3 (three) key relevant management and technical staff

3.4 Form PQ-4: Financial Position

a. Attach a copy of firm's latest financial year audited accounts. The audited accounts must be signed and stamped by a recognized audit firm.

b. Attach letter of reference from the bankers regarding the current cash and credit position of the firm.

c. If Pre-qualified, will you require advance from IntraHealth Kenya Office to supply goods or services? --------------Yes/No

d. What will be your preferred payment terms? (IntraHealth proposes a minimum of 30 days credit terms)

e. What will be your preferred mode of payment? (IntraHealth pays via EFT)

f. Attach copies of bank statements for the last three months (August, 2018-October, 2018)
3.5 Form PQ-5: Relevant Past Experience

Using the format below please get confirmation and authorized signatories from firms where you have made substantial delivery of goods for which you seek to be prequalified. - *Attach documental evidence of existence of contract e.g. copies of service contract/LPO*

1. Details of the 1st Client (Organization)

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Client (organization)</td>
<td></td>
</tr>
<tr>
<td>Address of Client (organization)</td>
<td></td>
</tr>
<tr>
<td>Name of Contact Person at the client (organization)</td>
<td></td>
</tr>
<tr>
<td>Designation of Contact Person at the client (organization)</td>
<td></td>
</tr>
<tr>
<td>Telephone No. of contact person</td>
<td></td>
</tr>
<tr>
<td>Email address of contact person</td>
<td></td>
</tr>
<tr>
<td>Value of Contract/LPO</td>
<td></td>
</tr>
<tr>
<td>Duration of Contract (date)</td>
<td></td>
</tr>
<tr>
<td>Goods/services supplied/offered</td>
<td></td>
</tr>
<tr>
<td>Signature of Contact Person at the client (organization)</td>
<td></td>
</tr>
<tr>
<td>Date of signing</td>
<td></td>
</tr>
<tr>
<td>Rubber Stamp of the client (organization)</td>
<td></td>
</tr>
</tbody>
</table>

2. Details of 2nd Client (Organization)

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
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<tbody>
<tr>
<td>Name of Client (organization)</td>
<td></td>
</tr>
<tr>
<td>Address of Client (organization)</td>
<td></td>
</tr>
<tr>
<td>Name of Contact Person at the client (organization)</td>
<td></td>
</tr>
<tr>
<td>Telephone No. of Client</td>
<td></td>
</tr>
<tr>
<td>Email address of client</td>
<td></td>
</tr>
<tr>
<td>Value of Contract/LPO</td>
<td></td>
</tr>
<tr>
<td>Duration of Contract (date)</td>
<td></td>
</tr>
<tr>
<td>Goods/services supplied/offered</td>
<td></td>
</tr>
<tr>
<td>Signature of Contact Person at the client (organization)</td>
<td></td>
</tr>
<tr>
<td>Designation of Contact Person at the client (organization)</td>
<td></td>
</tr>
<tr>
<td>Date of signing</td>
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<tr>
<td>Rubber Stamp of the client (organization)</td>
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</table>
### 3. Details of 3rd Client (Organization)

<table>
<thead>
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<th>Description</th>
<th>Details</th>
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<tbody>
<tr>
<td>Name of Client (organization)</td>
<td></td>
</tr>
<tr>
<td>Address of Client (organization)</td>
<td></td>
</tr>
<tr>
<td>Name of Contact Person at the client (organization)</td>
<td></td>
</tr>
<tr>
<td>Telephone No. of Client</td>
<td></td>
</tr>
<tr>
<td>Email address of client</td>
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</tr>
<tr>
<td>Value of Contract/LPO</td>
<td></td>
</tr>
<tr>
<td>Duration of Contract (date)</td>
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<tr>
<td>Goods/services supplied/offered</td>
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<tr>
<td>Signature of Contact Person at the client (organization)</td>
<td></td>
</tr>
<tr>
<td>Designation of Contact Person at the client (organization)</td>
<td></td>
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<tr>
<td>Date of signing</td>
<td></td>
</tr>
<tr>
<td>Rubber Stamp of the client (organization)</td>
<td></td>
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### 4. Details of 4th Client (Organization)

<table>
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<th>Description</th>
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</thead>
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<td>Address of Client (organization)</td>
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<tr>
<td>Name of Contact Person at the client (organization)</td>
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</tr>
<tr>
<td>Telephone No. of Client</td>
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<tr>
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<td>Rubber Stamp of the client (organization)</td>
<td></td>
</tr>
</tbody>
</table>
3.6 Form PQ-6: Sworn Statement

Having studied the pre-qualification information presented above, I/We hereby state:

a. That the information furnished in my/our application is accurate to the best of my/our knowledge and it is agreed that all responses can be substantiated, if requested to do so.
b. That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
c. That I/We give IntraHealth, authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
d. That IntraHealth Kenya Office reserves the rights to accept or reject my pre-qualification documents without necessary providing a reason for such a decision.
e. That pre-qualification does not mean automatic contract award for the goods or services my/our company have been pre-qualified for. Business award will be based on availability of resources, needs and competitive quotations and/or bids and if not competitive, I/we will not be awarded the contract.
f. That in case during the period of the pre-qualification, I/we are not able to do business with IntraHealth Kenya Office for whatever reason, I/We will not hold IntraHealth Kenya Office responsible and I/we absolve IntraHealth Kenya Office of any blame for lack of business engagement.
g. That I/We are not insolvent, in receivership, bankrupt or being wound up, our business activities have not been suspended, and we are not subject of legal proceedings for any of the foregoing.
h. That 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 pre-qualification made.
i. That I/we have fulfilled our obligations to pay taxes and social security contributions

Applicant’s Name ……………………………………………………………………………………………………………………………

Designation……………………………………………………………………………………………………………………………………

Date ……………………………………………………………………………………………………………………………………….……

Signature ………………………………………………………………………………………………………………………………………

Company Stamp/Seal………………………..…….…………………………………………………………………………..
3.7 Form PQ-7 Code of Ethics and Conflict of Interest Disclosure

IntraHealth International Procurement guidelines stipulate that IntraHealth should not permit reciprocity in any purchase transactions. Any reciprocal financial transactions between a supplier and an employee, whether before or after pre-qualification, are prohibited. It does not matter that the transaction is at arm’s length or not.

In view of the above, outlined below are the guidelines on code of ethics and conflict of interest.

Code of Ethics

Except for casual benefits such as hospitality, or gifts worth less than $50 equivalent, employees of IntraHealth International are not allowed to accept or agree to accept any money, gifts, or other benefit on behalf of themselves or anyone else, from a person or institution having dealings with the Organization. No gift may be accepted in cases where it is obvious that the gift will result in an expected reciprocal action from the Organization.

The standards of conduct for all potential suppliers include the following:

1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment or any promise of future employment to employees of IntraHealth who may be in a position to influence the procurement decision.
2) Potential suppliers and/or their agents are not expected to deal with an employee who has a financial interest in their business.
3) During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
4) Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

Conflict of Interest

Please give details of any conflict of interest that may exist between yourself and employee(s) of the IntraHealth as indicated below, and confirm that you have read the code of ethics and are in agreement with it.
1. Has any employee of IntraHealth been your employee in the past one year? If yes, please give details ........................................................................................................

2. Do you have any family ties with any IntraHealth International employee(s) through spouse or immediate family? If so, please explain............................................

3. Have you had past business dealings with any employee of IntraHealth? If yes, please give details: ........................................................................................................

4. Do you have other social or political relationships with an employee of IntraHealth in procurement, which may impede his/her independence or objectivity? ........................................................................................................

I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Name........................................................................................................................................................

Designation................................................................................................................................................

Signature...................................................................................................................................................

Official rubber stamp....................................................................................................................................

Date..............................................................................................................................................................