



THE NAIROBI HOSPITAL

INVITATION TO BID

FOR

**KIAMBU MALL OUTPATIENT CENTRE LIFT MAINTENANCE
CONTRACT**

REFERENCE NO: TNH/056-2/19/ENG

CLOSING DATE: 21st NOVEMBER 2019

CLOSING TIME: 11.00 A.M. EAST AFRICAN TIME

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1. TERMS AND CONDITIONS

This Tender document has been compiled by The Nairobi Hospital (TNH) and it is made available to the Bidders on the following basis.

Bidders submitting a Bid in response to this Tender are deemed to do so, on the basis that they acknowledge and accept the terms and conditions set out below:

- 1.1. The Nairobi Hospital reserves the right to amend, modify or withdraw this Tender or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice and without liability to compensate or reimburse any person.
- 1.2. The TNH reserves the right to call for supporting documentation in order to confirm any information provided by a Bidder in its Tender Bid.
- 1.3. This Tender is not intended to form the basis of a decision to enter into any transaction involving the TNH, and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 1.4. A Bid submitted in response to this Tender will constitute a binding offer which will remain binding and irrevocable for a period of six months from the date of submission to the TNH. The offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder, unless and until a definitive Agreement and other related transaction documents are concluded between the TNH and the Preferred Bidder.
- 1.5. The TNH will not assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to the Tender.

- 1.6. Any requirement set out in this Tender that stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the TNH, and save as expressly stated to the contrary, may be waived by the TNH in its sole discretion at any stage in the Tender process.
- 1.7. The TNH may rely on a Bid as being accurate and corporate in relation to the information and proposals provided therein by the Bidders.
- 1.8. All Bids submitted to TNH will become the property of the TNH and will as such unless otherwise stipulated on the bid documents not be returned to the Bidder. The TNH will make all reasonable efforts to maintain proposals in confidence. Proprietary information should be identified as such in each proposal.
- 1.9. If TNH amends this Tender, the amendment will be sent to each Bidder in writing or publicized as the case maybe. No oral amendments by any person will be considered or acknowledged.
- 1.10. Tender shall be considered irregular if they show any omissions, alteration of form, additions, or conditions not called for, or irregularities of any kind. However, the Tender reserves the right to waive any irregularities and to make award in the best interest of the company.
- 1.11. The Tender reserves the right to accept or reject in part or whole any bid submitted, and to waive any technicalities for the best interest of the hospital and will not be obliged to disclose the reasons that informed any of the decisions made.
- 1.12. Tender's may be rejected, among other reasons, for any of the following specific reasons:
 - 1.12.1. Tender's received after the closing date and time as specified.
 - 1.12.2. Unbalanced value of any items.
 - 1.12.3. If the documents requested for in the tender document are missing, this may include company registration, tax registration and valid certificates.
 - 1.12.4. Tender documents not initialed on every page,

- 1.12.5. Tender containing irregularities.
- 1.12.6. Reason for believing collusion among bidders.
- 1.12.7. The service provider(s) being in arrears on any existing contract or having defaulted on previous contracts.
- 1.13. The TNH reserves the right to require that any bidder provide a formal presentation of its Tender at a date and time to be determined by TNH. The TNH shall provide all instructions and clarification regarding the purpose and scope of the demonstration. All expenses must be borne by the bidder.
- 1.14. All costs associated with the preparation and submission of the Bid will be borne by the bidder(s). The costs shall not be chargeable to TNH by successful or unsuccessful Bidder.
- 1.15. This document is released for the sole purpose of responding to this Tender and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this Tender is strictly prohibited.
- 1.16. All Bids must be formulated and submitted in accordance with the requirements of this Tender.

2. INVITATION TO BIDDER

2.1 Intent

The Nairobi Hospital wishes to invite your company to tender for Kiambu Mall Outpatient Centre lift Maintenance & Servicing as per the Terms of Reference provided.

You are required to complete the tender documents and return them in one (1) plain sealed envelope containing two (2) separate envelopes clearly marked:-

Technical Bid: **ITB FOR KIAMBU MALL OUTPATIENT CENTRE LIFT
MAINTENANCE - REF. NO. TNH/056-2/19/ENG**

Financial Bid: **ITB FOR KIAMBU MALL OUTPATIENT CENTRE LIFT
MAINTENANCE - REF. NO. TNH/056-2/19/ENG**

and addressed to: **Procurement & Stores Manager
The Nairobi Hospital
P.O. Box 30026 - 00100, Telephone: 020-2845000,
NAIROBI**

and deposited in the bid box situated AT THE CORPORATE SERVICES CENTRE, 2ND FLOOR so as to reach us on or before **21st NOVEMBER 2019 at 11 AM.**

3. TERMS OF REFERENCE FOR COMPREHENSIVE REPAIR AND MAINTENANCE OF LIFTS

i) Background

The Nairobi Hospital is a 350 bed private Hospital located in Hurlingham area, Nairobi. The Hospital is expanding significantly and our commitment is to give professional high quality healthcare services to our clients and customers. To further enhance this capability, the hospital is seeking a qualified and competent contractor for Kiambu Mall Outpatient Centre Lift Maintenance & Servicing.

Details required have been specified in Terms of Reference as below;

ii) Scope

The lift at the Outpatient Centre is AKSEN make. The successful bidder will service the one lift on a monthly and quarterly basis and carry out repairs whenever there is any breakdown.

iii) Performance standards

a) Competence of staff

The service provider to employ and supervise, for purpose of the maintenance, suitably trained and qualified staff, who have the necessary experience and skills.

b) Inspections

- i. To regularly and systematically examine the lift installation and to maintain it in satisfactory working order.
- ii. To inspect the Lift installation and to repair or replace, if conditions warrant, free of all extra charge, any of the components or parts of the installation using only genuine parts.

c) Availability

The availability of the lift is to be above 99% for unscheduled maintenance.

iv) Repairs

- a) Where major repairs are carried out, such major repairs will be carried out during the normal working hours of 0800 to 1700 hours Monday to Friday, except in case of emergency.

- b) The cost of replacement of any parts which are not included in the contract shall be by mutual agreement between parties.
- c) To supply and replace all parts and equipment where such replacement is deemed necessary by the Lift contractor made necessary by normal wear and tear. The Hospital must be consulted and give its approval before any replacement is effected by the 'Lift Contractor'. The Lift contractor warrants that only parts which are correctly designed and manufactured and/or approved by them shall be used.

v) Maintenance Services

- a) To carry out services in accordance with the cycles in the service chart on a monthly basis. The client will sign certificate of work done to confirm.
- b) Service charts, wiring diagrams, drawings and other documents of a technical nature relating to the equipment are the intellectual property of the Lift Contractor and are subject to copyright.
- c) These documents are subject to change at the discretion of the Lift contractor.
- d) Drawings shall be amended only by the Lift contractor and shall be marked up as a revision to that drawing, and printed and re-issued by the Lift Contractor.
- e) To provide all lubricants, cleaning materials, cotton rags etc. All lubricants shall be of the proper grade as per manufacturer's specification.

vi) Emergency calls

- a) To provide a twenty four (24) hours, seven (7) days a week emergency callback service.
- b) Service staff shall be equipped where possible with suitable communication capability.

vii) Inventory

- a) To maintain, locally and nationally, an inventory of regular wearing parts.
- b) Notwithstanding the foregoing, the Lift contractor undertakes to substitute or update any parts which have become obsolete. The Hospital must be consulted and give its approval before any substitution or updating of any parts by the Lift contractor. The cost of the substitution or updating, if any, shall be by mutual agreement between the parties.

viii) Records and communication

- a) To maintain records of all attendances, site visits and stoppages.
- b) Give a monthly report on lifts giving monthly availability, any incidences and activities carried out for each.

- c) To inform the Hospital in writing of any potentially hazardous or undesirable situation observed by the Lift Contractor.
- d) To inform the Hospital in writing prior to carrying out any modification to the existing equipment, software or circuit boards, even if the modification may benefit the Lift installation, or if the cost is for the Lift Contractors account.

ix) **SPECIFIC EXCLUSIONS FROM LIFT CONTRACTORS UNDERTAKING**

Unless otherwise agreed in writing between the parties the following items are specifically excluded from this agreement:

- a) Cost of repairs necessitated by reason of negligence or misuse of the installation, or by reason of any cause except normal usage, shall be borne by the Hospital.
- b) The painting of pit floor, motor room floors and ceiling.
- c) All works to motor area fittings, doors, windows and ventilation.
- d) Should any of the excluded items above require attention in the form of labour and/or materials, and if the Hospital requests the Lift contractor to effect same, then the Hospital shall provide the Lift contractor with a separate order, and the Hospital shall bear the costs of the required labour and materials.
- e) The installation of any additional equipment which is recommended or required by insurance companies, government, provincial, municipality or any other authority. The cost of such additional work shall be borne by the Hospital should the Lift contractor undertake to do the work.
- f) The cost of any audits or inspections to the lifts, performed by an independent company upon the request of the Hospital.

x) **QUALITY, ENVIRONMENT, OCCUPATIONAL HEALTH AND SAFETY STANDARDS**

The Nairobi Hospital is certified to ISO 9001:2015, ISO 14001:2015, ISO 22000. We believe suppliers/contractors play a critical role in assisting us realize our objectives on Quality, Environment and Occupational Health and Safety. The Hospital therefore expects Suppliers/contractors to abide with all applicable Hospital policies and procedures in order to ensure the Quality systems are not compromised.

xi) **COST**

The contractor to give the proposed fee for the lift per Quarter. The payments are to be made after the end of each quarter.

Also give a comprehensive list of all fast moving spares and materials covered under the contract.

The rate quoted is to be effective for two years.

xii) **CONFIDENTIALITY**

The Lift contractor undertakes that they shall not either during the period of the contract or after the expiration of the contract disclose any proprietary or confidential information relating to the Nairobi Hospital's business or operations without prior written consent of the Hospital.

xiii) **AWARD**

Please send separate quotes for the lift service.

4. INSTRUCTIONS TO BIDDERS

The following General Instructions (1-11) should be read carefully **prior** to completing your Tender, together with any Special Instructions specific to this Invitation.

a) Submission

Upon completion, your Tender document is to be returned as stated in the Invitation Letter. **Tenders and/or amendments delivered after the stipulated time and date of receipt may not be considered and may be returned to the bidder unopened.**

b) Integrity

Your Tender shall be bona fide and you must not have fixed or adjusted your rates in conjunction with any third party, nor communicated your rates to any third party not directly involved in the preparation of your Bid.

c) Confidentiality

We will use our best endeavours to preserve the confidentiality of information supplied by yourself but may on occasion have to supply details to Government bodies or Co-Venturers and will do so as required.

You are required to keep the details of the Tender confidential and not to communicate them to any person, not directly involved in the preparation of your Bid.

d) Information and Clarity

Your Tender document must be completed in **type or black/blue ink.**

e) Currency and Validity of Rates

All sums are to be quoted in Kenya Shillings (Ksh), and shall include VAT. Unless adjustment is provided for in the Contract, all sums are to be fixed for the duration of any contract awarded on the basis of your Tender.

f) Amendment to Documentation by Bidder

No alteration should be made to any document issued in Tender without obtaining clearance in writing, from the Hospital. Where you consider there has been an omission or error you should inform TNH immediately in writing.

g) Validity of Bids

Your Bid must remain valid for acceptance by us for a period of six months from the date set for receipt of Bids by TNH.

h) Separation of Financial from Technical Proposal

The bidding process will comprise submission of 2 separate envelopes carrying the Technical and Financial proposals. Bids with mixed financial and Technical proposals in one envelope will be disqualified.

i) Communication

All enquiries and communications regarding this Tender, shall be addressed to the Chief Executive Officer by letter. Where any communication requires clarification by or additional information from TNH the Tender **must be received by TNH at least five days prior to the date for return of Tenders.** TNH will advise all Bidders of its response to any such requests where appropriate.

j) Safety

It is the policy of TNH to promote the highest standards of safety and training in respect of its operations. TNH requires a similar high standard and commitment from suppliers engaged to carry out work or services for it.

In furtherance of this requirement you should be aware that your standard for, and commitment to, safety and training will be taken into consideration during evaluation of Tenders for the supply and/or services, and if awarded a contract, you will be expected to co-operate with TNH on all safety related issues.

k) Corrupt or Fraudulent Practices

The Nairobi Hospital requires that bidders to observe the highest standard of ethics during the procurement process and execution of contracts.

The Nairobi Hospital will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

l) Tender acceptance

The Nairobi hospital reserves the right to accept or reject a bid either in full or partially and will not be bound to give reasons for whatever decision it deems fit.

Briefing/Site Visit

Briefing/site visit shall be held on **5th NOVEMBER 2019 at 11.00a.m.** at KIAMBU BRANCH for enquiries, please contact

Albert Opiyo albertopiyo@nbihosp.org Assistant Engineer at Main Hospital
James Chomba jameschomba@nbihosp.org Kiambu Branch Manager

5. FORM OF CONFIDENTIALITY AGREEMENT

THIS AGREEMENT made this **31st October, 2019** between THE NAIROBI HOSPITAL having its principal place of business at P.O. Box 30026, Nairobi, Kenya (hereinafter called "TNH") acting on behalf of participants on one part and, _____, Nairobi, whose principal place of business is situated at, Nairobi (hereinafter called "BIDDER") on the other part.

WHEREAS TNH is seeking Bids in anticipation of awarding a contract for the supply, delivery, installation, testing, commissioning, servicing and maintenance of 1 No. Passenger Lift (hereinafter called "Services") relating to the invitation reference: **TNH/055-2/19ENG** (hereinafter called "the Invitation") and wishes to disclose certain technical or other information to BIDDER whether verbal or written or in whatever other form relating thereto, including the invitation itself, (hereinafter "Information") and TNH wishes to preserve the confidentiality of such Information.

And whereas BIDDER wishes to submit a Bid (hereinafter called "Bid") for the said Services.

NOW THEREFORE it is agreed as follows:

1. BIDDER undertakes to use Information solely in connection with the preparation of the Bid and to treat the Information as confidential and proprietary in nature whether or not Information may be so marked or designated. BIDDER shall take all reasonable precautions to safeguard the confidentiality of Information so as to prevent any unauthorized person or entity from having access to such Information.
2. Information shall only be disclosed to such of BIDDER's directors, officers and employees who need to have access thereto. BIDDER shall ensure that such directors, officers and employees are made aware of this Agreement and BIDDER shall use its best endeavors to ensure that they comply therewith.
3. Notwithstanding the provisions of Clauses 1 and 2, above, BIDDER may disclose the Information to its Affiliates, appointed agents, consultants or prospective subcontractors provided that such disclosure shall be solely for the purpose of Bid preparation.

In this clause, "Affiliate" means in relation to BIDDER, any company which is a subsidiary of BIDDER or a company of which BIDDER is a subsidiary or a company which is another subsidiary of a company of which BIDDER is a subsidiary.

4. The parties acknowledge that no warranty or representation is given or implied as to the accuracy or completeness of the Information, all and any of which shall remain the property of TNH. BIDDER shall, as soon as TNH may request in writing, return or destroy, and/or, as the case may be, procure the return to TNH for destruction of all and any Information if so requested.
5. BIDDER shall not copy by any means whatsoever Information, except as may be reasonably necessary for the pursuance of preparation of the Bid.
6. BIDDER shall not make issue or release any public announcement or statement regarding the Invitation, the Bid, any subsequent award of Contract or this Agreement or anything pertaining thereto without the express prior permission in writing of TNH and its prior approval in writing to the text of the proposed announcement.
7. Notwithstanding the foregoing, the provisions of this Agreement shall not apply to Information which:
 - a) Is, at the time of receipt by BIDDER, in the public domain or thereafter becomes part of the public domain otherwise than in consequence of breach by BIDDER, or
 - b) BIDDER can demonstrate that it was in possession of and at its free disposal prior to the date hereof, or
 - c) BIDDER is required to disclose by any applicable law, decree, regulation or rule.
8. BIDDER undertakes to return the whole of the documents comprising the Invitation, and any copies thereof, in the event that a Bid is not submitted.
9. The provisions of this Agreement shall remain in full force and effect until the earlier of:
 - a) Six months from the date of this Agreement, or
 - b) The award of contract between the parties for the Services.
13. This Agreement shall be governed by and construed in all respects by Kenya Law and the Kenya Courts shall have exclusive jurisdiction to hear disputes hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed on their behalf the day and year first above written.

FOR AND ON BEHALF OF TNH

FOR AND ON BEHALF OF BIDDER

SIGNATURE: _____

SIGNATURE: _____

NAME: **Christopher Abeid M. D**

NAME: _____

TITLE: **Ag. Chief Executive Officer**

TITLE: _____

DATE: **31st October 2019**

DATE: _____

6. TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

- i. In preparing the technical proposal the bidder is expected to examine all terms and information included in this tender document. Failure to provide all requested information shall be at the bidder's own risk and may result in rejection of the proposal.
- ii. The technical proposal shall provide all required information and any necessary additional information.
- iii. The Technical proposal shall not include any financial information, and financial information shall be on the Financial Bid ONLY.
- iv. This Bid document shall be bound together with the technical proposal.
- v. The following information must be provided by the bidder:-
 - a. Company profile (including your current business strategy)
 - b. Copies of Company registration documents, tax registration and compliance certificate as listed on the evaluation criteria.
 - c. Technical details/catalogue for the proposed Passenger Lift.
 - d. Recommendation letters and contact references from other companies where bidder has engaged in similar assignments in the last 3 years. Attach copies of contracts/POs from the Client references. **Also tabulate the monthly fees/project charges for these assignments.**
 - e. Profiles of relevant staff detailing qualifications and experience. Attach copies of academic certificates and CVs which should be relevant to the sale and servicing of Passenger Lifts.
 - f. Signed and stamped confidential business questionnaire.
 - g. Completed confidential business questionnaire.
 - h. Registration certificate from the Radiation Licensing Board.
 - i. Form CR-12 from the Registrar of Companies
 - j. Copies of Quality and Safety Management Certification Certificates where applicable (factory acceptance test (FAT) documents).
 - k. Draft service level agreement (SLA).
 - l. Audited accounts for the last 3 years.
 - m. Signed affidavit providing details on the litigation status.

7. FINANCIAL PROPOSAL

Notes on the preparation of the Financial Proposal

- (a) The Financial proposal should show all costs involved.
- (b) The sum total arrived at in the financial proposal shall be inserted on the Bid offer form **Ref. No. TNH/056/19/ENG** and will be the Bid price.
- (c) The financial proposal shall be in Kenya Shillings and shall take into account the tax liability.
- (d) Financial bid (and any financial information appertaining to your charges for this bid) shall **NOT** be indicated on the Technical Proposal, and shall be submitted separately in a separate envelope marked Financial Bid for Tender **Ref. No. TNH/056-2/19/ENG** for supply, delivery, installation, testing, commissioning, servicing and maintenance of Passenger Lifts.

8. FORM OF TENDER

The Chief Executive Officer
The Nairobi Hospital
P.O. Box 30026 - 00100,
NAIROBI, KENYA

Dear Sir,

**Re: ITB FOR, KIAMBU MALL OUTPATIENT CENTRE LIFT
MAINTENANCE CONTRACT - REFERENCE NO: TNH/056-2/19/ENG**

We have examined the documentation issued to us in connection with the above Tender, namely:

1. Terms and Conditions
2. Invitation for Tender
3. Terms of reference
4. Instruction to bidders
5. Form of Confidentiality Agreement
6. Technical Bid
7. Financial Bid
8. Form of Tender
9. Confidential Business Questionnaire

and offer to provide the services set out in said documentation in strict accordance therewith and to the entire satisfaction of TNH at the rates set out in our Bid.

Until a formal contract is executed between us, this Tender and your written acceptance thereof shall constitute a binding contract between us.

We understand that TNH may accept whole or part of our Bid, but does not bind itself to accepting the lowest or any Bid and that it will not pay for any costs incurred by us in the preparation of our Bid.

SIGNATURE: _____

DATE: _____

NAME: _____

COMPANY: _____

TITLE: _____

9. CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

Part 1 General					
Business Name					
Location of Business Premises					
Plot No,.....Street/Road.....					
Postal addressTel No.Fax Email.....					
Nature of Business					
Registration Certificate No.					
Maximum value of business which you can handle at any one time - Kshs.....					
Name of your bankers.....					
Branch.....					
Part 2 (a) - Sole Proprietor					
Your name in full.....Age.....					
Nationality.....Country of Origin.....					
Citizenship details					
Part 2 (b) - Partnership					
Given details of partners as follows					
Name	Nationality	Citizenship details	Shares		
1.					
2.					
3.					
4.					
Part 2 (c) - Registered Company					
Private or Public					
State the nominal and issued capital of company					

	Nominal Kshs. Issued Kshs. Given details of all directors as follows <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	Date.....Signature of Candidate.....																				

ANNEXURE I

The scheduled Lift servicing shall include but not limited to the following deliverables:

- a) Equipment maintained as per manufacturer recommendations.
- b) Use of latest technology and techniques.
- c) Ensure to meet quality, environmental, occupational and safety standards.
- d) Prompt response to breakdown calls.
- e) Give reports to the Hospital after attending to service and breakdowns.
- f) The spares used to be of expected quality and from manufacturer.
- g) Delivery time for any spares required.

ANNEXURE II: (TEMPLATE FOR SUPPLIER EVALUATION)

Performance evaluation of service level (servicing and maintenance the Lifts)

	Performance Standard	Max score	Actual score
1.	Timely service maintenance	10	
2.	Comprehensive service	10	
3.	Spare parts availability	10	
4.	Maintenance and repair methodology and applicable technology	10	
5.	Response time and attendance	10	
6.	Maintenance and repair reports	10	
7.	Technical capability	10	
8.	Safety considerations	10	
Total score		80	
Percentage score		100%	

Decision Rule

75%-100%	Very good
50%-74%	Good
0-49%	Poor

Recommendation

#	Action	Rating
1.	Continue working with supplier and grant supplier preferred status	$\geq 75\%$
2.	Continue working with supplier but develop and improve supplier	$\geq 50\%$ but $\leq 74\%$
3.	Abandon/switch suppliers	$\leq 49\%$

SITE VISIT CERTIFICATE (MANDATORY)

The site visit survey shall be conducted on the date and time indicated below;

Date:NOVEMBER, 2019 **Time:** **Venue:** KIAMBU BRANCH

(Bidder must carry a copy of the site visit certificate and have it signed and stamped by The Nairobi Hospital at the Respective Site)

Contact person at The Nairobi Hospital:

Name: James Chomba **Location:** KIAMBU BRANCH

Tel: (020) 284 6070 **Email:** jameschomaba@nbihosp.org

Date _____

Tender No. TNH/056-2/19/ENG

**To: Chief Executive Officer
The Nairobi Hospital
P. O. Box 30026-00100,
NAIROBI, KENYA**

This is to certify that _____ of _____
(Name of Bidder) (Address)

Visited The Nairobi Hospital and has been shown the proposed lifts locations.

The Nairobi Hospital's Representative:

Name: _____ Signature: _____ Date: _____

Official Stamp:

Bidder's Representative:

Name: _____ Signature: _____ Date: _____

Official Stamp: