PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2027-2028

AIC KIJABE HOSPITAL

P.O. BOX 20, 00220

KIJABE

AICKH/PRQS/01/2027-2028

CLOSING DATE: 30TH NOVEMBER 2026

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PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2027-2028.

AIC Kijabe Hospital invites online applications for prequalification from eligible Suppliers (**including the current suppliers**) for the supply of goods, works and services for the period **2027-2028** under the following categories;

REFERENCE NO.	CATEGORY DESCRIPTION	ELIGIBILITY
ICT SUPPLIES		
AICKH/PRQS/01/2027-2028	Supply and delivery of Toners and Cartridges	Reserved - Youth, Women and PWDS
AICKH/PRQS/02/2027-2028	Supply and delivery of Assorted Computer Consumables	Open
AICKH/PRQS/03/2027-2028	Supply or Lease, Repair and Maintenance of Computers, Printers, Photocopiers, Servers, Scanners,	Open
AICKH/PRQS/04/2027-2028	Supply, Licensing and Renewal of Enterprise Computer Software, Operating Systems, Cloud Subscriptions, and Cybersecurity / Endpoint Protection Solutions	Open
AICKH/PRQS/05/2027-2028	Design, supply, Installation, Configuration, Commissioning and Maintenance of Network Infrastructure, Information System Solutions, IP Telephone and CCTV Installation	Open
AICKH/PRQS/06/2027-2028	Provision of Bulk Message (Bulk SMS) and WhatsApp Services	Open

STATIONERY		
AICKH/PRQS/07/2027-2028	Supply and delivery of General Office Supplies, Printed Stationery and Packaging Materials	Open
AICKH/PRQS/08/2027-2028	Supply and Delivery of Printed Books, Periodicals and other Reading Materials	Open
AICKH/PRQS/09/2027-2028	Design including Graphics Design, Supply and Delivery of Snapper Frames, Signage, Promotional Materials e.g., T/shirts, posters, banners, Staff ID cards and other Merchandize	Open
KITCHEN SUPPLIES		
AICKH/PRQS/10/2027-2028	Supply and delivery of Fresh Meat products; Fish, Poultry and Poultry products, Beef and Pork Products	Open
AICKH/PRQS/11/2027-2028	Supply and delivery of Fresh Farm Produce (Fruits, Vegetables, etc)	Open
AICKH/PRQS/12/2027-2028	Supply and delivery of Dairy Products	Open
AICKH/PRQS/13/2027-2028	Supply and delivery of Cereals and Kitchen Dry Goods and Related Products	Open
AICKH/PRQS/14/2027-2028	Supply and delivery of Soft Drinks and other Packaged Beverages	Open
AICKH/PRQS/15/2027-2028	Supply and delivery of Bread, Cakes and other Baked Products	Reserved - Youth, Women and PWDS
AICKH/PRQS/16/2027-2028	Supply and delivery of Cutlery, Crockery, Glassware, Cookware, Kitchen Utensils, Food Warmers, and Catering Accessories	Open
LINEN SUPPLIES		
AICKH/PRQS/17/2027-2028	Supply and delivery of Staff Uniforms, Protective Clothing and Personal Protective Equipment (PPE) i.e. Safety shoes, Helmets, Gloves, Goggles	Open

AICKH/PRQS/18/2027-2028	Supply and delivery of Hospital Linen, Beddings and Drapery	Open
CLEANING SUPPLIES		
AICKH/PRQS/19/2027-2028	Supply and delivery of General Housekeeping Materials (mops, polish, wash buckets, brooms, disposable bags, Sanitary Bins etc.)	Open
AICKH/PRQS/20/2027-2028	Supply and delivery of Toiletries, Basins, Slippers, Towels, Pampers and Maternity Sanitary Towels	Open
AICKH/PRQS/21/2027-2028	Supply and delivery of Cleaning Materials, Soap, Detergents & Disinfectants	Open
PETROLEUM & RELATED PRODUCTS		Open
AICKH/PRQS/22/2027-2028	Supply and delivery of Petroleum Products; Liquefied Petroleum Gas, Diesel, Petrol and Lubricants	Open
AICKH/PRQS/23/2027-2028	Supply and Delivery of Charcoal	Reserved - Youth, Women and PWDS
FURNITURE		
AICKH/PRQS/24/2027-2028	Supply, delivery, installation, maintenance of Office Furniture, Fixtures and Fittings	Open
PHARMACEUTICAL DRUGS		
AICKH/PRQS/25/2027-2028	Supply and delivery of Pharmaceutical Drugs, Vaccines and Solutions.	Open
MEDICAL SUPPLIES		
AICKH/PRQS/26/2027-2028	Supply and delivery of Orthopedics Supplies (Theatre Screws, Plates, implants etc.)	Open
AICKH/PRQS/27/2027-2028	Supply and delivery of Physiotherapy Supplies (walking aids, wheelchairs etc.) and Nutrition supplies	Open

AICKH/PRQS/28/2027-2028	Supply and delivery of Medical Consumables i.e. Surgical consumables, Dental consumables, radiology supplies, ENT supplies, Ophthalmology supplies etc.	Open
AICKH/PRQS/29/2027-2028	Supply of Medical Gases and Related Supplies	Open
EQUIPMENT		
AICKH/PRQS/30/2027-2028	Supply, Maintenance of Imaging Equipment & Accessories and Radiation Assessment Services	Open
AICKH/PRQS/31/2027-2028	Supply, Delivery, Installation and Commissioning of Bio Medical and Clinical and Test Equipment	Open
AICKH/PRQS/32/2027-2028	Supply, Delivery, Installation and Commissioning of Industrial Equipment; Incinerator, Laundry machines, Kitchen equipment, Water Treatment System and Trolleys	Open
AICKH/PRQS/33/2027-2028	Supply, Installation and Maintenance of Power Generators, UPS, Air Conditioning, Refrigeration Equipment and Transformer	Open
AICKH/PRQS/34/2027-2028	Supply, Installation and maintenance of Solar PV, Solar Water heating and other renewable energy solutions	Open
LABORATORY SUPPLIES		
AICKH/PRQS/35/2027-2028	Supply and delivery of Laboratory Equipment, Reagents and Consumables	Open
CONSTRUCTION SUPPLIES		
AICKH/PRQS/36/2027-2028	Supply and delivery of Building Materials, Paints, Plumbing and Electrical Items	Open

AICKH/PRQS/37/2027-2028	Provision of Architectural and building services consortiums	Open
AICKH/PRQS/38/2027-2028	Provision of General Building works, Renovation and Maintenance Works	Open
AICKH/PRQS/39/2027-2028	Provision of Electrical, HVAC and Maintenance Works	Open
AICKH/PRQS/40/2027-2028	Provision of Mechanical (Plumbing & Drainage) and Maintenance Works	Open
AICKH/PRQS/41/2027-2028	Provision of Medical Gases Installation and Maintenance Works - Medical Gas Pipeline Systems (MGPS), Plant Installation and Maintenance Works	Open
PROVISION OF SERVICES		
AICKH/PRQS/42/2027-2028	Supply, repair and Maintenance of Fire Fighting Equipment & First Aid Kits	Open
AICKH/PRQS/43/2027-2028	Provision of Repair and Maintenance of Bio Medical, Industrial and Clinical Equipment	Open
AICKH/PRQS/44/2027-2028	Provision of Transport Services; Car Hire, Courier services, Taxi Services	Open
AICKH/PRQS/45/2027-2028	Provision of Haulage Services; Cranes, Fork lifts Services	Open
AICKH/PRQS/46/2027-2028	Provision of Motor Vehicles & Motorcycles Repairs, Maintenance and Supply of Spare parts	Open
AICKH/PRQS/47/2027-2028	Provision of Car Tracking, Speed Governor Services	Open
AICKH/PRQS/48/2027-2028	Provision of Cleaning and Sanitary Services	Reserved - Youth, Women and PWDS
AICKH/PRQS/49/2027-2028	Provision of Fumigation, Pest Control Services	Open

AICKH/PRQS/50/2027-2028	Provision of General Solid Waste and Hazardous/Biomedical Waste Collection, Sanitary Hygiene, Exhauster and Sanitation Management Services	Open
AICKH/PRQS/51/2027-2028	Provision of Clearing and Forwarding services	Open
AICKH/PRQS/52/2027-2028	Provision of Statutory Stack Emission Tests, Quality Water tests, Environment Assessment, Environment Impact Assessment, OSH Audits	Open
AICKH/PRQS/53/2027-2028	Provision of Calibration of Medical and other Weighing and Dispensing Equipment	Open
AICKH/PRQS/54/2027-2028	Provision of Comprehensive Sewing Services	Open
AICKH/PRQS/55/2027-2028	Provision of Security and related services e.g., guards, dogs, alarm systems	Open
AICKH/PRQS/56/2027-2028	Provision of Air ticketing and other travel agency services	Open
AICKH/PRQS/57/2027-2028	Provision of Hospitality services including conferencing, catering facilities and banqueting services	Open
AICKH/PRQS/58/2027-2028	Provision of Team Building Facilitation, Staff Training, Leadership Development, and Organizational Consultancy Services	Open
AICKH/PRQS/59/2027-2028	Provision of Property and Equipment, Valuation Services	Open

Interested candidates are required to submit their applications through https://rfq.kijabehospital.org/ and pay a non-refundable application fee of Kenya Shillings Two Thousand (KES 2,000) per sub-category. Applications must be submitted on or before **30th November 2026 at 1700 hours.**

1. PRE-QUALIFICATION INSTRUCTIONS

1.1. Introduction

AIC Kijabe Hospital invites interested candidates to apply for prequalification by meeting the eligibility and qualification criteria set out in this document. Successful applicants may be invited to supply and deliver goods, execute works, or provide services to the Hospital for a period of two (2) years.

1.2. Pre-qualification objective

The main objective of this prequalification exercise is to establish and maintain a register of qualified suppliers and service providers from whom the Hospital may obtain quotations or invite tenders, as and when required, during the stated period.

1.3. Invitation of Prequalification

Suppliers registered with the Registrar of Companies under the laws of Kenya, Individuals and Sole Proprietorship and engaged in the supply of the respective goods, execution of works, or provision of services are invited to submit their prequalification applications to the Executive Director, AIC Kijabe Hospital, for consideration.

1.4. Experience

Prospective suppliers and contractors must demonstrate a successful track record in supplying similar goods, executing similar works, or providing similar services to corporations, non-governmental organizations (NGOs), government institutions, or other organizations of comparable size and complexity. Applicants must also demonstrate their willingness and capacity to meet the prequalification requirements.

1.5. Prequalification Document

To be considered for prequalification, prospective suppliers must submit all the information and supporting documents requested in this document. Any applicant who fails to meet the applicable mandatory requirements will be disqualified. AIC Kijabe Hospital reserves the right to accept or reject any or all applications and is not obliged to provide reasons for its decision.

1.6. Clarification of documents

Any requests for clarification regarding this prequalification document must be submitted by email to procurement@kijabehospital.org no later than 24th November 2026.

1.7. Additional Information

AIC Kijabe Hospital reserves the right to request additional information or supporting documentation from prospective suppliers at any stage of the prequalification process.

1.8. Request for quotations/tenders

Requests for quotations or tenders will be issued only to suppliers who have been prequalified by AIC Kijabe Hospital, following completion of the prequalification process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1. Taxes on Imported Materials

The supplier shall be responsible for paying customs duty, VAT, and any other applicable taxes on all imported materials to be supplied, unless the items are donor-funded. The Hospital will only process TIMS/eTIMS-compliant invoices.

2.2. Customs Clearance

Suppliers shall be responsible for clearing their imported goods and materials through Customs.

2.3. Contract Price

The contract shall be based on unit prices or the aggregate of the agreed unit prices and quantities required. Quantities may increase or decrease depending on demand, subject to the authority of the Executive Director or the Tender Committee. Quoted prices must include all delivery charges, remain valid for at least 120 days and support the consistent availability of the required goods or services.

2.4. Payments

All purchase orders shall be subject to the credit terms stipulated in the contract agreement.

3. PREQUALIFICATION DATA INSTRUCTIONS

3.1. Personnel

Applicants must provide the names, relevant particulars, and curricula vitae (CVs) of the key personnel who will

be responsible for executing the contract. This information must be included in the relevant section of the application form.

3.2. Financial Condition

The supplier's financial standing will be assessed based on the latest financial statements submitted with the prequalification application and a letter of reference from the supplier's bank confirming its credit standing. Applicants will be prequalified based on the adequacy and satisfactory nature of the information provided.

3.3. Past Performance

Past performance will be taken into consideration during the evaluation of applications. Applicants must provide recent letters of reference from at least three (3) previous or current clients and attach copies of relevant local purchase orders (LPOs), local service orders (LSOs), or contracts.

3.4. Withdrawal of Prequalification

If, between the date of prequalification and the submission of a tender, any circumstance arises that may materially affect a firm's performance, qualifications, or ability to perform the contract including, but not limited to, bankruptcy, a change in ownership, or the assumption of significant new commitments AIC Kijabe Hospital reserves the right to reject the firm's tender, notwithstanding its earlier prequalification.

3.5. Qualification

The prequalification information submitted by prospective bidders will be used by AIC Kijabe Hospital to assess, at its sole discretion, each applicant's capacity and suitability to perform the requirements of the relevant tender category**.**

A prospective bidder will be considered qualified only if, in the judgment of AIC Kijabe Hospital, the bidder has sufficient net current assets or working capital to satisfactorily perform the contract for the required goods, works, or services.

3.6. Validity Period

Applications for prequalification must remain valid for at least 120 days from the date of submission. AIC Kijabe Hospital will endeavour to complete the evaluation within this period. From the time of opening until the evaluation is concluded and official communication is issued, applicants must not contact the Hospital regarding

the prequalification process. Any attempt to improperly influence the Hospital's evaluation will result in the rejection of the application.

4. INFORMATION ON CANDIDATES

i) Each firm must declare any actual, potential, or perceived conflict of interest involving any member of its staff and AIC Kijabe Hospital. The Hospital will not procure goods or services from a supplier where a conflict of interest involving Hospital employees has not been declared.

ii) AIC Kijabe Hospital reserves the right to conduct a source audit or due diligence exercise on shortlisted or prequalified suppliers.

iii) Applicants must not contact AIC Kijabe Hospital regarding their applications from the time of opening until the evaluation is concluded and official communication has been issued. Any attempt to improperly influence the evaluation process may result in the rejection of the application.

iv) Prequalification does not guarantee or confer any entitlement to the award of a contract or the allocation of business. AIC Kijabe Hospital will, however, endeavor to ensure that invitations to quotations or tender for specific goods, works, or services are handled equitably.

v) Applicants will be notified in writing of the outcome of their applications. The Hospital is not obliged to provide reasons for its decision.

vi) Applicants shall meet all costs associated with the preparation and submission of their applications.

vii) AIC Kijabe Hospital requires all applicants and suppliers to observe the highest standards of professional conduct and ethical behavior throughout the selection process and the execution of any resulting contracts.

viii) AIC Kijabe Hospital will reject an application for prequalification if it determines that the applicant has engaged in corrupt or fraudulent practices in competing for the contract in question.

ix) AIC Kijabe Hospital will declare an applicant ineligible for prequalification if, at any time, it determines that the applicant has engaged in corrupt or fraudulent practices in competing for or executing a similar contract.

x) AIC Kijabe Hospital reserves the right to examine financial records relevant to the applicant's performance and financial capacity.

xi) AIC Kijabe Hospital will declare an applicant ineligible for prequalification if it determines that the applicant lacks the legal capacity to enter into a procurement contract.

xii) AIC Kijabe Hospital will declare an applicant ineligible for prequalification if it determines that the applicant is insolvent, in receivership, bankrupt, or in the process of being wound up, or is subject to legal proceedings relating to any of these circumstances.

xiii) AIC Kijabe Hospital will declare an applicant ineligible for prequalification if it determines that the applicant is related to a hospital employee, a member of the Board, or a member of the Hospital's Finance

and Procurement Committee, unless the relationship has been fully disclosed in advance and the resulting conflict of interest appropriately addressed.

REGISTRATION DOCUMENTATION

Mandatory Requirements:

a) Copy of the Certificate of Registration or Certificate of Incorporation, as applicable
b) Copy of the Memorandum and Articles of Association or a CR12, as applicable
c) Copy of the firm's, company's, or individual's Kenya Revenue Authority (KRA) PIN Certificate
d) Copy of a valid Tax Compliance Certificate issued by the Kenya Revenue Authority (KRA)
e) Certified bank statements covering the most recent twelve (12) months
f) Certified audited financial statements for the last two (2) years
g) Letter of reference from the applicant's bank
h) Copy of a valid trade license or current business permit issued by the relevant authority, such as the County Government
i) Where applicable, certificates of registration issued by the relevant regulatory bodies, together with valid practicing certificates for all professionals (e.g. licenses issued by the Pharmacy and Poisons Board, EPRA, NCA, NEMA, PSRA IATA Accreditation, or other relevant professional bodies)
j) Where applicable, Manufacturer's authorization or distributorship certificate
k) Valid food premises/public health license; food-handler medical certificates; food safety and hygiene documentation where applicable
l) Transport hire firms must provide evidence of holding all insurance policies required for their operations.
m) Copies of LPOs, LSOs, or contracts for the years 2024, 2025, and 2026
n) A valid AGPO certificate, which will be verified through the AGPO portal
o) Letters of recommendation from three (3) of the applicant's major clients
p) Certificates of memberships /affiliations /associations (where applicable)