



THE MERU NATIONAL
POLYTECHNIC

Technology for Innovation & Development

THE MERU NATIONAL POLYTECHNIC

P.O.BOX 111-60200

MERU

REQUEST FOR PROPOSALS (RFP)

FOR

PROVISION OF MEDICAL LABORATORY SERVICES

RFP/MEDICAL/001/2018-2019: PROVISION OF
MEDICAL LABORATORY SERVICES

MARCH 2019

SECTION 1: INVITATION TO TENDER

The Meru National Polytechnic invites tenders from qualified bidders to provide medical laboratory services. Interested bidders may obtain tender documents from the procurement office, Meru National Polytechnic upon payment of a non-refundable fee of Kshs 1,000 at the cash office during normal working days. Documents can also be downloaded from the government tenders portal <http://tenders.go.ke> or from the Polytechnic's website www.merunationalpolytechnic.ax.ke Interested bidders should note that only those meeting the criteria indicated below, supported by the relevant documents at submission will be considered for further evaluation:

1. Company certificate of registration.
2. KRA PIN Certificate
3. Valid Tax Compliance Certificate.
4. Business Permit
5. Dully filled Form of Tender and Business Questionnaire.
6. Evidence of adequate equipment
7. Evidence of qualified personnel for the specified type of work.
8. Must attach a statement of financial capability from your bank.
9. Registration with Kenya Medical Laboratory Technicians and Technologists Board.

Complete documents in a plain, sealed envelope marked RFP/MEDICAL/001/2018-2019: PROVISION OF MEDICAL LABORATORY SERVICES should be addressed to

**THE PRINCIPAL
THE MERU NATIONAL POLYTECHNIC
P.O BOX 111-60200 MERU**

And deposited in the **TENDER BOX** at the polytechnic reception, main administration block, so as to be Received on or before **20TH March 2019** .The documents will be opened on the same day at **10:00am** in the main board room (Meru National Polytechnic) and bidders or their representatives are welcome to witness the opening.

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SECTION I - LETTER OF INVITATION

TENDER REF: NO. MNP/RFP/MEDICAL/001/2018 -2019

DATE: 6TH MARCH, 2019

TENDER NAME PROVISION OF MEDICAL LABORATORY SERVICES

- 1.1 The Meru National Polytechnic invites technical and financial proposals for the above consultancy services to provide medical laboratory services.
- 1.2 The overall objective of the assignment will be:
 - (i) Provision of medical laboratory equipment
 - (ii) Provision of qualified and competent personnel.
- 1.3 The request for proposals (RFP) includes the following documents:

| | | |
|-------------|---|--|
| Section I | - | Letter of invitation |
| Section II | - | Information to service provider |
| | | Appendix to Service provider information |
| Section III | - | Technical proposals |
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SECTION II - INFORMATION TO SERVICE PROVIDER

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SECTION II - INFORMATION TO SERVICE PROVIDER

2.1 Introduction

- 2.1.1 The Meru National Polytechnic will select the Service Provider invited to submit proposal in accordance with the method of selection detailed under this section and consistent with the Public Procurement & Assets Disposal Act (PPADA 2015).
- 2.1.2 The service providers are invited to submit a technical proposal and a financial proposal for consulting services required for the assignment stated in the letter of invitation (Section I)
- 2.1.3 In the assignment where the procuring entity intends to apply standard conditions of engagement and scales of fees for professional services, which scale of fees, will have been approved by a relevant authority, a technical proposal only may be invited and submitted by the service provider. In such a case the highest ranked service provider in the technical proposals shall be invited to negotiate a contract on the basis of the set scale of fees. The technical proposals will be the basis for contract negotiations and ultimately for a signed contract with the selected service provider.
- 2.1.4 The service providers must familiarize themselves with local conditions as regards the assignment and take them into account in preparing their proposals. To obtain adequate information on the assignment and on the local conditions, service provider are encouraged to liaise with the procuring entity regarding any information that they may require before submitting a proposal.
- 2.1.5 The client will provide the inputs and services specified in the special conditions of contract needed to assist the service provider to carry out the assignment.
- 2.1.6 The cost of preparing the proposal and negotiating the contract including any visit to the procuring entity are not reimbursable as a direct cost of the assignment. The procuring entity is not bound to accept any of the proposals submitted.
- 2.1.7 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.2 Clarification and amendment to the RFP documents

2.2.1 Service providers may request clarification of any of the RFP documents not later than three (3) days before the deadline for the submission of the proposals. Any request for clarification must be sent in writing by post or email to the procuring entity's address indicated in the special conditions of contract. The procuring entity will respond by post or email to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all service provider invited to submit proposals.

2.2.2 At any time before the deadline for submission of the proposals, the procuring entity may for any reason; either at its own initiative or in response to a clarification requested by an intended service provider amend the RFP. Any amendment shall be issued in writing or email to all invited service provider and will be binding on them. The procuring entity may at its discretion extend the deadline for the submission of the proposals.

2.2.3 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 3 days prior to the deadline for submission of tenders.

2.2.4 The procuring entity shall reply to and clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.3 Preparation of proposals

2.3.1 The service provider's proposal shall be written in English language.

2.3.2 In preparing the Technical proposal, the service providers are expected to examine the documents consisting the RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the Technical proposal, the service provider must give particulars attention to the following:

- (a) If a service provider considers that he/she does not have all the expertise required for the assignment he/she may suggest in the proposals other individual(s) who will assist in the assignment but they will not be party to the contract for the purpose of the performance of the assignment. A service provider will not propose other service provider invited to submit proposals for the assignment.

Any service provider in contravention of this requirement shall automatically be disqualified.

- (b) For all the staff who will be involved in the exercise of the proposals to consultant must indicate their responsibility in the assignment and also the staff time as necessary.
- (c) The curriculum vitae (CV) of the staff proposed must be submitted with the proposal.

2.3.4 The Technical proposal shall provide the following information;

- (a) The service provider CV and a brief of any recent experience of assignment of a similar nature. For each assignment the brief should indicate the profiles of staff involved, contract amount and the service provider's involvement.
- (b) Any comments or suggestions on the Terms of Reference and a list of service and facilities requested to be provided by the procuring entity.
- (c) A description of the methodology and work plan for performing the proposed assignment.
- (d) Any additional information requested in the special conditions of contract.

2.3.5 The Technical proposal shall be separate from the financial proposal and shall not include any financial information.

2.4 Financial proposal

2.4.1 In preparing the financial proposal, the service provider are expected to take into account the amount quoted in fees per medical test.

2.4.2 The fees shall be expressed in Kenya Shillings.

2.4.3 The Financial proposal must remain valid for the period of the contract **(12 months)**

2.4.4 The financial proposal must comply with the law governing the profession of the consultant.

2.5 Submission, Receipt and opening of proposals

2.5.1 The technical proposal and the financial proposal (if required) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the service provider. Any such corrections must be initialed by the service provider.

2.5.2 For each proposal the service provider shall prepare the proposals in the number of copies indicated in the special conditions of contract. Each Technical proposal and financial proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the

original and the copies of the proposal, the original shall govern.

- 2.5.3 The original and all copies of the Technical proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL”, and the original and all copies of the financial proposal in a sealed envelope duly marked “FINANCIAL PROPOSAL”. Both envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the procuring entities address and other information indicated in the appendix to the instructions to service provider and clearly marked “DO NOT OPEN before 20th March, 2019 at 10:00am
- 2.5.4 The completed Technical and Financial proposals must be delivered at the submission address on or before the time and date of the submission of the proposals indicated in the appendix to the instructions to service provider. Any proposals received later than the closing date for submission of proposals shall be rejected and returned to the service provider unopened. For this purpose the inner envelope containing the technical and financial proposals will bear the address of the service provider submitting the proposals.
- 2.5.5 After the deadline for submission of proposals the outer envelope and the technical proposals shall be opened immediately by the opening committee. The financial proposals shall be marked with the service provider number allocated at the time of opening the outer envelope and the technical proposals but shall remain sealed and in the custody of a responsible officer of the procuring entity up to the time set for opening them.
- 2.6 Evaluation of the Proposal (General)
 - 2.6.1 From the time the proposals are opened to the time of the contract award, if any service provider wishes to contact the procuring entity on any matter relating to his/her proposal, he/ she should do so in writing at the address indicated in the appendix to the instructions to service provider. Any effort by the service provider to influence the procuring entity’s staff in the evaluation of proposals companion proposals or awards of contract may result in the rejection of the service provider proposal.
 - 2.6.2 The proposal evaluation committee shall have no access to the Financial Proposal, which in any case will remain sealed, until the technical evaluation is concluded or finalized.
- 2.7 Evaluation of Technical Proposals

2.7.1 The evaluation committee appointed by the procuring entity to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the terms of reference based on the following points criteria:-

| No. | Parameters | Maximum scores |
|-----|--|----------------|
| A. | 1. Company certificate of registration. (5 marks) 2. KRA PIN Certificate (5 marks) 3. Valid Tax Compliance Certificate. (5 marks) 4. Business Permit (5 marks) 5. Dully filled Form of Tender and Business Questionnaire. (10 marks) 6. Evidence of adequate equipment (10 marks) 7. Registration with Kenya Medical Laboratory Technicians and Technologists Board (10 marks) | 50 |
| B | Financial resources Must attach a statement of financial capability from your bank. | 20 |
| | TOTAL | 70 |

2.7.2 Any proposal which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non responsive. All the proposals found to have complied with all the requirements for submission of proposal shall be declared responsive by the evaluation committee

2.7.3 Each responsive proposal will be given a Technical Score (ST). Any technical proposal which fails to achieve the total minimum score indicated in the appendix to the information to tenderers shall be rejected at this stage and will not proceed to the next stage of evaluation. The respective financial proposal will be returned to the service provider unopened.

2.8 Opening and Evaluation of Financial Proposals

2.8.1 After completion of the evaluation of Technical proposals the procuring entity shall notify the service provider whose proposal did not meet the minimum technical score or were declared non responsive to the RFP and terms of reference. The notification will indicate that their financial proposals shall not be opened and will be returned to them unopened after the completion of the selection process and contract award. At the same time, the procuring entity shall simultaneously notify the service providers who have secured the minimum technical score that they have passed the technical qualifications and inform them the date and time set

by the procuring entity for opening their financial proposal. They will also be invited to attend the opening ceremony if they wish to do so.

2.8.2 The financial proposals shall be opened by the procuring entity in the presence of the service provider who choose to attend the opening. The name of the service provider, the technical score and the proposed fees shall be read out aloud and recorded. The evaluation committee shall prepare minutes of the opening of the financial proposals.

2.8.3 The formulae for determining the financial score (SF) unless an alternative formula is indicated in the appendix to the information to tenderers shall be as follows:-

$$Sf = 100 \times fm/f \text{ where}$$

Sf is the financial score

Fm is the lowest fees quoted and

F is the fees of the proposal under consideration.

The lowest fees quoted will be allocated the maximum score of 20 Points

2.8.4 The service provider proposals will be ranked according to their combined technical score (ST) and financial score (SF) using the weights indicated in the appendix to the instructions to service provider. Unless otherwise stated in the appendix to the instructions to service provider the formula for the combined scores shall be as follows;

$$S = ST \times T\% + SF \times P\%$$

Where;

S, is the total combined scores of technical and financial scores

ST is the technical score

SF is the financial score

T is the weight given to the technical proposal and

P is the weight given to the financial proposal

Note P + T will be equal to 100%

The service provider achieving the highest combined technical and financial score will be invited for negotiations.

2.9 Negotiations

2.9.1 Negotiations will be held at the same address indicated in the appendix to the information to service provider. The purpose of the negotiations is for the procuring entity and the service provider to reach agreements on all points regarding the assignment and sign a contract.

2.9.2 The negotiations will include a discussion on the technical proposals, the proposed methodology and work plan, staff and any suggestions made by the service provider to improve the Terms of reference. The agreed work plan and Terms of reference will be incorporated in the description of the service or assignment and form part of the contract.

2.9.3 The negotiations will be concluded with a review of the draft contract. If negotiations fail, the procuring entity will invite the service provider whose proposal achieved the second highest score to negotiate a contract.

2.10 Award of Contract

2.10.1 The contract will be awarded before commencement of negotiations. After negotiations are completed the procuring entity will promptly notify the other service provider that they were unsuccessful and return the financial proposals of the service provider who did not pass technical evaluation.

2.10.2 The selected service provider is expected to commence the assignment on the date indicated in the appendix to the information to service provider or any other date agreed with the procuring entity.

2.11 Confidentiality

2.11.1 Information relating to evaluation of proposals and recommendations of contract award shall not be disclosed to the service provider who submitted the proposal or to other persons not officially concerned with the process, until the winning service provider has been notified that he/she has been awarded the contract.

APPENDIX TO INFORMATION TO SERVICE PROVIDER

The following information for procurement of consultancy services and selection of service provider shall complement or amend the provisions of the information to service provider, wherever there is a conflict between the provisions of the information to service provider and the provisions of the terms of reference, the provisions of the appendix herein shall prevail over those of the information to service provider.

Clause **Reference**

2.1 The name of the client is: **Meru National Polytechnic**

2.1.1 (a) Tenderers Eligibility: - Open to eligible/Certified Kenya Medical Laboratory Service Providers

(b) The method of selection is: **Quality and Cost Based method**

2.1.2 Technical and Financial Proposals are requested: **Yes**

The name, objectives, and description of the assignment are:

Name of the assignment: Provision of Medical Laboratory Services.

The objective of the consulting assignment is to assist the Polytechnic to:

- To provide medical laboratory equipment
- Provide qualified and competent medical laboratory personnel

Description of the Assignment: - Refer Terms of Reference

2.1.3 A pre-proposal conference will be held: No

However, Service provider are allowed to seek clarifications on RFP-see 2.6.1

2.1.4 The Meru National Polytechnic will provide the following input:

- (i) Well furnished medical laboratory room space
- (ii) Access to clean water and electricity
- (iii) Incinerator services

2.1.5 (i) The estimated number of professional staff months required for the assignment is **12 months**;- Refer to Terms of Reference and Evaluation criteria

- (iv) The minimum required experience of proposed professional staff is: - Refer to Terms of Reference and Evaluation criteria.

2.1.6 Taxes:[Specify firm's liability: nature, sources of information]: the service provider shall be responsible for payment of all applicable taxes and legal fees

2.1.7 Service provider must submit an original and a copy of each proposal.

2.1.8 The proposal submission address is:

The Principal
Meru National Polytechnic,
P. O Box 111-60200
MERU

Information on the outer envelope should also include: **Request for Proposal No. RFP/MEDICAL/001/2018-2019** "Provision of Medical Laboratory Services , Do not open before 20th March, 2019 at 10.00 am"

2.1.9 Proposals must be submitted not later than the following date and time: on or before 12th March, 2019 at 10.00 a.m.

2.1.10 The MNP Official to be contacted for additional information or Clarifications is the Head of Procurement of email address: po@merunationalpolytechnic.ac.ke

2.1.11 The minimum technical score required to pass: 60%

2.1.12 The weights given to the Technical and Financial Proposals are:

T=80%

P=20%

2.1.13 The assignment is expected to commence in April/May, 2019

SECTION III: - TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

- 3.1 In preparing the technical proposals the consultant is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the service provider own risk and may result in rejection of the consultant's proposal.
- 3.2 The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.
- 3.3 The Technical proposal shall not include any financial information unless it is allowed in the Appendix to information to the service provider or the Special Conditions of contract.

The technical proposal shall be prepared and submitted by the service provider.

It shall contain the following:-

- (a) Submission letter
- (b) Particulars of the consultant including Curriculum vitae (CV)
- (c) Comments and suggestions of the consultant on the terms of reference, personnel, facility and other requirements to be provided by the procuring entity.
- (d) Description of the methodology and work plan for performing the assignment
- (e) Proposed staff to undertake the assignment
- (f) Consultancy services activities times' schedule.

(To be prepared by the consultant as appropriate)

- 4 Before proceeding to the technical proposal the following pre-liminary mandatory requirements have to be met: -

EVALUATION CRITERIA

STAGE 1: - MANDATORY REQUIREMENTS

KNBS will consider the following three categories of criteria to evaluate the tenders.

- a) Mandatory tender requirements
- b) Technical capability assessment
- c) Financial Evaluation.

STAGE I: PRE-LIMINARY REQUIRMENTS/ MANDATORY REQUIREMENTS

The submission of the following mandatory items will be required in the determination of the completeness of the bid and responsiveness of bidders. Bids that do not contain all the information required will be declared non-responsive and shall not be evaluated further.

| No. | Documents requirements to be submitted | Remarks (Mandatory)- (Yes/No) |
|-----------|---|-------------------------------|
| 1. | Certificate of Registration and /or Incorporation which should be certified by commissioner of oaths. | |
| 2. | KRA Pin Certificate | |
| 3. | Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA) | |
| 4. | Duly filled, signed and stamped confidential business questionnaire. | |
| 5. | Trade license and/or Single Business permit issued by relevant government agency and should be certified by commissioner of oaths. | |
| 6. | Attach a current certificate/registration issued by the Kenya Medical Laboratory Technicians and Technologists Board | |
| 7. | Attach valid copies of statement of Financial Audited capability from your bankers | |
| 8. | Submit a Signed Declaration statement that you will not be involved in corrupt/fraudulent practices. | |
| 9. | Attach Declaration stating that you have NOT been debarred by Kenya Medical Laboratory Technicians and Technologists Board | |
| 10. | Presentation of the entire tender document in a logical manner indicating table of content and page numbers. Serialization of the entire tender document is a MUST. | |
| PASS/FAIL | | |

N/B: ALL THE ABOVE MUST BE MET TO QUALIFY FOR THE 2ND STAGE

STAGE II: - TECHNICAL EVALUATION CRITERIA

The bidders shall be evaluated as per the requirements in the table below:-

| No. | Parameters | Maximum scores |
|-----|---|----------------|
| A. | The proposal: Adequacy of the proposed Work Plan & Methodology in responding to the Terms of Reference Clarity of Work plan (attach a sample plan) (10 Marks) | 10 |
| B. | Managerial/ Key Personnel Competency Profiles Provide relevant CV's and professional certificates for at least 1 staff proposed to work on this consultancy project (specify the roles to be undertaken by the staff if successful). <ul style="list-style-type: none">□ The technician must have a relevant diploma and professional qualification (10 Marks)Three (3) years' experience in medical laboratory services as per the Kenya Medical Laboratory Technicians and Technologists Board (10 Marks). | 20 |
| | TOTAL | 30 |

NOTE: The pass mark to proceed for further evaluation stage shall be 60 marks. Evaluation shall be done based on the evaluation criteria provided. Tenderer who will score 60% marks and above will have their financial bids opened.

SECTION III- TECHNICAL PROPOSAL

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1. TECHNICAL PROPOSAL SUBMISSION FORM

[_____Date]

To: _____[Name and address of Client)

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for

_____ [Title of consulting services] in
accordance with your Request for Proposal dated
_____ [Date] and our Proposal. We are hereby
submitting our Proposal, which includes this Technical Proposal, [and a
Financial Proposal sealed under a separate envelope-where applicable].

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

_____ [Authorized Signature]:

_____ [Name and Title of Signatory]

:

_____ [Name of Firm]

:

_____ [Address:]

2. FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

| | |
|--|---|
| Assignment Name: | Country |
| Location within Country: | Professional Staff provided by Your Firm/Entity(profiles): |
| Name of Client: | Clients contact person for the assignment. |
| Address: | No of Staff-Months; Duration of Assignment: |
| Start Date (Month/Year): | Completion Date (Month/Year): |
| | Approx. Value of Services (Kshs) |
| Name of Associated Service provider. If any provider: | No of Months of Professional Staff provided by Associated Service |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: | |
| Narrative Description of project: | |
| Description of Actual Services Provided by Your Staff: | |

Firm's Name: _____

Name and title of signatory; _____

(May be amended as necessary)

3. COMMENTS AND SUGGESTIONS OF SERVICE PROVIDER ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT

5. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

| Name | Position | Task |
|------|----------|------|
| | | |
| | | |
| | | |
| | | |
| | | |

2. Support Staff

| Name | Position | Task |
|------|----------|------|
| | | |
| | | |
| | | |
| | | |

3. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm: _____ Nationality: _____

Membership in Professional Societies:

Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date:

[Signature of staff member]

Date; _____

[Signature of authorised representative of the firm]

Full name of staff member:

Full name of authorized representative:

4. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Days (in the Form of a Bar Chart)

| Name | Position | Reports Due/ Activities | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Number of Days |
|------|----------|----------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----------------|
| | | | | | | | | | | | | | | | |

Reports Due: _____

Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

SECTION IV: - FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal the weight for financial proposal is 30%

- 4.1 The financial proposal shall be in Kenya Shillings and shall take into account the tax liability and cost of insurances specified in the request for proposal.
- 4.2 The financial proposal should be prepared using the Standard forms provided in this part where applicable
- 4.3 The financial proposal shall be prepared and submitted by the service provider. It shall contain the following.
 - (a) Submission letter indicating total fees
 - (b) Summary of costs
 - (c) Breakdown of fees per activity

(to be prepared by the consultant as appropriate)

SECTION V - STANDARD FORMS

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1. FINANCIAL PROPOSAL SUBMISSION FORM

_____ [Date]

To: _____

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for
(_____) *[Title of consulting services]* in accordance with your
Request for Proposal dated (_____) *[Date]* and our Proposal.
Our attached Financial Proposal is for the sum of
(_____
_____) *[Amount in words and figures]* inclusive of the taxes.

We remain,

Yours sincerely,

_____ *[Authorized Signature]*
:
_____ *[Name and Title of Signatory]:*
_____ *[Name of Firm]*
_____ *[Address]*

2. SUMMARY OF COSTS

| Costs | Currency - Kshs | Amount(s)- Kshs |
|--|-----------------|-----------------|
| 1. Urinalysis 2. Salmonella Antigen 3. Blood Slide- Malaria 4. Stool test 5. H.Pylori 6. VDRL 7. Blood group 8. Full haemogram 9. Widal Test 10.Rheumatoid Factor (RF) | | |

SECTION VI: - TERMS OF REFERENCE FOR PROVISION MEDICAL LABORATORY SERVICES

BACKGROUND

The Meru National Polytechnic is an institution of tertiary learning with a core mandate to provide Technical and Vocational Education and Training (TVET). The mission of the Polytechnic is to provide TVET for producing dependable skilled human resource for commerce and industry . The health department of the Polytechnic is in need of medical laboratory services to cater for the growing health needs of the population.

Medical laboratory services will enable quicker diagnosis, examination and detection of disease in addition to assisting in meeting the Big 4 Agenda. The Polytechnic is in need of an outside provider of these facilities. The establishment will be fully owned and operated by the outsourced provider. The provider is expected to have all relevant certification and legal permits to provide these services. However, they will be expected to adhere to the Meru National Polytechnic employees' code of conduct.

The consultant is expected to make good use of the facilities provided for them. The service should meet industry standards in terms of quality, hygiene and professionalism, with efficient customer service. You are expected to be considerate of the environment in disposing off waste. An incinerator is provided right next to the clinic and medical laboratory space.

The Meru National Polytechnic therefore invites competent consultants to provide medical laboratory services.

1. OBJECTIVE

The overall objectives of the assignment are:

- a) Provision of medical laboratory equipment
- b) Provision of qualified and competent medical laboratory personnel

2. SCOPE OF WORK

The External provider shall be responsible for:

- i. Medical laboratory services
- ii. Maintaining high levels of hygiene in the laboratory and its environs

3. QUALIFICATIONS

A qualified medical laboratory technician must demonstrate competence in two areas:

1. The professional practice of medical laboratory testing
2. Certification.

Competence can be demonstrated through years of experience. Experience gained in the public sector or establishments similar to MNP in terms of mandate, size, complexity, sector or industry, and technical issues will be more valuable.

4. REPORTING RESPONSIBILITIES

The medical consultant shall report to the Registrar, administration and finance.

5. CONTRACT PERIOD

The period of engagement for the selected External Assessor shall be 12 months, which is renewable based on performance.

6. OBLIGATIONS

The selected provider shall take all the necessary steps to ensure that the entrusted tasks are executed properly and on schedule in accordance with the established Terms of Reference.

In particular, the selected external assessor shall:

1. Uphold utmost confidentiality with respect to information obtained in the course of this assignment.
2. Undertake to perform the tasks in accordance with the Terms of Reference and according to internationally accepted standards stipulated in the Professional Practices;
3. Be provided on-site office accommodations and generally expected to be available during regular business hours.
4. Surrender all records and other material during the course of the assignment and at the end of the assignment to the MNP Clinical officer.
5. Ensure completion of the assignment throughout the contract period.
6. EXPECTED OUTPUT/ DELIVERABLES

Key deliverables from this excise shall include the following:

- Test results
- Referrals

SECTION VII - 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 applies 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 Address.....Tel No.

Nature of business.....

Current Trade License No.Expiring date.....

Maximum value of business which you can handle at any one time:

Kshs.....

Name of your bankers.....

Branch.....

Are you an agent of the Kenya National Trading Corporation? YES/NO

Part 2(a) - Sole Proprietor:

Your name in full.....

Age.....

NationalityCountry of origin.....

*Citizenship details

Part 2(b) - Partnership:

Give details of partners as follows:

| Name | Nationality | Citizenship Details* | Shares |
|--------|-------------|----------------------|--------|
| 1..... | | | |
| 2..... | | | |
| 3..... | | | |

Part 2(c) - Registered Company:

Private or public.....

State the nominal and issued capital of the company-

Nominal Kshs.

Issued Kshs.

Give details of all directors as follows:

| Name | Nationality* | Citizenship Details** | Shares*** |
|--------|--------------|-----------------------|-----------|
| 1..... | | | |
| 2..... | | | |
| 3..... | | | |

Date Signature of Bidder

**Attach proof of citizenship (Certified Copy of National ID or Passport) (Compulsory)*

*** Indicate by birth, registration or naturalization (Compulsory)*

**** Attach certified copy of Recent Form CR12 (Compulsory)*

Part 3- Interest in the Firm:

Is there any employee of Meru National Polytechnic who has interest in this firm?

| | |
|---------|--------------------------|
| Yes**** | <input type="checkbox"/> |
|---------|--------------------------|

| | |
|--------|--------------------------|
| No**** | <input type="checkbox"/> |
|--------|--------------------------|

.....

Date Signature of Bidder

***** Tick (✓) to agree as necessary (Compulsory)*