

INVITATION TO TENDER

TENDER NO: TMC/PROC/PREQ/2026-2028

TENDER NAME: Prequalification of Suppliers for Goods, Works and Services

PREQUALIFICATION PERIOD: 2026–2028

Tranquil Med Centre Limited (hereinafter referred to as “the Hospital”) invites sealed applications from interested, eligible and qualified suppliers for **prequalification** for the supply and provision of the following goods, works and services for a period of two (2) years.

The prequalification process shall be conducted in accordance with the **Public Procurement and Asset Disposal Act, 2015**, the **Public Procurement and Asset Disposal Regulations, 2020**, and all other applicable laws of the Republic of Kenya.

1. CATEGORIES FOR PREQUALIFICATION

Interested bidders may apply for one or more of the following categories:

No.	Category Code	Description
1	TMC/KS/01	Supply of Kitchen food supplies.
2	TMC/LS/02	Supply of Laboratory Equipment, Reagents and Consumables
3	TMC/PS/03	Supply of Pharmaceutical Products and Medical Consumables
4	TMC/PS/04	Printing Services and Supply of Stationery
5	TMC/ER/05	Electrical Repairs and Maintenance Services
6	TMC/PR/06	Plumbing Repairs and Maintenance Services
7	TMC/UB/07	Supply of Uniforms, Linens & Beddings
8	TMC/AM/08	Ambulance & Emergency Medical Services
9	TMC/EV/09	Event Planning, Tents & Décor Services
10	TMC/MD/10	Merchandise Design & Production Services

2. ELIGIBILITY REQUIREMENTS

To be eligible for prequalification, applicants must meet the following minimum requirements:

2.1 Mandatory Requirements

Bidders must submit **copies** of the following documents:

1. Certificate of Incorporation / Registration
2. Valid KRA PIN Certificate
3. Valid Tax Compliance Certificate
4. CR12 (for companies) or Business Registration Details
5. Copy of National ID/Passport of Directors or Proprietor
6. Valid Business Permit / Trade License
7. VAT Registration Certificate (where applicable)
8. Signed and stamped **Form of Tender Declaration**
9. Signed and stamped **Anti-Corruption Declaration Form**

Failure to submit **any** of the mandatory documents shall result in **automatic disqualification**.

3. TECHNICAL REQUIREMENTS

Applicants must demonstrate technical capacity by submitting the following:

1. Company profile including physical address, email, telephone contacts and organizational structure
 2. Details of similar assignments undertaken in the last three (3) years (attach copies of LPOs/contracts)
 3. Curriculum Vitae of key technical personnel (for repairs and maintenance categories)
 4. Proof of ownership or access to necessary tools, equipment or facilities
 5. Manufacturer's authorization letters (for pharmaceuticals, laboratory and kitchen supplies where applicable)
 6. Professional licenses or certifications (where applicable)
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4. FINANCIAL REQUIREMENTS

Bidders must submit:

1. Audited financial statements for the last two (2) years or certified bank statements (for SMEs)
 2. Evidence of financial capability to undertake supply or service delivery
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5. SPECIAL CONDITIONS FOR SPECIFIC CATEGORIES

5.1 Pharmaceutical Supplies

- Must be registered with the **Pharmacy and Poisons Board (PPB)**
- Submit valid PPB practice license
- Evidence of proper storage and handling facilities

5.2 Laboratory Supplies

- Compliance with applicable health and safety standards
- Authorization from manufacturers or distributors

5.3 Electrical and Plumbing Repairs

- Valid professional or technical certifications
 - Compliance with Occupational Safety and Health Act (OSHA)
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6. PREQUALIFICATION CRITERIA

Prequalification shall be based on a **pass/fail** evaluation of mandatory requirements and a weighted technical and financial evaluation. Only bidders who meet the minimum qualifying score shall be prequalified.

Prequalified suppliers will be invited to participate in **restricted tenders or request for quotations (RFQs)** during the pre-qualification period.

7. SUBMISSION OF APPLICATIONS

Completed prequalification documents must be:

- Sealed in plain envelopes
- Clearly marked:
“PREQUALIFICATION OF SUPPLIERS – [CATEGORY CODE & DESCRIPTION]”

Applications should be addressed to:

**THE PROCUREMENT OFFICER
TRANQUIL MED CENTRE LIMITED**

**P.O. Box 176600.
NAIROBI
KENYA**

Applications must be deposited in the tender box at the Centre's reception **on or before 15th March 2026 at 2359HRS**

Late submissions shall **not** be accepted.

8. OPENING OF APPLICATIONS

Applications will be opened immediately after the deadline at the Hospital 's boardroom in the presence of bidders or their representatives who choose to attend.

9. CLARIFICATIONS

Requests for clarifications may be made in writing or via email at least five (5) days before the submission deadline.

Email: procurement@tranquilmedcentre.com

10. RESERVATION OF RIGHTS

Tranquil Med Centre Limited reserves the right to:

- Accept or reject any application
 - Annul the prequalification process at any stage without incurring liability
 - Verify any information provided by bidders
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11. NOTE TO APPLICANTS

Prequalification does **not** guarantee award of contract. It only qualifies suppliers to participate in future procurement processes during the stated period.
