



MATER MISERICORDIAE HOSPITAL

REQUEST FOR PROPOSALS

REF No: MMH/GEN/22/31B

**RFP FOR CONSULTANCY SERVICES FOR MEDICAL WASTE
INCINERATOR**

Closing Date: Thursday 23rd March, 2022, at 11.00 A.M (EA Time)

MARCH 2023

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SECTION I - INTRODUCTION

RFP NAME: CONSULTANCY SERVICES FOR MEDICAL WASTE INCINERATOR

REF NO: MMH/GEN/22/31B

1. **BACKGROUND**

Mater Misericordiae Hospital intends to engage a firm for consultancy services for incinerator installation in full consistency with the Terms of Reference (TOR) as shown below:

- ❖ Name of Procuring Entity: **Mater Misericordiae Hospital.**
- ❖ Attention to: **Chief Executive Officer.**
- ❖ Date of Submission (Deadline): **Thursday 23rd March, 2022.** Time of Submission (Deadline): **at 11.00 A.M**
- ❖ Site Visit on **Friday 17th March 2023 at 10.00am**
- ❖ Email Address: tenders@materkenya.com, vsoi@materkenya.com, amuema@materkenya.com,
- ❖ Postal Address: **P.O Box 30325 - 00100**
- ❖ Physical Address: **Dunga Road, South B, Nairobi, Kenya**

2. **NOTICES**

- i. Mater Misericordiae Hospital now invites eligible firms to indicate their interest in providing the Services required. Interested Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the required Services. The awarding criteria on required competence, qualifications and experience of the firm are detailed in this document.
- ii. **SITE VISIT:** There will be a **Site Visit on Friday 17th March 2023 at 10.00am.** This is a **mandatory requirement. Contact Vanessa on 0732163024/3025.**
- iii. The Firm shall have no personal or business relationship with Mater Misericordiae Hospital's staff.
- iv. A firm or an individual in the firm shall not have been sanctioned by or be under a suspension or a debarment imposed by any other public or private entity of the Government of Kenya, or any international organization.

- v. Firms may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub consultancy. Further information, requests for clarification or addendums will be communicated through the email: tenders@materkenya.com.

- vi. Completed tender documents are to be enclosed in plain sealed envelopes, and the Tender Number and Name clearly labeled with the instructions ***“Do not open before Thursday 23rd March, 2022, at 11.00 A.M*** will be addressed to:

- i. THE CHIEF EXECUTIVE OFFICER**
- ii. MATER MISERICORDIAE HOSPITAL**
- iii. P. O. BOX 30325 - 00100,**
- iv. NAIROBI.**

- b. Dropped at the Tender Box located at the reception of the Administration Block, 3rd Floor.**

- vii. Bidders or their representatives **will not be required to attend** the opening session for the RFPs.

3. CALL FOR FIRMS

MMH is seeking the services of a firm for consultancy services for incinerator installation. The firm will have relevant and verifiable experience in preparation of consultancy. Interested Firms are encouraged to submit their Request for Proposals (RFPs) and other supporting documents with information demonstrating that they have the required qualifications, competence and relevant experience to perform the assignment under the terms in the following sections.

4. TERMS OF REFERENCE

4.1 NATURE OF THE ASSIGNMENT AND SCOPE OF WORK

The successful bidder will be expected to develop and demonstrate adequate expertise on the assignment:

- i. The consultant should determine the ideal capacity of of waste incinerator for our waste disposal needs. The assignment will involve analysing the rate at which the volume of our incinerations waste has been growing in the last few years.
- ii. Advise on the disposal methodology of the decommissioned waste incinerator as recommended by NEMA.
- iii. Advise on the size and design of the housing shed that can accommodate the new incinerator or modifications that can be made to the existing housing structure if possible for the same purpose.
- iv. Advise on the design and recommend capacity of the proposed new incinerator including NEMA compliance requirements and any associated auxiliary equipment necessary for effective operation of the waste incinerator. The design parameters of the waste incinerator shall include technical specifications of the same, specifications and design of air pollution control system, design features of the flue gas sampling ports and access ladder.

- v. Assess possibility of installing a Waste Heat Recovery boiler that can harness the waste heat from the waste incinerator and advise the hospital accordingly. This is highly recommended for energy efficiency purposes.
- vi. Advice on alternative energy options available to facilitate operations of the incinerator.

4.2 SCOPE OF SERVICES

The consultant, being the lead partner, will work with consortium that is composed of other relevant experts. The consultant is required to:

- a) Prepare drawings and designs for, electrical, structural & associated works.
- b) Support preparation of tender documents.
- c) Support in evaluation of tenders
- d) Supervise the projects.
- e) Preparation of Bill of quantities plus summary budget for the works.
- f) Contract supervision that includes
 - Enforcing the projects' quality (Materials used and works), time & budget
 - Advising on contract interpretation, payments, scope of works & accounts etc.
 - Exercise cost control during construction;
- g) Co-ordinate site visit meetings and submit reports.
- h) Facilitate and provide hospital with any of the required local approval documents for the project.

5. THE KEY PROPOSAL FOCUS AND EVALUATION CRITERIA

5.1 KEY PROPOSAL FOCUS

The proposal shall provide the following information:

- (i) A brief description of the firm's understanding of the assignment;
- (ii) A brief description of the firm's organization and an outline of experience on assignments of a similar nature.
- (iii) A detailed description of the proposed advice and support to be provided including key deliverables.

- (iv) A list of the proposed staff by specialty to be assigned to the hospital for this assignment indicating their education, training and experience.

6. EVALUATION CRITERIA.

A. MANDATORY REQUIREMENTS: PRELIMINARY EVALUATIONS		
No.	Criteria	Comment
1	Valid copy of Company's or Firm's registration certificate of Incorporation	Must Comply
2	Valid copy of Tax Compliance.	
3	Duly filled, signed Confidential Business Questionnaire	
4	Duly filled, signed and stamped self-declaration form	
5	Copy of Certificate of Confirmation of Directors (CR12)	
6	Attach a copy of the duly filled Site Visit form	
7	Membership of key personnel shall possess Certificate/License from Architectural Association of Kenya(AAK), Board of Registration of Architects and Quantity Surveyors of Kenya (BORAQS), NEMA and necessary Energy accreditations	
8	The lead consultant will be an Engineers with a consortium consisting of Structural/ Mechanical engineer, an Architect and a quantity surveyor.	
9	<ul style="list-style-type: none"> ▪ A copy of the JV Agreement entered into by all members OR; ▪ A letter of intent to execute a JV Agreement, signed by all members together in event of award. <p style="text-align: center;">Only where applicable</p>	
<i>N.B Only firms that submit all the mandatory documents will proceed to Technical Evaluations</i>		
B. TECHNICAL REQUIREMENTS: TECHNICAL EVALUATIONS		
No.	Criteria	Max Score-100

1	Firm's Relevant Experience for the Assignment. Evidence of at least two similar assignments carried out in the past 10 years. Provide details of clients. Attach Certificates of completion/ Award Letters/ recommendation letters for related assignments. (15 Marks) Due diligence may be undertaken.	15 marks
2	Understanding of the required assignment. The Company profile shall include documentation on (55 Marks) : a) The proposed themes, designs, drawings and/or flowcharts plus other relevant information for the incinerator. (20 mks) b) Relevance and close fit between the proposed incinerator and its deployment by the firm and the hospital. (5 mks) c) Demonstration: The company shall provide a presentation on their proposed approach as per the terms of the reference provided (30 mks)	20 marks 5 marks 30marks
3	Key Personnel proposed for this job with their referees. (Provide detailed CVs with experience specified, Statutory Professional Certificates & copies of educational qualifications) as follows: I.Project Manage: Mechanical/Electrical Engineering studies with 10 years' experience in similar assignment; and membership from an Energy Accreditation Body. (10 Marks) II.Architect, Minimum, Degree with 3 years' experience (5 mks) III. Structural Engineer, Minimum Diploma with 3 years' experience (5 mks) IV.Quantity Surveyor, Minimum Diploma with 3 years' experience (5 mks) V.Electrical Engineer, Minimum Diploma with 3 years' experience (5 mks)	30 Marks
<i>N.B Only firms with scores above 80%, shall be subjected Financial Evaluations</i>		

C. FINANCIAL PROPOSAL		
NO	DESCRIPTION	Total Kshs (VAT INCLUSIVE)

1	Total Cost of consultancy services for a Medical Waste Incinerator			
	N.B The consultant shall provide a breakdown of the proposed price which shall include all associated costs.			
	N.B The consultant shall state favorable payment terms			

7. CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c)

PART 1. 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.....
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

Give details of partners as follows

Name,	Nationality,	Citizenship Details,	Shares.
1.....			
2.....			
3.....			
4.....			
5.....			

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.
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1.....			
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2.....			
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3.....			
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4.....			
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5.....			
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Date.....

Signature of Tenderer..... (Authorized Signatory)

Stamp If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

8. SELF DECLARATION THAT THE FIRM WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I of P. O. Box..... being a resident of In the Republic of do hereby make a statement as follows: -

THAT I am the Chief Executive/Managing Director/Principal Officer/Director of.....
..... (Insert name of the Company) who is a Bidder in respect of consultancy services for incinerator installation for **Mater Misericordiae Hospital** and duly authorized and competent to make this statement.

THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/ or agents of Mater Misericordiae Hospital.

THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Mater Misericordiae Hospital.

THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.

THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
(Authorized representative) (Signature) (Date)

Bidder Official Stamp