



**GEOHERMAL DEVELOPMENT COMPANY LTD
P.O BOX 100746-00101
NAIROBI
TEL: +254 719 036000; 0719037000**

**REGISTRATION OF MEDICAL SERVICE PROVIDERS
FOR THE FINANCIAL YEARS 2016-2017 AND 2017-2018**

REG NO.GDC/HRS/REG/010/2016-2017

CLOSING DATE & TIME: 19th September, 2016 at 2:00PM.

REQUEST FOR REGISTRATION OF MEDICAL SERVICE PROVIDERS

REF NO: GDC/HRS/REG/010/2016:2017

1.0 INTRODUCTION

The **Geothermal Development Company Ltd** invites sealed applications from eligible Medical Service Providers for purposes of registration in the following regions; Nairobi, Nakuru, Naivasha, Kisumu, Eldoret, Nyeri, Bungoma, Mombasa, Machakos, Embu, Kisii, Kabarnet, Kitale.

The registration is for a period of two (2) financial years. (FY 2016/2017 – 2017/2018 under the following categories;

Category No.	CATEGORY DESCRIPTION
1.	Hospitals/Nursing Homes/ Medical Centres
2.	Pharmacies/Chemists
3.	Doctors: General Pediatricians, pediatric Pulmologist, Pediatric (Cardio Specialist), pediatric Surgeon, pediatric Urologist, Pediatric Neurologist, pediatric Gastroenterologist, pediatric General Surgeon, pediatric Nephrologist, pediatric Hematologist, pediatric Oncologist, General Physicians, Endocrinologist, Neurologist, chest & Infectious Disease Specialist, Nephrologist, Chest specialists, Cardiologist, Neuro physician, physician Oncologist, Radiotherapist, Gastroenterologists, Rheumatologist, Physician, Dermatologist, General Surgeon, Orthopedic Surgeon, Cardiothoracic and Vascular Surgeon, Maxillofacial Surgeon, Neurosurgeon, Obs/Gynaecologists, Obs/Gynaecologists-Fertility, ENT Specialists, Ophthalmologists, Opticians, Dental Surgeon, Dentists, Anesthetist, Urologists, Hematologist, Pathologist Hematologist, General Pathologist, General Pathologist, Psychiatrist, Interventional Radiologist, Plastic Reconstructive Surgeon
4.	Clinical Laboratory Services
5.	Radiology / Imaging Services
6.	Radiotherapy/ Oncology Services
7.	Home Based Care services

8.	Physical/ Occupational Therapy Services
9.	Rehabilitation, Psychological and Counseling Services
10.	Wellness Program Consultants/Providers

Interested eligible service providers may obtain further information and inspect the registration document from the office of Manager, Supply Chain at Kawi House, South C off Mombasa Road, Red Cross Road between 9.00am and 4.00pm during week days.

A complete set of the registration document can **be viewed and downloaded from the website** www.gdc.co.ke or <http://supplier.treasury.go.ke> free of charge. Service providers who download the registration document from the website **MUST** forward their particulars immediately to procurement@gdc.co.ke for records and any further clarifications and addenda.

The completed registration documents in plain sealed envelopes clearly marked **“Registration for the Provision of Medical Service Providers”** and **Category No.;** shall be addressed to:

**Managing Director & CEO,
Geothermal Development Company
P.O Box 100746-00101
NAIROBI, KENYA**

and deposited in the tender box at **Ground Floor** GDC office Kawi House, South C Off Mombasa Road, Red Cross Road on or before **19th September, 2016 at 2.00Pm (1400HRS).**

Registration documents will be opened immediately thereafter in the presence of their representatives who choose to attend at Kawi House, South C GDC Board Room Ground Floor.

Late submission of registration documents will not be accepted.

MANAGER, SUPPLY CHAIN

**Registration of Medical Services Providers Nature of
business applied for (hospital, Doctors, nursing home,
medical Centre, pharmacy, laboratory etc.)**

Category Description Applied for;

.....

Category No.....

PART ONE (1)

INSTRUCTIONS TO APPLICANTS:

NB. You are advised that it is a serious offence to provide false information, as it shall lead to your document being automatically disqualified. Service Providers are required to remember the following general information:

- a) The questionnaire must be fully and comprehensively completed (Part two (2)). All pages **MUST** be signed.
- b) Information given by the applicant shall be treated in strict confidence.
- c) Copies of all relevant registration certificates, licenses and any other relevant documents requested or applicable to the line of business applied for must be attached. Failure to which will lead to disqualification of the applicant.
- d) Geothermal Development Company (GDC) reserves the right to visit and inspect the business premises of the service provider.
- e) Firms associated with the management and employees of the Geothermal Development Company are illegible for registration.
- f) Any information given but later found out to be incorrect shall lead to non-acceptance of the service provider.
- g) Failure to provide all the information required shall lead to the disqualification of the service provider.
- h) This registration data sheet must be completed neatly in ink or in typescript; all correction or amendments shall be initialed.
- i) Your registration document shall be submitted spiral or Vero binded and not loose pages.
- j) Canvassing shall lead to automatic disqualification and subsequent elimination of the applicant.

In line with (c) above, following are **Mandatory requirements for all the Service Providers required**. Failure to provide the below documents, the service provider shall be declared non-responsive. Copy of the document is acceptable but the original may be required at a later date:

- Certificate of Incorporation/registration and practicing license
- Current and valid trade license
- Current Tax compliance certificate from Kenya Revenue Authority (KRA)
- Letters of recommendation from three (3No.) of your major clients indicating contact person (s) and their telephone number (s) served in the last three (3) years.
- Certificates from affiliated bodies/associations.
- Written confirmation on your letter head that you have not been debarred as a service provider in Kenya; and also a statement declaring that if selected, you shall not be involved in corruption.
- Company profile that shall include details of the management team and the Board of Directors.
- Certificate of indemnity from medical practitioners.
- Declaration of undertaking not to engage in corrupt fraudulent practice.
- Dully filled questionnaire form in Part 11 below where applicable

NB: Service providers that do not meet the above requirements shall be declared non-responsive.

PART 11: REGISTRATION DATA SHEET/QUESTIONNAIRE

PLEASE COMPLETE THE INFORMATION BELOW **WHERE APPLICABLE.**

1. Applicant's Information

(a) Legal Name.....

(b) Country of registration.....

Year of Constitution/Registration/Incorporation.....

(c) Legal address in country of registration...
.....

Physical location (street/number/town or city/country).....

(d) Authorized representative information

Name: (full legal name).....

Address (street/number/town or city/country).....

Telephone/email/cell phone number: (include country and city codes).....

E-mail address.....

Postal Address:

Fax:

Physical location.....

Website.....

(e) Tax affairs:

- (i) PIN No.
- (ii) VAT No.
- (iii) Tax clearance certificates valid up to.

(f) Business license:

- (i) County
- (ii) Local authority
- (iii) Professional body

(g) Type of business entity

- Public Private Partnership Sole proprietorship
 others
 (specify).....
- Trust Society

2. Ownership details in relation to (g)

- (i) Name(s), Nationality of owners/directors and percentage ownership in case of a Corporate Shareholder, please state its Directors

OWNER NAME	PERCENTAGE OWNED	NATIONALITY

NAME OF DIRECTORS	NATIONALITY

(ii) Principal Banker

Po Box

Branch

Account No

(iii) Details of auditors (where applicable)

(vi) In case of professional services, please include brief curriculum vitae of key professional staff
Showing whether full-time or part-time. This may be done on a separate page as an attachment.

ATTACHED	
NOT ATTACHED	

3. Common ownership, influence on control

i) Does the firm have a common ownership with any director/key manager/staff of the geothermal development company to the extent of a likelihood of a controlling influence?

YES	
NO	

4. Company ineligibility

i) Has your firm been debarred or sanctioned by any procuring entity in Kenya or elsewhere?

Yes

No

ii) If yes, give details?

iii) Indicate period of debarment and reason

5. For how long has your service provider been involved in the nature of business applied for?

Show proof e.g Orders, Invoices etc



6. Business Clientele

Please indicate at least three client's specific to your area of interest you previously dealt with, specifying:

NAME	POSTAL ADDRESS	TELEPHONE	EMAIL	PHYSICAL LOCATION	CONTACT PERSON

7. Historical contract Non-Performance.

7.1 History of non-performing contracts.

State any non-performance of a contract within last 5 years and subject to a fully settled dispute or litigation.

The latter is one that has been resolved in accordance with the dispute resolution mechanism under the respective contract, and where all appeal instances available to the applicant have been exhausted.

7.2 State any failure to sign a contract

7.3 Pending Litigation: Are there any pending litigation in total representing more than 50% of your net worth. These if applicable shall be treated as resolved against the applicant.

7.4 Number of Employees in your payroll

7.5 Percentage of annual payroll to total annual turnover

8. Fraud and corruption

The GDC requires that applicants observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy, all parties are required to desist from engaging in corrupt, fraudulent, collusive and coercive practices that in so doing influence a procurement process or the execution of a contract.

To enforce this standard, the company will:

- a) Reject a proposal for award if it is determined that a service provider recommended for award has, directly or indirectly, engaged in the prohibited act,
- b) Cancel the contract which is a subject of the prohibited act,
- c) Sanction a firm or individual declaring them ineligible, either indefinitely or for a stated period of time, to award a company a contract if at any time determines that they have directly or indirectly engaged in the prohibited act.
- d) Refer to other organizations database to verify whether the applicant has been so sanctioned.

9. Other sanctions

The company shall provide sanctions against firms that have not performed according to professionally regulated procedures, contractual agreements or legislation. The latter includes those in serious violations of fair employment laws & practices and known violation of the Public Procurement and Disposal Act, 2005; and the Public Procurement and Disposal Regulations, 2006.

10 Waiver

The Company reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an applicant to be pre-qualified. GDC reserves the right to accept or reject any of the bio-data sheets submitted for consideration and does not bid itself to give any reasons for its action.

NB:

- The list will be included in the GDC Medical Service Providers
 - The Charges will be according to the standard fees provided by various regulators
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DECLARATION OF UNDERTAKING

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the Public Procurement & Disposal Act 2015

We also underscore the importance of adhering to the law in the implementation of the project. We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country.

We also declare that our company/sub-contractors/ all members of the consortium has/have not been debarred to engage in procurement/ included in the list of sanctions.

We acknowledge that, the client is entitled to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Dated this _____ day of _____ 20 _____

(Name of company)

(Signature(s))