



**UNIVERSITY OF NAIROBI
REQUEST FOR QUOTATIONS**

**PURCHASE AND INSTALLATION OF 5NO. DENTAL UNITS FOR THE
SCHOOL OF DENTAL SCIENCES (CHS)**

RESTRICTED TENDER NO: UON/RT/97/2017-2018

NOTICE DATE: THURSDAY NOVEMBER 2, 2017

CLOSING DATE: THURSDAY NOVEMBER 9, 2017 AT 10.30AM

All correspondence to:
PROCUREMENT MANAGER,
UNIVERSITY OF NAIROBI,
P.O. BOX 30197 – 00100 GPO NAIROBI KENYA,
TEL: (020) – 318262 Ext.28249
E-MAIL: manager-procurement@uonbi.ac.ke

SECTION I – REQUEST FOR QUOTATIONS

DATE: THURSDAY NOVEMBER 2, 2017

NUMBER: UON/RT/97/2017-2018

NAME: PURCHASE AND INSTALLATION OF 5 NO. DENTAL UNITS FOR SCHOOL OF DENTAL SCIENCES (CHS)

The **University of Nairobi** invites sealed bids for Purchase of 5 No. Units for the School of Dental Sciences

1) Prices quoted should be net inclusive of all taxes and delivery and must be in Kenya Shillings, and shall remain valid for (120) days from the date of closing the quotations

2) MANDATORY REQUIREMENTS

Bidders MUST provide the following information and provide copies of documents to support the information given

- a) Certificate of Incorporation/Registration**
- b) Business Permit**
- c) Tax Compliance Certificate (PIN & VAT Certificate)**
- d) Form of Tender duly filled and signed**
- e) Audited Accounts for the last 3 Years (2016,2015,2014)**
- f) Confidential Business Questionnaire duly filled and signed**
- g) Delivery Period indicated**
- h) Name of at least 3 Clients Supplied with Similar Equipment**

Please note that non submission of any of the mandatory requirements leads to automatic disqualification

The Completed Quotation are to be enclosed in plain sealed envelopes marked with Quotation reference number, name and be deposited in the in the Quotation **box** at the reception, **Administration Block, Main Campus or be addressed and posted to Procurement Manager, University of Nairobi P.O Box 30197-00100, Nairobi, Kenya so as to be received on or before THURSDAY 9, 2017 AT 10.30AM**

3) **The University of Nairobi reserves the right to accept or reject a bid in whole or in part. Canvassing will lead to automatic disqualification.**

J.M.K. MOKAYA
PROCUREMENT MANAGER

SPECIFICATIONS

GENERAL

These specifications describe the basic requirements for equipment. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply.

Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specific requirement.

All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products

The tenderers are requested to present information along with their offers as follows;-

- (i) Shortest possible delivery period of each product
- (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses

Department of Oral & Maxillofacial Surgery, Oral Pathology & Oral Medicine

SPECIFICATIONS FOR DENTAL CHAIR

A. PATIENT CHAIR

1. The chair shall be robust and should not require regular service or maintenance with chair lift system for 185KG load.
2. Patient chair and instrument delivery system should require little space to fit small clinics and booths.
3. The construction and geometry of the chair and all moving parts shall be strong and sturdy to minimize unwanted movement during operation upon the patient.
4. All chair components shall be corrosion-resistant and no steel shall be used in the construction of the chair due to the danger of rust.
5. The chair base shall be of a non-corroding and non-rusting material.
6. All chair movements shall be operated by electric motors.
7. The chair base and the lower part of the chair shall be closed to prevent the sensible parts such as electric motors from getting dusty, dirty or humid.
8. For hygienic reasons the junction box shall be integrated into the chair base. There shall not be a separate junction box. The chair base shall contain air and water filters.
9. For the ease of use there shall be one main switch for power, air and water.
10. Chair shall be suitable for two-hand-use or four-hand-use in either the sitting or standing position for the operator, upright and fully reclined position of the patient.
11. Chair shall be suited for operators from 1.5 m to 2 m height.
12. Chair shall be suited for patients from 1.2 m to 2 m height.
13. The lowest chair position should be at least 390 mm (measured from the seat to the floor), the highest chair position should be at least 785 mm.

14. Taking a seat and getting out must be comfortable for the patient. There should not be a danger of collision with the instrument delivery system or hanging tubes.
15. To provide ergonomic treatment, the patient's mouth shall easily be accessible for the operator from 8-o'clock-position to 12-o'clock- position.
16. All chair movements shall be fully motorized and being controlled by either a foot control or touch pads on the dentist or assistant side. The control mechanism shall independently operate with the following functions:
 - 16.1 Up and down.
 - 16.2 Movement of seat and backrest shall be combined.
 - 16.3 At least 3 operating positions which are individually programmable and can easily be changed by the operator without tools.
 - 16.4 Auto exit program.
17. The foot control for chair programs shall be individually positionable on the floor to accommodate easy operation of chair from all sitting positions.
18. There shall be a 4-way foot switch similar to a joystick for hands-free control of up/down movements of the chair and reclining/inclining the backrest
19. The double articulating headrest shall be flat and sturdy. A seamless head support which can be positioned on the headrest is required. The head support shall allow for accommodation of children as well as of patients with unusual postures.
20. For comfortable treatment of children, a special seat cushion shall be available.
21. The chair shall incorporate emergency switches mounted in a way that they will automatically shut off the chair when downward motion is interrupted by an obstacle.
22. When downward motion is interrupted by an obstacle, the chair shall stop and let the object automatically free by moving in the opposite direction.
23. Emergency stop function shall be available for the operator for quick response to interrupt undue movement.
24. At least one swiveling armrest shall be available.
25. Chair upholstery shall be seamless and materials should be resistant to chemical deterioration caused by disinfectants. The chair shall be of rounded edges, smooth lines and without sharp corners. Tenders should quote all dimensions of the dental chair including overall length and width.
26. The chair upholstery shall fit the human anatomy. It shall have a pronounced lumbar support when the patient is reclined to accommodate patient's stability and positioning.

27. The chair upholstery shall include a special protector foil for the foot area.
28. Chair backrest shall be wide enough to support patient's elbows but narrow enough at the top for easy access of the operator.
29. Chair backrest shall be slim to provide enough leg room for the operator.
30. The chair backrest should have sliding compensating movement. The motorized support shall be smoothly adjustable from the upright sitting for a prosthetic procedure to the fully reclined position for an optimum view of the maxilla. There shall not be any pulling out the clothing effect.
31. ***One Chair*** - For maximum flexibility the patient chair with instrument delivery system and all other components shall be convertible for use of either left-handers or right-handers. The instrument delivery system must be attachable to both sides of the chair.
32. Chair should allow for connection of an Airflow system directly at the chair base.
33. For safety reasons all instrument functions shall be locked when patient chair is moving.
34. For safety reasons the chair with all attached components (instrument delivery system, water unit, assistant's element, operating light) shall meet CE-standards.

INSTRUMENT DELIVERY SYSTEM

B.

1. The instrument delivery system shall be able to accommodate up to 5 instruments as follows (from left to right):
 - 1 x 3-way-syringe
 - Pneumatic motor hose
 - Turbine hose Midwest 6 holes with coupler
 - 1 Ultrasonic scaler, piezo-ceramic with LED light
2. The instrument delivery system shall be able to be to accommodate a curing light or camera if it is required at a later stage.
3. The instrument delivery system must allow for operating in a sitting or standing posture. Furthermore, the instrument delivery system must allow for working with or without assistant from 8-o'clock-position to 12-o'clock-position.
4. The instrument delivery system shall be continuously height adjustable. The head with instruments shall rotate to both sides.

5. The flexible arm of the instrument delivery system shall have a mechanical friction system to keep the head with instruments permanently in the desired level.
6. The instrument delivery system shall be closed that no dust or dirt can get inside. Surfaces shall be smooth and easy to clean.
7. The surface of the control panel shall be made from a single piece to prevent dirt and dust trap within crevices and junctions between different parts and be resistant to disinfectants.
8. The instrument delivery system shall be easily convertible from whip arm system to hanging hoses and vice versa to adapt easily to the working habits of changing operators
9. Preset motor speed or scaler intensity shall be effected for each instrument individually by one common easy-to-reach control button
10. Each instrument shall be automatically activated when selected by the operator.
11. For safety reasons the instruments shall be activated and deactivated by photoelectric barriers.
12. The operator should be able to adjust the spray cooling of each instrument.
13. The instrument control system shall be electro-pneumatic.
14. All internal tubings shall be coded for the ease of identification.
15. The syringe shall be held in an upright position for perfect ergonomic access from either left and right hand side
16. The control system can be used with most standard brand handpieces, turbines and air-powered low-speed motor systems. The offered unit shall come with smooth tubings and nuts that will accommodate the instruments.
17. The instrument hoses shall be equipped with quick connectors for easy installation or dismantling.
18. The hoses used for the instruments shall have fibre optic hoses with ability to take standard Midwest 6-hole-connection on the instrument side and fit fiber-optic and non-fiber-optic instruments.
19. The speed of the electric micro motors can be sensitively controlled by the foot switch up to the preset maximum speed.
20. Valves controlling the water supply of the handpieces shall not suck back water into the device (non-retraction system).
21. There shall be an integrated tray on the instrument delivery system head.

22. There shall be an X-ray film viewer for intraoral films available.
23. For all instruments of the instrument delivery system, heated water shall be available.
24. Optionally, a high-speed pneumatic micro-motor shall be available. Speed range shall start from at least 3 000 to 40 000 RPM, reverse drive shall be possible.
25. Optionally, an air jet polishing system for dental hygiene shall be available.
26. Optionally, an integrated camera system shall be available with quadruple image memory. Freeze frames shall be activated by the foot switch
27. Optionally, a curing light shall be available for the instrument delivery system.
28. The pneumatic wet/dry foot control shall be simple to operate. It shall incorporate chip blower and on/off function for instrument spray and operate all instruments on the delivery system.
29. There shall be hygienic covers available for the handles and touch pad of the instrument delivery system
30. Additional drilling instruments, camera, scaler and curing light options shall be retrofittable any time after installation of the unit

C. WATER UNIT AND ASSISTANT'S ELEMENT

1. The cuspidor shall be sturdy and scratch resistant. It shall be made of a solid material such as stainless steel or enameled steel.
2. Due to the quality of often polluted public water, an integrated water system (fresh water bottle) shall be available. The water bottle shall contain at least 1,5 l.
3. Optionally, an automatic disinfection system for continuous water line disinfection shall be available. Sanitation shall be possible with this system
4. Cup fill and bowl flush shall be operated through switches from the operator's side.
5. The unit shall be prepared for central suction; suction to adapt into semi-dry existing control suction
6. Optional an air venturi with air-water-separation shall be available.
7. For the assistant's side HVE and saliva ejector with control valves shall be available.

8. A solids collector that can be changed easily without using tools is required.
9. For two-handed dentistry all instruments on the assistant's side must be easy to access for the operator.
10. Optionally, an amalgam separator complying to DIN EN ISO 11143 shall be available.

D. DENTAL OPERATING LIGHT LED

1. The light shall have a uniform pattern of approx. 8.5 cm to 18 cm at 70 cm distance.
2. The lamp head shall have 3 axis of rotation.
3. The light shall perform at the following minimum specifications:
 - 3.1 Colour temperature of 5,500 K at least.
 - 3.2 Max.light intensity of at least 25,000 Lux.
4. The bulb used shall be a quartz halogen xenon extended life. It shall be exchangeable without using tools.
5. A durable, protective and removable shield shall be incorporated which covers at least the bulb.
6. The light intensity shall be adjustable. There shall be at least two intensities.
7. The back of the lamp head should be equipped with an effective light filter screen.

E. DOCTOR'S STOOL/ASSISTANT'S STOOL

1. The doctor's stool shall be mounted on 5 castors. The stool shall be continuously height-adjustable from a minimum of 440 mm measured from the seat to the floor. The backrest shall be height- adjustable. The tilt of the backrest shall also be adjustable. The backrest shall have a pronounced lumbar support.
2. For easy cleaning the stool shall be made of seamless upholstery and contoured shape. The colour of the upholstery should match the upholstery colour of the patient chair.

1	2	3	4	5	6	7	
Item	Description	Qty	Unit pack	Country of origin	Total Price EXW per item (cols. 4x5)	Unit price of other incidental services payable	Discount (if any)
1	Specifications: Dental Units	5					
Total (Kshs)							
Amount in words							

Signature of tenderer _____

Supplier's Declaration:

I.....of P.O Boxdeclare that;

1. I will not engage in any corrupt or fraudulent practice
2. Neither our company nor our subcontractors have been debarred from participating in Public Procurement Proceedings

SECTION 11 - STANDARD FORMS

Notes on the sample Forms

1. **Form of Tender** -The form of tender **must be completed by the tenderer** and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Confidential Business Questionnaire Form** - This form **must be completed by the tenderer** and submitted with the tender documents.
3. **Contract Form** - The Contract Form **shall not be completed by the tenderer at the time of submitting the tender.** The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
5. **Performance Security Form** - **The performance security form should not be completed by the tenderers at the time of tender preparation.** Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.

4.1 FORM OF TENDER

Date _____

Tender No. _____

To: _____

[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. *[insert numbers]*.the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission (..... *(insert equipment description)* in conformity with the said tender documents for the sum of Kshs.....
..... *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to _____ percent of the Contract Price for the due performance of the Contract , in the form prescribed by *(Procuring entity)*.

4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

4.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business
 You are advised that it is a serious offence to give false information on this form

<i>Part 1 – General:</i>			
Business Name			
Location of business premises.			
Plot No..... Street/Road			
Postal Address Tel No. Fax E mail			
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			
Given details of partners as follows:			
Name	Nationality	Citizenship Details	Shares
1			
2			
3			
4			
Part 2 (c) – Registered Company			
Private or Public			
State the nominal and issued capital of company-			
Nominal Kshs.			
Issued Kshs.			
Given details of all directors as follows			
Name	Nationality	Citizenship Details	Shares
1.....			
2.			
3.			
4.			
5			
DateSignature of Candidate			

(b) If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

4.4 CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20 _____ between [*name of Procurement entity*] of [*country of Procurement entity*] (hereinafter called "the Procuring entity) of the one part and [*name of tenderer*] of [*city and country of tenderer*] (hereinafter called "the tenderer") of the other part;

WHEREAS the Procuring entity invited tenders for certain goods] and has accepted a tender by the tenderer for the supply of those goods in the sum of [*contract price in words and figures*] (hereinafter called "the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer
 - (b) the Schedule of Requirements
 - (c) the Technical Specifications
 - (d) the General Conditions of Contract
 - (e) the Special Conditions of contract; and
 - (f) the Procuring entity's Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tender hereby covenants with the Procuring entity to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring entity

Signed, sealed, delivered by _____ the _____ (for the tenderer in the presence of _____

4.5 PERFORMANCE SECURITY FORM

To
[Name of procuring entity]

WHEREAS [name of tenderer] (hereinafter called "the tenderer") has undertaken , in pursuance of Contract No. _____ [reference number of the contract] dated _____ 20 _____ to supply [description of goods] (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of [amount of the guarantee in words and figure] and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20 _____

Signed and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

4.6 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Quotation No.

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

9. EVALUATION CRITERIA

The University of Nairobi will consider three major categories of criteria for evaluating quotations and bidders:

A: MANDATORY REQUIREMENTS

The tenderer must provide the following information and provide copies of documents to support the information given;

Criterion	Particulars Provided	SCORES	
		YES	NO
Incorporation/Registration certificate	Evidence to be availed is Registration Certificate		
Business permit	Evidence to be availed is valid business permit		
Form of tender – Duly completed and signed	Evidence to be availed is duly completed and signed form		
Confidential questionnaire - Duly completed and signed	Evidence to be availed is duly completed and signed form		
Current Tax Compliance Certificates PIN Certificate & VAT Certificates	Evidence to be availed is valid tax compliance Certificate		
Audited Accounts for the last 3 Years, 2016,2015,2014	Evidence to be availed is certified Audited Accounts		
Name of at least 3 Clients Supplied with Similar Equipment	Evidence to be availed is names of clients supplied with similar Equipment		
Responsive			
Non-Responsive			

B: TECHNICAL CAPABILITY ASSESSMENT

Technical Capability Assessment Total Score **80 marks** pass mark **Score 68 marks (80%)**

The total **Marks allocated 85** with a pass mark of **(80%)**

	Criterion	Total Marks	Marks Earned
1.	Years in Business of similar nature	5	
2.	Conformity to technical Specifications as provided in the Request for Restricted Tender document;	70	
3.	Evidence of having Supplied similar Equipment	5	
4.	Delivery Period	5	
	Totals	85	

C: FINANCIAL EVALUATION CRITERIA

As deduced from the audited accounts

The purpose is to evaluate the financial strength of the bidders and the Total Score is **15 Marks** with a Pass mark of **10.5 Marks (70%)**

Criterion	Observations Made	Scores	Marks Earned
Audited Accounts (2016,2015,2014)	Yes	Yes	Yes /No
Working capital		4	
Liquidity Ratio		3	
Gearing ratio		4	
Profitability		4	
Total Score		15	

D. TECHNICAL EVALUATION COMMITTEE'S RECOMMENDATIONS

The evaluation of the tender and the tenderer by the Technical Evaluation Committee will be summarized as follows:

No.	Major Area of concern	Indicators from the evaluation exercise	Aggregated Scores
1	Responsiveness to Tender University/ Public	Mandatory Requirements	Yes/No
2	Responsiveness of Tender to University Technical Specifications and Technical ability of Tenderer to meet the specific	Conformity to Technical Specifications and Capability Assessment	85
3	Financial Ability of the Tenderer to meet the	Financial Capability	15
	Total score		100
	RECOMMENDATION		

E: POST QUALIFICATION SURVEY

NO.	ITEM	Total Marks	Marks Earned
1.	Confirmation of Physical address		
2.	Confirmation of Mandatory Documents		
3.	Management Structure of the organization		
4.	Financial Ability of the Tenderer to meet the delivery and terms of Quotation/ Request for Restricted Tender		
5.	Nature of Operations (relevant)		
	Total		

