**NRHSLogo**

**Unim Research & Training Center**

**Within Lumumba Sub County Hospital compound**

**P.O. Box 1764**

**Kisumu, Kenya**

**Tel: O713 113 275**

**Tender Notice:**

**Nyanza Reproductive Health society is a National Organization promoting Reproductive Health Services in Kenya. NRHS is currently retendering for:**

|  |  |  |
| --- | --- | --- |
| **TENDER NUMBER** | **TENDER DESCRIPTION** | **DEAD LINE** |
| NRHS/ATS-B/03/25-27 | AIR TRAVEL SERVICES | **30th September 2025** |

**Interested firms may obtain relevant tender document with detailed specifications from our office at the Unim Research & Training Center (Within Lumumba Sub-County Hospital)**

**All interested bidders MUST attach copies of the following documents:**

1. **Certificate of registration**
2. **PIN and TAX Compliance Certificate.**
3. **County Government Current business License**
4. **Audited books of Accounts –for the last two years.**
5. **Certificate of registration from KATA & IATA accredited agents**
6. **Proof of past performance**

**Completed Bid documents must be submitted through hand delivery in plain sealed envelopes clearly marked with respective tender numbers and addressed to;**

**The Tender Committee   
NYANZA REPRODUCTIVE HEALTH SOCIETY   
P.O.Box 1764-40100  
KISUMU**

**Unim Research & Training Center (within Lumumba Sub-County Hospital) deposited in the tender on or before 2.00 pm on Tuesday 30th September 2025. The documents will be opened immediately thereafter in NRHS board room in the presence of all bidders or their representatives.**

### Nyanza Reproductive Health Society:

PREQUALIFICATION DOCUMENT FOR AIR TRAVEL SERVICES FOR THE YEAR 2025-2027

**INTRODUCTION**

The Nyanza Reproductive Health Society (NRHS) is registered under the Kenyan Societies Act and was initiated when the UNIM (Universities of Nairobi, Illinois and Manitoba) randomized controlled trial of male circumcision for reduction of HIV incidence began.

The Nyanza Reproductive Health Society (NRHS) is active in conducting reproductive health, HIV & STI prevention research and the implementation of HIV and STI intervention services in Kenya.

The pre-qualification document and the response thereof shall be the **ONLY** basis for the competitive evaluation and selection of potential suppliers and contractors for the financial year 2025-2027.

Please read through this document carefully and provide the requested information together with all required supporting documents.

**The Nyanza Reproductive Health Society (NRHS) reserves the right to accept or reject any tender either wholly or in part and is not bound to accept the lowest or any tender or assign reasons thereof**.

**IMPORTANT NOTES TO THE SUPPLIER**

1. The purpose of this document is to assist Nyanza Reproductive Health Society (NRHS) in the identification and evaluation of potential suppliers who may subsequently be invited to give quotations for the supply of goods or services within the specified category**.**
2. All documents must be submitted in English.
3. Provide certified copies of all supporting documents requested under the questionnaire
4. Nyanza Reproductive Health Society (NRHS) will examine the documents to determine completeness, general orderlies and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier’s elimination from further consideration
5. Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire are LEGALLY BINDING and should need arise, may be used as evidence in any court of law, which has jurisdiction. Further Nyanza Reproductive Health Society (NRHS) reserves the right without further recourse to verify at its own cost the accuracy of any answers provided therein.
6. Information given by the applicant shall be treated in strict confidence.
7. Applicants to kindly note that this DOES NOT amount to any contractual obligation on the part of Nyanza Reproductive Health Society (NRHS) and Nyanza Reproductive Health Society (NRHS) is not obliged to invite tenders/quotation from any or all who express interest by responding to this pre-qualification process.
8. Where insufficient space has been provided on the questionnaire, additional answers may be provided as supplementary on separate sheet bearing rubberstamp and signature of a senior person in the Organization.
9. The original document shall be prepared in indelible ink. It shall not contain interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialed by the person(s) who sign(s) the document.
10. The completed document shall be signed off and initialed by the Director/Partner of the organization and rubber stamped on each page and signed on the last page in the space provide.
11. Applicants will meet all cost associated with the preparation and submission of their applications.
12. Canvassing will lead to automatic disqualification of the applicant.
13. Late submission will not be acceptable. Any application(s) received after the date and time of closure will not be considered.

**MANDATORY REQUIREMENTS**

You shall be required to attach the following mandatory documents where applicable.

1. Certification of Registration/ Partnership deed.
2. Valid Trading License where applicable
3. Certificate from KATA &IATA.
4. Valid Tax Compliance Certificate (TCC)
5. Proof of past performance for the last three years.
6. Audited Financial Statements for the past two years

**TENDERING QUESTIONNAIRE**

**PART A: GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1 | Name of Organization |  |
| 2 | Postal Address | P.O Box…………………Code………………….. |
| 3 | Principal Contact Person | Name……………………………………………..  Position……………………………………………… |
| 4 | Contact: | Telephone:…………………………………….  Fax no:……………………………………………  Email:……………………………………………… |
| 5 | Physical Location of Business Premises | Town:………………………………………………..  Street:……………………………………………….  Building Name:……………………………………………..  Floor:………………………………………………………… |
| 6 | Nature of Organization (e.g. Sole proprietorship, Public Limited Company, Partnership) | |  |  |  | | --- | --- | --- | | Limited Liability  Company  (1) | Partnership  (2) | Sole Proprietorship  (3) | |
| 7 | Names Of the Proprietors  Directors or Partners | 1……………………………………………………………….  2……………………………………………………………  3……………………………………………………………… |
| 8 | Geographical area of Operations |  |
| 9 | Business Operations | Year established…………………………………………  Duration of Business Operation…………………………. |
| 10 | Company Registration No:  (*Attach copy)* Tick one | Number:……………………………………. |
| 11 | VAT Registration No:  (*Attach Copy*) | Number Attached copy?  …………………………. YES…………. NO…………….. |
| 12 | Valid Tax Compliance Certificate (Attach copy) | Attached Copy?  YES…………………….NO……………….. |
| 13 | Provide a brief description of Services that you offer |  |

**PART B: FINANCIAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Banker | NAME OF BANKER(S) | | | |
| Address of Banker  ………………………………………………………………………………………  Telephone Contact name and title  …………………………………………………………………………………………  Fax Email | | | |
| Financial information in Kshs. | Actual: Projected:  Previous Two years next two year | | | |
| 1 | 2. | 1 | 2 |
| a).Total assets |  |  |  |  |
| b). Current assets |  |  |  |  |
| c). Total Liabilities |  |  |  |  |
| d). Current Liabilities |  |  |  |  |
| e). Profit before taxes |  |  |  |  |
| f). Profit after tax |  |  |  |  |
| Major Sources of finance as a percentage of total financial requirements (e.g. loans, share capital, e.t.c) | | | Percentage % | |
| 1. | | |  | |
| 2. | | |  | |
| 3. | | |  | |

**PART C: TRADE REFERENCES**

|  |  |  |
| --- | --- | --- |
| Provide contact details for 3 referees for previous/ current work that is similar or the same to the one now applied for. Note that the referees may be contacted without your further references to you**.** | | |
|  | How many references are you indicating? (Tick one) | |  |  |  |  | | --- | --- | --- | --- | | 0 | 1 | 2 | 3 | |  |  |  |  | |
| A | Have you supplied any goods of services to The Nyanza Reproductive Health Society (NRHS) before? (Tick one) | |  | | --- | |  |   YES NO   |  | | --- | |  |     Describe the services offered………………………………………………….  When……………………..and for how long…………………….. |
| B  1 | **Others**  Organization Name & Rubberstamp  Contact Name Position  Telephone No  E-mail Address  Service/Goods Supplied  Total Annual Value supplied | ………………………………………………………………………  …………………………………………………………………...  …………………………………………Sign.……………….. Date…………..…  ………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………  Kshs……………………………………. |
| B  2 | **Others**  Organization Name & Rubberstamp  Contact Name Position  Telephone No  E-mail Address  Service/Goods Supplied  Total Annual Value supplied | ………………………………………………………………………  …………………………………………………………………...  …………………………………………Sign.……………….. Date…………..…  ………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………  Kshs……………………………………. |
| B  3 | **Others**  Organization Name & Rubberstamp  Contact Name Position  Telephone No  E-mail Address  Service/Goods Supplied  Total Annual Value supplied | ………………………………………………………………………  …………………………………………………………………...  …………………………………………Sign.……………….. Date…………..…  ………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………  Kshs……………………………………. |

**PART D: PERSONNEL CAPABILITIES OF YOUR KEY STAFF**

1). List key proposed management position

|  |  |  |
| --- | --- | --- |
| 1 | Title of position |  |
| Name of prime candidate |  |
| 2 | Title of position |  |
| Name of prime candidate |  |
| 3 | Title of position |  |
| Name of prime candidate |  |
| 4 | Title of position |  |
| Name of prime candidate |  |

2). Please attach at least two CVs of potential candidates that you will propose to The Nyanza Reproductive Health Society (NRHS) for each the categories specified in the Terms of Reference.

**PART E: VERIFICATION OF BUSINESS SUSTAINABILITY**

|  |  |  |
| --- | --- | --- |
| Can the applicant supply certified audited financial statements for the last two financial years? The supply of these financial statements will be mandatory for your tender to be considered responsive | | |
| Are you currently involved in any litigation or arbitration (or any other legal process which may result in legal of financial liability)?  If yes what is the financial exposure as a result of the litigation, arbitration or other legal process and on what basis has this financial exposure been calculated?  If yes, what other exposure could result from the litigation, arbitration or other legal process and will this financial exposure or other exposure materially prejudice the bidder’s financial position or its ability to successfully and timely implement any contract which may be awarded to it pursuant to this tender? | | |
| Have you ever : | | |
|  | Responsible(***tick)*** | |
| Yes: | No: |
| Forfeited any payment on a contract? |  |  |
| Been declared in default of a contract? |  |  |
| Negotiated the premature termination of a contract? |  |  |
| Had an uncompleted contract assigned to another? |  |  |

**PART F: CERTIFICATION**

|  |
| --- |
| I/ We do hereby certify that the above information is correct in all respects:  Full Name:…………………………………………………………………………………  Designation/Position:……………………………………………………………………  Signature:……………………………………………………………. Date:…………………………………………..  Company Stamp/ Seal: |

NOTE:

1. BIDDERS MUST UNDERSTAND THAT NRHS WILL CLAIM FOR REFUND OF UPTO CERTAIN CEILINGS TAXES PAID FOR GOODS AND SERVICES SUPPLIED.
2. ALL QUOTED PRICES MUST INCLUDE 16% VAT WHERE APPLICABLE.
3. THE DOCUMENT MUST BE FILLED IN *UNDELETABLE INK* WITHOUT ALTERATIONS