



Tender Document

St John Ambulance Kenya

Ref: Supply of Branded First Aid Kits
SJAK/PROC/1/21-23



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Section 1 – Introduction to Tendering for Branded First Aid Kits

1.1 Introduction to St John Ambulance Kenya

St John Ambulance is a non-profit registered charity (Cap 259 of Kenya Laws), working with families, communities and business partners to reduce the number and severity of crashes and injuries on Kenyan roads as well as workplace and residential homes.

1.2 Background to Tender for Supply of First Aid Kits

St John Ambulance Kenya has received a grant from Johanniter to procure First Aid Kits. The supplies should be made to St John Ambulance offices in Nairobi.

1.3 Tender Process

A tender advert appeared on St John Website (www.stjohnkenya.org/tenders) advising on the tender.

For queries, please contact below:

Mobile: +254 721611555

Email: procurement@stjohnkenya.org

1.3.1 Application Process.

Tender forms are available by:

Prospective bidders may download tender documents with detailed specifications of the required good and service from St John's website (www.stjohnkenya.org/tenders) or obtain from the St John Kenya offices situated at St John House, St Johns Lane, off Parliament Road, on weekdays from 8.00am to 5.00pm upon payment of a non-refundable fee, of KES 3,000 per set of items listed above, payable via M-PESA Pay bill No. 224444, bankers cheque or deposited directly to St John's bank account detailed below:

Name: St John Council for Kenya
Barclays Bank - Haile Selassie Branch
A/C No: 1228972
Branch Code: 03-082
Swift Code: BARCKENX



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1.3.2 Submission of Bids

By submitting the bid in a sealed envelope. The envelope should state “Tender for supply of First Aid Kits”, Ref: SJAK/PROC/1/21-23. The envelope should be addressed to:

The Tender Committee
St. John Ambulance Kenya
St John House, St Johns Lane, off Parliament Road
P.O Box 41469-00100
NAIROBI

Envelopes to be submitted, by 1400 Hrs EAT on Friday, 21st October 2021 to the above address

Bids will be opened on Friday 21st October as from 1400 Hrs EAT at St John Ambulance Kenya main Boardroom located at the second floor at the above address.

If the envelope is not sealed and marked as instructed above, St John Ambulance Kenya will assume no responsibility for the misplacement or premature opening of the bid. A bid opened prematurely will be rejected.

1.3.3 Supporting Documentation to be submitted with each Bid

Copies of the following supporting documentation **must** be submitted with each Bid:

- Company Certificate of incorporation/ Registration
- Tax clearance/compliance certificate
- Financial statements and audited accounts for last one year
- Company Profile
- Reference information for previous undertaking of similar contracts
- Technical specifications as specified
- Completed Supplier Tender Form, as included in Section 2 of this document
- Pricing Information as per specifications, as included in Section 4 of this document

1.3.4 Evaluation of Bids

All valid bids will be evaluated by a tender committee who will assess the bids based on all technical and financial evaluation, using the information provided in your submission.

St John Ambulance Kenya reserves the right to request samples of products or past work and to visit the premises of bidders, if this is deemed necessary to complete the evaluation.



Section 2 –Supplier Information

1. Business Profile

Name of Company:	
Physical Address of the business premises:	
Email Address and Telephone Number:	
Contact Name, Telephone Number and Title:	
Years in operation	
Provide information on any relationships that you have with St John Ambulance Kenya staff? – Friends/family/ business partners etc.	

2. Bank Details:

Bank Name:	
Bank Address:	
How long has this Account been open?	
Account Name:	

3. Payment Terms:

Orders accepted on signing of a contract: Y/N	
Number of days credit provided, if applicable:	
Preferred payment method: (cheque/electronic payment)	

4. Product Information

Where do you source your products?	
Do you provide warranty for your products?	



5. Delivery Terms

Does the price include transport and delivery of the supplies	
What is the projected delivery period in days to St John Ambulance Kenya after issuance of Purchase Order / Contract?	
Price validity in months?	



Section 3: Reference of undertaking similar work in the past:

Please complete the table below using the format to summarise at least three (3) **Major relevant supplies/services** carried out in the course of the past 3 years by your company. Please provide proof e.g. **copy of LPO/contract**.

Provide details of Organisations that you supply				
Organisation	Contact details of NGO/Co.	Total Contract Value	Date	Description of items or service supplied



Section 4 – St John Ambulance Kenya Terms and Conditions

1. These General Conditions of Contract apply to this transaction. The offer shall remain for the thirty days from the closing date unless otherwise stipulated by the seller
2. The buyer should not be bound to accept the lowest or any offer and reserve the right to accept any offer in part unless the contrary is stipulated by the seller
3. Samples of items offered when required will be provided free and if not destroyed during tests, upon request be returned at the seller's expense

Section 5 – Specifications – First Aid Kits

	Item	Specifications	Quantities
1	UNIVERIAL FIRST AID KITS	See annex i	1000
2	OCUPETIANL FIRST AID KITS	See annex ii	1000

Section 6: Financial quotation

	Item description	Qty	Unit price	Total

Name:

Designation:

Signature:

Date: Official stamp:



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Annex 1
Universal First aid kit

Material	Population Capacity	Size	QTY(pcs)	
600D Oxford Water Proof	1-10 people	24.5x15.5x10cm	1	

Picture



CONTENTS


	Contents Name	Specification	Qty
1	Standard Adhesive Bandage,30pcs/zip bag	72*19mm	1
2	Adhesive Tape	2.5*450cm	1
3	Alcohol Prep Pad	5*5cm	20
4	Cotton Ball	10pcs/pack	3
5	Crepe Bandage	10*450cm	1
6	Eye Pad	6*8cm	1
7	Saline Water	10ml	3
8	CPR Mask Ear loop	20*20cm	1
9	Sterile Nonwoven Gauze	7.5*7.5cm - 2pcs	1
10	Sterile Nonwoven Gauze	5*5cm - 2pcs	1
11	Latex Glove	L	3
12	Ice Pack	23x13cm	1
13	Safety Pin	3.7cm	3
14	Pair of Scissors	14.5cm	1
15	Antiseptic Cleansing Wipes,10 pcs/zip bag	6*8cm	1
16	Metal Tweezer	8.5cm	1
17	Wound Bandage	6*8*400cm	3
18	Wound Bandage	8*10*400cm	3
19	Nonwoven Triangular Bandage	96*96*135cm	2
20	Digital Thermometer	/	1
21	First Aid Bag	24.5x15.5x10cm	1
	TOTAL		53



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Annex ii
Occupational first aid Kit

Material	Population Capacity	Size	QTY(pcs)		
Metal	50 people	30x46x14cm	1		
Picture					
	Contents Name	Specification	Unit	Qty	Remark
1	Adhesive Plaster,30pcs/zip bag	72*19mm	pack	4	
2	Adhesive Tape	2.5*450cm	roll	2	
3	Alcohol Pad	5*5cm	pcs	60	
4	Antiseptic Cleansing Wipes,10 pcs/zip bag	6*8cm	pcs	2	
5	Cotton Ball	10pcs/pack	pack	15	
6	Crepe Bandage	10*450cm	roll	2	
7	Crepe Bandage	7.5*450cm	roll	2	
8	Crepe Bandage	5*450cm	roll	2	
9	Plastic Ziplock bag	/	pcs	5	
10	Eye Pad	6*8cm	pcs	8	
11	Saline Water	10ml	bottle	6	
12	CPR Mask	20*20cm	pcs	3	
13	Sterile Gauze	10*10cm - 2pcs	pcs	12	
14	Sterile Gauze	7.5*7.5cm - 2pcs	pcs	12	
15	Sterile Gauze	5*5cm - 2pcs	pcs	12	
16	Latex Glove	L	pair	12	
17	Notebook	A7	pcs	1	
18	Pencil	9cm	pcs	1	
19	Safety Pin	3.7cm	pcs	10	
20	Trauma Shears (scissor)	14.5cm	pcs	1	
21	Tweezer	8.5cm	pcs	1	
22	Trauma Pad	10*20cm	pcs	4	
23	Wound Bandage	6*8*400cm	roll	24	
24	Wound Bandage	8*10*400cm	roll	12	
25	Wound Bandage	10*12*400cm	roll	12	
26	Triangular Bandage	96*96*135cm	pcs	8	
27	Thermal Blanket	130*210cm*12cm	pcs	3	
28	Tourniquet	45*2.5cm	pcs	1	
29	Hot/Cold pack	230mm*130mm	pcs	1	
30	Digital Thermometer		pcs	1	
31	First Aid Box	30x46x14cm	pcs	1	
32	First Aid Guide		pcs	1	
TOTAL			PCS	241	



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