



MISSION FOR ESSENTIAL DRUGS & SUPPLIES (MEDS)

INVITATION TO TENDER (ITT)

for

PROVISION OF CATERING SERVICES

TENDER REF: MEDS/CS/001/2026

Procurement Method	Open Tender
Date of Issue	2 nd September 2026
Submission Deadline	16 th September 2026
Participation	Local

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**MISSION FOR ESSENTIAL DRUGS AND SUPPLIES (MEDS)
P. O. BOX 78040-00507 NAIROBI**

TENDER DOCUMENT

PROVISION OF CATERING SERVICES

SECTION I: INVITATION TO TENDER (ITT)

1. MEDS invites bids from interested eligible bidders for provision of catering services at its **Headquarters (MEDS Centre) and Kisumu Branch located along Mombasa Road and Makasembo Road respectively.**
2. Interested firms can view and download the Tender Document free-of-charge from MEDS website www.meds.or.ke
3. Bidders who download the tender document should forward their particulars immediately to tenders@meds.or.ke to facilitate sharing of clarifications or addenda.
4. Bid documents should be submitted in a plain sealed envelope clearly marked “TENDER REF: MEDS/CS/001/2026 - PROVISION OF CATERING SERVICES”. The envelope should bear the name of the Bidder and Site where services are to be provided and should be deposited into the **TENDER BOX** located at the reception at MEDS Headquarters (MEDS Centre) or Kisumu Branch, as applicable, on or before **16th September 2026 at 12 noon.**
5. In addition to the hard copy submission, the bidder shall submit one **complete electronic copy of the tender submission in a single, consolidated PDF document** to tenders@meds.or.ke, which shall be password protected. The password shall **not be included in the email accompanying the electronic submission.** The bidder shall submit the password to MEDS through tenders@meds.or.ke **on the date and at the time scheduled for the tender closing.** The password shall only be communicated at that time to enable the electronic tender document to be accessed during the tender opening process.
6. Late bids will be rejected
7. Bids should be addressed to:

**THE CHIEF EXECUTIVE OFFICER
MISSION FOR ESSENTIAL DRUGS AND SUPPLIES (MEDS)
P. O. BOX 78040-00507
NAIROBI**

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

2.1 Definitions

In this Tender, unless the context or any express provision otherwise requires:

- i) Any reference to any legislation shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made thereunder.
- ii) “Day” means calendar day and “month” means calendar month.
- iii) Reference to the “Tender Document” includes its appendices and documents mentioned hereunder and any reference in this Tender to any other document includes a reference to the other document as varied supplemented and/or replaced in any manner from time to time.
- iv) “MEDS” means Mission for Essential Drugs and Supplies (MEDS) or its successor(s) and assign(s) where the context so admits.
- v) “The Bidder” means the firm submitting its Bid for provision of Services in response to the Invitation to Tender. This may include a sole proprietor, joint venture, private or public company, government owned institution or any combination of one or more of them.
- vi) Words importing the masculine gender only, include the feminine gender.
- vii) Words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the “bid”, the covenants, agreements and obligations expressed to be made or performed by the bidder shall be deemed to be made or performed by such persons jointly and severally.
- viii) Services to be provided means Provision of Catering Services at MEDS Headquarters or Branch in Kisumu

2.2 Eligible Bidders

2.2.1 This Invitation to Tender is open to bidders who meet the following general criteria:

- i) Domiciled in Kenya
- ii) Having legal capacity to enter into a contract
- iii) Not insolvent, in receivership, bankrupt or in the process of being wound up
- iv) Not subject of legal proceedings for any of the circumstances in (iii) above
- v) The bidder’s business has not been debarred
- vi) Not subject of legal proceedings for any of the circumstances in (ii) above
- vii) Has fulfilled obligations to pay taxes and social security contributions

2.2.2 A bidder may be a natural person, private entity, government-owned entity

2.2.3 Government-owned enterprises shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law

2.2.4 Bidders shall satisfy relevant licensing and/or registration with appropriate statutory bodies in Kenya

2.2.5 Bidders shall provide evidence of continued eligibility as shall be reasonably requested by MEDS

2.3 Contents of Tender Document

2.3.1 The Tender Document consists of Sections 1, 2, 3 and 4 which should be read in conjunction with any Addenda issued.

2.3.2 Details of sections are provided below.

- i) Section 1 - Invitation to Tender (ITT)
- ii) Section 2 - Instructions to Bidders (ITB)
- iii) Section 3 - Statement of Requirements
- iv) Section 4 - Bidding Forms

2.3.3 Bidders are expected to examine all instructions, forms, terms, provisions and specifications in the Tender Document. Failure to furnish information or documentation required in the Tender Document or submitting a bid that is substantially not responsive to the Tender Document will be at the bidder's risk and may result in the rejection of the bid.

2.3.4 Information/data/documents submitted for the purpose of this Tender shall be treated as "Private and Confidential"

2.4 Site Visit

2.4.1 Bidders are encouraged to visit and familiarize themselves with the site(s) and surroundings where they intend to provide catering services to obtain information that may be necessary for preparing bids and eventual contracting. Bidders shall bear costs of visiting the site(s) of interest.

2.5 Clarification of Tender Document

2.5.1 Bidders requiring clarification of information contained in the Tender Document may contact MEDS via email address provided in the ITT. MEDS will respond in writing to requests for clarification, provided that such request is received not later than seven (7) days prior to the deadline for submission of bids.

2.5.2 MEDS shall provide copies of its response on clarification sought to bidders who have provided their particulars as stipulated in the ITT without identifying the source of inquiry.

2.6 Amendment of Tender Document

2.6.1 At any time prior to the deadline for submission of bids, MEDS may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective bidder, amend the Tender Document by issuing addenda.

2.6.2 Bidders that have provided their particulars as stipulated in the ITT will be notified of amendment(s) made (hereinafter referred to or otherwise known as addendum) in writing.

2.6.3 Addenda shall be binding on bidders

2.7 Cost of Bid

- 2.7.1 The bidder shall bear all costs associated with preparation and submission of its bid. MEDS will in no case be responsible or liable for these costs, regardless of the outcome of the bid.

2.8 Language of Bid

Bids as well as all correspondence and documents relating to this tender exchanged between a bidder and MEDS shall be written in English

2.9 Documents Comprising the Bid

- 2.9.1 Bids should provide the following:

- i) Bidding Forms
- ii) Mandatory Requirements
- iii) Documentary evidence establishing a bidder's eligibility to bid
- iv) Documentary evidence establishing the bidder's qualifications to perform the contract if its bid is accepted
- v) Documentary evidence establishing that services offered conform requirements contained in the Tender Document
- vi) Any other documents required in the Tender Document

- 2.9.2 Bidders should serialize pages of bid documents chronologically as per the Bid Format

2.10 Bid Form

- 2.10.1 Bidders shall complete and sign the Bid Form and all other documents provided in the Tender Document, indicating services to be provided, a brief description of the services, alongside other required information.

2.11 Bid Format

- 2.11.1 Bidders shall submit one set of documents comprising their bid containing the Bid Form and other required documents.

- 2.11.2 The order indicated in the Table of Contents of a bid will be considered to be the Bid Format.

- 2.11.3 Bid documents shall be bound, chronologically arranged, properly divided and serially numbered in the order indicated in the Table of Contents for ease of handling.

2.12 Deadline for Submission of Bids

- 2.12.1 Bids must be received by MEDS at the address and by the date and time specified in the ITT.

- 2.12.2 MEDS may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of MEDS and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

- 2.12.3 MEDS shall not consider bids that arrive after the set deadline.

2.13 Clarification of Bids

- 2.13.1 MEDS may, at its discretion, ask any bidder for clarification of its bid including break down of prices and other information that MEDS may require to facilitate examination, evaluation, and comparison of bids.
- 2.13.2 MEDS request for clarification and resultant responses shall be in writing. No change, including any voluntary increase or decrease, in prices or substance of a bid shall be sought, offered, or permitted, except to address correction of arithmetic errors discovered by MEDS during evaluation of bids.
- 2.13.3 A bid may be rejected if a bidder does not provide clarification by the date and time set in MEDS request for clarification.

2.14 Evaluation of Bids

- 2.14.1 Evaluation of bids will be in three (3) stages: Preliminary, Technical and Financial. Bidders will only proceed to the next stage if they pass the previous one.
- 2.14.2 Technical and Financial Evaluation will bear the following weights:
- i) Technical Evaluation - 70%
 - ii) Financial Evaluation - 30%

2.14.3 Preliminary Evaluation (Eligibility and Mandatory Requirements)

- i) This will comprise examination of bids to ensure that they meet eligibility criteria set out in clause 2.2 and provision of mandatory requirements outlined below.

SN	Requirement	Compliance
1.	Duly filled, signed and stamped Bid Form in provided format	Pass/Fail
2.	Duly filled, signed and stamped Confidential Business Questionnaire in prescribed format	Pass/Fail
3.	Duly filled, signed and stamped Tender Declaration Form in provided format	Pass/Fail
4.	Duly filled, signed and stamped Price Schedules in provided formats	Pass/Fail
5.	Duly filled menu form (for Bidders intending to provide services for daily lunch)	Pass/Fail
6.	Copy of Certificate of Registration/Incorporation	Pass/Fail
7.	Copy of KRA PIN Certificate (Registered for VAT, PAYE and Income Tax)	Pass/Fail
8.	Copy of Tax Compliance Certificate (TCC). The certificate MUST be valid at the tender closing date.	Pass/Fail
9.	Copy of CR12/CR13, as applicable, from registrar of companies issued within the last one month before tender closing date. Note: Affidavits will not be accepted	Pass/Fail

SN	Requirement	Compliance
10.	Copy of current business license/permit (Year 2026) from the county government where the business is domiciled	Pass/Fail
11.	Certified copy of Food Hygiene License/Certificate	Pass/Fail
12.	Copy of Pest Control Certificate	Pass/Fail
13.	Copy of Fire Safety Certificate	Pass/Fail
14.	Copy of current Food Handlers Medical Certificates	Pass/Fail
15.	Copy of valid NSSF Compliance Certificate or Evidence of Registration	Pass/Fail
16.	Copy of valid SHA Compliance Certificate or Evidence of Remittance of Employees SHA Contributions	Pass/Fail
17.	Copy of Workplace Registration with the Directorate of Occupational Safety and Health Services (DOSHS)	Pass/Fail
18.	Copy of current Work Injury Benefits Insurance (WIBA) cover note/policy for Staff	Pass/Fail
19.	Copy of current Public Liability Insurance cover note/policy. Applicable value of the policy will be determined on Award of Tender.	Pass/Fail
20.	Copy of current letter of support from the bank indicating that the bidder has been operating an account for at least six (6) months prior to the tender closing date. Additionally, it should confirm availability of working capital in excess of Kshs 3m (Headquarters) and Kshs 300,000 (Kisumu Branch).	Pass/Fail
21.	Audited financial statements for the last three (3) years signed by Auditors	Pass/Fail
22.	Company organogram with key personnel proposed for provision of services	Pass/Fail

- ii) Prospective bidders located in Nairobi County may provide a copy of Unified Business Permit to cater for item number 10-13
- iii) Bidders who do not comply with the above requirements will be deemed as being non-responsive and disqualified from further evaluation

2.14.4 Technical Evaluation (70 Marks)

Criteria for technical evaluation will be as tabulated below.

S/N	Criteria	Requirement	Score
1.	Physical Address and Contacts	Copy of title, lease documents or latest utility bill	5
2.	Staff Establishment	Copy of current PAYE/NSSF/SHA monthly return summary Above 15 staff.....10 10-15 employees.....7.5 marks 5-9 employees.....5 marks Below 5 employees.....2.5 marks	10
3.	Qualifications for Key staff	Copies of curriculum vitae and certificates for training in relevant fields (Hospitality, Business Management or equivalent) for key staff. One (1) Chef and one (1) Supervisor	5

S/N	Criteria	Requirement	Score
		Bachelor's Degree.....2.5 marks for each Higher National Diploma.....2 marks for each Diploma1.5 marks for each Certificate1 marks for each None0 marks	
4.	Qualifications for Service staff	Attach copies of CVs and certificates for professional training in hospitality for at least 2 key service staff Diploma.....2.5 marks for each Certificate2 marks for each KCSE1.5 marks for each None0 marks Estimated service staff deployment is Headquarters (8-10) and Kisumu (1-3). Actual numbers of staff to be determined upon award of tender.	5
5.	Company Experience	Evidence on number of years of providing catering services to corporate clients (Purchase order, Award Letter, Contract etc.) Over 5 years.....10 marks 5 years.....7.5 marks 3-4 years.....5 marks 1-2 years.....2.5 marks Below 1 year.....0 marks	10
6.	Quality Management	Copies of two quality-related certifications e.g. Water Analysis Certificate, ISO 9001, ISO 22000, HACCP or any other 5 marks for each certification provided	10
7.	Financial Capability	Audited financial statements for the last 3 years demonstrating the bidder's financial capability (Average annual turnover) Above Kshs 100m.....10 marks Between Kshs 50 - 100m.....7.5 marks Between Kshs 20m - 50m.....5 marks Between Kshs 10 -20m.....2.5 marks Below Kshs 10m.....0 marks	10
8.	Logistics	Logbook or lease agreement for transportation vehicles. On award of tender, bidder will be required to provide a dedicated vehicle for transporting food to service provision site(s)	5
9.	Billing System	Evidence of billing system Digital.....5 marks Mixed.....4 marks	5

S/N	Criteria	Requirement	Score
		Manual.....2 marks	
10.	References	Reference letters from two (2) corporate clients served within the last five (5) years from the tender closing date. Note: The letters should provide information on population of staff served and telephone or email addresses of contact person for each client. 2.5 marks for each client provided	5
Total			70

Minimum Technical Qualification Score: 49 out of 70 (70%). Only bidders attaining this score or higher will proceed to Financial Evaluation Stage.

2.14.5 Financial Evaluation (30 Marks)

i) Financial Score (FS) will be determined based on the formula below.

$$FS = \left(\frac{\text{Lowest Bid Price}}{\text{Bidder's Price}} \right) \times 30$$

ii) The lowest priced bid will be awarded maximum points per service category

iii) Bid Price = Derived Monthly Buffet Lunch Value + Beverage Service Price

iv) Derived Buffet Lunch value = No of Staff x Unit price Quoted

2.14.6 Due Diligence Audits

- i) MEDS will conduct due diligence on bidders shortlisted from evaluation exercise
- ii) Due diligence will include confirming references provided by bidders and conducting site visits to bidder's offices and food preparation facilities
- iii) Site visits will check on, among others, experience from referees, status of food preparation facilities, employees, quality and safety management measures in place
- iv) Shortlisted bidders may be required to provide a food tasting session

2.14.7 Interviews

Shortlisted bidders who pass due diligence audits will be invited for interviews to select best-suited service provider(s)

2.15 Notification of Award

Successful bidder(s) shall be notified of intention to enter into a contract after completion of bid evaluation process and be invited for negotiations.

SECTION III: STATEMENT OF REQUIREMENTS

TERMS OF REFERENCE

3.1 Introduction

MEDS is a faith-based health solutions provider founded by an ecumenical partnership of the Kenya Conference of Catholic Bishops (KCCB) and the Christian Health Association of Kenya (CHAK) contributing to the healing ministry of Christ. The Organization's core mandate is being a reliable supply chain for quality and affordable Health Products and Technologies and providing Quality Assurance and Health Systems Strengthening Services. MEDS was established in 1986 and serves clients spread all over Kenya, other regions in Africa and beyond.

This Terms of Reference (TOR) is for provision of catering services at MEDS headquarters (MEDS Centre) and Kisumu Branch located along Mombasa Road and Obote Road respectively. Staffing is as follows:

- i) Headquarters (MEDS Centre) – Approximately 270 staff
- ii) Kisumu Branch – Approximately 30 staff

Note: Payment will be made based on actual numbers that take meals

3.2 Objective

The objective of this statement of requirements is to provide information regarding services to be performed to enable bidders to adequately and accurately prepare for the assignment.

3.3 Scope of Work

- 3.3.1 Service providers shall operate on a pre-prepared meals delivery model with limited permitted on-site food preparation.
- 3.3.2 Selected service providers will be responsible for the following:
 - i) Preparing food off-site in a duly licensed and compliant kitchen facility
 - ii) Delivering and serving healthy and appealing food in a timely manner in designated sites while maintaining quality and hygiene
 - iii) Planning and rotating menus to ensure adequacy and variety of food
 - iv) Providing catering services for a variety of engagements including, among others, staff and management meetings, workshops, conferences, parties, ceremonies including professional table set-up and decoration as and when required.
 - v) Managing an on-site “snack shop”
 - vi) Providing and maintaining their own point-of-sale (POS) equipment, high-quality cutlery, crockery and table linen
 - vii) Ensuring cleanliness of kitchen and dining areas by cleaning up and managing waste
 - viii) Ensuring compliance with applicable laws relating to food safety and hygiene standards

ix) Management of food preparation, serving and staffing, including management of water dispensers at dispensing points

- 3.3.3 MEDS will only provide space for holding, serving and carrying out limited food finishing activities. Facilities provided by MEDS for purposes of these services will be kitchen spaces, dining areas with furniture, water and electricity.
- 3.3.4 Permitted on-site activities are limited to preparation of beverages, reheating of food using approved equipment, portioning and serving of food. Cooking or food preparation activities that generate smoke, strong odours, pose safety risks and storage of raw ingredients intended for preparation of meals on-site are strictly prohibited.

3.4 Service Provider Obligations

- 3.4.1 Provide catering services in a timely manner during designated hours
- 3.4.2 Provide necessary materials and equipment for preparation and serving of beverages, snacks and lunch
- 3.4.3 Ensure that general hygiene is observed at all times in kitchen, kitchenettes, meeting and dining area
- 3.4.4 Ensure kitchen floors are swept and damp-mopped daily using approved detergents and must be kept dry and slip-free; walls and fittings should be wiped weekly to remove marks and stains; Furniture and electronics should be dusted and cleaned daily using appropriate non-abrasive detergents.
- 3.4.5 Provide routine fumigation and sanitary services for bidder's kitchen and food handling facilities
- 3.4.6 Disposal of kitchen waste and garbage in accordance with environmental regulations
- 3.4.7 Ensure due care and diligence is observed in preparation and serving of beverages, snacks and lunch
- 3.4.8 Ensure that staff are mapped out and sufficient numbers deployed at MEDS premises to provide service to meet MEDS operational requirements
- 3.4.9 Ensure that their staff are always smart, in uniform, with appropriate safety wear e.g. catering headwear
- 3.4.10 Staff must be fluent in English and Kiswahili and hold current Food Handler's Medical Certificates at all times
- 3.4.11 Cater for cost of review of suitability and medical tests for their catering staff
- 3.4.12 Invoices for buffet lunch and beverage service must be submitted monthly with accurate supporting documentation
Note: Ad-hoc buffet requests will be ordered on need basis based on LPO. Beverages and Snacks will sold to staff and visitors on cash basis.
- 3.4.13 Provide payment acceptance system e.g. cash, Mobile Money (e.g. M-Pesa), Debit/Credit Cards payment etc.
- 3.4.14 Providing competitive market prices which will be fixed for the contract duration
- 3.4.15 Ensuring that ingredients used in preparation of food are of good quality and fit for human consumption as per National or International Standards whichever is superior

- 3.4.16 Maintaining a log of beverages and meals served for visitors
- 3.4.17 Maintaining valid insurance covers for their business and staff
- 3.4.18 Providing resources, materials and equipment including staff, utensils, cookers, fuel which are fit for purpose
- 3.4.19 Implementing required improvements emanating from findings in customer satisfaction surveys conducted by MEDS

3.5 Working Days and Hours

- 3.5.1 Working days are Monday to Friday and designated Saturdays
- 3.5.2 Working hours are 7.00a.m to 9.30p.m (Headquarters) and 8.00am to 6.30 pm (Kisumu Branch)
- 3.5.3 Services shall be provided as tabulated below.

SN	Category	Time	
		Headquarters	Kisumu
1	Breakfast	7.00am to 9.00am	N/A
2	Beverages & Snacks	7.00am to 11.00am	7.00am to 11.00am
		3.00pm to 4.00pm	N/A
		6.00pm to 7.00pm	N/A
3	Tea Break	9.30am to 11.00am	10.00am to 10.30am
		6.00pm to 7.00pm	N/A
4	Buffet Lunch	12.00noon to 2.00pm	1.00pm to 2.00pm
5	Staff Beverage Service	07.00am to 4.30pm	8:00 to 4.30pm

- 3.5.4 Food must be delivered to MEDS on time to be available at stipulated times
- 3.5.5 Services may be required during weekends and public holidays if designated as working days by MEDS. The service provider will be duly notified of such designations.

3.6 Indicative Menu

SN	Description
Standard Breakfast	
1.	4 Beverages: <i>African Tea/Coffee/Chocolate/Cocoa/Hot Milk/Juice/Others _____ (Specify)</i>
2.	1 Starch: <i>Arrowroot/Boiled Maize/Cassava/Chapati/Croissants/Mandazi/Mini Doughnut/Irish Potatoes (Sauteed or Mashed)/Sandwich/Sweet Potatoes/Others _____ (Specify)</i>
3.	1 Meat Protein: <i>Chicken Gizzard/Chicken Breasts/Chicken Roll/Chicken Wings/Egg/Fish Fingers/Kebab/ Meatballs/Samosa (Beef/Pork)/Sausage (Beef/Pork)/Sausage Roll/Others _____ (Specify)</i>

SN	Description
Medium Breakfast	
1	4 Beverages: <i>African Tea/Coffee/Chocolate/Cocoa/Hot Milk/Juice/Others _____ (Specify)</i>
2	1 Starch: <i>Arrowroot/Boiled Maize/Cassava/Chapati/Croissants/Mandazi/Mini Doughnut/Irish Potatoes (Sauteed or Mashed)/Sandwich/Sweet Potatoes/Others _____ (Specify)</i>
3	2 Meat Proteins: <i>Chicken Gizzard/Chicken Breasts/Chicken Roll/Chicken Wings/Egg/Fish Fingers/Kebab/ Meatballs/Samosa (Beef/Pork)/Sausage (Beef/Pork)/Sausage Roll/Others _____ (Specify)</i>
4	2 Fruits/Fruit Cuts: <i>Apple/Banana/Grape/Mango/Pawpaw/Pineapple/Sweet Melon/Water Melon/Others _____ (Specify)</i>
5	Pastries: <i>Assorted Cookies/Muffins/Others _____ (Specify)</i>
Executive Breakfast	
1	4 Beverages: <i>African Tea/Coffee/Chocolate/Cocoa/Hot Milk/Others _____ (Specify)</i>
2	2 Juices: <i>Apple/Mango/Orange/Passion/Pineapple/Cocktail/Others _____ (Specify)</i>
3	1 Dairy: <i>Yoghurt/Others _____ (Specify)</i>
4	1 Starch: <i>Arrowroot/Boiled Maize/Cassava/Chapati/Croissants/Mandazi/Mini Doughnut/Irish Potatoes (Sauteed or Mashed)/Sandwich/Sweet Potatoes/Others _____ (Specify)</i>
5	3 Animal Proteins: <i>Chicken Gizzard/Chicken Breasts/Chicken Roll/Chicken Wings/Egg/Fish Fingers/Kebab/ Meatball/Samosa (Beef)/Sausage (Beef/Pork)/Sausage Roll/Others _____ (Specify)</i>
6	1 Vegetable: <i>Carrot/Peas/Others _____ (Specify)</i>
7	2 Fruits/Fruit Cuts: <i>Apple/Banana/Grape/Mango/Pawpaw/Pineapple/Sweet Melon/Water Melon/Others _____ (Specify)</i>

SN	Description
8	Pastries: <i>Assorted Cookies/Muffins/Others _____ (Specify)</i>
Standard Lunch	
1.	3 Starches: <i>Rice/Ugali/Chapati/French Fries/Matoke/Mokimo/Naan Bread/Irish Potato (Mashed or Sauteed)/Potato Wedges/ Others _____ (Specify)</i>
2.	1 Meat Protein: <i>Beef/Chicken/Fish/Goat/Lamb/Matumbo/Pork/Others _____ (Specify)</i>
3.	1 Vegetable Protein: <i>Beans/Daal/Lentils/Green Gram/Peas/Others _____ (Specify)</i>
4.	2 Vegetables: <i>Dark Green Vegetable/Cabbage/Others _____ (Specify)</i>
5.	1 Fruit/Fruit Cut: <i>Apple/Banana/Grape/Mango/Orange/Pawpaw/Passion/Pineapple/Sweet Melon/Water Melon/Others _____ (Specify)</i>
Medium Lunch	
1.	3 Starches: <i>Rice/Ugali/Chapati/French Fries/Matoke/Mokimo/Naan Bread/Irish Potato (Mashed or Sauteed)/Potato Wedges/ Others _____ (Specify)</i>
2.	3 Meat Proteins: <i>Beef/Chicken/Fish/Goat/Lamb/Matumbo/Pork/Others _____ (Specify)</i>
3.	1 Vegetable Protein: <i>Beans/Daal/Lentils/Green Gram/Peas/Others _____ (Specify)</i>
4.	2 Vegetables: <i>Dark Green Vegetable/Cabbage/Others _____ (Specify)</i>
5.	2 Fruits/Fruit Cuts: <i>Apple/Banana/Grape/Mango/Orange/Pawpaw/Passion/Pineapple/Sweet Melon/Water Melon/Others _____ (Specify)</i>
6.	1 Drink: <i>Fresh Juice (250ml)/Others _____ (Specify)</i>
Executive Lunch	
1.	4 Starches: <i>Rice/Ugali/Chapati/French Fries/Matoke/Mokimo/Naan Bread/Irish Potato (Mashed or Sauteed)/Potato Wedges/ Others _____ (Specify)</i>

SN	Description
2.	3 Meat Proteins: <i>Beef/Chicken/Fish/Goat/Lamb/Matumbo/Pork/Others _____ (Specify)</i>
3.	1 Vegetable Protein: <i>Beans/Daal/Lentils/Green Gram/Peas/Others _____ (Specify)</i>
4.	2 Vegetables: <i>Dark Green Vegetable/Cabbage/Others _____ (Specify)</i>
5.	2 Fruits/Fruit Cuts: <i>Apple/Banana/Grapes/Mango/Orange/Pawpaw/Passion/Pineapple/Sweet Melon/Water Melon/Others _____ (Specify)</i>
6.	1 Salad: <i>Coleslaw/Garden Salad/Kachumbari/Shredded or Sliced Carrots/Others _____ (Specify)</i>
7.	2 Drinks: <i>2 Fresh Juices (250ml)/Others _____ (Specify)</i>

Note:

- i) Italicized text are examples and bidders are at liberty to provide alternatives
- ii) Food should be freshly prepared and served in hygienic conditions
- iii) Starch and protein combinations should not be repeated on consecutive days
- iv) Vegetarian and special diet meals will be provided upon request

3.4.1 Menu sets must be written in either English or Swahili

3.4.2 Service providers should supply balanced and nutritious food

3.4.3 The same meal combination shall not be repeated on consecutive days

3.4.4 Service providers should ensure food variation for various categories i.e. starches, proteins, vegetables, fruits, salads including preparation styles

3.4.5 Service providers should submit a proposed weekly menu schedule covering Monday to Friday for Beverages, Dairies, Snacks as well as Standard, Medium and Executive Lunch

3.4.6 Requirements are as follows:

3.7 Logistics

Service providers shall:

- 3.5.1 Ensure availability of their staff at sites where services are to be provided at the service provider's cost

3.8 Administrative Issues

- 3.8.1 MEDS will provide a single point of contact for catering service providers for the duration of the contract
- 3.8.2 Catering service providers will be required to submit invoices and statements of account at the end of each month
- 3.8.3 Invoices should include VAT, other applicable taxes and compliance requirements e.g. e-TIMS etc.
- 3.8.4 All payments will be made in Kenyan Shillings

3.9 Duration of Contract

Duration of contract will be 24 months contingent upon a satisfactory performance reviews.

3.10 Reporting

Service providers will report to the Chair of the Staff Welfare Committee.

SECTION IV: BIDDING FORMS

4.1 BID FORM

Instructions to Bidders

- i) *Bidders should be prepare this Form on their letterhead clearly showing the bidder's name and business address*
- ii) *All italicized text is to help bidders in preparing this form*
- iii) *The Bid Form should be signed by a person with proper authority to sign documents that are binding on the bidder*
- iv) *It should be included by bidders in their bid*

Date:

To:

**Mission for Essential Drugs and Supplies (MEDS)
P.O. Box 78040-00507
NAIROBI**

Dear Sir,

1. In accordance with the tender conditions for the execution of
(*Insert Description of the Services*), we, the undersigned offer to provide such Services.
2. We undertake, to commence provision of Services as soon as is reasonably possible after receipt of MEDS' notice to commence, and to complete the whole of the Services comprised in the Contract within the time stated in the Contract if our Bid is accepted.
3. We agree to abide by this bid for a period of ninety (90) days from the date fixed for Tender opening as per the Tender document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period
4. This bid, your notification of award and our written acceptance thereof shall not constitute a contract between us. The contract shall be formed between us when both parties duly sign the written contract.

Yours sincerely,

Bidder

Name and Capacity of duly authorized person signing the Bid

Signature of duly authorized person signing the Bid

Stamp or Seal of Bidder

Witness:

Name _____

Address _____

Signature _____

4.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

Bidders are required to provide information required in this questionnaire and should be duly signed. It is a serious offence to give false information in this questionnaire. Doing so will result in disqualification of the bid, termination of contract and being blacklisted.

a) Bidders Details

Part 1 – General

Bidder.....

Location of business premises (County, Sub-County, Locality, Building and Floor)

Plot No.Street/ Road

Postal Address Postal Code

Tel No..... Mobile No.....

E-mail:

Certificate of Incorporation.....

Current Trade License Registration Number and Expiring date.....

Maximum value of business which you can handle at any time Kshs.....

Name of your Bankers Branch.....

*Names of Bidder's contact person(s)

Designation/Capacity of Bidder's contact person(s)

Address, Telephone and E-mail of Bidder's contact person(s)

.....

.....

b) General and Specific Details

I. Sole Proprietor

Name in full..... Age.....

Nationality..... Country of Origin.....

Citizenship.....

II. Partnership or Trust, provide the following details.

SN	Name of Partners/Trustees	Nationality	Citizenship	% Shares owned(as applicable)
1.				
2.				
3.				
4.				
5.				

III. Registered Company, provide the following details.

i) Private or public Company.....

ii) State the nominal and issued capital of the Company

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii) Give details of Directors as follows:

	Names of Director	Nationality	Citizenship	% Shares owned
1.				
2.				
3.				

c) Certification

On behalf of the Bidder, I certify that the information given above is complete, current and accurate as at the date of submission.

Name of duly authorized person to sign for and on behalf of the Bidder

.....

Position of the duly authorized person.....

Signature of the duly authorized person.....

Note

- i) *The address and contact person of the bidder provided above shall be the one used for purposes of this Tender*
- ii) *If a Kenyan citizen, please indicate under “Citizenship Details” whether by birth, naturalization or registration*
- iii) *Information required in this Form is critical. **Failure to provide all required information shall lead to a bidder’s disqualification.***

4.3 DECLARATION FORM

Date:

To:

Mission for Essential Drugs and Supplies (MEDS)

P.O. Box 78040- 00507

NAIROBI

Dear Sir,

The bidder (*full name and complete physical and postal address*) _____
_____ declares the following: -

- a) That I/We have not been debarred from participating in public procurement by any body, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding this tender.
- c) That I/We or any director of the firm or company is/are not a person within the meaning of clause 2.2 of ITT (Eligible bidders) of the Instruction to Bidders
- d) That I/We is/are not insolvent, in receivership, bankrupt or in the process of being wound up and is/are not the subject of legal proceedings relating to the foregoing
- e) That I/We am/are not associated with any other bidder participating in this Bid
- f) That I/We do not have any conflict of interest relating to this Bid
- g) That I/We do hereby confirm that all information provided in this Bid is accurate, factual and true to the best of our knowledge.

Yours sincerely,

Bidder (Name)

Signature of duly authorized person signing the Bid

Name and Capacity of duly authorized person signing the Bid

Stamp or Seal of Bidder

4.4 PRICE SCHEDULES

a) Breakfast

SN	Category	Unit of Measure	Number (Approx.)	Unit Cost (Kshs) Inclusive of Taxes/Levies
1	Standard Breakfast	Per Person	10	
			15	
			20	
			30-40	
			200	
2	Medium Breakfast	Per Person	10	
			15	
			20	
			30-40	
			200	
3	Executive Breakfast	Per Person	10	
			15	
			20	
			30-40	
			200	

Frequency: Quarterly and/or Need basis

b) Buffet Lunch

SN	Category	Unit of Measure	Number (Approx.)	Frequency	Unit Cost (Kshs) Inclusive of Taxes/Levies	
					<i>With Soup</i>	<i>Without Soup</i>
Kisumu Branch						
1	Standard Lunch	Per Person	30-40	Daily		
2	Medium Lunch	Per Person	30-40	Daily		
3	Executive Lunch	Per Person	30-40	Daily		
Headquarters						
4	Standard Lunch	Per Person	100-150	Daily		
5	Medium Lunch	Per Person	100-150	Daily		
6	Executive Lunch	Per Person	100-150	Daily		
7	Standard Lunch	Per Person	20	Quarterly		
8	Medium Lunch	Per Person	20	Quarterly		
9	Executive Lunch	Per Person	20	Quarterly		
10	Standard Lunch	Per Person	15	Quarterly		
11	Medium Lunch	Per Person	15	Quarterly		

SN	Category	Unit of Measure	Number (Approx.)	Frequency	Unit Cost (Kshs) Inclusive of Taxes/Levies	
					<i>With Soup</i>	<i>Without Soup</i>
12	Executive Lunch	Per Person	15	Quarterly		
13	Standard Lunch	Per Person	10	Quarterly		
14	Medium Lunch	Per Person	10	Quarterly		
15	Executive Lunch	Per Person	10	Quarterly		

Note: Services whose frequency is quarterly may also be required on a need basis

c) Staff Beverage Service

SN	Description	Unit of Measure	Number Approx.	Monthly Cost (Kshs) Inclusive of Taxes/Levies
1	White coffee, tea, chocolate, cocoa	Mug (250mls)	550	
2	Welfare Assistant	Staff (Monthly)	1	
Total				

Note:

- i) Ratio of Milk:Water should be 45:55
- ii) Award under this category is complimentary to the daily buffet lunch

d) Beverages and Snacks (Sale on Order)

SN	Description	Unit of Measure	Unit Cost (Kshs) Inclusive of Taxes/Levies
Beverages			
1	Fresh juice	Glass (250mls)	
2	Porridge	Cup (250mls)	
3	Soda	350ml	
Snacks			
1	Andazi	Piece	
2	Arrowroots	Plate per person	
3	Assorted fruits (specify)	Plate per person	
4	Boiled egg	Piece	
5	Boiled green maize	Piece	
6	Cassava	Plate per person	
7	Chapati	Piece	
8	Fried egg	Piece	
9	Half corn	Piece	
10	Kebab	Piece	
11	Omelette (Spanish)	Piece	
12	Pancakes	Piece	
13	Samosa (beef)	Piece	

SN	Description	Unit of Measure	Unit Cost (Kshs) Inclusive of Taxes/Levies
14	Samosa (vegetable)	Piece	
15	Sandwich	Piece	
16	Sausage (beef/pork)	Piece	
17	Smokie	Piece	
18	Spring roll	Piece	
19	Sweet potatoes	Plate for one person	
20	Toast	Piece	
21	Toast mayai	Piece	

Note:

Award under this category is complimentary to the daily buffet lunch

4.5 MENU FORM

Those bidding for provision of daily lunch at Headquarters and Kisumu Branch are required to provide a rotational weekly lunch menu as per the template below.

Site: Headquarters ☐ Kisumu Branch ☐ (Tick as appropriate)

Day	Standard Lunch	Medium Lunch	Executive Lunch
Monday	Starches	Starches	Starches
	Meat Proteins	Meat Proteins	Meat Proteins
	Vegetable Protein	Vegetable Protein	Vegetable Protein
	Vegetables	Vegetables	Vegetables
	Fruits/Fruit Cuts	Fruits/Fruit Cuts	Fruits/Fruit Cuts
	Salad	Salad	Salad
	Drinks	Drinks	Drinks
Tuesday	Starches	Starches	Starches

Day	Standard Lunch	Medium Lunch	Executive Lunch
	<i>Meat Proteins</i>	<i>Meat Proteins</i>	<i>Meat Proteins</i>
	<i>Vegetable Protein</i>	<i>Vegetable Protein</i>	<i>Vegetable Protein</i>
	<i>Vegetables</i>	<i>Vegetables</i>	<i>Vegetables</i>
	<i>Fruits/Fruit Cuts</i>	<i>Fruits/Fruit Cuts</i>	<i>Fruits/Fruit Cuts</i>
	<i>Salad</i>	<i>Salad</i>	<i>Salad</i>
	<i>Drinks</i>	<i>Drinks</i>	<i>Drinks</i>
<i>Wednesday</i>	<i>Starches</i>	<i>Starches</i>	<i>Starches</i>
	<i>Meat Proteins</i>	<i>Meat Proteins</i>	<i>Meat Proteins</i>
	<i>Vegetable Protein</i>	<i>Vegetable Protein</i>	<i>Vegetable Protein</i>
	<i>Vegetables</i>	<i>Vegetables</i>	<i>Vegetables</i>
	<i>Fruits/Fruit Cuts</i>	<i>Fruits/Fruit Cuts</i>	<i>Fruits/Fruit Cuts</i>
	<i>Salad</i>	<i>Salad</i>	<i>Salad</i>
	<i>Drinks</i>	<i>Drinks</i>	<i>Drinks</i>
<i>Thursday</i>	<i>Starches</i>	<i>Starches</i>	<i>Starches</i>

Day	Standard Lunch	Medium Lunch	Executive Lunch
	<i>Meat Proteins</i>	<i>Meat Proteins</i>	<i>Meat Proteins</i>
	<i>Vegetable Protein</i>	<i>Vegetable Protein</i>	<i>Vegetable Protein</i>
	<i>Vegetables</i>	<i>Vegetables</i>	<i>Vegetables</i>
	<i>Fruits/Fruit Cuts</i>	<i>Fruits/Fruit Cuts</i>	<i>Fruits/Fruit Cuts</i>
	<i>Salad</i>	<i>Salad</i>	<i>Salad</i>
	<i>Drinks</i>	<i>Drinks</i>	<i>Drinks</i>
<i>Friday</i>	<i>Starches</i>	<i>Starches</i>	<i>Starches</i>
	<i>Meat Proteins</i>	<i>Meat Proteins</i>	<i>Meat Proteins</i>
	<i>Vegetable Protein</i>	<i>Vegetable Protein</i>	<i>Vegetable Protein</i>
	<i>Vegetables</i>	<i>Vegetables</i>	<i>Vegetables</i>
	<i>Fruits/Fruit Cuts</i>	<i>Fruits/Fruit Cuts</i>	<i>Fruits/Fruit Cuts</i>
	<i>Salad</i>	<i>Salad</i>	<i>Salad</i>
	<i>Drinks</i>	<i>Drinks</i>	<i>Drinks</i>

Note:

Starch and protein combinations should not be repeated on consecutive days