



SABATIA EYE HOSPITAL

PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES TO SABATIA EYE HOSPITAL

**FOR THE PERIOD OF
(1ST AUGUST 2022 – 31ST JULY 2024)**

CATEGORY REF NO ----- -
CATEGORY DESCRIPTION -----
RECEIPT NO/MPESA TRANSACTION CODE ----- ----- <i>(attach receipt copy)</i>

PRE-QUALIFICATION APPLICATION CLOSING DATE: 31st JULY 2022



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1. Pre-Qualification of Suppliers for Goods, Works and Services

Sabatia Eye Hospital is an independent not-for-profit hospital located in Vihiga County, Kenya specializing in Eye Care. Through our outreach campaigns and other programs, we serve the larger Western Kenya, parts of Rift Valley and other neighboring countries. Our training program focuses on Ophthalmological courses done in partnership with local universities and other training Institutions. In collaboration with Jomo Kenyatta University of Agriculture and Technology, the hospital now offers a Bachelor of Science Degree in Ophthalmology and Cataract Surgery. With a mission to provide, quality and Accessible Eye Care Services to All. The hospital recently opened a Clinic in Kisumu at a prime easy to access area along Lodwar road in Milimani.

Sabatia seeks to invite interested and eligible organizations to submit applications for the pre-qualification of suppliers.

2. Details for Submissions of The Pre-Qualification Documents

2.1 Instructions

1. Prequalification documents can be downloaded from Sabatia Eye Hospital website <https://www.sabatiaeyehospital.org/tenders/>
2. A non-refundable fee of **Ksh. 2,000.00** per sub- category is payable via M-PESA through **Till No. 803721, Account No. Company Name** at the Main Hospital.
3. The original receipt showing proof of payment should be attached to the prequalification documents at the point of submission or indicate the M-PESA transaction code as proof of payment.
4. Fully completed prequalification documents and related scanned copies marked with the **Category Number Reference e.g. SEH/PQ/155/2022/24** can be sent to hospital email addresses; procurement@sabatiaeyehospital.org **on or before 31st July, 2022.**

The pre-qualification documents must be enclosed in a properly sealed envelope marked "*Pre-Qualification of Suppliers 2022*", indicating clearly the



appropriate **reference number(s)** and **category name (s)** being applied for, and placed in the tender boxes by **Sunday, 31st July 2022 at 5.00 pm** at any of Sabatia Eye Hospital offices below:

Sabatia Main Office

Off Chavakali- Kapsabet Road

Office mobile: (+254)724 721316/ 733 731 013

Kisumu Office

Lodwar Road Milimani, Kisumu near Nightingale Hospital

Office mobile: (+254)776169926

Eldoret Office

Nandi Road, Sagaas Center, 4th Floor

Office mobile: (+254)707650804

For any clarifications, please contact us on the above respective numbers and **email us on** procurement@sabatiaeyehospital.org



3. Preamble

Sabatia Eye Hospital invites applications for pre-qualification from eligible competent Suppliers **(including the current suppliers)** for the supply of goods, works and services for the Period **(1st AUGUST 2022 – 31st JULY 2024)** under the following listed categories;

NB: Youth, women and persons with disability are encouraged to participate.

4. Categories for supply of goods, works and services

SABATIA EYE HOSPITAL		
PRE-QUALIFICATION OF SUPPLIERS (FY2022-2024)		
<p>Sabatia Eye Hospital (referred to as SEH in this full document) is pre-qualifying suppliers for provision of goods and services as listed below. We wish to invite eligible firms that would be interested to be our partners in offering their products or services to us under the categories listed below to apply for pre-qualification for the period FY2022- FY2024.</p> <p style="text-align: center;"><u>All existing Suppliers MUST also apply for consideration.</u></p>		
<u>Main Category</u> <u>(product /</u> <u>service)</u>	<u>Category Ref No.</u>	<u>Sub- Categories</u>
1. General Services	SEH/PQ/1/2022/24	Provision of Courier& Moving Services (Upcountry and International)
	SEH/PQ/2/2022/24	Provision of Fumigation, Pest Control & Sanitary Services
	SEH/PQ/3/2022/24	Provision of Garbage Collection & Incineration Services
	SEH/PQ/4/2022/24	Provision of Insurance Brokerage Services
	SEH/PQ/5/2022/24	Provision of Legal services



	SEH/PQ/6/2022/24	Provision of Photography & Video graphic Services
	SEH/PQ/7/2022/24	Provision of Property Valuation and medical equipment valuation.
	SEH/PQ/8/2022/24	Provision of Security services and Guarding Services
	SEH/PQ/9/2022/24	Provision of Environmental Impacts Assessments and Audits services.
	SEH/PQ/10/2022/24	Provision of Air Ticket & Air Travel Services
	SEH/PQ/11/2022/24	Provision of Inspection Services, Products, Certification, Quality Surveillance & NEMA Certification
2. General Supplies	SEH/PQ/12/2022/24	Supply & delivery of Printed Stationery
	SEH/PQ/13/2022/24	Supply & delivery of Branded Stationery
	SEH/PQ/14/2022/24	Supply & delivery of General printing, laboratory labels and barcodes
	SEH/PQ/15/2022/24	Supply & Delivery of General office Stationery
	SEH/PQ/16/2022/24	Provision of lamination and book binding services
	SEH/PQ/17/2022/24	Supply & delivery of Staff Uniforms



	SEH/PQ/18/2022/24	Supply of Protective Clothing and Safety Wear
3. Marketing & Customer Relations Supplies	SEH/PQ/19/2022/24	Supply of Aluminum, Perspex & Self Illuminating Signage and other Signage
	SEH/PQ/20/2022/24	Supply of Customized T shirts, caps, banners, plaques etc.
	SEH/PQ/21/2022/24	Supply of newspaper and periodicals.
	SEH/PQ/22/2022/24	Provision of Advertising & Public Relations Services (including outdoor advertising services)
	SEH/PQ/23/2022/24	Supply of Promotional Materials, branded and decorative items, gifts and flowers.
	SEH/PQ/24/2022/24	Hiring of tents, canopies, tables and banqueting furniture
	SEH/PQ/25/2022/24	Provision of Event Management Services
4. Housekeeping Supplies	SEH/PQ/26/2022/24	Supply & delivery of General Housekeeping Materials
	SEH/PQ/27/2022/24	Supply & delivery of Detergents
	SEH/PQ/28/2022/24	Supply & delivery of Chemicals & Disinfectants
5. Maintenance Supplies	SEH/PQ/29/2022/24	Supply, Installation and Repair of Plumbing & Water



	Infrastructure
SEH/PQ/30/2022/24	Supply of Electrical Equipment & Electrical Consumables
SEH/PQ/31/2022/24	Provision of services for electrical works.
SEH/PQ/32/2022/24	Provision of Motor repairs and rewinding services
SEH/PQ/33/2022/24	Provision of roof repair services
SEH/PQ/34/2022/24	Supply & delivery of Paint & Varnishes Crown Brand
SEH/PQ/35/2022/24	Supply & delivery of Transport Trolleys & Components
SEH/PQ/36/2022/24	Supply and delivery of building and construction materials e.g. Sand, ballast, hardcore, paving slabs, bricks etc.
SEH/PQ/37/2022/24	Provision of painting services labor.
SEH/PQ/38/2022/24	Supply & delivery of medical gases
SEH/PQ/39/2020/24	Supply of special effects painting works
SEH/PQ/40/2022/24	Supply of Interior Decorative Design services & Related Supplies
SEH/PQ/41/2022/24	Supply & Maintenance of Fire Equipment and fire detection systems
SEH/PQ/42/2022/24	Supply, Installation and Maintenance of Kitchen



	Equipment
SEH/PQ/43/2022/24	Supply & Maintenance of Diesel Generators
SEH/PQ/44/2022/24	Supply & delivery of Office Equipment, Furniture & Window blinds
SEH/PQ/45/2022/24	Provision of Repairs & Maintenance of Motor Vehicles.
SEH/PQ/46/2022/24	Supply and Maintenance of Restricted Access Systems
SEH/PQ/47/2022/24	Supply and delivery of Fuels - diesel, LPG gas and Lubricants
SEH/PQ/48/2022/24	Provision of Professional Services and Consultancy - Quantity Surveyors, Architects, Projects management, civil & structural engineering services, mechanical & Electrical Engineering services
SEH/PQ/49/2022/24	Supply, Installation & Maintenance of Laundry Equipment
SEH/PQ/50/2022/24	Supply, Installation and Repairs of Pump & Air Compressors
SEH/PQ/51/2022/24	Supply, installation and maintenance of Medical air and Oxygen gas
SEH/PQ/52/2022/24	Supply, Installation and Maintenance of Heating, Ventilation, Air-conditioners



	and Cold-rooms
SEH/PQ/53/2022/24	Supply and Maintenance of Steam Autoclaves
SEH/PQ/54/2022/24	Supply, installation and maintenance of medical sterilizers /autoclave- moist heat, dry heat, ultrasonic disinfection (water disinfection/sterilization) and gas.
SEH/PQ/55/2022/24	Provision of water storage tank cleaning services
SEH/PQ/56/2022/24	Provision of sewer lines and drainage unblocking services including snake camera inspection
SEH/PQ/57/2022/24	Supply of protective clothing
SEH/PQ/58/2022/24	Supply, Installation and maintenance of glass doors and windows
SEH/PQ/59/2022/24	Supply, maintenance and repair services for UPS
SEH/PQ/60/2022/24	Provision of building and civil works repairs and maintenance services
SEH/PQ/61/2022/24	Provision of repairs & Maintenance of Electronic items
SEH/PQ/62/2022/24	Supply & delivery of fridges



6. ICT Supplies (Must be approved / Licensed Partners where applicable)	SEH/PQ/63/2022/24	Supply of Servers, Storage, Computers, Printers, Copiers, UPS and related items for IBM, NetApp, HP, Lenovo, APC and Eaton brands.
	SEH/PQ/64/2022/24	Supply and maintenance of Printers
	SEH/PQ/65/2022/24	Repairs & Maintenance for ICT infrastructure (servers, storage, computers, Printers, scanners, projectors and UPS.
	SEH/PQ/66/2022/24	Provision of networking services (fiber, copper and wireless) i.e. structured cabling, support and maintenance of equipment.
	SEH/PQ/67/2022/24	Supply of network equipment (switches, routers, firewalls wireless access points) - Approved cisco product partners.
	SEH/PQ/68/2022/24	Supply of general ICT accessories and consumables e.g. consumables, computer spare parts, networking accessories, iPads etc.
	SEH/PQ/69/2022/24	Supply and Implementation of ICT service desk system (helpdesk)
	SEH/PQ/70/2022/24	Supply of projectors and audio-visual equipment (direct purchase and lease options)



	SEH/PQ/71/2022/24	Provision of Broadband internet and WAN connectivity services
	SEH/PQ/72/2022/24	Supply and maintenance of Data card printers
	SEH/PQ/73/2022/24	Provision of domain hosting and mail relay gateway services
	SEH/PQ/74/2022/24	Provision of website design and maintenance services
	SEH/PQ/75/2022/24	Supply, support and maintenance of various software or solutions i.e. operating system, desktop applications, virtualization, antivirus, backup & recovery etc.
	SEH/PQ/76/2022/24	Provision of ICT security services e.g. Security assessment, managed service etc.
	SEH/PQ/77/2022/24	Provision of data center infrastructure support and maintenance services e.g. cooling (Airedale), UPS, access control, cleaning etc.
	SEH/PQ/78/2022/24	Supply and maintenance of surveillance solutions e.g. CCTV software, cameras etc.
7. Communication	SEH/PQ/79/2022/24	Supply of hybrid desk phones (Panasonic).
	SEH/PQ/80/2022/24	Supply & delivery of PABX and



		accessories
	SEH/PQ/81/2022/24	Provision of Dstv maintenance and support services on decoders, television repair and cabling.
	SEH/PQ/82/2022/24	Supply & delivery of general electronic equipment and appliances e.g. TVs, Radios.
<u>Main Category</u> <u>(product / service)</u>	<u>Category Ref No.</u>	<u>Sub- Categories</u>
8. Catering Supplies	SEH/PQ/83/2022/24	Supply & delivery of Bread
	SEH/PQ/84/2022/24	Supply & delivery of dry goods and related foodstuff
	SEH/PQ/85/2022/24	Supply & delivery of Fresh Vegetables, Fruits and other food stuff (Processed)
	SEH/PQ/86/2022/24	Supply & delivery of Fresh Vegetables, Fruits and other food stuff (non -Processed)
	SEH/PQ/87/2022/24	Supply & delivery of milk and related dairy Products
	SEH/PQ/88/2022/24	Supply & delivery of Meat, Fish, Sea Food & Chicken Products
	SEH/PQ/89/2022/24	Provision of Water Dispensers, Mineral water, Bottled water and Water Related Services
	SEH/PQ/90/2022/24	Supply & delivery of Cutlery & Crockery
9. Laundry	SEH/PQ/91/2022/24	Curtains & Upholstery



Supplies	SEH/PQ/92/2022/24	Linen/Laundry Trolleys
	SEH/PQ/93/2022/24	Laundry Detergents & Stain removers
	SEH/PQ/94/2022/24	Supply & delivery of Hospital Linen, Patient Wear
10. Medical Equipment	SEH/PQ/95/2022/24	Supply, Installation and Maintenance of Laboratory Equipment
	SEH/PQ/96/2022/24	Supply, Installation and Maintenance of Bio Medical, Surgical & Other Medical Equipment
	SEH/PQ/97/2022/24	Supply, Installation and Maintenance of Theatre Equipments
	SEH/PQ/98/2022/24	Supply and delivery of Surgical instruments

Sabatia Eye Hospital reserves the right to accept or reject any application in completely or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

Only successful bidders will be contacted.

Please complete the form below and submit with the requested attachments.



5. Pre-Qualification Instructions

- a) Sabatia Eye Hospital herein referred to as the organization, requests applicants/candidates who meet the criteria set out by the organization to apply for registration of pre-qualification.
- b) The pre-qualification objective is to supply and deliver assorted items and also provide services under the relevant tenders/quotations to Sabatia Eye Hospital on and as when required during the stated period.
- c) Duly registered suppliers of goods and services under the Laws of Kenya are invited to submit their pre-qualification documents to Sabatia Eye Hospital so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.
- d) Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Private Hospitals and government hospitals. Potential suppliers and or contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.
- e) This invitation of application for pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
- f) This document includes questionnaire forms and documents required of prospective suppliers.
- g) The successful applicants will be registered on Sabatia Eye Hospital suppliers list for the period **1ST August 2022 – 31ST July 2024** and the organization will only deal with the firms that are registered.
- h) Applicants must submit a *duly* completed and signed Confidential Business Questionnaire provided herein as Appendix 'A'.
- i) Sabatia Eye Hospital reserves the right to request the submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.



- j) The organization will ensure information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of the organization.
- k) The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- l) Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.

6. Essential Criteria for Pre-Qualification

6.1 Experience

- a. Prospective Bidders shall have at least three (3) years' experience in the supply of good and services.
- b. Prospective suppliers require special experience and capability to organize supply and delivery of items or services at short notice.
- c. Sabatia Eye Hospital reserves the right to request additional qualification information as the tender/quotation stage to suit particular procurement.
- d. Share contracts of previous works done and/or recommendation letters.

6.2 Financial Capability

- a. The supplier's financial capability will be determined by the latest financial statement submitted with the pre-qualification document as well as letters of reference from their bankers regarding suppliers/contractor's credit position.
- b. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
- c. Special consideration will be given to the financial capability to execute orders.



6.3 Personnel

- a. The suppliers/contractors/consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment.
- b. Curriculum Vitae (CVs) of the key personnel for individuals or groups that will execute the contract must be indicated in Part I.

6.4 Past Performance

- a. Past performance will be given due consideration for any pre-qualifying bidders.
- b. Letters of reference/recommendation from past customers should be attached.

6.5 Premise

The Firm must have a **registered** and **fixed** business premise in Kenya, with a Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

6.6 Statutory Obligations

The firm must show proof that it has paid statutory obligations and has a valid Tax compliance certificate from the Kenya Revenue Authority (KRA).

7. Pre-qualification evaluation criteria

7.1 Mandatory Requirements

No.	Requirement	Score
1.	Certified Copy of Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	Air Travel Firms must be registered with International Air Travel Association (IATA) and any other relevant bodies.	Mandatory
4.	Transport Hire Firms, Taxis, etc...must attach evidence of having taken all the necessary insurance covers.	Mandatory



5.	Outside Catering services – Bidders to avail a certificate of health for handling from County Government/Municipal Council	Mandatory
6.	Single Business Permit from County/Municipal Council or certificate/letter of exemption for professional services from the municipal authorities.	Mandatory
7.	Evidence Of physical Registered office– Please attach utility bill e.g. Electricity/Water bill etc. or tenancy agreements with the name of the firm.	Mandatory
8.	Financial statement for the last three months in the name of the firm.	Mandatory
9.	A minimum of three reference letters from current clients	Mandatory

7.2 Technical Evaluation

No.	Requirements (Submit evidence)	Score (%)
1.	Registration documentation e.g. Certificate of Incorporation, Valid Tax Compliance Certificate and Pin/Value Added Tax (VAT)	25
2.	Evidence Of physical Registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm.	5
3.	Other certification	10
4.	Man Power/Staffing	20
6.	Past Performance & Experience e.g. provide contracts/Local Purchase Orders (LPOs)/Recommendation letters	25
7.	Financial capability	10
8.	Litigation history	5
	TOTAL	100
	PASS MARK	75



8. Part I. Supplier registration questionnaire

1. Business Name/Address-----

Pin No. -----

VAT Reg. No. -----

(Attach Copy Registration Certificate)

2. Category applied for-----

Item Description: -----

3. Experience:

a) State the number of years the company has been in similar business

State names of five major clients, references and contact persons

**(Attach list and evidence e.g. Purchase Orders, Contract Agreements
Invoices, etc.)**

List ongoing contracts/projects (goods & services) and values of
contract/orders

**4. Submit organizational structure and CV profiles of relevant management
and technical staff**



5. a) Have you previously dealt with Sabatia Eye Hospital? If yes, state nature of business.

b) State whether you have, at any one time, been blacklisted by Sabatia Eye Hospital. If yes, give reasons

6. Financial Strength

Provide **copies** of the company's audited accounts for the last three (3) years.

7. Delivery & Logistics

a) State location of registered office, warehouse and space whether owned/rented indicating:

- i. Building-----
- ii. Street/Road-----
- iii. City/Town-----

b) Submit a brief statement of supply and service delivery methods and procedures the firm proposes/plans to use to execute the contract.

8. State whether your company is a:

- a) Manufacturer-----

- b) Authorized agent (Attach principal/manufacture's authorization letter)-----

- c) Stockist-----



d) Other (Please specify)-----

11. Specify the amount of business you can handle at any one time

12. Give any other information that you feel is relevant for purpose of
 Pre-qualification as a supplier-----

Additional information

1. Bank details:

Bank Name	Account Number	Bank Address

Past Experience/Reference Client Details

Please provide at least three major supplies/projects/assignments you have undertaken relevant to the good/services you are bidding for, performed over the last three years. The referees can both sign and stamp below.

1. Client name (Organization) -----
 Address-----
 Tel No-----
 Contact person-----
 Position in the organization-----
 Value of Contract (KES) -----
 Duration of Contract (date)-----



Signature and stamp of client -----
(Attach Documentary Evidence of Existence of Contract)

2. Client name (Organization) -----
Address-----
Tel No-----
Contact person-----
Position in the organization-----
Value of Contract (KES) -----
Duration of Contract (date)-----
Signature and stamp of client -----
(Attach Documentary Evidence of Existence of Contract)

3. Client name (Organization) -----
Address -----
Tel. No -----
Contact person-----
Position in the organization-----
Value of Contract-----
Duration of Contract (date)-----
Signature and stamp of client -----
(Attach Documentary Evidence of Existence of Contract)



9. Part II. Confidential Business Questionnaire

NB: Confidential business Questionnaire, Appendix "A", Declaration Form Appendix "B" and Conflict of Interest Form Appendix "C"

Appendix "A" Confidential Business Questionnaire

You are requested to give particulars indicated in part 1 and part 2(a), 2(b) or 2(c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

Part 1 General

Business Name-----

Location of business premises; Country/Town-----

Plot No----- Street/Road-----

Postal Address-----Tel No-----

Fax No-----

E-mail-----

Nature of Business-----

Current Trade License No-----Expiring date-----

Maximum value of business, which you can handle at any time: KES-----

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

Give details of partners as follows:

Name in full, Nationality, citizenship details and shares



- 1) -----
- 2) -----
- 3) -----
- 4) -----
- 5) -----

Part 2(c) - Registered Company

Private or Public.....

State the nominal and issued capital of the company –

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name in full, Nationality, Citizenship Details and Shares

- 1) -----
- 2) -----
- 3) -----
- 4) -----
- 5) -----

Date-----Signature of Applicant-----

*If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

10. Litigation history

Name of contractor/supplier Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.



No.	Year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed Amount (Current Value, Kshs. Equivalent)
1.				
2.				
3.				



11. Appendix "B" Declaration Form

I/We-----hereby declare:

- That the information given above is true and further state that I/We also understand the purchase of this form does not guarantee registration.
- That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- That I/We have legal capacity to enter into contract.
- That I/We have fulfilled obligations to pay taxes/social security contributions.
- That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- That I/We give Sabatia Eye Hospital, authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
- That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Name-----

Designation-----

Signature-----

Official rubber stamp-----

Date-----



12. Appendix "C" Code of Ethics And Conflict Of Interest Disclosure Form

Sabatia Eye Hospital Procurement guidelines stipulate that the hospital should not permit reciprocity in any purchase transactions. Any reciprocal financial transactions between a supplier and an employee, whether before or after pre-qualification, are prohibited. It does not matter that the transaction is at arm's length or not.

In view of the above, outlined below are the guidelines on code of ethics and conflict of interest.

Code of Ethics

Except for casual benefits such as hospitality, or gifts worth less than \$50 equivalent, employees of Sabatia Eye Hospital are not allowed to accept or agree to accept any money, gifts, or other benefit on behalf of themselves or anyone else, from a person or institution having dealings with the Organization. No gift may be accepted in cases where it is obvious that the gift will result in an expected reciprocal action from the Organization.

The standard of conduct for all potential suppliers include the following:

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment or any promise of future employment to employees of Sabatia Eye Hospital who may be in a position to influence the procurement decision.
- 2) Potential suppliers and/or their agents are not expected to deal with an employee who has a financial interest in their business.
- 3) During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
- 4) Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.



Conflict of Interest

Please give details of any conflict of interest that may exist between yourself and employee(s) of the Sabatia Eye Hospital as indicated below, and confirm that you have read the code of ethics and agrees with it.

Has any employee of Sabatia Eye Hospital been your employee in the past one year?

If yes please give details.

Do you have any family ties with any Sabatia Eye Hospital employee(s) through spouse or immediate family?

If so, please explain: -----

Have you had past business dealings with any employee of SEH?

If yes, please give details: -----

Do you have other social or political relationships with an employee of SEH in procurement, which may impede his/her independence or objectivity? -----

I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.



Name-----

Designation-----

Signature-----

Official rubber stamp-----

Date-----

