

**PARLIAMENT OF KENYA**  
**PARLIAMENTARY SERVICE COMMISSION**

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**TENDER DOCUMENT**

**TENDER NO. PSC/012/2016-2017**

**FOR**

**PROVISION OF SERVICES FROM CONSULTANT MEDICAL  
DOCTORS, SPECIALISTS AND DENTISTS TO  
PARLIAMENTARY SERVICE COMMISSION**

**TENDER CLOSING DATE:**

**WEDNESDAY, 1<sup>ST</sup> NOVEMBER, 2017  
AT 11.00 AM**

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## SECTION I - INVITATION TO TENDER

Date: 17<sup>th</sup> October, 2017

To:

**RE: TENDER NO. PSC/012/2017-2018 PROVISION OF SERVICES FROM CONSULTANT MEDICAL DOCTORS, SPECIALISTS AND DENTISTS TO PARLIAMENTARY SERVICE COMMISSION**

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The Parliamentary Service Commission (PSC) invites eligible Consultant Medical Doctors, Specialists and Dentists competent in the following medical/dental disciplines:

- |                                          |                                    |                                                                                |
|------------------------------------------|------------------------------------|--------------------------------------------------------------------------------|
| i. General Physician                     | xv. Plastic Reconstructive surgeon | xxix. Dermatologist                                                            |
| ii. Cardiologist                         | xvi. Urologist                     | xxx. Dental Surgeon                                                            |
| iii. Chest Physician                     | xvii. Neurosurgeon                 | xxxi. General Pathologist                                                      |
| iv. Nephrologist                         | xviii. General Paediatrician       | xxxii. Pathologist                                                             |
| v. Neurophysician                        | xix. Paediatric Neurologist        | xxxiii. Haematologist                                                          |
| vi. Physician/Oncologist                 | xx. Paediatric Cardiologist        | xxxiv. ENT Surgeon                                                             |
| vii. Radiotherapist/Oncologist           | xxi. Paediatric Gastroenterologist | xxxv. Interventional Radiologist                                               |
| viii. Gastroenterologist                 | xxii. Paediatric Nephrologist      | xxxvi. Counsellor                                                              |
| ix. Physician/Rheumatologist             | xxiii. Paediatric Haematologist    | xxxvii. Home Based Care Providers- To cover relevant health care professionals |
| x. General Surgeon                       | xxiv. Paediatric Oncologist        |                                                                                |
| xi. Orthopaedic surgeon                  | xxv. Obstetrician/gynecologist     |                                                                                |
| xii. Cardiothoracic and Vascular Surgeon | xxvi. Obs/Gynae- Fertility         |                                                                                |
| xiii. Maxillofacial surgeon              | xxvii. Ophthalmologists            |                                                                                |
| xiv. Paediatric general surgeon          | xxviii. Anaesthetist               |                                                                                |

Eligible Tenderers (Underwriters) may obtain further information and inspect/download the Tender Document free of charge from the National Treasury Integrated Financial Management Information System (IFMIS) supplier portal <https://supplier.treasury.go.ke> and /or the Commission Website, [www.parliament.go.ke](http://www.parliament.go.ke)

Duly completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number, name and as prescribed and be deposited in the tender box provided at the **Reception on 2<sup>nd</sup> Floor, Protection House, at the junction of Parliament Road and Haile Selassie Avenue, Nairobi** or be addressed to:-

**The Clerk of the Senate/Secretary,  
Parliamentary Service Commission,  
P. O. Box 41842-00100  
NAIROBI**

so as to be received on or before **Wednesday, 1<sup>st</sup> November, 2017 at 11.00am.**

Tenders must be accompanied by a tender Security of **Kshs. 100,000.00** in form of a bank guarantee from a reputable bank or guarantee from an insurance company approved by the Public Procurement Regulatory Authority (PPRA) payable to Parliamentary Service Commission.

Tender documents will be opened immediately thereafter in the presence of the Candidates who choose to attend or their representatives, on **2<sup>nd</sup> Floor, Protection House at the junction of Parliament Road and Haile Selassie Avenue, Nairobi.**

Late bids will not be accepted.

**CLERK OF THE SENATE/SECRETARY,  
PARLIAMENTARY SERVICE COMMISSION**

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## **SECTION II: INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible tenderers**

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. The Parliamentary Service Commission employees including Members of Parliament and their relatives (spouse and children) are not eligible to participate in the tender.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Parliamentary Service Commission to provide the listed goods and services under this Invitation for tenders.
- 2.1.4 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Cost of tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the Parliamentary Service Commission, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall be Kshs. 1,000.00.
- 2.2.3 The Parliamentary Service Commission shall allow the tenderer to review the tender document free of charge before purchase.

### **2.3 Contents of tender documents**

- 2.3.1. The tender document comprise the documents listed below and addenda issued in accordance with clause 5 of these instructions to tenders
  - i) Instructions to tenderers
  - ii) General Conditions of Contract
  - iii) Special Conditions of Contract
  - iv) Schedule of Requirements

- v) Description of services to be offered
- vi) Form of tender
- vii) Price schedules
- viii) Contract form
- ix) Mandatory Confidential Business Questionnaire Form
- x) Performance security form

2.3.2. The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

## **2.4 Clarification of Documents**

2.4.1. A prospective candidate making inquiries of the tender document may notify the Parliamentary Service Commission in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Parliamentary Service Commission will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the Parliamentary Service Commission. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents"

2.4.2. The Parliamentary Service Commission shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## **2.5 Amendment of Documents**

2.5.1. At any time prior to the deadline for submission of tenders, the Parliamentary Service Commission, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

2.5.2. All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

2.5.3. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Parliamentary Service Commission, at its discretion, may extend the deadline for the submission of tenders.

## **2.6 Language of Tender**

2.6.1. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Parliamentary Service Commission, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## **2.7 Documents Comprising the Tender**

The tender prepared by the tenderer shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below
- (b) Documentary evidence established in accordance with paragraph 2.11.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished in accordance with paragraph 2.12 (if applicable)
- (d) Declaration Form.

## **2.8 Form of Tender**

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

## **2.9 Tender Prices**

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:

2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).



2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

2.9.6 Price variation requests shall be processed by the Parliamentary Service Commission within 30 days of receiving the request.

## **2.10 Tender Currencies**

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers.

## **2.11 Tenderers Eligibility and Qualifications.**

2.11.1 The tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Parliamentary Service Commission's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

## **2.12 Tender Security**

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.

2.12.2 The tender security shall be in the amount of Kshs. 100,000.00 and as prescribed in the instructions to tenderers.

2.12.3 The tender security is required to protect the Parliamentary Service Commission against the risk of Tenderer's conduct which would warrant the security's forfeiture.

2.12.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency and shall be in the form of:

- a) A bank guarantee.
- b) Cash.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit

2.12.5 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Parliamentary Service Commission as non-responsive, pursuant to paragraph 2.20.

2.12.6 Unsuccessful tenderer's security will be discharged or returned as promptly as possible, but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Parliamentary Service Commission.

2.12.7 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30

2.12.8 The tender security may be forfeited:

- (a) If a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or
- (b) In the case of a successful tenderer, *if* the tenderer fails:
  - (i) to sign the contract in accordance with paragraph 30
  - or**
  - (ii) to furnish performance security in accordance with paragraph 31.
- (c) If the tenderer rejects, correction of an error in the tender.

## **2.13 Validity of Tenders**

2.13.1 Tenders shall remain valid for 90 days or as specified in the invitation to tender after date of tender opening prescribed by the Parliamentary Service Commission, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Parliamentary Service Commission as nonresponsive.

2.13.2 In exceptional circumstances, the Parliamentary Service Commission may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.14 Format and Signing of Tenders.**

- 2.14.1 The original Technical and Financial Proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.
- 2.14.2 For each proposal, the bidders shall prepare the original and copy of the document as specified. Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL TECHNICAL BID or ORIGINAL FINANCIAL BID**" as appropriate.
- 2.14.3 The tenderer shall prepare an original and a copy of the tender, clearly marking each "**ORIGINAL TENDER**" and "**COPY OF TENDER**" as appropriate. In the event of any discrepancy between them, the original shall govern.

## **2.15 Sealing and Marking of Tenders**

- 2.15.1 The tenderer shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as 'ORIGINAL TENDER' and 'COPY OF TENDER'. The envelopes shall then be sealed in an outer envelope.
- 2.15.2 The inner and outer envelope shall:
- (a) be addressed to the Parliamentary Service Commission at the address given in the Invitation to Tender.
  - (b) bear tender number and name in the invitation to tender and the words, ' DO NOT OPEN BEFORE the date and time of closing indicated in the Appendix of Instructions To Tenderers.
- 2.15.3 The outer envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late".
- 2.15.4 If the outer envelope is not sealed and marked as required in 2.15.2, Parliamentary Service Commission will assume no responsibility for the tender's misplacement or premature opening.

## **2.16 Deadline for Submission of Tenders**

- 2.16.1 Tenders must be received by the Parliamentary Service Commission at the address specified under paragraph 2.15.2 no later than **Wednesday, 1<sup>st</sup> November, 2017**.

2.16.2 The Parliamentary Service Commission may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the Parliamentary Service Commission and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the Parliamentary Service Commission as provided for in the appendix.

## **2.17 Modification and Withdrawal of Tenders**

2.17.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tender's is received by the Parliamentary Service Commission prior to the deadline prescribed for the submission of tenders.

2.17.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.17.3 No tender may be modified after the deadline for submission of tenders.

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.17.5 The Parliamentary Service Commission may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.17.6 The Parliamentary Service Commission shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

## **2.18 Opening of Tenders**

2.18.1 The Parliamentary Service Commission will open all tenders in the presence of tenderers' representatives who choose to attend, at **11.00am on Wednesday, 1<sup>st</sup> November, 2017** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.18.3 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Parliamentary Service Commission, at its discretion, may consider appropriate, will be announced at the opening.

2.18.4 The Parliamentary Service Commission will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

## **2.19 Clarification of Tenders**

2.19.1 To assist in the examination, evaluation and comparison of tenders the Parliamentary Service Commission may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence the Parliamentary Service Commission in the Parliamentary Service Commission's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

## **2.20 Preliminary Examination and Responsiveness**

2.20.1 The Parliamentary Service Commission will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.

2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

2.20.3 The Parliamentary Service Commission may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 23, the Parliamentary Service Commission will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Parliamentary Service Commission's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.5 If a tender is not substantially responsive, it will be rejected by the Parliamentary Service Commission and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

## **2.21 Conversion to a Single Currency**

2.21.1 Where other currencies are used, the Parliamentary Service Commission will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

## **2.22 Evaluation and Comparison of Tenders.**

2.22.1 The Parliamentary Service Commission will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The Parliamentary Service Commission's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

- (a) Operational plan proposed in the tender;
- (b) Deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 2.22.3 the following evaluation methods will be applied:

- (a) **Operational Plan.**

The Parliamentary Service Commission requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the Parliamentary Service Commission's required delivery time will be treated as non-responsive and rejected.

**(b) Deviation in Payment Schedule.**

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Parliamentary Service Commission may consider the alternative payment schedule offered by the selected tenderer.

2.22.5 The Tender Evaluation Committee shall evaluate the tender within 30 days from the date of opening the tender.

2.22.6 To qualify for contract awards, the tenderer shall have the following:-

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- (d) Shall not be debarred from participating in public procurement.

**2.23. Contacting the Parliamentary Service Commission**

2.23.1 Subject to paragraph 2.19, no tenderer shall contact the Parliamentary Service Commission on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the Parliamentary Service Commission in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

**2.24 Award of Contract**

**a) Post Qualification**

2.24.1 In the absence of pre-qualification, the Parliamentary Service Commission will determine to its satisfaction whether the tenderer that is selected as

having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.11.2, as well as such other information as the Parliamentary Service Commission deems necessary and appropriate.

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Parliamentary Service Commission will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

**b) Award Criteria**

2.24.4 Subject to paragraph 2.29 the Parliamentary Service Commission will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.24.5 The Parliamentary Service Commission reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Parliamentary Service Commission's action. If the Parliamentary Service Commission determines that none of the tenderers is responsive; the Parliamentary Service Commission shall notify each tenderer who submitted a tender.

2.24.6 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

**2.25 Procuring Entity's Right to accept or Reject any or all Tenders**

2.25.1 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or Tenderers or any obligation to inform the affected tenderer or Tenderers of the grounds for the Procuring entity's action. If the Procuring



entity determines that none of the tenders is responsive, the Procuring entity shall notify each tenderer who submitted a tender.

2.25.2 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.25.3 A tenderer who gives false information in the tender document about his qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## **2.26 Notification of Award**

2.26.1 Prior to the expiration of the period of tender validity, the Parliamentary Service Commission will notify the successful tenderer in writing that its tender has been accepted.

2.26.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the Parliamentary Service Commission pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.26.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the Parliamentary Service Commission will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

## **2.27 Signing of Contract**

2.27.1 At the same time as the Parliamentary Service Commission notifies the successful tenderer that its tender has been accepted, the Parliamentary Service Commission will simultaneously inform the other tenderers that their tenders have not been successful.

2.27.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Parliamentary Service Commission.

2.27.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

## **2.28 Performance Security**

2.28.1 Within thirty (30) days of the receipt of notification of award from the Parliamentary Service Commission, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in

the Performance Security Form provided in the tender documents, or in another form acceptable to the Parliamentary Service Commission.

2.28.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Parliamentary Service Commission may make the award to the next lowest evaluated or call for new tenders.

## **2.29 Corrupt or Fraudulent Practices**

2.29.1 The Parliamentary Service Commission requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.29.2 The Parliamentary Service Commission will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

2.29.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## APPENDIX TO INSTRUCTIONS TO THE TENDERERS

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers:

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1	Particulars of eligible tenderers: <b>Consultant Medical Doctors, Specialists and Dentists</b>
2.2.2	Price to be charged for tender documents. <b>None</b>
2.10	Particulars of other currencies allowed. <b>None</b>
2.11	Particulars of eligibility and qualifications documents of evidence required. <ul style="list-style-type: none"> <li>• <b>Submission of all the documentation and requirements as outlined in the <u>Schedule of Requirements</u> on page 26 and as per the submission format prescribed.</b></li> <li>• <b>Compliance to the evaluation criteria as specified on page 28 of this document</b></li> </ul>
2.12.2	Tender Security of Kshs. 100,000.00 from a reputable bank or insurance company approved by Public Procurement Regulatory Authority (PPRA) valid for 120 days from the date of tender closing in form a Bank guarantee in the attached prescribed format.
2.16.3	Bulky tenders which will not fit in the tender box shall be delivered and received at the Procurement Unit.
2.24	Particulars of post – qualification if applicable. <b>N/A</b>
2.27	Particulars of performance security if applicable. <b>None</b>
2.9.3	Prices quoted may have to be negotiated to be agreeable by the parties
Clarification	For any clarification on this tender, please write to: <p style="text-align: center;"><b>The Clerk of Senate/Secretary, Parliamentary Service Commission P. O. Box 41842 00100 NAIROBI</b></p> At least seven (7) days before the tender closing date

## **SECTION III - GENERAL CONDITIONS OF CONTRACT**

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# GENERAL CONDITIONS OF CONTRACT

## 3.1 Definitions

In this contract the following terms shall be interpreted as indicated:

- a) "The contract" means the agreement entered into between the Parliamentary Service Commission and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) "The Contract Price" means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) "The services" means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Parliamentary Service Commission under the Contract.
- d) "The Parliamentary Service Commission" means the organization sourcing for the services under this Contract.
- e) "The contractor" means the individual or firm providing the services under this Contract.
- f) "GCC" means general conditions of contract contained in this section
- g) "SCC" means the special conditions of contract
- h) "Day" means calendar day

## 3.2 Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other part of contract.

## 3.3 Standards

- 3.3.1 The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements

## 3.4 Patent Right's

The tenderer shall indemnify the Parliamentary Service Commission against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

## 3.5 Performance Security

- 3.5.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Parliamentary Service Commission the performance security where applicable in the amount specified in Special Conditions of Contract.
- 3.5.2 The proceeds of the performance security shall be payable to the Parliamentary Service Commission as compensation for any loss resulting

from the Tenderer's failure to complete its obligations under the Contract.

3.5.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Parliamentary Service Commission and shall be in the form of:

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

3.5.4 The performance security will be discharged by the Parliamentary Service Commission and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

### **3.6 Inspections and Tests**

3.6.1 The Parliamentary Service Commission or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Parliamentary Service Commission shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.

3.6.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Parliamentary Service Commission.

3.6.3 Should any inspected or tested services fail to conform to the Specifications, the Parliamentary Service Commission may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Parliamentary Service Commission.

3.6.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### **3.7 Payment**

3.7.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC.

### **3.8 Prices**

3.8.1 Prices charged by the Consultant Medical Doctors, Specialists and Dentists for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC, vary from the prices by the tenderer in its tender or in the Parliamentary Service Commission's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

### **3.9 Assignment**

3.9.1 The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the Parliamentary Service Commission's prior written consent.

### **3.10 Termination for Default**

3.10.1 The Parliamentary Service Commission may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

- a) if the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Parliamentary Service Commission.
- b) if the tenderer fails to perform any other obligation(s) under the Contract.
- c) if the tenderer, in the judgment of the Parliamentary Service Commission has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

3.10.2 In the event the Parliamentary Service Commission terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to the Parliamentary Service Commission for any excess costs for such similar services.

### **3.11 Termination of Insolvency**

The Parliamentary Service Commission may at the anytime terminate the contract by giving written notice to the contractor if the contractor

becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the Parliamentary Service Commission.

### **3.12 Termination for Convenience**

3.12.1 The Parliamentary Service Commission by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the Parliamentary Service Commission convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.12.2 For the remaining part of the contract after termination the Parliamentary Service Commission may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

### **3.13 Resolution of Disputes**

3.13.1 The Parliamentary Service Commission's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

3.13.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

### **3.14 Governing Language**

3.14.1 The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

### **3.15 Force Majeure**

3.15.1 The contractor shall not be liable for forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.



### **3.16 Applicable Law.**

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

### **3.17 Notices**

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

A notice shall be effective when delivered or on the notices effective date, whichever is later.

## SECTION IV - SPECIAL CONDITIONS OF CONTRACT

- 4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.
- 4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.5	Specify performance security if applicable: <b>None</b>
3.7	Specify method of Payments. <b>Payments to be made on monthly basis after the services have been rendered.</b>
3.8	Specify price adjustments allowed. <b>Rates shall be Negotiable</b>
3.14	Specify resolution of disputes. <b>Disputes to be settled as per the Arbitration Laws of Kenya</b>
3.16	Specify applicable law. <b>Laws of Kenya</b>
3.17	Indicate addresses of both parties. <b>Client:</b> <b>The Clerk of Senate/Secretary,</b> <b>Parliamentary Service Commission</b> <b>P. O. Box 41842 00100</b> <b>NAIROBI</b>
Other's as necessary	Complete as necessary

## **SECTION V – SCHEDULE OF REQUIREMENTS**

### **A. CONTRACT DURATION**

The Contract will run for an initial period of five (5) years with effect from 1<sup>st</sup> January, 2018 and may be renewed for an additional five (5) years by mutual consent of both parties subject to satisfactory performance.

### **B. MANDATORY QUALIFICATIONS REQUIREMENTS**

Prospective Bidders must:-

- 1) *Must submit an original and copy of each bid.*
- 2) *Provide copy of a relevant certificate of registration.*
- 3) *Provide a valid Tax Compliance Certificate from KRA*
- 4) Professional status of the medical and dental practitioners
- 5) Certified copies of valid academic certificates
- 6) Curriculum vitae;
- 7) Specialist Recognition Certificates
- 8) Copy of current License from the Medical Practitioners and Dentists Board of Kenya;
- 9) Facility Licence of operation
- 10) Proof of professional indemnity for all practitioners
- 11) Proof of practical experience of not less than five (5) consecutive years post-graduation in the relevant medical discipline by consultant medical doctors and dentists Certificate of incorporation/certificate of registration;
- 12) References from at least three (3) major hospitals where the consultant medical doctors/specialists or dentists have admission rights;
- 13) Comprehensive list of hospitals where the consultant medical doctor/specialist or dentists have admission rights;
- 14) NHIF accreditation status;
- 15) Services offered and a list of charges.
- 16) Details of facilities and equipment used for practice indicating clearly whether they are owned, leased or hired;
- 17) *Submit fully filled attached Mandatory Confidential Business Questionnaire*
- 18) *A list of at least three (3) reputable clients where the Consultant Medical Doctor, Specialist and Dentist is offering similar services*

### C. MODE OF SUBMITTING THE ABOVE RESPONSE DOCUMENTS

The following forms are to be filled out as per instructions and be inserted in the order given below:-

1. **Statutory and other Documents** (to be inserted in the order given below)

No.	Name of Document	Indicate if included (yes / no)
1)	Copy of relevant certificate of registration	
2)	Copy of Certificate of a valid Tax Compliance	
3)	Copy of current license from the Kenya Medical and Practitioners board	
4)	Proof of professional indemnity for all practitioners	
5)	Mandatory confidential business questionnaire	
6)	Facility Licence of operation	

2. **Client References**

Indicate the details for at least three (3) organizations in the private/ public sector where you have undertaken/are undertaking services of similar capacity.

No.	Contact Information	Details
1	Name of organization/Firm	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
	Duration of the Contract	
2	Name of organization/Firm	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
	Duration of the Contract	
3	Name of organization/Firm	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
	Duration of the Contract	

Please note the following important information:

- The above documentation should be submitted in an envelope clearly marked, '**Technical Bid.**'
- Any bid that does not comply with the above requirements will be disqualified from further evaluation.

#### **D. EVALUATION CRITERIA.**

The following will be the evaluation criteria:-

##### **STAGE 1: PRELIMINARY EVALUATION**

The following are the parameters to be used and bidders must meet all the mandatory requirements to be considered for the evaluation of charges.

- 1) Must submit an original and copy of each bid.
- 2) Provide copy of a relevant certificate of registration.
- 3) Provide a valid Tax Compliance Certificate from KRA
- 4) Professional status of the medical and dental practitioners
- 5) Certified copies of valid academic certificates
- 6) Curriculum vitae;
- 7) Specialist Recognition Certificates
- 8) Copy of current License from the Medical Practitioners and Dentists Board of Kenya;
- 9) Facility Licence of operation
- 10) Proof of professional indemnity for all practitioners
- 11) Proof of practical experience of not less than five (5) consecutive years post-graduation in the relevant medical discipline by consultant medical doctors and dentists Certificate of incorporation/certificate of registration;
- 12) References from at least three (3) major hospitals where the consultant medical doctors/specialists or dentists have admission rights;
- 13) Comprehensive list of hospitals where the consultant medical doctor/specialist or dentists have admission rights;
- 14) NHIF accreditation status;
- 15) Services offered and a list of charges.
- 16) Details of facilities and equipment used for practice indicating clearly whether they are owned, leased or hired;
- 17) Submit fully filled attached Mandatory Confidential Business Questionnaire
- 18) A list of at least three (3) reputable clients where the Consultant Medical Doctor, Specialist and Dentist is offering similar services

## **STAGE 2: TECHNICAL EVALUATION**

The hospital must meet all the mandatory qualification requirements as listed in the preliminary evaluation

- i. Medical and dental status of the practitioner proven by certified copies of valid academic certificates from a recognized university and professional and practicing certificates including specialist recognition certificate (dentists excluded) from the Medical Practitioners and Dentists Board of Kenya and curriculum vitae for individual doctors and all doctors if in group practice **(30 marks- Mandatory requirement)**
- ii. Possession of Professional Indemnity Cover of appropriate amounts prescribed by respective reputable medical protection institutions (provide a copy of the certificate of policy indemnity) **(15 marks Mandatory requirement)**
- iii. Reference from at least three (3) major hospitals where the Consultant medical doctor/specialists or dentists have admission rights **(15 marks)**
- iv. Comprehensive list of hospitals where the Consultant medical doctor/specialists or dentists have admission rights ) **(15 marks)**
- v. Details of facilities and equipment used for practice indicating clearly whether they are owned, leased or hired ) **(15 marks)**
- vi. Certified copies of books of accounts for the last 2 years, that is 2015 and 2016 ) **(10 marks)**

Candidates who obtain 75% and above will be qualified for the next stage of evaluation, that is, evaluation of the charges.

The commission may carry out site visits to the firms premises as part of due diligence.

## **STAGE 3: EVALUATION OF CHARGES**

This will be as per the attached price schedule on page 33.

## **STAGE 4: RECOMMENDATION FOR AWARD**

All technically responsive bids shall be recommended for award of the contract.

## **SECTION VI -DESCRIPTION OF SERVICES TO BE PERFORMED**

The scope of services is as follows;

### **2.1 Inpatient Scheme**

- a) Inpatient care per day;
- b) All medical, dental, optical and surgical procedures

### **2.2 Out-patient Scheme**

- i. Patient's first visit at the practitioners private clinic;
- ii. Patient's subsequent visits at the practitioner's private clinic

### **2.3 Dental Services**

The dental benefit comprises Dental consultation, Extraction or filling, Theatre charges and anaesthetist', Root canal treatment, Polishing and scaling, Replacement or repair of old dentures and Bridging. Exclusions include dentures, braces, crowns, implants and any other cosmetic procedures.

### **2.4 Optical Service**

The optical benefit caters for Ophthalmologist consultation, Prescribed eye glasses; Eye testing, treatment and medication; Frames in case of accidental damage; Laser eye surgery to correct eye sight and Contact lenses.

## SECTION VII - STANDARD FORMS

### Notes on the standard 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. **Tender security form-** -The tender declaration form must similarly be completed as prescribed and enclosed in the Technical submission envelope. It must also be duly signed by duly authorized representatives of the tenderer.
3. **Mandatory Confidential Business Questionnaire Form** - This form must be completed as prescribed by the tenderer and submitted with the tender documents and enclosed in the technical submission envelope.
4. **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 tenderer 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 Parliamentary Service Commission.
6. **Attachments**
  - Appendix A: Sample letter of offer



# 1. FORM OF TENDER

Date \_\_\_\_\_  
Tender No. \_\_\_\_\_

To.....

.....

[Name and address of Parliamentary Service Commission]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. \_\_\_\_\_ *[insert numbers,* the of which is hereby duly acknowledged, we the undersigned, offer to provide *medical services* in conformity with the said tender documents.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements and details of service.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Parliamentary Service Commission).
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. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
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 and on behalf of \_\_\_\_\_

## 2. PRICE SCHEDULE

	Minimum (Kshs.)	Maximum (Kshs.)
<b>Consultations</b>		
Consultation		
<b>House Visits - NB (Consultations only. Incidentals to be agreed upon by the parties)</b>		
Day Time		
Night Time		
<b>Hospital Visits</b>		
Day Time		
Night Time		
Institutional Locum Fees per hour -Daytime		
Institutional Locum Fees per hour – Night time		
<b>B: SPECIALISTS</b>		
<b>Consultations</b>		
First visit		
<b>House Visits NB (Consultations only. Incidentals to be agreed upon by the parties)</b>		
Day Time		
Night Time		
<b>Hospital Visits</b>		
Day Time		
Emergency Night visits		
Emergency Day visits		
ICU Visit (Daily charges)		
HDU Visit (Daily charges)		
Witnessing a postmortem		
Institutional Locum Fees per hour - Daytime		
Institutional Locum Fees per hour – Night-time		
<b>C: GENERAL MEDICAL AND DENTAL LEGAL REPORTS</b>		
General medical and dental reports		
Medical and Dental Legal Reports		

Court Appearances ( per session)		
<b>M001: GENERAL SURGERY</b>		
<b>A) Complex Major</b>		
Abdominoperineal resection ( APR )		
Anterior Resection of Rectum		
Total Gastrectomy		
Partial Gastrectomy		
Total Oesophagectomy		
Unilateral Adrenalectomy		
Bilateral Adrenalectomy		
Total Resection of Colon		
Partial Pancreatectomy		
Nephrectomy		
Cholecystectomy + CBD exploration		
Excision of Biliary stricture		
<b>B) Major I</b>		
Open cholecystectomy		
Laparoscopic cholecystectomy		
Vagotomy + drainage		
Repair of perforated duodenal ulcer		
Repair of hiatus hernia		
Splenectomy		
Parathyroidectomy		
Radical mastectomy		
Simple mastectomy		
Breast lumpectomy		
Drainage of breast abscess		
Segmental resection of breast		
Total thyroidectomy		
Intestinal resection + anastomosis		

Exploration of retroperitoneal mass		
Exploratory laparotomy		
Bowel resection and anastomosis		
Laparotomy for pyloric stenosis		
Hemicolectomy		
Transverse colectomy		
Exteriorization of caecum		
Stripping of bilateral varicose veins		
Bilateral inguinal herniorraphy		
Bilateral sympathectomy		
Bilateral gynaecomastia correction		
Excision of Liver hydatid cyst		
<b>M002 : GENERAL SURGERY</b>		
<b>C ) Major II</b>		
Repair of umbilical hernia		
Repair of epigastric hernia		
Repair of incisional hernia		
Unilateral inguinal herniorrhaphy		
Unilateral femoral herniorrhaphy		
Repair of recurrent inguinal hernia		
Repair of strangulated hernias		
Repair of burst abdomen		
Stripping of unilateral varicose veins		
Unilateral sympathectomy		
Unilateral gynaecomastia correction		
Laparoscopic appendicectomy		
Laparoscopic herniorraphy		
Laparoscopic Niessens fundoplication		
Laparoscopic gastrojejunostomy		
Laparoscopic repair of perforated duodenal ulcer		
<b>D) Intermediate I</b>		

Unilateral orchidopexy		
Bilateral orchidopexy		
Appendicectomy		
Diagnostic laparoscopy + biopsy		
Unilateral herniotomy		
Bilateral herniotomy		
Unilateral herniotomy + orchidopexy		
Bilateral herniotomy + orchidopexy		
Haemorrhoidectomy		
Colostomy		
Closure of colostomy		
EUA and anorectal stretch		
Lateral sphincterotomy		
Excision of pilonidal sinus		
Fistulectomy for fistulae in ano		
Orchidectomy		
Tracheostomy		
<b>E) Intermediate II</b>		
Minor skin graft		
Minor release of contractures		
Excision of sternomastoid tumour		
Repair of hydrocele		
Excision of thyroglossal cyst		
<b>F) Minor (GA)</b>		
Lymph node biopsy		
Surgical toilet		
Needle biopsy : liver		
Secondary suturing of wounds		
Excision of ganglion		
Excision of lipoma		
Skin biopsy		

Excision of warts / skin lesions		
Adult circumcision		
Paediatric circumcision		
Incision & drainage		
Incision & drainage (perineal abscess )		
Ingrown toenail		
<b>M002 : GENERAL SURGERY</b>		
<b>G) Minor (LA)</b>		
Lymph node biopsy		
Excision of lipoma / lump		
Excision of breast lump		
Minor surgical toilet		
Ingrown toenail		
Excision of sebaceous cyst		
Excision of ganglion		
Excision of warts / skin lesions		
Sigmoidoscopy		
Colonoscopy		
Proctoscopy ( and biopsy )		
Suprapubic cystostomy		
Testicular biopsy		
Adult circumcision		
Paediatric circumcision		
Incision & drainage		
Vasectomy		
<b>M003 : NEUROSURGERY</b>		
<b>A) Complex Major</b>		
Craniotomy for aneurysm		
Craniotomy for AV malformation		
Craniotomy for brain tumour		
Posterior fossa surgery		

<b>B) Major I</b>		
Microdiscectomy		
Anterior cervical discectomy		
Anterior cervical fusion - AO plating		
Craniotomy for intracerebral haematoma		
Glioma		
Extradural haematoma		
Subdural haematoma		
Laminectomy for cervical / thoracic / or lumbar spine		
Spinal fusions with implants		
Lumbar fusion / spondylosis / disc procedure		
Excision of intracranial nerve lesions		
Repair of dura		
<b>M003 : NEUROSURGERY</b>		
<b>C) Major II</b>		
Burr hole(s) for		
Subdural haematoma		
Brain abscess		
Biopsy procedure		
ICP monitoring/VP shunt		
Excision of spinal tumours		
Acrylic cranioplasty		
Stereotactic intracranial procedure		
Clipping of cerebral artery		
Elevation of depressed skull fracture		
Application of skull callipers		
Spina bifida surgery		
<b>D) Intermediate I</b>		
Microsurgical nerve graft / nerve repair / exploration/microsurgical anastomosis		

<b>E) Intermediate II</b>		
Surgical toilet and repair of major scalp wounds / lacerations		
Surgical toilet for scalp tumour		
Ventricular / cisternal puncture		
<b>F) Minor (LA)</b>		
Repair minor scalp wounds / lacerations		
Lumbar puncture		
<b>M004 : UROLOGICAL SURGERY</b>		
<b>A) Complex Major</b>		
Percutaneous nephrostomy		
Ureteroscopic extraction of calculus in ureter flexible		
Ureteroscopic extraction of calculus in ureter - rigid		
Bilateral orchidectomy		
Laparoscopic orchidectomy		
Primary repair of incisional hernia		
Primary repair of incisional hernia laparoscopic		
Repair of previous incision in abdominal wall		
Repair of kidney wound		
Repair of vesico-colic fistula		
Repair of injury to penis		
Transplantation of kidney		
Radical nephrectomy		
Radical nephrectomy laparoscopic		
Nephro-ureterectomy		
Open removal of calculus from kidney		
Construction of ileal conduit		
Bilateral re-implantation of ureter into bladder		
Bilateral re-implantation of ureter into bowel		
Orchidopexy bilateral		
Repair of recurrent femoral hernia		



Repair of recurrent femoral hernia laparoscopic		
Drainage of kidney		
Drainage of pyonesphrosis		
Excision of segment of ureter		
Cystoscopy turp		
External meatotomy		
Excision of lesion of testes		
Reconstruction of penis		
Bilateral herniotomy		
Laparotomy for post-operative		
Ileal or colonic replacement of ureter		
Repair of recurrent inguinal hernia - bilateral		
Repair of recurrent inguinal hernia - bilateral lap		
PCNL per track		
Emergency laparotomy		
Radical prostatectomy		
Radical prostatectomy lapaoscopic		
Operations on ureteric orifice		
Cystostomy and insertaion of SP catheter		
Panendoscopy laser urethrotomy		
Orchidectomy & excision of spermatic cord		
Hydrocele repair		
Adult circumcision		
Paediatric circumcision		
Ureteroscopy (diagnostic)		
Ureteroscopy (diagnostic) flexible		
Repair of ruptured urethra		
Excision of epididymal cyst		
Operation on varicocele laparoscopic		
Endoscopic insertion of prosthesis in ureter		
Endoscopic extraction of bladder calculus		

Excision of lesion of skin or subcutaneous tissue		
Unilateral herniotomy		
Primary repair of femoral hernia		
Primary repair of femoral hernia laparoscopic		
Repair of peri-umbilical hernia - reducible		
Repair of peri-umbilical hernia - irreducible		
Operation for Peyronie's disease		
Injection intracavernosal		
Catheterisation		
Dressing		
Aspiration of subcutaneous haematoma		
Injection into subcutaneous tissue/painful Trig.		
Introduction of substance into skin		
Incision & drainage		
Endoscopic hydrodissection of bladder		
Biopsy of lesion of penis		
Diathermic excision of warts or subcutaneous tissue		
Removal of D J Stent		
Ureteric meatotomy		
Cystoscopy (Incl biopsy)		
Excision of urethral caruncle		
Meatoplasty		
Orchidopexy abdominal		
Open pyeloplasty		
Dilatation of female bladder outlet		
Urethoplasty simple		
Urethoplasty complex		
Repair of bladder		
Cystoscopy rigid uretero, nephroscopy, laser lithotripsy		
Cystoscopy flexible uretero, nephroscopy, laser lithotripsy		

Combined abdominal and vaginal operations on bladder		
Endoscopic resection of lesion in bladder		
Retropubic suspension of bladder neck		
<b>M005 : PLASTIC AND RECONSTRUCTIVE SURGERY</b>		
<b>A) Complex Major</b>		
Augmentation mammoplasty (bilateral)		
Reduction mammoplasty (bilateral)		
Cranioplasty		
Mini abdominoplasty		
Full abdominoplasty		
Facelift - limited		
Facelift - extended		
Liposuction		
Rhinoplasty		
Auriculoplasty / otoplasty per stage		
Unilateral cleft lip repair		
Bilateral cleft lip repair		
Cleft palate repair		
Bilateral cleft lip and palate repair		
Rotation flaps		
Release of contractures		
Tendon repair:		
Multiple		
Achilles tendon		
Single		
Tendon transfer		
<b>B) Major I</b>		
Blepharoplasty		
Anterior canthotomy & Z plasty		
Nerve release and decompression		

Insertion of tissue expander		
Removal of tissue expander		
Lip reconstruction		
Digital reconstruction		
Revision of scars		
Advancement flaps		
Syndactyly / polydactyly correction		
<b>M005 : PLASTIC AND RECONSTRUCTIVE SURGERY</b>		
<b>C) Major II</b>		
Skin graft		
Dermabrasion		
<b>D) Intermediate I</b>		
Excision of keloid and lumps (LA)		
<b>E) Minor</b>		
Change of dressing - minor		
Debridement of pressure sores		
Release of minor contractures		
<b>M006: ORTHOPAEDIC SURGERY</b>		
<b>A. Complex Major</b>		
<b>PROCEDURE</b>		
<b>1. ARTHROPLASTY</b>		
1.1. Hemiarthroplasty		
1.2 Primary Joint Replacement		
1.3 Revision Joint Replacement		
<b>2. SPINE PROCEDURES</b>		
2.1. Discectomies (open & endoscopic)		
2.1.1. Cervical		
2.1.2. Thoracolumbar		
2.2. Laminectomy (without instrumentation)		
2.3. Laminectomy (without instrumentation)		
2.4. Kyphoplasty/ vertebroplasty		

2.5. Complex deformity corrections including Scoliosis, High cervical stabilization		
<b>3. LIMB RECONSTRUCTION</b>		
3.1 Microsurgical procedures (digit reattachment & transfers)		
3.2 Prosthesis - fitting surgery		
<b>4. COMPLEX FRACTURE FIXATION</b>		
4.1 Pelvis		
4.2 Elbow		
<b>B: MAJOR I</b>		
1.0 ARTHROSCOPIC SURGERY		
1.1 Diagnostic		
1.2 Corrective/ Reconstruction		
<b>2.0. OPEN REDUCTION &amp; INTERNAL FIXATION</b>		
2.1. Long bones		
2.2. Hand		
2.3. Ankle and foot		
<b>3.0. OPEN REDUCTION &amp; EXTERNAL FIXATION</b>		
<b>4.0. CLOSED REDUCTION &amp; FIXATION</b>		
4.1. Minimal Invasive percutaneous osteosynthesis		
4.2. Imaging guided wire/ screw fixation		
<b>5.0. JOINT NON-PROSTHETIC STABILIZATION</b>		
5.1. Open stabilization procedures		
<b>6.0. TENDON SURGERY</b>		
6.1 Tendon repair		
6.1.1. Multiple		
6.1.2. Single		

6.2 Tendon transfer		
<b>ARTHROTOMY (Interventional)</b>		
7.1. Small joint		
7.2. Large joint		
<b>C: MAJOR II</b>		
<b>1. AMPUTATIONS</b>		
1.1. Major amputation		
1.2. Minor (finger, toe)		
<b>2. ARTHRODESIS</b>		
2.1. Large joint		
2.2. Small joint		
<b>3. CORRECTIVE SURGERY</b>		
<b>3.1. HAND &amp; FOOT DEFORMITIES</b>		
3.1.1. Moderate/ severe deformity		
3.1.2. Minor deformity		
<b>3.2. OSTEOTOMIES (Excluding spine)</b>		
3.2.1. With casting		
3.2.2. With ORIF		
3.2.3. With External fixation (Ilizarov)		
<b>4. NERVE EXPLORATION &amp; REPAIR</b>		
<b>5. BONE GRAFT (without additional procedure)</b>		
<b>6. SOFT TISSUE RELEASE</b>		
<b>7. Open Ligament repair</b>		
<b>8. Major tumour excision</b>		
<b>D. INTERMEDIATE</b>		

EXCISION SURGERY		
1.0 Sequestrectomy (excluding spine)		
2.0 Excisional arthroplasty - isolated		
Excisional arthroplasty - with replacement <b>(Replacement fees apply)</b>		
3.0 Fasciectomy		
4.0 Major surgical debridement		
<b>E. MINOR</b>		
1.0 Closed fracture/ joint reduction under GA & casting		
2.0 MINOR EXCISIONS/ BIOPSY		
2.1 Small lesions under GA		
2.2 Surgical debridement		
3.0 <b>REMOVAL OF A FOREIGN BODY FROM A JOINT</b>		
4.0 <b>REMOVAL OF IMPLANTS</b>		
4.1 Spine & complex pelvis		
4.2 Long and short bones		
5.0 Application of cast without anaesthesia/ traction systems		
<b>M007 : CARDIOTHORACIC AND VASCULAR SURGERY</b>		
<b>A) Complex Major</b>		
Pleurectomy / decortication		
Pericardectomy		
Vessel bypass surgery		
Coronary angioplasty / stent		
Oesophagectomy		
Splenorenal shunt		
Portocaval shunt		

Excision of carotid body tumour		
Closed valvotomy		
Mitral valvotomy / balloon		
Open heart surgery		
Pneumonectomy / lobectomy		
Surgery for achalasia of cardia		
Vascular amputation		
Aneurysm repair		
Repair of traumatic arterial transection		
Thoracotomy		
Resection of complex AV fistula		
Subfascial DVT ligation + skin graft		
Thromboembolectomy		
Carotid arterectomy		
PDA ligation		
<b>M007 : CARDIOTHORACIC AND VASCULAR SURGERY</b>		
<b>B) Major</b>		
Insertion of MB tube		
Mediastinoscopy		
Thoracoscopy		
Minithoracotomy for open lung biopsy		
Pacemaker implantation		
Single		
Dual		
Excision of mediastinal tumour		
Ligation / stripping of varicose veins		
Myocardial biopsy		
Thymectomy		
Pericardial window		



Resection of simple AV fistula		
Rib resection for thoracic outlet syndrome		
<b>C) Intermediate</b>		
Bronchoscopy and removal of FB		
Oesophagoscopy biopsy / dilatation / removal of FB		
Feeding gastrostomy / jejunostomy		
Other rib resection		
Pericardial catheterisation		
Repair of ruptured diaphragm		
<b>D) Minor</b>		
Insertion of chest tube / chest aspiration		
Pericardiocentesis		
Pulmonary artery catheterisation		
<b>M008: CARDIOLOGY</b>		
2 D echocardiogram		
12 Lead ECG		
24 hour holter		
Pericardiocentesis		
Pacemaker insertion		
<b><u>Out patient</u></b>		
Consultation		
Urgent consultation		
ECG (with interpretation)		
Echocardiogram		
Echocardiogram - portable		
Exercise stress test		

24 hour holter		
24 hour ambulatory BP		
Pacemaker check		
ICD /CRTD check		
Pulmonary function tests		
Transoesophaegeal echo		
<b><u>Inpatient</u></b>		
Emergency A&E		
ICU/HDU care		
Ward (per day)		
Resuscitation		
Right heart catheter		
Coronary angiogram		
Coronary PCI - per vessel (50% for additional vessel)		
Coronary thrombectomy (aspiration)		
Coronary FFR/IVU		
Loop recorder implantation		
ICD implantation		
CRTD implantation		
IVC filter		
DC cardioversion		
CVP insertion		
Intra-aortic ballon pump insertaion		
Intra-aortic ballon pump per day		
<b><u>Cardiac catheterization</u></b>		
Right heart catheterization including measerument of oxygen saturation pulmonary presures and cardiac output		
Left heart catheterization		

Diagnostic right and left heart catheterization		
Catheter placement & coronary angiography, imaging supervision and interpretation		
Coronary angiography with catheter placement(s) in bypass graft(s) internal mammary, arterial, venous graft) including intraprocedural injections for bypass graft angiography		
Coronary angiography with right heart catheterization		
Coronary angiography with bypass graft angiography and right heart catheterization		
Transseptal puncture		
Pharmacological study		
Injection right ventricle or right atrial angiography, imaging and supervision		
Injection supra-avalvular aortography imaging supervision and interpretation		
Injection for pulmonary angiography, imaging supervision and interpretation		
Insertion of arterial closure device (eg angioseal, starclose, perclose)		
<b>Non-invasive cardiopulmonary testing</b>		
Performing and interpretation of the resting 12 lead ECG		
Performing and interpretation of the cardiovascular stress ECG, supervision and report		
24 hour ambulatory ECG/holter with monitoring and interpretation and report		
24 hour ambulatory BP measurement, analysis and interpretation and report		
Spirometry including graphic report		
Spirometry, for bronchospasm evaluation: before and after bronchodilator		
Tilt-table testing for syncope evaluation		

<b><u>Percutaneous coronary interventions</u></b>		
Percutaneous transluminal coronary angioplasty, single vessel		
Percutaneous transluminal coronary, each additional vessel		
Transcatheter placement of intracoronary stent, percutaneous initial vessel		
Transcatheter placement of intracoronary stent, each additional vessel		
Aspiration thrombectomy of intracoronary thrombus		
Intracoronary physiology studies, fractional flow reserve		
Intracoronary ultrasound studies, IVUS		
<b><u>Pacemakers</u></b>		
Permanent single chamber insertion		
Permanent - dual chamber insertion		
Insertion of implantable cardiac defibrillator (ICD)		
Insertion of biventricular cardiac resynchronization device		
Defibrillation threshold testing during or after implantation of ICD device		
Insertion of temporary transvenous pacemaker		
Programming of atrio-ventricular sequential pacemaker or single chamber pacemaker (eg DDD,VVI)		
Programming of ICD (implantable cardiac defibrillator)		
Renewal of pacemaker generator (battery change)		
Insertion of implantable loop recorder		
Synchronized DC cardioversion for unstable technyarrhythmia		
<b><u>Structural heart disease interventional procedures</u></b>		

Atrial septostomy		
Pulmonary valve valvuloplasty		
Aortic valve valvuloplasty		
Mitral valve valvuloplasty, percutaneous balloon		
Coarctation of the aorta, percutaneous balloon dilatation		
Closure of atrial septal defect		
Closure of patent ductus arteriosus		
Pericardiocentesis without drainage, diagnostic		
Pericardiocentesis with catheter draining, therapeutic		
<b><u>Specialist consultations and inpatient visits</u></b>		
Cardiology specialist office consultation initial visit during normal office hours		
Cardiology specialist casualty/emergency room consultation, initial visit		
Cardiology specialist hospital consultation, intensive care unit initial visit		
Cardiology specialist hospital consultation, medical or surgical ward, initial visit		
Cardiology specialist hospital, ICU follow up visit		
Cardiology specialist hospital, high dependency unit, follow up visit		
Cardiology specialist hospital, medical or surgical ward, follow up visit		
Emergency cardiac resuscitation		
Microlaryngeal surgery		
Microlaryngoscopy		
Intranasal ethmoidectomy		
Cochlea operations		
Middle ear tumour excision		
<b>M009 : EAR, NOSE AND THROAT SURGERY</b>		
<b>C) Major II</b>		

Excision of thyroglossal cyst / duct		
Excision of submandibular salivary gland		
Excision of branchial cyst / sinus / fistula		
Caldwell-Luc procedure		
T.I.T. and turbinoplasty		
T.I.T. and intranasal antrostomy		
Tonsillectomy ( adult )		
Submucous resection of nasal septum		
Urulopalatopharyngoplasty		
Bat Ears reduction:		
Unilateral		
Bilateral		
Lateral rhinotomy		
Laryngocele excision		
Maxillary artery ligation		
Meatoplasty		
Transplatatal excision of choanal atresia		
Vocal cord lateralisation		
<b>M009 : EAR, NOSE AND THROAT SURGERY</b>		
<b>D) Intermediate I</b>		
Bronchoscopy and removal of FB		
Excision of head and neck lipoma		
Tracheostomy		
Adenoidectomy		
Adenotonsillectomy ( Ts 7 As )		
Tonsillectomy ( paediatric )		
Direct laryngoscopy and biopsy		
Myringotomy		
Myringoplasty		

Nasal polypectomy		
Oesophagoscopy and removal of FB		
EUA and biopsy of nasopharynx, eas, nose		
Intranasal antrostomy		
<b>E) Intermediate II</b>		
Incision + drainage head and neck abscess (I&D)		
Pharyngeal abscess drainage		
Preauricular sinus excision		
Bilateral antranasal washout (BAWO)		
<b>F) Minor</b>		
MUA # nose		
Antral and nasal packing		
Release of tongue tie		
Chemical cauterisation of the nose		
Diathermy and reduction of septum		
Nasal / tonsillar cautery		
Cervical lymph node biopsy		
Removal of FB in ear or nose		
Removal of wax from external ears ( syringing )		
<b>M010 OPHTHALMOLOGY</b>		
<b>Diagnostic Tests</b>		
Tonometer per eye		
Pachymeter per eye		
Gonioscopy per eye		
Retinal photography per eye		
Flourescein Angiography		
Visual Fields per eye		
Ocular Coherent Tomography Scan per eye		
Corneal Topography per eye		

Ultrasound per eye		
Visual Fields per eye		
Biometry per eye		
Oculyzer per eye		
Retinoscopy		
Endothelia Cell count per eye		
Dressing		
Optical coherence tomography(OCT)		
Topography		
Tomography		
<b>Lids</b>		
Entropion repair Moderate		
Epiblepharon repair		
Ectropion repair Moderate		
Ptosis repair		
Brow lift		
Lid +/- canaliculi laceration repair		
Lid tumour excision/incisional biopsy		
Lid tumour excision + reconstruction		
Tarsorrhaphy		
Upper lid blepharoplasty		
Lower lid blepharoplasty		
Lid abscess I&D		
Chalazion I&D		
Epilation		
Lash Electrolysis		
<b>Sockets</b>		
Evisceration		
Evisceration + orbital implant		
Enucleation		



Enucleation + orbital implant		
Socket/Fornix reconstruction		
<b>Orbit</b>		
Dermoid excision		
Anterior orbitotomy		
Lateral orbitotomy		
Orbital wall repair		
Orbital wall decompression		
Mucocele incision and drainage		
Exenteration		
<b>Lacrimal</b>		
Punctoplasty		
Syringing and probing (S&P)		
Syringing, Probing & intubation		
DCR		
DCR + Jones tube		
<b>RETINA PHOTOCOAGULATION</b>		
Central laser per eye per session		
PRP on slit lamp per session		
PRP Laser indirect with parabolbar per eye per session		
Laser retinopexy		
Cyclo-Cryo per eye		
Cyclo-photo per eye		
Intra-vitreous injections		
Posterior segment trauma surgery/repair		
<b>SURGICAL PROCEDURES</b>		
Silicon Oil Removal		
Cataract surgery with Silicon Oil removal		
Posterior Vitrectomy with dropped intra ocular		

lens or vitreous foreign body		
Posterior vitrectomy and gas		
Posterior vitrectomy and oil		
Posterior vitrectomy, Delamination and gas or oil		
Combined Procedures (Vitreotomy, band or buckle, gas or oil)		
Combine procedure (Posterior vitrectomy and cataract surgery and intraocular lens implant)		
Combine procedure (Posterior vitrectomy, buckle or band and cataract surgery and intraocular lens implant)		
Posterior Vitrectomy and Macula hole surgery		
Retina Detachment surgery - Scleral buckle/Scleral Explant and Cryotherapy		
Posterior Segment Trauma surgery/Repair		
Scleral Buckle/Explant removal		
Intravitreal Injection		

**PEDIATRIC OPHTHALMOLOGY AND SQUINTS**

AC Reformation		
AC wash out		
Corneal FB removal		
Corneal repair		
EUA		
Goniotomy		
IOL exchange		
Lensectomy and IOL		
AC Membrane Removal		
Pars Plana Posterior Capsulotomy		
Iridectomy/ Iridotomy		
Pupilloplasty		
Squint Repair Per Muscle		
Every extra muscle		

Optical Iridectomy		
<b>GLAUCOMA SURGERY</b>		
Trabeculectomy		
Goniotomy		
Combined Phaco/trab		
Combined ECCE/Trab		
Glaucoma Drainage Implants [GDI]		
Combined Phaco/GDI		
Surgical Iridectomy		
EUA for congenital glaucoma		
Bleb Revision		
Cyclocryotherapy		
Retrobulbar Alcohol		
<b>Lasers</b>		
Trabeculoplasty		
Laser Peripheral Iridotomy		
Trans-Scleral cyclophotocoagulation		
Laser suturelysis		
<b>CORNEA AND ANTERIOR SEGMENT</b>		
Small Incision Cataract surgery with Implant		
Phacoemulsification Cataract surgery with Implant		
Combined Phacoemulsification with Trab		
Intraocular lens implant with vitrectomy		
Perforating eye injury repair		
Conjunctival lesion excision		
Conjunctival lesion excision with graft		
Corneal transplant (PKP)		
Corneal Transplant (Lamellar Keratoplasty)		
Triple Procedure (Corneal transplant+cataract		

surgery+ intraocular lens)		
Elective Removal of Corneal Sutures - Theatre		
Removal of Corneal Sutures - Slit Lamp		
Corneal Ulcer Scrapping		
Removal of Corneal Foreign Body		
Cross Linking per eye		
YAG posterior Capsulotomy per eye		
Anterior Chamber Tap / injection		
Subconjunctival/Subtenon Injection		
<b>REFRACTIVE SURGERIES</b>		
Pre-LASIK assesment		
LASIK procedure per eye		
Surface Ablation per eye		
Intraocular Contact Lens per eye		
Photokeratectomy (removal of corneal scar)		
<b>M011 : OBSTETRICS AND GYNAECOLOGICAL SURGERY</b>		
<b>A) Complex Major</b>		
Wertheim's hysterectomy		
Ovarian cancer resection (pelvic clearance)		
Repair of vesicovaginal		
Repair of rectovaginal fistula		
AP colpoperineorrhaphy		
Repair of ruptured uterus / caesarian hysterectomy		
Radical vulvectomy		
Manchester repair		
Repair of pelvic floor		

<b>B) Major I</b>		
<b>Laparotomy:</b>		
Tuboplasty		
Hysterectomy ( abdominal )		
Myomectomy		
Ovarian cystectomy		
Ruptured ectopic pregnancy		
Pelvic abscess		
Exploratory / adhesiolysis		
Ventrosuspension		
Salpingo – oophorectomy		
Endometriosis surgery		
Metroplasty / uteroplasty		
Simple vulvectomy		
Vaginal hysterectomy		
<b>Operative Laparoscopy:</b>		
Ovarian cystectomy / drilling		
Ectopic pregnancy		
Tuboplasty		
Adhesiolysis		
Endometriosis surgery		
Myomectomy		
Hysterectomy		
<b>M011 : OBSTETRICS AND GYNAECOLOGICAL SURGERY</b>		
<b>C) Major II</b>		
Caesarian section		
Colposuspension ± D&C		
Hysterotomy		
Laparoscopic bilateral tubal ligation		
Diagnostic / dye laparoscopy + D&C		

<b>Operative Hysteroscopy</b>		
Biopsy		
Retrieval of lost / fragmented IUCD		
Synechiolysis / septolysis		
Resection of submucous fibroid		
Avulsion of endometrial polyps		
Endometrial ablation		
<b>D) Intermediate I</b>		
Resuturing of burst abdomen		
<b>Termination of pregnancy</b>		
Medical		
<b>Surgical</b>		
Before 12 weeks		
After 12 weeks		
D & C hysterosalpingogram		
D & C + cone biopsy		
Manual removal of retained placenta		
Postnatal tubal ligation		
Cerclage		
Mini-laparotomy for tubal ligation		
Vasectomy		
Marsupialisation of Bartholins Cyst / abscess		
Menstrual regulation / MVA		
<b>M011 : OBSTETRICS AND GYNAECOLOGICAL SURGERY</b>		
<b>E) Intermediate II</b>		
Cervical cauterisation		
Fanton's operation + D & C		
Diagnostic D & C		
Diagnostic hysteroscopy		

Repair of cervical tears		
Cauterisation / excision of vulval warts		
Cryotherapy		
Repair of broken episiotomy / third degree tear		
Cone biospy of cervix		
LLETZ ( loop excision )		
Normal delivery		
Augmented delivery		
Breech vaginal delivery		
Assisted vaginal delivery (vacuum/ forceps)		
Twin vaginal delivery		
Resuscitation of new born		
<b>F) Minor ( GA )</b>		
Evacuation of uterus ( RPOC's )		
Examination under GA (EUA) / biopsy		
Colposcopy		
<b>G) Minor ( office based procedures )</b>		
HVS collection		
Pap smear collection		
Norplant insertion / removals		
IUCD insertion / removals		
IUCD retrieval ( lost IUCD's )		
Endometrial biopsy		
External cephalic version		
<b>M012 : PAEDIATRIC SURGERY</b>		
<b>A) Complex Major</b>		
Small bowel atresia		

Thoracotomy (oesophageal atresia)		
Biliary atresia (Kasai Kimura procedures, porto – enterostomy)		
Nissen's fundoplication		
Gut duplications procedure		
<b>Hirschsprung's disease procedure:</b>		
a) Laparotomy, biopsy, colostomy		
b) Abdominoperineal pull through (Soave, Swenson)		
c) Closure of colostomy		
d) Rectal biopsies		
Hellers cardiomyotomy		
Bladder neck reconstruction		
Urinary diversion		
Rectosigmoidostomy		
Posterior sagittal anorectoplasty ( PSARP ) for anorectal malformation		
<b>M012 : PAEDIATRIC SURGERY</b>		
<b>B) Major I</b>		
Omphalocele		
Splenectomy		
Laparotomy:		
Intussusception		
Volvulus		
Malrotation & plication		
Tumours		
Intestinal resection + anastomosis		
Exploration of retroperitoneal mass		
Hemicolectomy		
Excision of liver hydatid cyst		
Nephrectomy		



Reflux hydrorephrosis ( re - implantation )		
Urethroplasty for hypospadias and epispadias		
Repair of fistula after urethroplasty		
Thyroidectomy		
Pyloric stenosis		
Pelvic ureteric junction obstruction (PUJO)		
Bladder calculi		
Umbilicoplasty		
Mastectomy		
<b>C) Major II</b>		
Colostomy		
Gastrostomy		
Diagnostic laparotomy		
Repair of inguinal hernia / hydrocele		
Bilateral inguinal hernia		
Repair of diaphragmatic hernia		
Orchidopexy		
Bilateral orchidopexy		
<b>M012 : PAEDIATRIC SURGERY</b>		
<b>D) Intermediate I</b>		
Appendicectomy		
Resuturing of burst abdomen		
Herniotomy + unilateral orchidectomy		
Herniotomy + unilateral orchidopexy		
Fistula in ano		
Excision of pilonidal sinus		
Fissure in ano		
Resection of posterior / anterior urethral valves		
Torsion of testis		

Extrophy of bladder ( repair )		
Cystic hygroma		
Excision of ganglion / lipoma		
<b>E) Intermediate II ( GA )</b>		
Tracheostomy		
Skin grafting (burns )		
Release of contractures		
Surgical toilet		
Polypectomy		
Testicular biopsy		
Cystoscopy + insertion of DJ stent		
Cystoscopy + insertion of DJ stent		
Insertion of CAPD catheter		
Suprapubic cystotomy		
Exploration of foreign body		
Excision of haemorrhoids		
<b>M012 : PAEDIATRIC SURGERY</b>		
<b>F) Minor (GA)</b>		
Lymph node biopsy		
Needle biopsy liver		
Secondary suturing of wounds - LA		
Secondary suturing of wounds - GA		
Skin biopsy		
Excision of warts		
Rigid sigmoidoscopy + rectal snip		
Excision of fingernail / toenail		
Circumcision		
Release of tongue tie		
Incision and drainage of abscess		

Insertion of underwater seal drainage		
<b>MO13: ANAESTHESIA</b>		
<b>Transfers</b>		
Intra hospital (from one unit to another) <i>per hour</i>		
Inter hospital (same town) - <i>per hour</i>		
Inter hospital (different town) - <i>per hour</i>		
Inter hospital (international) - <i>per hour excluding air fare, accommodation &amp; travel insurance</i>		
<b>General Anaesthesia</b>		
<b><i>Procedures outside the operating room</i></b>		
Tracheal intubation		
Tracheal extubation		
CVP Catheterization		
Lumbar puncture (LP)		
Bladder Catheterization		
NG tube insertion		
ICU Admission protocol		
Insertion of IV Lane		
<b>Visits and Reviews</b>		
Pre- operative visit		
Post operative visit		
<b>Monitored anaesthesia care, anaesthesia for other procedures, investigations i.e CT scan/ MRI as per category A,B,C</b>		
Ensuites		

Casualty reviews		
Resuscitation		
ECT (each application)		
<b>ANAESTHESIA SPECIALTY FEES</b>		
<i>(Invoicing time begins at induction to acceptable recovery handover at the PACU)</i>		
<b>Group A: ASA I, II patient</b>		
Minimum charge		
Second half hour +		
Second and third hours		
Fourth and subsequent hours		
<b>Group B: ASA III, IV, V, INFANTS &amp; EMERGENCIES (Additional 40% charge)</b>		
Minimum charge		
First half hour +		
Second half hour		
Fourth and subsequent hours		
<b>Group C: High risk and / or specialized surgery</b>		
Minimum charge + 1st half hour		
Second half hour		
Second and third hours		
Fourth and subsequent hours		
<b><i>NB: In group B &amp; C, it may be mandatory to involve a second anaesthesiologist. In such cases, the</i></b>		

<i>second anaesthesiologist</i>		
<i>will invoice 50% of the charges raised by the primary. This is</i>		
<i>an additional cost of 50% on the anaesthetic fee.</i>		
<b>M014 : DIAGNOSTIC RADIOLOGY</b>		
<b>A ) X- Ray of Extremities</b>		
Hand		
Both Hands		
Digits		
Wrist		
Scaphoid views		
Forearm		
Both forearms		
Elbow		
Both elbows		
Humerus		
Both humeri		
Shoulder		
Both shoulders		
Clavicle		
Both clavicles		
Sternoclavicular joint		
Foot		
Both feet		
Ankle		
Both ankles		
Leg		
Both legs		

Knee		
Both knees		
Knee skyline view		
Both knees akyline view		
Femur		
Both femora		
Portable X – rays		
Heels		
Hip		
Both hips		
Pelvis		
<b>M014 : DIAGNOSTIC RADIOLOGY</b>		
<b>B ) Myelogram</b>		
Regional		
<b>C ) Angiogram / Venogram</b>		
Unilateral venogram		
Bilateral venogram		
Unilateral femora arteriogram		
Bilateral femora arteriogram		
Regional selective arteriogram		
Bilateral flush aortography		
Unilateral carotid angiogram		
Bilateral carotid angiogram		
Vessel angiogram		

<b>D) Image Intensifier</b>		
Theatre 0.5 hours		
Theatre 1 hour		
Theatre 1.5 hours		
Theatre 2 hours		
Theatre 3 hours		
<b>E) Other X – Rays</b>		
AP or PA chest		
Thoracic inlet		
Chest PA & lateral / oblique		
Skull 2 views		
Skull 3 views		
Skull 4 views		
Pituitary fossa		
Mandible		
Facial bones 4 Views		
<b>M014 : DIAGNOSTIC RADIOLOGY</b>		
<b>E) Other X – Rays ( continued )</b>		
Optic foramina		
T.M. joints		
Mastoids		

Paranasal sinuses		
Maxillary antrum / orbit antrum		
Nasal bone		
Cervical spine AP & lateral		
Cervical spine 5 views, flexion, extention		
Thoracic spine AP & lateral		
Lumbar spine AP & lateral		
Sacro – iliac joints		
Sacrum & coccyx		
Skeletal survey		
Supine abdomen		
Supine & erect abdomen		
Pelvimetry		
Barium swallow		
Barium meal		
Barium meal & follow through		
Gastrograffin examination		
Barium enema		
Double contrast barium enema		
IVU		
High dose IVU		
Retrograde pyelogram		
MCU		
Ascending cystourethrogram		
T – Tube cholangiogram		
Cholangiogram in theatre		
<b>M014 : DIAGNOSTIC RADIOLOGY</b>		
<b>F ) Ultrasound</b>		
Liver, gallbladder, pancreas, spleen		



Pelvic, gynae, bladder, prostate		
Ultrasound guided biopsies		
Bilateral doppler		
Unilateral doppler		
Transrectal		
Thyroid		
Testes		
Breast		
Lumbar spine		
Chest		
Transvaginal		
<b>G ) CT Scan</b>		
Emergency		
Regional		
Abdominal		
Head / Skull		
Orbits / Sinuses		
<b>H ) Others</b>		
Cardiac Sc ( pacemaker )		
Cardiac Sc ( pacemaker )		
( perm Port )		
HSG		
Sialogram		
Sinogram		
Athrogram		
PTC		
<b>M016 : GASTROENTEROLOGY AND ENDOSCOPY</b>		

<b>OGD</b>		
Diagnostic		
Sclerotherapy		
Diathermy ( haemostatic procedure )		
Pyloric balloon dilatation		
PEG tube insertion		
Stricture dilatation (savary gilliard)		
Upper GI polypectomy		
Stent insertion		
Stricture dilatation (TTC)		
Pneumatic dilatation		
Band ligation		
<b>Colonoscopy</b>		
Diagnostic		
Stricture dilatation		
Lower GI polypectomy		
<b>ERCP</b>		
Diagnostic		
Sphincterotomy		
Stent insertion		
Sphincterotomy + stone removal		
<b>Others</b>		
Bronchoscopy		
Laryngoscopy		
Sigmoidoscopy		
Rectal snip		
Liver biopsy		

Peritoneal biopsy		
<b>M017 : OTHER PROCEDURES</b>		
<b>A) Neurology</b>		
EEG		
Nerve conduction atudies		
Evoked potential		
Diagnostic lumbar puncture		
Therapeutic lumbar puncture		
<b>B) Respiratory</b>		
Peak flowmetry		
Spirometry		
Chest aspiration		
Chest aspiration with biopsy		
<b>C) Dermatology</b>		
Basal cell excision		
Squamous cell excision		
Cryotherapy		
Cautery		
KOH preparation		
Skin biospy		
<b>D) Nephrology</b>		
Vascular access		
A – V shunt / fistulae		
Renal biopsy		
Insertion of peritoneal catheter		

Haemodialysis		
Pertineal dialysis		
Renal transplant		
CVVHD		
<b>E) Psychiatry</b>		
Electroconvulsive Therapy (per session)		
Psychotherapy (per hour)		
<b>M017 : OTHER PROCEDURES</b>		
<b>F) Paediatrics</b>		
Exchange transfusion		
Cannulae fixation - <i>anaes</i>		
Venepuncture		
Chemotherapy - IV		
Chemotherapy intrathecal		
Intraosseous cannulation		
Central line insertion		
Venous cutdown		
Femoral vein cannulation		
Umbilical catheterization		
Lumbar puncture		
Resuscitation		
Pleural tap		
Pleural biopsy		
Intubation		
Surprapubic bladder tap		
Urinary catheter insertion		
N.G. tube insertion		
Flatus tube insertion		
Proctoscopy		

Enema		
Manual removal of impacted stool		
<b>Removal of Foreign Bodies:</b>		
Eye		
Nose		
Ear		
Vagina		
Rectum		
Bone marrow aspirate - <i>path</i>		
Splenic aspirate - <i>gastro</i>		
Pericardial tap / aspirate		
Insertion of PD catheter		
Permcath		
<b>M018: ANATOMICAL PATHOLOGY: HISTOLOGY/CYTOLOGY/PM</b>		
Cytology Pap smears/Gynae Cytology Vaginal or cervical smears, each		
Cytology Sputum, all body fluids and tumour aspirates: First unit		
Cytology: Performance of fine-needle aspiration (FNA)		
Frozen section - attendance in theatre		
Histology Additonal Blocks (per block)		
Histology and frozen section in laboratory		
Histology and frozen section in theatre		
Histology consultation per slide		
Histology Medium sized biopsies (3 to 5 blocks)		
Histology Small Sized Biopsies (1-2 blocks)		
Immunofluorescence studies		
Immunoperoxidase studies		
Intraop Examination of fine needle aspiration in theatre		
Postmortem: Foetal autopsy excluding histology		

& ancillary tests		
Postmortem: Forensic autopsy excluding histology & ancillary tests/procedures/court appearance		
Postmortem: Clinical autopsy excluding histology & ancillary tests/procedures		
Second and subsequent frozen sections, each		
Serial step sections		
Special stains		
Transmission electron microscopy		
<b>CLINICAL CHEMISTRY, SEROLOGY, ENDOCRINOLOGY</b>		
Abnormal pigments: Qualitative		
Abnormal pigments: Quantitative		
Acid phosphate		
Amino acids Quantitative (Post derivatisation HPLC)		
Albumin		
Alcohol		
Alkaline phosphatase		
Alkaline phosphatase-iso-enzymes		
Ammonia: Enzymatic		
Ammonia: Monitor		
Alpha-1-antitrypsin: Total		
Amylase		
Arsenic in blood, hair or nails		
Bilirubin - Reflectance		
Bilirubin: Total		
Bilirubin: Conjugated		
Breath Hydrogen Test		
CSF Nicotinic Acid		
CSF Glutamine		
Cadmium: Atomic absorption		
Calcium: Ionized		

Calcium: Spectrophotometric		
Calcium: Atomic absorption		
Carotene		
Carnitine (Total or free) in biological fluid: Each		
Carnitine (Total or free) in muscle: Each		
Acyl Carnitine		
Chloride		
Chol/HDL/LDL/Trig		
LDL cholesterol (chemical determination)		
Cholesterol total		
HDL cholesterol		
Cholinesterase: Serum or erythrocyte: Each		
Cholinesterase phenotype (Dibucaine or fluoride each)		
Total CO2		
Creatinine		
CSF-Immunoglobulin G		
C1-Esterase Inhibitor		
CSF-Albumin		
CSF-IgG Index		
Glutamic acid		
Homocysteine (random)		
Homocysteine (after Methionine load)		
D-Xylose absorption test: Two hours		
Fibrinogen: Quantitative		
Glucose tolerance test (2 specimens)		
Glucose strip-test with photometric reading		
Galactose		
Glucose tolerance test (3 specimens)		
Glucose tolerance test (4 specimens)		
Glucose: Quantitative		
Glucose tolerance test (5 specimens)		

Galactose-1-phosphate uridyl transferase		
Fructosamine		
HbA1C		
Immunofixation: Total protein, IgG, IgA, IgM, Kappa, Lambda		
Lithium: Flame ionisation		
Lithium: Atomic absorption		
Iron		
Iron-binding capacity		
Blood gases: Astrup/pO2 and ancillary tests - can only be charged to a maximum of 6 times per patient per day		
Oximetry analysis: MetHb, COHb, O2Hb, RHb, SulfHb		
Ketones in plasma: Qualitative		
Drug level-biological fluid: Quantitative per drug (others)		
Anti-Mullerian Hormone		
Cyclosporin assay		
Tacrolimus assay		
Lysosomal enzyme assay		
Thymidine kinase		
Lipase		
Lactate		
Lipoprotein electrophoresis		
Orosmucoid		
Osmolality: Serum or urine		
Magnesium: Spectrophotometric		
Magnesium: Atomic absorption		
Mercury: Atomic absorption		
Copper: Atomic absorption		
Protein electrophoresis		
IgG sub-class 1, 2, 3 or 4: Per sub-class		
Serological antibody (tests per antibody)		



Phosphate		
Potassium		
Sodium		
Protein: Total		
pH, pCO2 or pO2: Each		
Pyruvic acid		
Salicylates		
Caeruloplasmin		
Phenylalanine: Quantitative		
Aspartate aminotransferase (AST)		
Alanine aminotransferase (ALT)		
Creatine kinase (CK)		
Lactate dehidrogenase (LD)		
Gamma glutamyl transferase (GGT)		
Aldolase		
Angiotensin converting enzyme (ACE)		
Lactate dehidrogenase isoenzyme		
CK-MB: Immunoinhibition/precipitation		
Adenosine deaminase		
Serum/plasma enzymes		
Transferrin		
Lead: Atomic absorption		
Triglyceride		
Tay - Sachs Study		
Red cell magnesium		
Urea		
CK-MB: Mass determination: Quantitative (Automated)		
CK-MB: Mass determination: Quantitative (Not automated)		
Myoglobin quantitative: Monoclonal immunological		
Uric acid		

Vitamin D3		
Vitamin A-saturation test		
Vitamin E (tocopherol)		
Vitamin A		
Troponin isoforms: Each		
Apoprotein AI: Turbidometric method		
Apoprotein AII: Turbidometric method		
Apoprotein B: Turbidometric method		
Lipoprotein (a)(Lp(a)) assay		
Sodium + potassium + chloride + CO <sub>2</sub> + urea		
ELISA technique (other test) per antibody		
Sirolimus Assay		
Quantitative protein estimation: Mancini method		
Quantitative protein estimation: Nephelometer or Turbidometric method		
Quantitative protein estimation: Labelled antibody		
C-reactive protein (Ultra sensitive)		
Lactose		
Vitamin B6		
Zinc: Atomic absorption		
Urine dipstick, per stick (irrespective of the number of tests on stick)		
Abnormal pigments		
Alkapton test: Homogentisic acid		
Amino acids: Quantitative (Post derivatisation HPLC)		
Amino laevulinic acid		
Amylase		
Arsenic		
Ascorbic acid		
Bence-Jones protein		
Calcium: Atomic absorption		

Calcium: Spectrophotometric		
Lead: Atomic absorption		
Urine collagen telopeptides		
Bile pigments: Qualitative		
Protein: Quantitative		
Mucopolysaccharides: Qualitative		
Oxalate		
Glucose: Quantitative		
Steroids: Chromatography (each)		
Creatinine		
Creatinine clearance		
Electrophoresis: Qualitative		
Fetal Lung Maturity		
Urine/Fluid - Specific Gravity		
Metabolites HPLC (High Pressure Liquid Chromatography)		
Metabolites (Gaschromatography/Mass spectrophotometry)		
Pharmacological/Drugs of abuse: Metabolites HPLC (High Pressure Liquid Chromatography)		
Pharmacological/Drugs of abuse: Metabolites (Gaschromatography/Mass spectrophotometry)		
5-Hydroxy-indole-acetic acid: Screen test		
5HIAA (Hplc)		
Ketones: Excluding dip-stick method		
Reducing substances		
Metanephrines: Column chromatography		
Metanephrine (Hplc)		
Aromatic amines (gas chromatography/mass spectrophotometry)		
Nitrosonaphtol test for tyrosine		
Orotic Acid - Urine		
Very long Chain Fatty Acids		
Micro Albumin: Quantitative		

Micro Albumin: Qualitative		
pH: Excluding dip-stick method		
Thin layer chromatography: One way		
Thin layer chromatography: Two way		
Organic acids: Quantitative: GCMS		
Phenylpyruvic acid: Ferric chloride		
Chromium Total Urine		
Phosphate excretion index		
Porphobilinogen qualitative screen: Urine		
Porphobilinogen/ALA: Quantitative each		
Magnesium: Spectrophotometric		
Magnesium: Atomic absorption		
Identification of carbohydrate		
Identification of drug: Qualitative		
Identification of drug: Quantitative		
Urea clearance		
Copper: Spectrophotometric		
Copper: Atomic absorption		
Chloride		
Urobilinogen: Quantitative		
Phosphates		
Potassium		
Sodium		
Urea		
Uric acid		
Total protein and protein electrophoresis		
VMA: Quantitative		
Catecholamines (HPLC)		
Immunofixation: Total protein, IgG, IgA, IgM, Kappa, Lambda		
Immunoglobulin D		
Cystine: Quantitative		

Dinitrophenol hydrazine test: Ketoacids		
Chloride		
Fat: Qualitative		
Fat: Quantitative		
Ph		
Occult blood: Chemical test		
Occult blood: Monoclonal antibodies		
Potassium		
Sodium		
Secretory IgA		
Elastase quantitative ELISA		
Stercobilinogen: Quantitative		
Porphyrin screen qualitative: Urine, stool, red blood cells: Each		
Porphyrin qualitative analysis by TLC: Urine, stool, red blood cells: Each		
Porphyrin: Total quantisation: Urine, stool, red blood cells: Each		
Porphyrin quantitative analysis by TLC/HPLC: Urine, stool, red blood cells: Each		
Drug level in biological fluid: Monoclonal immunological		
Amylase in exudate		
Fluoride in biological fluids and water		
Trace metals in biological fluid: Atomic absorption		
Calcium in fluid: Spectrophotometric		
Calcium in fluid: Atomic absorption		
Gallstone analysis: (Bilirubin, Ca, P, Oxalate, Cholesterol)		
Urea breath test		
Lecithin in amniotic fluid: L/S ratio		
Lamellar body count in amniotic fluid		
Foam test: Amniotic fluid		
Renal calculus: Chemistry		

Renal calculus: Crystallography		
Sweat: Sodium		
Sweat: Potassium		
Sweat: Chloride		
Sweat collection by iontophoresis (excluding collection material)		
Tryptophane loading test		
Cell count		
Cell count, protein, glucose and chloride		
Chloride		
Sodium		
Protein: Qualitative		
Protein: Quantitative		
Glucose		
Urea		
Protein electrophoresis		
HCG: Latex agglutination: Qualitative (side room)		
HCG: Latex agglutination: Semi-quantitative (side room)		
HCG: Monoclonal immunological: Qualitative		
HCG: Monoclonal immunological: Quantitative		
Bone Specific Alk Phosphatase		
Anti IgE receptor antibody test (10 samples and dilution)		
Eosinophil cationic protein		
Micro-albuminuria: Radio-isotope method		
Acetyl choline receptor antibody		
CA-199 tumour marker		
Nuclear Matrix Protein 22		
CA-125 tumour marker		
C6 complement functional essay		
Beta-2-microglobulin		

Chromograqnin A		
CA-549		
Tumour markers: Monoclonal immunological (each)		
CA-195 tumour marker		
Carcino-embryonic antigen		
TSH Receptor Ab		
Cast Per Allergen		
CA-724		
Neuron specific enolase		
Osteocalcin		
Vitamin B12-absorption: Shilling test		
Serotonin		
T4 Free thyroxine (FT4)		
TSH/T4 Thyrotropin (TSH) + Free Thyroxine (FT4)		
Insulin		
C-Peptide		
Calcitonin		
B-Type Natriuretic Peptide		
Releasing hormone response		
Vitamin B12		
Vitamin D3: Calcitroil (RIA)		
Drug concentration: Quantitative		
Free hormone assay		
Growth hormone		
Hormone concentration: Quantitative		
Carbohydrate deficient transferrin		
Cortisol		
DHEA sulphate		
Testosterone		
Free testosterone		

Oestradiol		
Oestriol		
Multiple antigen specific IgE screening test for Atopy		
TSH - Thyrotropin (TSH)		
Combined antigen specific IgE		
TFT - Thyroid function test (T3+T4+TSH)		
T3 Free tri-iodothyronine (FT3)		
Renin activity		
Parathormone		
Aldosterone		
Follitropin (FSH)		
Lutropin (LH)		
Soluble transferrin receptor		
Prostate specific antigen		
17 Hydroxy progesterone		
Progesterone		
Alpha-feto protein		
ACTH		
Free PSA		
Sex hormone binding globulin		
Gastrin		
Ferritin		
Anti-DNA antibodies		
Antiplatelet antibodies		
Hepatitis: Per antigen or antibody		
Transcobalamine		
Folic acid		
Prostatic acid phosphatase		
Erythrocyte folate		
Prolactin		
Procalcitonin: Semi-quantitative		



Procalcitonin: Quantitative		
HCG: Quantitative as used for Down's screen		
First trimester Downs screen		
Second Trimester Down's screen		
Anti-CCP		
Erythropoietin		
HTLV I/II		
Anti-Gm1 Antibody Assay		
HIV Ab - Rapid Test		
Thyroglobulin		
SCC marker		
<b>CYTOGENETIC STUDIES</b>		
First trimester Downs screen		
Second Trimester Down's screen		
Cell culture: Lymphocytes, cord blood		
Cell culture: Amniotic fluid, fibroblasts, leukaemia bloods, bone marrow, other specialised cultures		
Cell culture: Chorionic villi		
Cytogenetic analysis: Lymphocytes: Idiograms, karyotyping, one staining technique		
Cytogenetic analysis: Amniotic fluid, fibroblasts, chorionic villi, products of conception, bone marrow, leukemia bloods: Idiograms, karyotyping, one staining technique		
<b>HAEMATOLOGY AND COAGULATION</b>		
Alkali resistant haemoglobin		
Antiglobulin test (Coombs' or trypsinized red cells)		
Antibody titration		
Antibody identification		
Bleeding time (does not include the cost of the simplate device)		
Blood volume, dye method		
Buffy layer examination		

Bone marrow cytological examination only		
Bone marrow Aspiration Procedure (excl consumables and histology)		
Bone marrow trephine biopsy (excl consumables and histology)		
Bone marrow aspiration and trephine biopsy procedure (excl consumables and histology)		
Capillary fragility: Hess		
Circulating anticoagulants		
Coagulation factor inhibitor assay		
Activated protein C resistance		
Coagulation time		
Anti-factor Xa Activity		
Cold agglutinins		
Protein S: Functional		
Compatibility for blood transfusion		
Cryoglobulin		
Protein C (chromogenic)		
Anti-thrombin III (chromogenic)		
Plasminogen (chromogenic)		
Lupus Russel Viper method		
Lupus Kaolin Exner method		
Erythrocyte count		
Factors V and VII: Qualitative		
Erythrocyte sedimentation rate		
Fibrin stabilizing factor (urea test)		
Fibrin monomers		
Plasminogen activator inhibitor (PAI-I)		
Tissue plasminogen Activator (tPA)		
Osmotic fragility (before and after incubation)		
ABO Reverse Group		
Full blood count		
Full cross match		

Coagulation factors: Quantitative		
Factor VIII related antigen		
Coagulation factor correction study		
Factor XIII related antigen		
Haemoglobin estimation		
Contact activated product assay		
Grouping: A B and O antigens		
Grouping: Rh antigen		
PIVKA		
Euglobulin Lysis time		
Haemoglobin A2 (column chromatography)		
Haemoglobin electrophoresis		
Haemoglobin electrophoresis HPLC		
Haemoglobin-S (solubility test)		
Haptoglobin: Quantitative		
Ham's acidified serum test		
Heinz bodies		
Haemosiderin in urinary sediment		
Leucocyte differential count		
Leucocytes: Total count		
QBC malaria concentration and fluorescent staining		
LE-cells		
Neutrophil alkaline phosphatase		
Packed cell volume: Haematocrit		
Plasmodium falciparum: Monoclonal immunological identification		
Plasma haemoglobin		
Platelet sensitivities		
Platelet aggregation per aggregant		
Platelet count		
Platelet adhesiveness		

Prothrombin consumption		
Prothrombin determination (two stages)		
Prothrombin index (INR)		
Therapeutic drug level: Dosage		
Reticulocyte count		
Schumm's test		
Sickling test		
Sucrose lysis test for PNH		
T and B-cells EAC markers (limited to ONE marker only for CD4/8 counts)		
Thrombo - Elastogram		
Fibrinogen titre		
Glucose 6-phosphate-dehydrogenase: Qualitative		
Glucose 6-phosphate-dehydrogenase: Quantitative		
Red cell pyruvate kinase: Quantitative		
Red cell Rhesus phenotype		
Haemoglobin F in blood smear		
Partial thromboplastin time		
Thrombin time (screen)		
Thrombin time (serial)		
Haemoglobin H		
Fibrin degeneration products (diffusion plate)		
Fibrin degeneration products (latex slide)		
XDP (Dimer test or equivalent latex slide test)		
Haemagglutination inhibition		
D-Dimer (quantitative)		
Ristocetin Cofactor		
Heparin removal		
Autogenous vaccine		
Entomological examination		
Parasites in blood smear		

CD4/CD8		
Flow Cytometry per marker		
<b>IMMUNOLOGY &amp; TISSUE TYPING</b>		
HLA test for specific allele DNA-PCR		
HLA typing low resolution Class I DNA-PCR per locus		
HLA typing low resolution Class II DNA-PCR per locus		
HLA typing high resolution Class I or II DNA-PCR per locus		
Anti IgE receptor antibody test (10 samples and dilution)		
Mast cell tryptase		
Acetyl choline receptor antibody		
IgE: Total		
Antigen specific IgE		
Panel typing: Antibody detection: Class I		
Panel typing: Antibody detection: Class II		
HLA test for specific locus/antigen - serology		
HLA typing: Class I - serology		
HLA typing: Class II - serology		
HLA typing: Class I & II - serology		
Cross matching T-cells (per tray)		
Cross matching B-cells		
Cross matching T- & B-cells		
<b>MICROBIOLOGY</b>		
Miscellaneous (body fluids, urine, exudate, fungi, puss, scrapings, etc.)		
Fungus identification		
Faeces (including parasites)		
Inclusion bodies		
Crystal identification polarized light microscopy		
Campylobacter in stool: Fastidious culture		
Antigen detection with polyclonal antibodies		

Mycobacteria microscopy		
Antigen detection with monoclonal antibodies		
Concentration techniques for parasites		
Dark field, phase or interference contrast microscopy, Nomarski or Fontana		
Cytochemical stain		
Antibiotic susceptibility test: Per organism		
Adhesive tape preparation		
Clostridium difficile toxin: Monoclonal immunological		
Antibiotic assay of tissues and fluids		
Blood culture: Aerobic		
Blood culture: Anaerobic		
Bacteriological culture: Miscellaneous		
Radiometric blood culture		
Bacteriological culture: Fastidious organisms		
In vivo culture: Bacteria		
In vivo culture: Virus		
Bacterial exotoxin production (in vivo assay)		
Fungal culture		
Clostridium difficile (cytotoxicity neutralisation)		
Antibiotic level: Biological fluids		
Rotavirus latex slide test		
Identification of virus or rickettsia		
Identification: Chlamydia		
Culture for staphylococcus aureus		
Anaerobe culture: Comprehensive		
Anaerobe culture: Limited procedure		
Beta-lactamase assay		
Sterility control test: Biological method		
Mycobacterium culture		
Radiometric tuberculosis culture		

Mycoplasma culture: Comprehensive		
Identification of mycobacterium		
Mycobacterium: Antibiotic sensitivity		
Antibiotic synergistic study		
Viable cell count		
Biochemical identification of bacterium: Abridged		
Biochemical identification of bacterium: Extended		
Serological identification of bacterium: Abridged		
Serological identification of bacterium: Extended		
Grouping for streptococci		
Antimicrobial substances		
Radiometric mycobacterium identification		
Radiometric mycobacterium antibiotic sensitivity		
Helicobacter: Monoclonal immunological		
HIV ELISA - Antibodies to human immunodeficiency virus (HIV)		
IgE: Total: EMIT or ELISA		
Auto antibodies by labelled antibodies		
Sperm antibodies		
Virus neutralisation test: First antibody		
Virus neutralisation test: Each additional antibody		
Precipitation test per antigen		
Agglutination test per antigen		
Cryptococcal Antigen		
Haemagglutination test: Per antigen		
Modified Coombs' test for brucellosis		
Hepatitis Rapid Viral Ab		
Antibody titer to bacterial exotoxin		
IgE: Specific antibody titer: ELISA/EMIT: Per Ag		
Complement fixation test		
IgM: Specific antibody titer:ELISA/EMIT: Per Ag		

C-reactive protein (CRP)		
IgG: Specific antibody titer: ELISA/EMIT: Per Ag		
Qualitative Kahn, VDRL or other flocculation		
Neutrophil phagocytosis		
Quantitative Kahn, VDRL or other flocculation		
Neutrophil chemotaxis		
Tube agglutination test (others)		
Paul Bunnell: Presumptive		
Infectious mononucleosis latex slide test (Monospot or equivalent)		
Anti Gad/Ia2 Ab		
Rose Waaler agglutination test		
Gonococcal, listeria or echinococcus agglutination		
Slide agglutination test		
Serum complement level: Each component		
Anti Ia2 Antibodies		
Anti Gad Antibodies		
Auto-antibody: Sensitized erythrocytes		
Herpes virus typing: Monoclonal immunological		
Western blot technique		
Epstein-Barr virus antibody titer		
Immuno-diffusion test: Per antigen		
Respiratory syncytial virus (ELISA technique)		
Immuno electrophoresis: Per immune serum		
Polymerase chain reaction		
Indirect immuno-fluorescence test (bacterial, viral, parasitic)		
Lymphocyte transformation		
Bilharzia Ag Serum/Urine		
Histone Ab		
Quantitative PCR (DNA/RNA) others		
Recombinant DNA technique per probe		



Ribosomal RNA targeting for bacteriological identification		
Ribosomal RNA amplification for bacteriological identification		
Bacteriological DNA identification (LCR) per probe		
Bacteriological DNA identification (PCR) per test		
Mixed antiglobulin reaction: Semen		
Friberg test: Semen		
Kremer test: Semen		
Quantitative PCR - viral load (not HIV) - hepatitis C, hepatitis B, CMV, etc.		
Semen analysis: Cell count		
Semen analysis: Cytology		
Semen analysis: Viability + motility - 6 hours		
Semen analysis: Supravital stain		
Seminal fluid: Alpha glucosidase		
Seminal fluid fructose		
Seminal fluid: Acid phosphatase		
Helicobacter: Pylori antigen test		
HIV Ab - Rapid Test		
Antibiotic MIC per organism per antibiotic		
Non-radiometric automated blood cultures		
Rapid automated bacterial identification per organism		
Rapid automated antibiotic susceptibility per organism		
Rapid automated MIC per organism per antibiotic		
Mycobacteria: MIC determination - E Test		
Mycobacteria: Identification HPLC		
Mycobacteria: Liquefied, consentrated, fluorochrome stain		
Transmission electron microscopy		
HIV Drug Resistance Testing		
HIV Viral Load		

HIV Qualitative DNA test		
Scanning electron microscopy		
<b>MOLECULAR STUDIES/PCR</b>		
Specified additional analysis e.g. mosaicism, Fanconi anaemia, Fra X, additional staining techniques		
FISH procedure, including cell culture		
FISH analysis per probe system		
Blood: DNA extraction		
Blood: Genotype per person: Southern blotting		
Blood: Genotype per person: PCR		
Prenatal diagnosis: Amniotic fluid or chorionic tissue: DNA extraction		
Prenatal diagnosis: Amniotic fluid or chorionic tissue: Genotype per person: Southern blotting		
Prenatal diagnosis: Amniotic fluid or chorionic tissue: Genotype per person: PCR		
PCR - generic tests per marker		
DNA paternity test profile per individual		
Quantitative PCR (DNA/RNA) others		
Qualitative PCR (DNA/RNA) others		
<b>OTHER CONSULTATION WORK</b>		
Attendance in theatre		
Sit-in consultancy per hour session		
Teaching consultancy per hour session		
<b>D002: FEES GUIDELINES FOR DENTAL PRACTITIONERS</b>		
<b>A) Radiology</b>		
Intraoral radiograph ( each )		
Orthopantomogram ( OPG )		
Cephalometric radiograph		
Sialogram		

TMJ Tomograms ( each )		
<b>B) Peridontics</b>		
Polishing / stain removal		
Scaling and polishing		
Prophylaxis		
Root planing, per quadrant		
Periodontal flap surgery per quadrant		
Bone augmentation		
Periodontal splinting		
Gingivoplasty per quadrant		
Crown lengthening per tooth		
Operculectomy		
Guided tissue regeneration		
Desensitisation ( per visit )		
Flouride application		
Splinting mobile teeth		
<b>C) Restorative Dentistry</b>		
Fissure sealing per tooth		
Fillings:		
Amalgam : one surface		
Amalgam : two surface		
Amalgam : three surface		
Amalgam : more than three surfaces		
Tooth colored : one surface		
Tooth colored : two surface		
Tooth colored : three surface		

Tooth colored : more than three surfaces		
Pins ( for each pin )		
Posts ( for each post )		
<b>D) Fixed Prosthodontics</b>		
Temporary crown		
Prefabricated post & core build up		
Cast post & core (excluding cost of gold)		
Stainless teel crown		
Crown / bridge per unit		
Partial veneers (excluding lab fees/ metal)		
Inlays / onlays (excluding cost of gold)		
Recementation - simple crown and bridge		
Recementation - complex crown and bridge		
Crown / bridge removal (per unit)		
Repair of porcelain		
<b>E) Aesthetic Dentistry</b>		
Bleaching per arch ( home bleach )		
Power bleaching		
Microabrasion (per tooth )		
Composite veneers ( each ) - direct		
Composite veneers (each) - indirect		
Porcelain veneers ( each )		
Masking ( per tooth)		
<b>F) Implant Dentistry</b>		
Single Osseo – intergrated implant (placing )		

Second implant same jaw		
Third implant same jaw		
Single implant exposure		
Second implant exposure same jaw		
Third / other exposure same jaw		
Grafting site		
<b>D008) Endodontics</b>		
Pulpotomy		
Root Canal Treatment:		
Anterior Teeth		
Premolars		
Molars		
Accessory or extra canals (Each)		
Retreatments, root treated teeth (extra)		
Access through crowns (Extra)		
Bleaching non – vital (per tooth/per session)		
<b>G) Removable Prosthodontics</b>		
Repair of broken denture		
Addition of tooth on denture		
Rebase, relines, soft Liner		
Complete upper and lower denture		
Complete upper or lower denture		
Acrylic partial denture 1 – 3 teeth		
Acrylic partial denture 4 – 6 teeth		
Acrylic partial denture 7 or more teeth		
Cobalt chrome denture		
Repair of cobalt chrome framework		
Michigan / occlusal Splint		

Mouth protector / guard		
Obturator with acrylic base		
Obturator with cobalt chrome frame		
Facial prosthesis ( facial)		
<b>F) Orthodontics</b>		
Orthodontics consultation		
Orthodontics study models		
Diagnosis and treatment planning		
First removable appliance		
Subsequent removal appliance		
Removable retainer per arch		
Removable habit breaker		
Removable space maintainer		
Fixed habit breaker		
Fixed retainer per arch		
Fixed space maintainer per arch		
Fixed orthodontic treatment per arch		
Sectional fixed appliance per arch		
<b>ORAL AND MAXILLOFACIAL SURGERY</b>		
<b>G) Minor Oral Surgery (LA)</b>		
Incision & Drainage dentoalveolar abscess (I&D)		
Cervical lymph node biopsy		
MUA # nose		
Intranasal antrostomy		
<b>Intermediate II</b>		
Surgical removal supernumerary/other teeth		
Transplantation/reimplantation of teeth		

EUA		
Removal of bone plates		
Reduction of alveolar fracture		
Sequestrectomy/Decortication Mandible/Maxilla		
Tracheostomy: routine		
Intermediate faciaal soft tissue repair		
Exploration/removal facial foreign bodies		
TMJ athroscopy		
Endoscopic EUA/biopsy		
Incision & Drainage head and neck abscess		
Posterior apicectomy		
Septoplasty – simple		
<b>Intermediate I</b>		
Surgical removal of impacted third molars		
Surgical exposure/removal of impacted canines		
Closure of oro – antral fistula		
Caldwell-Luc procedure		
Elevation # zygoma: closed		
Exploration of submandibular/parotid gland duct		
Enucleation of mandibular/maxillary mass		
Excision of head and neck lipoma		
Submandibular gland Sialadenectomy		
Sublingual gland Sialadenectomy		
Vestibuloplasty & skin graft		
Excision of oral/facial fibrousseous lesion		
Coronoidectomy		
Temporalis/Masseter Myotomy		
Cryotherapy to V Nerve branches/Minor Haemangioma		
Cheiloplasty		

Minor oral/facial bone/cartilage onlay graft		
Torticollis/Fibromatosis Colli correction		
Lip shave & Mucosal Advancement Flap		
Wedge excision & primary closure lip		
Excision facial BCC & local flap reconstruction		
Excision/revision of facial scar		
Primary repair bilateral cleft lip		
Primary repair bilateral/complete cleft palate		
Pharyngoplasty		
Revision cleft lip/nose/palatoplasty		
<b>Major II</b>		
Closed reduction # mandible/maxilla		
Segmental osteotomy mandible/maxilla		
Excision of thyroglossal cyst		
Removal of branchial/thyroglossal neck cyst		
Superficial parotidectomy		
Extraoral/intraoral implants		
Ridge augmentation/sinus lift		
Genioplasty: augmentation/reduction		
Tongue reduction		
Open joint procedure TMJ		
Closure cleft oronasal fistula & bone graft		
Excision of scalp lesion & Wolfe graft		
Open rhinoplasty & auricular cartilage grafts		
Partial thickness skin graft to oral defect – minor		
Full thickness skin/composite graft oral defect		
<b>Major I</b>		
ORIF # Zygoma		
Exploration/graft orbital #		



ORIF Nasoethmoid/frontal #		
ORIF # Maxilla (Le Fort I)		
ORIF # Mandible		
Major facial soft tissue repair		
Mandibular osteotomy (Le Fort I/cleft) (SS/VS/EO)		
Maxillary Osteotomy (Le Fort I/cleft)		
Postcondylar cartilage graft		
Salivary duct redirection (Wilkie procedure)		
Cleft alveolar bone graft		
Excision facial hemangioma/lymphangioma		
Nerve exploration & microsurgical repair		
Primary repair unilateral cleft lip		
Primary repair unilateral/incomplete cleft palate		
Closed Rhinoplasty		
Radical/modified neck dissection (RMND)		
Radical Parotidectomy		
<b>Complex Major</b>		
ORIF # zygoma & orbit – complex comminuted		
ORIF # nasoethmoid		
Frontal & Canthopexy		
ORIF # maxilla (Le Fort II/III) – unilateral		
ORIF # maxilla (Le Fort II/III) – bilateral		
ORIF # mandible – complex comminuted		
Complex facial soft tissue repair (STR)		
Complex facial STR & VIIIn/parotid duct repair		
Radical Parotidectomy & VIIIn graft		
Le Fort II/Kufener midfacial osteotomy		
Bimaxillary osteotomy		
Costochondral graft to mandible		
Hypertelorism correction		

Secondary craniofacial reconstruction		
Closed rhinoplasty		
RMND & Mandibulectomy/Maxillectomy		
RMND & reconstruction plate/bone graft		
RMND & glossectomy/oral cancer resection		
RMND & pedicled flap/microvascular free flap		
<b>NOTES</b>		
2. Surgical Fees do not include Implant costs.		
<b>Fees Guidelines for Dental Practitioners</b>		
<b>Intermediate I</b>		
Surgical removal of impacted third molars		
Surgical exposure / removal of impacted canines		
Closure of oro - antral fistula		
Caldwell-Luc procedure		
Elevation # zygoma : closed		
Exploration of submandibular / parotid gland duct		
Enucleation of mandibular / maxillary cyst		
Excision of head and neck lipoma		
Submandibular gland sialadenectomy		
Sublingual gland sialadenectomy		
Vestibuloplasty ± skin graft		
Excision of oral / facial fibroosseous lesion		
Coronoidectomy		
Temporalis / masseter myotomy		
Cryotherapy to V nerve branches / minor haemangioma		
Cheiloplasty		

Minor oral / facial bone / cartilage onlay graft		
Torticollis /fibromatosis colli correction		
Lip shave + mucosal advancement flap		
Wedge excision + primary closure lip		
Excision facial BCC + local flap reconstruction		
Excision / revision of facial scar		
Primary repair bilateral cleft lip		
Primary repair bilateral / complete cleft palate		
Pharyngoplasty		
Revision cleft lip / nose / palatoplasty		
<b>Major II</b>		
Closed reduction # mandible / maxilla		
Segmental osteotomy mandible / maxilla		
Excision of thyroglossal cyst		
Removal of branchial / thyroglossal neck cyst		
Superficial parotidectomy		
Extraoral / intraoral implants		
Ridge augmentation / sinus lift		
Genioplasty : augmentation / reduction		
Tongue reduction		
Open joint procedure TMJ		
Closure cleft oronasal fistula +/- bone graft		
Excision of scalp lesion + wolfe graft		
Open rhinoplasty ± auricular cartilage grafts		
Partial thickness skin graft to oral defect - minor		
Full thickness skin / composite graft oral defect		
<b>Major I</b>		

ORIF # zygoma		
Exploration / graft orbital #		
ORIF nasoethmoid / frontal #		
ORIF # maxilla (LeFort I)		
ORIF # mandible		
Major facial soft tissue repair		
Mandibular osteotomy		
(SS / VSS / EO)		
Maxillary osteotomy		
(LeFort I / cleft)		
Postcondylar cartilage graft		
Salivary duct redirection		
( Wilkie procedure )		
Cleft alveolar bone graft		
Excision facial hemangioma / lymphangioma		
Nerve exploration ± microsurgical repair		
Primary repair unilateral cleft lip		
Primary repair unilateral / incomplete cleft palate		
Closed rhinoplasty		
Radical / modified neck dissection (RMND)		
Radical parotidectomy		
<b>Complex Major</b>		
ORIF # zygoma + orbit - complex comminuted		
ORIF # nasoethmoid /		
frontal + canthopexy		
ORIF # maxilla (LeFort II / III) - unilateral		
ORIF # maxilla (LeFort II / III) - bilateral		
ORIF # mandible - complex comminuted		

Complex facial soft tissue repair (STR)		
Complex facial STR + VIIIn / parotid duct repair		
Radical parotidectomy + VIIIn graft		
LeFort II / kufner midfacial osteotomy		
Bimaxillary osteotomy		
Costochondral graft to mandible		
Hypertelorism correction		
Secondary craniofacial reconstruction		
Closed rhinoplasty		
RMND+ mandibulectomy / maxillectomy		
RMND + reconstruction plate / bone graft		
RMND + glossectomy / oral cancer resection		
RMND + pedicled flap / microvascular free flap		
<b>NOTES:</b>		
1) For Multiple procedures, additional procedures to be charged at 50%.		
2) Surgical Fees do not include implant costs.		
<b>D013) Dental Treatment under General Anaesthesia</b>		
Children : Multiple fillings / extractions		
Adults : Multiple fillings / extractions		
Excluding theatre/hospital charges, materials and anaesthetists Fess		

### 3. TENDER SECURITY FORM

Whereas (name of bidder) hereinafter called <the tenderer> has submitted its bid dated (date of submission of bid) for the provision of insurance services (hereinafter called <the tender>.

KNOW ALL PEOPLE by these presents that WE (*name of bank*) of (*name of country*), having our registered office at (*Name of Commission*) (hereinafter called <the procuring entity> in the sum of (*state the amount*) for which payment will and truly to be made to the said procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its tender during the period of tender validity specified by the Form: or
2. The tender, having been notified of the acceptance of its tender by the Parliamentary Service Commission during the period of tender validity.
  - (a) Fails or refuses to execute the Contract Form, if required; or
  - (b) Fails or refuses to furnish the Performance security, in accordance with the Instructions to tenders.

We undertake to pay to the Parliamentary Service Commission up to the above amount upon receipt of its first written demand, without the Parliamentary Service Commission having to substantiate its demand, provided that in its demand the Parliamentary Service Commission will note the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition(s).

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above stated date.

(Authorized Signatories and official stamp of the Bank)

# MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE

*(Must be filled by all applicants or Tenderers' who choose to participate in this tender and enclosed in the technical proposal submission envelope)*

<b>Name of Applicant (S)</b> .....
---------------------------------------

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Part 2 (d) to part 2(i) must be filled.

You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

## **Part 1 - General**

Business Name:.....Certificate of Incorporation / Registration No. ....Location of business premises:

Country .....Physical address .....

Town .....Building.....

Floor.....Plot No. ....

Street / Road .....Postal Address .....

Postal / Country Code.....Telephone No's.....

Fax No's. ....E-mail address .....

Website .....

Contact Person (*Full Names*) .....Direct / Mobile No's.....

Title ..... Power of Attorney (**Yes / No**)

If **Yes**, attach written document.

Nature of Business (*Indicate whether manufacturer, distributor, etc*)

.....

<b>(Applicable to Local suppliers only)</b>
---------------------------------------------

Local Authority Trading License No. .... Expiry Date .....
------------------------------------------------------------

Value Added Tax No.....
-------------------------

Value of the largest single assignment you have undertaken to date (**US\$/Kshs.**)

.....

Was this successfully undertaken? **Yes / No**. ....(If **Yes**, attach reference)

Name (s) of your banker s).....

Branches ..... Tel No's. ....

**Part 2 (a) – Sole Proprietor**

Full names .....

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

Company Profile .....

**Part 2 (b) – Partnerships**

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
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1. ....

2. ....

3. ....

4. ....

Company Profile .....(.....

**Part 2 (c) – Registered Company**

Private or public .....

Company Profile .....(Attach brochures or annual reports in case of public companies)

State the nominal and issued capital of the Company

Nominal KShs .....

Issued KShs .....

List of top ten (10) shareholders and distribution of shareholding in the company.

Give details of all directors as follows:-

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
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1. ....

2. ....

3. ....

4. ....

**Part 2 (d) – Debarment**

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by the Commission and any other public or private institutions.

Full Names .....

Signature.....

Dated this .....day of .....2015.

In the capacity of .....

Duly authorized to sign Tender for and on behalf of .....



**Part 2 (e) – Criminal Offence**

I/We, (Name (s) of Director (s)):-

- a).....
- b).....
- c).....

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed .....

For and on behalf of.....

In the capacity of .....

Dated this .....day of .....2016

Suppliers' / Company's Official Rubber Stamp.....

**Part 2 (f) – Conflict of Interest**

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

- a) .....
- b) .....
- c) .....
- d) .....

For and on behalf of M/s .....

In the capacity of .....

Dated this .....day of .....2016

Suppliers' / Company's Official Rubber Stamp

.....

**Part 2 (g) – Interest in the Firm:**

Is there any person/persons in the PSC or any other public institution who has interest in the Firm? Yes/No ..... (Delete as necessary) Institution

.....

.....  
**(Title)**

.....  
**(Signature)**

.....  
**(Date)**

**Part 2(h) – Experience**

Please list here below similar projects accomplished or companies / clients you have provided with similar services in the last two (2) years.

<b><u>Company Name</u></b>	<b><u>Country</u></b>	<b><u>Contract/ Order No.</u></b>	<b><u>Value</u></b>
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....
5.....	.....	.....	.....
Contact person (Full Names).....			
E-mail address.....			
Cellphone no .....			

**Part 2(i) – Declaration**

I / We, the undersigned state and declare that the above information is correct and that I / We give the PSC authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names.....

Signature.....

For and on behalf of M/s .....

In the capacity of .....

Dated this .....day of .....2016.

Suppliers' / Company's Official Rubber Stamp

.....

## 4. CONTRACT FORM

THIS AGREEMENT made the \_\_\_day of \_\_\_\_20\_\_\_between.....[name of procurement entity] of .....[country of Procurement entity](hereinafter called "the Parliamentary Service Commission") of the one part and .....[name of tenderer] of .....[city and country of tenderer](hereinafter called "the tenderer") of the other part.

WHEREAS the Parliamentary Service Commission invited tenders for certain materials and spares. Viz..... [Brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the spares in the sum of .....[contract price in words and figures]

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) Description of the services to be performed
- (d) The Technical Specifications;
- (e) The General Conditions of Contract;
- (f) The Special Conditions of Contract; and
- (g) The Parliamentary Service Commission's Notification of award.

3. In consideration of the payments to be made by the Parliamentary Service Commission to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Parliamentary Service Commission to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Parliamentary Service Commission hereby covenants to pay the tenderer in consideration of the provision of the materials and spares 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 Privatization Commission)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer)  
in the presence of \_\_\_\_\_.

## 5. PERFORMANCE SECURITY FORM

To: .....  
[Parliamentary Service Commission]

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 services](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 figures],*

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 your 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

\_\_\_\_\_  
Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

*(Amend accordingly if provided by Insurance Company)*

## **APPENDIX A: SAMPLE LETTER OF NOTIFICATION OF AWARD**

M/S  
P. O. Box  
Nairobi

Dear Sir/Madam,

**RE: PROVISION OF MEDICAL SERVICES TO PARLIAMENTARY SERVICE COMMISSION FOR STAFF (TENDER NO. PSC/012/2016-2017)**

Your Bid dated ..... for provision of Medical Services to Parliamentary Service Commission is hereby accepted.

The Contract Documents are in the course of preparation and you will be called to sign them after (7No.) days have elapsed from the date of this letter.

The duration of this contract will be for five years from the date of commencement which may be renewed for a further five years subject to satisfactory performance and the payment will be as per the Contract.

Please acknowledge your acceptance of the offer within seven (7) days from the date of this letter and communicate with the Contract Manager immediately and thereafter on all matters relating to the contract.

Yours faithfully,

**CLERK OF THE SENATE/SECRETARY,  
PARLIAMENTARY SERVICE COMMISSION**