

REQUEST FOR QUOTATION (RFQ)

Nairobi Women's Hospital College Limited (NWH College)

Supply of Fabrics and Accessories for Production of Uniforms, Scrubs & Lab Coats

RFQ No.: NWHC/PROC/1/2025

Issue Date: 9th December 2025

Closing Date: 6th January 2026

1. INTRODUCTION

Nairobi Women's Hospital College (NWH College) invites sealed quotations from qualified, reputable, and competent suppliers for the supply and delivery of fabrics and sewing accessories required for the production of staff uniforms, scrubs and lab coats. The items must meet the technical specifications as outlined in this RFQ document.

This RFQ aims to identify suppliers capable of providing high-quality materials, timely delivery and value for money in line with NWH College procurement standards.

Note on Sample Inspection:

Inspection, verification, and confirmation of fabric samples shall be done at:

Nairobi Women's Hospital College (NWH College)

Kikuyu Road, Waithaka, Dagoreti South, Nairobi, Kenya

P.O. Box 10552-00100, Nairobi

Dates: Monday, 15th December 2025 to Wednesday, 17th December 2025

Final delivery of approved goods shall also be made to **NWH College – Central Stores**.

2. SCOPE OF SUPPLY

The supplier shall provide the items listed in the **Bill of Quantities (BOQ)**. All fabrics and accessories must:

- Meet the required quality and technical specifications
- Be delivered in approved packaging
- Match colour standards where applicable
- Be free from defects and contamination
- Be delivered within the agreed timelines

3. BILL OF QUANTITIES (BOQ)

No.	Item Description	Technical Specifications	Quantity /Unit of Measure	Specification (Roll Length / Pieces Per Packet)	Unit Price (KES)	Total Price (KES)
1	Garbardine – White	Tight twill weave; strong; abrasion resistant; good drapeability; wrinkle-resistant; 60% cotton / 40% polyester; white; not colour-fast	78 Rolls	Each Roll: 30 Metres		
2	Garbardine – Green	Tight twill weave; durable; good drapeability; wrinkle-resistant; 60% cotton / 40% polyester; green; not colour-fast	58 Rolls	Each Roll: 30 Metres		
3	Garbardine – Maroon	Tight twill weave; durable; good drapeability; wrinkle-resistant; 60% cotton / 40% polyester; maroon; not colour-fast	23 Rolls	Each Roll: 30 Metres		
4	Mint White Fabric	Smooth & lustrous; resistant to mites & mildew; 70% polyester / 30% cotton	19 Rolls	Each Roll: 35 Metres		
5	Navy Blue Fabric	Smooth & lustrous; resistant to mites & mildew; 70% polyester / 30% cotton; not colour-fast	1 Roll	35 Metres		
6	Poplin – Green	80% cotton / 20% polyester; plain weave; smooth surface; green	22 Rolls	Each Roll: 27 Metres		
7	Poplin – Maroon	80% cotton / 20% polyester; plain weave; smooth surface; maroon	7 Rolls	Each Roll: 27 Metres		
8	Elastic	White; excellent stretch & recovery; 1.5 inches wide; spandex fibre	37 Rolls	Each Roll: 50 Metres		
9	Green Cone Thread	Green; strong; abrasion-resistant; elastic; 50% polyester / 50% cotton	15 Packets	12 Pieces Per Packet		
10	White Cone Thread	White; strong; abrasion-resistant; elastic; 50% polyester / 50% cotton	28 Packets	12 Pieces Per Packet		
11	Maroon Cone Thread	Purple/maroon; strong; abrasion-resistant; good elasticity; 50% polyester / 50% cotton	7 packets	12 Pieces Per Packet		
12	Overlock Thread	White; durable for high-speed overlock machines; 50% polyester / 50% nylon; good elasticity	52 Pieces	Quantity in volume not specified		
13	Lab Coat Buttons	Plastic; clear; 4-hole; medium size; smooth texture; lightweight	8 Packets	100 pieces @ Packets		
14	Purple Striped Fabric	Braided weave:80% cotton/20% polyester; smooth and soft texture	176 Rolls	Each Roll: 30 Metres		
15	Poplin – White	80% cotton / 20% polyester; plain weave; smooth surface; white	132 Rolls	Each Roll: 27 Metres		
16	Poplin – Purple	80% cotton / 20% polyester; plain weave; smooth surface; purple	21 Rolls	Each Roll: 27 Metres		
17	Kinjana – Black Fabric	80% cotton / 20% polyester; highly twisted weave; strong; black	14 Rolls	Each Roll: 27 Metres		

18	Hard Canvas	Heat-activated adhesive on one side; firm; stable support; 100% nylon; white	14 Rolls	Each Roll:50 Metres		
19	Belting	70% polyester / 30% nylon; strong; abrasion-resistant; low elongation; black	7 rolls	Each Roll:50 Metres		
20	Black Zippers	Nylon coil zipper; black; slider with interlocking teeth	7 Packets	Each Roll:50 Metres		
21	Black Cone Thread	Black; strong; abrasion-resistant; elastic; 50% polyester / 50% cotton	4 Packets	12 Pieces Per Packet		
22	Purple Cone Thread	Purple; strong; abrasion-resistant; elastic; 50% polyester / 50% cotton	4 Packets	12 Pieces per packet		
23	Shirt Buttons	Plastic; clear; 4-hole; machine-stitch compatible	6 Packets	1,400 Pieces Per Packet		
24	Dress Buttons	Plastic; clear; 2-hole; machine-stitch compatible	8 Packets	1,400 Pieces Per Packet		
25	Trouser Buttons	Black; 4-hole; strong for machine stitching	2 Packets	12 Pieces Per Packet		
26	Hooks	Stainless steel; hook & bar system; silver	2 Packets	<i>Pieces Not Specified – Please Confirm</i>		
27	Tailor's Chalk	Triangular; assorted colours; durable; non-permanent	8 Packets	12 Pieces per packet		
	Sub – Totals					
	16% VAT					
	Grand Totals					

Table 1: Fabric and Accessories for Production of Uniforms, Scrubs and Lab Coats

4. INSTRUCTIONS TO SUPPLIERS

4.1 Quotation Content

Suppliers must submit a quotation that includes:

1. Unit price for each item (inclusive of taxes)
2. Total price for the quantities specified
3. Delivery lead time
4. Validity period of the quotation (minimum 60 days)
5. Company profile (including registration documents)
6. Past experience with similar supplies

7. Warranty information where applicable

4.2 Mandatory Requirements

- Copy of certificate of incorporation/registration
- Valid tax compliance certificate
- PIN and VAT registration
- Business permit
- Duly filled BOQ
- Signed and stamped RFQ document

5. EVALUATION CRITERIA

5.1 Preliminary Evaluation

- Submission of mandatory documents
- Completeness and signing of the RFQ

5.2 Technical Evaluation

- Compliance with specifications
- Quality of samples (where requested)
- Delivery capability

5.3 Financial Evaluation

- Competitiveness of price
- Overall cost of ownership
- Price consistency and completeness

6. DELIVERY REQUIREMENTS

- **Delivery Site:** Nairobi Women's Hospital College – Central Stores, Waithaka, Dagoreti South
- **Delivery Deadline:** As per agreement with NWH
- **Delivery Hours:** Monday–Friday, 8:00 AM – 4:00 PM
- All deliveries must include a delivery note and invoice

7. TERMS OF PAYMENT

Payment will be made **within 30 days** after:

- Acceptance and verification of goods
- Submission of correct invoice and delivery documents

8. CLARIFICATIONS

Any request for clarification regarding this RFQ should be made in writing to:

Procurement Department

Nairobi Women's Hospital

Email: procurementmanager@nwch.co.ke OR proc.surgicals@nwch.co.ke

9. SUBMISSION OF QUOTATION

Completed quotations should be submitted strictly via email to (procurementmanager@nwch.co.ke) in a **sealed e-envelop One zipped folder** clearly marked:

“RFQ No: NWHC/PROC/1/2025 – Supply of Fabrics and Accessories”

DO NOT OPEN BEFORE CLOSING DATE

Addressed to: **The Procurement Manager**

Nairobi Women's Hospital

P.O.BOX 10552-00100 Nairobi, Kenya

10. SUPPLIER'S DECLARATION

I/We the undersigned, hereby declare that:

- I/We have read and understood the requirements of this RFQ
- The information provided is true and accurate
- The quotation submitted is valid for the period indicated

Supplier Name: _____ **Director Shareholder:** _____

Authorized Signatory: _____ **Company Stamp:** _____