



An ISO 9001:2015 Certified Hospital



**MOI TEACHING AND REFERRAL
HOSPITAL
P.O. BOX 3-30100
ELDORET.**

TENDER NO. MTRH/R/15/2024-2025

**REGISTRATION OF SUPPLIERS FOR
SUPPLY AND DELIVERY OF FLOWERS
AND TREES
CLOSING DATE 19TH NOVEMBER, 2024**

AT: 10.00 AM

PRE-QUALIFICATION AND REGISTRATION DOCUMENT

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REGISTRATION INSTRUCTIONS

1.1 Background

Moi Teaching and Referral Hospital (MTRH) was established in 1916 and it is currently a National Referral Hospital with a bed capacity of 1000 beds and serving all Northern parts of Kenya and Neighboring Countries. The Hospital strives to be the leading Multi-Specialty Hospital for Healthcare, Training and Research in Africa. In pursuant of this, the Hospital is committed to providing timely, cost-effective and patient-centered specialized healthcare services, fostering learning and growth through training and research, utilization of new technologies, continuous improvement and participation in National Health Planning.

The Hospital would like to invite interested and eligible candidates who must qualify by meeting the set criteria as provided by the MTRH to be registered to perform the contract For Supply and delivery of flowers and trees

1.2 Registration Objective

The main objective of this part is to provide service to Moi Teaching and Referral Hospital on “As-and- When – required” basis during the period ending 30th June,2026. Registration will not automatically result to award of any work.

1.3 Invitation of Registration

Suppliers duly registered under the Law of Kenya and / or any other state organ in respective merchandise or services are invited to submit their registration documents to the Chief Executive Officer, Moi Teaching and Referral Hospital P.O. Box 3-30100, Eldoret so that they may be registered for submission of tenders/quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar items/services to institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the criteria.

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6

In order to be considered for Registration prospective supplier must submit all the information herein requested.

OPEN NATIONAL TENDER NOTICE

1.7 INVITATION TO TENDER

DATE 19th November, 2024

TENDER REF NO. MTRH/R/15/2024-2025

TENDER NAME REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF FLOWERS AND TREES

- 1.7.1 The Moi Teaching and Referral Hospital (MTRH), Eldoret invites sealed bids from eligible and qualified candidates for Registration of Suppliers For Supply and delivery of flowers and trees **for** two financial years **2024-2025** and **2025-2026**.
- 1.7.2 Interested and eligible bidders may obtain further information from and inspect the registration document at Supply Chain Department, Moi Teaching and Referral Hospital, Eldoret from **8.30 am to 4.30 pm on Mondays to Fridays**, except on public holidays.
- 1.7.3 Registration documents with detailed conditions are obtainable from either Moi Teaching and Referral Hospital Website (www.mtrh.go.ke) or www.tenders.go.ke under tender portals free of charge. Alternatively, a complete set of the documents shall be issued free of charge to eligible bidders as indicated in 1.7.1 above.
- 1.7.4 Completed registration documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box “B” located at Ground Floor, left wing of Chandaria Cancer and Chronic Diseases Centre (CCCCDC) Building of Moi Teaching and Referral Hospital (Eldoret) or be addressed to:

**The Chief Executive Officer,
Moi Teaching and Referral Hospital,
P. O. Box 3 - 30100
ELDORET.**

so as to be received on or before **19th November, 2024 at 10.00 a.m.**

- 1.7.5 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at a venue to be advised by the Tender Opening Committee.

**Manager Supply Chain
For: Chief Executive Officer**

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Chief Executive Officer whose address is given in paragraph 1.

1.9 Additional Information

The MTRH reserves the right to request submission of additional information from prospective bidders.

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by **MTRH** after **scoring more than 70 points** soon after the completion of the registration process

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's Accounting Officer or Tender Evaluation Committee.

2.4 Payments

All local purchase shall be on credit of a minimum of ninety (90 days) or as it may be stipulated in the contract Agreement.

REGISTRATION DATA INSTRUCTIONS

3.1. Registration data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-6, PQ-7 & PQ-8 are to be completed By prospective supplier/contractors who wish to be registered for submission of tender for the **specified tender lot**

- 3.1.1 The registration of application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2 QUALIFICATION

- 3.21 It is understood and agreed that the pre-qualification Data on prospective bidders is to be used by MTRH in determining, according to its sole judgement and discretion, the qualifications of prospective bidder to perform in respect to the **Tender lot** as described by the client.

- 3.22 Prospective bidders will not be considered qualified unless in the Judgement of MTRH they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/Services.

3.3 Essential Criteria for Pre-qualification

- 3.3.1. (a) Experience: Prospective bidder shall have at least 3 years experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract. Also see 3.3.6, 3.3.7 below and note C on page 9 under prequalification documentation.

- (b) Prospective supplier requires special Experience and capability to organize, supply and delivery of items, or services at short notice. Also see 3.3.6, 3.3.7 below and note C on page 9 under registration documentation.

3.3.2 Personnel

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in Form PQ.3.

3.3.3 Financial Condition

The supplier's financial condition will be determined by financial statements submitted with the registration documents as well as Letters of reference and bank statements from their bankers, regarding supplier's credit position. Potential suppliers/contractors will be registered on the satisfactory information given. Also see 3.3.6, 3.3.7 below and note C on page 9 under registration documentation.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data on Form PQ-4. However, potential bidders should provide evidence of financial capability to executive contract.

3.3.5 **Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference and certificate of completion from past customers should be included in Form PQ-5. Also see 3.3.6,3.3.7 below and note C on page 9 under prequalification documentation.

3.3.6 **Newly Registered firms**

Such firms may not have any experience or past performance documented. Marks for such criteria shall be awarded in full if the personnel/staff shall be proven to have relevant compensating experience. No prove of LPO's /LSO's/invoices/Contracts shall therefore be required. Litigation history's marks shall also be awarded in full for such new firms.

3.4 **STATEMENT**

Application must include a sworn statement Form PQ-6 by the Tenderer ensuring the accuracy of the information given.

3.5 **WITHDRAWAL OF REGISTRATION**

Should a condition arise between the time firm is registered to bid and the bid opening date which in the opinion of the client/Government could substantially change the performance and registration of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments. The Government reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 **OUTLINED SUPPLY AND DELIVERY PROCEDURES**

3.7

The registered applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in form PQ-2

3.8

Registration Criteria

You are required to submit the under-listed information.

Required Information	Form type	Points Score
1. Registration Documentation	PQ-1	37
2. Registration Data	PQ-2	5
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-	15
5. Past Experience	PQ-5	15
6. Sworn Statement (SD1, SD2, Code of ethics)	PQ-6	5
7. Confidential Questionnaire	PQ-7	5
8. Tender Questionnaire	PQ-8	5
9. Litigation History	PQ-9	3
TOTAL		100

3.9

Qualification Mark

The qualification mark is **70 points** and above.

FORM PQ 1

REGISTRATION DOCUMENTATION

The following documents MUST be provided:

- (a) Copies of Certificate of Registration/Incorporation/ partnership deed
- (b) CR 12 or copies of National ID for sole proprietors
- (c) Valid Tax compliance Certificate from Kenya Revenue Authority.
- (d) Letter from the firm giving authority to the person signing the registration documents to represent the firm (power of Attorney) . The document shall be fully signed and witnessed (SD1 and SD2).
- (e) Reference letters from at least three clients.
- (h) Submission of Valid Single Business permit
- (i) All pages of both original and copy of the tender documents submitted MUST be sequentially serialized by the tenderer.
- (j) Submission of duly filled and signed self-declaration forms on page **14-19**

NOTE: - **All the above information must be provided, failure to which will lead to automatic disqualification from evaluation for registration.**

- **All the information must be valid, accurate and detailed. The Hospital reserves the right to verify the validity and accuracy of the information provided by the bidders.**

REGISTRATION DATA

1. Legal name of firm/or proprietor.....
Post office address.....
Street and Address.....
City.....
Country.....
Mobile No.....
Email address(es)
Person to contact.....
Title.....
2. Organization & Business Information.....
Management Personnel.....
Director.....
General Manager.....
Other.....
Partnership (if applicable).....
Names of Partners.....
3. Business founded or incorporated.....
4. Under present management since.....
5. Net worth equivalent Kshs.....

FORM PQ-3

SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

Professional Qualification.....

Length of service with contractor or supplier position held

.....

Supply or service experience

a) Name of Client/Customer.....

b) Character and nature of Contract.....

c) Contract value.....

d) Location of Contract.....

e) Period of Contract.....

f) Title and responsibility in Contract.....

.....

g) Other.....

Proposed Technical Personnel

a)

b)

c)

d)

e)

f)

g)

Proposed position in this project if contract is awarded.....

.....

Brief statement of supply and service delivery method the supplier plans to use to execute the contract.....

FORM PQ-4

FINANCIAL POSITION

Attach copies of bank statement for the last six (6) months preceding tender opening date or audited accounts for 2022 and 2023.

FORM PQ-5

PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST THREE YEARS

NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1.
 - i) Name of client (Orgainzation).....
 - ii) Address of Client (Organization).....
 - iii) Name of contact person at the client (Organization).....
 - iv) Mobile No. of Client..... Email
 - v) Value of contract.....
 - vi) Duration of contract (date).....
2. Name of 2nd client (Organization)
 - (i) Name of client (Organization).....
 - (ii) Address of client (Organization).....
 - (iii) Name of contact person at the client (Organization).....
 - (iv) Mobile No. of Client..... Email
 - (v) Value of contract.....
 - (vi) Duration of contract (Date).....
3. Name of 3rd Client (Organization)
 - i) Name of client (Organization).....
 - ii) Address of Client (Organization).....
 - iii) Mobile No. of Client..... Email
 - iv) Name of contact person at the client (Organization).....
 - v) Value of contract.....
 - vi) Duration of contract (Date).....
4. Others.....

NOTE: The services shall have been undertaken within the last three years, for at least four(4) major clients.

-Attach copies of contract award.

FORM PQ-6

SELF DECLARATION FORMS
(r.47)

FORM SD1

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE
MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I,,of Post Office Box

.....being a resident of In the republic of

.....do hereby make a statement as follows:-

1.THAT I am the Company Secretary/Chief executive/Managing Director/Principal Officer/Director of
.....(insert name of Company) who is a bidder in respect of Tender No.
..... for (insert tender title/description) for (insert
name of procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in
procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....

(Title)

.....

(Signature)

.....

(Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION FORMS

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, of P.O Boxbeing a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive /Managing Director/Principal Officer/ Director of..... (insert the name of the company) who is a Bidder in respect of Tender No. for (insert tender title/description) for..... (insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay inducement to any member of the Board, Management, Staff and/ or employees and/or agents of(insert name of the Procuring entity) which is the procuring entry.
3. THAT the aforesaid Bidder, its servants and/or agents/subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.....

(Title)

(Signature)

(Date)

Bidder' Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I..... (Person) on behalf of
(*Name of the Business/ Company/Firm*).....declare
that I have read and fully understood the contents of the Public Procurement & Asset
Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in
Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons
participating in Public Procurement and Asset Disposal.

Name of Authorize signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name

Sign.....

Date.....

APPENDIX 1- FRAUD AND CORRUPTION

(Appendix 1 shall not be modified)

1. Purpose

- 1.1 The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

2. Requirements

- 2.1 The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.
- 2.2 Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:
 - 1) a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
 - 2) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
 - 3) Without limiting the generality of the subsection (1) and (2), the person shall be—
 - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
 - b) if a contract has already been entered into with the person, the contract shall be voidable;
 - 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
 - 5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement:-
 - a) shall not take part in the procurement proceedings;
 - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
 - c) shall not be a subcontractor for the bidder to whom was awarded contract, or a member of the group of bidders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
 - 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that

subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;

- 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

23 In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
 - i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v) "obstructive practice" is:
 - deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:

"fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-

competitive levels and to deprive the procuring entity of the benefits of free and open competition.

- c) Rejects a proposal for award¹ of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority (ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect² all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

¹For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

² Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

FORM PQ-7

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

PART 1 GENERAL

Business Name.....

Location of Business premises.....

Plot No.....Street/Road.....

Postal Address.....Tel No.....Mobile No.....

Nature of business.....

Current Trade License No.....Expiring date.....

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

Name of your bankers.....Branch.....

Functioning e-mail address(es).....

PART 2(A) – Sole Proprietor

Your name in full.....Age.....

Nationality.....Country of origin.....

Citizenship details.....

Part 2 (b) – Partnership:

Name	Nationality	citizenship Details	Shares
------	-------------	---------------------	--------

1.
----	-------	-------	-------

2.
----	-------	-------	-------

3.
----	-------	-------	-------

3.
----	-------	-------	-------

4.
----	-------	-------	-------

DateSignature of CandidateOfficial Rubber Stamp.....

Part 2 (c) - Registered Company

Private or Public

State the nominal and issue capital of the company

Norminal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
4.			
6.			

Date.....Signature & Stamp of

Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, naturalization or
Registration

GPK(L)

FORM PQ – 8

TENDER QUESTIONNAIRE

Please fill in block letters

1. Full names of tenderer

.....
.....

2. Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below)

.....

3. Mobile numbers

.....

4. Official and working email address (es).

.....
.....

5. Name of tenderers representative to be contacted on matters of the tender during the tender period.

.....

6. Details of tenderers nominated agent (if any) to receive tender notices. This is essential if the tenderer does not have his registered address in Kenya (name, address, mobile number(s) and email address(es))

.....

Signature and stamp/seal of tenderer

Name of Contractor/Supplier

Contractors/Supplier should provide information on any history litigation or arbitration resulting from contracts executed in the last two years or currently under execution, if not applicable indicate as such.

Year	Award for or against	Name of client cause of Litigation and matter in dispute	Disputed Amount (current value, Kshs. Equivalent