

KIKUYU WATER COMPANY LTD, KARURI WATER & SANITATION COMPANY LTD, LIMURU WATER & SEWERAGE COMPANY LTD, GITHUNGURI WATER & SANITATION COMPANY AND KIAMBU WATER & SEWERAGE COMPANY LTD.

REGISTRATION OF SUPPLIERS FOR THE PROVISION OF WORKS, SERVICES AND SUPPLY OF GOODS FOR THE FINANCIAL YEAR 2019-2021

LKKKG/PQR/01-44/2019-2021

CLOSING DATE: 23RD OCTOBER 2019 AT
1000A.M.

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REGISTRATION NOTICE

TENDER NAME: INVITATION FOR REGISTRATION/LISTING OF SUPPLIERS AND SERVICE PROVIDERS FOR THE FYs 2019-2021

Kikuyu Water and Company(KWCL), Karuri Water and Sanitation Company(KAWSCO), Kiambu Water and Sewerage Company(KIWASCO),Limuru Water and Sewerage Company(LIWASCO)and Githunguri Water and Sanitation Company(GIWASCO) invites applications from, interested and eligible firms for Registration of suppliers/service providers for the Financial Year 2019-2021.

The prequalification documents and further information can be obtained from the following websites: www.karuriwater.co.ke or www.kiambuwater.com .Completed registration document with original and one copy duly marked “**ORIGINAL**” and **COPY**” with Registration Category and Number, **to** be deposited in the tender box at **Kiambu water & Sewerage Company Ltd** addressed to:

**The Managing Director
Kiambu water & Sewerage Company Ltd
P.O Box 409-00900 Kiambu.**

Closing date is **23rd October 2019 at 1000 am**

REGISTRATION NOTICE

Closing Date: Thursday 23rd October-2019 1000 A.m.

TENDER NAME INVITATION FOR REGISTRATION/LISTING OF SUPPLIERS AND SERVICE PROVIDERS FOR THE FYs 2019/2021

Kikuyu Water and Company (KWCL), Karuri Water and Sanitation Company(KAWSCO), Kiambu Water and Sewerage Company(KIWASCO),Limuru Water and Sewerage Company(LIWASCO) and Githunguri Water and Sanitation Company(GIWASCO) invites eligible suppliers to submit sealed applications for Registration/Listing of Suppliers and Service providers for the categories specified below for the Financial Years 2019/2021

	CATEGORY A	SMALL WORKS	TARGET GROUP
1.	LKKKG/01/2019-2021	Small Works Contractors for Water and Sewerage Systems	OPEN
2.	LKKKG/02/2019-2021	Small Works Contractors for Electrical and Mechanical Works	OPEN
3.	LKKKG/03/2019-2021	Small works contractors for construction and associated works	OPEN
	CATEGORY B	SUPPLY AND DELIVERY OF	TARGET GROUP
4.	LKKKG/ 04/2019-2021	Supply and delivery of Pipes and Fittings	OPEN
5.	LKKKG/ 05/2019-2021	Supply and delivery of Construction Materials	OPEN
6.	LKKKG/06/2019-2021	Supply and delivery of electrical equipment components and appliances	OPEN
7.	LKKKG/07/2019-2021	Supply and Delivery of Furniture, Fittings & Office Equipment	Youth, Women and People Living with Disability
8.	LKKKG/08/2019-2021	Supply and Delivery of General Office Stationery and Consumables	Youth, Women and People Living with Disability
9.	LKKKG/09/2019-2021	Supply, Delivery and Installation of Computer Equipment and Accessories, Tablets, Smartphones, Cloud Printing Services	Youth, Women and People Living with Disability
10.	LKKKG/10/2019-2021	Supply and delivery of Calling Cards	Youth, Women and People Living with Disability
11.	LKKKG/11/2019-2021	Supply and Delivery of Staff uniform, Sports Gear, Shoes etc.	Youth, Women and People Living with Disability
12.	LKKKG/12/2019-2021	Supply and delivery of Tyres, Tubes, Batteries, Motor Vehicle	OPEN
13.	LKKKG/13/2019-2021	Supply and Delivery of Newspapers	Youth, Women and People Living with Disability

14.	LKKKG/14/2019-2021	Supply and delivery of water meter and accessories	OPEN
15.	LKKKG/15/2019-2021	Supply, Delivery & Installation of CCTV camera	Youth, Women and People Living with Disability
16.	LKKKG/16/2019-2021	Supply, delivery and installation of submersible pumps, surface water pumps, motors and accessories	Open
17.	LKKKG/17/2019-2021	Supply and delivery of water treatment chemicals and dosing equipment's and ultrafiltration equipment	Open
18.	LKKKG/18/2019-2021	Supply and delivery of vehicle oils, fuel and lubricants	Open
19.	LKKKG/19/2019-2021	Supply and delivery of lab equipment reagents and glassware	Open
	CATEGORY C	SERVICES	TARGET GROUP
20.	LKKKG/20/2019-2021	Provision of Consultancy Services for Design, Technical Audits & Supervision Construction Works	OPEN
21.	LKKKG/21/2019-2021	Provision of Consultancy Services for Design and Supervision, Technical Audits of Construction	OPEN
22.	LKKKG/22/2019-2021	Provision of Hydrogeological Services	OPEN
23.	LKKKG/23/2019-2021	Provision of Catering Services	Youth, Women and People Living with Disability
24.	LKKKG/24/2019-2021	Provision of Transport and Car Hire Services	Youth, Women and People Living with Disability
25.	LKKKG/25/ 2019-2021	Provision of Air Ticketing and Travel Arrangements Services	Youth, Women and People Living with Disability
26.	LKKKG/26/2019-2021	Provision of Fumigation and Pest Control Services	Youth, Women and People Living with Disability
27.	LKKKG/27/2019-2021	Provision of Creative Design, Layout and Printing of Magazines, Calendars, Promotional Materials,	Youth, Women and People Living with Disability
28.	LKKKG/28/2019-2021	Provision of ESIA and RAP services	OPEN

29.	LKKKG/29/2019-2021	Provision of Legal services	OPEN
30.	LKKKG/30/2019-2021	Provision of Survey and Valuation Services	OPEN
31.	LKKKG/31/2019-2021	Provision of Consultancy Services Training in Management, Human Resources, Procurement, Financial	OPEN
32.	LKKKG/32/2019-2021	Provision of Consultancy Services for Team Building	OPEN
33.	LKKKG/33/2019-2021	Production of Documentaries, Photography and Videography Services, and Related Services	Youth, Women and People Living with Disability
34.	LKKKG/34/2019-2021	Event Management, Exhibitions, Décor Services, Hire of PA Systems, Projectors, Plasma Screens, Chairs,	Youth, Women and People Living with Disability
35.	LKKKG/35/2019-2021	Provision of Carpet Cleaning Services	Youth, Women and People Living with Disability
36.	LKKKG/36/2019-2021	Provision of Professional Counselling & Psychosocial Support Services	OPEN
37.	LKKKG/37/2019-2021	Provision of Asset Tagging Services	OPEN
38.	LKKKG/38/2019-2021	Provision of Auctioneer Services	OPEN
39.	LKKKG/39/2019-2021	Provision of Maintenance Services for Equipment and Computer Accessories	OPEN
40.	LKKKG/40/2019-2021	Provision of Debt Collection Services	OPEN
41.	LKKKG/41/2019-2021	Provision of maintenance, servicing of pumps, motors, water plants and boreholes services	OPEN
42.	LKKKG/42/2019-2021	Repair of Motor Cycles & Vehicles (Public Works registered garages)	OPEN
43.	LKKKG/43/2019-2021	Provision of general insurance, medical cover and insurance brokerage services	OPEN
44.	LKKKG/44/2019-2021	Provision of Security Services	OPEN

PREQUALIFICATION NOTICE

Information in this respect may be obtained from respective offices from 8:00am and to 5:00pm as detailed here below;

- Limuru Water and Sewerage Company Ltd
- Karuri Water and Sanitation Company Ltd
- Kiambu Water and Sewerage Company Ltd
- Kikuyu Water and Sewerage Company Ltd
- Githunguri Water and Sanitation Company Ltd

The document may be downloaded from the companies' websites www.karuriwater.co.ke or www.kiambuwater.com

Completed prequalification document with the original and one copy duly marked 'ORIGINAL and 'COPY' in plain sealed envelopes clearly marked as follows:

Provision For _____

Category No _____

And addressed to:-

**MANAGING DIRECTOR
KIAMBU WATER & SEWERAGE COMPANY LIMITED
P.O.BOX 409--00900
KIAMBU.**

Should be deposited in the tender box at Kiambu Water & Sewerage Company Ltd located opposite Kiambu Level 5 Hospital on or before **Wednesday 23rd October, 2019 at 10.00 am**

Applications will be opened immediately thereafter, in the presence of bidders or their representatives who choose to attend.

**For:
MANAGINGDIRECTOR**

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Kikuyu Water Company (KWCL), Limuru Water and Sewerage Company Limited in Conjunction with Karuri Water and sanitation Company(KAWASCO), ,Kiambu Water and Sewerage Company ltd(KIWASCO) and Githunguri Water and Sanitation Company Limited(GIWASCO) would like to invite interested candidates who will qualify by meeting the set criteria as provided for in this Pre-qualification Document and eligible to perform the contract for the supply of goods.

1.2 Pre-qualification Objective

- The main objective is to supply goods under relevant tenders/quotations to Limuru Water and Sewerage Company Ltd (LIWASCO), Karuri Water and Sanitation Company(KAWASCO) ,Kikuyu Water and Sanitation Company(KWCL) Kiambu Water and Sewerage Company.Ltd (KIWASCO),and Githunguri Water and Sanitation Company (GIWASCO) on ‘as and when required’ during the Years 2019-2021.
- Bids will be submitted in complete lots singly or in combination; and in some categories, suppliers will be contracted to supply the goods for a period of either twelve (24No.) months.

1.3 Invitation of Pre-qualification

Suppliers registered under the Laws of Kenya to supply or provide respective goods are invited to submit their PRE-QUALIFICATION documents to **THE MANAGING DIRECTOR KIAMBU WATER & SEWERAGE COMPANY LIMITED** so that they can be pre-qualified for submission of quotations/Tenders. The prospective Suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Potential suppliers/contractors must demonstrate the capacity, willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

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

1.6 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

1.7 Submission of Pre-qualification Documents

Original and one (1) copy of the completed pre-qualification data and other requested information shall be submitted to reach:

**MANAGING DIRECTOR
KIAMBU WATER AND SEWERAGE COMPANY LTD
P.O.BOX 409-00900,
KIAMBU**

Not later than, Wednesday 23rd October, 2019 at 10.00 a.m. (local time)

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to The **MANAGING DIRECTOR KIAMBUWATER AND SEWERAGE COMPANY LIMITED** whose address is given in par 1.7

1.9 Additional Information

The companies reserve the right to request submission of additional information from prospective bidders.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all imported materials to be supplied.

2.2 Customs Clearance

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

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted must be inclusive of all delivery charges and taxes.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement

3. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

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

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the companies in determining, according to their sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the companies, they possess the capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for services.

3.3 Essential Criteria for Pre-qualification

Experience: Prospective bidders shall have experience in the supply of services and allied items and hence should show competence, willingness and capacity to service the contract.

Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

3.3.2 Personnel

The names and pertinent information and CV of the key personnel 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 latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

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 execute the contract(s).

3.3.5 Past Performance

Past performance will be given due consideration in pre -qualifying bidders. Letter of reference from past customers/clients should be included in Form PQ-6

3.4 Statement

Application must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification

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

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of registration/ incorporation and copies attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have a valid Tax compliance Certificate.

3.7 PREQUALIFICATION EVALUATION CRITERIA FOR BIDDERS

NO.	CRITERIA	Remarks
1.	Mandatory Requirements: a) Copy of Certificate of Registration/ Incorporation b) Copy of Current Tax Compliance Certificate c) Copy of PIN Certificate d) Copy of VAT Certificate e) Membership in a professional body f) Must attach CVs in the format provided and Proposed Staffs g) Must Fill Forms PQ1, PQ2, PQ3, PQ4, PQ5, PQ6 AND PQ7 h) Firms must provide organizational Structure:	Mandatory
2.	Period of operation (attach copy of certificate of business registration/certificate of Incorporation)	
3.	Provide list of assignment carried out in the last (3) three years and a list of clients and references to which the firm has offered similar assignment in the last 3 years OR have the Reference page stamped and signed by Client as proof of supply in the format provided. (Provide Evidence)	
4.	At least 2no. qualified staff (attach CV in the format provided)	
5.	One page outline how the firm will perform a contract once awarded a tender or Quotation; including delivery and logistics plans	

FORM PQ-1 PRE-QUALIFICATION DATA
REGISTRATION OF SUPPLIERS APPLICATION FORM

I/we
(Name of Company/Firm)

hereby apply for registration as supplier(s) for

(Item Description)

(Category No.)

Post Office Address

Town Street.....

Name of building

Floor No. Room/Office No.

Telephone Nos. Email.....

Full Name of applicant.....

Other branches location

2. Organization & Business Information

Chief Executive/Managing Director

Marketing/Sales Manager

Accountant

Secretary

Other.....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated

4. Under present management since

5. Net worth equivalent Kshs.

6. Bank reference and address.....

7 . Sister company reference and address

8 . Enclose copy of organization chart of the firm indicating the main fields of activities

9 . State any technological innovations or specific attributes which distinguish you from your competitors

1 0 . Indicate terms of trade/sale

FORM PQ-2 SUPERVISORY PERSONNEL

Name Age.....
Academic Qualification.....
Professional Qualification.....
Length of service with Contractor or Supplier position held

Name Age.....
Academic Qualification.....
Professional Qualification.....
Length of service with Contractor or Supplier position held

Name Age.....
Academic Qualification.....
Professional Qualification.....
Length of service with Contractor or Supplier position held

Name Age.....
Academic Qualification.....
Professional Qualification.....
Length of service with Contractor or Supplier position held

(Attach copies of certificates/CV of key personnel in the organization)

FORM PQ-3 CONFIDENTIAL BUSINESS QUESTIONNAIRE (S33)

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

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

Part I- General :
 Business Name Name
 Location of business premises
 Plot No. Street/Road.....
 Postal Address Tel. No
 Nature of business
 Current Trade Licence No Expiring date
 Maximum value of business which you can handle at any one time : Kshs.....
 Name of your bankers Branch

Part 2 (a) – Sole Proprietor
 Your name in full Age
 Nationality Country of origin
 *Citizenship details.....

Part 2 (b) Partnership
 Given details of partners as follows:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
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Part 2 (c) – Registered Company:
 Private or Public.....
 State the nominal and issued capital of company-
 Nominal Kshs.....
 Issued Kshs
 Given details of all directors as follows:-

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.			
2.			
3.			

Date..... Signature of Candidate

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

FORM PQ-4 PAST EXPERIENCE

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST THREE YEARS
AND VALUES OF CONTRACT/ORDERS**

1. Name of 1st Client (Organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Narrative Description of project:
.....
- iv) Name(s) of Professional Staff provided by Your Firm/ or self IS T Client
(Organization)
- v) Name of Contact Person at the client (organization)
- vi) Telephone No. of Client.....
- vii) Value of Contract.....
- viii) Duration of Contract (date) (Attach documental evidence of
existence of contract)

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Narrative Description of project:
.....
- iv) Name(s) of Professional Staff provided by Your Firm/ or self IS T Client
(Organization)
- v) Name of Contact Person at the client (organization)
- vi) Telephone No. of Client.....
- vii) Value of Contract.....
- Duration of Contract (date) (Attach documental evidence of existence of
contract)

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Narrative Description of project:
.....
- iv) Name(s) of Professional Staff provided by Your Firm/ or self IS T Client
(Organization)
- v) Name of Contact Person at the client (organization)
- vi) Telephone No. of Client.....
- vii) Value of Contract.....
- viii) Duration of Contract (date) (Attach documental evidence of existence of
contract).....

4. Name of 4th Client (organization)
- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Narrative Description of project:
.....
 - iv) Name(s) of Professional Staff provided by Your Firm/ or self 1S T Client
(Organization)
 - v) Name of Contact Person at the client (organization)
 - vi) Telephone No. of Client.....
 - vii) Value of Contract.....
 - viii) Duration of Contract (date) (Attach documental evidence of existence of
contract)

5. Name of 5th Client (organization)
- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Narrative Description of project:
.....
 - iv) Name(s) of Professional Staff provided by Your Firm/ or self 1S T Client
(Organization)
 - v) Name of Contact Person at the client (organization)
 - vi) Telephone No. of Client.....
 - vii) Value of Contract.....
 - viii) Duration of Contract (date) (Attach documental evidence of existence of
contract)

FORM PQ-5 STAFF COMPOSITION

(i) Directors / Partners

Name	Position	Specialization and qualification

(ii) Technical / Management Staff

Name	Position	Specialization and qualification

(iii) Support Staff

Name	Position	Specialization and qualification

FORM PQ-6 FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED STAFF

Proposed Position:
Name of Firm:
Name of Staff:
Profession:
Date of Birth:
Years with Firm:
Nationality:
Membership in Professional Societies:
Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Name of staff member: _____

Signature of staff member _____ Date: _____

Name of authorised representative of the firm

Signature of authorised representative _____ Date:

FORM PQ-7 SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We will not engage in corrupt practices with the PEs Members of Staff.
- d. We have not been debarred from participating in Public Procurement Proceedings.
- e. When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the pre-qualification made.
- f. We enclose all the required documents and information for the pre-qualification evaluation.

Date

Applicant's Name

Represented by

Signature

(Full name and designation of the person signing and stamp or seal)