

**LIMURU WATER AND SEWERAGE
COMPANY,KARURI WATER AND SANITATION
COMPANY,KIKUYU WATER COMPANY,KIAMBU
WATER AND SEWERAGE COMPANY AND
GITHUNGURI WATER AND SANITATION
COMPANY**

PRE-QUALIFICATION OF SUPPLIERS

**FOR THE SUPPLY OF GOODS AND PROVISION OF
SERVICES FOR THE FY 2017-2018**

LKKKG/PQR/01-39/2017-2018

**CLOSING DATE: THURSDAY 15TH JUNE 2017 AT
10:00AM**

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REGISTRATION NOTICE

Closing Date: Thursday 15th June,-2017 10:00a.m
REFERENCE: LKKKG/REG/01-39/2017-2018

TENDER NAME: PROVISION OF WORKS, SUPPLY OF GOODS & PROVISION OF SERVICE FOR THE YEARS 2017-2018

Limuru Water and Sewerage Company (LIWASCO) in Conjunction with Karuri Water and Sanitation Company(KAWSCO),Kikuyu Water and Sanitation Company(KWCL),Kiambu Water and Sewerage Company(KIWASCO) and Githunguri Water and Sanitation Company(GIWASCO) invites applications from, interested ,eligible and capable firms for Registration of suppliers/consultants for the Financial Year 2017-2018.

The prequalification documents and further information can be obtained from the following websites:www.karuriwater.co.ke or www.kiambuwater.com or www.limuruwater.go.ke. Completed registration document with original and one copy in separate envelopes duly marked “**ORIGINAL**” and **COPY**” Clearly marked with Registration Category and Number, **to be deposited in the tender box** at Limuru Water and Sewerage Company Limited P.o Box 1286-00217 Limuru ,Maji Center Limuru Town Opposite Limuru Health Center on or before 15th June 2017 at 10:00am.

MANAGING DIRECTOR



REGISTRATION NOTICE

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Limuru Water and Sewerage Company Ltd(LIWASCO) in conjunction with Karuri Water and Sanitation Company(KAWSCO),Kikuyu Water Company Ltd(KWL),Kiambu Water and Sewerage Co(KIWASCO)and Githunguri Water and Sanitation Co.(GIWASCO) invites applications from interested ,eligible, capable and firms for registration as consultants/suppliers of services for the years 2017-2018 in the following categories:-

A.REGISTRATION OF SUPPLIERS FOR PROVISION OF WORKS

LKKKG/REG/01/2016-2017	Registration of water works and sewerage services	Open
LKKKG/REG/02/2016-2017	Registration of contractors for construction and associated works	Open
LKKKG/REG/03/2016-2017	Registration of contractors for boreholes drilling ,equipping, maintenance ,servicing of pumps and water plants and boreholes services	Open

B.REGISTRATION OF SUPPLIERS OF SUPPLY OF GOODS

LKKKG/REG/04/2017-2018	Supply and delivery of general office stationary	Special groups
LKKKG/REG/05/2016-2017	Supply of computer hardware, tablets,smartphones,global positioning systems, printers, photocopiers and other related consumables	Open
LKKKG/REG/06/2016-2017	Supply and delivery of office furniture and furnishing	Open
LKKKG/REG/07/2016-2017	Supply and delivery of electrical equipment component and appliances	Open
LKKKG/REG/08/2016-2017	Supply and delivery of water meter and accessories	Open
LKKKG/REG/09/2016-2017	Supply installation & maintenance of CCTV cameras & electric fence	Special groups
LKKKG/REG/10/2016-2017	Supply and delivery of submersible , surface water pump , motors and accessories	Open
LKKKG/REG/11/2016-2017	Supply and delivery of UPVC and HDPE pipes and fittings	Open
LKKKG/REG/12/2016-2017	Supply and delivery of GI pipes and fittings	Open
LKKKG/REG/13/2016-2017	Supply and delivery of water treatment chemicals and dosing and ultrafiltration equipments	Open

LKKKG/REG/14/2016-2017	Supply and delivery of vehicles oils, fuels and lubricants	Open
LKKKG/REG/15/2016-2017	Supply and delivery of general hardware items and building materials	Open
LKKKG/REG/16/2016-2017	Supply and delivery of lab equipment reagents and glassware	Open
LKKKG/REG/17/2016-2017	Supply of staff uniforms protective clothing sportswear & related accessories	Special groups
LKKKG/REG/18/2016-2017	Supply and deliver of motor vehicle and motorbikes spare parts,tyres and tubes	Open
LKKKG/REG/19/2016-2017	Supply of and delivery of motor bikes	

C.REGISTRATION OF SUPPLIES FOR DELIVERY OF SERVICES

LKKKG/REG/20/2016-2017	Provision of general insurance , medical cover and insurance brokerage services	Open
LKKKG/REG/21/2016-2017	Provision of transport services	Open
LKKKG/REG/22/2016-2017	Provision of land, engineering survey services and architectural services	Open
LKKKG/REG/23/2016-2017	Provision of staff training and capacity building services	Open
LKKKG/REG/24/2016-2017	Provision of catering services and conference facilities	Open
LKKKG/REG/25/2016-2017	Provision of bulk billing services	Open
LKKKG/REG/26/2016-2017	Provision of audit accounting services and tax consultancy services	Open
LKKKG/REG/27/2016-2017	Provision of legal and companies secretarial services	Open
LKKKG/REG/28/2016-2017	Provision of security services	Open
LKKKG/REG/29/2016-2017	Provision of firefighting equipment and service	Open
LKKKG/REG/30/2016-2017	Provision of web design and maintenance domain registration and hosting , internet service and maintenance	Open
LKKKG/REG/31/2016-2017	Provision of computer hardware & software repair and maintenance services and IT solutions	Special groups
LKKKG/REG/32/2016-2017	Provision of motor vehicles and motor bikes repairs and maintenance services	Open
LKKKG/REG/33/2016-2017	Provision of designing promotional advertisement materials, billboards, neon light and back light assets tagging	Special group
LKKKG/REG/34/2016-2017	Provision of designing, printing and publication of brochures, diaries, calendars , books of accounts etc	Special groups
LKKKG/REG/35/2016-2017	Provision of construction, building services and renovation works	Open
LKKKG/REG/36/2016-2017	Provision of repair of office furniture	Special groups
LKKKG/REG/37/2016-2017	Provision of cleaning and fumigation	Special groups
LKKKG/REG/38/2017-2018	Provision of Energy Audit Services	Open
LKKKG/REG/39/2017-2018	Provision of Debt Collection Services	Open

PREQUALIFICATION NOTICE

The prequalification documents and any other information in this respect may be obtained from respective offices free of charge from 8:00am and to 5:00pm as detailed here below;

- Limuru Water and Sewerage Company and Sewerage Company Limited Located at Maji Center Limuru Town opposite Limuru Health Center
- Karuri Water and Sanitation Company
- Kikuyu Water and Sewerage Company
- Githunguri Water and Sanitation

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

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

Registration No _____

Provision For _____

Category No _____

And addressed to:-

**MANAGING DIRECTOR
LIMURU WATER AND SEWERAGE COMPANY LIMITED
P.O.BOX 1286--00217
LIMURU**

Should be deposited in the tender box at Limuru Water and Sewerage Company Limited, Maji Center Limuru town, opposite Limuru Health Centre on or before **Friday 15th June, 2017 at 10.00 a.m.**

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

**For:
MANAGING DIRECTOR**

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Limuru Water and Sewerage Company Limited in Conjunction with 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 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),Karurri Water and Sanitation Company(KAWASCO) ,Kikuyu Water and Sanitation Company(KWCL) Kiambu Water and Sewerage Co..ltd(KIWASCO),and Githunguri Water and Sanitation Co.ltd (GIWASCO) on 'as and when required' during the Years 2017-2018.
- 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 (12No.) months or twenty four (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 LIMURU WATER AND SEWERAGE COMPANMY 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
LIMURU WATER AND SEWERAGE COMPANY LTD
P.O.BOX 1286-00217,
LIMURU
Tel 0725054212**

Not later than, Friday 15TH JUNE ,2017 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 LIMURU WATER 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	MARKS ALLOTTED	
	<p><u>Mandatory Requirements:</u></p> <p>a) Copy of Certificate of Registration/ Incorporation Copy of Current Tax Compliance Certificate</p> <p>b) Copy of PIN Certificate</p> <p>c) Copy of VAT Certificate</p> <p>d) Membership in a professional body</p> <p>e) The Individuals in a Firm Must at least possess a Professional Diploma</p> <p>Must attach CVs in the format provided –and the Management and Proposed Staffs</p> <p>f) Must Fill Forms PQ1, PQ2, PQ3, PQ4, PQ5, PQ6 AND PQ7</p> <p>g) Firms must provide at least a One (1) page outline of the Firm’s organizational Structure: Provide an outline of the composition of the firm</p>	Mandatory	
1	<p>Period of operation (attach copy of certificate of business registration/certificate of Incorporation)</p> <p>10 years and above - 20 marks</p> <p>Between 6-9 years - 15 marks</p> <p>Between 3-5 years - 5 marks</p>	Max. 20 Marks	
2	<p>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)</p>	10 Marks each per year of experience or list of services and assignment done	Max. 30
3	<p>At least 2no. qualified staff (attach CV in the format provided)</p>	<p>Staff qualifications to be considered and marks awarded as below:</p> <p>(Masters Degree – 5 marks, Bachelors Degree – 5 marks, Diploma - 5 marks, Certificate including KCSE – 5 Marks. Maximum Marks per staff = 20 marks</p>	40
2.	<p>One page outline how the firm will perform a contract once awarded a tender or Quotation; including delivery and logistics plans</p>	Max. 10 Marks	
	TOTAL	100 MARKS	

NOTE: TO BE PREQUALIFIED/ REGISTERED, A PROSPECTIVE BIDDER MUST ATTAIN AT LEAST 50 MARKS, IN ADDITION TO MEETING ALL THE MANDATORY REQUIREMENTS.

FORM PQ-1 PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1/we.....hereby apply for registration as supplier(s)
(Name of Company/Firm)

of.....
(Item Description)

.....
(Category No.)

Post Office Address.....

Town

Street.....

Name of building

Room/Office No. Floor No.

Telephone Nos. Fax 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

- 10. Indicate terms of trade/sale

PQ-2 SUPERVISORY PERSONNEL

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>

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.....
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*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

1ST Client (Organization)

- i) Name of Contact Person at the client (organization) _____
 - ii) Telephone No. of Client
 - iii) Value of Contract.....
 - iv) Duration of Contract (date)
- (Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- v) Name of Client (organization)
- vi) Address of Client (organization).....
- vii) Narrative Description of project:
.....

viii) Name(s) of Professional Staff provided by Your Firm/ or self

- 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)

3. Name of 3rd Client (organization)

- ix) Name of Client (organization)
- x) Address of Client (organization).....
- xi) Narrative Description of project:
.....

xii) Name(s) of Professional Staff provided by Your Firm/ or self

ix) Name of Contact Person at the client (organization)

- x) Telephone No. of Client
 - xi) Value of Contract.....
 - xii) Duration of Contract (date)
- (Attach documental evidence of existence of contract)

4. Name of 4th Client (organization)

- xiii) Name of Client (organization).....
- xiv) Address of Client (organization).....
- xv) Narrative Description of project:
.....

xvi) Name(s) of Professional Staff provided by Your Firm/ or self

- xiii) Name of Contact Person at the client (organization).....
 - xiv) Telephone No. of Client
 - xv) Value of Contract.....
 - xvi) Duration of Contract (date)
- (Attach documental evidence of existence of contract)

5. Name of 5th Client (organization)

- xvii) Name of Client (organization)
- xviii) Address of Client (organization).....

xix) Narrative Description of project:
.....

xx) Name(s) of Professional Staff provided by Your Firm/ or self

xvii) Name of Contact Person at the client (organization).
.....

xviii) Telephone No. of Client

xix) Value of Contract.....

xx) Duration of Contract (date)

(Attach documental evidence of existence of contract)

Others

.....

(30 Points)

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

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)