



**REGISTRATION OF
SUPPLIERS FOR
GOODS, WORKS AND SERVICES
2017-2018**

**TENDER NO.
EWASCO/2016-2017/250**

CATEGORY No.....

DESCRIPTION OF CATEGORY.....

**REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS, WORKS
AND SERVICES FOR FINANCIAL YEAR 2017-2018**

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1. INSTRUCTIONS.

1.1. Invitation for Registration.

- a) The Embu Water and Sanitation Company Ltd invites sealed applications from competent firms for registration for supply of goods, services and works for the period 2017-2018 .Interested eligible suppliers are invited to apply for registration , indicating the category of goods , works or services they wish to supply/provide.
- b) The request for Registration is as follows:
 - i) Categories Reserved for the Youth, Women and PWDs (Special Groups) should only receive applications from the said Categories.(The criteria applicable to special groups indicated in the tender document will be used during evaluation in the case of the reserved categories).
 - ii) All bidders can apply for Categories that are open to all bidders. Youth, Women and PWDs can apply for this categories as well and a separate list will be generated for this groups in such categories after the evaluation of tenders. In addition to evidence that they are qualified in the respective categories, the special groups should attach the certificate of registration for special groups from the National Treasury. (The evaluation criteria applicable to the open category will apply in this cases).
- c) Prospective bidders may download the tender document from the Embu Water Sanitation Company website **www.embuwater. co. ke FREE OF CHARGE.**
- d) Tenders in sealed envelopes bearing the correct tender number should be deposited in the Tender Box located in our head office located off Embu Meru road, Embu town next to the Kenya National Library or sent by post to :

**Head, Supply Chain management Services,
Embu Water and Sanitation Company Limited,
P.O Box 2142-60100, EMBU
Tel: 068-2231156**

To be received by **2nd June , 2017 at 12.00 noon.** Tenders will be opened the same day and time in the Company's Boardroom in the presence of bidders or their representatives who choose to attend.

Bidders who download the tender documents from the website **MUST** forward the following particulars immediately via email to procurement@embuwater.co.ke: Name of Firm, Postal Address, Telephone Number, Email Address, Tender Number, Tender Name.

- e) For each category EWASCO will prepare a list of registered suppliers . In preparing the list bidders will be ranked as per scored marks as per evaluation criteria.
- f) The Results of the registration process will be posted in the EWASCO website www.embuwater.co.ke within a period of 30 days from the date of submission.

Successful bidders will be required to send their acceptance letters in the format to be provided.

- g) Bidders who are currently in the current list of registered suppliers for Embu Water and Sanitation Company need not apply. The list is in the EWASCO website.
- h) For each category a separate application for registration should be made. Applicants who use the same application for different categories will be automatically disqualified. The Category Number and category name should be indicated in the cover page of the bidder's submission as shown in the cover page of this tender document.
- i) All applications must be clearly marked as follows:

"TENDER NO EWASCO/2016-2017/250 CATEGORY NO.....REGISTRATION OF SUPPLIERS FOR 2017/2018

j) Pre-qualification Categories.

<u>S/No.</u>	<u>TENDER NUMBER</u>	<u>TENDER DESCRIPTION</u>	<u>ELIGIBILITY</u>
REGISTRATION OF SUPPLIERS			
<u>SUPPLY OF GOODS</u>			
1.	EWASCO/2016-2017/250 /01	Supply and delivery of Electric items, fittings and accessories	Open
2.	EWASCO/2016-2017/250 /02	Supply and delivery of Office equipment and furniture	Open
3.	EWASCO/2016-2017/250 /03	Supply and delivery of staff uniforms and Personal Protective Equipment	Reserved
4.	EWASCO/2016-2017/250 /04	Supply and delivery of miscellaneous hardware store and tools	Open
4.	EWASCO/2016-2017/250 /05	Supply and delivery of computers hardware, tablets, ipads, Smart phones, Global Positioning Systems(GPS), Printers, Photocopiers and other related equipment	Reserved
5.	EWASCO/2016-2017/250 /06	Fabrication of pipes and fittings	Open
6.	EWASCO/2016-2017/250 /07	Supply and delivery of building materials	Reserved
7.	EWASCO/2016-2017/250 /08	Supply and delivery of motor bikes and their spare parts.	Open
8.	EWASCO/2016-2017/250 /09	Supply and delivery of Water Testing Laboratory apparatus, equipment and reagents	Open
9.	EWASCO/2016-2017/250 /10	Supply of Supermarket items	Open
10.	EWASCO/2016-2017/250 /11	Supply and delivery of games' sportswear and related equipment	Open
11.	EWASCO/2016-2017/250 /12	Supply and delivery of motor vehicle tyres, tubes, batteries, oils and lubricants	Open
12.	EWASCO/2016-2017/250 /13	Supply, installation and maintenance of Biometric system	Open
13.	EWASCO/2016-2017/250 /14	Printing and publication of newsletters, brochures, diaries, calendars among others	Reserved
14.	EWASCO/2016-2017/250 /15	Provision of hire of pickups, motor cycles and Taxi services	Open
15.	EWASCO/2016-2017/250 /16	Printing of promotional materials e.g. posters, T-shirts and banners	Reserved
16.	EWASCO/2016-2017/250 /17	Supply, delivery and installation of meter calibration & leak detectors	Open
17.	EWASCO/2016-2017/250 /18	Provision of cleaning materials and detergents	Reserved
18.	EWASCO/2016-2017/250 /19	Provision of repairs, maintenance and servicing of motor cycles	Open
19.	EWASCO/2016-2017/250 /20	Provision of repairs, maintenance and servicing of motor vehicles	open
20.	EWASCO/2016-2017/250 /21	Supply and Maintenance of air conditioners	Open
21.	EWASCO/2016-2017/250 /22	Supply of Workshop Tools and Equipment	Open
<u>PROVISION OF SERVICES</u>			
22.	EWASCO/2016-2017/250 /23	Provision of General Insurance	Open
23.	EWASCO/2016-2017/250 /24	Provision of GPA/WIBA, Group life & WIBA	Open

24.	EWASCO/2016-2017/250 /25	Provision of Cleaning Services	Reserved
25.	EWASCO/2016-2017/250 /26	Provision of Landscaping Services	Reserved
26.	EWASCO/2016-2017/250 /27	Provision of staff training services	Open
27.	EWASCO/2016-2017/250 /28	Provision of Courier Services	Open
28.	EWASCO/2016-2017/250 /29	Provision of catering services	Open
29.	EWASCO/2016-2017/250 /30	Provision of legal services	Open
30.	EWASCO/2016-2017/250 /31	Provision of Audit services on VAT Claims	Open
31.	EWASCO/2016-2017/250 /32	Provision of Company Secretary services	Open
32.	EWASCO/2016-2017/250 /33	Provision of Tax Consultancy services	Open
33.	EWASCO/2016-2017/250 /34	Maintenance of Computer Hardware, printers, photocopier & other related equipment	Open
34.	EWASCO/2016-2017/250 /35	Supply and Maintenance of computer software	Open
35.	EWASCO/2016-2017/250 /36	Supply of inventory management software	Open
36.	EWASCO/2016-2017/250 /37	Occupation, Safety, health auditing and Consultancy	Open
37.	EWASCO/2016-2017/250 /38	Event Management; hire of tents, chairs, tables, public address systems, decorations and related items	Open
38.	EWASCO/2016-2017/250 /39	Asset tagging and labeling	Open
39.	EWASCO/2016-2017/250 /40	Supply and delivery of branded of polo shirts, corporate shirts and blouses	Reserved
40.	EWASCO/2016-2017/250 /41	Human Resource Consultancy: Job evaluation, training needs assessment, salary survey.	Open
41.	EWASCO/2016-2017/250 /42	Consultancy; Strategic Plan	Open
42.	EWASCO/2016-2017/250 /43	Environmental Impact/ Assessment Consultancy	Open
43.	EWASCO/2016-2017/250 /44	Travel Agents	Reserved
44.	EWASCO/2016-2017/250 /45	Auctioneer Services/Debt Collectors	Open
45.	EWASCO/2016-2017/250 /46	Hotels for Conference Facilities	Open
46.	EWASCO/2016-2017/250 /47	ERP System	Open
47.	EWASCO/2016-2017/250 /48	Quality Management System	Open
48.	EWASCO/2016-2017/250 /49	Consultancy for Asset Re-evaluation	Open
PROVISION OF WORKS			
49.	EWASCO/2016-2017/250 /50	Building, Construction and general civil works	Open
50.	EWASCO/2016-2017/250 /51	Hire of Earth Moving Machines e.g. excavator, loader etc	Open
51.	EWASCO/2016-2017/250 /52	Supply and deliver of the filter media	open
52.	EWASCO/2016-2017/250 /53	Electrical Contractors	Open

1.2. Experience

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

For the categories reserved for the special groups, experience will not be a mandatory requirement as indicated in the Criteria for evaluation. However, experience will be considered if the special groups choose to participate in the categories that are open to all bidders.

1.3. Pre- Qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.4. Invitation to Tenders/Quotations

As the need arises, Quotations will be invited from registered firms in the relevant category in accordance with the public procurement regulations.

2. PRE-QUALIFICATION DATA INSTRUCTIONS.

2.1 Pre-qualification data forms.

2.1.1. The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ5, PQ-6, and PQ-7 are to be completed by prospective suppliers/contractors who wish to be listed/ registered as suppliers in the specified categories as necessary.

2.1.2 The Pre-qualification application forms must be filled fully, **incomplete application will lead to disqualification.**

2.2 Qualification

2.2.1 It is understood and agreed that the pre-qualification data on a prospective bidder is to be used by Embu Water in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the items/services required in the respective category.

2.2.2 Prospective bidders will not be considered qualified unless in the judgment of Embu Water , 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 required.

2.3 Essential Criteria for Pre-qualification.

(a) Experience: Prospective bidder shall have experience in the supply of goods or services and allied items. Potential supplier/contractor should show competence, willingness and capacity to service the contract. However the Youth, Women and PWDs will be evaluated as per the evaluation criteria indicated in this tender document.

(b) Prospective supplier must possess all the statutory documents i.e. registration certificate, Kenya Revenue Authority requirement for VAT registration/ PIN, and must provide valid tax compliance certificate.

3.3 Financial Condition

The supplier's financial condition will be determined by latest bank statement submitted with the pre-qualifications documents as well as letters

of reference from their bankers regarding supplier's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactorily information given.

However the Youth, Women and PWDs will be evaluated as per the evaluation criteria indicated in this tender document.

3.4 Past Performance

Past performance will be given due consideration in registration of bidders.

Letters of reference from past customers should be included in form PQ-3 and **documentary evidence** of contracts executed where applicable.

3.5 Sworn Statement

Application **Must** include a sworn statement (form PQ-7) by the Tenderer ensuring the accuracy of the information given.

3.6 Pre-qualification Criteria

3.6.1 Evaluation Criteria for categories that are Open to all bidders (Those not expressly listed in the other categories below)

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	Mandatory
2. Pre-qualification Data	PQ-2	5
3. Past Experience	PQ-3	3
4. Bank Statement	PQ-4	5
5. Confidential Questionnaire	PQ-5	2
6. Litigation History	PQ-6	5
7. Sworn Statement	PQ-7	5
	Total	<u>25</u>

Pass Mark 80 % and over

3.6.2 Evaluation Criteria for Travel Agents- Reserved

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	Mandatory
2. Pre-qualification Data	PQ-2	5
3. Past Experience	PQ-3	3
4. Bank Statement	PQ-4	5
5. Confidential Questionnaire	PQ-5	2
6. Litigation History	PQ-6	5
7. Sworn Statement	PQ-7	5
8. Attach copy of current IATA Certificate		5
	Total	<u>30</u>

Pass Mark 80 % and over

3.6.3 Evaluation Criteria for Small Works / Plumbing Works/Electrical Contractors

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	Mandatory
2. Pre-qualification Data	PQ-2	5
3. Past Experience	PQ-3	3
4. Bank Statement	PQ-4	5
5. Confidential Questionnaire	PQ-5	2
6. Litigation History	PQ-6	5
7. Sworn Statement	PQ-7	5
8. Attach relevant copy of valid NCA Certificate (or valid public works certificate where necessary)		5
	Total	<u>30</u>

Pass Mark 80 % and over

3.6.4 Evaluation Criteria for Professional Services/ Consultancy services/Auctioneer Services/Debt Collectors/ Quality Management System Trainers

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	Mandatory
2. Pre-qualification Data	PQ-2	5
3. Past Experience	PQ-3	3
4. Bank Statement	PQ-4	5
5. Confidential Questionnaire	PQ-5	2
6. Litigation History	PQ-6	5
7. Sworn Statement	PQ-7	5
8. Attach copy of relevant registration certificate Where applicable		5
	Total	<u>30</u>

Pass Mark 80 % and over

3.6.5 Evaluation Criteria for all other categories Reserved for Youth Women and Persons with Disabilities not mentioned above. (The Certificate of Registration for the Youth Women and Persons with Disability by the National Treasury /County will be considered a Mandatory Requirement.)

(For the Provision of Tickets is separate as indicated above)

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	Mandatory
2. Pre-qualification Data	PQ-2	5
3. Confidential Questionnaire	PQ-5	2
4. Litigation History	PQ-6	5
5. Sworn Statement	PQ-7	5
	Total	<u>17</u>

Pass Mark 80 % and over

3.7 Submission of Prequalification Documents

The prequalification documents dully filled with the necessary attachments should be arranged in a systematic order during submission in the following sequence:

- Cover Page indicating the name of Bidder, category No and Description
- PQ1 Registration documentation-**MANDATORY**
- PQ2 Prequalification data form duly filled
- PQ 3 Experience of the firm form duly filled with the necessary evidence where necessary.
- PQ 4 Copies of financial statements
- PQ 5 Confidential Business Questionnaire duly filled
- PQ 6 Litigation History
- PQ7 Sworn Statement
- Any other requirement as applicable in the respective categories and evaluation criteria eg
 - IATA Certificate for travel agents,
 - Certificate of Registration for small works, Plumbing works/electrical contractors/professional services from the respective bodies

The Certificate of Registration for the Youth, Women and Persons with Disability by the National Treasury will be considered a Mandatory Requirement in the categories Reserved to the Special Groups.)

Youth, Women and PWDs who would wish to be considered for categories that are open to all bidders should attach the certificate of Registration from the National Treasury.

FORM PQ -1

REGISTRATION DOCUMENTATION.

This is preliminary registration of statutory documents which **shall** be provided by all bidders.

- i) Copy of Certificate of registration or incorporation.
- ii) Copy of **Valid tax compliance certificate** from Kenya Revenue Authority. The validity will be verified using the KRA Checker.
- iii) Copy of PIN Certificate/Copy of VAT registration certificate.
- iv) Physical address
- v) Provide telephone Number and email
- vi) Certificates from affiliated bodies/association *where applicable*
- vii) Certificate of registration for special groups *where applicable*.
- viii) Proof of Experience from at least three clients (Attach letters of recommendation for each reference given) – This is not applicable for categories reserved for Youth Women and PWDs.

NB: Failure to submit any of the above **mandatory** requirements will lead to **Automatic Disqualification**.

FORM PQ-2

PRE-QUALIFICATION DATA

CONTRACTOR IDENTIFICATION

1. Legal name of firm

Post office addressCODE.....

City.....

Country.....

Land Line Telephone No(s).....

Person to contact.....

Cell Phone No.....

Title.....

2. Organization & Business Information.....

Director.....

Secretary.....

General Manager.....

Treasurer.....

Others.....

Partnership (if applicable).....

Names of Partners.....

3. Business founded or incorporated

4. Under present management since

5. a) Bank reference and address.....

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

Marks allocation

(1 Mark each for each for each point. - Max 5 Marks)

FORM PQ-3

PAST EXPERIENCE

NAMES OF APPLICANTS OTHER CLIENTS DEALT WITH IN THE PAST. (BIDDERS MUST ATTATCH A LETTER OF RECOMMENDATION FROM EACH REFERENCE GIVEN)

1. (l) Name of client (Organization).....
(ii) Address
(iii) Telephone No.....
(iv) Value of contract.....
(v) Contact person
(vi) Signature

2. (i) Name of client (Organization).....
(ii) Address of Client (Organization).....
(iii) Telephone No.....
(iv) Value of contract.....
(v) Contact person
(vi) Signature

3. (i) Name of client (Organization).....
(ii) Address of Client (Organization).....
(iii) Telephone No.....
(iv) Value of contract.....
(v) Contact person
(vi) Signature

Others.....

NB: -Provide letters of recommendation from at least 3 (three) of your major clients listed.

-Current suppliers for Embu Water need not provide a letter of Recommendation from Embu Water, but can attach copies of Embu Water LPOs. However they should provide letters of recommendation for the other references.

-The item supplied on the letter of recommendation should similar to the category applied for prequalification.

Marks Allocation

For each reference.

0-1 year -1 mark out of 3 marks

2-3 year -2 marks out of 3 marks

4 years and above – 3 Marks out of 3 marks

For overall total marks the above will be added for each reference and calculated relative to the total marks allocated in the evaluation criteria.

Form PQ-4

FINANCIAL STATEMENT.

Attach a copy of the firm's bank statement for at least the past five months.

Marks allocation

1 Mark for each month of bank statement provided- Max 5 marks

FORM PQ-5

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 this Form

Part 1- General:

Business Name.....
Location of Business premises.....
Plot No.....Street/Road.....
Postal Address.....Tel/No.....
Nature of Business.....
Current Trade License No.....Expiring date.....
Maximum value of business which you handle at any one time K£.....
Name of your bankers.....Branch.....
Are you an agent of the Kenya National Trading Corporation? YES/NO.....

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.....			
4.....			
5.....			

Part 2 (c) – Registered Company.

Private or Public

State the nominal and issued capita of the company

Norminal K£.....

Issued K£.....

Marks allocation

1 mark for filling part 1 and

1 mark for filling any of part 2

Total 2 marks

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 tenders or quotation(s) on the basis of provision in the quotation or tender documents.

Applicant's Name:

Represented by:

Designation:

Signature:

Date:

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

Marks allocation

5 Marks for form Duly Completed

**NOTIFICATION OF COMPLETION OF PREQUALIFICATION
EXERCISE**

**PREQUALIFICATION COMPLETION EXERCISE
PREQUALIFICATION OF SUPPLIERS FOR PROVISION OF GOODS WORKS
AND SERVICES FOR THE PERIOD ENDING
TO ALL APPLICANTS**

Notice is hereby given that the prequalification exercise for the above tender has been completed.

The results of the prequalification exercise have been posted on the EWASCO website www.embuwater.co.ke.

Please note that this communication is final as there will be no letters of notification to individual applicants.

Successful Bidders should submit letters of acceptance in the format to be provided by

REQUEST FOR REVIEW FORM

FORM RB 1

**REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email, hereby request the Public
Procurement Administrative Review Board to review the whole/part of the above mentioned
decision on the following grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.
- etc

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

SIGNED
Board Secretary