



"Maji Safi Nila Wakati"

Kericho Water & Sanitation Company Limited
(KEWASCO)

P.O. Box 1379 - 20200, Kericho Kenya. *Temple Road, Next to Telkom House.*

Tel: (052) 2020602/**Customer Care:** 0797 220 294/**Cashier:** 0797 220 249

Email: info@kewasco.co.ke Website: www.kewasco.co.ke

SUPPLIERS REGISTRATION DOCUMENT
FOR SUPPLY AND DELIVERY OF GOODS, WORKS AND PROVISION OF SERVICES FOR THE
FINANCIAL YEARS 2023/2024 -2024/2025

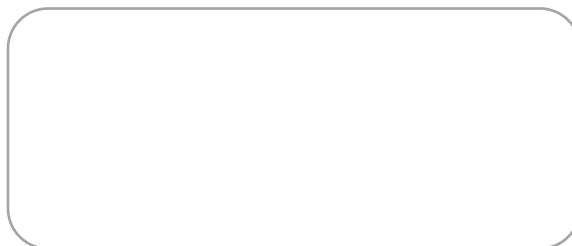
ELIGIBILITY: OPEN TO GENERAL PUBLIC

REGISTRATION NO:.....

REGISTRATION NAME:.....

SUBMISSION DATE: FRIDAY 14TH APRIL 2023 AT 10.00 A.M.

BIDDER'S RUBBER STAMP



MARCH 2023

REGISTRATION OF SUPPLIERS FOR GENERAL PUBLIC

REGISTRATION FORM FOR OPEN TO PUBLIC

Kericho Water & Sanitation Company Limited (KEWASCO) invites Sealed Registration Documents for Financial Years 2023/2024 -2024/2025 for Registration of suppliers as per listed items indicated Category B. Registration are opened to all eligibility criteria set in the Registration document.

CATEGORY B- REGISTRATION OF SUPPLIERS OPEN TO GENERAL PUBLIC FOR FINANCIAL YEARS 2023/2024- 2024/2025		
S/No.	Tender Reference No.	Tender Description
1.	KEWASCO/REG/1/2023-2025	Supply and Delivery of Water Treatment chemicals
2.	KEWASCO/REG/2/2023-2025	Provision of Company Secretarial Services
3.	KEWASCO/REG/3/2023-2025	Provision of Courier Services
4.	KEWASCO/REG/4/2023-2025	Provision Of Sanitary Disposal Services
5.	KEWASCO/REG/5/2023-2025	Provision of Catering, Conference And Other Related Hotel Services.
6.	KEWASCO/REG/6/2023-2025	Supply and Delivery of Volumetric Rotary Piston and single/multi-jet Polymer cased Body Cold Water Meters Complete with Self-Non-Return Valve and Liners
7.	KEWASCO/REG/7/2023-2025	Supply and Delivery of Laptops, Desktops ,Printers, tablets, Smart Phones, Global position Systems (G.P.S), Photocopiers and other Related Equipment
8.	KEWASCO/REG/8/2023-2025	Supply and Delivery of HDPE,PPR, UPVC Pipes and Associated Fittings and Generals Stores
9.	KEWASCO/REG/9/2023-2025	Supply and Delivery of Electrical Fittings and Accessories
10.	KEWASCO/REG/10/2023-2025	Provision of Services for Small Civil and Water Works
11.	KEWASCO/REG/11/2023-2025	Provision of Environmental Audits/Environmental Impact Assessment Services/ Environmental Social and Impact Assessment
12.	KEWASCO/REG/12/2023-2025	Supply of Fuel, Oils and Lubricants
13.	KEWASCO/REG/13/2023-2025	Provision of Servicing of Motor Vehicles, Repairs And Maintenance
14.	KEWASCO/REG/14/2023-2025	Provision of Servicing of Motor Cycles Spares, Repairs And Maintenance
15.	KEWASCO/REG/15/2023-2025	Supply and Delivery of Motor Vehicle Spares, Tyres, Tubes and Batteries and other accessories
16.	KEWASCO/REG/16/2023-2025	Supply, Delivery and Installation and Servicing of Firefighting Equipments
17.	KEWASCO/REG/17/2023-2025	Supply, Delivery And Servicing Of Water Pumps, Electric Motors & Rewinding Services, Pumps' Gears And Shafts, Bearing Seals And V- Belts, Chain And Chain Blocks, Related Equipments & Its Accessories
18.	KEWASCO/REG/18/2023-2025	Provision of Tax Consultancy Services and Filling of returns
19.	KEWASCO/REG/19/2023-2025	Supply and Delivery of Full Chemical Dozers, Water Testing Laboratory Apparatus, Reagents and Equipment
20.	KEWASCO/REG/20/2023-2025	Supply and Delivery of Kitchenwares, Sugar and other Associated Consumables
21.	KEWASCO/REG/21/2023-2025	Provision of Training Services (NITA Approved)

Special/Target groups may choose to apply for registration in categories open to public. However all applications for categories open to the public will be subjected to the same evaluation criteria as set out in this Registration Document.

Registration Document containing detailed information on the tenders can be viewed by tenderers and download the documents from Kericho Water and Sanitation Company Limited website www.kewasco.co.ke free of charge. Applicants who download the document may seek for enquiries via email address tenders@kewasco.co.ke.

Duly filled and complete Registration Documents Clearly Marked “Registration No.....” and “Closing Date” should be addressed to:

**The Managing Director
Kericho Water & Sanitation Company Limited
P.O. Box 1379-20200
KERICHO.**

And deposited in the **Tender Box** situated opposite cash Office so as to reach on or before **FRIDAY, 14TH APRIL 2023** not later than **10.00 am**.

Registration documents will be opened thereafter at the KEWASCO Office, in the presence of Tenderers representatives who choose to attend.

MANAGING DIRECTOR.

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1.0 REGISTRATION INFORMATION

1.1 Introduction

KEWASCO invites all interested and eligible firms that comply with the set criteria as provided in this tender document to apply for registration as suppliers, Contractors or Consultants for the goods, works or services in various specific categories of goods, works or services on as and when required basis.

Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions over the period should apply afresh in order to be subjected to this uniform/equal/transparent evaluation criterion alongside others and allow for verification of their eligibility with regard to payment of taxes and their current legal status.

1.2 Registration of suppliers Objective

a) The main objective of the registration of suppliers exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the PPADA, 2015 through an open and transparent process that shall constitute a list of registered suppliers for use by KEWASCO according to its procurement needs on as and when required basis.

b) The identified suppliers will be subjected to quote competitively (in the respective categories applied) for supply and delivery/provide goods, services or works to the KEWASCO on 'as and when required' during the Financial Year 2023/2024-2024/2025. By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.

c) The registered firms will be invited to submit bids in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of Twenty four months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the KEWASCO.

d) The actual specifications and quantities of items will be as per the bid documents.

1.3 Registration Document

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

1.4 Submission of Registration Documents

One (1) Original of the completed document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to reach:

**The Managing Director,
Kericho Water and Sanitation Company Limited
P.O. Box 1379-20200, Kericho.**

Not later than **14TH APRIL 2023 at 10.00 am Kenyan time.**

(NB: Should be one (1) separate document for each category).

1.5 Questions Arising from Documents

Bidders who download the registration document must arrange to register with KEWASCO their contact details at tenders@kewasco.co.ke at least three (3) days before the closing date for the purposes of receiving any further tender clarifications and/ or addendum if need be.

1.6 Additional Information/inspection visit

KEWASCO reserves the right to request for submission of additional information from prospective bidders. KEWASCO may also conduct an inspection visit to establish/verify information or contact references provided by the prospective bidders.

2.0 REGISTRATION DATA INSTRUCTIONS

2.1 Registration data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4 and PQ-5 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tenders/quotations for the specific tender.

2.1.1 The 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.

2.2 Qualification

2.2.1 The registration data on prospective bidders is to be used by KEWASCO in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

2.2.2 Prospective bidders will not be considered qualified unless in the judgment of KEWASCO 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 goods/services and have met the set criteria.

2.3 Essential Criteria for Registration

The prospective bidder should comply all the mandatory requirements and technical requirements as specified in the evaluation criteria by providing the required information under each of the key areas of personnel, financial condition, past performance, experience, sworn statement and the fully filled confidential business questionnaire especially on debarment and conflict of interest.

2.4 Category specific information.

- ❖ Hold a current practicing certificate (hold a certificate of registration as a trainer/consultant).

2.5 Withdrawal of registration

Should a condition arise that 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, KEWASCO reserves the right to reject the tender from such a bidder even though they were initially registered.

2.6 After evaluation of the received applications, KEWASCO will notify all applicants (both successful and unsuccessful) of the results of registration exercise.

3.1 Invitation to Bid

The registered firms shall be invited to submit competitive quotes/restrictive tenders through the hard copies or any other acceptable medium. In this regard, the prospective bidders should ensure they are registered/defined. Failure to quote or respond without adequate reasons will lead to disqualification from the list.

3.2 Contract Price

- o The successful suppliers identified through the procurement process shall be issued with a system generated Purchase/Service Order for them to deliver/provide the specified goods, services or works.
- o Prices quoted should be inclusive of all delivery charges and taxes including all applicable duties and levies.

3.3 Delivery Period

- o The successful bidder should deliver/provide the goods, works or services within the stipulated timelines. Failure to deliver within KEWASCO stipulated timelines may lead to the supplier being struck off from the registration list, debarment or denial of future engagements with KEWASCO.
- o The delivery of goods, works or services should be accompanied by a duplicate copy of the order issued by KEWASCO, certified delivery notes or job cards/worksheets, invoice and any other supporting document.

3.4 Inspection of the goods, services or works

It is the supplier's duty to ensure the goods, services and works delivered meet KEWASCO quality standards/specification requirements as outlined in the Request for Quotation/tender document. KEWASCO shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

3.5 Payments

- o KEWASCO shall only pay for the goods, works or services after their delivery. No advance payment is allowed.
- o All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.
- o Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.
- o Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract.

3.5 Rights of KEWASCO

KEWASCO reserves the right to: -

- a) Invite open tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
- b) Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to KEWASCO. However, the firms in the list of registered suppliers

as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.

- C) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

4.0 REGISTRATION EVALUATION CRITERIA

The Procuring Entity will start by examining all the tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

Must submit and fulfil the following: -

No.	REQUIREMENT	Responsive or Non-Responsive
1.	The firm must be Registered with a certificate of registration/incorporation (Attach the copy of certificate of Incorporation/registration	
2.	A Valid Tax Compliance Certificate	
3.	Attach a copy of CR12 for limited company or a copy of ID for sole proprietor and partnership	
4.	Fully fill the attached Confidential Business Questionnaire	
5.	Duly filed registration data form PQ-1	
6.	Duly filed supervisory personnel form PQ-2	
7.	Duly filed confidential business questionnaire form PQ-3	
8.	Duly filed past experience form PQ-4	
9.	Duly filed sworn statement form PQ-5	
10.	Well Bound, Serialized and Paginated Tender Document (including the attachments) in numerical as 1, 2, 3,..... etc.	
	RESPONSIVENESS (R) or NON- RESPONSIVENESS (NR)	

Bidders must meet all the above mandatory requirements to qualify to be evaluated in the next stage.

TECHNICAL EVALUATION (MANDATORY) REQUIREMENTS

Must submit and fulfil the following: -

No.	REQUIREMENT	Responsive or Non-Responsive
1.	Firms' audited accounts or bank statements for previous one year (attach proof)	
2.	State credit period (minimum proposed is 30 days)	
3.	State price validity of bid(minimum proposed is 90days)	
4.	State duly filled and signed confidential business questionnaire	
5.	Provide at least three documentary evidence of clients the firm has done business with in the last two years.(Copy of LPOs/LSOs, Invoices, Contracts etc.	
	RESPONSIVENESS (R), NON RESPONSIVE (NR)	

Note:-

- Firms that pass all the above requirements will be added to the list of registered suppliers under the mentioned category for a period of two years.
- The list will be used to source quotations on competitive basis as and when needs arises.
- Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- Should submit a separate document for each category for those firms that intend to apply in different categories.

FORM PQ-1 REGISTRATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Firm's Name) hereby apply

for registration in the categoryas supplier of..... (Item Description /per category)

Post Office Address.....Town.....

Name of building..... Floor No.....Room/Office No.....

Telephone Number (working).....Email address.....

Full names of the person applying.....

2. OWNERSHIP AND PERSONNEL

Full Names of the Managing Director/CEO.....

Other key personnel staff/directors:

Position/Designation

a)

b)
.....

c)
.....

Partnership (if applicable) Name of partners

3. ADDITIONAL INFORMATION

a) Business founded or incorporated

b) Networth equivalent Kshs.....

c) Bank reference and Address

d) Sister/Bonding Company reference and address (if applicable)

e) State any technological innovations or specific attributes which distinguish you from your competitors:-
.....

f) Indicate terms of trade / sale

Please indicate the firms' key personnel and their qualifications:-

Name of the personnel

.....

Age

Academic Qualifications

.....

.....

.....

.....

Professional Qualifications

.....

.....

.....

Length of service with contractor or supplier position held

.....

.....

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

FORM PQ -3 CONFIDENTIAL BUSINESS QUESTIONNAIRE**(Must be filled by all applicants or Tenderers' who choose to participate in this tender)****Name of Applicant(s)**
.....

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

Part 2 (d) to part 2(i) must be filled.

You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

Part 1 – General

Business Name.....

Certificate of Incorporation/Registration No

Location of business premises:

CountryPhysical address

Town.....

Building.....

Floor..... Plot No.

Street/RoadPostal Address

Postal/Country Code..... Telephone No's.....

Fax No's.E-mail address

Website

Contact Person (Full Names) Direct / Mobile No's.....

Title Power of Attorney (Yes / No)

If yes, attach written document.

Nature of Business (Indicate whether manufacturer, distributor, etc.)

(Applicable to Local Suppliers Only)

Local Authority Trading License No Expiry Date

..... Value Added Tax

No.....

Value of the largest single assignment you have undertaken to date (US\$/Kshs)

.....

Was this successfully undertaken? **Yes / No.** (If yes, attach reference)

Name (s) of your banker (s)

Branches Tel No's

Part 2 (a) – Sole Proprietors

Full names

Nationality..... Country of Origin.....

Part 2 (b) – Partnerships

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.			
2.			
3.			
4.			

Part 2 (c) – Registered Company

Private or public

Company Profile (Attach)

State the nominal and issued capital of the Company

Nominal Kshs

Issued Kshs

List of top ten (10) shareholders and distribution of shareholding in the company

Give details of all directors as follows: -

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.....
2.....
3.....
4.....

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by KEWASCO and any other public or private institutions.

Full Names

Signature.....

Dated this.....day of2023.

In the capacity of

Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Criminal Offence

I/We, (Name (s) of Director (s)): -

- a)
- b)
- c)

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

In the capacity of

Dated thisday of2023

Suppliers' / Company's Official Rubber Stamp

Part 2 (f) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

- a)
- b)
- c)
- d)

For and on behalf of M/s

In the capacity of

Dated thisday of202

Suppliers' / Company's Official Rubber Stamp.....

Part 2 (g) – Interest in the Firm:

Are there any person/persons in KEWASCO or any other public institution who has interest in the Firm?

Yes/No (Delete as necessary) Institution

.....

(Title)

(Signature)

(Date)

Part 2(h) – Experience

Please list here below similar projects accomplished or companies / clients you have provided with similar services in the last two (2) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract / Order No.</u>	<u>Value</u>
1.....
2.....
3.....
Contact person (Full Names)			
E-mail address.....			
Cell phone no			

Part 2(i) – Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give KEWASCO authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names

Signature.....

For and on behalf of M/s

In the capacity of

Dated thisday of2023

Suppliers' / Company's Official Rubber Stamp

FORM PQ-4 PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1 Name of 1st Client (Organization)

i. Name of Client (organization)

ii. Address of Client (organization)

iii. Name of Contract Person at the client (organization)

iv. Telephone No. of client

v. Value of Contract

vi. Duration of Contract (date)

2. Name of 2nd Client (organization)

i. Address of Client (organization)

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

iii. Telephone No. of Client

iv. Value of Contract (date)

v. Duration of Contract (date)

3. Name of 3rd Client (organization)

i. Address of Client (organization)

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

iii. Telephone No. of Client

iv. Value of Contract

v. Duration of Contract (date)

Others

Note; This form will be considered duly filled for one or more clients

Having studied the registration document, we/ I hereby state: -

- a. The information furnished in this application is accurate to the best of my/our knowledge.
- b. That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by KEWASCO.
- c. We shall notify KEWASCO when the legal, technical or financial status or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process (In case of any litigation issues, please indicate the nature in a different sheet as an attachment).

Name of the firm/company Name:

Firm's representative

Signature

Date

Stamp

.....**End**.....