



KIRINYAGA COUNTY WATER & SANITATION PLC

P.O BOX 360-10300, KERUGOYA

Official Tel: 0746555368

Customer Care Line: 0715413591

Email managingdirector@kicowasco.co.ke/info@kicowasco.co.ke

Website www.kicowasco.co.ke

REGISTRATION OF SUPPLIERS 2024-2025 TENDER DOCUMENT

REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES FOR THE YEAR ENDING 30TH JUNE 2025 (FINANCIAL YEAR 2024-2025)

To be completed by the Tenderer. Indicate the following information.

1. Category No.....

2. Item Description

3. Closing date **Wednesday 5th June, 2024 at 12 p.m. Noon**

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KIRINYAGA COUNTY WATER & SANITATION PLC

REGISTRATION NOTICE

Kirinyaga County Water & Sanitation PLC now invites applications for registration from interested eligible bidders for Supplies for delivery of goods, services, consultancy & works “as and when required basis” for the period of One Year (Financial Year 2024- 2025).

CATEGORIES C: REGISTRATION OF SUPPLIERS FOR DELIVERY OF GOODS, SERVICES, CONSULTANCY & WORKS FY 2024-2025			
S/NO	TENDER REFERENCE NO	TENDER DESCRIPTION	ELIGIBILITY
1.	KCWSPLC/R/01/2024 - 25	SUPPLY, DELIVERY OF COMPUTER HARDWARE, COMPUTER ACCESSORIES, LAPTOPS, TABLETS, SMART PHONES, CAMERAS ,GLOBAL POSITIONING SYSTEMS(G.P.S.), PRINTERS, PHOTOCOPIERS & OTHER RELATED EQUIPMENT	SPECIAL GROUPS
2.	KCWSPLC/R/02/2024 - 25	SUPPLY AND DELIVERY OF LABORATORY REAGENTS	OPEN
3.	KCWSPLC/R/03/2024 - 25	SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT'S	OPEN
4.	KCWSPLC/R/04/2024 - 25	SUPPLY, DELIVERY, INSTALLATION AND SERVICING OF FIREFIGHTING EQUIPMENT'S.	SPECIAL GROUPS
5.	KCWSPLC/R/05/2024 - 25	SUPPLY AND DELIVERY OF BALLS, SPORTS EQUIPMENT'S AND SPORT UNIFORM	SPECIAL GROUPS
6.	KCWSPLC/R/06/2024 - 25	SUPPLY AND DELIVERY OF PETROL, DIESEL, OILS AND LUBRICANTS	OPEN
7.	KCWSPLC/R/07/2024 - 25	SUPPLY AND DELIVERY OF MOTOR CYCLE TYRES, SPARE PARTS AND ACCESSORIES	OPEN
8.	KCWSPLC/R/08/2024 - 25	SUPPLY AND DELIVERY OF COMPUTER SOFTWARE	SPECIAL GROUPS
9.	KCWSPLC/R/09/2024 - 25	SUPPLY AND DELIVERY OF GIS SURVEYING TOOLS AND EQUIPMENT	OPEN

10.	KCWSPLC/R/10/2024 - 25	SUPPLY AND DELIVERY OF NRW EQUIPMENT'S	OPEN
11.	KCWSPLC/R/11/2024 - 25	SUPPLY AND DELIVERY OF OFFICE FURNITURE	SPECIAL GROUPS
12.	KCWSPLC/R/12/2024 - 25	SUPPLY AND DELIVERY OF HDPE BUTT FUSION MACHINE, PUMPS AND ELECTRO-MECHANICAL EQUIPMENT	OPEN
13.	KCWSPLC/R/13/2024 - 25	SUPPLY ,DELIVERY AND INSTALLATION OF STAFF ATTENDANCE SYSTEM	OPEN
14.	KCWSPLC/R/14/2024 - 25	SUPPLY ,DELIVERY AND INSTALLATION OF FLEET MANAGEMENT SYSTEM	OPEN
15.	KCWSPLC/R/15/2024 - 25	SUPPLY AND DELIVERY OF MOTOR VEHICLE TYRES, SPARE PARTS AND ACCESSORIES	OPEN
16.	KCWSPLC/R/16/2024 - 25	SUPPLY AND DELIVERY OF BRANDED RIDING GEARS	SPECIAL GROUPS
17.	KCWSPLC/R/17/2024 - 25	SUPPLY & DELIVERY OF STAFF UNIFORMS AND PERSONAL PROTECTIVE EQUIPMENT'S AND RIDING GEARS	SPECIAL GROUPS
18.	KCWSPLC/R/18/2024 - 25	PRINTING AND PUBLICATION OF NEWSLETTERS, BROCHURES, DIARIES, CALENDARS, BOOKS OF ACCOUNTS, DETAIL ORDER, LPO,LSO, POSTERS, BANNERS ETC.	SPECIAL GROUPS
19.	KCWSPLC/R/19/2024 - 25	PROVISION OF GRAPHIC DESIGN AND BRANDING SERVICES	SPECIAL GROUPS
20.	KCWSPLC/R/20/2024 - 25	REPAIR AND MAINTENANCE OF COMPUTER, COMPUTER ACCESSORIES, LAPTOPS AND PRINTERS	OPEN
21.	KCWSPLC/R/21/2024 - 25	REPAIR AND MAINTENANCE OF MOTOR VEHICLES (GARAGES)	OPEN
22.	KCWSPLC/R/22/2024 - 25	REPAIR AND MAINTENANCE OF MOTOR CYCLES (GARAGES)	OPEN
23.	KCWSPLC/R/23/2024 - 25	PROVISION OF ASSET IDENTIFICATION AND TAGGING SERVICES	OPEN
24.	KCWSPLC/R/24/2024 - 25	PROVISION OF FEMININE SANITARY BINS SERVICES	SPECIAL GROUPS

25.	KCWSPLC/R/25/2024 - 25	PROVISION OF WELDING AND FABRICATION SERVICES	OPEN
26.	KCWSPLC/R/26/2024 - 25	PROVISION OF HOTEL SERVICES (E.G CONFERENCE FACILITIES, OUTSIDE CATERING SERVICES ETC.)	OPEN
27.	KCWSPLC/R/27/2024 - 25	PROVISION OF LEGAL SERVICES	OPEN
28.	KCWSPLC/R/28/2024 - 25	PROVISION OF TAX CONSULTANCY SERVICES	OPEN
29.	KCWSPLC/R/29/2024 - 25	PROVISION OF CONSULTANCY ON COMPANY SECRETARY SERVICES	OPEN
30	KCWSPLC/R/30/2024 - 25	PROVISION OF ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT SERVICES (ESIA)	OPEN
31.	KCWSPLC/R/31/2024 - 25	REGISTRATION OF BUILDING AND CIVIL WORKS CONTRACTORS (Mandatory NCA for Building and/ or Civil Works)	OPEN
32.	KCWSPLC/R/32/2024 - 25	REGISTRATION OF ELECTRICAL WORKS CONTRACTORS (Mandatory NCA for Electrical Works)	OPEN
33.	KCWSPLC/R/33/2024 - 25	REGISTRATION OF WATER WORKS CONTRACTORS (Mandatory NCA for Water Works)	OPEN

Prequalification/Registration documents may be downloaded from www.kicowasco.co.ke at no cost. Completed registration documents in plain sealed envelope, clearly marked with Category name and Reference number should be addressed to:

**THE MANAGING DIRECTOR,
KIRINYAGA COUNTY WATER & SANITATION PLC,
P O BOX 360-10300,
KERUGOYA.**

- 1.1 **On or before Wednesday 5th June, 2024 at 12 p.m. Noon** and be deposited in the tender box at Tender Box at Kirinyaga County Water & Sanitation PLC located at Company Headquarters customer care office or be addressed to (*Procuring entity name and address*) Kirinyaga County Water & Sanitation PLC P.O Box 360 – 10300 Kerugoya. Electronic Tenders will not be permitted.

Youth, women and persons with disability who are dully registered with the Directorate of Public Procurement at the National Treasury are encouraged to apply.

Results of the registration process will be posted on KICOWASCO website i.e. www.kicowasco.co.ke

**MANAGING DIRECTOR
REGISTRATION INSTRUCTIONS**

1.1 Introduction Kirinyaga County Water & Sanitation PLC would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver or provision of goods, works and services to the Corporation.

1.2 Registration Objective. The main objective is to supply and deliver assorted items and also provide services, Consultancy and works under relevant tenders/quotations to the Managing Director Kirinyaga County Water & Sanitation PLC as and when required during the period ending **5th June, 2024.**

1.3 Invitation of Registration. Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to the Managing Director, Kirinyaga County Water & Sanitation PLC so that they may be prequalified/registered for submission of tenders. Bids will be submitted in complete lots singly or in Combination. The prospective Suppliers are required to supply mandatory information for registration.

1.4 Experience. Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services, consultancy and works to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria. Special groups comprising youth, women and persons with disability who are dully registered with the Directorate of Public Procurement at the National Treasury are encouraged to apply.

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 suppliers must submit all the information herein requested. Bidders may bid for more than one category.

1.7 Distribution of Registration Documents Copies of the completed registration data and other requested information shall be submitted to reach:

**THE MANAGING DIRECTOR,
KIRINYAGA COUNTY WATER & SANITATION PLC,
P.O BOX 360-10300,
KERUGOYA.**

Not later than **Wednesday 5th June, 2024**

1.8 Questions Arising from Documents Questions that may arise from the registration documents should be directed to the Procurement office, Micro and Small Enterprises Authority

1.9 Additional Information the Micro and Small Enterprises Authority reserves 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 materials to be supplied.

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. Prices quoted should be inclusive of all delivery charges.

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

REGISTRATION DATA INSTRUCTIONS

2.5 Registration data forms. The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ6, PQ-7, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific category.

2.5.1 The registration 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 and in ink.

2.6 Qualification

2.6.1 It is understood and agreed that the registration data on prospective bidders is to be used by corporation in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

2.6.2 Prospective bidders will not be considered qualified unless in the judgment of Corporation 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, work and services.

2.7 Essential Criteria for Registration

2.7.1 Experience: Prospective bidders shall have experience in the supply of goods, services, consultancy and works and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

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

2.7.3 Financial Condition: The Supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

2.7.4 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.

2.7.5 Past Performance: Past performance will be given due consideration in registering bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6

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

2.9 Withdrawal of Registration. should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/corporation 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 Corporation reserves the right to reject the tender from such a bidder even though he was initially registered.

2.10 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration Incorporation/Memorandum and Article of Association, copies of which must be attached.

2.10.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

FORM PQ-1 REGISTRATION DOCUMENTS

2.11 Registration Criteria

All firms must meet mandatory requirement for them to be registered as follows;

1. Mandatory requirements

PQ-1

A1	A copy of certificate of incorporation/registration	
A2	A copy of valid tax compliance certificate	
A3	A copy of PIN certificate/ VAT certificate	
A4	Valid Business Permit	
A5	Registration with a relevant body where applicable	
A6	CR12 for companies/ ID copy for sole proprietor	
A7	AGPO certificate for special groups (Women, Youth and PWDS)	
A8	Declaration not to engage in corruption	
A9	Non- debarment declaration	

Y-RESPONSIVE

N-NON- RESPONSIVE

- | | | |
|----|-------------------------------|------|
| 2. | Registration data duly filled | PQ-2 |
| 3. | Supervisory Personnel | PQ-3 |
| 4. | Financial Position | PQ-4 |
| 5. | Confidential Questionnaire | PQ-5 |
| 6. | Past Experience | PQ-6 |
| 7. | Sworn Statement | PQ-7 |

FORM PQ - 2 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/ 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.....

Mobile No.....

Email address.....

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer Other

.....

Partnership (if applicable)

Names of Partners

2. Business founded or incorporated
.....

3. Under present management since
.....

4. Net worth equivalent
Kshs..... 5. Bank

reference and address
.....
.....
.....

6. Bonding company reference and address
.....

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

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

Competitors

.....
.....
.....

9. Indicate terms of trade/sale.
.....

PQ-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

.....

Professional Qualification

.....

Length of service with Contractor or Supplier position held

.....

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

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's two certified financial statements giving summary of assets

and Current liabilities/or any other financial support.

- (2) Attach letters of reference from the bankers regarding supplier's credit position.

- (3) Three months certified bank statements.

FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

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 Location
of business premises.....
Plot No.
Street/Road.....
Postal Address.....
Mobile No.....
Email address.....
Nature of business.....
Current Trade License 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 K£.....

Issued K£.....

Given details of all directors as follows: -

	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.
2.
3.
4.
5.

Name Signature Date

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

FORM PQ-6: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- 1. Name of Client (organization).....
- 2. Address of Client (organization)
- 3. Name of Contact Person at the client (organization)
- 4. Telephone No. of Client.....
- 5. Value of Contract.....
- 6. Duration of Contract (date)

(Attach documental evidence of existence of contract)

- 2. Name of 2nd Client (organization)
- 1. Name of Client (organization)
- 2. Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

- 3. Name of 3rd Client (organization)
- 1. Name of Client (organization)
- 2. Address of Client (organization)
- 3. Name of Contact Person at the client (organization)
- 4. Telephone No. of Client.....
- 5. Value of contract.....
- 6. Duration of Contract (date)

(Attach documental evidence of existence of contract)

- 7. Others

FORM PQ-8 - SWORN STATEMENT

Having studied the registration /registered 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/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the Corporation.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we shall notify the Corporation 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.

Date

Applicant's Name

Represented by

Signature

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

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

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

THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No..... for..... for MSEA and duly authorized and competent to make this statement.

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 any inducement to any member of the Board, Management, Staff and/or employees and/or agents of the MSEA which is the procuring entity.

THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

THAT what is deponed to hereinabove is true to the best of my knowledge information and belief. (Title) (Signature) (Date)

Bidder's Official Stamp.....

NON-DEBARMENT DECLARATION FORM

We (insert the name of the company/ supplier)
.....declares and guarantees that no director or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name..... Signature.....Date.....