



**NZOIA WATER SERVICES
COMPANY LIMITED**

Maji Safi Maisha Poa!!!

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WEBUYE- KENYA

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NZOIA WATER SERVICES COMPANY LIMITED (NZOWASCO)

PRE-QUALIFICATION AND REGISTRATION OF SUPPLIERS

SUPPLY OF GOODS, SERVICES & WORKS FOR THE FINANCIAL YEARS
JULY, 2017 TO 30TH JUNE, 2019

TENDER NO. NZOWASCO PR/02/2017-2019.

OPENS ON 19TH OCTOBER, 2017 TO 3RD NOVEMBER, 2019.

Extended to Monday, 6th October, 2017.

CATEGORY NO.....

ITEM/SERVICES DESCRIPTION:.....

.....

INDICATE WHETHER()

REGISTRATION(.....)PRE-QUALIFICATION(.....)

CLOSING DATE: WEDNESDAY, 21STJUNE, 2017 AT 10.30 A.M

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TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS & SERVICES - NZOWASCO/PR/02/2017-2019

The Nzoia Water Services Company Limited invites applications for Pre-qualification/Registration of Suppliers from interested eligible bidders for supply of one or more of the under-listed goods ,general and consultancy services for the financial years 2017 to 2019.

PRE-QUALIFICATION NO.	DESCRIPTION
NZOWASCO/RG1/01/2017-19	Repair and Servicing of Vehicles and Motorcycles
NZOWASCO/RG1/02/2017-19	Installation&Maintaince of CCTV,PABX machines,IAN,WAN ,VPN and related equipment's
NZOWASCO/RG1/03/2017-19	Supply and Maintenance of Fire suppression equipment's
NZOWASCO/RG1/04/2017-19	Provision of Air travel services
NZOWASCO/RG1/05/2017-19	Supply and Delivery and Maintenance of Mechanical equipment's
NZOWASCO/RG1/06/2017-19	Repair and Servicing of Printers, Computers and related equipment's
NZOWASCO/RG1/07/2017-19	Provision of Websites hosting and maintenance services
NZOWASCO/PQ1/01/2017-19	Provision of Medical Insurance Services.
NZOWASCO/PQ1/02/2017-19	Supply and delivery of telecommunication equipments,spares and accessories
NZOWASCO/PQ1/03/2017-19	Provision of environmental audit Consultancy services
NZOWASCO/PQ1/04/2017-19	Provision of Legal/Company Secretary Services

Interested bidders may view the above pre-qualification documents from the NZOWASCO website ([http:](http://www.nzoiawater.or.ke)

[//www.nzoiawater.or.ke](http://www.nzoiawater.or.ke).) or at NZOWASCO Procurement Office at Webuye Headquarter behind Masinde Muliro UniversityWebuye Campus. Interested and eligible applicants are required to download the prequalification/registration documents from the website free of charge or obtain them from the Procurement Office during normal working hours upon payment of a non-refundable fee of Ksh.1,000/- per set of documents payable in cash, at NZOWASCO's Cash office.

Completed pre-qualification /registration documents in plain sealed envelope clearly marked on the envelope; NZOWASCO/RP/02/2017-2019 FOR PRE-QUALIFICATION OR REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2017-2019:

CATEGORY.....ITEM NO.....ITEM DESCRIPTION.....and addressed to:

TO: The Managing Director

Nzoia Water Services Company
Limited

P.O. Box 1010-050205

WEBUYE.

Should be deposited in the Tender Box situated at Nzowasco so as to be received on or before Monday 6th November, 2017 at 10:30 am. Tenders will be opened immediately thereafter, at 10.30 am in the Board Room situated at the Head office.

Canvassing will lead to automatic disqualification.

ENG.P.MUNIALO
MANAGING DIRECTOR.

PRE-QUALIFICATION/REGISTRATION
INSTRUCTIONS

1.1 Introduction

Nzoia Water Services Company Limited referred to as NZOWASCO would like to invite interested candidates who must qualify by meeting the set criteria as provided by the NZOWASCO to perform the contract of supply and delivery or provision of goods and services to the company.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Company as and when required during the stated period.

1.3 Invitation of Pre-qualification

Suppliers registered with Register of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-qualification or Registration documents to Managing Director Nzoia Water Services Company Limited so that they may be registered for submission of quotations. Or pre-qualified for particular suppliers of goods and provision of

general and consultancy services.

Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/Institutions similar size and complexity.

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

1.5 Pre-qualification/Registration Document

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

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

1.7 Distribution of pre-qualification/registration Documents

A copy of the completed pre-qualification data and other requested information shall be submitted to reach;

THE MANAGING DIRECTOR
NZOIA WATER SERVICES COMPANY
LIMITED WEBUYE.

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Managing Director, Nzoia Water Services Company Limited whose address is given in par 1.7

1.9 Additional Information

The NZOWASCO reserves the right to request submission of additional information from prospective bidders.

1.10 Request for quotations or prequalified tenders will be made available only to those bidders whose qualifications are accepted by NZOWASCO after scoring more than 70% points after completion of the pre-qualification process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

Taxes on Imported Materials

The Supplier shall pay custom duty and VAT as required by the Law.

Custom Clearance

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

Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Managing Director. Prices quoted should be inclusive of all delivery charges.

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

Pre-qualification data forms

The attached questionnaire forms PR-1, PR-2, PR-3, PR-4, PR-5, PR-6, PR-7, PR-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for specific tender.

The pre-qualified/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 indelible ink.

Qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by NZOWASCO 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.

Prospective bidders will not be considered qualified unless in the judgment of NZOWASCO 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.

Essential Criteria for Pre-qualification/Registration.

3.3.1 (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract. Special group may be exempted.

(b) Prospective supplier requires special experience and capability to organize Supply and delivery of items, or service at short notice.

3.3.2 Personnel

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

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification 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 to be

filled/provided on form PR-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

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

3.4 Statement

Application must include a sworn statement Form PR-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Pre-qualification

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

3.6 The firm must have a fixed Business Premise and must be registered in Kenya with certificate of Registration/incorporation/Memorandum and Articles of association, copies of which must be attached.

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

3.7 Pre-qualification Criteria

1		PRELINARY	TO FULL COMPLY
	a)	Copy of registration/incorporation certificates	Mandatory
	b)	Copy of VAT registration certificate	Mandatory
	c)	Copy of Tax compliance certificate	Mandatory
	d)	Copy of KRA PIN	Mandatory
2.		FORM PQ 1 PREQUALIFICATION/REGISTRATION	

		Copy of Registration certificate by Kenya Insurance Regulatory authority and other related legal documents for provision of insurance services.	Provision of medical insurance
		Copy of valid professional registration certificates for consultancy services and related legal documents.	Provision of legal services/company secretary services/
		Copy of registration certificate with relevant authority for provision of security services.	Security services.
		Copy of registration certificate with the Ministry of public works for provision of motor vehicle servicing and repairs.	Motor vehicles services.
3		FORM PQ2- REGISTRATION APPLICATION	
	a)	Name of the Company/firm/supplier	5 Marks
	b)	E-mail address	5 Marks
	c)	Postal address	5 Marks
	d)	Mobile No./telephone	5 Marks
4.		FORM PQ3-SUPERVISORY PERSONNEL(must be filled accordingly)	15 Marks
5		FORM PQ4 – FINANCIAL POSITION & TERMS OF TRADE	
	a)	Audited & certified financial statements for the last one year	8 Marks
	b)	At least 2 reference from the applicant’s bankers regarding suppliers credit position	5 Marks
	c)	Credit period (not less than 30 days)	2 Marks
6.		FORM PQ5 – CONFIDENTIAL BUSINESS QUESTIONNAIRE (must be filled accordingly)	15 Marks
7.		FORM PQ6 – PAST EXPERIENCE	
	a)	At least 5 Names of the applicants clients in the past two years and value of the contracts entered into and completed satisfactorily and the duration of the contract (must be listed)	20 Marks
	b)	signed contracts/LPOs/LSOs (prove of a. above)	3 Marks
	c)	Acceptance certificates/completion certificates (prove of a. above)	3 Marks
	d)	Attach at least 3 recommendation letters each from a different client	3 Marks
8.		FORM PQ7 – LITIGATION HISTORY (must be filled accordingly)	3 Marks
9.		FORM PQ8 – SWORN STATEMENT(must be filled accordingly)	3 Marks
10		TOTAL MARKS	100

All firms must provide:-

1. Copies of Certificate Of registration of Business Name.
2. Copy of VAT Registration Certificate.
3. Tax Compliance Certificate from KRA (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application.
4. Copy of PIN Certificate of Firm/company or individual.
5. Copy of Registration certificate as a contractor by ministry of Roads and public Works and other relevant authorities (for all civil/works contractors).
6. Letter of recommendation from previous organizations served.
7. A profile of the owners or shareholders.
8. Air Travel firms must be registered with IATA and any other relevant bodies.
9. Practicing Certificate for all professionals.
10. Transport Hire firms must attach evidence of having taken all the Insurance covers.
11. When mandatory for service provision, each firm must attach evidence of registration with professional bodies/authorities.
12. E-mail Contacts – a valid and active e-mail address.
13. A copy of Tender fee receipt must be attached.

FORM PQ-2 PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply
 (Name of Company/Firm-Compulsory) for registration as supplier (s) of

(Item Description).....

(Category)

E-mail address.....

(Compulsory)

Post Office Address

(Compulsory)

Town

Street

Name of building

Room/Office No Floor No

Telephone No.

Mobile telephone/cell phone number.....

(Compulsory)

Full Name of applicant

(Compulsory)

Other branches Location

ORGANIZATION & BUSINESS INFORMATION

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other

Partnership (if applicable)

Names of Partners

Business founded or incorporated

Under present Management since

Net worth equivalent Kshs

Bank reference and address

Bonding company reference and address

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

.....

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

Competitors

Indicate terms of trade/sale

Note – Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified

PQ-3 SUPERVISORY PERSONNEL

Name Age

.....

Academic Qualification

University

Post Graduate

Diploma

High School

Professional Qualification

(Attach copies of certificates if any)

Length of service with contractor or supplier position held

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

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach copies of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support. (compulsory)

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

(Compulsory)

(3) State Credit period (minimum proposed is 30 days).....

(Compulsory i.e. any applicant who does not indicate the credit period and/or who indicates any credit period less than 30 days shall automatically be disqualified)

Note – Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified.

FORM PQ-5 5 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 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 1 – General

Business 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 fullAge

Nationality Country of origin

* Citizenship details

Part 2 (b) Partnership

	<p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.				1				2				3							
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2																									
3																									
	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company –</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.				2.....				3.....				4.				5.			
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1.																									
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3.....																									
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5.																									
<p>DateSeal/Signature of Candidate</p>																									

A) NAMES OF THE APPLICANTS CLIENTS IN THE PAST TWO YEARS AND VALUE OF THE CONTRACTS ENTERED INTO AND COMPLETED SATISFACTORILY
(at least 3 firms)

1.

- 1) Name of clients (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 the following documental evidence of existence of contract as above:

- i. signed contracts/LPOs/LSOs ii. acceptance certificates/completion certificates
(Compulsory)

2.

- 7) Name of clients (Organization)
- 8) Address of client (Organization)
- 9) Name of contact person at the client (Organization) 10)
- Telephone No. of client 11)
- Value of contract
- 12) Duration of contract (date)

Attach the following documental evidence of existence of contract as above:

- i. signed contracts/LPOs/LSOs ii. Acceptance certificates/completion certificates
(Compulsory)

3.

- 13) Name of clients (Organization)
- 14) Address of client (Organization)
- 15) Name of contact person at the client (Organization)
- 16) Telephone No. of client

17) Value of contract

18) Duration of contract (date)

Attach the following documental evidence of existence of contract as above:

- i. signed contracts/LPOs/LSOs ii. Acceptance certificates/completion certificates

(Compulsory)

B) RECOMMENDATION LETTERS FROM THE APPLICANTS CLIENTS OF THE LAST FIVE YEARS

Attach at least 3 recommendation letters each from a different client (compulsory)

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD AGAINST	FOR	OR	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT

FORM PQ-8

SWORN STATEMENT

Having studied the pre-qualification information for the above project I/We 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 basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualification and evaluation.

Category No... Supply/Provision of
.....

Date

Applicant's Name

Represented by

Signature

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

NOTE:

1. Kindly note that evaluation will be based on the above mentioned requirements. Firms that attain a pass mark of 70 shall be registered in the list of suppliers.
2. The mandatory requirements must be met in order to qualify for the technical evaluation