



*“Maji Safi Maisha Bora”
“Quality Water Healthy Livelihood”*

**KAKAMEGA COUNTY WATER AND SANITATION COMPANY
LIMITED**

P.O. BOX 1189 – 50100

KAKAMEGA

TEL:205630355

EMAIL: kacwasco@gmail.com

WEBSITE: www.kacwasco.co.ke

**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES
AND WORKS FOR THE FINANCIAL YEAR 2018-2020**

COMPANY NAME:.....

CATEGORY NO:.....

CATEGORY DESCRIPTION:.....

IF SPECIAL GROUP PLEASE INDICATE BELOW :(√)

WOMEN

YOUTH

PERSONS WITH DISABILITIES

**CLOSING DATE
TUESDAY 27TH NOVEMBER 2018 AT 10:00 AM**

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REGISTRATION INSTRUCTIONS

1.1 Introduction

The Managing Director Kakamega County Water and Sanitation Company Limited invites applications for registration of suppliers from interested eligible bidders for the supply of under listed goods, services and works for the Financial year 2018-2020

No.	Tender No.	Item Description	Eligibility
CATEGORY A: SUPPLY AND DELIVERY OF GOODS			
1	KACWASCO/01/R/2018-2020	Supply and Delivery of Pipes & Fittings	Open
2	KACWASCO/02/R/2018-2020	Supply and Delivery of Cold Water Meters	Open
3	KACWASCO/03/R/2018-2020	Supply and Delivery of Water Treatment Chemicals	Open
4	KACWASCO/04/R/2018-2020	Supply and Delivery of General Stationery, Tonners & other Computer Consumables	Special groups
5	KACWASCO/05/R/2018-2020	Supply and Delivery of Computers, Printers, Photocopiers & Scanners	Open
6	KACWASCO/06/R/2018-2020	Supply and Delivery of Office Furniture, Cabinets & Safes	Open
7	KACWASCO/07/R/2018-2020	Supply and Delivery of Motor Vehicle Tyres, Tubes and batteries & Motor Cycle Tyres and Tubes	Open
8	KACWASCO/08/R/2018-2020	Supply and Delivery of Staff Uniforms branded T. shirts and Protective Clothing's & Sports Gears Sports equipment and Balls	Special groups
9	KACWASCO/09/R/2018-2020	Supply and Delivery of Electrical Items and Appliances & Electromechanical Accessories	Special groups
10	KACWASCO/10/R/2018-2020	Design and Printing of Calendars, Diaries, Brochures & other Promotional Material.	Special groups
11	KACWASCO/11/R/2018-2020	Supply and Delivery of General Building & Hardware Materials	Open
12	KACWASCO/12/R/2018-2020	Supply and Delivery of Pumps and Motors	Open
13	KACWASCO/13/R/2018-	Supply and Delivery of Accountable Documents	Open

	2020		
14	KACWASCO/14/R/2018-2020	Supply and Delivery of Water Quality Laboratory Reagents & Equipments.	Open
15	KACWASCO/15/R/2018-2020	Supply and Delivery of Cleansing Materials, Detergents and related Equipments	Special groups
16	KACWASCO/16/R/2018-2020	Supply and Delivery of Milk, Beverages for Office tea & Refreshments	Special groups
17	KACWASCO/17/R/2018-2020	Supply and Delivery of Newspapers	Special groups
18	KACWASCO/18/R/2018-2020	Supply and Delivery of Fuels & Lubricants	Open
19	KACWASCO/19/R/2018-2020	Supply and Delivery of solar systems	Open
20	KACWASCO/20/R/2018-2020	Supply and delivery of Fire Fighting Equipment	Open
21	KACWASCO/21/R/2018-2020	Supply, delivery and installation of CCTV, alarm and access control systems	Special groups
22	KACWASCO/22/R/2018-2020	Supply and delivery of Calling Cards and Scratch Cards	Special groups
CATEGORY B: PROVISION OF SERVICES			
23	KACWASCO/23/R/2018-2020	Provision of accommodation , conference facilities and catering services	Open
24	KACWASCO/24/R/2018-2020	Provision of Training, Team building, and event organization	Open
25	KACWASCO/25/R/2018-2020	Provision of Legal Services (Valid Membership of Professional Body LSK)	Open
26	KACWASCO/26/R/2018-2020	Provision of Motor Vehicle Insurance Services	Open
27	KACWASCO/27/R/2018-2020	Service And Repairs and Maintenance of motor vehicle & motor bikes	Open
28	KACWASCO/28/R/2018-2020	Fabrication of Works	Open
29	KACWASCO/29/R/2018-2020	Repair, Service and Maintenance of Computers & Office Equipments	Open

30	KACWASCO/30/R/2018-2020	Provision of Medical Insurance Services	Open
31	KACWASCO/31/R/2018-2020	Provision of WIBA Insurance services	Open
32	KACWASCO/32/R/2018-2020	Provision of Security Services	Open
33	KACWASCO/33/R/2018-2020	Provision of Software	Open
34	KACWASCO/34/R/2018-2020	Provision of Sanitary Bins & Disposal Services	Open
35	KACWASCO/35/R/2018-2020	Provision of Travel & Air Ticketing (IATA/KATA) registered	Open
36	KACWASCO/36/R/2018-2020	Repair, Service and maintenance of Pumps, Motors, Generators, Water Treatment Plants, firefighting equipment and Solar systems (Must Provide Dealership/Manufacturer's Authorization Letters)	Open
37	KACWASCO/37/R/2018-2020	Web Design, Maintenance, Hosting and Registration	Special groups
38	KACWASCO/38/R/2018-2020	Provision of Repair, Maintenance & Construction of Small Works	Open
39	KACWASCO/39/R/2018-2020	Events Management:- Hiring of Tents, Chairs, Tables, Public Address systems, Decorations etc	Special groups
40	KACWASCO/40/R/2018-2020	Provision of Asset Valuation Services	Open
41	KACWASCO/41/R/2018-2020	Provision of Auctioneering Services	Open
42	KACWASCO/42/R/2018-2020	Asset Branding and Coding Services	Open
43	KACWASCO/43/R/2018-2020	Courier Services/Mail delivery	Open
44	KACWASCO/44/R/2018-2020	Provision of printing services	Special Group
45	KACWASCO/45/R/2018-2020	Provision of Office Refurbishment and Furnishings e.g. Curtains and Carpet, Vertical Blinds, Sheers, Window Films, etc	Special Group

46	KACWASCO/46/R/2018-2020	Provision of repair and maintenance of Lab Equipment	Open
47	KACWASCO/46/R/2018-2020	Provision of Consultancy Services – Legal, Tax, Customer Care, and specify any other,	Open

Detailed tender documents may be obtained from Procurement Office during normal working hours upon payment of non-refundable fee of KShs. 1000/= (Kenya Shillings One Thousand) only, payable at The headquarters Cashier's office OR downloaded FREE of charge from the Company website www.kacwasco.co.ke and The County Government of Kakamega website www.kakamega.go.ke. Duly completed bid documents in plain sealed envelopes, clearly marked with category number and category name bearing no other mark, name or indication of the applicant shall be sent to;

**The Managing Director,
Kakamega County Water and Sanitation Company Limited
P.O Box 1189-50100
KAKAMEGA.
Tel- 205630355**

Or, dropped in the Tender Box outside the Procurement Office at the Headquarters in Kakamega and not any other place so as to reach KACWASCO not later than 10:00am on TUESDAY 27TH November, 2018. Opening of the bid documents will be done immediately thereafter in the presence of applicants or their representatives who choose to attend.

All pages including any attachments should be paginated

Any additional information, addendums or clarifications in respect to this tender will be available on KACWASCO website www.kacwasco.co.ke and The County Government of Kakamega website www.kakamega.go.ke. All bidders are advised to regularly check the website during the bidding period.

The special Groups (Youth, women and Persons Living with Disabilities) must be registered with National Treasury/County Governments, and other relevant bodies. Attach copy of AGPO certificate)

Special criteria will be used to evaluate categories reserved for the special/Target groups. Special/Target Groups may choose to apply for registration in categories open to the public. However, all applications for categories open to the public will be subjected to the same evaluation criteria.

1.2 Registration Objective

The main objective of this part, is to supply and deliver assorted items and also provide services under relevant tenders/Quotations to Kakamega County Water and Sanitation Company as and when required during the **period ending 31st December 2020.**

1.3 Invitation of registration

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their REGISTRATION documents to the Managing Director, Kakamega County Water and Sanitation Company Limited, so that they may be registered for submission of tenders/Quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successfully 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 pre-qualification criteria.

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 supplier must submit all the information herein requested.

1.7 INVITATION TO TENDER

DATE:-14TH November 2018

The Kakamega County Water and Sanitation Company invites sealed bids from eligible candidates for applications for registration of suppliers from interested eligible bidders for the supply of under listed goods, services and works for the Financial year 2018-2020

- 1.7.1 Interested eligible candidates may obtain further information from and inspect the Registration documents at Procurement Office of Kakamega County Water and Sanitation Company Limited, Telephone No. 2056 30355 during normal working hours OR download FREE of charge from the company website www.kacwasco.co.ke and The County Government of Kakamega website www.kakamega.go.ke
- 1.7.2 A complete tender document may be obtained by interested candidates upon payment of a non- refundable fee of 1,000.00 only, payable at the headquarters Cashier's office.(Note: This is only applicable if the Tender Documents in hard copies are obtained from the Office, but the Tender document can be obtained free of charge if downloaded from the company website www.kacwasco.co.ke and The County Government of Kakamega website www.kakamega.go.ke.
- 1.7.3 All pages including any attachments should be paginated.
- 1.7.4 Any additional information, addendums or clarifications in respect to this tender will be available at KACWASCO website www.kacwasco.co.ke and The County Government of Kakamega website www.kakamega.go.ke. All bidders are advised to regularly check the website during the bidding period
- 1.7.5 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and Tender name and be deposited in the tender box provided at the Company Offices in Kakamega off Kakamega Kisumu road or be addressed and posted to:
- The Managing Director,
Kakamega County Water and Sanitation Company Limited
P.O Box 1189-50100
KAKAMEGA.
Tel- 205630355**
- 1.7.6 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend.
- 1.7.7 KACWASCO reserves the right to accept or reject any tender and may annul the tendering process and reject all tenders at any time prior to contract award without thereby incurring any liability to the affected tenderer or tenderers.
- 1.7.8 Late Tenders, incomplete Tenders, Tenders not received, Tenders not opened at the Tender opening ceremony shall not be accepted.

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Managing Director whose address is given in part 1.

1.9 Additional Information

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

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the company after **scoring more than 70 points** soon after the completion of the registration process

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 Customs Clearance

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

2.4 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 and on the authority of the client's Accounting Officer

2.5 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the contract Agreement.

REGISTRATION DATA INSTRUCTIONS

3.1. Registration data Forms

The attached questionnaire forms R-1, R-2, R-3, R-4, R-5, R-6, R-7 & R-8 are to be completed by prospective supplier/contractors who wish to be registered for submission of tender for the **specified tender lot**

3.1.1 The registration application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2 QUALIFICATION

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

3.22 Prospective bidders will not be considered qualified unless in the Judgment of the company 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.

3.3 Essential Criteria for registration

3.3.1. (a) Experience: Prospective bidder shall have at least 3 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.

(b) 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 the CV of the key personnel for individual or group to execute the contract must be indicated in Form R 3.

3.3.3 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 supplier's credit position. Potential suppliers/contractors will be registered 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 R 4. However, potential bidders should provide evidence of financial capability to execute contract.

3.3.5 Past Performance

Past performance will be given due consideration in registering bidders. Letters of reference from past customers should be included in Form R-5 where applicable.

3.3.6 Newly Registered firms

Such firms may not have any experience or past performance documented. Marks for such criteria shall be awarded in full if the personnel/staff shall be proven to have relevant compensating experience. No prove of LPO's /LSO's/invoices/Contracts shall therefore be required litigation history's marks shall also be awarded in full for such new firms.

3.3.7 Firms under preference and reservation regulations

Such entities shall be required to have been registered with the Ministry of Finance and submit the certificate to be exempted from the evaluation criteria and qualify

3.4 STATEMENT

Application must include a sworn statement Form R-6 by the Tenderer ensuring the accuracy of the information given.

3.5 WITHDRAWAL OF REGISTRATION

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

3.6 OUTLINED SUPPLY AND DELIVERY

Procedures

The registration applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in form R-2

3.7 EVALUATION CRITERIA

Kakamega County Water and Sanitation Company Limited will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

EVALUATION CRITERIA I – for AGPO Registered special groups (Youth, Women & PWD only)

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
A1	Valid Certificate of Incorporation/Business Registration (Attach Copy)	
A2	Personal Identification Number (PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach Copy)	
A3	Certificate of Registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach Copy)	
A4	Current/valid Tax compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach Copy)	

EVALUATION CRITERIA II- General Public

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

B.	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
B1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
B2	Personal Identification Number (PIN) certificate (Attach copy)	YES/NO
B3	Valid Tax compliance Certificate (Attach copy)	YES/NO
B4	Current Business Permit/License (Attach copy)	YES/NO
B5	Physical location of business premises (see business questionnaire)	YES/NO
B6	Fulfillment of special condition relevant to the category applied for (where applicable)	YES/NO
C.	GENERAL REQUIREMENTS	
C1.	Supplier Availability -Postal Address (2) -Contact Person (2) -Email Address (2) -Telephone/Mobile Number (2) -Website (2)	10
C 2.	Business Ownership: Company/Business Profile -Disclosure of Directors/Partners/Sole proprietor	10
C 3.	Financial Stability Evidence of profit making in the attached 2 years audited reports	10
C4	Financial Capability – Audited accounts for the last 2 years	20
C5.	Experience: Indicate having undertaken similar assignment with at least 3 firms (Attach proof: copies of LPOs, Letter of Award, Completion Certificates, Contracts)	20
C6	Supply Capacity: Maximum Volume of Business handled in the last 2 years -2million and above (12) -1.5-2 Million (9) 1-1.5 Million (3)	12
C7	Credit Period: Indicate Credit Period willing to offer -90 days (12) -60 days (9) -30 days (6) -Less than 30 days (3)	12
C8	Eligibility & Disclosure of litigation history	6
TOTAL		100

3.8 Qualification Mark

The qualification mark is **70 points** and over
Bidders must meet all the mandatory requirements to qualify

FORM R 1 REGISTRATION DOCUMENTATION

All firms must provide:

- (a) Copies of Certificate of Registration
- (b) Copy of Personal Identification Number (PIN) Certificate
- (c) Tax compliance Certificate from Kenya Revenue Authority
- (d) Copies of Pin Certificates of Firm/Company/Individual

FORM R-2

REGISTRATION DATA

1. Legal name of firm.....
Post office address.....
Street and Address.....
City.....
Country.....
Telephone No.....
Person to contact.....
Title.....
2. Organization & Business Information.....
Management Personnel.....
Director.....
General Manager.....
Other.....
Partnership (if applicable).....
Names of Partners.....
3. Business founded or incorporated.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Enclose copy of the organization chart of the firm indicating the main fields of activities

FORM R-3

SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

Professional Qualification.....

Length of service with contractor or supplier position held
.....

Supply or service experience

a) Name of Client/Customer.....

b) Character and nature of Contract.....

c) Contract value.....

d) Location of Contract.....

e) Period of Contract.....

f) Title and responsibility in Contract.....
.....

g) Other.....

Proposed Technical Personnel

a)

b)

c)

d)

e)

f)

g)

Proposed position in this project if contract is awarded.....
.....

Brief statement of supply and service delivery method the supplier plans to use to execute the contract.....

FORM R-4

FINANCIAL POSITION

Attached a copy of firm's two recent certified financial statements giving Summary of assets and current liabilities/or any other financial support.

FORM R-5

PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- 1. i) Name of client (Organization).....
- ii) 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).....

- 2. Name of 2nd client (Organization)
- (i) Name of client (Organization).....
- (ii) 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).....

- 2. Name of 3rd Client (Organization)

- i) Name of client (Organization).....
- ii) Address of Client (Organization).....
- iii) Telephone No. of Client.....
- iv) Name of contact person at the client (Organization).....
- v) Value of contract.....
- vi) Duration of contract (Date).....

- 4. Others.....

FORM R-6

SWORN STATEMENT

Having studied the registration 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 registered as a supplier 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. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.

Date.....

Applicant's Name.....

Address.....

Tel. No.....

Represented by.....

Signature.....

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

FORM R-7

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 on this Form

PART 1 GENERAL

Business Name.....

Location of Business premises.....

Plot No.....Street/Road.....

Postal Address.....Tel No.....Mobile No.....

Nature of business.....

Current Trade License No.....Expiring date.....

Maximum value of business which you can handle at any one time Ksh.....

Name of your bankers.....Branch.....

Functioning e-mail address(es).....

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 issue capital of the company

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

	Name Shares	Nationality	Citizenship Details
1.
2.
3.
4.
5.

Date.....

Signature & Stamp of Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, naturalization or Registration

FORM R – 8 TENDER QUESTIONNAIRE

Please fill in block of letters

- 1. Full names of tenderer

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

- 2. Full address of tenderer to which tender correspondence is to be sent(unless an agent has been appointed below)

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

- 3. Telephone numbers of tenderer

.....
.....

- 4. Fax number of tenderer

.....
.....

- 5. Name of tenderers representative to be contacted on matters of the tender during the tender period.

.....
.....

- 6. Details of tenderers nominated agent (if any) to receive tender notices. This is essential if tenderer does not have his registered address in Kenya(name, address, telephone and fax)

.....
.....

Signature and stamp/seal of tenderer

LITIGATION HISTORY

Name of Contractor/Supplier

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

Year	Award for or against	Name of client cause of Litigation and matter in dispute	Disputed Amount (current value, Kshs. Equivalent

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) ofdated the...day of20.....in the matter of Tender No.....of20...

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 of20.....

SIGNED
Board Secretary