



**KIBWEZI-MAKINDU WATER AND SANITATION COMPANY  
LTD (KIBMAWASCO)**

**REGISTRATION OF SUPPLIERS FOR GOODS,  
SERVICES AND WORKS FOR FINANCIAL  
YEARS: 2023/2024 - 2024/2025**

**TENDER NUMBER: TND/01/2023-2025**

**COMPANY NAME:.....**  
**CATEGORY NO:.....**  
**CATEGORY DESCRIPTION:.....**

**IF A SPECIAL GROUP, KINDLY TICK BELOW:**

<b>WOMEN</b>	
<b>YOUTH</b>	
<b>PERSONS WITH DISABILITIES</b>	

**NB: Continuous Pre-qualification**

<b>TABLE OF CONTENTS</b>		<b>PAGE</b>
	INTRODUCTION	<b>1</b>
<b>SECTION 1</b>	INVITATION TO REGISTRATION	<b>2-5</b>
<b>SECTION 2</b>	INSTRUCTION TO CANDIDATES	<b>6-9</b>
<b>SECTION 3</b>	LETTER OF APPLICATION	<b>10-11</b>
<b>SECTION 4</b>	APLLICATION FORMS	
	Confidential Business Questionnaire (FORM 1)	<b>12</b>
	Directors and patners details (FORM 2)	<b>12</b>
	Capability and Competence (FORM 3)	<b>13</b>
	Personnel (FORM 4)	<b>14</b>
	Experience (FORM 5)	<b>15</b>
	Finacial Capability (FORM 6)	<b>16</b>
	Eligibility Litigation History (FORM 7)	<b>17</b>
<b>SECTION 5</b>	EVALUATION CRITERIA	<b>18-21</b>
<b>SECTION 6</b>	DECLARATIONS	<b>22-24</b>

## **INTRODUCTION**

1.1 This Standard Tender Document has been prepared for use by Central Government, County Governments, State Corporations and other Public Institutions in Kenya in the Procurement of goods and services.

1.2 The following general directions should be observed when using the document.

- (a) Specific details, such as the “name of the Procuring entity” and “address for tender submission,” should be furnished in the Invitation for Tenders, and in the Special Conditions of Contract. The final document should contain neither blank spaces nor options.
- (b) Amendments, if any, to the Instructions to Tenderers and to the General Conditions of Contract should be made through the Special Conditions of Contract, respectively.

1.3 Information contained in the invitation for tender shall conform to the data and Information in the tender documents to enable potential tenderers to decide whether to Participate and shall indicate any important tender requirements and shall be issued as:-

- (a) An advertisement in at least one national newspaper of wide circulation;
- (b) A letter of invitation addressed to interested tenderers who, following the advertisement have expressed interest in tendering for the materials and services for which the invitation is issued.

## **SECTION 1: INVITATION TO REGISTRATION**

### **REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR (2) FINANCIAL YEARS 2023/2024 - 2024/2025**

Kibwezi-Makindu Water & Sanitation Company Ltd (KIBMAWASCO) is a private company limited by shares and incorporated on August 16, 2011 in a merger of the Kibwezi-Mtito Andei Water Company and the Makindu Water Company established under the Ministry of Water & KIBMAWASCO invites applications for registration of suppliers from interested eligible bidders for the supply of under listed goods, services and works for FYS 2023-2025

<b>CATEGORY (A) - SUPPLY OF GOODS</b>				
<b>NO.</b>	<b>TENDER NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>Special conditions (Where Applicable)</b>	<b>Eligibility</b>
1.	KIBMAWASCO/TND/01/2023-2025	Supply & Delivery of UPVC, PPR, GI & HDPE pipes and fittings.	Manufactures Authorization	Open
2.	KIBMAWASCO/TND/02/2023-2025	Supply and delivery of Building materials, Timber, paints and tools.		Open
3.	KIBMAWASCO/TND/03/2023-2025	Supply and delivery of Stationeries, Computer accessories , photocopiers consumables and Printer consumables		Reserved
4.	KIBMAWASCO/TND/04/2023-2025	Supply and delivery of Tyres, Tubes & Batteries for motor vehicles & motor cycles.		Open
5.	KIBMAWASCO/TND/05/2023-2025	Supply and delivery of refined fuel: Petrol, Diesel, Oils & lubricants.	-EPRA license -A residence of Kibwezi and its environs	Open
6.	KIBMAWASCO/TND/06/2023-2025	Supply and delivery of water meters.		Open
7.	KIBMAWASCO/TND/07/2023-2025	Supply and delivery of Electrical and Electronic items.		Reserved
8.	KIBMAWASCO/TND/08/2023-2025	Supply and delivery of water treatment chemicals.		Open
9.	KIBMAWASCO/TND/09/2023-2025	Supply and delivery of water testing laboratory apparatus, Reagents & Equipment's.		Open
10.	KIBMAWASCO/TND/10/2023-2025	Supply and delivery of plastic water tanks.		Open
11.	KIBMAWASCO/TND/11/2023-2025	Supply and delivery of staff uniforms, protective gears & safety equipment's.		Reserved
12.	KIBMAWASCO/TND/12/2023-2025	Supply and delivery of cleaning materials detergents, tissue papers & Disinfectants.	New Business	Reserved
13.	KIBMAWASCO/TND/13/2023-2025	Supply and delivery of News Papers & Periodicals.	A residence of Kibwezi and its environs	Reserved
14.	KIBMAWASCO/TND/14/2023-2025	Supply and delivery of Computers, computer hardware, software's, tablets,	Dealership with major brands	Open

		smart phones, Laptops, Photocopiers, scanners, shredders, Cameras, LCD projectors, Printers, PABX machines & Telephones.		
15.	KIBMAWASCO/TND/15/2023-2025	-Printing and publication of newsletters, brochures, diaries, calendars and books of accounts etc. -Printing of promotional materials eg. T-Shirts, posters, banners etc. -Branding of Uniforms, bags, cups, flasks, water bottles, caps, pens, books, umbrellas, motor vehicles and motor cycles etc. -Asset marking/Codding and Labelling		Reserved
16.	KIBMAWASCO/TND/16/2023-2025	Supply and delivery of Spares for motor vehicles & motor cycles		Open
17.	KIBMAWASCO/TND/17/2023-2025	-Supply and delivery of water pumps, motors, gears and shafts -supply and delivery of bearing seals and V-Belts -Supply and delivery of Generators.		Open
18.	KIBMAWASCO/TND/18/2023-2025	Supply and delivery of NEW motor cycles and Motor vehicles.		Open
19.	KIBMAWASCO/TND/19/2023-2025	Supply and delivery of office furniture.		Open
20.	KIBMAWASCO/TND/20/2023-2025	Supply and delivery of Firefighting equipment's, Installation and maintenance of the same.	Approval by the Directorate of Occupational Safety & Health Services	Open
21.	KIBMAWASCO/TND/21/2023-2025	Supply and delivery of HDPE butt fusion machine		Open
22.	KIBMAWASCO/TND/22/2023-2025	Supply and delivery of meter calibration equipment's and Leak Detectors		Open
23.	KIBMAWASCO/TND/23/2023-2025	Pre-qualification for Computers, Printers and Photocopier repairs & servicing.		Open
24.	KIBMAWASCO/TND/24/2023-2025	Supply and delivery Motor vehicle repairs and maintenance	Garage dealer	Open
25.	KIBMAWASCO/TND/25/2023-2025	Supply and delivery Motor cycles repairs and maintenance	-A Garage dealer in Kibwezi town and its environs -New Business	Open
26.	KIBMAWASCO/TND/26/2023-2025	Supply and delivery of Global Positioning Systems (GPS)		Open
27.	KIBMAWASCO/TND/27/2023-2025	Supply and delivery of Curtains blinds and brails	-A residence of Kibwezi and its environs -New Business	Open
<b>CATEGORY (B)- PROVISION OF SERVICES</b>				
28.	KIBMAWASCO/TND/28/2023-2025	Provision for repair of office equipment's & Furniture.		Open

29.	KIBMAWASCO/TND/29/2023-2025	- Provision for Installation and repair of water pumps, Generators, Electric motors & related equipment's and spares. -Repairs and servicing of blowers, and HDPE Butt fusion machine		Open
30.	KIBMAWASCO/TND/30/2023-2025	Provision of security services.		Open
31.	KIBMAWASCO/TND/31/2023-2025	Provision of Insurance covers for motor vehicles & motor cycles.		Open
32.	KIBMAWASCO/TND/32/2023-2025	Provision of Tax Consultancy services and filling of Returns.	-ICPAK current practicing license -KRA practicing license	Open
33.	KIBMAWASCO/TND/33/2023-2025	-Technical consultancy eg. Designs, Feasibility studies for civil and water works	-As per FOAM (4), Attach CV'S & certificates	Open
34.	KIBMAWASCO/TND/34/2023-2025	Pre-qualification for sludge transport services eg.exhausting sewerage, pit latrines		Open
35.	KIBMAWASCO/TND/35/2023-2025	Provision of Auctioneer services.	ALB license	Open
36.	KIBMAWASCO/TND/36/2023-2025	Provision of Actuarial and architectural services	Registered member of Architectural Association of Kenya (AAK)	Open
37.	KIBMAWASCO/TND/37/2023-2025	Provision of legal services.		Open
38.	KIBMAWASCO/TND/38/2023-2025	Provision of Consultancy for Staff training, capacity building		Open
39.	KIBMAWASCO/TND/39/2023-2025	-Provision of consultancy services on Environmental Impact Assessment (ESIA) -Management, strategic plan and business plan consultancy	-NEMA registration certificate/license -As per FOAM (4), Attach CV'S & certificates	Open
40.	KIBMAWASCO/TND/40/2023-2025	Provision of transport services-hire (lorry, buses)		Open
41.	KIBMAWASCO/TND/41/2023-2025	-Consultancy on ICT Automation -Software development (Software As a Service) eg. A Billing software, Payroll -Maintenance of Local Area Network (LAN) -Supply and Installation of Internet services -Web design, maintenance, domain hosting and registration -Supply and installation of electronic records management system		Open Open Reserved Open Reserved Reserved
42.	KIBMAWASCO/TND/42/2023-2025	Provision of training on guidance and counselling services, corporate governance and ethics		Open
43.	KIBMAWASCO/TND/43/2023-2025	Provision of (property /assets/land) valuation services		Open
44.	KIBMAWASCO/TND/44/2023-2025	Pre-qualification for legal drafting and policy formulation		Open

45.	KIBMAWASCO/TND/45/2023-2025	Pre-qualification for provision of Catering services, Conference facilities & Accommodation services.	-A residence of Kibwezi and its environs	Open
46.	KIBMAWASCO/TND/46/2023-2025	Provision of Consultancy services for Quantity surveyors	Registered member of Institute of Quantity Surveyors of Kenya	Open
47.	KIBMAWASCO/TND/47/2023-2025	Provision of company secretarial services.	ICPSK and current practicing license	Open
48.	KIBMAWASCO/TND/48/2023-2025	Pre-qualification for provision of Website hosting, E-mail hosting and cloud computing services		Open
49.	KIBMAWASCO/TND/49/2023-2025	Provision of Land survey consultancy services and GIS works	Registered member of Institution Surveyors of Kenya	Open
50.	KIBMAWASCO/TND/50/2023-2025	Training and consultancy of ISO 9001-2015 Certification	License from relevant certifying body/regulatory body	Open
51.	KIBMAWASCO/TND/51/2023-2025	Pre-qualification for provision of Staff Insurance Cover WIBA		Open
<b>CATEGORY (C)- PROVISION OF WORKS</b>				
52.	KIBMAWASCO/TND/52/2023-2025	Building, Construction and General Civil Works	Valid classification and approval by NCA	Open

**For special groups (Youth, Women and Persons Living with Disabilities) .....Attach copies of AGPO where necessary**

Interested eligible candidates may obtain further information free of charge from the Kibwezi-Makindu Water and Sanitation Company Ltd Website [www.kimawas.com](http://www.kimawas.com). Bidders who download the documents from the website MUST also forward their particulars immediately for recording via email to [kibwezi\\_mtutowaco@yahoo.com](mailto:kibwezi_mtutowaco@yahoo.com)

Those wishing to apply for more than one category will download additional registration documents for each category

Completed tender documents are to be enclosed in plain sealed envelopes marked with **tender reference number** and **category description** should be deposited in the Tender Box at our offices near the Procurement office or if by post to be addressed to:

**Managing Director,  
Kibwezi-Makindu Water and Sanitation Company Ltd,  
P.O. BOX 104 - 90137  
KIBWEZI**

## **SECTION 2: INSTRUCTION TO CANDIDATES**

### **2.1. Scope of Tender**

- 2.1.1. Kibwezi-Makindu Water and Sanitation Company Ltd hereinafter referred to as the procuring entity intends to register contractors for the above Goods, Services and Small works for the **Financial Year 2023/2025**. It is expected that registration applications will be received by the procuring entity at the normal working hours.
- 2.1.2. Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.
- 2.1.3. General information on the candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix to instructions to candidates.

### **2.2. Submission of Application**

- 2.2.1. Applications for registration shall be submitted in sealed envelopes marked with the category name and reference number and be addressed and delivered to: -

**Managing Director,  
Kibwezi-Makindu Water and Sanitation Company Ltd,  
P.O. BOX 104 - 90137  
KIBWEZI**

- 2.2.2. The name and mailing address of the applicant may be marked on the envelope.
- 2.2.3. All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.4. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

### **2.3. Eligible Candidates**



- 2.3.1. This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.3.3. All terms found capable of performing the contract satisfactorily in accordance to the set registration criteria shall be registered.

## 2.4. Qualification Criteria

- 2.4.1. Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section V and submitted with the letter of application. Kibwezi-Makindu Water and Sanitation Company Ltd. reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract. All registration forms should be filled in **Permanent Ink** and **NOT pencil**.

### 2.4.2. General Experience.

The applicant shall meet the following minimum criteria

- a) Average annual turnover as a supplier over the last two (2) years of Kshs. 0.5 million.
  - b) Successful experience in execution of at least 3 assignments of a nature and complexity comparable to the proposed contract within the last two (2) years.
- 2.4.3. **Personnel capabilities.** The applicant must have suitably qualified personnel to fill the following positions. Indicate key staff, professional qualification, experience and their functions.
  - 2.4.4. **The audited Accounts** for the last **two (2) years** shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.
  - 2.4.5. **Litigation history** the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## 2.5. Public Sector companies

- 2.5.1. Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## 2.6. Conflict of Interest

- 2.6.1. The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other registration and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

## **2.7. Updating Registration Information**

- 2.7.1. Registered candidates shall be required to update the financial information used for registration at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

## **3. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **3.1. 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.

### **3.2. Contract Price (Ignore)**

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 client's Managing Director. Prices quoted should be inclusive of all delivery charges.

### **3.3. Payments (Ignore)**

All local purchase shall be on credit of a minimum of thirty (60) days or as may be stipulated in the Contract Agreement.

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 client's Managing Director. Prices quoted should be inclusive of all delivery charges.

### **3.3. Payments**

All local purchase shall be on credit of a minimum of thirty (60) days or as may be stipulated in the Contract Agreement.

## **APPENDIX TO INSTRUCTION TO CANDIDATES**

### **Notes on the appendix to instructions to Candidates**

1. The appendix to candidates to tenderers is intended to assist the procuring entity in providing specific information which may not be adequately covered by the clauses in the instructions to candidates.
2. The appendix may amend any information in the instructions to candidates.
3. The procuring entity should use the appendix to ensure that all relevant information to the candidates relating to a particular registration is included

### **SECTION 3: LETTER OF APPLICATION**

Registration Category Ref No.....

To

**Managing Director,  
Kibwezi-Makindu Water and Sanitation Company Ltd,  
P.O. BOX 104 - 90137  
KIBWEZI**

Dear Madam,

1. Having examined the application documents including Addenda Nos. .... of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to Kibwezi-Makindu Water and Sanitation Company Ltd and as may otherwise be directed, ..... (Category). And conformity with the said application documents all or part of the items/services in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services with accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer(s) of the company.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.
4. We understand:-
  - a) That this is not a tender or quotation but an application for consideration to be registered as Kibwezi-Makindu Water and Sanitation Company Ltd suppliers for goods/services included or related to this category.
  - b) That you are not bound to accept this application or any that you may receive.
5. We Have Attached to this letter are copies of original documents of:
  - a) Registration /Incorporation Certificate
  - b) PIN Certificate
  - c) VAT Certificate/Vat Exemption certificate
  - d) Valid Tax Compliance Certificate
  - e) Audited accounts for the last two (2) financial years OR
  - f) Bank statements for the last six months (Special interest groups)
6. We make this application with the full understanding that;
  - a) Bids by registered applicants will be subject to verification of all information submitted.
  - b) Kibwezi-Makindu Water and Sanitation Company Ltd. reserves the right to accept or reject any application, cancel the registration process and reject all applications.

- c) Request for quotations and bids will only be called from registered bidders who meet the requirements.
- d) The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail

**Sign and stamp**.....

**In the presence of:**

**Name**..... **Sign** .....

**Designation** .....**Date** .....

## **SECTION 4: APPLICATION FORMS**

### **FORM 1- CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE**

1	Name of Firm:	
2	Postal Address	
3	Telephone Office: Mobile:	Name of Contact Person:
4	E-mail:	Website:
5.	Exact Physical Location street, building:	
6.	Legal Status (partnership/sole proprietor /Ltd. Company)	
7.	Company Reg. Certificate No./Registration of Business Name (Attach Copy) Year of Incorporation/Registration:	
8.	VAT Reg. Certificate No: (Attach Copy)	PIN Certificate No: (Attach Copy)
9.	Valid Tax Compliance Cert./Vat Exemption Cert. (Attach Copy)	
10.	Current trade license (Attach Copy)	
11.	Nature of business	
12.	Maximum Value of Business which you can handle at a time Kshs:	
13.	Name of your Bankers: Branch:	
14.	Your trade terms (mode or payment- cash..... or credit.....credit period allowed .....days)	

### **FORM 2 - DETAILS OF DIRECTOR/PARTNERS**

	Names	Nationality	%of Shares
1.			
2.			
3.			
4.			
5.			

**FORM 3- COMPETENCY AND CAPABILITY**

1. What products/services do you want to be considered to supply  
.....  
.....  
.....
2. How many employees do you have?..... How many are permanent?... How many are temporary?.....
3. Which quality standards certification have you attained in the last two years? (Attach copies)  
.....  
.....  
.....
4. Are you a manufacturer/wholesaler/retailer/other?  
(Please Specify) .....  
.....
5. To what extent is your firm /company electronically-enabled with your clients and suppliers and how do you intend to carry out business with Kibwezi-Makindu Water and Sanitation Company Ltd.?  
.....  
.....  
.....  
.....  
.....  
.....
6. What is your average response time to a request for quotation/ proposal?  
.....
7. What is your average response to delivery of goods/services after issuance of an LPO?  
.....
8. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?  
.....  
.....
9. If you are a current or previous supplier of goods and services to Kibwezi-Makindu Water and Sanitation Company Ltd have you at any one time been issued with an LPO and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?  
.....  
.....  
.....





## **FORM 5- EXPERIENCE**

### **Applicant's three (3) reputable clients in the last three (3) years**

Applicants attach proof of experience relevant to the category they choose to apply for by attaching any of the following documents:

1. Copies of LPOs
2. Letters of Award
3. Completion certificates
4. Contract documents etc

**FORM 6: FINANCIAL CAPABILITY**

<b>Name of Applicant</b>
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The applicant shall demonstrate that it has access to, or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide **audited accounts** OR Bank Statements for the last six months)

1. Attach a copy of firm's two most recent Audited Accounts/certified financial statements giving summary of assets and current liabilities/or any other financial support

<b>Financial information in Kshs.</b>	
1. Total assets	
2. Current assets	
3. Total liabilities	
4. Current liabilities	

<b>Banker</b>	Name of banker <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Address of banker ..... Telephone Contact name and title <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> e-mail
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**FORM 7- ELIGIBILITY & LITIGATION HISTORY**

1. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies?

.....  
 .....

2. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? ..... (If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

3. Applicants, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

<b>Year</b>	<b>Award FOR or AGAINST Applicant</b>	<b>Name of Client, cause of litigation, and matter in dispute</b>	<b>Disputed amount</b>

## SECTION 5: EVALUATION CRITERIA

### **EVALUATION CRITERIA 1 : For AGPO Registered Special Groups (Youth, Women & PWD Only)**

<b>A</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>
<b>A1</b>	Valid Certificate of Incorporation/Business Registration(Attach copy)	
<b>A2</b>	Personal Identification Number(PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	
<b>A3</b>	Certificate of registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)	
<b>A4</b>	Current/Valid Tax Compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	
<b>A5</b>	Special Condition certification for this category where applicable	

<b>C.</b>	<b>GENERAL REQUIREMENTS - AGPO</b>	
<b>C1.</b>	<b>Supplier Availability:</b> - Postal Address (1) - Telephone Number (2) - Contact person (2) - Website (2) - Email Address (3)	10
<b>C2.</b>	<b>Business Profile Ownership:</b> Company/Business Profile relevance to the supply targeted (Max 6 points) -Disclosure of Directors/Partners /Sole Proprietor and organizational structure (Max 4 points)	10
<b>C3.</b>	<b>Financial Capability:</b> Audited Accounts for the last 2 years. (5 points for each year -Max 10) Bank Statements or Letter of good standing from a financier / bank (Max 20)	30
<b>C4.</b>	<b>Experience: (Evidence of at least 3 fulfilled Orders in the last 2 years</b> Orders / Supply to similar or larger public entities (Max 10 per order) Orders / Supply to medium public entities (Max 7 points per order) Orders / Supply to other entities (Max 5 points per order) <b>(Attach Proof: Inspection or Completion Certificates)</b> <b>OR</b> Attach certificates for Specialized training regarding the service (Max 20)	30
<b>C5.</b>	<b>Reliability: Recommendations within the last 2 year</b> Attach at least three recommendations by past clients (Max 3 points each)	9
<b>C6.</b>	<b>Supply Capacity:</b> Maximum Volume of Business handled in the (last two years) - Kshs. 200,000 and above (Max 6) - Kshs. 50,000 – 200,000 (Max 5) - Kshs.10,000 – 49,000 (Max 4)	6
<b>C7.</b>	Eligibility & Disclosure of litigation history	5
<b>TOTAL</b>		<b>100</b>

Financial evaluation by the lowest evaluated of the successful bidders

## EVALUATION CRITERIA 2: 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>B.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>
B1	Valid Certificate of Incorporation/Business Registration (Attach copy)Personal	YES/NO
B2	Identification Number(PIN) certificate (Attach copy)	YES/NO
B3	Valid Tax Compliance Certificate (Attach copy)Current	YES/NO
B4	Business Permit/License (Attach copy)	YES/NO
B5	Physical location of business premises ( <b>See business questionnaire</b> )	YES/NO
B6	Fulfillment of Special condition relevant to the category applied for	YES/NO

<b>C.</b>	<b>GENERAL REQUIREMENTS</b>	
C1.	<b>Supplier Availability: (Tested / verified during evaluation)</b> - Postal Address (1) - Telephone Number (1) - Contact person (1) - Website (1) - Email Address (2)	6
C2.	<b>Business Ownership:</b> Company/Business Profile relevance to the supply targeted (Max 3 points) -Disclosure of Directors/Partners /Sole Proprietor and organizational structure (Max 3 points)	6
C3.	<b>Financial Capability:</b> Audited Accounts for the last 2 years (Max 7 for each year) Bank Statements for the last 6 months (Max 1 per month)	20
C4.	<b>Financial Stability</b> – Evidence of profit making in the attached 2 years audited reports	10
C5.	<b>Experience: (Evidence of at least 3 fulfilled Orders in the last 2 years)</b> Orders / Supply to similar or larger public entities (Max 6 per order) Orders / Supply to medium public entities (Max 5 points per order) Orders / Supply to other entities (Max 4 points per order) <b>(Attach Proof: Inspection or Completion Certificates)</b>	20
C6	<b>Supply Capacity:</b> Maximum Volume of Business handled in the (last two years) - 2 Million and above (12) - 1 – 1.5 Million (6) - 1.5 – 2 Million (9) - 0.5 – 1 Million (3)	12
C7.	<b>Credit Period:</b> Indicate Credit Period willing to offer - 90 Days (10) - 30 Days (5) - 60 Days (8) - Less than 30 days (3)	10
C8.	<b>Supplier Technical Capacity: Skilled personnel</b> CVs for technical personnel to support the supply – after sale services	10
C9	Eligibility & Disclosure of litigation history	6
<b>TOTAL</b>		<b>100</b>

**Financial evaluation by the lowest evaluated of the successful bidders\**

**EVALUATION CRITERIA 3: New Business (Low Value)**

<b>A</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>
<b>A1</b>	Valid Certificate of Incorporation/Business Registration(Attach copy)	
<b>A2</b>	Personal Identification Number(PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	
<b>A3</b>	Relevant Business License	
<b>A4</b>	Current/Valid Tax Compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	
<b>A5</b>	Special Condition certification for this category where applicable	

<b>C.</b>	<b>GENERAL REQUIREMENTS - New Business</b>	
<b>C1.</b>	<b>Supplier Availability:</b> - Postal Address (1) - Telephone Number (2) - Contact person (2) - Website (2) - Email Address (3)	10
<b>C2.</b>	<b>Business Profile Ownership:</b> Company/Business Profile relevance to the supply targeted (Max 6 points) -Disclosure of Directors/Partners /Sole Proprietor and organizational structure (Max 4 points)	10
<b>C3.</b>	<b>Financial Capability:</b> Audited Accounts for the last 2 years. (5 points for each year -Max 10) Bank Statements or Letter of good standing from a financier / bank (Max 20)	30
<b>C4.</b>	<b>Experience: (Evidence of at least 3 fulfilled Orders in the last 2 years)</b> Orders / Supply to similar or larger public entities (Max 10 per order) Orders / Supply to medium public entities (Max 7 points per order) Orders / Supply to other entities (Max 5 points per order) <b>(Attach Proof: Inspection or Completion Certificates)</b> <b>OR</b> Attach certificates for Specialized training regarding the service (Max 20)	30
<b>C5.</b>	<b>Reliability: Recommendations within the last 2 year</b> Attach at least three recommendations by past clients (Max 3 points each)	9
<b>C6.</b>	<b>Supply Capacity:</b> Maximum Volume of Business handled in the (last two years) - Kshs. 200,000 and above (Max 6) - Kshs. 50,000 – 200,000 (Max 5) - Kshs.10,000 – 49,000 (Max 4)	6
<b>C7.</b>	Eligibility & Disclosure of litigation history	5
<b>TOTAL</b>		<b>100</b>

**Financial evaluation by the lowest evaluated of the successful bidders**

THE PASS MARK FOR REGISTRATION SHALL BE 70%

*(The Technical Evaluation Team will verify the information submitted by applicants and may visit the physical premises of the applicants. This will form part of the evaluation process).*

Declaration (For the Tenderer only)

(The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria)

Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? ***(Tick appropriately below)***

**No**

**Yes**

**Official Stamp** .....**Sign**.....

**SECTION 6: DECLARATIONS**

**DECLARATION ON CONFLICT OF INTEREST**

**For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Kibwezi-Makindu Water and Sanitation Company Ltd employee**

Do you have a relationship with any Kibwezi-Makindu Water and Sanitation Company Ltd. employee that would cause conflict of interest?

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

I ..... declare, for and on behalf of  
.....  
.....

(company/firm) that all the information furnished to Kibwezi-Makindu Water and Sanitation Company Ltd. in connection with this registration is true and accurate in all material respect. Kibwezi-Makindu Water and Sanitation Company Ltd. is hereby authorized to make such inquiries to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

**Information submitted by.....**

**Title .....**

**Signature.....**

**Stamp.....**



**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 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.
- e. We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Un-knowing relies on it to register our Firm/Company. We are aware that Kibwezi-Makindu Water and Sanitation Company Ltd is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.
- f. We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from the Kibwezi-Makindu Water and Sanitation Company Ltd

**Date**

.....

**Applicant's Name** .....

**Represented by** .....

**Signature** .....

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

## LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

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1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_