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REGISTRATION OF SUPPLIERS FOR THE SUPPLY/PROVISION OF GOODS AND SERVICES FOR 2021-2022 FINANCIAL YEAR ENDING 30TH JUNE 2022

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Registration instructions

1.1 **Introduction** Company Ltd would like to invite interested and competent suppliers who wish to be

1.2 **Registration through the set criteria** as provided by the Company to perform the contract of supply and delivery of goods and services to the organisation.

1.2: Registration objective:

The main objective is to supply goods and services under relevant tender/quotation, as and when required during the period ending 30th June 2021.

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, Nakuru Rural Water and Sanitation Co Ltd so that they may be pre-qualified for submission of tender/quotations. Bids will be submitted in complete lots, single or in combination. The Company requires prospective suppliers 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 other organisations of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

1.5: Registration Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for the registration, prospective supplier must submit all the information herein requested.

1.6: Distribution of Registration Documents

One copy of the completed pre-qualification data and other requested information shall be submitted to:

The Managing Director,
Nakuru Rural Water and Sanitation Co Ltd
P.O Box 386,
NAKURU - 20100

So as to reach him not later than **Friday 23st July, 2021at 12.00 pm.**

1.7: Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Managing Director whose address is as given above.

1.8: Additional Information

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

1.9: Invitation to Tender/Quotation

Bidding documents (Tender/Quotations) will be available only to those bidders whose qualifications are accepted by the Company after scoring more than 70 points soon after the completion of the pre-qualification 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 items is/are donor funded Or Zero Rated.

2.2: Custom Clearance

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

2.3: Contract price

The contract price 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 clients' Accounting officer or Tender Committee.

2.4: Payment

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

3.0: REGISTRATION DATA FORMS

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

3.1 QUALIFICATION

3.1.1: It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Company in determining, according to its sole judgement and discretion, the qualification of the prospective bidder to perform in respect to the tender lot as described by the client.

3.1.2: Prospective bidders will not be considered qualified unless in the judgement 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.

3.2: Essential criteria for Registration

3.2.1: Experience:

Prospective bidders shall have at least (3) years experience in the supply of goods, services and allied items. In case of potential suppliers/contractors, they should show competence, willingness and capacity to service the contract.

Prospective supplier requires special experience and capability to organise, supply and deliver items or services at short notice.

3.2.2: Financial Condition:

The supplier's financial condition will be determined by the latest financial Statement submitted with the registration documents as well as letter of reference from the bankers regarding supplier's credit. Potential suppliers/contractors will be registered on the satisfaction of information given.

3.2.3: 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. Information on Form PQ-4 should be provided as evidence of financial capability to execute the contract.

3.2.4: Past Performance:

Past performance will be given due consideration in registration bidders. Letter of reference from past customers should be included in Form PQ-5 where applicable.

3.3: STATEMENT:

Applications must include a sworn statement (Form PQ-6) by the tenderer ensuring the accuracy of the information given.

3.4: 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 Company could substantially change the performance and the qualification of the bidder of 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 qualified.

3.5: OUTLINED SUPPLY AND DELIVERY PROCEDURES

The pre-qualification applicant should also submit a brief statement of supply and service delivery methods and procedures he/she plans to use to execute the contract in Form PQ-2

3.6: **Registration Criteria**

Required information	Form Type	Points Scored
1. Registration Documentation	PQ-1	20
2. Registration Data	PQ-2	5
3. Supervisory Personnel	PQ-3	5
4. Financial Position	PQ-4	15
5. Past Experience	PQ-5	20
6. Sworn Statement	PQ-6	5
7. Confidential Questionnaire	PQ-7	20
8. Litigation History	PQ-8	10

3.7: Qualification Mark.

The qualification mark is 70 points and above.

FORM PQ-1: REGISTRATION DOCUMENTATION

All Firms must provide:

(a) Copies of certificates of Registration;
(b) Copy of VA.T .Registration Certificate;
(c) Tax compliance certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance will lead to automatic disqualification thus no further evaluation of your application);
(d) Copies of pin Certificate of Firm/Company/ Individual;
(e) List of on-going Contracts/projects(goods, services);
(f) Bank references;

FORM PQ-2: PRE-QUALIFICATION DATA

1. Contract Identification……

   Legal/Name of firm……

   Post Office Address……

   Street and Address……..

   City…….

   Country……...

Telephone No…….

Person to Contact……

Title…….

2 Organisation & Business information

Management personnel……

Director……

Secretary …….

General Manager…….

Treasurer…….

Partnership (if applicable)……...

Names of Partners……

3. Business founded or incorporated……

4. Under present Management since……..

5. Net worth equivalent in KShs……..

6. Bank reference and address……..

7. Bonding company reference and address……..

8. Enclose copy of the organisation chart of firm indicating the main fields of activities.

FORM PQ-3

SUPERVISORY PERSONNEL

Name……...

Age……..

Academic Qualification……..

Professional Qualification……..

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

Supply of 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)……..

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 PQ-4

FINANCIAL POSITION

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

FORM PQ-5

PAST EXPERIENCE

NAMES OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS.

NAMES OF APPLICANT'S OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS.

1. (1) Name of client (Organisation)……

   (2) Address of Client (organisation)……

   (3) Name of contact person at the client (organisation)……..

   (4) Telephone No. of client…….

   (5) Value of contract……...

   (6) Duration of contract (date)……...

2. Name of 2nd client (Organisation)

   (1) Name of organisation……...

   (2) Address of client (organisation)……...

(3) Name of contact person at the client (organisation)…….

(4) Telephone No. of client……

(5) Value of contract……...

(6) Duration of contract (date)……...

3. Name of 3rd client (organisation)

(1) Name of client (organisation)

(2) Address of the client (organisation)……

(3) Name of contact person at the client (organisation)……

(4) Telephone No. of client……...

(5) Value of contract……..

(6) Duration of contract (date)……...

1. Others…….

FORM PQ-6

SWORN STATEMENT

A) Having studied the registration information for the above project we/I hereby state.
B) The information furnished in our application is accurate to the best of our knowledge.
C) 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 provision in the tender or quotation document to follow.
D) When the call for tender/quotation is issued and if the legal, technical or financial condition or the contractual capacity of the firm changes, we come ourselves to inform you and acknowledge your right to review the registration made.
E) We enclose all the required documents and information required for the pre-qualification evaluation.

Date……..

Applicant's Name…….

Represented by…….

Signature……

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

FORM PQ-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 No……

Postal Address……Tel No……

Nature of Business……

Current trade License No……..Expiring Date…….

Maximum value of business which you can handle at any time
KShs…….

Name of your bankers……Branch……..

PART 2(A) - SOLE PROPRIETOR

Your name in full…….Age……

Nationality…….Country of origin…….

Citizen details…….

PART 2 (B) - PARTNERSHIP

	Name	Nationality	Citizen 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 Ksh……..

Issued Ksh……

Give details of all directors as follows:

NAME NATIONALITY CITIZEN DETAILS SHARES

1)……

2)……

3)……

4)……..
5)……

Date ……Signature & Stamp of Tenderer.....

If Kenyan citizen indicate under citizenship details whether by Birth, Naturalization or Registration.

PQ-8

LITIGATION HISTORY.

Name of the Contractor/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 for or against	Name of client, cause of litigation and matter in dispute	Disputed amount (current value, KShs equivalent)

Tenders and registration documents with detailed specifications to be downloaded for free from our website www.naruwasco.co.ke.Completed tender and registration documents enclosed in plain sealed envelopes marked with "Tender No. and Item Description**"** should be addressed to:

The Managing Director
Nakuru Rural Water and Sanitation Co. Ltd
P.O. Box 386 - 20100
NAKURU

Or be deposited in the Tender box situated at Procurement Office marked **'TENDER BOX'** so as to be received on or before **Friday 23st July, 2021at 12.00 pm.**