



TENDER NO. KEWI/TEN/008/2018-2019

**BI - ANNUAL REGISTRATION OF SUPPLIERS
FOR GOODS, WORKS AND SERVICES**

NOTICE DATE: 22nd JANUARY, 2019

CLOSING DATE: 11:00 A.M. TUESDAY 5th February, 2019

(AGPO GROUPS ARE ENCOURAGED TO PARTICIPATE)

KENYA WATER INSTITUTE
P.O. BOX 60013 – 00200 CITY SQUARE NAIROBI KENYA
TEL: (020)-6003899/97, 6007848, 0722 207 757
[email: info@kewi.or.ke](mailto:info@kewi.or.ke)

FIRM DETAILS (ALL BIDDERS MUST FILL)

FIRM NAME:
ADDRESS :
EMAIL :
TELEPHONE NUMBER :
CATEGORY NAME AND NUMBER :

TABLE OF CONTENTS

NO.	CONTENTS	PAGE
1.	Prequalification Instructions	3
2.	Brief Contract Regulations	4
3.	Pre-Qualification Data Instructions	5
4.	Form KEWI/ ROS 1 – Pre-qualification Documentation	7
5.	Form KEWI/ ROS-2 – Prequalification Data	8
6.	Form KEWI/ ROS-3 – Supervisory Personnel	9
7.	Form KEWI/ ROS-4 – Financial Position	10
8.	Form KEWI/ ROS-5 – Past Experience	11
9.	Form KEWI/ ROS-6 – Sworn Statement	12
10.	Form KEWI/ ROS-7 – Confidential Business Questionnaire	13
11.	Form KEWI/ ROS-8 – Litigation History	15
12.	Mandatory requirements for bidders of Insurance services	17

1.0 INVITATION FOR REGISTRATION OF SUPPLIERS

1.1. Introduction

Kenya Water Institute (KEWI) intended to register candidates for provision of goods Works and services to the Institute.

1.2. Objective

The objective is to supply and deliver assorted goods works and services under request for quotations/ tenders etc. at the Kenya Water Institute as and when required.

1.3. Invitation for registration of suppliers

This invitation for registration of suppliers is open to all candidates who are eligible as defined in Kenya's Public Procurement Act and regulations. The Institute requires prospective suppliers to provide mandatory information for registration. The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate unless where specially allowed under section 33(1) of the Act.

1.4. Experience

As a minimum, prospective suppliers and contractors must have successfully carried out supply and delivery of similar goods/ services to public institutions 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.

1.6. In order to be considered for registration prospective suppliers must submit **ALL** the information herein requested.

1.7. Distribution of Registration of Suppliers Documents

One copy of the completed registration data and other requested information shall be submitted in plain sealed envelope marked:

KEWI/ROS/CATEGORY CODE/2018-2020 FOR PROVISION/SUPPLY OF.....

Addressed and delivered to:-

The Director
Kenya Water Institute
P O Box 60013-00200,
NAIROBI

Tel: 020-6003899/97, 0722 207 757

Or deposited in the Tender Box located at the Library Block not later than **11:00 A. M.** (Local time) on **TUESDAY 5th February, 2019.**

1.8. Questions arising from Documents

Questions that may arise from the registration documents should be directed to the Director, Kenya Water Institute whose address is given in Para 1.7.

Additional information

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

1.9. Invitation to Tenders/Quotations

Bidders who will qualify after scoring a minimum of **70 points** will be invited to participate in Tenders/Quotations as and when need arises.

2.0. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1. Taxes on Imported Materials.

The supplier will have to pay custom duty, VAT and all other taxes 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 customs clearance of the imported goods and materials.

2.3. Contract Price

The contract price may show unit price only or may show cumulative price as computed by product of the unit price and quantities required. Quantities may increase or decrease as determined by demand.

2.4. Payments

All local purchases shall be on credit of a minimum of **thirty (30) days** or otherwise as stipulated in the contract agreement.

3.0. REGISTRATION DATA INSTRUCTIONS

3.1. Registration data Forms

3.1.1. The attached documents KEWI/ROS-1, KEWI/ROS-2, KEWI/ROS-3, KEWI/ROS-4, KEWI/ROS-5, KEWI/ROS-6, KEWI/ROS-7, and KEWI/ROS-8, are to be completed by

prospective suppliers/contractors who wish to be registered for submission of quotations/tenders under the **specified categories**.

3.1.2. The registration application forms which are not filled out completely and submitted in the prescribed manner **SHALL 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**

3.2.1. It is understood and agreed that the registration data on prospective bidders is to be used by the Institute in determining, according to its sole judgment and discretion, the ability of prospective bidders to supply goods and services as described by the client.

3.2.2. General Category bidders will not be considered qualified unless in the judgment of the Institute they possess capability, experience, qualified personnel, suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3. **Essential criteria for registration of suppliers**

3.3.1. (a) Experience

General category bidders shall have at least **3 years experience** in the supply of goods, works, services and allied items. In any case the potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) The prospective supplier requires special experience and capability to organize supply and delivery of goods/ services on short notice.

(c) Experience is not mandatory of AGPO groups

3.3.2. **Personnel**

The names, pertinent information and curriculum vitae of the key personnel who will be involved in executing the contract must be indicated in form KEWI/ROS.3.

3.3.3. **Financial Position**

The prospective bidders' financial condition will be determined by evaluating the financial statements and letters of reference from their respective bankers regarding supplier's credit position. Potential suppliers/ contractors will be registered on the basis of the information given.

3.3.4. Special consideration will be given to the financial resources available, such as working capital, taking into account the amount of uncompleted orders resulting from previous and on-going contracts. Data to be provided on form KEWI/ROS - 4.

Potential bidders **MUST** provide evidence of financial capacity to execute the contract in the event of award.

3.3.5. **Past Performance**

Past performance will be given due consideration in the registration process. Letters of reference from past customers should be included in form **KEWI/ROS -5** where applicable.

3.4. **STATEMENT**

Applications must include a sworn statement on Form KEWI/ROS-6 by the bidders ensuring accuracy of the information given.

3.5. **WITHDRAWAL OF REGISTRATION**

Should conditions arise which in the opinion of the Institute may substantially affect the performance and registration of the bidder or his ability to perform the contract in the event of award (such as, but not limited to bankruptcy, change in ownership or new commitments, among others) the Institute reserves the right to reject the bid from such a bidder even if he was initially pre-qualified.

FORM KEWI/ ROS-1 - Qualification Documentation

FORM KEWI/ ROS -2 - PRE-QUALIFICATION DATA

- 1. Category name and code
- Legal name of firm
- Post office address
- Street and address
- City
- Country
- Telephone number
- Email address**
- Person to contact
- Title
- 2. Organization & Business Information:
 - Management Personnel
 - Director
 - Secretary
 - General Manager
 - Treasurer
 - Others
 - Partnership (*if applicable*)
 - Names of Partners
- 3. Business founded or incorporated since.....
- 4. Under present management since
- 5. Net worth Equivalent Kshs.
- 6. Bank reference and address

FORM KEWI/ ROS -3 - SUPERVISORY PERSONNEL

1. Name

Age

Academic Qualification

Professional qualification

Length of service with contractor or supplier position held

.....

2. Name

Age

Academic Qualification

Professional qualification

Length of service with contractor or supplier position held

.....

3. Name

Age

Academic Qualification

Professional qualification

Length of service with contractor or supplier position held

FORM KEWI/ ROS-4

FINANCIAL CAPABILITY

Attach a copy of the organization's three recent certified financial statements (2017, 2016 & 2015) giving a summary of total assets and current liabilities and/ or any other financial support.

FORM KEWI/ ROS – 5 - PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

- 1. Name of 1st client (Organization)
 - (i) Name of client (organization)
 - (ii) Address of Client (Organization)
 - (iii) Telephone No. of Client
 - (iv) Value of contract
 - (v) Duration of contract (Date)
 - (vi) Name of contact person.....
 - (vii) Sign.....stamp.....

- 2. Name of 2nd client (Organization)
 - (i) Name of client (organization)
 - (ii) Address of Client (Organization)
 - (iii) Telephone No. of Client
 - (iv) Value of contract
 - (v) Duration of contract (Date)
 - (vi) Name of contact person.....
 - (vii) Sign.....stamp.....

- 3. Name of 3rd client (Organization)
 - (i) Name of client (organization)
 - (ii) Address of Client (Organization)
 - (iii) Telephone No. of Client
 - (iv) Value of contract
 - (v) Duration of contract (Date)
 - (vi) Name of contact person.....
 - (vii) Sign.....stamp.....

- 4. Others

FORM KEWI/ ROS-6 - SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:-

- 1) The information furnished in our application is accurate to the best of our knowledge.
- 2) 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 the basis of provision in the tender or quotation documents to follow.
- 3) 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 pre-qualification made.
- 4) 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 or seal)

FORM KEWI/ ROS -7 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

<p><i>Part 1 – General:</i></p> <p>Business Name</p> <p>Location of business premises.</p> <p>Plot No..... Street/Road</p> <p>Postal Address Tel No. Fax E mail</p> <p>Nature of Business ,.....</p> <p>Registration Certificate No.</p> <p>Maximum value of business which you can handle at any one time – Kshs.</p> <p>Name of your bankers Branch</p>

	Part 2 (a) – Sole Proprietor
Your name in full	Age
Nationality	Country of origin
	<ul style="list-style-type: none"> • Citizenship details •

	Part 2 (b) Partnership																									
	Given details of partners as follows:																									
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
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2.																						
3.																						
4.																						

	Part 2 (c) – Registered Company																									
	Private or Public																									
	State the nominal and issued capital of company-																									
	Nominal Kshs.																									
	Issued Kshs.																									
	Given details of all directors as follows:																									
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3.																						
4.																						

	5
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Date Signature of Candidate

If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

**(I)EVALUATION CRITERIA: MANDATORY REQUIREMENTS FOR:
KEWI/ROS/049/2018-2020 TO KEWI/ROS/053/2018-2020**

NO.	DESCRIPTION OF CRITERIA	RESPONSIVE/NON RESPONSIVE (YES/NO)
1.	Must submit Copies of Certificate of Registration/Incorporation	
2.	Must submit copy of PIN Certificate	
3.	Must Submit Copy of Valid Business Permit	
4.	Must Submit copy of valid KRA Tax Compliance Certificate	
5.	Must submit a dully filled and signed Confidential Business Questionnaire in format provided	
	FAILURE TO ATTACH ONE OF THESE DOCUMENT WILL LEAD TO DISQUALIFICATION DUE TO NON RESPONSIVENESS	

REGISTRATION CRITERIA FOR GENERAL CATEGORY SUPPLIERS ONLY

NO.	REQUIRED INFORMATION	FORM TYPE	POINTS SCORE
1.	Registration Documentation	KEWI/ROS - 1	10
2.	Pre-qualification Data	KEWI/ROS - 2	10
3.	Supervisory Personnel	KEWI/ROS - 3	10
4.	Financial Position	KEWI/ROS - 4	20
5.	Past Experience	KEWI/ROS - 5	15
6.	Sworn Statement	KEWI/ROS - 6	5
7.	Confidential Questionnaires	KEWI/ROS - 7	20
8.	Litigation History	KEWI/ROS - 8	10
			100

MINIMUM SCORE IS 70 MARKS

(II) EVALUATION CRITERIA FOR DRILLING SERVICES

	MANDATORY REQUIREMENTS/RESPONSIVENESS	YES/NO
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	<i>MANDATORY REQUIREMENTS FOR DRILLING SERVICES</i>	<i>RESPONSIVE/NON-RESPONSIVE</i>
1.	Must Submit a copy of certificate of Registration/Incorporation	
2.	Must Submit a copy of Valid Tax Compliance certificate	
3.	Must submit a copy of Valid Current Business License	
4.	Must submit a copy of VAT Certificate	
5.	Ministry license as a contractor	
6.	NCA 6 Certificate in water or construction	
7.	Valid Engineers practicing license	
8.	Dully filled, signed and stamped Confidential Business Questionnaire Form	
	Y - RESPONSIVE	
	N- NON -RESPONSIVE	
	TECHNICAL EVALUATION	SCORE/MARKS
1.	Must provide the following:- Recommendation letters dully signed and stamped from three (3) clients (10marks for every recommendation letter)	30
2.	Must submit a Company profile with details on qualifications, competence and experience of at least Five(5) key Professional Staff(Attach current CVs) 4mks for Each technical staff CV.	20
3.	Proof of owned or leased drilling rigs (attach log book/s or lease Agreement).(20marks for owned and 10marks for leased)	20
4.	Audited financial statement for the last three years(5marks each year)	15
5.	Three years experience in drilling: - provide proof by attaching certified copies of award letters for the last three (3) years. (5marks each client)	15

TENDER NOTICE

1.	Must Submit a copy of certificate of Registration/Incorporation	
2.	Must Submit a copy of Valid Tax Compliance certificate	
3.	Must submit a copy of Valid Current Business License	
4.	Must submit a copy of VAT Certificate	
5.	Be registered with the Insurance Regulatory Authority (IRA) - attach copy of current Certificate of Registration	
6.	Must be a member of the Association of Kenya Insurance (AKI) – attach copy of certificate.	
7.	Dully filled, signed and stamped Confidential Business Questionnaire Form	
	TECHNICAL EVALUATION – Specific experience of the bidder related to the assignment(Vehicle Comprehensive cover)	SCORE/MARKS
1.	Must provide the following:- <ul style="list-style-type: none"> ▪ Recommendation letters dully signed and stamped from three (3) largest corporate 	30
2.	Must submit a Company profile with details on qualifications, competence and experience of at least Five(5) key Professional Staff(Attach current CVs)	20
3.	Underwriter claim management: - provide evidence of five (5) claims paid with values above 1 million in the past three (3) years.	20
4.	Scope of the cover in relation to the premium Policy Excess amounts	10
5.	Five years experience:- provide proof by attaching certified copies of award letters for past three(3) from at least five(5) clients.	20

(III) EVALUATION CRITERIA FOR INSURANCE SERVICES

MINIMUM SCORE IS 70 POINTS

KENYA WATER INSTITUTE



TENDER NOTICE

BI – ANNUAL REGISTRATION OF SUPPLIERS OF GOODS, WORKS AND SERVICES FOR 2018-2020 FINANCIAL YEARS

The Kenya Water Institute – Main Campus (Nairobi), Kitui Campus ,Chiakariga Campus (Tharaka Nithi) and Kisumu Campus invites applications from interested, eligible and competent bidders for Registration of suppliers for the **2018-2020 Financial Years**.

(A) Registration of suppliers-tender No: KEWI/TEN/08/2018-2019(Re-advertisement)

(B) Results of Registered suppliers for supply of goods, works and services for the financial year 2018/2019 &2019/2020-Previously advertised as Tender No. KEWI/TEN/01/2018-2019

NO.	CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
1.	KEWI/ROS/048/2018-2020	registration of contractors for drilling, Test pumping, equipping boreholes, shallow wells, and plumbing works	Open to all bidders
2.	KEWI/ROS/049/2018-2020	Provision of laundry services	Open to all bidders
3.	KEWI/ROS/050/2018-2020	Provision of asset valuation and related services	Open to all bidders
4.	KEWI/ROS/051/2018-2020	Provision of courier services, car hire and leasing services for 5,7,14, 29,33,37,62 seater motor vehicles	Open to all bidders
5	KEWI/ROS/052/2018-2020	Provision of air travel agency services	Open to all bidders
6	KEWI/ROS/053/2018-2020	Provision of professional debt collection services	Open to all bidders
7	KEWI/ROS/053/2018-2020	Provision of insurance services (GPA, Motor vehicles, medical & property covers)	Open to all bidders

Documents can be accessed as follows:

(A) Registration of Suppliers

Tender documents

Registration documents are free of charge and shall be downloaded from the website www.kewi.or.ke

Bidders who choose to download the documents **MUST** register with the Procurement Office or notify us using the email procurement@kewi.or.ke for purposes of addenda and future communication. Details to be given are: Name of tender, No. of tender, Name of the firm, address, telephone Number and email before the closing date.

Completed documents in plain sealed envelope, properly indicating the Tender Title/ Tender Number for Annual tenders and Category Title/Category Number for Registration of suppliers as indicated above and a statement **“DO NOT OPEN BEFORE 5th February,2019 11 AM”** be addressed to;

**THE DIRECTOR,
KENYA WATER INSTITUTE,
P.O. BOX 60013 -00200,
NAIROBI.**

Alternatively, the completed documents may be deposited in the Tender Box at Kenya Water Institute, Nairobi along Ole Shapara Avenue in South C located next to the Library not later than **Tuesday, 5th February, 2019 at 11.00 am.**

The opening of bids will be carried out immediately thereafter in the Conference room in the presence of bidders or their representatives who choose to attend.

**(B) RESULTS OF REGISTERED SUPPLIERS FINANANCIAL YEAR 2018/2019 & 2019/2020 PREVIOUSLY
ADVERTISED AS TENDER NO.KEWI/TEN/01/2018-2019**

The Kenya water institute completed the above exercise and results posted on the official institute's website. Bidders are therefore advised to visit www.kewi.or.ke for results. This serves as notification and registration letters will only be issued on request.

**DIRECTOR
KENYA WATER INSTITUTE**