

KENYA WATER INSTITUTE,
MAIN CAMPUS - (NAIROBI), CHIAKARIGA CAMPUS - (THARAKA NITHI),
KISUMU CAMPUS & KITUI CAMPUS
REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES
FY 2018-2020



TENDER NO. KEWI/TEN/001/2018-2019

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

NOTICE DATE: 19TH JUNE, 2018

CLOSING DATE: 10:00 A.M. TUESDAY 3RD JULY, 2018

(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

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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 relative (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/ITEM CODE/2017-2018 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 3RD JULY, 2018.**

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 **75 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.

AGPO Groups are exempted in above criteria but must meet the **mandatory registration requirements for AGPO groups**.

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, 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.

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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 REGISTRATIOTION

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.

MANDATORY REQUIREMENTS FOR BIDDERS OF INSURANCE SERVICES

To be considered, bidders must meet the following mandatory requirements:

INSURANCE SERVICES BIDDERS ONLY

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	SCORE/MARKS

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	related to the assignment(Vehicle Comprehensive cover)	
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) years from at least five(5) clients.	20

TOTAL	100
Qualification mark is 75 points	

3.7 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
TOTAL			100
Qualification mark is 75 points			

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FORM KEWI/ ROS -1 - REGISTRATION REQUIREMENT

	MANDATORY QUALIFICATION OF SUPPLIERS	GENERAL CATEGORY	AGPO GROUPS
1.	Copy of certificate of Registration/Incorporation	√	√
2.	copy of Valid Tax Compliance certificate	√	√
3.	copy of Valid Current Business License	√	x
4.	copy of VAT Certificate	√	√
5.	Dully filled, signed and stamped Confidential Business Questionnaire Form	√	√
6.	AGPO Registration Certificate	x	√

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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

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

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3. 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.....

.....
.....

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)

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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 applied 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>

	<p style="text-align: center;">Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age</p> <p>Nationality Country of origin</p> <ul style="list-style-type: none"> • Citizenship details • 																														
	<p style="text-align: center;">Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Ci tizenship Details</th> <th style="width: 15%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Ci tizenship Details	Shares	1.	2.	3.	4.					
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1.																											
2.																											
3.																											
4.																											
	<p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal Kshs.</p> <p style="padding-left: 20px;">Issued Kshs.</p> <p>Given details of all directors as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 15%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
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1.																											
2.																											
3.																											
4.																											
5.																											

Date	Signature of Candidate
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Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

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TENDER NOTICE

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**.

Registration of Suppliers-Tender No: KEWI/TEN/01/2018-2019

NO.	CATEGORY NO.	ITEM DESCRIPTION
i) Open to all bidders		
1.	KEWI/ROS/001/2018-2020	Supply and delivery of computers, computer hardware/software and other related machines
2.	KEWI/ROS/002/2018-2020	Supply and delivery of dry foodstuff
3.	KEWI/ROS/003/2018-2020	Supply and delivery of sliced bread
4.	KEWI/ROS/004/2018-2020	Supply and delivery of fresh milk
5.	KEWI/ROS/005/2018-2020	Supply and delivery of furniture, general office equipment and furnishings.
6.	KEWI/ROS/006/2018-2020	Supply and delivery of building materials, general hardware, electrical items and fittings
7.	KEWI/ROS/007/2018-2020	Supply and delivery of motor vehicle spare parts, motor tyres, tubes and batteries
8.	KEWI/ROS/008/2018-2020	Supply and delivery of laboratory equipment
9.	KEWI/ROS/009/2018-2020	Supply of catering equipment and utensils
10.	KEWI/ROS/010/2018-2020	Supply and delivery of fuel and lubricants
11.	KEWI/ROS/011/2018-2020	Supply and delivery of survey and geological equipment
12.	KEWI/ROS/012/2018-2020	Supply & delivery, CMT of staff uniforms and sports wear
13.	KEWI/ROS/013/2018-2020	Supply, servicing and refilling of firefighting equipment
14.	KEWI/ROS/014/2018-2020	Repair and maintenance of air conditioning and refrigeration equipment
15.	KEWI/ROS/015/2018-2020	Provision of fumigation and pest control services.
16.	KEWI/ROS/016/2018-2020	Provision of insurance services(GPA, motor vehicle,

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		medical and property covers)
17.	KEWI/ROS/017/2018-2020	Provision of consultancy services, baseline surveys, feasibility studies and advisory services.
18.	KEWI/ROS/018/2018-2020	Provision of landscaping, gardening and maintenance
19.	KEWI/ROS/019/2018-2020	Provision of security and guarding services
20.	KEWI/ROS/020/2018-2020	Provision of garbage collection services
21.	KEWI/ROS/021/2018-2020	Service and repair of kitchen equipments
22.	KEWI/ROS/022/2018-2020	Provision of general printing services
23.	KEWI/ROS/023/2018-2020	Repair, service and maintenance of office servers, desktops, laptops, printers and ICT related items.
24.	KEWI/ROS/024/2018-2020	Provision of Internet Services.
25.	KEWI/ROS/025/2018-2020	Provision of garages for repair and maintenance of motor vehicles
26.	KEWI/ROS/026/2018-2020	Provision of legal services.
27.	KEWI/ROS/027/2018-2020	Provision of Cleaning Services and sanitary bins
28.	KEWI/ROS/028/2018-2020	Provision advertising and creative agency services
29.	KEWI/ROS/029/2018-2020	Provision of laundry services
30.	KEWI/ROS/030/2018-2020	Provision of repair and maintenance of telecommunication and PABX equipment
31.	KEWI/ROS/031/2018-2020	Provision of hotel accommodation, seminar and catering services
32.	KEWI/ROS/032/2018-2020	Provision of courier services, car hire and leasing services
33.	KEWI/ROS/033/2018-2020	Provision for valuation and related services
34.	KEWI/ROS/034/2018-2020	Provision of training services i.e. HR training (gender mainstreaming, HIV/Drug abuse, team building), ISO training e.t.c.
35.	KEWI/ROS/035/2018-2020	Provision of professional debt collection services
(ii) Reserved for special group		
36.	KEWI/ROS/036/2018-2020	Supply and delivery of office stationery and computer accessories
37.	KEWI/ROS/037/2018-2020	Supply & delivery promotional materials, T-shirts, caps, banners etc.
38.	KEWI/ROS/038/2018-2020	Supply and delivery of airtime.
39.	KEWI/ROS/039/2018-2020	Supply and delivery of bottled drinking water, disposable cups & water dispensers
40.	KEWI/ROS/040/2018-2020	Supply and delivery of cleaning materials, laundry soap powder, detergents and disinfectants etc.
41.	KEWI/ROS/041/2018-2020	Supply and delivery of laboratory chemicals
42.	KEWI/ROS/042/2018-2020	Supply and delivery of newspapers and periodicals
43.	KEWI/ROS/043/2018-2020	Provision of events management and related services
44.	KEWI/ROS/044/2018-2020	Provision of air travel agency services
45.	KEWI/ROS/045/2018-2020	Minor renovations, repairs, small works constructions, painting of buildings and structures
46.	KEWI/ROS/046/2018-2020	Supply and delivery of perishable foodstuff- fruits, vegetables, e.t.c.
47.	KEWI/ROS/047/2018-2020	Supply & Delivery Meat Products (Beef cubes, Chicken legs, chicken whole, Goat Meat, Eggs etc)

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NOTE: The special Group refers to Women, Youth and Persons with Disabilities who have registered with The National Treasury

Tender documents for both categories can be accessed as follows:

Annual Tender

Tender documents can be downloaded from the **KEWI website www.kewi.or.ke** free of charge or hard copies obtained at the Institutes' Procurement office during normal working hours upon payment of a non-refundable fee of **Kshs. 1,000** via **KCB BANK A/C 110 776 0585** Moi Avenue Branch **or** bankers Cheque payable to the Director, Kenya Water Institute

Registration of Suppliers

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 3rd July, 2018 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, 3rd July 2018 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.

**DIRECTOR
KENYA WATER INSTITUTE**