



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

**NOTICE DATE:** 30TH JUNE, 2020

**CLOSING DATE:** 11:00A.M. ON THURSDAY 16<sup>TH</sup> JULY, 2020

KENYA WATER INSTITUTE  
P.O. BOX 60013 – 00200 CITY SQUARE NAIROBI KENYA  
TEL: 0722207757 *email: info@kewi.or.ke*

COMPANY NAME.....PO BOX .....EMAIL.....

Mobile Number.....

CATEGORY NO.....

CATEGORY DESCRIPTION.....

IF SPECIAL GROUP PLEASE INDICATE BELOW: (√)

WOMEN

YOUTH

PERSONS WITH DISABILITIES

**NB: Bidders applying for more than one category to fill a separate Registration document for each category applied**

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 KITUI CAMPUS & KISUMU CAMPUS (KISUMU CAMPUS)  
 PRE-QUALIFICATION OF SUPPLIERS FOR GOODS WORKS AND SERVICES  
 FY 2020-2022***

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**1.0. PRE – QUALIFICATION INSTRUCTIONS**

**1.1. Introduction**

The Kenya Water Institute (KEWI) would like interested candidates who must qualify by meeting the set criteria as provided by KEWI to perform the contract for supply and delivery or provision of goods works and services to the Institute.

**1.2. Objective**

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

**1.3. Invitation of Pre-qualification**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their pre-qualification documents to the Director, Kenya Water Institute so that they may be pre-qualified for submission of quotations/ tenders. Bids will be submitted in complete lots, singly or in combination. The Institute requires prospective suppliers to provide mandatory information for pre-qualification.

**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 pre-qualification criteria.

**1.5. Pre-Qualification Document**

This document includes questionnaire forms and documents required of prospective suppliers.

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

**1.7. Distribution of Pre-qualification Documents**

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

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

Tel: 020-6003893

Not later than **11:00 AM.** (Local time) on **THURSDAY 16<sup>th</sup> JULY, 2020.**

**1.8. Questions arising from Documents**

Questions that may arise from the pre-qualification 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.

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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. **PRE – QUALIFICATION DATA INSTRUCTIONS**

3.1. **Pre-qualification data Forms**

3.1.1. The attached documents KEWI/PQ-1, KEWI/PQ-2, KEWI/PQ-3, KEWI/PQ-4, KEWI/PQ-5, KEWI/PQ-6, KEWI/PQ-7 and KEWI/PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified 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 pre-qualification 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. Prospective 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 pre-qualification**

3.3.1. (a) Experience

Prospective bidder shall have at least **1 years experience except special category (AGPO)** 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.

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**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/PQ.3.

**3.3.3. Financial Conditions**

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 pre-qualified 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/PQ4.

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 pre-qualification process. Letters of reference from past customers should be included in form KEWI/PQ-5 where applicable.

**3.4. STATEMENT**

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

**3.5. WITHDRAWAL OF PREQUALIFICATION**

Should conditions arise which in the opinion of the Institute may substantially affect the performance and qualification 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.

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**3.7 PRE-QUALIFICATION CRITERIA**

<b>NO.</b>	<b>REQUIRED INFORMATION</b>	<b>FORM TYPE</b>	<b>POINTS SCORE</b>
1.	Registration Documentation	KEWI/PQ-1	10
2.	Pre-qualification Data	KEWI/PQ-2	5
3.	Supervisory Personnel	KEWI/PQ-3	5
4.	Financial Position	KEWI/PQ-4	20
5.	Past Experience	KEWI/PQ-5	15
6.	Sworn Statement	KEWI/PQ-6	5
7.	Confidential Questionnaires	KEWI/PQ-7	20
8.	Litigation History	KEWI/PQ-8	10
9.	KRA Tax Compliance Certificate	Attach Copy	10
<b>TOTAL</b>			<b>100</b>

**3.8. Qualification Mark**

The qualification mark is a minimum of **70 points**

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**FORM KEWI/ PQ-1 - PRE-QUALIFICATION DOCUMENTATION**

**MANDATORY REQUIREMENTS TO ALL FIRMS:**

- a) Copies of Certificate of Registration
- b) Copy of KRA PIN Certificate
- c) Bank references
- d) KRA Tax Compliance Certificate

**FORM KEWI/ ROS -1 - REGISTRATION REQUIREMENT**

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



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**MANDATORY REQUIREMENTS FOR BIDDERS OF INSURANCE SERVICES**

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

1. Must be registered with Insurance Regulatory Authority(IRA).(Attach copy of current registration certificate)
2. Must be a member of the Association of Kenya Insurance (AKI)Attach copy of certificate
3. Must have provided insurance cover for the last five years.
4. Must attach a list of five largest scheme accounts they currently cover.
5. Must attach copies of certified audited accounts for the years 2017, 2018 and 2019.
6. Must have done annual gross premium of at least Kenya Shillings Two Hundred Million only (Kshs. 200 M) during the year 2019.
7. Must provide evidence that the company is a registered company and has been in operation for at least five (5) years.
8. Must also submit copies of all documents as indicated in 3.7 (pg. 7 of 16)

**MANDATORY REQUIREMENTS FOR BIDDERS DRILLING SERVICES**

1. Ministry of water license as a contractor
2. NCA 7 and above certificate in water or construction
3. Valid engineers practicing license
4. Proof of owned or leased drilling rig, test pumping unit etc.

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**FORM KEWI/ PQ-2- PRE-QUALIFICATION DATA**

1. Category name and code.....  
Legal name of firm.....  
Post office address.....  
Street and address.....  
City .....
- Country .....
- Telephone number .....
- Person to contac.....  
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/ PQ-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 .....

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**FORM KEWI/ PQ-4**

**FINANCIAL POSITION**

Attach a copy of the organization's three recent certified financial statements (2017, 2018 & 2019) giving a summary of total assets and current liabilities and/ or any other financial support.

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**FORM KEWI/ PQ – 5 - PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS**

1. Name of 1<sup>st</sup> 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 2<sup>nd</sup> client (Organization)

- (viii) Name of client (organization)  
.....
- (ix) Address of Client (Organization) .....
- (x) Telephone No. of Client.....
- (xi) Value of contract .....
- (xii) Duration of contract (Date) .....
- (xiii) Name of contact person.....
- (xiv) Sign.....stamp.....

.....  
.....

3. Name of 3<sup>rd</sup> client (Organization)

- (xv) Name of client (organization)  
.....
- (xvi) Address of Client (Organization) .....
- (xvii) Telephone No. of Client.....
- (xviii) Value of contract .....
- (xix) Duration of contract (Date) .....
- (xx) Name of contact person.....
- (xxi) Sign.....stamp.....

.....  
.....

4. Others .....

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**FORM KEWI/ PQ-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/ PQ-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>.....</p> <p>Postal Address ..... Tel No. .... Fax ..... E ma .....</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>Part 2 (a) – Sole Proprietor</p> <p>Your name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <p style="margin-left: 40px;">• Citizenship details .....</p> <p style="margin-left: 40px;">• .....</p>																									
	<p>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: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Ci tizenship Details</th> <th style="width: 10%;">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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2.	.....	.....	.....	.....																						
3.	.....	.....	.....	.....																						
4.	.....	.....	.....	.....																						
	<p>Part 2 (c) – Registered Company</p> <p>Private or Public .....</p> <p>.....</p> <p>State the nominal and issued capital of company-</p> <p style="margin-left: 40px;">Nominal Kshs. ....</p> <p style="margin-left: 40px;">Issued Kshs. ....</p> <p>Given details of all directors as follows:</p> <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>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> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....					
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4.	
5.	
Date .....Signature of Candidate .....	

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





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**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR  
FINANCIAL YEARS 2020/2021 AND 2021/2022**

The Kenya Water Institute invites applications for registration of suppliers from interested eligible bidders for the supply of under listed goods, services and works for the Financial Years 2020/2021 and 2021/2022 (two years):

<b>NO.</b>	<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>ELIGIBILITY</b>
1.	KEWI/ROS/001/2020-2022	Supply and delivery of computers, computer hardware/software and other related machines	Reserved for disadvantaged groups
2.	KEWI/ROS/002/2020-2022	Supply and delivery of dry foodstuff	Open to all bidders
3.	KEWI/ROS/003/2020-2022	Supply and delivery of sliced bread	Open to all bidders
4.	KEWI/ROS/004/2020-2022	Supply and delivery of fresh milk	Open to all bidders
5.	KEWI/ROS/005/2020-2022	Supply and delivery of furniture, general office equipment and furnishings.	Open to all bidders
6.	KEWI/ROS/006/2020-2022	Supply and delivery of building materials, general hardware, electrical items and fittings	Open to all bidders
7.	KEWI/ROS/007/2020-2022	Supply and delivery of motor vehicle spare parts, motor tyres, tubes and batteries	Reserved for disadvantaged groups
8.	KEWI/ROS/008/2020-2022	Supply and delivery of laboratory equipment	Open to all bidders
9.	KEWI/ROS/009/2020-2022	Supply of catering equipment and utensils	Open to all bidders
10.	KEWI/ROS/010/2020-2022	Supply and delivery of fuel and lubricants	Open to all bidders
11.	KEWI/ROS/011/2020-2022	Supply and delivery of survey and geological equipment	Open to all bidders
12.	KEWI/ROS/012/2020-2022	Supply & delivery, CMT of staff uniforms and sports wear	Reserved for disadvantaged groups
13.	KEWI/ROS/013/2020-2022	Supply, servicing and refilling of firefighting equipment	Open to all bidders
14.	KEWI/ROS/014/2020-2022	Repair and maintenance of air conditioning and refrigeration equipment	Open to all bidders
15.	KEWI/ROS/015/2020-2022	Provision of fumigation and pest control services.	Open to all bidders
16.	KEWI/ROS/016/2020-2022	Provision of insurance services(GPA, motor vehicle & property Insurance cover	Open to all bidders
17.	KEWI/ROS/017/2020 -2022	Provision of consultancy services, baseline surveys, feasibility studies and advisory	Open to all bidders

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		services.	
18.	KEWI/ROS/018/2020-2022	Provision of landscaping, gardening and maintenance	Reserved for disadvantaged groups
19.	KEWI/ROS/019/2020-2022	Provision of security and guarding services	Open to all bidders
20.	KEWI/ROS/020/2020-2022	Provision of garbage collection services	Open to all bidders
21.	KEWI/ROS/021/2020-2022	Service and repair of kitchen equipments	Open to all bidders
22.	KEWI/ROS/022/2020-2022	Provision of general printing services	Reserved for disadvantaged groups
23.	KEWI/ROS/023/2020-2022	Repair, service and maintenance of office servers, desktops, laptops, printers and ICT related items.	Reserved disadvantaged groups
24.	KEWI/ROS/024/2020-2022	Provision of Internet Services, WAN, Web hosting, Email and related services	Open to all bidders
25.	KEWI/ROS/025/2020-2022	Provision of garages for repair and maintenance of motor vehicles	Open to all bidders
26.	KEWI/ROS/026/2020-2022	Provision of legal services.	Open to all bidders
27.	KEWI/ROS/027/2020-2022	Provision of Cleaning Services and sanitary bins	Reserved for disadvantaged groups
28.	KEWI/ROS/028/2020-2022	Provision advertising and creative agency services	Reserved for disadvantaged groups
29.	KEWI/ROS/029/2020-2022	Provision of laundry services	Open to all bidders
30.	KEWI/ROS/030/2018-2020	Provision of repair and maintenance of telecommunication and PABX equipment	Open to all bidders
31.	KEWI/ROS/031/2020-2022	Provision of hotel accommodation, seminar and other events management services	Open to all bidders
32.	KEWI/ROS/032/2020-2022	Provision of courier services, car hire and leasing services	Open to all bidders
33.	KEWI/ROS/033/2020-2022	Provision for Asset valuation and related services	Open to all bidders
34.	KEWI/ROS/034/2020-2022	Provision of training services i.e. HR training (gender mainstreaming, HIV/Drug abuse, team building), ISO training e.t.c	Open to all bidders
35.	KEWI/ROS/035/2020-2022	Provision of professional debt collection services	Open to all bidders
36.	KEWI/ROS/036/2020-2022	Supply and delivery of office stationery and computer accessories	Reserved for disadvantaged groups
37.	KEWI/ROS/037/2020-2022	Supply & delivery promotional materials, T-shirts, caps, banners etc.	Reserved for disadvantaged groups

**KENYA WATER INSTITUTE,  
MAIN CAMPUS - (NAIROBI), CHIAKARIGA CAMPUS - (THARAKA NITHI)  
KITUI CAMPUS & KISUMU CAMPUS (KISUMU CAMPUS)  
PRE-QUALIFICATION OF SUPPLIERS FOR GOODS WORKS AND SERVICES  
FY 2020-2022**

38.	KEWI/ROS/038/2020-2022	Supply and delivery of airtime.	Reserved for disadvantaged groups
39.	KEWI/ROS/039/2020-2022	Supply and delivery of bottled drinking water, disposable cups & water dispensers	Reserved for disadvantaged groups
40.	KEWI/ROS/040/2020-2022	Supply and delivery of cleaning materials, laundry soap powder, detergents and disinfectants etc.	Reserved for disadvantaged groups
41.	KEWI/ROS/041/2020-2022	Supply and delivery of laboratory chemicals	Reserved for disadvantaged groups
42.	KEWI/ROS/042/2020-2022	Provision of air travel agency services	Reserved for disadvantaged groups
43.	KEWI/ROS/043/2020-2022	Minor renovations, repairs, small works constructions, painting of buildings and structures	Open to all bidders
44.	KEWI/ROS/044/2020-2022	Supply and delivery of perishable foodstuff- fruits, vegetables, e.t.c	Reserved for disadvantaged groups
45.	KEWI/ROS/045/2020-2022	Supply & Delivery Meat Products (Beef cubes, Chicken	Reserved for disadvantaged groups
46.	KEWI/ROS/046/2020-2022	Provision of Borehole Drilling, Test Pumping, Equiping services shallow wells & plumping works	Open to all bidders
47.	KEWI/ROS/047/2020-2022	Supply and delivery of text books	Open to all bidders
48.	KEWI/ROS/048/2020-2022	Supply and delivery Enterprise Business systems including Bulk SMS, Enterprise Resource Planning(ERP), Electronic Payment solutions	Open to all bidders
49.	KEWI/ROS/049/2020-2022	Supply and delivery of Protective masks and sanitizers	Reserved for disadvantaged groups