



KIMAWASCO
KILIFI MARIKANI WATER AND
SEWERAGE COMPANY LIMITED

Call: 0727-110 711 / 0737-442 525

Email: info@kilifiwater.co.ke

Website: www.kilifiwater.co.ke

P.O. BOX 275-80108 KILIFI

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR
FINANCIAL YEARS 2021/2022/2023

KMWSC/T/REG/01/2021/2022/2023

**Registration of Suppliers for Goods, Works and Services for the
financial Years 2021-2022,2022-2023**

Invitation to tender

Kilifi Mariakani Water and Sewerage Company limited (KIMAWASCO) is one of the Water Service Providers in Coast Province. The Company has been contracted by Coast Water Works Development Authority (CWWDA) to provide water and sewerage services in Kilifi, Kaloleni, Ganze and Rabai sub-counties under a Service Provision Agreement (SPA), now invites eligible and qualified candidates for registration for Supply/ provision of goods and services for financial years 2021/2022/2023.

CATEGORY A: SUPPLY OF GOODS.

CODE NUMBER	DESCRIPTION	ELIGIBILITY
KMWSC/REG/1A/2021/2022/2023	Supply and delivery of office stationery, printed accountable documents and general printing	Women, Youth & Persons with disabilities
KMWSC/FW/2A/2021/2022/2023	Supply and delivery of G.I,UPVC and HDPE pipes and fittings	Open tender to all bidders
KMWSC/REG/3A/2021/2022/2023	Supply and delivery of Electrical items	Open to all bidders
KMWSC/FW/4A/2021/2022/2023	Supply and delivery of Computers & Accessories, Office telephones and telecommunication equipment	Open tender (Reserved for Women, Youth & persons with disabilities)
KMWSC/REG/5A/2021/2022/2023	Supply and delivery of Building and hardware material	Women, Youth & persons with disabilities
KMWSC/FW/6A/2021/2022/2023	Supply and delivery of Cold water meters & connectors AMR enabled	Open Tender to all bidders
KMWSC/REG/7A/2021/2022/2023	Supply and delivery of Water pumps, motors and generators	Open to all bidders
KMWSC/REG/8A/2021/2022/2023	Supply and delivery of Staff Uniforms, protective clothing & Staff boots.	Women, Youth & persons with disabilities
KMWSC/FW/9A/2021/2022/2023	Supply and delivery of motor vehicle tyres, tubes, batteries	Open tender to all bidders
KMWSC/REG/10A/2021/2022/2023	Supply and delivery of Office furniture & furnishings	Women, Youth & Persons with disabilities
KMWSC/REG/11A/2021/2022/2023	Supply and delivery of Spare	Open to all bidders

	parts for motor Vehicles & motor cycles	
KMWSC/REG/12A/2021/2022/2023	Supply and delivery of laboratory chemicals, reagents, laboratory equipment and water treatment chemicals	Open to all bidders
KMWSC/REG/13A/2021/2022/2023	Supply and delivery of Air conditioners & accessories and installation	Open to all bidders
KMWSC/REG/14A/2021/2022/2023	Supply of cleaning detergents and toiletries	Women, Youth & Persons with disabilities
KMWSC/REG/15A/2021/2022/2023	Supply of pipes and fittings for rehabilitation and water pipeline construction	Open to all bidders

CATEGORY B: PROVISION OF SERVICES & WORKS

KMWSC/REG/1B/2021/2022/2023	Provision of General Insurance Services	Open to all bidders
KMWSC/FW/2B/2021/2022/2023	Provision of hotel , accommodation ,Conference services & catering services	Open tender to all bidders
KMWSC/FW/3B/2021/2022/2023	Repair and Servicing of Water pumps, motors, generators and other electrical equipment	Open tender to all bidders
KMWSC/REG/4B/2021/2022/2023	Provision of Consultancy Services	Open to all bidders
KMWSC/REG/5B/2021/2022/2023	Provision for Building & Construction services, maintenance, renovations & repairs	Open to all bidders
KMWSC/FW/6B/2021/2022/2023	Maintenance and Servicing of Computers, Photocopiers and other Office Machines	Open tender to all bidders
KMWSC/FW/7B/2021/2022/2023	Provision of Transport and Taxi Services	Open tender to all bidders
KMWSC/FW/8B/2021/2022/2023	Maintenance and Servicing of Air Conditioners	Open tender to all bidders
KMWSC/FW/9B/2021/2022/2023	Provision of Air ticketing Services	Open tender to all bidders
KMWSC/REG/10B/2021/2022/2023	Provision of legal and Company Secretarial Services	Open to all bidders
KMWSC/REG/11B/2021/2022/2023	Provision of Asset valuation	Open to all bidders

	services	
KMWSC/REG/12B/2021/2022/2023	Provision of office cleaning and fumigation	Women, Youth & Persons with disabilities
KMWSC/REG/13B/2021/2022/2023	Provision for Asset Coding	Open to all bidders
KMWSC/REG/14/2021/2022/2023	Repair and maintenance of motor vehicles and motor cycles	Open to all bidders
KWSC/REG/15/2021/2022/2023	Provision for Internet Service providers	Open to all bidders
KWSC/REG/16/2021/2022/2023	Maintenance and servicing of office telephone system and PBX	Open to all bidders

A complete set of registration documents can be obtained from the procurement office during normal office working hours for free of charge. Bidders may download for free registration documents/tenders from the Company website; www.kilifiwater.co.ke . Bidders who choose to download the documents MUST

register with the procurement Office or notify us using the email info@kilifiwater.co.ke giving the following details; Name of tender, Name of the firm, address, telephone number(s) and email before the closing date.

Completed registration documents/tenders shall be enclosed in plain sealed envelopes bearing no indication of the tenderer but clearly marked with the category number and description should be addressed to;

**The Managing Director,
Kilifi Mariakani Water and Sewerage Company Ltd,
P.O.BOX 275-80108,
KILIFI**

The sealed registration documents should be sent through the above address or be deposited in the Tender box situated outside Revenue office so as to reach on or before **30th March 2021 not later than 1100hrs.** Tenders will be opened immediately thereafter in the Company's Boardroom in the presence tenderers or their representatives who chose to attend.

The Company reserves the right to accept or reject any tender in part or whole and is not bound to give reasons for its decisions.

Managing Director.

GENERAL INSTRUCTIONS

1. You are requested to provide particulars as indicated in part II, III, IV, V, VI of this registration document as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this document.
2. Kilifi Mariakani Water and Sewerage Co.ltd attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.
3. Kilifi Mariakani Water and Sewerage Co.ltd reserves the right to visit and inspect business premises of all the applicants to verify information provided.
4. All the information provided would be treated as confidential.
5. This registration Document is eligible for one Item Code which should be clearly written at the top of the registration document.
6. Your registration documents should be submitted **properly bound, filled and page numbered**. Kilifi Mariakani water and sewerage Co.ltd shall not be responsible for Loss of documents not bound (loose).

SECTION I - INVITATION FOR REGISTRATION

1. Kilifi Mariakani Water and Sewerage Co.ltd hereinafter referred as “Procuring Entity” intends to register suppliers’/service providers for **Goods, Works and Services for the financial years 2021/2022/2023**
2. Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.
3. Eligible candidates may obtain / download the registration documents from Kilifi Mariakani Water and Sewerage Co.ltd website www.kilifiwater.co.ke .Alternatively a complete set of registration documents may be obtained from Procurement Office at Kilifi Mariakani Water and Sewerage Co.ltd head quarter offices at Kilifi town off Mombasa Malindi road former Kddp offices for free of charge.
4. **MANDATORY** requirement/registration documents for qualification;
 - a) Copy of certificate of incorporation/registration;
 - b) PIN Certificate;
 - c) VAT Registration Certificate;
 - d) Valid business permit
 - e) Valid Tax Compliance / Exemption VAT Certificate;
 - f) Dully filled, signed and stamped confidential business questionnaire in the format provided
 - g) Duly filled, signed and stamped anti-corruption declaration commitment/pledge
 - h) Dully filled, signed and stamped SWORN STATATEMENT
 - i) Provision of general Insurance services, a copy of certificate from IRA (Insurances regulatory Authority) and underwriter must attach certified copy of current membership certificate.
 - j) Provision for legal secretarial services, Consultancy services firms must be registered with NITA)
 - k) Attach AGPO certificates for categories reserved for Youth, Women & Persons with Disabilities).
 - l) Attach current membership licence from Law Society of Kenya (LSK) for provision of legal services.
 - m) Attach registration certificate for Air Travel and Ticketing IATA for provision of Air ticketing and air travel services.
5. Applications for registration must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender box outside the Revenue office at Kilifi head offices or to be addressed to

Managing Director

Kilifi Mariakani Water and Sewerage Co.ltd

P.O. Box 275-80108 Kilifi

so as to be received on or before **30th March 2021**.

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tendering

- 2.1.1 Kilifi Mariakani Water and Sewerage Co.ltd hereinafter referred to as the Procuring Entity intends to prequalify suppliers / contractors for goods, works and services. It is expected that applications for registration will be submitted and received not later than **Tuesday 30th March, 2021 at 1100hrs.**
- 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 tender name and reference number and deposited in the **tender box** outside the Revenue office or be addressed to Kilifi Mariakani Water and Sewerage Co.ltd P.O. Box 275-80108 Kilifi so as to be received on or before **Tuesday, 30th, March 2021 at 1100hrs.** Kilifi Mariakani water and sewerage Co.ltd reserves the right to accept or reject late applications.
- 2.2.2 The name and mailing address of the applicant may be marked in the inner envelope of the outer sealed envelope that bears no indication of the tenderer's name and address.
- 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 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 Kilifi Mariakani water and sewerage Co.ltd employees' , committee members, board members and their relative (spouse and children) are not eligible to participate

in the tender unless where specially allowed under section 131 of the public procurement and Disposal Act 2015.

- 2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set registration criteria shall be prequalified.

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 IV and submitted with the letter of application. Kilifi Mariakani Water and Sewerage Co.ltd reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

- 2.4.2 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub-contractors, such subcontractors and their inputs shall be described in the Standard Form 1 (General Information)

2.4.3 Personnel capabilities.

The applicant must have suitably qualified personnel. State the kind of personnel of your organization in the personnel form (5) provided.

2.4.4 Equipment capabilities.

The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the following key items of equipment in full good working order, and must demonstrate that, based on known commitments they will be available for use in the proposed contract. The applicant may also list alternative equipment that it would propose for the contract together with an explanation of the proposal.

2.4.5 Financial position.

The applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means to service LPOs/LSOs. Supplier's financial position will be determined by the latest financial statements submitted with the registration documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers will be registered on the satisfactory information given.

2.4.6 The audited Accounts;

for not more than three (3) from the date of application 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

2.4.7 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.

2.4.8 Experience and past performance;

Prospective bidders shall have at least 1-year experience in the supply of goods, services and allied items in case of potential supplier should show competence, willingness and capacity to service the contract. Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice. Past performance will be given due consideration in registering candidates. Letters of references from past customers should be submitted together with the registration documents.

2.4.9 Confidential Business Questionnaire

The form must be fully filled. The general information and details of nature of business and location should be included in the form required.

2.5 Joint Venture

2.5.1 Joint ventures must comply with the following: -

- a. The following are the minimum qualification requirements.
 - a. The lead partner shall meet not less than (60 %) of all the qualifying criteria above.
 - b. The other partners shall meet individually not less than (50%) of all the qualifying criteria given above.
 - c. The joint venture must satisfy collectively the criteria of section 4, for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity. Individual members must each satisfy the requirements of para 2.4.7 and 2.4.8 above.
- b. (The information of a joint venture after pre-qualification and any change in a pre-qualified joint venture will be subject to a written approval of Kilifi Mariakani Water and sewerage Company prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from joint venture and the remaining partners do not meet the prequalifying requirements (ii) the new partners to a joint venture are not qualified, individually or as another joint venture; or (iii) in the opinion of the Kilifi Mariakani water and sewerage company a substantial reduction in competition may result.

- c. Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liabilities with respect to the contract.

2.5.2 The registration of a joint venture does not necessarily pre-qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the Kilifi Mariakani Water and Sewerage co. Ltd.

2.6 Public Sector companies

2.6.1 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.

2.7. Conflict of Interest

2.7.1 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 prequalification 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 disqualification of the applicant.

2.8. Updating registration Information

2.8.1 Registered candidates shall be required to update the financial information used for pre-qualification 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.

SECTION III – REGISTRATION INFORMATION

1. Category to be registered.....
2. Legal name of firm.....
Post office address.....
Street and address.....
City.....
Country.....
Telephone no.....
Email address.....
Person to contact.....
Tittle.....
3. Full name(s) of Director (s).....
.....
.....
.....
4. Disadvantaged Group (e.g. Youth, PWD, Women-etc.
5. YAGPO Certificate no.....
6. Incorporation or registration certificate no.....

SECTION IV - APPLICATION FORMS

FORM -1: GENERAL EXPERIENCE RECORD

This form is to be completed by all applicants. Attach copies LPOs/LSOs/Reference letters

Nos	Name of organizations the firm has done business with	Nature of business/contract done or undergoing	Contract value	Contract duration	Organization (client) contact details (telephone, email address)
1.					
2.					
3.					
4.					
5.					

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FORM-2: JOINT VENTURE SUMMARY

This form is to be completed by joint venture applicants' only. **(In case of a joint venture)**

S/no	Names of partners of a joint venture
1.	Lead partner;
2.	Partner;
3.	Partner;
4.	Partner;

Total value of annual turnover, in terms of work billed to clients, in Kshs....

Annual turnover data (Kshs.)					
S/no	Partner	Form 2 Page no	Year 1	Year 2	Year 3
1.	Lead partner				
2.	partner				
3.	partner				
4.	partner				

FORM (3): PERSONNEL CAPABILITIES

No	Name	Title of position;	Telephone no.	Contact email
1				
2				
3				
4				
5				

FORM (4): EQUIPMENT CAPABILITIES

Nos	Item of equipment	Equipment information/location of equipment	Current status	Source (owned, lease or hire)
1.				
2.				
3.				
4.				

FORM (5): FINANCIAL CAPABILITY

Bank	Name of bank
Bank details	Address of banker
	Telephone
	Contact name and title:
	Email address
	Fax
Company account name		
Account number		
Branch name		
Code		

FORM (6): LITIGATION HISTORY

Year	Award for or against applicant	Name of client, cause of litigation and matter in dispute	Disputed amount (Kshs)

Form (7): SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Kilifi Mariakani Water and Sewerage Co.ltd.

Having studied the registration information for the above provision of goods, works or services applied for I hereby state:

1. The information and answers furnished in this pre-qualification questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Kilifi Mariakani Water and Sewerage Co.ltd.
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 provisions in the tender or quotation documents to follow.
3. We enclose all the required documents and information required for the registration.
4. We will not engage in corrupt practices with the water company/Members of Staff.
5. We have not been debarred from participating in Public Procurement Proceedings.

Form completed by:	
Date	
(full name and designation of the person signing, stamp or seal)	
Signature	
Stamp or seal	

Form (8): 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.

Part 1 – General

Business Name

.....

Location of business Premises.....

Plot No.Street/Road

Postal Address Tel No.

Email Address.....

Nature of business

Current Trade License No. Expiring date

Maximum value of business which you can handle at any one time Kshs

Name of your bankers Branch

Part 2 (a) – Sole Proprietor

Your Name in full Age

Nationality Country of origin

* Citizenship details

Part 2 (b) Partnership

Given details of partners as follows:

Name Nationality Citizenship Details Shares

1.

2.

3.

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

Name Nationality Citizenship Details Shares

1.

2.

3.

4.

Date..... Seal/Signature.....