

**KISUMU WATER AND SEWERAGE COMPANY
LIMITED**



REGISTRATION OF SUPPLIERS

TENDER NO. KWSC/26/2018-2019

FOR PROVISION OF LEGAL SERVICES

JULY 2018

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TENDER NOTICE

REGISTRATION OF SUPPLIERS FOR THE SUPPLY AND DELIVERY OF GOODS AND SERVICES FOR THE FINANCIAL YEAR 2018-2019.

Kisumu Water and Sewerage Company desires to engage the services of suitably qualified and experienced candidates under various assignments to be undertaken in the financial year 2018 – 2019.

Consequently, Kisumu Water and Sewerage Company invite you to submit your documents for registration in accordance with the instructions to candidates. The registration documents can be obtained free of charge from our Procurement Office, Nafaka building, opposite Swan center. Alternatively, the documents may be downloaded from our website www.kiwasco.co.ke. Interested bidders who download the documents should send their particulars immediately through email aogwang@kiwasco.co.ke for registration purposes before the tender closing date. **Bidders are advised to visit the website regularly to check any additional information, clarifications or addenda.**

The successful candidates will be selected under the selection procedure described in the registration documents.

Please submit your sealed proposals, as detailed in this document, to:

The Managing Director

Kisumu Water and Sewerage Company Ltd

P.O. Box 3210 – 40100

KISUMU

1.0 REGISTRATION INSTRUCTIONS

1.1 Introduction

Kisumu Water and Sewerage Company Ltd Board would like to invite interested and competent suppliers who wish to be registered through the following criteria for the supply and delivery of Goods and Services for the financial year ending 30th September 2019.

1.2 Registration objective:

The main objective of this part is to supply goods and services under relevant tenders/quotations, as and when required during the period ending 30th Sept 2019.

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** so that they may be registered for invitation to tenders / quotations. KIWASCO requires prospective suppliers to supply mandatory information for Registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items /services to other organizations of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the prequalification criteria.

1.5 Registration Document

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

1.5.2 In order to be considered for Registration, prospective suppliers must submit all information herein requested

1.6 Submission of Registration Documents

One Set of Complete Registration documents and other requested information shall be submitted to reach:-

The Managing Director
Kisumu Water and Sewerage Company Ltd.
P.O.Box 3210
KISUMU

To be received on or before Wednesday 15th August 2018 at 12.00 noon.

Bids will be opened immediately thereafter at KIWASCO boardroom in the presence of bidders or their representatives who may choose to attend.

1.7 **Questions Arising from Documents**

Questions/Clarifications that may arise from the Registration documents should be directed to:

Supply Chain Manager
Kisumu Water and Sewerage Company
P.O.BOX 3210
Kisumu
Tel: 057-2021604
Email: aogwang@kiwasco.co.ke

1.8 **Additional Information**

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

1.9 **Invitation to Tenders/Quotations**

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the Evaluation Committee after scoring more than 70 points soon after the completion of the Registration process.

2. 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 item(s) is/are donor funded.or zero rated.

2.2 **Customs Clearance**

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

2.3 **Contract Price**

The contract 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 **Payments**

All local purchase shall be on credit of a minimum of forty five (45) days or as it may be stipulated in the Contract Agreement.

3. REGISTRATION DATA INSTRUCTIONS

3.1 REGISTRATION DATA FORMS

- 3.1.1 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.
- 3.1.2 The Registration application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English Language and in indelible ink.

3.2 QUALIFICATION

- 3.2.1 It is understood and agreed that the Registration data on prospective bidders is to be used by KIWASCO in determining, according to its sole judgment and discretion, the qualification of prospective bidder to perform in respect to the Tender Lot as described by the client.
- 3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the of Evaluation Committee 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.

3.3 ESSENTIAL CRITERIA FOR REGISTRATION

- (a) **Experience:** Prospective bidders shall have at least three (2) 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.
- (b) Prospective suppliers require special experience and capability to organize supply and deliver items or services at short notice.

3.3.1 Personnel

The names and pertinent information and the Curriculum Vitae of the key personnel or group to execute the contract must be indicated in form PQ-3.

3.3.2 **Financial Status**

The supplier's financial status will be determined by latest financial statement submitted with the Registration documents as well as letters of references from their bankers regarding supplier's credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

3.3.2 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

3.3.3 **Past Performance**

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

3.4 **STATEMENT**

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

3.5 **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 KIWASCO could substantially change the performance and the qualification of the bidder or his ability to perform such as but no limited to bankruptcy, change in ownership or new commitments, KIWASCO reserves the right to reject the tender from such a bidder even though he was initially-qualified.

3.6 **OUTLINED SUPPLY AND DELIVERY PROCEDURES**

The pre-qualified 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

3.7 Registration Criteria

	Required information	Form Type	Points Scored
1	Registration Documentation	PQ-1	15
2	Registration Data	PQ-2	10
3	Supervisory Personnel	PQ-3	15
4	Financial Position	PQ-4	15
5	Past Experience	PQ-5	15
6	Sworn Statement	PQ-6	10
7	Confidential Questionnaire	PQ-7	10
8	Litigation History	PQ-8	10
	Total		100

3.8 Qualification Mark

The qualification mark is 70 points and above.

4. SUSTAINABLE PROCUREMENT PRACTISES

KIWASCO has a Sustainable Procurement Policy in place. This Sustainable Procurement Policy is a commitment by KIWASCO to attain its vision by *procuring goods, services and works in a manner that creates value for society and the organization, while minimizing negative effects to the environment.*

KIWASCO has incorporated sustainable procurement practices in its procurement system.

The Sustainable Procurement Policy is also the Company's commitment to the Sustainable Development Goal number 12 on *Responsible Consumption and Production.*

For the purpose of this procurement, KIWASCO requires all the prospective bidders to provide the following information alongside their bid. *(Indicate if you are a manufacturer/ dealer/ re-seller)*

No	Sustainability Issue/Impact	Sustainability Criteria Questions	Bidder's comment <i>(Further explanations can be provided separately if the space provided is not enough)</i>
1	Systems for environmental management	Describe the system, processes and practices that enable your organization to reduce environmental impacts, meet your legal environmental requirements and achieve continual improvement of your environmental performance.	
		In the last two years has your organization been subject to any court proceedings related to breaches of environmental legislation? If so, what was the outcome?	
2	Sustainability Legislations	Are there sustainability legislations that may affect your service to us? If yes, please elaborate	
		Are you aware of Sustainability goal No.12 on responsible consumption and production and are you practicing the same in your organization?	

		As a service provider, are you adequately trained and briefed on sustainability issues associated with the service you provide?	
3	Corporate Social Responsibility (CSR)	Describe the formalized programs or initiatives that your organization has in place that are directed towards meeting social and ethical responsibilities and objectives.	
4	Commitment to sustainability and demonstrated sustainability improvements	Describe the processes and practices that demonstrate your organization's commitment to and delivery of sustainability principles, including improving the sustainability performance of your organization.	
		Describe programs or initiatives that your organization has implemented across the supply chain that are directed towards becoming aware of– and improving – the sustainability performance of its products and/or services (including from a whole-of-life perspective and ethical sourcing).	
5	Packaging	Describe any initiatives that your organization has in place to minimize/reduce the amount of packaging used.	
6	Transport and logistics	Describe initiatives that the organization has implemented to reduce the environmental impacts directly associated with the transportation of raw materials/component parts/ finished products/Services	
7	Energy	What actions/initiatives have you taken to address energy use during your time of service provision	
		What actions/initiatives have you taken to improve product water efficiency during use?	

		Do the offered products qualify for energy efficiency rating labels (e.g. Energy Star label) or are they rated by the Energy Rating Scheme? Please provide details of the Energy Rating.	
		Are there any other energy-saving features associated with the your offered services	
8	Water use and quality	What actions/initiatives have you taken to address water use during product manufacture or during your time of service provision?	
		What actions/initiates have you taken to address water pollution during manufacture or during your time of service provision?	
9	Waste	What actions/initiatives have you implemented to reduce waste during provision of your offered service?	
		Do you offer a take back service/scheme at the end of product life? Are there any special provisions/conditions/exclusions in this scheme?	
		How does the offered scheme achieve highest and best value for its clients? For example, does it benchmark used market prices and return (trade-in) value to the client?)	
10	Toxic substances, pollutants & emissions	What actions are taken to reduce emissions to atmosphere during your service provision	

REGISTRATION DOCUMENTS

FORM PQ -1: REGISTRATION DOCUMENTATION

All Firms must provide:

- (a) Copies of Certificate of Registration
- (b) Copy of V.A.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 Certificates of Firm/Company/Individual
- (e) List of ongoing Contracts/Projects (goods, services)
- (f) Bank references
- (g) Valid Legal Practicing Certificate

FORM PQ-2 REGISTRATION DATA FORM

1. Contract Identification
Legal/Name of Firm
Post Office Address
Street and Address
City
Country
Telephone No.
Person to Contact
Title
2. Organization & Business information
Management Personnel
President
Secretary
General Manager
Treasurer
Other
Partnership (if applicable)
Names of Partners
3. Business founded or incorporated
4. Under present Management since
5. Net worth equivalent Kshs.
6. Bank reference and address
7. Bonding company reference and address
8. Enclose copy of the organization chart of the firm indicating the main fields of activities.

FORM PQ-3 SUPERVISORY PERSONNEL

Name
Age
Academic Qualification
Professional qualification
Length of service with contractor of supplier 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)
- (g)

Proposed position 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

- i) Attach a copy of firm's three recent certified financial statements giving summary of assets and current liabilities/or any other financial support.
- ii) Attach letters of reference from the bankers regarding supplier's credit position.

FORM PQ-5 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

Part 1 – General:
Business Name
Location of business premises.....
Plot No..... Street/Road
Postal AddressTel No. Fax E mail
Nature of Business
Registration Certificate No.....
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 fullAge
Nationality Country of origin
• Citizenship details
Part 2 (b) Partnership
Given details of partners as follows:
Name Nationality Citizenship Details Shares
1.....
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
Name Nationality Citizenship Details Shares
1.....
2.....
3.....
4.....
5.....
DateSignature

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

FORM PQ-6 PAST EXPERIENCE

NAME(S) OF MAJOR CLIENT(S) IN THE LAST TWO YEARS AND VALUE OF CONTRACT/ORDERS

1) Name of 1st client (Organization).....

- (i) Address of client (Organization)
- (ii) Name of contact person at the client (Organization).....
- (iii) Telephone No. of client
- (iv) Value of contract
- (v) Duration of contract (date)

Name of 2nd client (Organization).....

- (i) Address of client (Organization)
- (ii) Name of contact person at the client (Organization).....
- (vi) Telephone No. of client
- (vii) Value of contract
- (viii) Duration of contract (date)

2) Name of 3rd client (Organization).....

- (i) Address of client (Organization)
- (ii) Name of contact person at the client (Organization).....
- (ix) Telephone No. of client
- (x) Value of contract
- (xi) Duration of contract (date)

FORM PQ-6 SWORN STATEMENT

- a) Having studied the Registration information for the above project we/1 hereby state:
- b) The information furnished in our/my application is accurate to the best of our knowledge.
- c) That in case of being pre-qualified we a 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.
- d) When the call for Tenders/Quotations is issued 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 Registration evaluation.

Full Name of Applicant: -----

Signed and Sealed: -----

For and on behalf of: -----

Position in the Company: -----

Date: -----

