



# **NAROMORU WATER & SANITATION COMPANY**

Naromoru Town in Kanyua Building next to Naromoru Post offices.

P.O. Box 234 – 10105, NAROMORU.

Email: narowasco@gmail.com

TEL: 0791 151 094

## ***REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEAR 2021-2022***

**COMPANY NAME**.....

**CATEGORY NO:** .....

**CATEGORY DESCRIPTION**.....

**IF SPECIAL GROUP PLEASE INDICATE BELOW: (√)**

**WOMEN**

**YOUTH**

**PERSONS WITH DISABILITIES**

**CLOSING DATE: 07<sup>TH</sup> October, 2021 AT 11.00 A.M.**

**23<sup>RD</sup> October, 2021**

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## Section I. INVITATION FOR REGISTRATION

### REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEAR 2021/2022.

Naromoru Water and Sanitation Company Ltd. (NAROWASCO) invites applications for registration of suppliers from interested eligible bidders for the supply of under listed goods, services and works for the Financial Year 2021/2022.

S/No	Tender No.	Tender Description	Special Condition (Where applicable)	Eligibility
<b>SUPPLY OF GOODS</b>				
1.	NAROWASCO: R/6/2021-2022	Supply and delivery of motorcycles		Open
2.	NAROWASCO: R/7/2021-2022	Motor vehicle spare parts, repair and maintenance	Must have a garage within Naromoru, Nanyuki and Nyeri.	Open
3.	NAROWASCO: R/8/2021-2022	Motor cycle spare parts, repairs and maintenance	Must have a garage within. Naromoru, Nanyuki and Nyeri.	Open
4.	NAROWASCO: R/9/2021-2022	Supply of water testing laboratory apparatus, reagents and equipment		Open
5.	NAROWASCO: R/10/2021-2022	Supply of dosing Pump		Open
6.	NAROWASCO: R/11/2021-2022	Supply and delivery of computers, laptops, UPS printers, anti-virus and accessories		Open
7.	NAROWASCO: R/12/2021-2022	Supply and delivery of PPES, masks and hand sanitizers		Special Groups
8.	NAROWASCO: R/13/2021-2022	Supply and delivery of HDPE Pipes and G.I Pipes and fittings		Open
9.	NAROWASCO: R14/2021-2022	Supply and delivery UPVC pipes and fittings (Ref: KS ISO 1452 (1-5)-2009		Open
10.	NAROWASCO: R/15/2021-2022	Supply and delivery of Miscellaneous hardware store and construction material		Open
11.	NAROWASCO: R/16/2021-2022	Supply and delivery of staff uniforms.		Open
<b>PROVISION OF SERVICES</b>				
12.	NAROWASCO: R/17/2021-2022	Provision of General Insurance for Motor Vehicles and Motor Cycles	Must be registered with IRA.	Open
13.	NAROWASCO: R18/2021-2022	Hotels for provision of Catering Services	Restricted in the Area	Open
14.	NAROWASCO: R/19/2021-2022	Calibration of laboratory equipment's and apparatus (water testing and meter calibration laboratories) Valid ISO/IEC 17025:2005 accreditation certificate by KENAS	Valid ISO/IEC 17025:2005 accreditation certificate from KENAS	Open

15.	NAROWASCO: R/20/2021-2022	Repair and servicing of laboratory equipment's (water testing and meter calibration laboratories)		Open
16.	NAROWASCO: R/21/2021-2022	Maintenance of computer hardware, printers, photocopiers and other related		Open
<b>PROVISION OF WORKS</b>				
17.	NAROWASCO: R/22/2021/2022	Building, Construction & General Civil Works.	Valid classification and approval by the National Construction Authority (NCA)	Open

## QUALIFICATION FOR TENDERING

- a) Certified copy of the incorporation certificate
- b) KRA Pin registration
- c) Tax compliance certificate
- d) Financial Capability
- e) Similar previous experience

Interested eligible tenderers may obtain further information from [www.nyeri.go.ke](http://www.nyeri.go.ke) free of charge free of charge OR contact 0700 564 171/0755859392.

Completed documents are to be enclosed in plain sealed envelopes marked with **Category Number and Category Description** and be deposited in the Tender Box (Located next to Procurement Office) and be address to:

**GENERAL MANAGER,  
NAROMORU WATER AND SANITATION COMPANY LTD,  
P.O. BOX 234-10105,  
NAROMORU**

so as to be received on or before the bid submission deadline **11:00am on 07<sup>TH</sup> October,2021**  
Bids received after the submission deadline will be disqualified

Tender will be opened immediately thereafter in the presence of the candidate's representatives who choose to attend at **NAROWASCO** Boardroom.

Documents, containing detailed instructions and requirements may be downloaded from the Nyeri County Government Tender Portal website [www.nyeri.go.ke](http://www.nyeri.go.ke) free of charge. Applicants who download the tender and registration documents shall email their names, contacts details and tender number to [narowasco@gmail.com](mailto:narowasco@gmail.com).

Those wishing to be registered in more than one category will be required to download additional registration documents **for each category**.

## **SECTION: II - INSTRUCTIONS TO CANDIDATES**

### **2.1. Scope of Tender**

2.1.1. Naromoru Water and Sanitation Co. Ltd. hereinafter referred to as the procuring entity intends to prequalify contractors for the following Goods, Services and Small works for the **Financial Year 2021/2022**. Interested eligible candidates may obtain further information from and inspect the tender's documents at Naromoru Water & Sanitation Company Ltd (NAROWASCO) office from 8am-1pm and 2pm to 4pm from Monday to Friday excluding weekends and public holidays.

It is expected that registration applications will be submitted to be received by the procuring entity not later than **Thursday 07<sup>TH</sup> October 2021 at 11.00 A.M.**

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/category name and reference number and deposited in the Tender Box located next to Procurement Office Naromoru Water and Sanitation Co. Ltd., or be addressed and posted to address below:

**GENERAL MANAGER,  
NAROMORU WATER & SANITATION COMPANY LTD,  
P.O. BOX 234-10105,  
NAROMORU.**

**so as to be received on or before the bid submission deadline 11:00a.m. on 07<sup>TH</sup> October,2021  
Bids received after the submission deadline will be disqualified.**

Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend Naromoru Water & Sanitation Company Ltd offices.

2.2.2. The name and mailing address of the applicant may be marked on the envelope.

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 sub substantiation of the information supplied may result in the applicant's disqualification.

### **2.3 Eligible Tenderers**

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 procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

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

### **2. Eligible materials and spares**

2.1 All consumable materials and spares used under the contract shall have their origin in eligible source countries.

2.2 For purposes of this clause, "origin" means the place where the materials are mined, grown, or produced. Materials are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

2.3 The origin of materials is distinct from the nationality of the tenderer.

### **3. Cost of Tendering**

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

## **The Tender Document**

### **4. Contents**

4.1 The tender document comprises the documents listed below and the addenda issued in according with clause 6 of these instructions to tenders.

- i. Invitation for Tenders
- ii. General Information
- iii. General Conditions of Contract
- iv. Special Conditions of Contract
- v. Schedule of Requirements
- vi. Tender Form
- vii. Contract Form

4.2 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required by the tender document or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

## **5. Clarification of Documents**

5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring Entity in writing or by cable (the term cable is deemed to include telex) at the entities address as indicated in the Invitation to Tender. The Procuring Entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days to the deadline of submission of the tenders, as prescribed by the Procuring Entity. Written copies of the Procuring Entity response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender document.

## **6. Amendment of Documents.**

6.1 At any time prior to the deadline of submission of the tenders. The Procuring entity, for any reason, whether at its own initiative or in a responsive to a clarification requested by a prospective tenderer, may modify the tender document by amendment.

6.2 All prospective candidates who have received the tender documents will be notified on the amendment in writing or by cable, and such amendments will be binding on them.

6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion may extend the deadline of submission of the tenders.

## **Preparation of Tenders**

### **7. Language of Tender**

7.1 The tender prepared by the tenderer, as well as all correspondences and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language, provided that any written literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for the purpose of interpretation of the tender, the English translation shall govern.

## **8. Documents Comprising the Tender**

8.1 The tender prepared by the tenderer shall comprise of the following:

- a) A Tender Form and a Price Schedule completed in accordance with paragraph 9,10 & 11 below.
- b) Documentary evidence established in accordance with paragraph 12 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- c) Documentary evidence established in accordance with paragraph 13 that the materials and spares to be used by the tenderer for the services contract conform to the tender documents; and
- d) Tender Security furnished in accordance to paragraph 14

## **9. Tender Form**

9.1 The tenderer shall complete the Tender form and furnished in the Tender Documents, indicating the services to be performed, a brief description of the materials and spares, the country of origin, quantity and prices;

Will be treated non-responsive and will be rejected, pursuant to paragraph 22.

## **10. Tender Currencies**

10.1 Prices shall be quoted in the following currencies;

- a) For services which involve materials and spares that the tenderer will supply from within Kenya, the prices shall be quoted in Kenya shillings; and
- b) For service which involve material and spares which the tenderer will supply from outside Kenya, the prices shall be quoted in US dollars or in another freely convertible currency.

## **11. Tenderers Eligibility and Qualifications**

11.1 Pursuant to paragraph 1 of section C, the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract of its tender is accepted.

11.2 The documentary evidence of the tenderers qualification to perform the contract if its tender is accepted shall establish to the Procuring entity satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

## **12. Materials Eligibility Conformity to the Tender Document**



12.1 Pursuant paragraph 2 of this section, the tenderer shall furnish, as part of its tender, documents establishing the eligibility and conformity to the tender documents of all material and spares which the tenderer proposes to use under the contract.

12.2 The documentary evidence of the eligibility of the materials and spares shall consist of a statement in the Price Schedule of the country of origin of the materials and spares offered which shall be confirmed by a certificate of origin issued at the time of shipment.

12.3 The documentary evidence of conformity of the materials and spares to the tender documents may be in form of literature, drawings and data, and shall consist of:

- a) A detailed description of the essential technical and performance characteristics of the materials and spares:
- b) A clause- by- clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the services to those specifications, or a statement of deviation and exceptions to the provisions of the Technical Specifications.

12.4 For the purposes of the commentary alternative standards, brand names, and /or catalogue numbers in its tender, provided that it demonstrates to the Procuring entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

### **13. Validity of Tenders**

13.1 Tenders shall remain valid for **90 days** or as specified in the tender documents after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 17. A tender valid for a shorter period shall be rejected by procuring entity as non-responsive.

13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderers consent to an extension of the period of validity. The request and the response thereto shall be made in writing. The tender security provided under paragraph 14 shall also be suitably extended. The tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

### **14. Format and Signing of Tender**

#### **2.2. Submission of Application**

2.2.1. Applications for registration shall be submitted in sealed envelopes marked with the tender/category name and reference number and deposited in the Tender Box located to the Procurement Office Naromoru Water and Sanitation Co. Ltd., or be addressed and posted to address below:

.

2.2.2. The name and mailing address of the applicant may be marked on the envelope.

2.2.3. All the information requested for a registration shall be provided in 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 sub 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 procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

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

### **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 V and submitted with the letter of application. Naromoru Water and Sanitation 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. **General Experience.** The applicant shall meet the following minimum criteria

a) average annual turnover as a supplier over the last two (2) years of Kshs. 1 million.

b) successful experience in execution of at least 3 assignments of a nature and complexity comparable to the proposed contract within the last two (2) years.

2.4.3. **Personnel capabilities.** The applicant must have suitably qualified personnel to fill the following positions. Indicate key staff, professional qualification, experience and their functions.

2.4.4. **The audited Accounts** for the last **two (2) years** 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.

2.4.5. **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.

### **2.5. Public Sector companies**

2.5.1. 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.

### **2.6. Conflict of Interest**

2.6.1. 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 registration 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 dis-qualification of the applicant.

**2.7. Updating Registration Information**

2.7.1. Registered candidates shall be required to update the financial information used for registration 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.

### **3. BRIEF CONTRACT REGULATIONS/GUIDELINES**

#### **3.1. 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.

#### **3.2. 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 on the authority of the client's Vice Chancellor. Prices quoted should be inclusive of all delivery charges.

#### **3.3. Payments**

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

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 on the authority of the client's Vice Chancellor. Prices quoted should be inclusive of all delivery charges.

#### **3.3. Payments**

-All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

## **APPENDIX TO INSTRUCTIONS TO CANDIDATES**

### **Notes on the appendix to instructions to Candidates**

1. The appendix to candidates to tenderers is intended to assist the procuring entity in providing specific information which may not be adequately covered by the clauses in the instructions to candidates.

2. The appendix may amend any information in the instructions to candidates.

3. The procuring entity should use the appendix to ensure that all relevant information to the candidates relating to a particular registration is included.

4. Where there is conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provision of the appendix herein shall prevail over those of the instructions to candidates.

5. Suppliers to attach company registration documents, tax compliant certificates, Authority/License from relevant authorities to conduct the business and manufactures license for dealership or agency.

Warranty, backup service, maintenance and availability of spare parts details to be provided.

6. All interested and eligible bidders will be required to serialize all pages of their submitted registration document.

**SECTION III: LETTER OF APPLICATION FOR REGISTRATION.**

**Registration Category Ref No.....**

To: **GENERAL MANAGER,  
NAROMORU WATER AND SANITATION COMPANY LIMITED,  
P.O. BOX 234-10105,  
NAROMORU**

**Dear Sir,**

1. Having examined the application documents including Addenda Nos. .... of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to Naromoru Water and Sanitation Co. Ltd. and as may otherwise be directed..... (Category). And conformity with the said application documents all or part of the items/services in this category or such other items that may be required and are within our capability to supply.

2. We undertake if our application is acceptable to deliver goods/services with accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer(s) of the company.

3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.

**4. We understand:** - a) That this is not a tender or quotation but an application for consideration to be registered as Naromoru Water and Sanitation Co. Ltd.'s suppliers for goods/services included or related to this category during the period between **1st July 2021 and 30th June 2022.**

b) That you are not bound to accept this application or any that you may receive.

**5. We Have Attached to this letter are copies of original documents of:**

- a) Registration /Incorporation Certificate
- b) PIN Certificate
- c) VAT Certificate/Vat Exemption certificate

d) Valid Tax Compliance Certificate

e) Audited accounts for the last two (2) financial years OR

f) Bank statements for the last six months (Special interest groups)

**6.** We make this application with the full understanding that;

a) Bids by registered applicants will be subject to verification of all information submitted.

b) Naromoru Water and Sanitation Co. Ltd. reserves the right to accept or reject any application, cancel the registration process and reject all applications.

c) Request for quotations and bids will only be called from registered bidders who meet the requirements.

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

**Sign and stamp**.....

**In the presence of: Name**..... **Sign** .....

**Designation** .....**Date** .....

## SECTION IV - APPLICATION FORMS

### FORM I- CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE

1.	Name of Firm:
2.	Postal Address:
3.	Telephone Office: Mobile   Name of Contact Person
4.	Email: Website:
5.	Exact Physical Location, street, building:
6.	Legal Status (Partnership/ sole-proprietorship/Ltd Company)
7.	Company Reg. Certificate No./Registration of business name. (Attach Copy)
8.	VAT Reg: Certificate No   PIN Certificate No. (Attach Copy) (Attach Copy)
9.	Valid Tax Compliance Cert/VAT Exemption Cert (Attach Copy)
10	Current Trade License (Attach Copy)
11	Nature of business
12	Maximum value of business which you can handle at a time (Ksh.)
13	Name of your Bankers: Branch:
14	Your trade terms (mode or payment Cash.....or Credit..... Credit period in days

### FORM II - DETAILS OF DIRECTOR/PARTNERS

	Names	Nationality	% of Shares
1.			
2.			
3.			
4.			
5.			



**FORM III - CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES**

1. What products/services do you want to be considered to supply

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

2. How many employees do you have?.....How many are permanent?.....How many are temporary?.....

3. Which quality standards certification have you attained in the last two years? (Attach copies)

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

4. Are you a manufacturer/wholesaler/retailer/other?

(Please Specify) .....

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

5. To what extent is your firm /company electronically-enabled with your clients and suppliers and how do you intend to carry out business with Naromoru Water and Sanitation Co. Ltd.?

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

6. What is your average response time to a request for quotation/ proposal?

.....

7. What is your average response to delivery of goods/services after issuance of an LPO?.....

8. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?

.....  
.....

9. If you are a current or previous supplier of goods and services to Naromoru Water and Sanitation Co. Ltd., have you at any one time been issued with an LPO and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?

.....  
.....

**FORM IV - SUPERVISORY PERSONNEL (Applicable for consultancy services only.)**

It shall include specific positions essential to contract implementation. The applicants shall provide the names of personnel qualified to meet the specified requirements stated for each position.

Provide a list of your key supervisory personnel and in particular:

Name	Age	Gender	Job Tittle	Academic Qualification	Professional Qualification

(Attach copies of certificates/CVs of key personnel in the organization)

## **FORM V - EXPERIENCE**

### **Applicant's three (3) reputable clients in the last three (3) years**

Applicants attach proof of experience relevant to the category they choose to apply for by attaching any of the following documents:

1. Copies of LPOs
2. Letters of Award
3. Completion certificates
4. Contract documents etc.

**FORM VI - FINANCIAL CAPABILITY**

<b>Name of Applicant</b>
--------------------------

The applicant shall demonstrate that it has access to, or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide **audited accounts** OR Bank Statements for the last six months

1. Attach a copy of firm's two most recent Audited Accounts/certified financial statements giving summary of assets and current liabilities/or any other financial support.

Financial Information in Ksh.	
1. Total Assets	
2. Current Assets	
3. Total Liabilities	
4. Current Liabilities	

<b>Banker</b>	Name of Banker
	Address of Banker

	Telephone Contact Name/ Number/Title
	Email:

**FORM VII - ELIGIBILITY & LITIGATION HISTORY**

1. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies?

.....  
 .....

2. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?.....(If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

3. Applicants, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

Year	Award FOR or AGANAIST Applicant	Name of Client, Cause of dispute, and the matter in dispute	Disputed Amount


## **SECTION V - EVALUATION CRITERIA**

Naromoru Water and Sanitation Co. Ltd. will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

### **EVALUATION CRITERIA I – For AGPO Registered Special Groups (Youth, Women & PWD Only)**

<b>A</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>
<b>A1</b>	Valid Certificate of Incorporation/Business Registration (Attach Copy)	
<b>A2</b>	PIN Certificate for the group/Enterprise as obtained free of charge from KRA Portal (Attach Copy)	
<b>A3</b>	Certificate of registration of youth, women & PWD owned enterprises issued by National Treasury/other (Attach Copy)	
<b>A4</b>	Current TCC for the group/enterprises as obtained free of charge from the KRA Portal (Attach Copy)	
<b>A5</b>	Valid and relevant Business permit /License (Attach Copy)	
<b>A6</b>	Dully filled confidential business questionnaire (signed & stamped) with disclosure of directors/partners/sole proprietors	
<b>A7</b>	Serialized registration document in the format of 1,2,3 (all pages)	

### **EVALUATION CRITERIA II – General Public**

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

<b>B</b>	<b>GENERAL REQUIREMENTS</b>	
<b>B1</b>	<b>Supplier Availability</b> -Physical Location..... (1)    Postal Address ..... (1) -Telephone Number..... (1) -Contact Person..... (1) -Email Address..... (1)	5
<b>B2</b>	<b>Business Ownership</b> Company/Business profile Disclosure of Directors/Partnership/ Sole proprietorship	10
<b>B3</b>	<b>Financial Capability</b> Attached audited Accounts for limited companies and financial statements for non-limited business entities for the last two years.	20
<b>B4</b>	<b>Experience</b> Similar jobs carried out in the past 2 yrs. (attach proof in form of transaction documents)	10
<b>B5</b>	<b>Experience</b> Indicate having undertaken similar assignment with at least 3 firms. (Attach proof: copies of LPO, Letters of award, Completion certificates, contracts)	10
<b>B6</b>	<b>Credit Period</b> Supplier must indicate his/her firm's ability to extend Credit Facility (must indicate period at least 90 days in form of a letter from a creditor).	10
<b>B7</b>	<b>Complete;</b> Confidential Business Questionnaire attached	10
<b>B8</b>	<b>Completed;</b> Price schedule of Materials (as stipulated in section VII, Bills of Quantities)	15
<b>B9</b>	Tenderers should note that no substitution, alteration, change of format or modification to standard tender document is allowed. Tenderers are only allowed to add other relevant additional information to the tender documents. Any tenderer who does not adhere to this condition will automatically be disqualified.	10
	<b>TOTAL MARKS</b>	<b>100</b>

**NB:** Bidders must meet all the mandatory requirements to qualify.  
**THE PASS MARK FOR REGISTRATION SHALL BE 60%**

(The Technical Evaluation Team will verify the information submitted by applicants and may visit the physical premises of the applicants. This will form part of the evaluation process).

**Declaration (For the Tenderer only)**

(The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria)

**Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender?** (Tick appropriately below)

**YES**

**NO**

**Official Stamp.....Sign.....**

**For Official Use Only**

*(The Team Leader of Evaluation Team will make comments below based on the findings about the tenderer)*

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-----  
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**Acceptance**

**Accept the Firm**

**Reject the Firm**

**Sign .....**

**Date .....**

**Approved /Not Approved**



**SECTION VI- DECLARATIONS**

**DECLARATION ON CONFLICT OF INTEREST**

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Naromoru Water and Sanitation Co. Ltd. employee.

Do you have a relationship with any Naromoru Water and Sanitation Co. Ltd. employee that would cause conflict of interest?

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

I.....declare, for and on behalf of  
.....  
.....

(company/firm) that all the information furnished to Naromoru Water and Sanitation Co. Ltd. in connection with this Registration is true and accurate in all material respect. Naromoru Water and Sanitation Co. Ltd. is hereby authorized to make such inquiries to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

**Information submitted by.....**

**Title .....**

**Signature**.....

**Stamp**.....

**SWORN STATEMENT**

Having studied the Registration information for the above project I/We hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being Registered 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.
- c. 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 registration made.
- d. We enclose all the required documents and information required for Registration evaluation.
- e. We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Unknowing relies on it to register our Firm/Company. We are aware that Naromoru Water and Sanitation Co. Ltd.is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.
- f. We understand that the information submitted for Registration will be subjected to verification and this may include visit of our business premises by a team of officers from the Naromoru Water and Sanitation Co. Ltd.

**Category No & Supply/Provision of**.....

**Date .....**

**Applicant's Name .....**

**Represented by .....**

**Signature .....**  
**(Full name and designation of the person signing and stamp or seal)**