



**REGISTRATION OF SUPPLIERS/SERVICE PROVIDERS**

**FOR SUPPLY OF GOODS, WORKS AND SERVICES FOR THE**

**FINANCIAL YEAR 2022-2024**

Company Name.....

Category number applied for.....

Tick in the box below if special group

<input type="checkbox"/> YOUTH	<input type="checkbox"/> WOMEN	<input type="checkbox"/> PERSONS WITH DISABILITY
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**CLOSING DATE: WEDNESDAY 13<sup>TH</sup> JULY 2022 AT 11.00 AM**

## 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. Malindi 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. Malindi 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**. Malindi Water and Sewerage co.ltd shall not be responsible for Loss of documents not bound (loose).

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## **SECTION I - INVITATION FOR REGISTRATION**

1. Malindi 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 2022-2024.**
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 free of charge from Malindi Water and Sewerage co.ltd website [www.malindiwater.co.ke](http://www.malindiwater.co.ke)
4. A minimum mandatory requirements for qualification is to attach copies of the following documents:
  - a) Copy of certificate of incorporation/registration;
  - b) Valid business permit
  - c) KRA Pin Certificate;
  - d) Attach AGPO certificates for categories reserved for Youth, Women & Persons with Disabilities.
  - e) Filled and Signed confidential business questionnaire form
  - f) Company Profile
  - g) Signed and Stamped Sworn Statement
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 Malindi Water and Sewerage Co. Ltd head offices or to be addressed to

**Managing Director**

**Malindi Water and Sewerage co.ltd**

**P.O. Box 410-80200 Kilifi**

so as to be received on or before **Wednesday 13<sup>th</sup> July, 2022 at 11.00 am**

6. Only candidates registered under this registration process will be invited to quote for jobs as they arise.

## SECTION II - INSTRUCTIONS TO CANDIDATES

### 2.1 Scope of Tendering

- 2.1.1 Malindi 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 **Wednesday 13<sup>th</sup> July 2022 AT 11.00 am**. Registration is open to eligible firms as indicated in appendix to instructions to candidates.
- 2.1.2 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** at Malindi water and Sewerage Co.Ltd head office ,Malindi or be addressed to Malindi Water and Sewerage co.ltd P.O. Box 410-80200 Malindi so as to be received on or before **Wednesday 13<sup>th</sup> July 2022 AT 11.00 am**. Malindi 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 Malindi 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. Malindi 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 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.

### **2.4.3 Confidential Business Questionnaire**

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

## **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 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.

## **2.7 Updating registration Information**

- 2.7.1 Registered candidates shall be required to provide information on their financial capability and tax compliance status at the time of submitting their bid 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 - LETTER OF APPLICATION

**The Managing Director  
P.O. Box 410-80200,  
Malindi**

Date .....

**Ladies and/or gentlemen**

1. Being duly authorized to represent and act on behalf of ..... (Name of firm) (hereafter referred to as “the Applicant”), and having reviewed and fully understood all of the registration information provided, the undersigned hereby apply to be registered by yourselves as a supplier/service provider for the following category.

**Category number**.....

**Category name**.....

2. Attached to this letter are copies of original documents defining;

- (a).The applicant’s legal status
- (b).The principal place of business
- (c). The place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firm.

3. This application is made with the full understanding that:

- (a). Documents of applicants will be subject to verification of all information submitted for registration at the time of application.
- (b). Your Agency reserves the right to reject or accept any application, cancel the registration process, and reject all applications.
- (c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

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

For and on behalf of company.....

Name .....Sign.....Date.....

## SECTION IV - APPLICATION FORMS

### FORM-1:

### GENERAL INFORMATION

1.	Name of firm:	
2.	Head office address:	
3.	Telephone:	Contact person:
4.	Fax:	E-mail address:
5.	Place of incorporation/registration .....	Year of incorporation/registration .....

### FORM -2: GENERAL EXPERIENCE RECORD

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

	<b>Name of organizations the firm has done business with</b>	<b>Nature of business/contract done or undergoing</b>	<b>Completion Year</b>	<b>L.P.O/L.S.O/contract amount Kshs.</b>



## 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 Malindi 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 Malindi 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 evaluation.
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	

## 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.....

## SECTION V – EVALUATION CRITERIA

### EVALUATION CRITERIA (For open categories)

The method of evaluation will be Merit Point System.

A	MANDATORY REQUIREMENTS		Qualification Met or Not(Yes/No)
	A1	Pin certificate number from Kenya revenue Authority (KRA)	
	A2	Valid business permit	
	A3	Certificate of incorporation or/Business registration	
	A4	A company or/business profile.	
	A5	Filled and Signed confidential business questionnaire form	
	A6	Signed and Stamped Sworn Statement	
<b>B</b>		<b>TECHNICAL REQUIREMENTS</b>	
	B1	Indicate having undertaken similar assignment with at least 4 firms (attach matched copies of LPOs, delivery notes & invoices for each case * minimum 2 firms .....	
	B2	<b>Tick where applicable.</b> Credit period the firm willing to give MAWASCO * Min 90 days ..... *	

	B3	<b>Tick where applicable</b> State how long your prices will hold without changing * Minimum 90 days ..... *	
<b>C</b>		<b>Delivery period</b>	
	C1	Tick where applicable Delivery period * Max 14 days.....	
	C2	Under which category are your business and products strengths (indicate only one)	

#### Note:

1. Applicants who fail to meet this minimum requirement or provide the information above shall not be considered.

**EVALUATION CRITERIA (For special group)**

The method of evaluation will be Merit Point System.

<b>A</b>	<b>MANDATORY REQUIREMENTS</b>		Qualification Met or Not(Yes/No)
	A1	Business Permit	
	A2	KRA Pin Number	
	A3	Certificate of incorporation or/Business registration	
	A4	A copy of valid certificate for youth, women and persons with disability. Special group only (AGPO certificate).	
	A5	Filled and Signed confidential business questionnaire form	
	A6	Company Profile	
	A7	Signed and Stamped Sworn Statement	
<b>B</b>		<b>TECHNICAL REQUIREMENTS</b>	
	B1	Indicate having undertaken similar assignment with at least 2 firms (attach a matched copies of LPO, delivery note & invoice for each case  * Min 2 firms.....	
	B2	<b>Tick where applicable.</b> Credit period * Min 30 days .....	
	B3	<b>Tick where applicable</b> State how long your prices will hold without changing * Min 90 days .....	

**Note:**

1. Applicants who will not meet this minimum requirement for the items above shall not be considered.
2. AGPO registered firms shall be evaluated separately.
3. Candidates who apply for more than one category to submit separate applications for each category applied for.

***N/B: PLEASE ATTACH CHECK LIST OF THE DOCUMENTS SUBMITTED ON THE FIRST PAGE***

