



NITHI WATER AND SANITATION COMPANY LIMITED

Tel: 064-5630434, 0700364785,

P. O. Box 263- 60400 CHUKA.

E-mail nithiwasco13@yahoo.com

Website: www.nithiwater.co.ke

CONTINUOUS SUPPLIER REGISTRATION FOR SUPPLY/PROVISION OF GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEARS 2023-2024 AND 2024-2025

CATEGORY NO... ..

CATEGORY DESCRIPTION

TABLE OF CONTENTS

CONTENTS	PAGE
1. Supplier Registration instructions	3
2. Supplier Registration Objective	3
3. Invitation of supplier registration	7
4. Brief Contract regulations	8
5. Supplier Registration Data instruction	8
6. Supplier Registration Evaluation Criteria	9
7. Form PQ-1 Supplier Registration Documents	11
8. Form PQ-2 Supplier Registration Data	11
9. Form PQ-3Financial Position	12
10. Form PQ-4Confidential Business Questionnaire	12
11. Form PQ-5Past Experience	13
12. Form PQ-6Litigation History	13
13. Form PQ 7 Supervisory Personnel	13
14. Form PQ-8 Sworn Statement	14

SUPPLIER REGISTRATION DOCUMENT

1.1 INTRODUCTION

Nithi Water and Sanitation Company Limited invites interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods and services to Nithi Water and Sanitation Company Limited.

1.2 SUPPLIER REGISTRATION OBJECTIVE

The main objective of this part is to supply and delivery of assorted items and also provide services under relevant tenders/quotations to Nithi Water and Sanitation Company Limited as and when required during the financial years 2023-2024 and 2024-2025.

NITHI WATER AND SANITATION COMPANY LIMITED

REGISTRATION OF SUPPLIERS FOR FINANCIAL YEARS 2023-2024 AND 2024-2025.

Nithi Water and Sanitation Company Limited is water and sanitation services provider as an agent of Tharaka Nithi County Government. Nithi Water and Sanitation Company Limited is in the process of updating the list suppliers for the period financial years 2023-2024 and 2024-2025. Interested, eligible and competent suppliers are invited to apply for Registration, indicating category of goods, works and services they wish to supply.

	REGISTRATION NO	DESCRIPTION	ELIGIBILITY
		GOODS	
1	NIWASC/R/01/23-2025	Supply and Delivery of Water Meters Both Bulk and Consumer Meters	Open
2	NIWASC/R/02/23-2025	Supply and Delivery of Hardware Materials/Building Materials	Open
3	NIWASC/R/03/23-2025	Supply and Delivery of Staff Uniforms and Personal Protective Equipment	Reserved
4	NIWASC/R/04/23-2025	Supply of Supermarket Items	Open
5	NIWASC/R/05/23-2025	Supply and Delivery of Computers, Computer Accessories Laptops, Phones and Printers	Reserved
6	NIWASC/R/06/23-2025	Supply and Delivery of Laboratory Equipment, Reagents and Glassware	Open
7	NIWASC/R/07/23-2025	Supply and Delivery of Water Pumps and Pumps Spare Parts and Accessories	Open
8	NIWASC/R/08/23-2025	Supply and Delivery of Sewerage Treatment Chemicals (Organic Solution Primary and Molasses)	Open
9	NIWASC/R/09/23-2025	Supply and Delivery of Office Furniture and Equipment	Reserved
10	NIWASC/R/10/23-2025	Supply and Delivery of Machines and Equipment IE Welding, Generators, Dewatering pumps, and related Equipment	Open
11	NIWASC/R/11/23-2025	Supply and Delivery of Tires, Tubes, Spare parts and Accessories for Motor Vehicles and Motor cycles.	Open
12	NIWASC/R/12/23-2025	Supply and Delivery of Plastic Water Tanks	Open
13	NIWASC/R/13/23-2025	Supply and Delivery of GIS Surveying Tools and Equipment	Open
14	NIWASC/R/14/23-2025	Supply and Delivery of Equipment and Tools	Open

15	NIWASC/R/15/23-2025	Supply and Delivery of Petrol, Diesel, LPG, Oils and Lubricants	Open
16	NIWASC/R/16/23-2025	Supply and Delivery of Tree Seeds and Seedlings	Open
17	NIWASC/R/17/23-2025	Supply and Delivery of Balls, Sports Equipment's and Sports Uniforms	Open
18	NIWASC/R/18/23-2025	Supply and Delivery of Firefighting Equipment and Services	Open
19	NIWASC/R/19/23-2025	Supply and Delivery of Airtime	Local Dealers
20	NIWASC/R/20/23-2025	Supply, Delivery, Installation and Maintenance of CCTV Cameras and Electric Fence.	Reserved
21	NIWASC/R/21/23-2025	Supply and Delivery of NRW Equipment	Open
22	NIWASC/R/22/23-2025	Supply and Delivery of Pressure Reducing Valve	Open
23	NIWASC/R/23/23-2025	Supply and Delivery of Copolymer Air Release Valves	Open
24	NIWASC/R/24/23-2025	Supply and Delivery of Computer Software	Reserved
		WORKS & SERVICES	
25	NIWASC/R/25/23-2025	Provision of Legal Services (Valid membership of Professional Body (LSK))	Open
26	NIWASC/R/26/23-2025	Provision of Consultancy and Training HR, Financial and Administration Services (Attach IHRM current practicing certificate /license)	Open
27	NIWASC/R/27/23-2025	Environmental and Social Impact/ Assessment consultancy (Attach current practicing certificate/license)	Open
28	NIWASC/R/28/23-2025	Technical Consultancy E.G. Designs, Feasibility Studies for Civil & Water Works, (National Construction Authority (NCA) certificate and requirements in PQ7 (attach relevant CVs & Certificates)	Open
29	NIWASC/R/29/23-2025	Provision of Repair, Maintenance and Service of Motor Vehicles (Must have a garage with a secure perimeter wall (post Evaluation qualification will be conducted to ascertain this requirement)	Open
30	NIWASC/R/30/23-2025	Provision of Repair, Maintenance and Service of Motor Cycles	Open

31	NIWASC/R/31/23-2025	Provision of Printing and Publication of Brochures, Diaries, Calendar, Books of Accounts Etc.	Reserved
32	NIWASC/R/32/23-2025	Provision of Car Wash Services	Open
33	NIWASC/R/33/23-2025	Provision of Hotel, Conference facilities, and Outside Catering.	Open
34	NIWASC/R/34/23-2025	Provision of PR and Communication Services Advertising, Concept Design, Art work Development, and Media Strategy ETC	Open
35	NIWASC/R/35/23-2025	Provision of Motor Vehicle and Cycle Tracking Services.	Open
36	NIWASC/R/36/23-2025	Provision of Tax Consultancy Services.	Open
37	NIWASC/R/37/23-2025	Provision of Website Development services	Open
38	NIWASC/R/38/23-2025	Provision of Marketing Training and Activation of Marketing Campaign Services	Open
39	NIWASC/R/39/23-2025	Provision of GYM Services	Open
40	NIWASC/R/40/23-2025	Provision of Auctioneering Services	Open
41	NIWASC/R/41/23-2025	Provision of Welding and Fabrication Services	Open
42	NIWASC/R/42/23-2025	Provision of Courier Service	Open
43	NIWASC/R/43/23-2025	Repair and Maintenance of Office Machines, Equipment	Open
44	NIWASC/R/44/23-2025	Repair of Generators, Pumps and Other Electro-Mechanical Equipment	Open
45	NIWASC/R/45/23-2025	Provision of Event Organization, Including Provision of Tents, Chairs, Deco, Public Address, Photography & Video Coverage.	Reserved
46	NIWASC/R/46/23-2025	Provision of Asset Identification and Tagging Services	Reserved
47	NIWASC/R/47/23-2025	Provision of Graphic Design and Branding	Reserved
48	NIWASC/R/48/23-2025	Provision of Air Ticketing Services	Open
49	NIWASC/R/49/23-2025	Provision of Car Hire Services	Open
50	NIWASC/R/50/23-2025	Provision of Consultancy for Customer Satisfaction Survey	Open
51	NIWASC/R/51/23-2025	Provision of Consultancy for Strategic Planning Services	Open
52	NIWASC/R/52/23-2025	Registration of Building and Civil Works Contractors	Open
53	NIWASC/R/53/23-2025	Provision of Consultancy on Occupational Safety and Health	Open

54	NIWASC/R/54/23-2025	Provision of Consultancy Services on Architectural Services	Open
55	NIWASC/R/55/23-2025	Provision of Consultancy Services on Engineering Service (Civil & Structural, Mechanical, Electrical)	Open
56	NIWASC/R/56/23-2025	Provision of Consultancy Services on Quantity Surveying	Open
57	NIWASC/R/57/23-2025	Hire of Heavy Plant and Equipment (Graders, Excavators, Dozers, Rollers, Cranes, Breakdowns Etc)	Open
58	NIWASC/R/58/23-2025	Hire of Tipper Truck	Open
59	NIWASC/R/59/23-2025	Provision of Web Design and Hosting, Cloud, Internet and Related ICT Services	Open
60	NIWASC/R/60/23-2025	Provision of Debt Collection Services	Open
61	NIWASC/R/61/23-2025	Provision of Motor Vehicle and General Insurance Services (Registration with the Commission of Insurance for current year and a copy of the current license be submitted)	Open
62	NIWASC/R/62/23-2025	Provision of Sanitary Bin Services	Reserved

1.3 INVITATION OF SUPPLIER REGISTRATION

Suppliers registered with Register of Companies under the law of Kenya in respective merchandise or services are invited to submit their SUPPLIER REGISTRATION documents to The Managing Director, Nithi Water and Sanitation Company Limited so that they may be registered for submission of tenders/quotations. Bids will be submitted in complete lots, singly or in combination. The client requires prospective suppliers to supply mandatory information for Supplier Registration.

1.4 EXPERIENCE

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

1.5 SUPPLIER REGISTRATION DOCUMENT

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

1.6 INFORMATION

In order to be considered for Supplier Registration prospective supplier must submit all the information herein requested.

1.7 QUESTIONS ARISING FROM DOCUMENTS

Question that may arise from the Supplier Registration s documents should be directed to the Managing Director.

1.8 ADDITIONAL INFORMATION

The Nithi Water and Sanitation Company Limited reserves the right to request submission of additional information from prospective bidders.

1.9 INVITATION TO TENDER

Invitations to Tenders/quotations will be made available only to those bidders whose qualifications are accepted by the Nithi Water and Sanitation Company Limited after scoring more than 70points.

1.10 DISTRIBUTION OF SUPPLIER REGISTRATION DOCUMENTS

The completed Supplier Registration data and other requested information shall be addressed to;

**The Managing Director,
Nithi Water and Sanitation Company Limited
P. O Box 263 – 60400 Tel: 064-5630434, 0700364785
CHUKA**

2. BRIEF CONTRACT REGULATIONS/GUIDANCE.

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.

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 the Nithi Water and Sanitation Company Limited.

2.4 PAYMENTS

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

3. SUPPLIER REGISTRATION DATA INSTRUCTIONS

3.1 PRE- QUALIFICATION DATA FORMS

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 specific tender.

The Supplier Registration application forms, which are not filled out completely and submitted in the prescribed manner, may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2 QUALIFICATION

It is understood and agreed that the Supplier Registration Data on prospective bidders is to be used by the Nithi Water and Sanitation Company Limited in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Tender Category as described by Nithi Water and Sanitation Company Limited. Prospective bidders will not be considered qualified unless in the judgment of Nithi Water and Sanitation Company Limited 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 SUPPLIER REGISTRATION

- a) Experience: prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract.
- b) Prospective supplier requires special experience and capability to organize, supply and delivery of items, or services at short notice.

3.3.2 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the Supplier Registration documents as well as letters of reference from their bankers regarding suppliers/contractor's credit position. Potential suppliers/ contractors will be pre-qualified on the satisfactory information given.

Special consideration will be given to the financial resources available such as working capital, taking into account the number of uncompleted orders on contract and now in progress. (Data on Form PQ-3). However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.3 Past performance

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

3.4 STATEMENT

Application must include a sworn Form PQ-8 by the tenderer ensuring the accuracy of the information given.

3.5 WITHDRAWAL OF SUPPLIER REGISTRATION

Should a condition arise between the time a firm is Registered in the supplier list and the time of tendering, which is in the opinion of the Nithi Water and Sanitation Company Limited could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Nithi Water and Sanitation Company Limited reserves the right to reject the tender from such a bidder even though he was initially Registered

3.6 BUSINESS PREMISES

The firm must have a fixed Business premise and must be registered in Kenya, with certificate of registration incorporation/memorandum and Article of Association, copies of which must be attached.

3.7 SUPPLIER REGISTRATION EVALUATION CRITERIA

Nithi Water and Sanitation Company Limited will examine the Registration Documents 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)

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
A1	Valid Certificate of Incorporation/Business Registration (Attach copy)	
A2	Personal Identification Number (PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	
A3	Certificate of registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)	
A4	Current/Valid Tax Compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	

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	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
B1	Valid Certificate of Incorporation/Business Registration (Attach copy)	
B2	Personal Identification Number (PIN) certificate (Attach copy)	
B3	Valid Tax Compliance Certificate (Attach copy) Current Business	
B4	Trade license from the county Government	
B5	Physical location of business premises (See business questionnaire)	
B6	Fulfilment of Special condition relevant to the category applied for	
C		
C1	Supplier availability: (10Marks) Postal Address (2) - Telephone Number (2) Contact person (2) - Website (2) Email Address (2)	
C2.	Business Ownership: Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor (10Marks)	
C3	Financial Capability: Audited Accounts for the last 2 years. Attach letters of reference from the bankers regarding supplier's credit position (20Marks)	

C4	Financial Stability – Evidence of profit making in the attached 2 years audited reports (10Marks)	
C5	Experience: Indicate having undertaken similar assignment with at least 3 firms (Attach Proof: copies of LPOs, Completion Certificates, Contracts) (20Marks)	
C6	Supply Capacity: Maximum Volume of Business handled in the (last two years) (12Marks) - 2 Million and above (12) - 1.5 – 2 Million (9) - 1 – 1.5 Million (6) - 0.5 – 1 Million (3)	
C7	Credit Period: Indicate Credit Period willing to offer (12Marks) - 90 Days (12) - 60 Days (9) - 30 Days (6) - Less than 30 days (3)	
C7	Eligibility & Disclosure of litigation history (6Marks)	

NB. THE PASS MARK FOR REGISTRATION SHALL BE 70% (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).

FORM PQ-1 SUPPLIERREGISTRATION DOCUMENTS

Firms to provide the following valid documents;

1. Copy of the business Certificate of registration/incorporation
2. Copy of VAT Registration Certification
3. A valid Tax compliance certificate from Kenya Revenue Authority.
4. Copy of Pin registration Certificate of firm/company/individual
5. Copy of current Trade license from the county Government.
6. Physical locations.
7. National treasury certificate of registration as a youth, woman or a person with disability for those applying for the category reserved for the disadvantaged groups.

PQ-2 SUPPLIER REGISTRATION DATA

I/We _____ Hereby
(Name of the Company / Firm)

Apply for registration as Supplier(s) of :(Quote the Reference No. and the category name)

Tel. No. _____

Postal Address _____

Fax No _____ Email Address _____

Town _____

Street _____ Name of building _____

Office/Room No _____ Floor No. _____

Full Name of the Applicant _____

Signature _____ Date: _____

Witness's Name _____

Signature _____ Date: _____

PQ-3 FINANCIAL POSITION AND TERMS OF TRADE

1. Attach a copy of firm's two recent certified financial statements giving summary of assets and current liabilities /or any other financial support. Financial Stability – Evidence of profit making in the attached 2 years audited reports
2. Attach letters of reference from the bankers regarding supplier's credit position.

Q-4 CONFIDENTIALITY BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2(a) or 2(b) which ever 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:

Nature of business _____

Current Trade License / Reg. No _____ Expiring date _____

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

KSh _____

Name of your bankers _____ Branch _____

Part 2(a) Sole proprietor:

Your Full Name _____

Part 2(b) -Partnership

Give details of partners as follows: -

	Name	Nationality	Citizenship Details	Shares
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

3. _____
4. _____
5. _____

PQ-5 PAST EXPERIENCE

Give particulars of organizations where you have provided goods and services for a period not less than one year. (Please attach copies of LPO, LSO, contract documents, and completion certificates)

PQ-6 LITIGATION HISTORY

Name of Contract / Supplier

Contractors/suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR/AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER	DISPUTED AMOUNT (CURRENT VALUE, KSHS EQUIVALENT).

FORM PQ 7 - 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	Position/Job title	Academic Qualification	Professional Qualification

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

FORM PQ 8

SWORN STATEMENT

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

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c) When the call for tenders/quotations is issued and the legal, technical or financial conditions or the contractual capacity of the firm changes we shall come ourselves to inform you and acknowledge your right to review the Supplier Registration made.
- d) We enclose all the required documents and information required for the Supplier Registration evaluation.

DATE: _____

Applicant's Name _____

Signature _____

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