

GARISSA WATER AND SEWERAGE COMPANY



PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS SUPPLY OF GOODS AND SERVICES THE FINANCIAL YEAR 2019-2021

TENDER NO. GAWASCO/01/2019/2020

DATED 10TH JULY 2019

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GARISSA WATER AND SEWERAGE COMPANY

(GAWASCO)

P.O.BOX 1088-70100

GARISSA

Email: info@garissawater.co.ke

TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES

Garissa Water and Sewerage Company (GAWASCO) intends to update its register for suppliers for goods and services for the period 2019-2021 financial years. Interested eligible suppliers are invited to apply for pre-qualification, indicating the category of goods and services they wish to supply. Existing suppliers who wish to be retained must apply and submit up to date information requested in the pre-qualification document.

SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
GAWASCO/001/2019	Supply of Uniforms & Protective clothing	Reserved
GAWASCO/002/2019	Supply of General Office Supplies and Office Equipment's	Reserved
GAWASCO/003/2019	Supply of Electrical Materials	Reserved
GAWASCO/004/2019	Supply of Water flow meters.	Open
GAWASCO/005/2019	Supply of Motor vehicles spares	Open
GAWASCO/006/2019	Supply of Tools and Test Gears	Open
GAWASCO/007/2019	Supply of Water Treatment Chemicals and Laboratory Reagents.	Open
GAWASCO/008/2019	Supply of Sewerage plant spares and accessories	Open
GAWASCO/009/2019	Supply of GI/UPVC & HDPE pipes and fittings	Open
GAWASCO/010/2019	Supply of Fuel, Oil and Lubricants	Open

PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
GAWASCO/011/2019	Repair and Maintenance of Structures(Steel Elevated Tanks and Buildings)	Open
GAWASCO/012/2019	Repair, Servicing and Maintenance of standby Generators (overhauls service etc.)	Open
GAWASCO/013/2019	Provision of Transport Services	Reserved
GAWASCO/014/2019	Repairs and Maintenance of Motor vehicles	Reserved
GAWASCO/015/2019	Repair and Maintenance of Motor Cycles	Reserved
GAWASCO/016/2019	Provision of Printing services	Open
GAWASCO/017/2019	Repair and Maintenance of Water Pumps and Control Panels	Open
GAWASCO/018/2019	Provision of Security Service	Open

GAWASCO/019/2019	Provision of Legal Services	Open
GAWASCO/020/2019	Provision of Cleaning Services	Reserved
GAWASCO/021/2019	Provision of Accommodation and Conference facilities.	Open
GAWASCO/022/2019	Provision of IT services	Open
GAWASCO/023/2019	Hire of Plants and Equipment's (Earth Moving Machines)	Open
GAWASCO/024/2019	Provision of consultancy Services (Specify Specialty)	Open
GAWASCO/025/2019	Provision of Insurance Services	Open

Interested candidates may download the pre-qualification/registration of suppliers' documents from GAWASCO website (garissawater.co.ke/tenders) free of charge

Completed pre-qualification documents in a plain sealed envelope clearly marked on the envelope (*please note, each category will be submitted in a separate envelope*)

PRE-QUALIFICATION OF SUPPLIERS 2019-2021

CATEGORY NO.....

Should be sent to:-

**THE MANAGING DIRECTOR
GARISSA WATER AND SEWERAGE COMPANY
P.O.BOX 1088.70100
GARISSA.**

Or deposited in the tender box situated at the GAWASCO main office Opposite Garissa Law Courts so as to be received on or before **6th August 2019** at **10.00am** Tenders will be opened immediately thereafter, on the same date i.e. **6th August 2019** in the presence of the candidates' representatives, who may choose to attend at **10.05am**. Successful bidders will be contacted immediately the selection has been finalized.

MANAGING DIRECTOR
Garissa Water and Sewerage Company

PRE-QUALIFICATION INSTRUCTION

1.1 Introduction

The Garissa Water and sewerage Company referred to as the company would like to invite interested candidates who must qualify by meeting the said criteria as provided by the GAWASCO to perform the contract of supply and delivery or provision of goods and services to the company.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to GAWASCO as and when required during the stated period.

1.3 Invitation of pre-qualification

Suppliers registered with registrar of companies under the laws of Kenya in respective merchandise or services are invited to submit their pre-qualification documents to the Managing Director of GAWASCO so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/institutions of similar size and complexity. Potential supplier/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

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

1.6 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested

1.7 Distribution of pre-qualification documents

The completed pre-qualification data and other requested information shall be submitted to reach:

**THE MANAGING DIRECTOR
GARISSA WATER AND SEWERAGE COMPANY
ALONG LAMU ROAD, OPPOSITE GARISSA LAW COURTS
P.O.BOX 1088-70100
GARISSA.**

Not later than **6th August 2019 by 10.00am**

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the procurement officer, GAWASCO on the following address:

GAWASCO main Office
Along Lamu Road,
Opposite Garissa Law Courts
P.O.BOX 1088-70100
Garissa

Tel:

Email: info@garissawater.co.ke

1.9 Additional Information

Garissa Water and Sewerage Company reserve the right to request submission of additional information from prospective bidders.

1.10 Request for quotations will be made available only to the bidders whose qualifications have been accepted by GAWASCO after scoring more than 60% points after the completion of the prequalification process.

2 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on imported Materials

The supplier shall pay customs duty VAT as required by the law

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods & 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 on the authority of Managing Director, prices quoted should be inclusive of all delivery charges.

2.4 Payments

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

3 PREQUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaires forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

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

3.2 Qualification

- 3.2.1** It is understood and agreed that pre-qualification data on prospective bidders is to be used by GAWASCO in determining, according to its sole judgment and discretion, the qualifications of the prospective bidders to perform in respect of the tender category as described by the client.

- 3.2.2** Prospective bidders will not be considered qualified unless in the judgment of GAWASCO they possess capabilities, experiences, 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 Pre-qualification

- 3.3.1 (a)** Experience: prospective bidders shall have at least 2 years experience in the supply of goods/services and allied items in case of 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 Personnel

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

3.3.3 Financial Condition

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

- 3.3.4** 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. Data to be filled/provided on form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letters of references from past customers should be included in form PQ-6

3.4 Statement

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

3.5 Withdrawal of Pre-qualification.

Should a condition arise between the time the firm is pre-qualified to bid and the opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, GAWASCO reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.6 The firm must have a fixed business premises and must be registered in Kenya, with certificate of registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax compliance certificate.

3.7 Pre-qualification Criteria

NO	REQUIRED INFORMATION	FORM TYPE	POINTS/SCORE
1.	Registration Documentation	PQ-1	30
2.	Pre-qualification Data	PQ-2	5
3.	Supervisory Personnel	PQ-3	10
4.	Financial Position	PQ-4	20
5.	Confidential Report	PQ-5	15
6.	Past Experience	PQ-6	10
7.	Litigation History	PQ-7	10
TOTAL			100

3.8 The qualification is 60 points and above

FORM PQ-1 REGISTRATION DOCUMENTATION

All firms must provide

1. Copies of Certificate of Registration of Business Name.
 2. Copy of VAT Registration Certificate.
 3. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application).
 4. Copies of Pin Certificate of firm/company/individual.
 5. Copy of Current Trade License.
 6. Copy of Income Tax returns.
 7. Registration certificate as a contractor by National Construction Authority (NCA) and other relevant authorities **for all civil/work contractors.**
 8. Letter of recommendation from the Bank.
 9. Letter of recommendation from previous organization served.
 10. A profile of the Owners or shareholders.
 11. Practicing Certificate for all professionals.
 12. **Transport Hire firms must** attach evidence of having taken all insurance covers.
 13. Where mandatory for Service provision, each firm must attach evidence of registration with professional bodies/Authority.
 14. Legal service firms **MUST** have the following:-
 - Must be registered and licensed to practice by the Law Society of Kenya.
 - Have a valid cover for professional indemnity of not less than kshs3 million.
- (30points)

FORM PQ-2 - PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/WE.....hereby apply for registration as supplier(s)
(Name of Company/Firm)

Of.....
(Item Description)

.....
(Category NO.)

Post Office Address.....

Town.....

Street.....

Name of building.....

Room/Office No. Floor NO.

Telephone No's.....

Fax No.....

Full Name of applicant.....

Other branches location.....

Organization & Business Information

Management personnel.....

Chief Executive.....

Secretary.....

General Manager.....

Treasurer.....

Other.....

Partnership (if applicable)

Name 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 address.....

8. Enclose copy of organization chart of the firm indication the main filed of activities

.....

9. State any technological innovations or specific attributes which distinguishes you from your competitors.....

10. Indicate terms of trade/sale

(5 points)

FORM PQ-3 SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

Under graduate.....

Post graduate.....

Diploma.....

High school.....

Professional Qualification.....

.....

(Attach Certificates if any)

Length of Service with contractor or supplier position held

.....

(Attach copies of certificates of key personnel in the organization and professional)

(10 points)

FORM PQ-4 - FINANCIAL POSTION AND TERMS OF TRADE

1. Attach a copy of firm's two certified financial statement giving summary of assets and current liabilities/ or any other financial support.
2. Attach letters of reference from the bankers regarding supplier's credit position.
3. State credit period (minimum proposed is 30 days)

(20 points)

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 2(a), (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..... Nature of business..... Current Trade Licence. No..... Expiry Date..... Maximum value of business which you can handle at any time one time : Kshs..... Name of your bankers..... Branch.....

<input type="checkbox"/>	<p>Part 2 (a) – Sole Proprietor</p> Your name in full..... Age..... Nationality Country of Origin..... *Citizenship Details.....																
<input type="checkbox"/>	<p>Part 2 (b) Partnership</p> Give details of partners as follows																
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">Name</td> <td style="text-align: center;">Nationality</td> <td style="text-align: center;">Citizenship Details</td> <td style="text-align: center;">Shares</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </table>	Name	Nationality	Citizenship Details	Shares
Name	Nationality	Citizenship Details	Shares														
.....														
.....														
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<input type="checkbox"/>	<p>Part 2 (c)- Registered company:</p> Private or public..... State the nominal and issued capital of the company- Nominal Kshs Issued Kshs..... Given details of all directors as follows:-																
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">Name</td> <td style="text-align: center;">Nationality</td> <td style="text-align: center;">Citizenship Details</td> <td style="text-align: center;">Shares</td> </tr> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.
Name	Nationality	Citizenship Details	Shares														
1.														
2.														
3.														
Date..... Signature of Candidate.....																	

*if Kenya citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration (15 Points)

FORM PQ-6 - PAST EXPERIENCES

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAME OF THE OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- i. Name of the Client (organization).....
 - ii. Address of Client (organization).....
 - iii. Name of contact Person at the Client (organization).....
 - iv. Telephone No. of Client.....
 - v. Value of Contract.....
 - vi. Duration of Contract (date).....
(Attach documental evidence of existence of contract)
2. Name of 2nd Client (Organization)
- i. Name of the Client (organization).....
 - ii. Address of Client (organization).....
 - iii. Name of contact Person at the Client (organization).....
 - iv. Telephone No. of Client.....
 - v. Value of Contract.....
 - vi. Duration of Contract (date).....
(Attach documental evidence of existence of contract)
3. Name of 3rd Client (organization)
- i. Name of the Client (organization).....
 - ii. Address of Client (organization).....
 - iii. Name of contact Person at the Client (organization).....
 - iv. Telephone No. of Client.....
 - v. Value of Contract.....
 - vi. Duration of Contract (date).....
(Attach documental evidence of existence of contract)
4. Others.....
(10 Points)

FORM PQ-7 - LITIGATION HISTORY

Name of Contract Supplier

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

YEAR	AWARD FOR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION & MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT

(10 Points)

FORM PQ-8 - SWORN STATEMENT

Having studied the pre-qualification information for the above tender 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 the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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