

REPUBLIC OF KENYA



NORTHERN WATER WORKS DEVELOPMENT AGENCY



**REGISTRATION OF SUPPLIERS FOR WORKS FOR THE FINANCIAL
YEARS 2023-2025**

CLOSING DATE: FRIDAY 8TH FEBRUARY 2024 AT 11:00 A.M

CATEGORY NO.....

CATEGORY DESCRIPTION

.....

TABLE OF CONTENTS

	Page
1. TENDER NOTICE	1-3
2. REGISTRATION INSTRUCTIONS	4
3. BRIEF CONTRACT REGULATIONS	5
4. REGISTRATION DATA INSTRUCTIONS	6-8
5. FORM R -1 REGISTRATION DOCUMENTS	9-10
6. FORM R -2 REGISTRATION DATA	11-12
7. FORM R - 3 SUPERVISORY PERSONNEL	13
8. FORM R – 4 FINANCIAL POSITIONS	14
9. FORM R – 5 CONFIDENTIAL BUSINESS QUESTIONNAIRES	15-16
10. FORM R – 6 PAST EXPERIENCE	17
11. FORM R – 7 LITIGATION HISTORY	18
12. FORM R – 8 SWORN STATEMENT	19

REPUBLIC OF KENYA



NORTHERN WATER WORKS DEVELOPMENT AGENCY

REGISTRATION TENDER NOTICE FOR FINANCIAL YEARS 2023-2025

Northern Water Works Development Agency invites applications for Registration of Suppliers and Service Providers from interested eligible Bidders and Tenderers for the supply of goods and provision of services for the Financial Years 2023/2025. For detailed category registration, tenderers should visit the Northern Water Works Development Agency Procurement Office.

CATEGORY C. WORKS		
NWWDA/B21/2023-2025	Provision of Insurance services - Professional Indemnity Cover	Open
NWWDA/C4/2023-2025	Drilling and test pumping of boreholes	Open
NWWDA/C5/2023-2025	Equipping of Boreholes and solar installation	Open
NWWDA/C6/2023-2025	Excavation/Desilting of Water pans and associated works	Open

Interested bidders should attach copies of the following:

- A. Copy of Business Registration Certificate/Certificate of Incorporation
- B. Copy of valid and current Tax Compliance Certificate
- C. Current Single Business Permit

Qualified and interested applicants may obtain further information and inspect the Registration/Tender Documents from the agency website www.nwwda.go.ke.

Completed registration documents enclosed in plain sealed envelopes clearly marked with “**Category No. and Category Descriptions**” are to be deposited in the Tender Box situated on the **ground floor Room A3 - procurement office, Northern Water Works Development Agency, Maji House, Kismayo Road, Garissa, to be received on or before 8th February 2024 at 11 am**

Address where to submit Applications

CHIEF EXECUTIVE OFFICER
NORTHERN WATER WORKS DEVELOPMENT AGENCY
Maji House, Kismayo Road
PO Box 495 – 70100 Garissa, Kenya
Tel: +254-46-2103598/3797
E-mail: info@nwwda.go.ke

Tenders will be opened at 11.30 am in the boardroom in the presence of the tenderers’ representatives who choose to attend. Late bids will not be accepted.

REGISTRATION INSTRUCTIONS

1.1 Introduction

Northern Water Works Development Agency would like to invite interested candidates who must qualify by meeting the set criteria as provided to supply and deliver or provision of goods and services to the Northern.

1.2 Registration Objective

The main objective is to supply and deliver assorted items and provide services under relevant tenders. /Quotations to the Northern Water Works Development Agency as and when required during the periods ending August 2025.

1.3 Invitation of Registration

Suppliers registered with the Registrars of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their REGISTRATION documents to **THE PROCUREMENT OFFICE, NORTHERN WATER WORKS DEVELOPMENT AGENCY** so that they may be pre-qualified/registered for submission of quotations/tenders. Bids will be submitted in complete lots singly or in combination. Prospective suppliers are required to supply mandatory information for registration/registration.

1.4 Experience

Potential suppliers must demonstrate the capacity, willingness and commitment to meet the pre-qualification criteria.

1.5 Registration Document

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

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

1.7 Submission of Registration Documents

Original copy of the Completed registration/registration data and other requested information shall be submitted to reach:

**THE PROCUREMENT OFFICER
NORTHERN WATER WORKS
DEVELOPMENT AGENCY.**

P.O BOX 495-70100, GARISSA

E-mail: info@nwwda.go.ke

Not later than 11.00 am, Friday 8th February 2024.

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to **NORTHERN WATER WORKS DEVELOPMENT AGENCY** whose address is given in par 1.7.

1.9 Additional Information

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

2.1 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.2 Taxes on Imported Materials

The supplier will have to pay all taxes payable as applicable for all materials to be supplied.

2.3 Customs Clearance

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

2.4 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges and taxes.

2.5 Payments

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

3 REGISTRATION/REGISTERED DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms **R-1, R-2, R-3, R-4, R-5, R-6** and **R-7** are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for specific category.

3.1.1 The pre-qualified/registered 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 and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the registration/registration data on prospective bidders is to be used by the Assembly in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the Assembly they possess capability, experience, qualified personnel available and suitability of equipment and net current asset or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre- Qualification/Registration

3.3.1 Experience: Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

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

3.3.3 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the registration documents 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 on Form R-4. However, potential bidders should provide evidence of financial capability to execute the contract(s).

3.3.5 Past performance

Past performance will be given due consideration in registering bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form R-6

3.4 Statement

Application must include a sworn statement Form R-7 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 the client/the Assembly 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 Assembly reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 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.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

3.7 Registration Criteria

Required Information	Form Type	Points Score
1. Registration Documents	R-1	10
2. Registration Data	R-2	20
3. Supervisory Personnel	R-3	20
4. Financial Position	R-4	20
5. Confidential Report	R-5	10
6. Past Experience	R-6	20
	TOTAL	100

3.8- The qualification is 70 points and over

FORM R-1 REGISTRATION

Mandatory Requirements for Registration of all other categories:

- i. A Copy of Certificate of Registration/incorporation
- ii. Copy of PIN/ VAT Registration Certificate.
- iii. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification).
- iv. Copies of PIN Certificate of firm/company/individual.
- v. Copy of current Business Permit.
- vi. Audited Accounts for the last two years
- vii. Duly filled and completed Tender submission document.
- viii. Provide Evidence of Similar Work Experience.

You can provide evidence of physical address and premises. The Assembly evaluation team may visit suppliers' premises to ascertain physical address and stock of items.

SPECIFIC REQUIREMENTS

The tenderers submitting applications for the categories listed below must in addition to the mandatory requirements submit mandatory additional information/documents specified in the last column of the table below.

	TENDER DESCRIPTION	TENDER NO.	TARGET GROUP	ADDITIONAL MANDATORY REQUIREMENTS
	CATEGORY B: SERVICES			
	Professional Indemnity Insurance	NWWDA/B21/2023-2025	Open	Must be registered with Insurance Regulatory Authority IRA, Association of Kenya Insurers (AKI)
	CATEGORY C: WORKS			
	Works	NWWDA/C4, C5, C6, /2023-2025	Open	Must be registered by National Construction Authority (NCA)7 and above.

REGISTRATION OF SUPPLIERS APPLICATION FORM

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

.....

(Item Description)

.....

(Category No.)

Post Office Address

Town

Street.....

Name of building

Room/Office No **Floor No**

Telephone Nos **Fax**..... **email**.....

Full Name of applicant

Other branches location

2. Organization & Business Information

Management Personnel

Chief Executive/Managing Director.....

Secretary

General Manager

Accountant

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. Sister company reference and address
8. Enclose copy of organization chart of the firm indicating the main fields of activities.....
9. State any technological innovations or specific attributes which distinguish you from your competitors
.....
.....
.....
.....
.....
10. Indicate terms of trade/sale

(20 points)

R-3

SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Professional Qualification

Length of service with Contractor or Supplier, Position held.....
.....
.....

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

(20 points)

R-4

FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's two certified financial statements 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

(20 Points)

REPUBLIC OF KENYA

R- 5 CONFIDENTIAL BUSINESS QUESTIONNAIRES

You are requested to give the particulars indicated in part 1 and either part 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 AddressTel. No.....
. .
Nature of business
Current Trade Licence N.....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 fullAge.....
Nationality.....Country of origin.....
*Citizenship details.....

Part 2(b) – Partnership
Give details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Part 2 (c) – Registered Company			
Private or Public			
.....			
.....			
State the nominal and issued capital of company:-			
Nominal : Ksh.....			
Issued :			
Give details of all directors as follows:-			
Name	Nationality	Citizenship Details	Shares
1.....
2.....
3.....
4.....
5.....
Date		Signature of	
candidate.....			

- If Kenya citizen, indicate under “Citizenship Details” whether by birth, Naturalization or Registration.

(10 points)

NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF

CONTRACT/ORDERS

- i. Name of 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(date).....
 - vi. Duration of Contract (date)
- (Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- i. Name of 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 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) e.g. L.P. O s/L.S.O s or completion Certificates

4. Others

(30 Points)

Name of contractor/supplier

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 or against	Name of Client cause of Litigation and matter in dispute	Disputed Amount (Current Value, Kshs. (Equivalent))

Having studied the registration /registered 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/registered, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the Assembly.
- c. When the call for quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify the Assembly and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.
- f. Date.....

Applicant's Name

.....

Represented by

.....

Signature

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