



**RUIRU-JUJA WATER & SEWERAGE COMPANY**

**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE  
FINANCIAL YEAR 2020/2021**

**COMPANY NAME.....**

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

**CATEGORY DESCRIPTION: .....**

**IF SPECIAL GROUP PLEASE INDICATE BELOW:**

**(√) WOMEN**

**YOUTH**

**PERSONS WITH DISABILITIES**

**P.O. BOX 1165-00232 RUIRU  
TEL: 020-2022651  
EMAIL: rujwasco2017@gmail.com**

**CLOSING DATE: 17th JUNE 2020  
CONTINUOUS)**

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**SECTION I: INVITATION FOR REGISTRATION  
REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR  
FINANCIAL YEAR 2020-2021.**

Ruiru-Juja Water and sewerage company Ltd. (RUJWASCO) invites applications for registration of suppliers from interested eligible bidders for the supply of under listed goods, services and works for the Financial Year 2020-2021

**REGISTRATION FOR PROVISION OF GOODS**

<b>REF NO</b>	<b>GOODS</b>	<b>CATEGORY</b>
RUJWASCO/R/001/2020-2021	Registration for Supply and delivery of General office stationery	<b>(WOMEN, YOUTH AND PWDS)</b>
RUJWASCO/R/002/2020-2021	Registration for supply and delivery of electrical items, equipments and fittings	<b>OPEN</b>
RUJWASCO/R/003/2020-2021	Registration for Supply and delivery of uniforms and protective clothing's	<b>(WOMEN, YOUTH AND PWDS)</b>
RUJWASCO/R/004/2020-2021	Registration for supply and delivery of desktop computers laptops, printers, computers, end user power backups, air conditioners, and accessories	<b>OPEN</b>
RUJWASCO/R/005/2020-2021	Registration for Supply and delivery of branded items and promotional materials	<b>(WOMEN, YOUTH AND PWD)</b>
RUJWASCO/R/006/2020-2021	Registration for Supply of fuel, oils and lubricants	<b>OPEN</b>
RUJWASCO/R/007/2020-2021	Registration for Supply and delivery of office furniture	<b>OPEN</b>
RUJWASCO/R/008/2020-2021	Registration for Supply and delivery of submersible and other water pumps, motors and maintenance services	<b>OPEN</b>
RUJWASCO/R/009/2020-2021	Registration for Supply and delivery of motor vehicle /motorcycle tyres, tubes, batteries, parts, and other accessories	<b>OPEN</b>

## REGISTRATION FOR PROVISION OF SERVICES

RUJWASCO/R/0010/2020-2021	Registration of firms for provision of repairs and servicing of motor vehicles	<b>OPEN</b>
RUJWASCO/R/0011/2020-2021	Registration of firms for provision of repairs and servicing of motorcycles	<b>OPEN</b>
RUJWASCO/R/0012/2020-2021	Registration of firms for electrical repairs and maintenance services, for generators and other electrical equipments	<b>OPEN</b>
RUJWASCO/R/0013/2020-2021	Registration for firms for provision of printing services	<b>OPEN</b>
RUJWASCO/R/0014/2020-2021	Registration for repairs, servicing, and maintenance of computers, printers, servers, and CCTV systems	<b>OPEN</b>
RUJWASCO/R/0015/2020-2021	Registration of firms for provision of legal services	<b>OPEN</b>
RUJWASCO/R/0016/2020-2021	Registration of Civil works contractors for ,repair and maintenance of buildings	<b>OPEN</b>
RUJWASCO/R/0017/2020-2021	Registration for provision and collection of Sanitary Bins	<b>(WOMEN, YOUTH AND PWD)</b>
RUJWASCO/R/0018/2020-2021	Registration of firms for provision of valuation services	<b>OPEN</b>
RUJWASCO/R/0019/2020-2021	Registration of consultancy firms for tariff study	<b>OPEN</b>
RUJWASCO/R/0020/2020-2021	Registration of firms for repairs and maintenance of boreholes	<b>OPEN</b>
RUJWASCO/R/0021/2020-2021	Registration of firms for excavation services, Desilting desludging & sewerage maintenance works.	<b>OPEN</b>
RUJWASCO/R/0022/2020-2021	Registration of firms for provision of accounting & tax consultancy services	<b>OPEN</b>
RUJWASCO/R/0023/2020-2021	Registration of certified Laboratory to carry out water and waste water analysis	<b>OPEN</b>

**The Special Groups (Youth, Women and Persons Living with Disabilities) must be registered with National Treasury/County treasury, and other relevant bodies (Attach copy of AGPO certificate).**

Interested eligible candidates can obtain Registration documents by downloading from the company's website [www.ruiruwater.co.ke](http://www.ruiruwater.co.ke). Interested bidders who download the tenders and registration documents shall email their Company names, contact details, and tender/registration number or numbers to [rujwascoprocurement @ gmail.com](mailto:rujwascoprocurement@gmail.com) and copy to [rujwasco2017@gmail.com](mailto:rujwasco2017@gmail.com).

1. Pre-qualification documents containing detailed terms and conditions of pre-qualification may download the registration documents and shall email their Company names, contact details, and tender/registration number or numbers to rujwasco procurement @ gmail.com and copy to rujwasco2017@gmail.com

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

Completed Registration documents must be submitted enclosed in plain sealed envelopes marked with the **category number and Description** and deposited in the tender box at the reception of **Ruiru-Juja Water & Sewerage Company Ltd Office, adjacent to Kenyatta University Ruiru Campus, opposite Kenya Power Ruiru offices**, or to be addressed to **Ag. Managing Director, Ruiru-Juja Water & Sewerage Company Ltd** so as to be received on or before **17<sup>th</sup> JUNE 2020 at 11.00 am.**

**Late application bids will not be opened.**

Tenders and registration documents will be opened immediately thereafter at Rujwasco Boardroom in the presence of bidders or their representatives who wish to be present.

## SECTION II - INSTRUCTIONS TO CANDIDATES

### 2.1. SCOPE OF TENDER

2.1.1. **Ruiru-Juja Water and Sewerage Co. Ltd.** hereinafter referred to as the procuring entity intends to register contractors/suppliers for the following Goods, Services and Small works for the **Financial Year 2020-2021**. The registration application documents will be submitted so as to be received by the procuring entity not later than **17th JUNE 2020 at 11.00 am**.

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 are to be provided as specified in the appendix to instructions to candidates.

### 2.2. Submission of Application

2.2.1 The **ORIGINAL** Document **only** of the completed pre-qualification/registration data and other requested information shall be submitted in sealed envelopes marked with the Category name and Description and deposited in the Tender Box at the reception of **Ruiru-Juja Water & Sewerage Company Ltd at the RUJWASCO Office, adjacent to Kenyatta University Ruiru Campus, opposite Kenya Power Ruiru offices or to be addressed to Ag.Managing Director, Ruiru-Juja Water & Sewerage Company Ltd** so as to be received on or before **17<sup>th</sup> JUNE 2020 at 11.00 am**.

**Late submissions will not be accepted.**

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 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 firms 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. **Ruiru-Juja 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. **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. 0.5 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. 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.

### SECTION III: LETTER OF REGISTRATION

Registration Category Ref No.....

To AG.MANAGING DIRECTOR, RUIRU-JUJA WATER AND SEWERAGE CO.  
LTD, P.O BOX 1165-002332,  
RUIRU

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 **Ruiru-Juja Water and Sewerage Co. Ltd** 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 **Ruiru-Juja Water and Sewerage Co. Ltd**, suppliers for goods/services included or related to this category during the period between **2020-2021** financial year
  - b) That you are not bound to accept this application or any that you may receive.
5. We have Attached to this letter 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 lasts two (2) financial years OR

f) Bank statements for the last six months (Special 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) **Ruiru-Juja Water and Sewerage 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.
- d) 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	E-mail: Website:	
5.	Exact Physical Location street, building:	
6.	Legal Status (partnership/sole proprietor /Ltd. Company)	
7.	Company Reg. Certificate No:/Registration of Business Name (Attach Copy) Year of Incorporation/Registration:	
8.	VAT Reg. Certificate No: (Attach Copy)	PIN Certificate No: (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 Kshs:	
13.	Name of your Bankers: Branch:	
14.	Your trade terms (mode or payment- cash..... or credit .....credit period allowed .....days)	

**FORM II - DETAILS OF DIRECTOR/PARTNERS**

	<b>Names</b>	<b>Nationality</b>	<b>%of Shares</b>
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 **Ruiru-Juja Water and Sewerage 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 **Ruiru-Juja Water and Sewerage 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:

<b>Name</b>	<b>Age</b>	<b>Gender</b>	<b>Position/Job title</b>	<b>Academic Qualification</b>	<b>Professional Qualification</b>

(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>
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The applicant shall demonstrate that they have 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 stamped and signed by the auditing firm/certified financial statements giving summary of assets and current liabilities/or any other financial support

<b>Financial information in Kshs.</b>	
1. Total assets	
2. Current assets	
3. Total liabilities	
4. Current liabilities	



<b>Banker</b>	Name of banker
	Address of banker
	..... Telephone Contact name and title
	..... e-mail

**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.

<b>Year</b>	<b>Award FOR or AGAINST Applicant</b>	<b>Name of Client, cause of litigation, and matter in dispute</b>	<b>Disputed amount</b>

**SECTION V - EVALUATION CRITERIA**

**Ruiru-Juja Water and Sewerage Co. Ltd** will examine the Registration documents/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)</b>	<b>COMPLIANCE (NO)</b>
<b>A1</b>	Valid Certificate of Incorporation/Business Registration (Attach copy)		
<b>A2</b>	Personal Identification Number(PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)		
<b>A3</b>	Certificate of registration of youth, women & PWD owned enterprises issued by the National/County Treasury (Attach copy)		
<b>A4</b>	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>B.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES)</b>	<b>COMPLIANCE (NO)</b>
B1	Valid Certificate of incorporation/Business Registration (Attach copy)		
B2	Personal Identification number(Pin) certificate (Attach copy)		
B3	Valid Tax Compliance Certificate (Attach copy)		
B4	Current Business Permit/License (Attach copy)		
B5	Physical location of business premises ( <b>See business questionnaire</b> ) Fulfillment of Special condition relevant to the category applied for		
<b>C.</b>	<b>GENERAL REQUIREMENTS</b>		
C1.	<b>Supplier Availability:</b> - Postal Address (2) - Telephone Number (2) - Contact person (2) - Website (2) - Email Address (2)	10	
C2.	<b>Business Ownership:</b> Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor	10	
C3.	<b>Financial Capability:</b> Audited Accounts for the last 2 years. The audit certificate must be properly signed in accordance with ICPAK guidelines indicating the name and the practicing number of the engagement partner	20	
C4.	<b>Financial Stability</b> – Evidence of profit making in the attached 2 years audited reports	10	
C5.	<b>Experience:</b> Indicate having undertaken similar assignment with at least 3 firms ( <b>Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts</b> )	20	
C6	<b>Supply Capacity:</b> Maximum Volume of Business handled in the (last two years) - 2 Million and above (12) - 1.5 – 2 Million (9) - 1 – 1.5 Million (6) - 0.5 – 1 Million (3)	12	

C7.	<b>Credit Period:</b> Indicate Credit Period willing to offer - 90 Days (12) - 60 Days (9) - 30 Days (6) - Less than 30 days (3)	12
C8	Eligibility & Disclosure of litigation history N.B Attach an affidavit from an advocate (commissioner of oaths)	6
<b>TOTAL</b>		<b>100</b>

**NB:** Bidders must meet all the mandatory requirements to qualify.

**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).*

**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)

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

**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 **Ruiru-Juja Water and Sewerage Co. Ltd** employee.

Do you have a relationship with any **Ruiru-Juja Water and Sewerage Co. Ltd** that would cause conflict of interest?

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

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

.....  
.....

(company/firm) that all the information furnished to **Ruiru-Juja Water and Sewerage Co. Ltd.** in connection with this registration is true and accurate in all material respect. **Ruiru-Juja Water and Sewerage Co. Ltd** is hereby authorized to make such inquiries to the said information including with the firm's/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 above 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 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 the 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 Un-knowing relies on it to register our Firm/Company. We are aware that **Ruiru-Juja Water and Sewerage 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 **Ruiru-Juja Water and Sewerage Co. Ltd**.

**Date** .....

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

**Represented by** .....

**Signature** .....

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

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

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1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)*

\_\_\_\_\_