



RUIRU-JUJA WATER & SEWERAGE COMPANY

JUNE 2021

PREQUALIFICATION OF SUPPLIERS FOR GOODS, WORKS & SERVICES FOR THE FINANCIAL YEAR 2021-2022/23

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: 21ST July 2021

Table of Contents

		Page
SECTION I	Invitation for registration.....	3
SECTION II	Instruction to Candidates.....	7
SECTION III	Letter of Application.....	11
SECTION IV	Application Forms..... Confidential Questionnaire (Form 1) Details of Directors/Partners (Form 2) Capability & Competence (Form 3) Supervisory Personnel (Form 4) Experience (Form5) Financial Capability (Form6) Eligibility Litigation History (Form 7)	13
SECTION V	Evaluation criteria.....	19
SECTION VI	Declarations.....	22

**SECTION I: INVITATION FOR REGISTRATION
PREQUALIFICATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR
FINANCIAL YEAR 2021-2022/23.**

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 2021-2022/23.

PREQUALIFICATION FOR PROVISION OF GOODS

REF NO	GOODS	CATEGORY
RUJWASCO/R/0024/2021-2022/23	Prequalification for Supply and delivery of General office stationery	(WOMEN, YOUTH AND PWDS)
RUJWASCO/R/0025/2021-2022/23	Prequalification for supply and delivery of electrical items, equipment and fittings	OPEN
RUJWASCO/R/0026/2021-2022/23	Prequalification for Supply and delivery of uniforms and protective clothing	(WOMEN, YOUTH AND PWDS)
RUJWASCO/R/0027/2021-2022/23	Prequalification for supply and delivery of desktop computers ,laptops, printers, end user power backups, air conditioners, and other accessories	OPEN
RUJWASCO/R/0028/2021-2022/23	Prequalification for Supply and delivery of laboratory reagents and equipment.	OPEN
RUJWASCO/R/0029/2021-2022/23	Prequalification for Supply of fuel, oils and lubricants	OPEN
RUJWASCO/R/0030/2021-2022/23	Prequalification for Supply and delivery of office furniture	OPEN
RUJWASCO/R/0031/2021-2022/23	Prequalification for Supply and delivery of submersible and other water pumps, motors and maintenance services	OPEN
RUJWASCO/R/0032/2021-2022/23	Prequalification for Supply and delivery of motor vehicle /motorcycle tyres,tubes ,batteries ,parts, and other accessories	OPEN
RUJWASCO/R/0033/2021-2022/23	Prequalification for Supply and delivery of hardware items & general construction materials	OPEN
RUJWASCO/R/0034/2021-2022/23	Prequalification for Supply and delivery of airtime	(WOMEN, YOUTH AND PWDS)
RUJWASCO/R/0035/2021-2022/23	Prequalification for Supply and delivery of office consumables(detergents,masks,and sanitizer)	OPEN

PREQUALIFICATION FOR PROVISION OF SERVICES

RUJWASCO/R/0036/2021-2022/23	Prequalification for provision of repairs and servicing of motor vehicles	OPEN
RUJWASCO/R/0037/2021-2022/23	Prequalification for provision of repairs and servicing of motorcycles	OPEN
RUJWASCO/R/0038/2021-2022/23	Prequalification for electrical repairs and maintenance services, for generators and other electrical equipment	OPEN
RUJWASCO/R/0039/2021-2022/23	Prequalification for provision of printing services	OPEN
RUJWASCO/R/0040/2021-2022/23	Prequalification for repairs, servicing, and maintenance of computers, printers, servers, and CCTV systems	OPEN
RUJWASCO/R/0041/2021-2022/23	Prequalification of firms for provision of legal services	OPEN
RUJWASCO/R/0042/2021-2022/23	Prequalification of Civil works contractors for, construction, repair and maintenance of buildings	OPEN
RUJWASCO/R/0043/2021-2022/23	Prequalification for provision and collection of Sanitary Bins	(WOMEN, YOUTH AND PWD)
RUJWASCO/R/0044/2021-2022/23	Prequalification of firms for provision of valuation services	OPEN
RUJWASCO/R/0045/2021-2022/23	Prequalification of consultancy firms for tariff study	OPEN
RUJWASCO/R/0046/2021-2022/23	Prequalification of firms for repairs and maintenance of boreholes	OPEN
RUJWASCO/R/0047/2021-2022/23	Prequalification for excavation, desilting, desludging & sewerage maintenance works.	OPEN
RUJWASCO/R/0048/2021-2022/23	Prequalification of firms for provision of accounting & tax consultancy services	OPEN
RUJWASCO/R/0049/2021-2022/23	Prequalification of certified Laboratory to carry out water and waste water analysis	OPEN
RUJWASCO/R/0050/2021-2022/23	Prequalification of consultancy services for hydrogeological survey N.B Registered Hydrogeologist with valid practicing licence .Attach.	OPEN
RUJWASCO/R/0051/2021-2022/23	Prequalification of flushing and unblocking services	OPEN
RUJWASCO/R/0052/2021-2022/23	Prequalification of consultancy services in environmental impact assessment (EIA) & EA study. N.B Registered Lead expert firms, only with valid practicing licence. Attach.	OPEN
RUJWASCO/R/0053/2021-2022/23	Prequalification of consultancy firms for provision of civil & building Engineering services	OPEN
RUJWASCO/R/0054/2021-2022/23	Prequalification of firms for hydraulic lifting and crane transportation services.	OPEN
RUJWASCO/R/0055/2021-2022/23	Prequalification of firms for repairs and maintenance of pneumatic machines, fusion machines, and welding machines.	OPEN
RUJWASCO/R/0056/2021-2022/23	Prequalification of firms for staff transport services	OPEN
RUJWASCO/R/0057/2021-2022/23	Prequalification of firms for staff training and Development	OPEN
RUJWASCO/R/0058/2021-2022/23	Prequalification of firms for ground maintenance services	(WOMEN, YOUTH AND PWD)

Prequalification documents can be downloaded from the Rujwasco's website www.ruiruwater.co.ke for **FREE**.

Completed Prequalification documents in plain sealed envelopes clearly marked: Prequalification NO.....and **PREQUALIFICATION CATEGORY**.....should be addressed and posted to:

**Ag. MANAGING DIRECTOR
RUIRU-JUJA WATER & SEWERAGE CO LTD
P.O. Box 1165-00232
RUIRU**

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).

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

Completed Prequalification 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 **21ST July 2021 at 11.00 am**.

Late application bids will not be opened.

Tenders and Prequalification 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 2021/2022-23**. The registration application documents will be submitted so as to be received by the procuring entity not later than **21ST July 2021 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 **21ST July 2021 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 PREQUALIFICATION

Prequalification 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 **2021-2022-23** 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 last 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 creditcredit period alloweddays)	

FORM II - DETAILS OF DIRECTOR/PARTNERS

	Names	Nationality	%of Shares
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?

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

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 (subject to verification)
3. Completion certificates
4. Contract documents etc.

FORM VI - FINANCIAL CAPABILITY

Name of Applicant

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 for the last 2 years** 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

Financial information in Kshs.	
1. Total assets	
2. Current assets	
3. Total liabilities	
4. Current liabilities	

Banker	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.

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

SECTION V - EVALUATION CRITERIA

Ruiru-Juja Water and Sewerage Co. Ltd will examine the prequalification 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)

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES)	COMPLIANCE (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/County Treasury (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 – OPEN

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)	COMPLIANCE (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)		
B4	Current Business Permit/ Legal License in the relevant field you have applied for(Attach copy)		
B5	Physical location of business premises (See business questionnaire) Fulfillment of Special condition relevant to the category applied for		
B6	Current valid certificate of confirmation of directors and shareholding for limited companies (CR12) or ID(identity card) for sole proprietorship/partnership.		
C.	GENERAL REQUIREMENTS		
C1.	Supplier Availability: - Postal Address (2) - Telephone Number (2) - Contact person (2) - Website (2) - Email Address (2)	10	
C2.	Business Ownership: Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor	10	
C3.	Financial Capability: Audited Accounts for the last 2 years.	20	
C4.	Financial Stability – Evidence of profit making in the attached last 2 years audited reports	10	
C5.	Experience: Prove of undertaking similar contracts for the category (s) applied for.Attach 10 (ten) copies of either LPOs/LSOs, Completion Certificates, or signed Contracts)	20	
C6	Supply Capacity: Maximum Volume of Business handled in the (last two years) - 2 Million and above (12) - 1.5 – 2 Million (9)	12	

	- 1 – 1.5 Million (6) - 0.5 – 1 Million (3)	
C7.	Credit Period: Indicate Credit Period willing to offer - 90 Days (12) - 60 Days (9) - 30 Days (6) - Less than 30 days (3)	12
C9	Eligibility & Disclosure of litigation history	6
TOTAL		100

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

THE PASS MARK FOR PREQUALIFICATION 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 prequalification 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.

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)
