



HOMA BAY COUNTY WATER AND SANITATION COMPANY

*REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR
THE YEARS 2023 – 2025*

TENDER NO.

CLOSING DATE: FRIDAY 17TH NOVEMBER, 2023 AT 12:00 NOON.

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REGISTRATION TENDER NOTICE FOR FINANCIAL YEARS 2023-2025

Homa Bay County Water & Sanitation Company Ltd is wholly owned by Homa Bay County Government, mandated to provide water and sanitation services to the Homa Bay County and its environs. The Company invites applications from interested, reputable and competent firms specializing in the supply of goods, works and provision of services as per the listed categories hereunder:

	TENDER DESCRIPTION	TENDER NO.	TARGET GROUP
CATEGORY A: SUPPLY AND DELIVERY OF GOODS AND EQUIPMENT			
1	Supply and delivery of Water Treatment Chemicals	HBWSC/PR/01/2023-2025	Open
2	Supply, Delivery, Installation and Maintenance of Water Pumps, Motors and Rewinding Services	HBWSC/PR/02/2023-2025	Open
3	Supply and delivery of Office Furniture, Furnishings & Fittings	HBWSC/PR/03/2023-2025	Open
4	Supply and delivery of computers, printers, ups, laptops, LCD projectors, servers, Fax UPS, photocopiers, air conditioners & other ICT equipment	HBWSC/PR/04/2023-2025	Open
5	Supply and delivery of Staff Uniforms and protective clothing	HBWSC/PR/05/2023-2025	Reserved for Youth, Women & PWD's
6	Supply and delivery of Electrical & Electronic Equipment, and other appliances	HBWSC/PR/06/2023-2025	Open
7	Supply and delivery of Water Meters, Water Fittings and Accessories	HBWSC/PR/07/2023-2025	Open
8	Supply and delivery of Water Pipes (Steel, G.I, PVC, HDPE)	HBWSC/PR/08/2023-2025	Open
9	Supply and delivery of Spare Parts for Plant and Equipment	HBWSC/PR/09/2023-2025	Open
10	Supply and delivery of Sewer Related Materials	HBWSC/PR/10/2023-2025	Open

11	Supply and delivery of Laboratory Equipment, Chemicals and Glassware	HBWSC/PR/11/2023-2025	Open
12	Supply and delivery of Motor vehicle/cycle Spare Parts and Accessories	HBWSC/PR/12/2023-2025	Open
13	Supply and delivery of Fuel, Oil and Lubricants	HBWSC/PR/13/2023-2025	Open
14	Supply and delivery of Motor Vehicle Tyres, Tubes and Batteries	HBWSC/PR/14/2023-2025	Open
15	Supply and delivery of General Office Stationery	HBWSC/PR/15/2023-2025	Reserved for Youth, Women & PWD's
16	Supply and delivery of Phone Sets and Calling Cards	HBWSC/PR/16/2023-2025	Reserved for Youth, Women & PWD's
17	Supply and delivery of Tools and Equipment	HBWSC/PR/17/2023-2025	Reserved for Youth, Women & PWD's
18	Supply and delivery of Building Materials	HBWSC/PR/18/2023-2025	Reserved for Youth, Women & PWD's
19	Supply and delivery of Cleaning Materials, Detergents, Disinfectants, Toiletries and Soap	HBWSC/PR/19/2023-2025	Reserved for Youth, Women & PWD's
20	Supply and delivery of Plastic Water Tanks	HBWSC/PR/20/2023-2025	Reserved for Youth, Women & PWD's
21	Supply and delivery of Promotional Items, Giveaways, Staff IDs, Business Cards, Visitors' Passes and Gate Passes	HBWSC/PR/21/2023-2025	Reserved for Youth, Women & PWD's
22	Supply and delivery of Shipment Containers (for Stores/Office)	HBWSC/PR/22/2023-2025	Reserved for Youth, Women & PWD's
23	Supply, Delivery and Maintenance of Fire Fighting Equipment	HBWSC/PR/23/2023-2025	Open
24	Supply and delivery of pasteurized milk	HBWSC/PR/24/2023-2025	Reserved for Youth, Women & PWD's
25	Supply and delivery of beverages (Sugar, Coffee, Tea Leaves, Chocolate, etc)	HBWSC/PR/25/2023-2025	Reserved for Youth, Women & PWD's

CATEGORY B: PROVISION OF SERVICES			
26	Provision of Repair Works for Furniture (Desks, Chairs, Strong Room Doors, Filing Safes and Cabinets) and Other Fittings	HBWSC/PR/26/2023-2025	Open
27	Provision of Data Communication Services, Networking & Structural Cabling Installations	HBWSC/PR/27/2023-2025	Open
28	Calibration and Maintenance of Laboratory Equipment	HBWSC/PR/28/2023-2025	Open
29	Service and Repair of ICT Equipment (computers, printers, etc)	HBWSC/PR/29/2023-2025	Open
30	Provision of Advertisement and Courier Services	HBWSC/PR/30/2023-2025	Open
31	Provision of Air Travel and Ticketing Agency services(IATA registered only)	HBWSC/PR/31/2023-2025	Reserved for Youth, Women & PWD's
32	Provision of Internet and Web Hosting services	HBWSC/PR/32/2023-2025	Open
33	Provision of Photography, Videography and Public Address Services	HBWSC/PR/33/2023-2025	Reserved for Youth, Women & PWD's
34	Provision of Event Organizing Services,	HBWSC/PR/34/2023-2025	Reserved for Youth, Women & PWD's
	Hiring of Tents and Chairs		
35	Calibration of Electronic Level and Volume Measuring Devices	HBWSC/PR/35/2023-2025	Open
36	Hire of Heavy Machinery and Equipment (Excavators, Graders, Backhoes, etc)	HBWSC/PR/36/2023-2025	Open
37	Provision of Hotel Accommodation, Conference Facilities and Outside Catering Services	HBWSC/PR/37/2023-2025	Open
38	Provision of (Property/assets /land) Valuation Services	HBWSC/PR/38/2023-2025	Open
39	Provision of Legal Services	HBWSC/PR/39/2023-2025	Open
40	Provision of Landscaping Services	HBWSC/PR/40/2023-2025	Reserved for Youth, Women & PWD's
41	Provision of Consultancy Services /Training and Capacity building	HBWSC/PR/41/2023-2025	Open
42	Provision of Software Development and Support Services	HBWSC/PR/42/2023-2025	Open
43	Provision of Architectural & Quantitative Survey Services	HBWSC/PR/43/2023-2025	Open
44	Provision of Car Hire Services	HBWSC/PR/44/2023-2025	Reserved for Youth, Women & PWD's
45	Provision of Vehicle Insurance and Other	HBWSC/PR/45/2023-	Open

		2025	
46	Calibration of Mechanical Flow Meters	HBWSC/PR/46/2023-2025	Open
47	Provision of Auctioneering and Debt Collection Services	HBWSC/PR/47/2023-2025	Open
48	Provision of Laboratory Testing Services	HBWSC/PR/48/2023-2025	Open
49	Provision of Training Services in Various Fields	HBWSC/PR/49/2023-2025	Open
50	Provision of motor vehicle/cycle repair and body works	HBWSC/PR/50/2023-2025	Open
	CATEGORY C: CONTRACTORS		
51	Provision of Building Works (must be registered with National Construction Authority category 7 and above)	HBWSC/PR/51/2023-2025	Open
52	Provision of Maintenance/Rehabilitation of Boreholes (must be registered with NCA category 7 and above)	HBWSC/PR/52/2023-2025	Open

A complete set of the supplier registration document may be obtained from the **Supply Chain Office**, at Homa Bay County Water and Sanitation Co. Ltd new offices at Got Asego Water Treatment Plant on normal working days from **Monday 6th November 2023** between **9.00 a.m.** and **4.00 p.m.** upon payment of **Kshs 1,000** to **Acc No 1102291730 Kenya Commercial Bank, HomaBay Branch** and receipted in the Finance Office.

The document may also be downloaded for free from the Homa Bay County Government website www.homabay.go.ke and the tenders' portal www.tenders.go.ke

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. Copy of PIN and VAT certificate
- D. Youth, Women and PWD's Certificates from the **NATIONAL TREASURY/COUNTY GOVERNMENT (AGPO)** for preferential Tenders.
- E. Current Single Business Permit

***RESERVED tenders are for youth, women and Persons with disability and must attach a copy of registration certificate from Ministry of Gender and Social Services, Group's Constitution, YAGPO or WAGPO Certificates.**

***Youth, women and persons with disability are encouraged to also competitively apply for the open tenders as long as they meet the required qualifications.**

***Current Suppliers must reapply for consideration**

*** Site visits may be conducted on various categories to determine capacities**

***The evaluation criterion is available in the supplier registration document**

The completed set of Registration Documents sealed in a plain envelope and clearly marked “Registration of Suppliers”, and indicating “Tender No:...” and Category description shall be returned to the address here below, and deposited in the Tender box situated at the Sewerage Treatment Works Block, at the Sewerage Treatment Works adjacent to Homa Bay County Public Works Offices along Homa Bay – Kendu Bay Road, Homa Bay on or before **12.00 noon on Friday 17th November 2023**. Bidders who shall have downloaded the tender documents from the website must register at the Supply Chain Office through email before the deadline for submission of tenders.

Received Registration Documents will be opened immediately thereafter in the Boardroom. Bidders or their representatives able to attend are welcome.

Documents submitted after the closing date and time will not be accepted.

Managing Director

Homa Bay County Water & Sanitation Company Ltd

Got Asego, opposite KeRRA Homa Bay Office

P O Box 170-40300

Tel. +254 717 428 030

Homa Bay, Kenya.

Email: homawater@yahoo.com

Firms owned by Youth, Women and Persons with Disabilities are encouraged to apply

REGISTRATION INSTRUCTIONS

1.1 Introduction

Homa Bay County Water and Sanitation Company would like to invite interested candidates who must qualify by meeting the sections provided to supply and deliver or provision of goods and services to the Assembly.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders /quotations to Homa Bay County Water and Sanitation Company as and when required during the periods ending 1st October, 2023.

1.3 Invitation of Pre-qualification

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 MANAGING DIRECTOR, HOMA BAY COUNTY WATER AND SANITATION COMPANY LIMITED** so that they may be pre-qualified/ registered for submission of quotations/tenders. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification/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 pre-qualification/registration data and other requested information shall be submitted to reach:

**MANAGING DIRECTOR
HOMA BAY COUNTY WATER AND SANITATION COMPANY LIMITED
P. O. BOX 170 – 40300
*Not Later than 1200Noon, Friday 17th November 2023***

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to **The Managing Director, Homa Bay County Water and Sanitation Company Limited** 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/supply orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3 PRE-QUALIFICATION/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 pre-qualification/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 pre-qualification 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	
2. Pre-qualification 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	30
	TOTAL	100

3.8- The qualification is 65 points and over

FORM R-1 REGISTRATION

Mandatory Requirements for Persons With Disabilities (PWD's), Youth and Women

- i. Attach copy of Registration Certificate
- ii. Attach copy of PIN certificate and VAT Certificate
- iii. Registration Certificate by National Treasury/County Government (AGPO)
- iv. Duly filled and completed Tender submission document.

N/B Previous Experience is not a requirement for special groups (Youth, Women & PWDs,) Audited Accounts for this special group is not a requirement. Also under this special group the bidders should specify on the document whether the firm is owned by Youth, Women or PWDs (be specific)

Mandatory Requirements for prequalification 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.

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 A: SUPPLY AND DELIVERY OF GOODS AND EQUIPMENT				
	Fuel and lubricants	HBWSC/PR/13/2023-2025	Open	Must be a registered member of EPRA
	Supply, delivery and maintenance of firefighting equipment	HBWSC/PR/23/2023-2025	Open	Manufacturer's authorization letter
CATEGORY B: PROVISION OF SERVICES				

	Calibration and Maintenance of Laboratory Equipment	HBWSC/PR/28/2023-2025	Open	KENAS
	Calibration of Electronic Level and Volume Measuring Devices	HBWSC/PR/35/2023-2025	Open	KENAS
	Calibration of Mechanical Flow Meters	HBWSC/PR/46/2023-2025	Open	KENAS
	Provision of air travel and ticketing agency services(IATA registered only)	HBWSC/PR/31/2023-2025	Open	Must be registered with IATA
	Provision of Legal Services	HBWSC/PR/39/2023-2025	Open	Must have a valid current practicing certificate. Attach evidence.
	Provision of Consultancy Services /Training and Capacity Building	HBWSC/PR/41/2023-2025	Open	Must indicate the specialized area of consultancy.eg ICT Finance, HR, to provide NITA Certificate.
	Provision of Auctioneering and Debt Collection Services	HBWSC/PR/47/2023-2025	Open	Must be licensed with the Auctioneering Licensing Board
	Provision of Photography, Videography and Public Address Services	HBWSC/PR/33/2023-2025	Reserved for Youth, Women & PWD's	PRSK
	Provision of Architectural & Quantitative Survey Services	HBWSC/PR/43/2023-2025	Open	Must be registered By recognized body attach evidence
	Provision of vehicle insurance and other	HBWSC/PR/45/2023-2025	Open	Must be a member of Association of Kenya Insurers(AKI) or
	CATEGORY C:CONTRACTORS			
	Provision for building works (must be registered with National Construction Authority)	HBWSC/PR/51/2023-2025	Open	Must be registered by National Construction Authority(NCA)7 and above Attach evidence

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/wehereby 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)

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 Address Tel. 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 OTHE 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.Os/L.S.OS 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 pre-qualification /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 pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification 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)