

# MERU WATER AND SEWERAGE SERVICES



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## **CONTINUOUS SUPPLIER REGISTRATION FOR SUPPLY/PROVISION OF GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEARS 2022-2023 AND 2023-2024**

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

**CATEGORY DESCRIPTION** .....

**(May 2022)**

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## **SUPPLIER REGISTRATION DOCUMENT**

### **1.1 INTRODUCTION**

**Meru Water and Sewerage Services** invites interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods and services to **Meru Water and Sewerage Services**

### **1.2 SUPPLIER REGISTRATION OBJECTIVE**

The main objective of this part is to supply and delivery of assorted items and also provide services under relevant tenders/quotations to **Meru Water and Sewerage Services** as and when required during the financial years **2022-2023** and **2023-2024**.

## MER WATER AND SEWERAGE SERVICES

### REGISTRATION OF SUPPLIERS FOR FINANCIAL YEARS 2022-2023 AND 2023-2024.

Mer Water and Sewerage Services is water service provider under Meru County Government. The Meru Water and Sewerage Services is in the process of Listing suppliers for the period financial years **2022-2023** and **2023-2024**.

Interested, eligible and competent suppliers are invited to apply for Registration, indicating category of goods, works and services they wish to supply.

Category	Registration No.	Description	Additional Requirements	Category
	<b>SUPPLY OF GOODS</b>			
1	MWS/11/CT/22-24/A1	Supply and Delivery of Pipes and Fittings I.E. UPVC Pipes, GI Pipes, UPVC Fittings ,GI Fittings		open
2	MWS/11/CT/22-24/A2	Supply and Delivery of Water Treatment Chemicals(Calcium Hypochlorite, Aluminum Sulphate And Poly Aluminum Chloride )		open
3	MWS/11/CT/22-24/A3	Supply and Delivery of Water Meters Both Bulk and Consumer Meters		open
4	MWS/11/CT/22-24/B1	Supply and Delivery of Office Stationery		Reserved
5	MWS/11/CT/22-24/B2	Supply and Delivery of Hardware Materials/Building Materials		open
6	MWS/11/CT/22-24/B3	Supply and Delivery of Staff Uniforms And Personal Protective Equipment		Reserved
7	MWS/11/CT/22-24/B4	Supply of Supermarket Items		open
8	MWS/11/CT/22-24/B5	Supply and Delivery of Computers And Computer Accessories, Tablets, Ipad, Smart Phones, Printers, Photocopiers and Other Related Equipment		open
9	MWS/11/CT/22-24/B6	Supply and Delivery of Laboratory Equipment, Reagents and Glassware		open
10	MWS/11/CT/22-24/B7	Supply and Delivery of Water Pumps and Pumps Spare Parts and Accessories		open
11	MWS/11/C/22-24/B8	Supply and Delivery of Sewerage Treatment Chemicals (Organic Solution Primary And Molasses)		open
12	MWS/11/C/22-24/B9	Supply and Delivery of Office Furniture		Reserved

13	MWS/11/C/22-24/B10	Supply And Delivery Of Machines And Equipment's I.E. Welding Generators , Dewatering Pumps And Related Equipment's		open	
<b>PROVISION OF WORKS</b>					
14	MWS/11/CT/22-24/C1	Contractors For General Civil Works And Water Works	Valid certification and approval by the National Construction Authority (NCA7)	open	
15	MWS/11/CT/22-24/C2	Hire of machinery( Earth Moving Machines i.e. excavator, back hoe , loader		open	
16	MWS/11/CT/22-24/C4	Supply and Installation of Filter Media	Valid certification and approval by the National Construction Authority (NCA7)	open	
17	MWS/11/CT/22-24/C4	Desludging of Sewerage Ponds		open	
<b>PROVISION OF SERVICES</b>					
18	MWS/11/CT/22-24/D1	Provision of General Insurance Services	Registration with the Commission of Insurance for current year and a copy of the current license be submitted	open	
19	MWS/11/CT/22-24/D2	Provision of Legal Services	Valid membership of Professional Body (LSK)	open	
20	MWS/11/CT/22-24/D3	Provision of Consultancy and Training – HR, Financial and Administration Services	Attach IHRM current practicing certificate/license	open	
21	MWS/11/CT/22-24/D4	Environmental and Social Impact/ Assessment consultancy	Attach current practicing certificate/license	Open	
22	MWS/11/CT/22-24/D5	Consultant E.G. Designs, supervision of contracts, carrying out Feasibility Studies For Civil & Water Works,	Registration by Engineers Board of Kenya certificate and requirements in PQ7(attach relevant CVs & Certificates)	open	
23	MWS/11/CT/22-24/D6	Provision Of Repair, Maintenance And Service Of Motor Vehicles	Must have a garage with a secure perimeter wall (post Evaluation qualification will be conducted to ascertain this requirement	open	
24	MWS/11/CT/22-24/D7	Provision of Repair, Maintenance And Service of Motor Cycles		Reserved	

25	MWS/11/CT/22-24/D8	Provision of Printing And Publication Of Brochures, Diaries, Calendar, Books Of Accounts Etc.		Reserved	
26	MWS/11/CT/22-24/D9	Provision of Car Wash Services		Reserved	
27	MWS/11/CT/22-24/D10	Provision of Marketing Training And Activation of Marketing Campaign Services		open	
28	MWS/11/CT/22-24/D11	Provision of Hotels, Conference Facilities/Outside Catering Services		Open	
29	MWS/11/CT/22-24/D12	Provision Of PR and Communication Services (Advertising, Concept Design, Artwork Development And Media Strategy and Buy In E.T.C)		open	
30	MWS/11/CT/22-24/D13	Provision of Security Services	-Valid Certificate of Membership issued by Kenya Security International Association (KSIA) or Protective Security International Association (PSIA)	open	
31	MWS/11/CT/22-24/D14	Provision Of Motor Vehicle and Cycle Tracking Service	-certificate of compliance from Communications Authority of Kenya	open	
32	MWS/11/CT/22-24/D15	Provision of Tax Consultancy Services	-Annual Practicing Certificate from the institute of Certified Public Accountants of Kenya	open	
33	MWS/11/CT/22-24/D16	Provision Of Website Development Services		Open	

**NB: Categories 4, 6,,12,24,25 and 26 are reserved for Youth, Women and people with Disabilities**

A set of the registration Documents can be obtained by downloading from MEWASS website [www.mewass.or.ke](http://www.mewass.or.ke) for free.

Application clearly marked the registration No. and Description on a sealed envelope should be addressed to:

**The General Manager  
Meru Water and Sewerage Services  
P. O Box 859 – 60200 Tel: 064-3132591, 0717527707  
MERU.**

The sealed envelope should be and be dropped at the Procurement Office Only short listed bidders will be contacted to give competitive tender/ quotations for purchase of goods ,works and services

### **1.3 INVITATION OF SUPPLIER REGISTRATION**

Suppliers registered with Register of Companies under the law of Kenya in respective merchandise or services are invited to submit their SUPPLIER REGISTRATION documents to **The General Manager, Meru Water and Sewerage Services** so that they may be registered for submission of tenders/quotations. Bids will be submitted in complete lots, singly or in combination. The client requires prospective suppliers to supply mandatory information for Supplier Registration.

### **1.4 EXPERIENCE**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the Supplier Registration criteria.

### **1.5 SUPPLIER REGISTRATION DOCUMENT**

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

### **1.6 INFORMATION**

In order to be considered for Supplier Registration prospective supplier must submit all the information herein requested.

### **1.7 QUESTIONS ARISING FROM DOCUMENTS**

Question that may arise from the Supplier Registration documents should be directed to the General Manager

### **1.8 ADDITIONAL INFORMATION**

The **Meru Water and Sewerage Services** reserves the right to request submission of additional information from prospective bidders.

### **1.9 INVITATION TO TENDER**

Invitations to Tenders/quotations will be made available only to those bidders whose qualifications are accepted by the **Meru Water and Sewerage Services** after scoring more **than 70 points**.

### **1.10 DISTRIBUTION OF SUPPLIER REGISTRATION DOCUMENTS**

The completed Supplier Registration data and other requested information shall be addressed to;

**The General Manager,  
Meru Water and Sewerage Services  
P. O Box 859 – 60200  
Tel: 064-3132591, 0717527707  
MERU**

**Should be deposited at the MEWASS Procurement Office located at Kinoru Stadium Road Meru town within office working hours between 8.00 AM and 5.00 PM Monday to Friday**

## **2. BRIEF CONTRACT REGULATIONS/GUIDANCE.**

### **2.1 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.

### **2.2 CUSTOMS CLEARANCE**

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

### **2.3 CONTRACT PRICE**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the **Meru Water and Sewerage Services Management**.

### **2.4 PAYMENTS**

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

## **3. SUPPLIER REGISTRATION DATA INSTRUCTIONS**

### **3.1 PRE- QUALIFICATION DATA FORMS**

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

The Supplier Registration application forms, which are not filled out completely and submitted in the prescribed manner, may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

### **3.2 QUALIFICATION**

It is understood and agreed that the Supplier Registration Data on prospective bidders is to be used by the **Meru Water and Sewerage Services** in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Tender Category as described by **Meru Water and Sewerage Services**. Prospective bidders will not be considered qualified unless in the judgment of **Meru Water and Sewerage Services** they possess capability, experience , qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.



### **3.3 ESSENTIAL CRITERIA FOR SUPPLIER REGISTRATION**

- a) Experience: prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract.
- b) Prospective supplier requires special experience and capability to organize, supply and delivery of items, or services at short notice.

#### **3.3.2 Financial Condition**

The supplier's financial condition will be determined by latest financial statement submitted with the Supplier 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.

Special consideration will be given to the financial resources available such as working capital, taking into account the amount of uncompleted orders on contract and now in progress. **(Data on Form PQ-3)**. However, potential bidders should provide evidence of financial capability to execute the contract.

#### **3.3.3 Past performance**

Past performance will be given due consideration in Registration of bidders. Letters of reference from past customers should be included in Form PQ-5 where applicable.

### **3.4 STATEMENT**

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

### **3.5 WITHDRAWAL OF SUPPLIER REGISTRATION**

Should a condition arise between the time a firm is Registered in the supplier list and the time of tendering , which is in the opinion of the **Meru Water and Sewerage Services** 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 **Meru Water and Sewerage Services** reserves the right to reject the tender from such a bidder even though he was initially Registered

### **3.6 BUSINESS PREMISES**

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.

### **3.7 SUPPLIER REGISTRATION EVALUATION CRITERIA**

**Meru Water and Sewerage Services** will examine the Registration Documents 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/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 Treasury/Other (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 – 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	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
B1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
B2	Personal Identification Number(PIN) certificate (Attach copy)	YES/NO
B3	Valid Tax Compliance Certificate (Attach copy) Current Business	YES/NO
B4	Trade license from the county Government	YES/NO
B5	Physical location of business premises (See business questionnaire)	YES/NO
B6	Fulfillment of Special condition relevant t'o the category applied for	YES/NO YES/NO
C		
C1	<b>Supplier availability:</b> - 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. Attach letters of reference from the bankers regarding supplier's credit position	20
C4	Financial Stability – Evidence of profit making in the attached 2 years audited reports,	10
C5	Experience: Indicate having undertaken similar assignment with at least 3 firms (Attach Proof: copies of LPOs, , Completion Certificates, 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) - 1 – 1.5 Million (6) - 0.5 – 1 Million (3)	12
C7	Credit Period: Indicate Credit Period willing to offer - 90 Days (12) - 60 Days (9) - 30 Days (6)	12

	- Less than 30 days (3)	
C7	Eligibility & Disclosure of litigation history	6

**NB category 19 exempted from providing Trade license from the county Government**

**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).

## FORM PQ-1 SUPPLIER REGISTRATION DOCUMENTS

Firms **to provide** the following valid documents;

1. Copy of the business Certificate of registration/incorporation
2. Copy of VAT Registration Certification
3. A valid Tax compliance certificate from Kenya Revenue Authority.
4. Copy of Pin registration Certificate of firm/company/individual
5. Copy of current Trade license from the county Government.
6. Physical locations.
7. National treasury certificate of registration as a youth, woman or a person with disability for those applying for the category reserved for the disadvantaged groups.

### PQ-2 SUPPLIER REGISTRATION DATA

I/We \_\_\_\_\_ Hereby  
(Name of the Company / Firm)

**Apply for registration as Supplier(s) of :( Quote the Reference No. and the category name)**

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

Postal Address \_\_\_\_\_ Tel. No. \_\_\_\_\_

Fax No \_\_\_\_\_ Email Address \_\_\_\_\_

Town \_\_\_\_\_

Street \_\_\_\_\_ Name of building \_\_\_\_\_

Office/Room No \_\_\_\_\_ Floor No. \_\_\_\_\_

Full Name of the Applicant \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**PQ -3 FINANCIAL POSITION AND TERMS OF TRADE**

1. Attach a copy of firm’s two recent certified financial statements giving summary of assets and current liabilities /or any other financial support. Financial Stability – Evidence of profit making in the attached 2 years audited reports
2. Attach letters of reference from the bankers regarding supplier’s credit position.

**Q-4 CONFIDENTIALITY BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1 and either Part 2(a) or 2(b) which ever 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:**

Nature of business\_\_\_\_\_

Current Trade License / Reg. No\_\_\_\_\_ Expiring date \_\_\_\_\_

Maximum value of business which you can handle at any one time:

KSh\_\_\_\_\_

Name of your bankers\_\_\_\_\_ Branch\_\_\_\_\_

**Part 2(a) Sole proprietor:**

Your Full Name\_\_\_\_\_

**Part 2(b) - Partnership**

Give details of partners as follows:-

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

**PQ-5 PAST EXPERIENCE**

Give particulars of organizations where you have provided goods and services for a period not less than one year. *(Please attach copies of LPO, LSO, contract documents, and completion certificates)*

**PQ-6 LITIGATION HISTORY****Name of Contract / Supplier**

Contractors/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/AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER	DISPUTED AMOUNT (CURRENT VALUE, KSHS EQUIVALENT).

**FORM PQ 7 - 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:

Name	Age	Gender	Position/Job title	Academic Qualification	Professional Qualification

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

**FORM PQ 8**

**SWORN STATEMENT**

Having studied the Supplier Registration 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 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 provision in the tender or quotation documents to follow.
- c) When the call for tenders/quotations is issued and the legal, technical or financial conditions or the contractual capacity of the firm changes we shall come ourselves to inform you and acknowledge your right to review the Supplier Registration made.
- d) We enclose all the required documents and information required for the Supplier Registration evaluation.

DATE: \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Signature \_\_\_\_\_

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