



**NZOIA WATER SERVICES
COMPANY LIMITED**

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536
Email: info@nzoiawater.or.ke
Website: www.nzoiawater.or.ke

PRE-QUALIFICATION DOCUMENT

FOR PROCUREMENT OF CIVIL WORKS FOR ROADS/CONSTRUCTION/W ATER

**PRQ. NO. NZOWASCO /02/
2017-2019**

**P.O. BOX 1010-50205
TEL: +254 0202060536**

**WEBUYE, KENYA.
E-mail: info@nzoiawater.or.ke
Website: www.nzoiawater.go.ke**

Opening Thursday, 2nd February, 2017

Closing Tuesday, 14th February, 2017

NZOIA WATER SERVICES COMPANY LTD.

PRE-QUALIFICATION NOTICE

PRQ NO. NZOWASCO/02/2017-2019 - PROCUREMENT OF WORKS-ROADS- CONSTRUCTION AND WATER.

Nzoia Water Services Co. Ltd invites sealed applications from eligible candidates for purposes of pre-qualifying CONTRACTORS for PROVIDING CIVIL WORKS PERTAINING ROADS, CONSTRUCTION AND WATER

Interested eligible firms may obtain further information from Nzoia Water Services Co. Ltd's Procurement Office, Behind Masinde Muliro University Webuye Campus, from **9.00am-1.00pm and 2.00pm-4pm** excluding weekends and Public Holidays.

A complete set of pre-qualification documents may be **viewed and downloaded from Nzoia Water Services Co. Ltd's websites:** www.nzoiawater.or.ke of charge or pay a non-refundable fee of Kes.1000 for collection of the documents from the office. Contractors who download the document must arrange to forward their particulars/contacts to the Procurement Unit, Nzoia Water Services Co. Ltd through tenders@nzoia.or.ke before the closing date for records and for the purposes of receiving any further clarifications and/or addendums.

Completed Pre-qualification documents should be enclosed in a plain sealed envelopes, marked with the pre-qualification number and name and be deposited in the tender box provided at Nzoia Water Services Co. Ltd's Offices, behind Masinde Muliro University Webuye Campus, Webuye Kenya or be addressed to:

**The Managing Director
Nzoia Water Services Co, Ltd
P. O. Box 1010 - 50205
WEBUYE**

So as to be received on or before Tuesday, 14rd February 2017

Applications for Pre-Qualification will be opened immediately thereafter in the Board Room, Nzoia Water Services Co. Ltd ,Offices in Webuye, behind Masinde Muliro University Campus in the presence of candidates'/ representatives, who choose to attend.

MANAGING DIRECTOR

NZIOAWATERSERVICESCOMPANYLTD.



SECTION 1 - INFORMATION TO APPLICANTS

1 INTRODUCTION

- 1.1 Nzoia Water Services Co. Ltd (NZOWASCO) is registered under companies ACT, CAP 486 in 2004
- 1.2 Candidates are invited to apply to be pre-qualified as contractors for provision of civil works. NZOWASCO will pre-qualify and enlist contractors from among those who will have submitted applications, in accordance with the pre-qualification requirements.
- 1.3 The Pre-qualification Document and the Applicants response thereof shall be the basis of pre-qualification. Applicants must familiarize themselves with the requirements described in this document and take them into account while preparing their responses.
- 1.4 NZOWASCO does not bind itself to assign works but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.
- 1.5 Applicants will be informed in writing of the results of their applications, immediately after completion of the process.
- 1.6 Applicants will meet all costs associated with preparation and submission of their applications.
- 1.7 It is NZOWASCO's policy to require that Applicants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, NZOWASCO:
 - a) Defines, for the purpose of this provision, the terms set forth below as follows:
 - (i) **"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Procuring Entity in the pre-qualification process; and



NZOIA WATER SERVICES COMPANY LIMITED

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536
Email: info@nzoiawater.or.ke
Website: www.nzoiawater.or.ke

- (ii) **“Fraudulent practice”** means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of NZOWASCO, and includes collusive practices among Applicants (prior or after submission of the applications) designed to establish prices at artificial, non-competitive levels and to deprive NZOWASCO of the benefits of free and open competition.
 - (b) Will reject an application for pre-qualification if it determines that an Applicant has engaged in corrupt and fraudulent activities in competing for the contract in question and initiate debarment proceedings against the Applicant(s);
 - (c) Will declare an application ineligible, for pre-qualification if at any time it determines that the Applicant has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract;
 - (d) Will have the right to examine financial records relating to the performance of such services to determine capability;
 - (e) Will have the right to inspect the business premises of the Applicant.
- 1.8 Applicants shall furnish information as described in the prequalification document

2. OBJECTIVE OF THE ASSIGNMENT

The main objective of the works is to undertake the works as described in the tender document if awarded.

3. SCOPE OF SERVICES



The scope of works involves participating in the procurements opportunities related to civil works in the cluster regions.

4. CLARIFICATIONS

- 4.1 Applicants may request for clarification on the prequalification document up to **three (3) days** before the submission date. Any request for clarification must be sent in writing by mail, to the NZOWASCO's address. NZOWASCO will respond in writing by normal postal mail, or electronic mail to such requests and will send copies of the response to all known applicants who intend to submit applications. Clarifications sought outside this time frame will not be responded to.

5. PREPARATION OF PRE-QUALIFICATION DOCUMENTS

- 5.1 Applicants are requested to submit an application written in English language.
- 5.2 Applicants are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested will result in rejection of the application.
- 5.3 Applicants are required to meet the qualification criteria stipulated in **clause 7** of these Instructions to Applicants. Those who do not meet requirements need not submit applications. Only applicants who fulfill these requirements will be pre-qualified.
- 5.4 The pre-qualification documents shall not include any financial proposal information other than either **audited accounts for the last two (2) years** for firms that have been in operations for more than two years or Certified Management Accounts by a Certified Accountant or last six months Certified Bank Statements for businesses that have been in operation for less than two years.

5.5 Period of Validity



NZOIA WATER SERVICES COMPANY LIMITED

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536
Email: info@nzoiawater.or.ke
Website: www.nzoiawater.or.ke

The request for pre-qualification must remain valid for not less than **60 days** from the date of opening. NZOWASCO will make the best effort to complete the evaluation and communicate within this period.

6. SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS

6.1 The original pre-qualification Documents shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicant. Any such corrections must be initialed by the person who sign(s) the Pre-qualification Document.

6.2 The pre-qualification documents should be prepared and submitted in **one (1) original and one (1) copy** in a plain sealed envelope clearly marked:

"PRQ NO. NZOWASCO/02/2017-2019 PRE-QUALIFICATION OF CONTRACTORS on for undertaking civil works. The company is therefore inviting contractors in the related field.

"DO NOT OPEN BEFORE Tuesday, 14th February 2017 by 10.30a.m

Completed Pre-qualification Documents should be deposited in the tender box provided at Nzoia Water Services Co. Ltd's Offices, Behind Masinde Muliro University, Webuye Campus, 10th floor, Harambee Avenue, Nairobi, Kenya or be addressed and posted to:

**The Managing Director
Nzoia Water Services Co. Ltd,
P. O. Box 1010 - 50205
WEBUYE, KENYA**

6.3 Deadline for Submission

The closing date and time for submission of the Pre-qualification Document shall be Tuesday, **14th February 2017 by 10.30a.m**

6.4 Late Applications

Any Pre-qualification Document received after the deadline pursuant to clause 6.3 shall be rejected as a late application and shall not be



considered.

6.5 Opening of Applications

6.5.1 A Committee of officials from NZOWASCO shall open the applications immediately after the closing time for submissions of the Pre-qualification Documents in the presence of applicants' representatives who choose to attend.

6.5.2 NZOWASCO will prepare a record of the Pre-Qualification Opening

7.0 PRE-QUALIFICATION EVALUATION CRITERIA

NZOWASCO shall ensure that it issues procurement opportunities to qualified Contractors for competition. For purposes of this pre-qualification, NZOWASCO requires the firm to provide required legal documents.

7.1(a)Mandatory Requirements of the Firm

The applicant shall submit the following mandatory documents and/or information:-

- (i) Previous experience in carrying out similar assignments from at least 2 reputable firms in Kenya.
- (ii) A copy of Registration certificate or certificate of Incorporation
- (iii) Duly completed Prequalification submission Form
- (iv) Duly completed Declaration Form
- (v) Valid Tax Compliance Certificate from Kenya Revenue Authority
- (vi) The Contractor must possess registration in specialist category of civil works NCA 4 or higher registration with National Construction Authority (NCA)
- (vii) The contractor should be licensed by the ministry of water and environment.
- (viii) Technical capability to include list of relevant equipment's owned/hired and skilled staff (Site agents, masons, plumbers etc), give details and provide proof of the same
- (ix) Duly completed Confidential Business Questionnaire



NZOIA WATER SERVICES COMPANY LIMITED

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536
Email: info@nzoiawater.or.ke
Website: www.nzoiawater.or.ke

- (x) A duly signed self declaration statement that the firm or any of its Directors or Officers have not been convicted of any criminal offence or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract in the last three years
- (xi) A duly signed and stamped self-declaration statement that the firm and its directors had not been debarred from participating in public procurement pursuant to Section 115 of the Act and Regulation 91.
- (xii) A duly signed and stamped self declaration statement that the firm and its Consultants shall not engage in corrupt and fraudulent practices.

7.3 General Requirements

- (a) NZOWASCO will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.
- (b) Pre-qualification will be based on meeting the minimum criteria regarding the Applicant's legal status, general and particular experience and personnel as demonstrated by responses to the attached forms.
- (c) The applicants must have registered offices and NZOWASCO reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the services.
- (d) Applicants who qualify according to the selection criteria will be issued with tender documents for the services "**as and when**" required basis for a period of **two (2) years**. NZOWASCO does not bind itself to award the works but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.



NZOIA WATER SERVICES COMPANY LIMITED

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536
Email: info@nzoiawater.or.ke
Website: www.nzoiawater.or.ke

-
- (e) The applicant shall submit documents that are current and valid. All documents submitted as copies shall be certified as true copies of originals.

8 CONFIDENTIALITY

- 8.1 Information relating to evaluation and recommendations concerning pre-qualification shall not be disclosed to the applicants until the pre-qualified firms have been advised accordingly.



**NZOIA WATER SERVICES
COMPANY LIMITED**

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536
Email: info@nzoiawater.or.ke
Website: www.nzoiawater.or.ke

SECTION 2 - STANDARD FORMS

2.1 PRE-QUALIFICATION SUBMISSION FORM

TO: Managing Director
Nzoia Water Services Co.LTD
Behind Masinde Muliro University Webuye Campus
P. O. Box 1010-50205
WEBUYE

Dear Sir/Madam,

1. Having examined the Pre-qualification documents including Addenda Nos. The receipt of which is hereby duly acknowledged, we, the undersigned, do hereby submit our Pre-qualification document.
2. Our submission is binding to us for **60 days** and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
3. We understand you are not bound to accept any submission you may receive.

Dated this _____ day of _____ 20 _____

[Signature)

(in the capacity of]

Duly authorized to sign on behalf of _____



**NZOIA WATER SERVICES
COMPANY LIMITED**

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536
Email: info@nzoiawater.or.ke
Website: www.nzoiawater.or.ke

2.2 DECLARATION FORM

I/We the undersigned state that the above information is correct and that I/We give Nzoia Water Services Co. Ltd, authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc

Signed

For and on behalf of

In the capacity of

Dated this day of2014

Company's rubber Stamp



**NZOIA WATER SERVICES
COMPANY LIMITED**

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536
Email: info@nzoiawater.or.ke
Website: www.nzoiawater.or.ke

2.3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied 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.

Fax Email

Nature of Business

Registration Certificate No.

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 full.....Age.....			
	Nationality.....Country of Origin.....			
	Citizenship details			
	Part 2 (b) - Partnership			
	Given details of partners as follows			
	Name	Nationality	Citizenship details	Shares
	1.
	2.
	3.
	4.
	Part 2 (c) - Registered Company			
	Private or Public			
	State the nominal and issued capital of company			
	Nominal Kshs.			



**NZOIA WATER SERVICES
COMPANY LIMITED**

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536
Email: info@nzoiawater.or.ke
Website: www.nzoiawater.or.ke

	<p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 40%;">Citizenship details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p>Date.....Signature of Candidate.....</p>																				



**NZOIA WATER SERVICES
COMPANY LIMITED**

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536
Email: info@nzoiawater.or.ke
Website: www.nzoiawater.or.ke

2.4 STAFF COMPOSITION

(i) Directors / Partners

Name	Position	Specialization and qualification

(ii) Technical / Management Staff

Name	Position	Specialization and qualification

(iii) Support Staff

Name	Position	Specialization and qualification



**NZOIA WATER SERVICES
COMPANY LIMITED**

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536

Email: info@nzoiawater.or.ke

Website: www.nzoiawater.or.ke



**NZOIA WATER SERVICES
COMPANY LIMITED**

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536
Email: info@nzoiawater.or.ke
Website: www.nzoiawater.or.ke

2.6 REFERENCES

Submit details of organisations where you have undertaken similar services in the format given below.

No.	Contact Information	Details
1	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
2	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
3	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
4	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	

Ensure you have provided reference letters for **ALL** the above organizations, duly **signed** and **stamped** by the relevant officer and **provide details of the assignments in the format provided in 2.7.**

The reference letter **MUST** be on the organization's letterheads.



**NZOIA WATER SERVICES
COMPANY LIMITED**

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536
Email: info@nzoiawater.or.ke
Website: www.nzoiawater.or.ke

2.7 FIRM'S REFERENCES

**Relevant Services Carried Out in the Last Three Years
That Best Illustrate Qualifications**

Using the format below, provide information on each assignment for which your firm was legally contracted.

Assignment Name:		Country
Location within Country:		
Name of Client:		Clients contact person for the assignment.
Address:		Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Narrative Description of project:		

Firm's Name: _____

Name and title of signatory: _____

(May be amended as necessary)

2.8 FORM RB 1

**REQUEST FOR REVIEW FORM
REPUBLIC OF KENYA**

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO..... OF....., 20.....

BETWEEN



NZOIA WATER SERVICES COMPANY LIMITED

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536
Email: info@nzoiawater.or.ke
Website: www.nzoiawater.or.ke

..... APPLICANT

AND

..... RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (Name of the Procuring Entity or Director General) ofdated theday of20.....in the matter of Tender no.....of20.....

REQUEST FOR REVIEW

I/Wethe above named Applicant(s) of address: Physical address.....Fax No..... Tel. No.....Email.....hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds, namely:

- 1.
2. e.t.c.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
2. e.t.c.

SIGNED

..... (Applicant)

Dated on.....day of20...

FOR OFFICIAL USE ONLY

Lodged atNzoia Water Sservices Co. Ltd on.....day of.... 20.....

SIGNED.....

Board Secretary