



BOMET WATER & SANITATION COMPANY LIMITED (BOMWASCO)

REGISTRATION OF SUPPLIERS DOCUMENT

**FOR SUPPLY AND DELIVERY OF GOODS, WORKS AND
PROVISION OF SERVICES FOR THE**

FINANCIAL YEARS 2026-2028

ELIGIBILITY: OPEN TO GENERAL PUBLIC

TENDER REFERENCE NO:.....

TENDER DESCRIPTION:.....

JULY 2026

**Bomet Water And Sanitation Company
Limited_P.O Box 588-20400,
Bomet, Kenya**

**Office line0714900501 email:
bomwasco@gmail.com
website: www.bometwater.co.ke**

BOMET WATER AND SANITATION COMPANY LIMITED**P.O BOX 588-20400, BOMET, KENYA****Office line 0714900501 Email: bomwasco@gmail.com/ website: www.bometwater.co.ke**

BOMET Water & Sanitation Company Limited (BOMWASCO) invites applications for the open tender and Registration of suppliers for Financial Years 2026/2028 for Registration for listed goods/services indicated in Category B. Registration is open to all. Eligibility criteria are set in the Registration document.

CATEGORY B- REGISTRATION OF SUPPLIERS OPEN TO GENERAL PUBLIC FOR FINANCIAL YEARS 2026-2028		
S/No.	Tender Reference No.	Tender Description
2.	BOMWASCO/REG/002/2026-2028	Provision of Company Secretarial Services
3.	BOMWASCO/REG/003/2026-2028	Provision of Courier Services
4.	BOMWASCO/REG/004/2026-2028	Provision of Sanitary Disposal Services
5.	BOMWASCO/REG/005/2026-2028	Provision of Conference facilities.
6.	BOMWASCO/REG/006/2026-2028	Supply and Delivery of Water Meters
7.	BOMWASCO/REG/007/2026-2028	Supply and delivery of computers, laptops, phones, printers and their accessories and other related equipment
8.	BOMWASCO/REG/008/2026-2028	Supply and Delivery of pipes and fittings
9.	BOMWASCO/REG/009/2026-2028	Supply and Delivery of Electrical Fittings and Accessories
10.	BOMWASCO/REG/010/2026-2028	Provision of Services for Small Civil and Water Works
11.	BOMWASCO/REG/011/2026-2028	Provision of Services for Environmental Audits/Environmental Impact Assessment Services/ Environmental Social and Impact Assessment
12.	BOMWASCO/REG/012/2026-2028	Supply of Fuel, Oils and Lubricants
13.	BOMWASCO/REG/013/2026-2028	Provision of Servicing of Motor Vehicles, Repairs and Maintenance
14.	BOMWASCO/REG/014/2026-2028	Provision of Servicing of Motorcycles Spares, Repairs and Maintenance
15.	BOMWASCO/REG/015/2026-2028	Supply and Delivery of Motor Vehicle Spares, Tyres, Tubes and Batteries and other accessories
16.	BOMWASCO/REG/016/2026-2028	Supply, Delivery and Installation and Servicing of Firefighting Equipment
17.	BOMWASCO/REG/017/2026-2028	Supply, Delivery and Servicing of Water Pumps, Electric Motors, & Rewinding Services, Pumps' Gears and Shafts, Bearing, Seals and Belts, Chain and Related Equipment
18.	BOMWASCO/REG/018/2026-2028	Supply and Delivery of Full Chemical Dozers, Water Testing Laboratory Apparatus, Reagents and Equipment
19.	BOMWASCO/REG/019/2026-2028	Repairs and maintenance of pumps and Generators and other electromechanical equipment
20.	BOMWASCO/REG/020/2026-2028	Provision of Training Services (NITA Approved)
21.	BOMWASCO/REG/021/2026-2028	Provision of Energy Efficiency Audit (EPRA Approved).
22.	BOMWASCO/REG/022/2026-2028	Provision of Organisation's Strategic Plan Review
23.	BOMWASCO/REG/023/2026-2028	Provision of Organisation's Business Plan
24.	BOMWASCO/REG/024/2026-2028	Provision of Insurance Services for Both Motors And Non-Motors.

Special/Target groups may choose to apply for registration in categories open to the public. However, all applications for categories open to the public will be subjected to the same evaluation criteria as set out in this Registration Document.

Registration Document containing detailed information on the tenders can be viewed by tenderers and downloaded from Bomet Water and Sanitation Company Limited website www.bometwater.co.ke free of charge. Applicants who download the document may seek enquiries via the email address bomwasco@gmail.com.

Duly filled and complete Registration Documents Clearly Marked “Tender Reference No.....” and “Tender Description” should be addressed to:

**The Managing Director
Bomet Water & Sanitation Company Limited
P.O. Box 588-20400
BOMET**

And deposited in the **Tender Box** situated near the Account/ Finance Offices to reach on or before **Thursday, 23rd July, 2026** not later than **12.00 PM**

Registration documents will be opened thereafter at the BOMWASCO Office, in the presence of Tenderers' representatives who choose to attend.

MANAGING DIRECTOR.

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1. REGISTRATION INFORMATION

1.1 Introduction

BOMWASCO invites all interested and eligible firms that comply with the set criteria as provided in this tender document to apply for registration as suppliers, Contractors or Consultants for the goods, works or services in various specific categories of goods, works or services on as and when required basis.

Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions over the period should apply afresh in order to be subjected to this uniform/equal/transparent evaluation criterion alongside others and allow for verification of their eligibility with regard to payment of taxes and their current legal status.

1.2 Registration of suppliers Objective

- a) The main objective of the registration of suppliers exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the PPADA, 2015 through an open and transparent process that shall constitute a list of registered suppliers for use by BOMWASCO according to its procurement needs on as and when required basis.
- b) The identified suppliers will be subjected to quote competitively (in the respective categories applied) for supply and delivery/provide goods, services or works to the BOMWASCO on 'as and when required' during the Financial Year 2026/2027. By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
- c) The registered firms will be invited to submit bids in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (24No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the BOMWASCO.
- d) The actual specifications and quantities of items will be as per the bid documents.

1.3 Registration Document

This document includes questionnaire, forms and documents to be filled and attached by the interested suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.4 Submission of Registration Documents

One (1) Original of the completed document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to reach:

**The Managing Director,
Bomet Water and Sanitation Company Limited
P.O. Box 588-20400, BOMET**

Not later than Thursday, 23rd July, 2026 at 12.00 PM Kenyan time.

(NB: Should be one (1) separate document for each category).

1.5 Questions Arising from Documents

Bidders who download the registration document must arrange to register with BOMWASCO their contact details at bomwasco@gmail.com at least three (3) days before the closing date for the purposes of receiving any further tender clarifications and/ or addendum if need be.

1.6 Additional Information/inspection visit

BOMWASCO reserves the right to request for submission of additional information from prospective bidders. BOMWASCO may also conduct an inspection visit to establish/verify information or contact references provided by the prospective bidders.

2 REGISTRATION DATA INSTRUCTIONS

2.1. Registration data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4 and PQ-5 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tenders/quotations for the specific tender.

2.1.1. The 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.

2.2. Qualification

2.2.1. The registration data on prospective bidders is to be used by BOMWASCO in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

2.2.2. Prospective bidders will not be considered qualified unless in the judgment of BOMWASCO they possess the 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 and have met the set criteria.

2.3. Essential Criteria for Registration

The prospective bidder should comply all the mandatory requirements and technical requirements as specified in the evaluation criteria by providing the required information under each of the key areas of personnel, financial condition, past performance, experience, sworn statement and the fully filled confidential business questionnaire especially on debarment and conflict of interest.

2.4. Category specific information.

Hold a current practising certificate (hold a certificate of registration as a trainer/consultant.

2.5. Withdrawal of registration

Should a condition arise that 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, BOMWASCO reserves the right to reject the tender from such a bidder even though they were initially registered.

2.6. After evaluation of the received applications, BOMWASCO will notify all applicants (both successful and unsuccessful) of the results of registration exercise.

3 BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1. Invitation to Bid

The registered firms shall be invited to submit competitive quotes/restrictive tenders through the hard copies or any other acceptable medium. In this regard, the prospective bidders should ensure they are registered/defined. Failure to quote or respond without adequate reasons will lead to disqualification from the list.

3.2. Contract Price

The successful suppliers identified through the procurement process shall be issued with a system generated Purchase/Service Order for them to deliver/provide the specified goods, services or works.

Prices quoted should be inclusive of all delivery charges and taxes, including all applicable duties and levies.

3.3. Delivery Period

The successful bidder should deliver/provide the goods, works or services within the stipulated timelines. Failure to deliver within BOMWASCO stipulated timelines may lead to the supplier being struck off from the registration list, debarment or denial of future engagements with BOMWASCO.

The delivery of goods works or services should be accompanied by a duplicate copy of the order issued by BOMWASCO, certified delivery notes or job cards/worksheets, invoice and any other supporting document.

3.4. Inspection of the goods, services or works

It is the supplier's duty to ensure the goods, services and works delivered meet BOMWASCO quality standards/specification requirements as outlined in the Request for Quotation/tender document.

BOMWASCO shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

3.5. Payments

BOMWASCO shall only pay for the goods, work or services after their delivery. No advance payment is allowed. ○ All local purchases shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery. Suppliers should ensure they submit certified invoices and delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract.

3.6. Rights of BOMWASCO

BOMWASCO reserves the right to: -

- a. Invite open tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
- b. Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015, taking into consideration the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to BOMWASCO. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.
- c. Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

4 REGISTRATION EVALUATION CRITERIA

The Procuring Entity will start by examining all the tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.

4.1. PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

Must submit and fulfil the following: -

No.	REQUIREMENT	Responsive or Non-Responsive
1.	The firm must be registered with a certificate of registration/incorporation (Attach the copy of the certificate of Incorporation/registration	
2.	A Valid Tax Compliance Certificate	
3.	Attach a copy of CR12 (within the last one year) for a limited company or a copy of ID for a sole proprietor and partnership	
4.	Fully fill the attached Confidential Business Questionnaire	
5.	Duly filed registration data form PQ-1	
6.	Duly filed supervisory personnel form PQ-2	
7.	Duly filed confidential business questionnaire form PQ-3	
8.	Duly filed experience form PQ-4	
9.	Duly filed sworn statement form PQ-5	
10.	Well-bound, Serialized and Paginated Tender Document (including the attachments) in numerical as 1, 2, 3,..... etc.	
	RESPONSIVENESS (R) or NON- RESPONSIVENESS (NR)	

Bidders must meet all the above mandatory requirements to qualify to be evaluated in the next stage.

4.2. TECHNICAL EVALUATION (MANDATORY) REQUIREMENTS

Must submit and fulfil the following: -

No.	REQUIREMENT	Responsive or Non-Responsive
1.	Firms' audited accounts or bank statements for the previous one year (attach proof)	
2.	State credit period (minimum proposed is 30 days)	
3.	State price validity of bid (minimum proposed is 90days)	
4.	State duly filled and signed confidential business questionnaire	
5.	Provide at least three documentary evidence of clients the firm has done business with in the last two years. (Copy of LPOs/LSOs, Invoices, Contracts etc.	
	RESPONSIVENESS (R), NON-RESPONSIVE (NR)	

Note:-

- a. Firms that pass all the above requirements will be added to the list of registered suppliers under the mentioned category for a period of two years.
- b. The list will be used to source quotations on competitive basis as and when needs arise.
- c. Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- d. Should submit a separate document for each category for those firms that intend to apply in different categories.

FORM PQ-1 REGISTRATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We

(Firm's Name) hereby apply for registration in the category

as supplier of

(Item Description /per category)

Post Office Address.....Town.....

Name of building..... Floor No.....Room/Office No.....

Telephone Number (working).....Email address.....

Full names of the person applying.....

2. OWNERSHIP AND PERSONNEL

Full Names of the Managing Director/CEO

.....

Other key personnel staff/ directors:

Position/Designation

a)

b)

c)

d)

Partnership (if applicable) Name of partners

.....

3. ADDITIONAL INFORMATION

- a) Business founded or incorporated
.....
- b) Net worth equivalent Kshs.....
- c) Bank reference and Address
- d) Sister/Bonding Company reference and address (if applicable)
- e) State any technological innovations or specific attributes which distinguish you from your competitors:
.....
- f) Indicate terms of trade /sale

FORM PQ-2 SUPERVISORY PERSONNEL

Please indicate the firms' key personnel and their qualifications:-

Name of the personnel

..... Age

Academic Qualifications

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

Professional Qualifications

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

Length of service with contractor or supplier position held

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

(Attach CV and copies of certificates of key personnel in the organization)

FORM PQ-3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

(Must be filled by all applicants or Tenderers who choose to participate in this tender)

Name of Applicant(s)

.....
.....

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business.

Part 2 (d) to Part 2(i) must be filled.

You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost. Part 1 – General

Business Name.....

Certificate of Incorporation/Registration No

Location of business premises:

Country

Physical address

Town Building.....

Floor..... Plot No.Street / Road

Postal Address Postal / Country Code.....

Telephone No's.....E -mail address

Website

Contact Person (Full Names)

Director's Mobile No's.....

Title

Power of Attorney (**Yes / No**)

*(If **yes**, attach written document.)*

Nature of Business (Indicate whether manufacturer, distributor, etc.)

(Applicable to Local Suppliers Only)

Local Authority Trading License No Expiry Date

Value Added Tax No.....

Value of the largest single assignment you have undertaken to date (**Kshs**)

Was this successfully undertaken? **Yes / No**.

*(If **yes**, attach reference)*

Name (s) of your banker (s)

.....

Branches

Tel No's

Part 2 (a) – Sole Proprietors

Full names

.....

Nationality..... Country of Origin.....

Part 2 (b) – Partnerships

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.			
2.			
3.			

Part 2 (c) – Registered Company

Private or public

Company Profile (Attach)

State the nominal and issued capital of the Company

Nominal Kshs

Issued Kshs

List of top ten (10) shareholders and distribution of shareholding in the company

Give details of all directors as follows: -

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.			
2.			
3.			
4.			
5.			

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by BOMWASCO and any other public or private institutions.

Full Names

Signature Dated thisday2026.

In the capacity of

Signature Dated thisday2026.

Duly authorized to sign Tender for and on behalf of
.....

In the capacity of

Signature Dated thisday2026.

Part 2 (e) – Criminal Offence

I/We, (Name (s) of Director (s)): -

- a)
- b)
- c)

Have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

In the capacity of

Signature Dated thisday2026.

Supplier's Company's Official Rubber Stamp

Part 2 (f) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

- a)
- b)
- c)

For and on behalf of M/s

In the capacity of

Signature Dated thisday2026.

Supplier's Company's Official Rubber Stamp

Part 2 (g) – Interest in the Firm:

Are there any person/persons in BOMWASCO or any other public institution who has interest in the Firm?

Yes/No (Delete as necessary) Institution

(Title)..... (Signature) (Date)

Part 2(h) – Experience

Please list here below similar projects accomplished or companies / clients you have provided with similar services in the last two (2) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract / Order No.</u>	<u>Value</u>
1.			
2.			
3.			
4.			
5.			

Contact person (Full Names)

E-mail address.....

Cell phone no

Part 2(i) – Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give BOMWASCO authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full Names

Signature Dated thisday2026.

In the capacity of

Signature Dated thisday2026.

Suppliers' / Company's Official Rubber Stamp

FORM PQ-4 PAST EXPERIENCE

NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st Client (Organisation)

Name of Client (Organisation)

Address of Client (Organisation).....

Name of Contract Person at the client (Organisation)

Telephone No. of client

Value of Contract

Duration of Contract (date)

2. Name of 2nd Client (Organisation)

Name of Client (Organisation)

Address of Client (Organisation).....

Name of Contract Person at the client (Organisation)

Telephone No. of client

Value of Contract

Duration of Contract (date)

3. Name of 1st Client (Organisation)

Name of Client (Organisation)

Address of Client (Organisation).....

Name of Contract Person at the client (Organisation)

Telephone No. of client

Value of Contract

Duration of Contract (date)

Others

.....

.....

.....

.....

.....

Note; This form will be considered duly filled for one or more clients

FORM PQ-5 SWORN STATEMENT

Having studied the registration document, we/ I hereby state: -

- a. The information furnished in this application is accurate to the best of my/our knowledge.
- b. That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by BOMWASCO.
- c. We shall notify BOMWASCO when the legal, technical or financial status or the contractual capacity of the firm changes 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 confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process (In case of any litigation issues, please indicate the nature in a different sheet as an attachment).

Name of the firm/company Name:

Firm's representative

SignatureDate

Stamp

.....End.....