

BOMET WATER AND SANITATION COMPANY LIMITED



"Maji Safi Kwa Wote"

PREQUALIFICATION/REGISTRATION FOR GOODS & SERVICES

BOMET WATER COMPANY AND SANITATION CO. LTD

P.O BOX 588-20200

Mobile 0714900501

**BOMET WATER AND SANITATION CO. LTD
P.O BOX 588-20200**

TENDER NOTICE:

BOMET WATER AND SANITATION COMPANY LIMITED INVITES APPLICANTS FOR ANNUAL TENDER AND QUALIFICATION OF INTERESTED, ELIGIBLE BIDDERS FOR SUPPLY AND DELIVERY OF THE UNDER LISTED GOODS & SERVICES FOR THE FINANCIAL YEAR 2019-2020.

CATEGORY A -TENDER

BOMET WATER /1/2019/20	Tender for the supply and delivery of water treatment chemicals.	Open
BOMET WATER /2/2019/20	Tender for provision of general insurance (both motor and non-motor).	Open

BOMET WATER AND SANITATION COMPANY LIMITED IS UPDATING THE LIST OF REGISTERED SUPPLIERS/CONTRACTORS FOR THE UNDER LISTED GOODS & SERVICES FOR THE FINANCIAL YEAR 2019-2020. (ALREADY SHORTLISTED SUPPLIERS DON'T HAVE TO REAPPLY)

CATEGORY B PRE-QUALIFICATION

BOMET WATER /1/2019/20	Provision of various Consultancy services e.g. baseline surveys, ISO certification, TNA for staff, EIA.	Open
BOMET WATER /2/2019/20	Supply and delivery of UPVC, GI, PPR pipes and fittings.	Open
BOMET WATER /3/2019/20	Supply and delivery of motorbike tubes, tires and accessories.	Open
BOMET WATER /4/2019/20	Supply and delivery of Motor vehicle tubes, tires and accessories.	open
BOMET WATER /5/2019/20	Supply and delivery of computer and computer accessories.	Open
BOMET WATER /6/2019/20	Supply and delivery of uniforms protective gear and promotional materials.	Open
BOMET WATER /7/2019/20	Supply and delivery of water meters and accessories.	Open
BOMET WATER /8/2019/20	Supply and delivery of office equipment.	Open
BOMET WATER /9/2019/20	Supply and delivery of fuel, oil and lubricants.	Open
BOMET WATER /10/2019/20	Supply and delivery of water reagent and lab apparatus.	Open
BOMET WATER /11/2019/20	Repair and maintenance of motorcycles.	Open
BOMET WATER /12/2019/20	Repair and maintenance of Motor vehicle.	Open
BOMET WATER /13/2019/20	Supply and delivery of banners, signage.	Open
BOMET WATER /14/2019/20	Supply and delivery of Bearings and pump accessories.	Open
BOMET WATER /15/2019/20	Supply and delivery of electrical items.	Open
BOMET WATER/16/2019/20	Supply and provision of computer software application /services	Open

PRE-QUALIFICATION FOR CATEGORY OF YOUTH, WOMEN AND PERSONS WITH DISABILITIES

BOMET WATER /1/2019/20	Supply and delivery of cleaning equipment and detergents/sundries.	Special Group
BOMET WATER /2/2019/20	Provision of service for ground maintenance.	Special Group
BOMET WATER /3/2019/20	Supply and delivery of General/Printed office stationery.	Special Group
BOMET WATER /4/2019/20	Repair and maintenance of office equipment's and machines.	Special Group
BOMET WATER /5/2019/20	Repair and maintenance of computers, Laptops and networking.	Special Group

Tender documents can be obtained from procurement office upon payment of non-refundable fee of KSH.1000 per set of document at cash Office. Documents can be obtained free of charge on our website: bometwater.co.ke. Completed document in plain sealed envelope clearly marked **TENDER NO.** And **CATEGORY** on top should be addressed.

THE MANAGING DIRECTOR

BOMET WATER CO. Ltd

P.O BOX 588-20400

Bomet, Kenya and deposited in the Tender Box Outside Managing Director's office before 21st May 2019 4:00 pm. Tenders will be opened there after in the presence of tenders or their representatives.

BOMET WATER AND SANITATION COMPANY LIMITED

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS OF GOODS AND PROVISION OF SERVICES

2019/2020 FINACIAL YEAR

BOMWASCO is in the process of updating its list of pre-qualified suppliers for goods and services.

For this purpose, interested existing suppliers, service providers and new eligible and capable supplier, manufacturers, distributors, agent, professional organization and individual are invited to apply for consideration and registration as BOMWASCO suppliers for goods and services covered under the listed categories during the financial year starting 1st July 2019 ending 30th June 2020.

Existing BOMWASCO suppliers and contractors for the same goods and services listed are requested to apply and submit up to date information about their organization and as per the application documents.

Pre-qualification documents with specification listed for each category and detailed requirement for pre-qualification can be obtained on request from the office of the procurement office for free of charge.

Completed documents must be delivered in plain sealed envelope clearly marked APPLICATION FOR PRE-QUALIFICATION AS SUPPLIERS- REF BOMWASCO /2019/2020 AND INDICATING CATEGORY NUMBER APPLIED on top of the sealed envelope and send to.

THE MANAGING DIRECTOR,

BOMET WATER AND SANITATION COMPANY LTD.

P.O BOX 588-20400,

BOMET.

Or be deposited in the TENDER BOX OUTSIDE PROCUREMENT OFFICE BOMWASCO HEADOFFICE on or before 2nd June 2019 at 12 Noon.

Application will be opened immediately thereafter in the presence of applicants or their representatives who choose to attend on the same date and time at BOMWASCO Head office.

Please note that this notice does not constitute an invitation to bid for the goods or service indicated above and BOMWASCO reserves the right to change or cancel this requirement at any time during pre-qualification process.

Firm/individuals prequalified as a result of this pre-qualified notice shall be requested to quote/ tender for items in their applied category when the need arise.

DOCUMENT I

APPLICATION FORM.

TO:

The Managing Director

Bomet water and sanitation company Ltd ,

P.O BOX 588-20400,

BOMET.

Dear Sir,

RE: APPLICATION FOR PRE-QUALIFICATION FOR SUPPLY GOODS AND SERVICES 2019-2020.

1. Having examined the application documents, the receipts of which is hereby duly acknowledged, we the undersigned apply for registration as supplier for:
CATEGORY NO..... during the financial year 2019-2020.
2. We undertake, if our application is acceptable to be competitive in our tenders and quotation shall offer high quality good/ services and as per your specification.
3. For goods/service which requires manufacturers support, we will obtain manufactures certificate or guarantee.
4. We agree to abide by our statement in this application.
5. We understand this is not a tender but an application for consideration to participate in the company procurement process during the financial year 2019-2020 and that you are not bound to accept it or any application you may receive.

Signed: _____

In the capacity of: _____

Duly authorized to sign for on behalf of: _____

Date: _____

DOCUMENT II

REQUEREMENTS FOR PRE-QUALIFICATION.

Together with completed application document, eligible applicant will also be required to submit the following as MUST requirement:-

1. LIST OF ITEMS/SERVICES THEY DEAL WITH OR PROVIDE A CATALOGUE.
2. COMPANY PROFILE AND SPECIALIZATION.
3. COPY OF BUSSINNESS CERTIFICATE.
4. COPY OF BUSINESS PIN CARD.
5. COPY OF V.A.T CERTIFICATE AND ANY OTHER TAX COMPLIANCE DOCUMENT.
6. REFERENCE- LIST OF ORGANIZATIOBN SERVED OR SUPPLIED- GIVE PERIOD AND NAME OF CONTACT PERSON IN EACH ORGANIZATION.
7. LETTER FROM YOUR CREDIT BANK CONFIRMING YOUR LIQUIDITY. SUITABILITY AND CREDIT LIMITATION.

EVALUATION CRITERIA.

Suppliers/service providers shall be evaluated on the basis of the following criteria and scoring:-

POINTS

- | | |
|--|------|
| 1. Company profile (acceptable). | 1-10 |
| 2. Line of business (specialization relevancy). | 1-10 |
| 3. Completion of document. | |
| a. -Application questioners 5. | |
| b. -Confidential questionnaire5 | 10 |
| 4. Manufacturers certificates or sole manufacturer | 10 |
| 5. Registration certificate | 10 |
| 6. Pin card certificate | 10 |
| 7. V.A.T/ Tax compliance | 10 |
| 8. Reference- minimum five client | 5 |
| 9. Credit/ Trade term over 30 days | 5 |
| 10. Previous supplier or manufacturer | 5 |
| 11. Fully owned by Kenya or MSES (with evidence) | 10 |
| 12. Fully owned by Non-Kenyans | 5 |

Maximum points **100**

Minimum points to be scored. **75**

NB

- a) Application for items/ services not within your line of business will not be Accepted Page 5of 17
- b) Supply of items not included in the list can be applied for provided detailed specifications for the proposed good or services are given.

DOCUMENT 111

MANUFACTURERS AUTHORIZATION FORM

TO: BOMET WATER AND SANITATION COMPANY LIMITED

Whereas.....

(Name of Manufacturer)

Who are established and reputable manufacturers of.....

.....

(Description of Goods)

Having factories at.....

(Factory address)

Do hereby authorize.....

(Name and address of Agent)

To submit an application, and subsequently negotiate and sign the contract with you against any requirements of our products or service. We hereby extend our full guarantee and warranty as per the General conditions of contract for the Goods / service offered for supply by the above firm against any order by BOMWASCO.

.....

(Signature for and on behalf of Manufacturer)

DOCUMENT IV

APPLICATION QUESTIONNAIRE

Please fill in block letters:

1. Applicant's full names:.....
2. Full address of applicant:.....
3. Telephone:.....
4. Fax or Email:.....
5. Name of applicant representative to be contacted on matters of the supply tender during the financial year.

.....
.....

6. Details of applicants nominated agent (if any) to receive tender notices. (This is essential if the application does not have its registered address in Kenya).

Name

Postal Address.....

Telephone, fax or Email No.....

DOCUMENT V

CONFIDENTIAL QUESTIONNAIRE

You are requested to give particulars indicated here below:-

Applicants are advised that it is a serious offence to give false information on this form

PART 1 GENERAL

- a) Business Name.....
- b) Location of business premises and registered office Country/Town
.....
- c) Plot Number..... Street/ Road.....
- d) Postal Address Telephone.....
Fax..... Email.....
- e) Nature Business (specialization).....
- f) Current Trade License No.....Expiry Date.....
(Attach copy)

- g) Pin Number..... (Attach copy)
- h) V.A.T Certificate Number..... (Attach copy)
- i) Name of your Bank.....Branch.....
- j) Your agreeable trade terms (mode of payment, credit allowable and basis of
Discount)
- k.) Bank certificate of the applicant liquidity, suitability and credit limitation
(Attach Bankers statement on these).

PREPARATION OF APPLICATION.

7 LANGUAGE OF APPLICATION.

7.1 The application prepared by applicant, as well as all correspondence and documents relating to the application exchange by the applicant and the company shall be written in English language, provided that any printed literature furnished by the applicant may be the relevant passages in which case, for purpose of interpretation of the application, the English translation shall govern.

8 DOCUMENT COMPRISING THE APPLICATION

8.1 The application prepared by the applicant shall comprise the following components:-

a) An application form and price schedule completed in accordance with paragraph 9,10

And 11 below

b) Document is evidence establish in accordance with paragraph 12 that the applicant is eligible to apply and is qualified to be pre-qualified if its application is accepted

c) Document evidence establishes in accordance with paragraph 13 that the goods and ancillary service to be supplied by the applicant are eligible goods and services and conform to the application document.

9 APPLICATION FORM

9.1 The applicant shall complete the Application form, indicating the category of Goods and Service to be supplied.

10 APPLICANTS ELIGIBILITY AND QUALIFICATIONS

10.1 Pursuant to paragraph 1 of section 3, the applicant shall furnish, as part of the application, Documents establishing the applicant's eligibility to apply and qualification to perform the contract if the application is accepted.

10.2 The documentary evidence of the applicant eligibility to apply establish to the company's satisfaction that the good at the time of submission of the application are from eligible source country as defined paragraph 1 of section 2

10.3 The documentary evidence of the applicant's qualification to perform the contract if the application is accepted shall establish to the company's satisfaction.

a) That, in the case of an applicant offering to supply goods under the contract which the applicant did not manufacture or otherwise produce, the applicant has been duly authorized by the goods manufacturer or producer to supply the goods.

b) That the applicant has the financial technical, and production capability necessary to perform the contract.

c) That, in the case of an applicant not doing business within Kenya, the applicant is or will be (if awarded the contract) represented by an agent in Kenya, equipped and able to carry out the applicants maintenance, repair and spare part-stocking obligations prescribed in the condition of contract and/or technical specification.

11 GOODS ELIGIBILITY AND CONFORMITY TO APPLICATION DOCUMENTS

- 11.1 Pursuant to paragraph 2 of this section, the applicant shall furnish, as part of the application, documents establishing the eligibility and conformity to the application documents of all goods which the applicant proposes to supply if accepted as supplier.
- 11.2 The documentary evidence of the eligibility of the goods shall consist of statement in the price schedule of the country of origin of the goods and services offered which shall be confirmed by certificate of origin issued at time of shipment.
- 11.3 The documentary evidence of conformity of the goods to the application document `may be in form of literature, drawing and data shall consist of:-
- a) A detailed description of the essential technical and performance characteristics of the goods to be supplied
 - b) A list giving full particulars, including available sources and current price of spare part, special tools, etc. necessary for the proper and containing functioning of the goods for a period of two (2) years following commencement of the use of the goods by the company and
 - c) A clause- by- clause commentary on the company ‘s technical specifications demonstrating substantial responsiveness of the goods and services to those specification or a statement of deviations and exceptions to the provisions of the technical specification
- 11.4 For purposes of the commentary to be furnished pursuant to paragraph 11.3(c) above, the application shall note that standard for workmanship, material and equipment as well as reference to brand name or catalogue numbers designated by the company in its technical specification, are intended to be descriptive only and not respective. The applicant may substitute alternative standard, brand names and or catalogue numbers in the application, provided that it demonstrates to the company’s satisfaction that the substitution ensure substantial equivalence to those designated in the specifications.

12 FORMAT AND SIGNING OF APPLICATION

- 12.1 The applicant shall prepare two copies of application, clearly marking each ORIGINAL APPLICATION ‘ and ‘ COPY OF APPLICATION’ as appropriate.
- 12.2 The origin and all copies of the application shall be typed or written in indelible ink and shall be signed by the applicant or persons duly authorized to bind the applicant to the contract.

13 SUBMISSION OF APPLICATION

- 13.1 The applicant shall seal the original and each copy of the application in an envelope.

SOLE PROPRIETOR

- a) Your Name in Full.....
 Age
- b) Nationality..... Country of origin.....
 Citizenship details.....

OR PART 2(B)

PARTNERSHIP

Give details of partners as follows:-

	<u>Name</u>	<u>Nationality</u>	<u>Shares</u>
1.
2.
3.
4.

OR PART 2(C)

REGISTERED COMPANY

- a). Private or public..... State the nominal and issued

Capital of the company:

Nominal Kshs.....
 Issued Kshs.....

- b). Details of Directors:

- 1.
- 2.
- 3.
- 4.

If Kenyan citizen, indicate under citizenship details whether by birth, naturalization or Registration.

PART 3

In the event of this application being accepted, I/ we agree to supply against an order signed by an authorized officer of the Bomet water and sanitation company ltd, those goods accepted in this application to the quoted delivery point and date and that failure on my/ our part these requirements will constitute a breach of agreement.

Tender's Full

Names.....

Signature

.....
.....

Designation

.....
.....

Full Trade P.O Box.....

Town.....

Tel .No

Fax No

Date

Witnessed by

Address: P.O Box.....

Town

Tel .No

Fax No

Date.....

13.2 The inner and outer envelopes shall:-

Be addressed to the following address;

THE MANAGING DIRECTOR,
BOMET WATER AND SANITATION COMPANY LTD ,
P.O BOX 588-20400,
BOMET.

And bear **APPLICATION FOR SUPPLIER PREQUALIFICATION FOR CATEGORY.....**

14 DEADLINE FOR SUBMISSION OF APPLICATIONS

- 14.1 Application must be received by BOMWASCO at the address specified and sent to reach BOMWASCO on the date and time specified.
- 14.2 BOMWASCO may at its discretion extend this deadline for the submission of applications by amending with paragraph 6, which case all rights and obligations BOMWASCO and candidates previously, subject to the deadline will thereafter be subjected to the deadline as extended.

15 MODIFICATION AND WITHDRAWAL OF APPLICATIONS

- 15.1 The applicant may modify or withdraw the application after the application submissions provided that written notice of the modification, including substitution or withdrawal of the application, is received by BOMWASCO prior to the deadline prescribed for submission of application.
- 15.2 No application may be modified after the deadline for submission.

16 OPENING OF APPLICATIONS

- 16.1 The company will open all application in the presence of applicant’s representatives who may choose to attend, at **12.00 noon on 2nd June, 2019** at the **BOMWASCO Head office**.
- 16.2 The applicant’s name’ application modification or withdrawal and such other details as BOMWASCO at its discretion may consider appropriate, will be announced at the opening.
- 16.3 BOMWASCO will prepare minutes of the application opening

17 CLARIFICATION OF APPLICATION

- 17.1 To assist in the examination, evaluation and short listing of applicants, BOMWASCO may, at its discretion, ask the applicant for a clarification of its application. The request for clarification and the purpose shall be in writing.
- 17.2.1 Any effort by the applicant to influence BOMWASCO in its application evaluation, application short listing decisions may result in the rejection of the applicant’s application.

GENERAL INFORMATION

(APPLICANT MUST READ AND UNDERSTAND THESE REQUIREMENTS)

INTRODUCTION:

1. ELIGIBLE APPLICANTS.

- 1.1 This invitation for application is open to all applicants eligible as described in the application document. Eligible applications shall complete and indicate the category of Goods and Services they intend to supply or provide.
- 1.2 Applications shall give pre-qualification information and statement that the applicants include all members of a joint venture and subcontractors is not associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by BOMET WATER AND SANITATION COMPANY AND to provide consulting services for the preparation of the design, specification and other documents to be used for the procurement of the goods and services covered by this application.
- 1.3 Applications shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2. ELIGIBLE GOODS

- 2.1 All goods to be supplied if pre-qualified shall have their origin in eligible source.
- 2.2 For the purposes of this clause' origin; means where goods mined, grown, produced or source for re-sale, Goods are produced when, through manufacturing, processing, or substantial or major assemblies of components, a commercially re-organized product result that is substantially different in basic characteristic or purpose or utility from its components.
- 2.3 The origin of Goods is distinct from the nationality of the applicant.

3 COST APPLYING

- 3.1 The applicant shall bear all the cost associated with the preparation and submission of its application and BOMWASCO will in no case be responsible or liable for those cost, regardless of the conduct or outcome of the pre-qualification process.

4 CONTENTS

4.1 The application document comprises the documents listed below.

- i. Invitation for application
- ii. General information
- iii. General condition of the pre-qualification
- iv. Specifications of good /services (C.A.T)
- v. Application form
- vi. Manufacturers authorization form for goods to be supplied
- vii. Application Questionnaire
- viii. Confidential Questionnaire.

IMPORTANT DOCUMENTS REQUIRED

4.2 The applicant is expected to examine all instructions, forms and specification in the application document. Failure to furnish all information required by the application documents or to submit an application not substantially responsive to the application document in every respect will be at the applicants risk and may result in the rejection of its application.

5 CLARIFICATION OF DOCUMENTS

5.1 A prospective applicant requiring any clarification of the application document may notify BOMWASCO in writing or by cable (hereinafter, the term 'cable' is deemed to include telex, E-mail or facsimile) BOMWASCO address indicated in the invitation for applicants. BOMWASCO will respond in writing to any request for clarification of the application documents, which it receives not later than thirty (30) days prior to deadline for the submission of application prescribed by BOMWASCO Written copies of the company's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective applicants that have received the application document

6 AMENDMENT OF DOCUMENT

6.1 At any time prior to the deadline for submission of applications, BOMWASCO for any reason, whether at its own initiative or in response to a clarification request by a prospective applicant may modify the application document by amendment

6.2 All prospective candidates that have receive the application document will be notified of the amendment in writing or by cable and will be binding on them

6.3 In order to allow prospective applicants' reasonable time in which to take the amendments into account in preparing their application, BOMWASCO at its discretion may extend the deadline for the submission of tenders.

1.8 PRELIMINARY EXAMINATION

- 18.1 BOMWASCO shall examine the application to determine whether they are complete, whether required documents have been furnished, whether the document have been properly signed and whether the application are generally in order.
- 18.2 BOMWASCO may waive min or mistakes or non- conformity or in an application which does not constitute a material deviation.
- 18.3 Prior to the detailed evaluation, pursuant to paragraph 18.2, BOMWASCO will determine the substantial responsiveness of each application to the application document. For purpose of these paragraphs, a substantial responsive application document without material deviation. The company determination of applications responsiveness is to be based on the contents of the applicant itself without recourse to extrinsic evidence.