

NGANDORI -NGINDA WATER CONSUMERS ASSOCIATION.

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EMBU-KENYA.

**CONTINUOUS SUPPLIER REGISTRATION FOR SUPPLY/PROVISION OF GOODS,
SERVICES AND WORKS FOR THE FINANCIAL YEARS 2023-2024 AND 2024-2025**

CATEGORY NO... ..

CATEGORY DESCRIPTION

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SUPPLIER REGISTRATION DOCUMENT

1.1 INTRODUCTION

Nngandori Nginda Water Consumers Association 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 **Ngandori Nginda Water Consumers Association**

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 **Ngandori Nginda Water Consumers Association** as and when required during the financial years **2023-2024** and **2024-2025**.

NGANDORI NGINDA WATER CONSUMERS ASSOCIATION

REGISTRATION OF SUPPLIERS FOR FINANCIAL YEARS 2023-2024 AND 2024-2025

Ngandori Nginda Water Consumers Association is water service provider under Embu County Government. **Ngandori Nginda Water Consumers Association** is in the process of Listing suppliers for the period financial years **2023-2024** and **2024-2025**.

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
	C. PROVISION OF SERVICES			
1.	NNWCA/RGT/20 23-2025/C1	Provision of General Insurance Services	Registration with the Commission of Insurance for current year and a copy of the current license be submitted	Open
2.	NNWCA/RGT/20 23-2025/C2	Provision of Legal Services	Valid membership of Professional Body (LSK)	Open
3.	NNWCA/RGT/20 23-2025/C3	Provision of Consultancy and Training – HR, Financial and Administration Services	Attach IHRM current practicing certificate/license	Open
4.	NNWCA/RGT/20 23-2025/C4	Environmental and Social Impact/ Assessment consultancy	Attach current practicing certificate/license	Open
5.	NNWCA/RGT/20 23-2025/C5	Technical Consultancy E.G. Designs, Feasibility Studies For Civil & Water Works,	National Construction Authority (NCA) certificate and requirements in PQ7(attach relevant CVs & Certificates)	Open
6.	NNWCA/RGT/20 23-2025/C6	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
7.	NNWCA/RGT/20 23-2025/C7	Provision of Repair, Maintenance And Service of Motor Cycles		Open
8.	NNWCA/RGT/20 23-2025/C8	Provision of Printing And Publication Of Brochures, Diaries, Calendar, Books Of Accounts Etc.		Reserved
9.	NNWCA/RGT/20 23-2025/C9	Provision of Car Wash Services		Reserved
10.	NNWCA/RGT/20 23-2025/C10	Provision of Marketing Training And Activation of Marketing Campaign Services		Open

11.	NNWCA/RGT/20 23-2025/C11	Provision of Hotels, Conference Facilities/Outside Catering Services		Open
12.	NNWCA/RGT/20 23-2025/C12	Provision Of PR and Communication Services (Advertising, Concept Design, Artwork Development And Media Strategy and Buy In E.T.C)		Open
13.	NNWCA/RGT/20 23-2025/C13	Provision of Security Services	-Valid Certificate of Membership issued by Kenya Security International Association (KSIA) or Protective Security International Association (PSIA)	Open
14.	NNWCA/RGT/20 23-2025/C14	Provision Of Motor Vehicle and Cycle Tracking Service	-Certificate of compliance from Communications Authority of Kenya	Open
15.	NNWCA/RGT/20 23-2025/C15	Provision of Tax Consultancy Services	-Annual Practicing Certificate from the institute of Certified Public Accountants of Kenya	Open
16.	NNWCA/RGT/20 23-2025/C16	Provision Of Website Development Services		Open

NB: Categories C8 and C9 are reserved for Youth, Women and people with Disabilities

A set of the registration Documents can be obtained by downloading from **Ngandori Nginda Water Consumers Association** website www.ngandoriwater.com for free.

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

The General Manager.

Ngandori Nginda Water Consumers Association

P. O Box 1328 – 60100.

Tel: 0709747759

EMBU.

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

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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, Ngandori Nginda Water Consumers Association** 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 **Ngandori Nginda Water Consumers Association** 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 **Ngandori Nginda Water Consumers Association** 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,
Ngandori Nginda Water Consumers Association
P. O Box 1328 – 60100
Tel: 0709747759
EMBU**

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 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.

2.3.1 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

2.4 SUPPLIER REGISTRATION EVALUATION CRITERIA

Ngandori Nginda Water Consumers Association 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 to the category applied for	YES/NO
C		
C1	Supplier availability: - Postal Address (2) - Contact person (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) - Less than 30 days (3)	12
C7	Eligibility & Disclosure of litigation history	6

NB: Category C2 (Provision of Legal Services) is 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.

PQ-4 CONFIDENTIALITY BUSINESS QUESTIONNAIRE

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

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)

