



**WATER SERVICES REGULATORY BOARD**

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**PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES FOR  
THE FINANCIAL YEARS 2015-2017**

**Reference No. WASREB/PREQ/2015-2017 (for two years)**

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TENDERER'S NAME: .....

CATEGORY NO: .....

ITEM DESCRIPTION:.....

.....

**DEADLINE: 23<sup>rd</sup> SEPTEMBER, 2015**

**Water Services Regulatory Board,**  
NHIF Building 5<sup>th</sup> Floor, Wing A,  
P.O. Box 41621 00100, Nairobi  
Tel: (020) 2733561; 2733582  
Fax: (020) 2733558  
Email address: [info@wasreb.go.ke](mailto:info@wasreb.go.ke)  
Website: [www@wasreb.go.ke](http://www@wasreb.go.ke)

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## TENDER NOTICE

### PRE- QUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES

Water Services Regulatory Board (WASREB) invites firms who are technically and financially capable to supply and deliver the following under listed items/services for the financial years starting 1<sup>st</sup> July 2015 - 30<sup>th</sup> June 2017 (for two years).

CATEGORY NO	ITEM DESCRIPTION
<b>Category 1-10 is specifically for Youth, Women and Persons with Disability (PWD)</b>	
WASREB/01/2015-2017	Provision of Graphic Design Services
WASREB/02/2015-2017	Provision of General Office Cleaning Services
WASREB/03/2015-2017	Provision of Printing Services
WASREB/04/2015-2017	Production of Promotional Materials, T-shirts, Banners, Umbrellas
WASREB/05/2015-2017	Supply and Delivery of General Office Stationery
WASREB/06/2015-2017	Supply and delivery of Office Furniture, furnishings and Fittings
WASREB/07/2015-2017	Supply and Delivery of Toners
WASREB/08/2015-2017	Provision of Events Organization and Management Services, MCs, Entertainment
WASREB/09/2015-2017	Provision of Web design and development Services
WASREB/10/2015-2017	Supply of Milk and Newspapers
<b>Category 11-26 (OPEN)</b>	
WASREB/11/2015-2017	Supply and Delivery of office equipments i.e, Computers, Printers, Laptops, and Accessories
WASREB/12/2015-2017	Provision of Air Ticketing -IATA Registered Firms only
WASREB/13/2015-2017	Repair and Maintenance of Computers, Printers, Servers, CCTV Door Access System and accessories
WASREB/14/2015-2017	Repair and Maintenance of Office furniture
WASREB/15/2015-2017	Repair and Maintenance of VoIP phones Local area network wireless and accessories
WASREB/16/2015-2017	Provision of Website Hosting, Internet and Cloud Services
WASREB/17/2015-2017	Provision of consultancy services on Human Resources Management
WASREB/18/2015-2017	Provision of Advertising Agency Services
WASREB/19/2015-2017	Provision of Debt Collection Services
WASREB/20/2015-2017	Provision of consultancy services on Corporate Management and Organizational Development
WASREB/21/2015-2017	Provision of outdoor Advertising Services
WASREB/22/2015-2017	Provision of Legal Audit Services
WASREB/23/2015-2017	Provision of Governance Audit Services
WASREB/24/2015-2017	Provision of Litigation Services
WASREB/25/2015-2017	Provision of court process server services
WASREB/26/2015-2017	Provision of Insurance Brokerage Services

Pre-qualification documents may be obtained free of charge from Procurement Office situated at N.H.I.F Building 5<sup>th</sup> Floor, Wing A on weekdays from 8.00 am- 5.00 pm or download from WASREB websites: [www@wasreb.go.ke](mailto:www@wasreb.go.ke) or [supplier.treasury.go.ke](http://supplier.treasury.go.ke).

Completed Tender Documents in plain sealed envelope clearly marked with relevant category should be addressed to

**The Chief Executive Officer  
Water Services Regulatory Board  
P.O. Box 41621-00100  
NAIROBI.**

Or

Delivered to the above office on or before Thursday 23<sup>rd</sup> September, 2015 at 12.00 noon local time. The tenders will be opened immediately thereafter and applicants or their agents are free to attend.

WASREB reserves the right to accept or reject any application either in whole or in part and is not obliged to give any reason(s) thereof.

**Water Services for All  
ISO 9001:2008 Certified**

# PREQUALIFICATION INSTRUCTIONS

## 1.1 Introduction

The Water Services Regulatory Board (WASREB) is a non-commercial State Corporation established in March 2003 as part of the comprehensive reforms in the water sector. The mandate of the institution is to oversee the implementation of policies and strategies relating to provision of water and sewerage services. WASREB sets rules and enforces standards that guide the sector towards ensuring that consumers are protected and have access to efficient, adequate, affordable and sustainable services in accordance with the Water Act 2002.

## 1.2 Reserved and open categories

Categories 1-10 have been specifically set aside for exclusive competition among enterprises owned by the Youth, Women & People with Disabilities. Categories marked “Open” are accessible to all interested, eligible candidates.

## 1.3 Pre-qualification objective

The main objective of this part is to supply goods and services under relevant tenders/quotations, as and when required during the period of two (2) years starting 1<sup>st</sup> July 2015 ending 30<sup>th</sup> June 2017.

## 1.4 Invitation of pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to the **Chief Executive Officer -Water Services Regulatory Board** so that they may be pre-qualified for invitation to quotations and restricted tenders. The prospective suppliers are required to supply mandatory information for pre-qualification.

## 1.5 Experience

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

## 1.6 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

## 1.7 Submission of pre-qualification Documents

Completed pre-qualification documents and other requested information shall be submitted to reach:-

**The Chief Executive Officer  
Water Services Regulatory Board  
P.O. Box 41621- 00100  
NAIROBI**

**Not later than 23<sup>rd</sup> September 2015 at 12.00 noon (Local time)**

## 1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Chief Executive Officer whose address is as given above.

## 1.9 Additional Information

The Chief Executive Officer reserves the right to request submission of additional information from prospective bidders.

### **1.10 Invitation to Tenders/Quotations**

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the Board after scoring more than 70 points soon after the completion of the pre-qualification process.

WASREB does not bind itself to assign contracts/tenders but shall endeavor to ensure a fair and equal rotation amongst the persons prequalified under each category.

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

### **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, or zero rated.

### **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 clients' Accounting officer or Tender Committee.

### **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. PRE-QUALIFICATION DATA INSTRUCTIONS**

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

- 3.1.1 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 specified tender.
- 3.1.2 The pre-qualification 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 Language and in indelible ink.

#### **3.2 QUALIFICATION**

- 3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by WASREB in determining, according to its sale judgment and discretion, the qualification of prospective bidder to perform in respect to the Tender Category as described by the client.
- 3.2.2 Prospective bidders will not be considered qualified unless in the judgement of WASREB 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 Pre-qualification**

##### **3.3.1**

- (a) **Experience:** Prospective bidders shall have at least three (3) years experience in the supply of goods, services and allied items. In case of potential supplier/Contractors they should show competence, willingness and capacity to service the contract.
- (b) Prospective suppliers require special experience and capability to organize, supply and delivery of items, or services at short notice.

##### **3.3.2 Personnel**

The names and pertinent information and the Curriculum Vitae of the key personnel or group to execute the contract must be indicated in form PQ-3.

##### **3.3.3 Financial Condition**

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as letters of references from their bankers regarding supplier's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

- 3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Information on Form PQ-4 should be provided as evidence of financial capability to execute the contract

##### **3.3.5 Past Performance**

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

#### **3.4 STATEMENT**

Application must include a sworn statement (Form PQ-6) by the Tenderer ensuring the accuracy of the information given.

### 3.5 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of WASREB could substantially change the performance and the qualification of the bidder or his ability to perform such as but no limited to bankruptcy, change in ownership or new commitments, WASREB reserves the right to reject the tender from such a bidder even though he was initially-qualified.

### 3.6

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.

#### For service outside Nairobi

The bidder must provide evidence of a fixed Business Premise, must be registered in Kenya and must be operating from the region

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax compliance certificate

#### 3.6.2 General Requirements

a). WASREB will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.

b). Pre-qualification will be based on meeting the minimum criteria.

c). The applicants must have registered offices and WASREB 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). The applicant shall submit documents that are current and valid.

### 3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	<b>Mandatory</b>
2. Sworn Statement	PQ-8	<b>Mandatory</b>
3. Pre-qualification Data	PQ-2	15 points
4. Supervisory Personnel	PQ-3	18 Points
5. Financial Position	PQ-4	15 Points
6. Confidential Business Questionnaire	PQ-5	10 Points
7. Past Experience	PQ-6	40 Points
8. Litigation History	PQ-7	02 Points
	<b>TOTAL</b>	<b>100 Points</b>



**IMPORTANT:**

- a. The minimum score to qualify for prequalification shall be 70 points for Applicants to Categories Marked as “Open” in the Invitation to Tender.
- b. For Applicants to categories for Youth Women and Persons with Disability in the Invitation to Tender, full adherence to the requirements of forms PQ- 1, PQ2, PQ5 and PQ8 shall be sufficient for pre-qualification.
- c. Even though it is not mandatory, candidates in the categories marked 1-10 are encouraged to provide any additional, relevant information they may have under forms PQ3, PQ4, PQ6 and PQ7.

**PRE-QUALIFICATION**

FORM PQ-1

**Registration Documentation****ALL FIRMS MUST PROVIDE THE FOLLOWING MANDATORY DOCUMENTS:-**

1. Copies of Certificate of Registration/Incorporation
2. Copy of VAT Registration Certificate.
3. Copies of Pin Certificate of firm/Company.
4. Copy of Current Trade License.
5. Copy of Current & Valid Tax Compliance Certificate.
6. Evidence of a Physical registered office
7. Duly Completed Confidential Business Questionnaire (Form PQ-5)
8. Duly Filled Form PQ-8
9. Certificate of Registration from the National Treasury as a Youth, Women and Persons with Disability owned enterprises (**This is a mandatory requirement applicable only for applicants in the categories marked 1-10**)
10. Where applicable, Current Certificates of affiliation to a recognized registered professional body e.g.;
  - ✚ Registration Certificate from National Construction Authority (NCA) Ministry of Lands, Housing and Urban Development -Directorate of Public Works (Civil Works, Plumbing & Electrical works)
  - ✚ Registration with LSK (Legal services)
  - ✚ Registration with IATA (Travel Agencies)

**Bidders who fail to provide documents 1 to 9 above will be considered unresponsive.**

**FORM PQ-2 PRE-QUALIFICATION DATA  
REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We ..... hereby apply for registration as supplier(s)  
(Name of Company/Firm)

of .....  
(Item Description)

.....  
(Category No.)

Post Office Address .....

Town .....

Street .....

Name of building .....

Room/Office No. .... Floor No. ....

office Telephone Nos. ....

Contact Name .....Mobile No. ....

Official email address (es) .....

Other branches location .....

**2. Organization & Business Information**

Management Personnel .....

President/ (Chief Executive) .....

General Manager .....

Other .....

**Partnership (if applicable)**

Names of Partners

3. Business founded or incorporated .....

4. Under present management since .....

5. Net worth equivalent Kshs. ....

6. Bank Name and address .....

.....

7. Enclose copy of organization chart of the firm indicating the main fields of activities

.....

8. State any technological innovations or specific attributes which distinguish you from your competitors

.....

.....

.....

10. Indicate terms of trade/sale.

**Fully filled ~ (15 Points)**  
**Not fully filled ~ (5 points)**  
**Not filled ~ (0 point)**

PQ-3

**SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification .....

.....

Professional Qualification .....

.....

Length of service with Contractor or Supplier position held .....

.....

(Attach at least 3 copies of profiles & certificates of key personnel in the organization)

**(Each 6 Points – Total 18 points)**

**PQ-4            -FINANCIAL POSITION AND TERMS OF TRADE**

- (1)    Attach a copy of firm's certified financial statements for the last two years giving summary of assets and current liabilities/or any other financial support.(5 points )
- (2)    Attach a credit reference bureau clearance regarding supplier's credit position (5 points).
- (3)    State Credit period (minimum proposed is 30 days) - (5 points )

**(15 Points)**

**FORM PQ-5- CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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

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

<p><i>Part I- General :</i></p> <p>Business Name .....</p> <p>Location of business premises.....</p> <p>Plot No. .... Street/Road.....</p> <p>Postal Address.....Tel. No.....</p> <p>Email address. ....</p> <p>Nature of business.....</p> <p>Current Trade License No.....Expiring date.....</p> <p>Maximum value of business which you can handle at any one time: Ksh.....</p> <p>Name of your bankers.....Branch .....</p>	
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<input type="checkbox"/>	<p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																								
<input type="checkbox"/>	<p><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....				
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<input type="checkbox"/>	<p><i>Part 2 (c) – Registered Company:</i></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal Ksh.....</p> <p style="padding-left: 40px;">Issued Ksh.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></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> <tr> <td>5. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....	5. ....	.....	.....	.....
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Date .....	Signature of Candidate.....
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\*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

**NOTE:**

**Attach copies of Directors’ identity cards / passports**

**(10 POINTS)**



**FORM PQ-6 ~ PAST EXPERIENCE**

**NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS FOR SIMILAR CONTRACTS:**

**Kindly note that the experience quoted below must be relevant to the category to which you would like to be Prequalified as a supplier.**

**UNRELATED/IRRELEVANT EXPERIENCE SHALL NOT BE CONSIDERED.**

- 1. i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- iii) Name of Contact Person at the client (organization) .....
- iv) Telephone No. of Client .....
- v) Value of Contract in  
Ksh.....
- vi) Duration of Contract (date) .....

**(Attach documentary evidence of existence of a reference letter and completion / inspection and acceptance certificate from the client)**

**2. Name of 2<sup>nd</sup> Client (organization)**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- vii) Name of Contact Person at the client (organization) .....
- viii) Telephone No. of Client .....
- ix) Value of Contract in  
Ksh.....
- x) Duration of Contract (date) .....

**(Attach documentary evidence of existence of a reference letter and completion / inspection and acceptance certificate from the client)**

**3. Name of 3<sup>rd</sup> Client (organization)**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- xi) Name of Contact Person at the client (organization) .....
- xii) Telephone No. of Client .....
- xiii) Value of Contract in  
Ksh.....
- xiv) Duration of Contract (date) .....

**(Attach documentary evidence of existence of a reference letter and completion / inspection and acceptance certificate from the client)**

**4. Name of 4<sup>th</sup> Client (organization)**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- xv) Name of Contact Person at the client (organization) .....
- xvi) Telephone No. of Client .....
- xvii) Value of Contract in  
Ksh.....
- xviii) Duration of Contract (date) .....

**(Attach documentary evidence of existence of a reference letter and completion / inspection and acceptance certificate from the client)**

**5. Name of 5<sup>th</sup> Client (organization)**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- xix) Name of Contact Person at the client (organization) .....
- xx) Telephone No. of Client .....
- xxi) Value of Contract in  
Ksh.....
- xxii) Duration of Contract (date) .....

**(Attach documentary evidence of existence of a reference letter and completion / inspection and acceptance certificate from the client)**

**(40 Points)**

**FORM PQ-7 - LITIGATION HISTORY**

Contractors/Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)</b>

**(02 Points)**

**FORM PQ-8 - SWORN STATEMENT**

Having studied the pre-qualification 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 provisions in the tender or quotation documents to follow.
- c. When the call for Quotations is issued the legal, technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.

Date .....

Applicant's Name .....

Represented by .....

Signature .....

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