



**NAIVASHA WATER AND SANITATION COMPANY
LTD**

WATER BOWSER SERVICE PROVISION

APPLICATION FOR WATER BOWSER SERVICE PROVISION IN MAI MAHIU

APPLICATION NO: NAIVAWASCO/MMU/WB/01/2023

JUNE, 2023

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Invitation for Application

NAIVASHA WATER AND SANITATION COMPANY LTD (NAIVAWASCO) wishes to prequalify and engage the Water Bowers Services Providers within Mai Mahiu Town on framework arrangements to be supplying bulk water to its customers on need basis

The interested eligible applicants may be obtained further information and inspect the application document from the Procurement Office during normal working hours between 8.00am – 5:00pm, Monday to Friday.

A complete set of application document SHALL ONLY be obtained by interested applicants by downloading from our website, www.naivashawater.co.ke free of charge.

Completed application document MUST be submitted in Plain sealed envelope clearly marked, “Application for Water Bowser Service Provision” and address to,

The Managing Director,

Naivasha Water and Sanitation Company Ltd,

P. O Box 321 – 20117,

Naivasha

And be deposited in the tender box, located at the main Office, at Water Works Office to be received on or before **20th June, 2023, 10.00am**

Registered Groups for Youths, Women and Person(s) living with disabilities are encourage to apply

APPLICATION FORM

From..... (Applicant)

To: Naivasha Water and Sanitation Company Limited (NAIVAWASCO)

I/We.....
.....hereby apply for Registration as Water Bowser Service Provider in Mai
Mahiu and its Environs

Postal address.....

Mobile phone No.....

E-mail address.....

Town.....

Street.....

Physical Location.....

Sign By:

Name:

Signature.....

Date:

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The Naivasha Water and Sanitation Company Ltd would like to invite interested candidates who must qualify by meeting the set criteria as provided by this application document to perform the specified services.

1.2 Registration Objective

The main objective is to register/prequalified water bowser services providers in Mai Mahiu Town and its environs who will be engage on frameworks arrangements to be delivering water to its customers on need basis.

1.3 Invitation of Registration

Registered business enterprises in respective or related operations are invited to submit their complete APPLICATION documents to NAIVAWASCO, so as to be prequalified for application of Water Bowser Service Provision. The prospective enterprises are required to supply mandatory information for registration.

1.4 Experience

Potential applicants must demonstrate the willingness and commitment to meet the application criteria.

The completed pre-qualification data and other requested information shall be addressed to: -

The Managing Director,
Naivasha Water and Sanitation Company Ltd,
P. O. Box 321 – 20117,
Naivasha, Kenya

1.5 Questions Arising from Documents

Questions that may arise from the application documents should be directed to the Procurement Department of NAIVAWASCO on the address above. The organization reserves the right to request submission of additional information from prospective bidders.

2.0 QUALIFICATION

2.1 Eligible applicants must be persons/businesses/firms registered and operating in Mai Mahiu, Naivasha Sub County, Nakuru County.

2.2 It is understood and agreed that the application data on prospective bidders is to be used by NAIVAWASCO in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the requirement as described.

2.3 Applicants should meet the criteria as follows: -

- i. Be a registered business entity with relevant government departments and been operation for at least the past one year preferably in water supply or related activities (for a business or a firm).
- ii. Be active in the area **Mai Mahiu**.
- iii. Minimum O-level education for operators.
- iv. Demonstrate a minimum annual turnover of KShs 50,000 in the current business/enterprise.
- v. Understanding of the institutional arrangements of the Kenyan Water Sector is desirable.

2.4 Prospective applicants will not be considered qualified unless in the judgment of organization they possess capability, experience, and qualified personnel available and financial capability sufficient to satisfactorily execute the contract for water bowser services provision.

EVALUATION CRITERIA

3.0 MANDATORY REQUIREMENTS

3.1 Proof of Registration

Provide Copy Identification Card for Individual Applicants, Copy of Valid Registration Certificate for Registered Groups or Company registration Certificate for Registered Companies.

3.2 Kenya Revenue Authority (KRA) Pin Certificate

Provide Copy of KRA Pin Certificate.

3.3 Personnel

(Attach CV(s) of Key personnel).

3.4 Financial Condition

(Attach Bank Statements for the last 6 months).

3.5 Proof of Location

Proof that the individual applicants is a resident of or business operates in Mai Mahiu in. E.g. trading license, letter from the area chief etc.

3.6 Confidential Business Questionnaire

Confidential business questionnaire duly completed detailing authorized signatory for the group applicants and name of individual applicant.

3.7 LITIGATION HISTORY

Information of any history of litigation or arbitration resulting from works executed in the last three years or currently under execution.

NB- Failure to submit any or the entire above mandatory attachments will lead to AUTOMATIC DISQUALIFICATION

FINANCIAL EVALUATION

Interested and qualified applicants are required to provide quotation for the charges they shall be offering to deliver water to the intended customers in the table below.

No	Cost of Water per Meter Cubic (M3) In Kenya Shillings (Ksh)	Transportation Cost Per Kilometer (KM) in Kenya Shillings (Ksh)
1		

FORM PQ-1 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part I and **either** Part 2(a), 2 (b), 2 (c) which applies to your type of business:

Part I – General:

Individual/Group/Business Name.....
Location of business premises,
Plot No. Street/Road
Postal Address..... Tel.no.....
Nature of Business
Current Trade License 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 Proprietors

Your Name in full
Age Nationality

Part 2 (b) Partnership

Give details of partners as follows:

Name Nationality Citizenship Details Shares

- (1)
- (2)
- (3)
- (4)
- (5)

Part 2 (c) – Registered Company

Private or Public.....

State the nominal and issued capital of company:

Nominal Ksh.

Issued Ksh.

Give details of all Directors as follows:

1.

2.

Date.....

Signature of Applicant.....

Part 2 (d) – Registered/Self Help Groups

Name of Group.....

Area of Operation:

Registration No.

Give details of all Official as follows:

No	Name	ID No	Signature
1			
2			
3			
4			
5			
6			

FORM PQ-2 LITIGATION HISTORY

Applicants should provide information on any history of litigation or arbitration resulting from works executed in the last three years or currently under execution.

Name of Contract/ Work	Award for or against	Name of client of litigation and matter in dispute	Disputed amount (current value, Kshs or equivalent)