



APPLICATION NO 1: NAIVAWASCO/KABATI 018 WATER KIOSK

NAIVASHA WATER AND SANITATION COMPANY LTD

WATER

APPLICATION FOR WATER KIOSK OPERATOR

LOCATION: KABATI (NAIVASHA SUB-COUNTY)

JULY 2026

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Invitation for Application

Naivasha Water and Sanitation Company Ltd (NAIVAWASCO), invites applications from eligible persons, registered groups, small business enterprises and firms for registration as a water point operator to operate the water kiosk at **Kabati Water Kiosk no 018**.

The company therefore wishes to advertise for the position of a Water point operator.

The successful applicant will operate the water point under agreement with NAIVAWASCO.

The application document with all the requirements may be inspected and/or obtained during normal working hours between 8:00am-5:00pm, Monday to Friday from the Procurement Office (NAIVAWASCO) upon payment of a non-refundable fee of Ksh 300 per document. They can also be downloaded on the company website www.naivashawater.co.ke free of charge.

Payment details are as follows;

MPESA Paybill No:641771

Account No: Applicant's name

NB: NO CASH WILL BE ACCEPTED

Completed registration documents in plain sealed envelopes clearly marked with the description of the subject of this registration and addressed to: -

The Managing Director

Naivasha Water and Sanitation Company Ltd,

Along Kenyatta Avenue, near to wildlife service training institute.

P.O. Box 321 Naivasha, Kenya

Application for registration document is to be enclosed in plain sealed envelopes marked with application number and deposited in the tender box at NAIVAWASCO's main office located at Waterworks along Kenyatta Avenue, near Kenya Wildlife Service Training Institute to be received on or before **Friday 17th July ,2026** at 12.00 p.m.

Tender documents will be opened immediately thereafter in the presence of candidate or their representatives who choose to attend.

APPLICATION FORM

From..... (Applicant)

To..... (Client)

I/We.....
.....hereby apply for Registration as Water Kiosk Operator for the operations of the Kabati Water Kiosk.

Postal address.....

Telephone numbers (fixed line)

Fax No.....

Mobile phone No.....

E-mail address.....

Town..... Street.....

Physical Location.....

Full name of Applicant.....

Signature.....

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The Naivasha Water and Sanitation Company would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract delegated operator of a water service.

1.2 Registration Objective

The main objective is to recruit a group/an individual that will undertake the operations of the constructed water point under terms and agreement to be determined by the procuring entity (NAIVAWASCO).

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 point operators. 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,
Waterworks along Kenyatta Avenue, near Wildlife Research Training Institute.
P. O. Box 321 Naivasha, Kenya

1.5 Questions Arising from Documents

Questions that may arise from the application documents should be directed to the Procurement Department of NAIWAWASCO 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 Kabati Naivasha Area.

2.2 It is understood and agreed that the application data on prospective bidders is to be used by NAIWAWASCO 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 Kabati where the water kiosk is located.
- iii. Minimum O-level education for operators.
- iv. Demonstrate capability of raising water deposit of Ksh. 7,500 upon selection.
- v. Demonstrate a minimum annual turnover of KShs 50,000 in the current business/enterprise.
- vi. Understanding of the institutional arrangements of the Kenyan Water Sector is desirable.

2.4 Prospective bidder 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 goods / services.

3.0 MANDATORY REQUIREMENTS

3.1 Proof of Registration if business

- i. Attach copies of registration certificate of business or
- ii. Copies of Valid Current Trading License
- iii. Copies of KRA Pin Certificate for the firm or Key contact person
- iv. Copies of identification Card (for individual applicants)

Copies of registration Certificate of group (for groups applicants)

- v. For groups, attach list of all the members

3.2 Personnel

(Attach CV(s) of Key personnel).

3.2 Financial Condition

(Attach Bank Statements for the last 12 months)

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

3.3 Location

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

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:

Business Name Location
of business premises

..... Plot No.
Street/Road

Postal Address.....Tel.no..... Nature of
Business

..... 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) – Self Help Group

Name of Group.....

Area of Operation:

Registration No.

Give details of all Official as follows:

Name	ID No	Signature

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)
