



Oololaiser Water

**OLOOLAISER WATER AND SEWERAGE COMPANY LTD
P. O. BOX 333
KISERIAN
TELEPHONE NO: 020 2012075**

**REGISTRATION FOR SUPPLIERS OF GOODS WORKS AND SERVICES
FOR THE FINANCIAL YEARS 2018/2019 AND 2019/2020**

CONTRACT Ref No:

CONTRACT Name:

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Oolaiser Water

REGISTRATION OF SUPPLIERS

Oolaiser Water and Sewerage Company Ltd is currently registering suppliers for the period 2018-2019 and 2019-2020. Details of the various contract packages are as per the table below

CATEGORY B: REGISTRATION OF SUPPLIERS			
<u>S/NO</u>	<u>TENDER NUMBER</u>	<u>CONTRACT DETAILS</u>	<u>REMARKS</u>
1	OWSC/RS/2018-2020/01	SUPPLY AND DELIVERY OF STAFF UNIFORMS AND PROTECTIVE EQUIPMENT	OPEN
2	OWSC/RS/2018-2020/02	SUPPLY AND DELIVERY OF GENERAL HARDWARE, BUILDING MATERIALS AND TOOLS	RESERVED GROUP
3	OWSC/RS/2018-2020/03	SUPPLY AND DELIVERY OF OFFICE FURNITURE AND EQUIPMENT.	OPEN
4	OWSC/RS/2018-2020/04	SUPPLY AND DELIVERY OF MOTOR CYCLES AND THEIR SPARE PARTS.	OPEN
5	OWSC/RS/2018-2020/05	SUPPLY AND DELIVERY OF MOTOR VEHICLE TYRES, TUBES AND BATTERIES.	RESERVED GROUP
6	OWSC/RS/2018-2020/06	SUPPLY AND DELIVERY OF SWITCH GEARS, CONTROLS & OTHER ELECTRICAL FITTINGS	OPEN
7	OWSC/RS/2018-2020/07	SUPPLY, DELIVERY AND INSTALLATION OF PUMPS AND MOTORS.	OPEN
8	OWSC/RS/2018-2020/08	SUPPLY OF COMPUTERS AND COMPUTER ACCESSORIES	RESERVED GROUP
9	OWSC/RS/2018-2020/09	PROVISION OF COMPUTER SERVICES AND MAINTENANCE	RESERVED GROUP
10	OWSC/RS/2018-2020/10	PROVISION OF MAINTENANCE SERVICES FOR PUMPS, MOTORS AND BOREHOLES	OPEN
11	OWSC/RS/2018-2020/11	PROVISION OF LEGAL SERVICES	OPEN
12	OWSC/RS/2018-2020/12	PROVISION OF INSURANCE BROKERAGE SERVICES	OPEN
13	OWSC/RS/2018-2020/13	PROVISION OF SMALL CONSTRUCTION WORKS	RESERVED GROUP
14	OWSC/RS/2018-2020/14	PROVISION OF REPAIRS AND SERVICING OF MOTOR VEHICLES/CYCLES	OPEN
15	OWSC/RS/2018-2020/15	PROVISION OF PRINTING SERVICES	RESERVED GROUP
16	OWSC/RS/2018-2020/16	SUPPLY AND DELIVERY OF AIRTIME (SCRATCH CARDS)	OPEN
17	OWSC/RS/2018-2020/17	PROVISION OF TAX CONSULTANCY SERVICES SERVICES	OPEN
18	OWSC/RS/2018-2020/18	PROVISION OF TRANSPORT SERVICES	OPEN

Completed Registration documents MUST be addressed to:

**The Managing Director
Oolaiser Water and Sewerage Company Ltd
P. O. Box 333 – 00206
KISERIAN**

And be submitted at the head office in Ongata Rongai, Isalu Centre, Ground floor during working hours.

The Company reserves the right to accept or reject any application either in whole or in part.

MANAGING DIRECTOR

Invitation of Suppliers for Registration

- Oololaiser Water and Sewerage Company Ltd hereinafter referred as “Procuring entity” is continuously updating the register of suppliers for supply of various goods, works and services as per the table above.
- Registration is open to eligible candidates who meet the eligibility criteria as given below.
- Registration is open to eligible suppliers as indicated in appendix to instructions to candidates.

Submission of Applications

- Applications for Registration shall be submitted in sealed envelopes marked with the tender name and category and submitted at the reception desk of **Oololaiser Water and Sewerage Company Ltd, Isalu Centre Ground Floor, Magadi Road.**
- The name and mailing address of the applicant may be marked on the envelope.
- All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- Failure to provide information that is essential for effective evaluation of the applicant’s qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant’s disqualification.

Eligible Candidates

- This invitation for registration is open to all candidates who are eligible as defined in Section 55 of the Public Procurement and Asset Disposal Act 2015.
- All firms found capable of performing the contract satisfactorily in accordance to the set Registration criteria shall be registered.

Qualification Criteria

- Registration will be based on meeting the minimum requirements to pass in the criteria set as shown in the table below. The declaration will be either pass or fail regarding the applicant’s response. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

Public Sector companies

- Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

Updating Registration Information

- Registered candidates shall be required to update the information used for registration at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant’s qualification thresholds are no longer met at the time of bidding.

Notification of Registered Suppliers

- Suppliers who are successfully registered will be notified via email and an updated list will be posted on the company website www.ololaiserwatercompany.co.ke

MANDATORY REQUIREMENTS

MANDATORY REQUIREMENTS		MINIMUM REQUIREMENT
1	Application Letter	PASS/FAIL
2	Detailed Company Profile	PASS/FAIL
3	Certificate of incorporation/ Registration	PASS/FAIL
4	Valid Trade license / Business permit issued by the relevant County Government.	PASS/FAIL
5	Valid Tax Compliance Certificate	PASS/FAIL
6	KRA PIN Certificate	PASS/FAIL
7	Firms seeking to be registered under provision of insurance services MUST provide certificate from the Regulatory Authority and the relevant association of Insurance Companies or Insurance Brokers	PASS/FAIL
8	Duly filled confidential business questionnaire (attached below)	PASS/FAIL
9	Valid certificate for Access to Government Procurement Opportunities (AGPO) - Reserved Groups	PASS/FAIL
10	Provide at least 3 copies of contracts/ LPOs/ Letters of award from 3 clients either current or previous of having executed similar contracts.	PASS/FAIL
11	Reference/ Recommendation letters from at least 3 clients	PASS/FAIL
	FINAL VERDICT	PASS/FAIL

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

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

Part 1: BUSINESS PARTICULARS

Business Name
Location of Business Premises
Plot No,Street/Road.....
Postal address
Tel. No.Fax
Email.....
Nature of Business
Registration Certificate No.....
VAT Registration No.....

Part 2 (a) – Sole Proprietor

Your name in full.....

Age.....

Nationality.....Country of Origin.....

Citizenship details.....

Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship details
Shares		
1.		
2.		
3.		
4.		

Part 2 (c) – Limited Company

Private or Public

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality
Citizenship	

1.
2.
3.
4.

Part 3 BANKERS

Name.....

Branch.....

Address.....

Part 4 CONTACT PERSON(S)

Name	Designation	Phone
1.
2.
3.

Part 5 TERMS OF PAYMENT

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Name of candidate.....

Signature.....

Date.....