



**CENTRAL RIFT VALLEY WATER WORKS DEVELOPMENT
AGENCY**

STANDARD REGISTRATION DOCUMENT

FOR

**REGISTRATION OF SUPPLIERS OF FOR THE FINANCIAL
YEARS 2025-2026 & 2026-2027**

CATEGORY A, B & C

CATEGORY APPLIED.....

REFERENCE: CRV/...../...../2025-2027

DEADLINE FOR SUBMISSION:

17th APRIL 2025 AT 10:30 A.M

SECTION I- INVITATION FOR REGISTRATION (IFR)



MINISTRY OF WATER, SANITATION AND IRRIGATION

REGISTRATION OF SUPPLIERS FOR FINANCIAL YEARS 2025-2026 AND 2026-2027

The Central Rift Valley Water Works Development Agency (CRVWWDA) is one of the ten (10) Water Works Development Agencies in Kenya and was formed under Section 65 of the Water Act, 2016. The region served by the Agency comprise of the five Counties of Nakuru, Narok, Laikipia, Baringo and Nyandarua.

CRVWWDA wishes to enhance the list of registered suppliers/service providers for the Financial Years **2025-2026** and **2026-2027** and now invites applications from interested, reputable and competent firms for provision of works, goods and services **as and when required basis** as per the listed categories hereunder:

CATEGORY-A-GOODS	CATEGORY	TARGET GROUP
Supply and Delivery of pipes and fittings	CRV/A/1/2025-2027	Open
Supply and Delivery of water meters	CRV/A/2/2025-2027	Open
Supply and Delivery of electrical items & appliances	CRV/A/3/2025-2027	Open
Supply and Delivery of hardware materials, tools and paints	CRV/A/4/2025-2027	Open
Supply and Delivery of office stationery and computer consumables	CRV/A/5/2025-2027	Special Group
Supply and Delivery of motor vehicle tyres, tubes and batteries	CRV/A/6/2025-2027	Open
Supply and Delivery of motor vehicle spares	CRV/A/7/2025-2027	Open
Supply and Delivery of general office equipment, computers, laptops, IPad, mobile phones, calculators & accessories	CRV/A/8/2025-2027	Special Group
Supply and Delivery of staff uniforms, protective clothes & safety equipment	CRV/A/9/2025-2027	Special Group
Design, Printing and Supply and Delivery of calendars, diaries, brochures and promotional materials	CRV/A/10/2025-2027	Special Group
Supply and Delivery of firefighting equipment	CRV/A/11/2025-2027	Open
Supply and Delivery of Furniture, Office Equipment and Fittings	CRV/A/12/2025-2027	Special Group
Supply and Delivery of laboratory chemicals and equipment	CRV/A/13/2025-2027	Open

Supply and Delivery of plastic water tanks	CRV/A/14/2025-2027	Open
Supply and Delivery of Collapsible tanks (pillow tanks)	CRV/A/15/2025-2027	Open
Supply and Delivery of borehole pumps and related equipment	CRV/A/16/2025-2027	Open
CATEGORY-B-SERVICES		
Provision of Engineering Consultancy Services, Design and Feasibility studies	CRV/B/1/2025-2027	Open
Environmental Audit and Impact Assessment and Baseline Surveys	CRV/B/2/2025-2027	Open
Hydro geological Assessment and Surveys including Borehole Siting	CRV/B/3/2025-2027	Open
Provision of Consultancy Services on Audit, Taxation and Financial Services	CRV/B/4/2025-2027	Open
Provision of motor vehicle repairs & servicing	CRV/B/5/2025-2027	Open
Provision of human resource training, development services, Consultancy and capacity building	CRV/B/6/2025-2027	Open
Provision of Consultancy Services for Review, Formulation, Monitoring and Evaluation of Strategic Plan	CRV/B/7/2025-2027	Open
Provision of Consultancy Services on Research Surveys	CRV/B/8/2025-2027	Open
Provision of Communication Equipment, Computers, Printers & Copiers including Servicing	CRV/B/9/2025-2027	Open
Provision of Security Services	CRV/B/10/2025-2027	Open
Preparation of Procurement Manuals	CRV/B/11/2025-2027	Open
Provision of Motor Vehicle, General Office Equipment and all risks Insurance	CRV/B/12/2025-2027	Open
Provision of legal services	CRV/B/13/2025-2027	Open
Provision of Asset Tagging and Valuation Services	CRV/B/14/2025-2027	Open
Provision of Survey and Valuation Services	CRV/B/15/2025-2027	Open
Repair and servicing of furniture, fittings and office equipment	CRV/B/16/2025-2027	Special group
Provision of Office Cleaning, Ground Maintenance, Landscaping and Beautification Services	CRV/B/17/2025-2027	Special group
Provision of Fumigation and Pest Control Services	CRV/B/18/2025-2027	Special Group
Provision of internet, website development and maintenance services	CRV/B/19/2025-2027	Open
Provision of Event Management & Entertainment Services (DJs, Bands, Musicians, Models, Hostesses, MCs, Dancers, Exhibitions, Décor Services,	CRV/B/20/2025-2027	Special group

PA Systems, Plasma Screens and Related Services)		
Provision of Consultancy Services for Team Building	CRV/B/21/2025-2027	Special Group
Provision of courier services	CRV/B/22/2025-2027	Open
Provision of air ticketing and traveling arrangement	CRV/B/23/2025-2027	Open
Provision of Fire Safety Equipment and Audit	CRV/B/24/2025-2027	Open
Provision of tree planting and maintenance services	CRV/B/25/2025-2027	Special group
Production of Documentaries, Photography and Videography services	CRV/B/26/2025-2027	Special Group
Provision of Tax Consultancy services	CRV/B/27/2025-2027	Open
Provision of consultancy services for preparation of internal audit and finance manuals and related services	CRV/B/28/2025-2027	Open
CATEGORY-C-WORKS		
Civil works E.g. Intakes, Chambers, Water Tanks, Water kiosks, pipelines and related civil works	CRV/C/1/2025-2027	Open
Drilling, Test-pumping and Equipping of boreholes and related Civil works	CRV/C/2/2025-2027	Open
Repair and Renovation of Buildings	CRV/C/3/2025-2027	Open
Construction of Small Dams, Water pans and associated works	CRV/C/4/2025-2027	Open
Provision and installation of Dam liner/ plastic membrane	CRV/C/5/2025-2027	Open

Contractors applying for category C must be registered with National Construction Authority accordingly.

Completed documents must be delivered in plain sealed envelopes not later than 17th April 2025 at 10:30 a.m clearly marked **REGISTRATION CATEGORY AND THE RESPECTIVE REGISTRATION REF. NO** And should be sent to

**The Chief Executive Officer
Central Rift Valley Water Works Development Agency
Maji Plaza, Prisons Rd, Off Eldama Ravine Highway.
P.O BOX 2451-20100 Nakuru
Tel: (051) 2213557
Mob. No. 0725999000
Email: info@crvwvda.go.ke**

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Registration

The Central Rift Valley Water Works Development Agency (AWWDA) hereinafter referred to as the procuring entity intends to register suppliers for the **provision of small works, goods and services as per listed categories above.**

It is expected that Registration applications will be submitted to be received by the procuring entity not later than **17th April 2025 at 10:30 am**

- 2.1.1 Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

2.2 Submission of Application

- 2.2.1 Applications for Registration shall be submitted in sealed envelopes marked with the tender name and category and deposited in the tender box or by mail or email (info@crvwda.go.ke.) addressed to **Chief Executive Officer, Central Rift Valley Water Works Development Agency, Prisons Rd, Off Eldama Ravine Highway P.O BOX 2451-20100 Nakuru** so as to be received on or before **17th APRIL 2025 AT 10:30 A.M**

- 2.2.2 The name and mailing address of the applicant may be marked on the envelope.

- 2.2.3 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.

- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

2.3 Eligible Candidates

- 2.3.1 This invitation for Registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 55 of the PPADA Act 2015.

2.3.3 All firms found capable of performing the contract satisfactorily in accordance to the set Registration criteria shall be registered.

2.4 Qualification Criteria

2.4.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below.

- i. General Information
- ii. Legal status/Incorporation
- iii. Tax compliance status
- iv. Relevant Experience
- v. Personnel Capability where applicable
- vi. Equipment Availability where applicable
- vii. Financial Capability
- viii. Registration to relevant statutory bodies where applicable
- ix. Litigation History

To qualify the supplier/service provider must pass all the above set criteria. 2.41. Candidates must attach company registration documents, Tax compliant certificates, Authority from relevant authorities to offer such services, AGPO Certificate and Business Permits.

The following are the Requirements amongst others for Registration in the category of Youth, Women and People Living with Disabilities.

1. Valid AGPO Certificate
2. Certificate of Incorporation/Registration
3. Valid Tax Compliance Certificate
4. General Information
5. Registration to relevant statutory bodies where applicable (Refer to evaluation criteria for details)

2.4.2 The declaration will be either pass or fail regarding the applicant's general information (Incorporation, Legal Status, Tax Compliance Status and Registration of Business), General experience and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. 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.

2.4.3 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub contractors, such sub contractors and their inputs shall be described in the Standard Form 1 (General Information)

2.4.4 General Experience. The applicant shall meet the following minimum criteria:

- a) Average annual turnover: KShs. 3Million for works and 2 Million for goods and services as main service provider (defined as billing for services in progress and completed) over the last three (3) years. (The Preference Reservation groups with AGPO Certificates are excepted from this criteria)
- b) Successful experience as prime service provider of at least 3 similar contracts in the last three (3) years. This experience should include prove of successful similar services rendered, corporate documentaries etc. (The Preference Reservation groups with AGPO Certificates are excepted from this criteria).

2.4.5 The audited Accounts for the last 2 years or bank statements shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers. (The Preference Reservation groups with AGPO Certificates are excepted from this criteria)

2.4.6 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

2.6 Public Sector companies

2.6.1 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.

2.7. Conflict of Interest

2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other Registration and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the disqualification of the applicant.

2.8. Updating Registration Information

2.8.1 Registered candidates shall be required to update the financial 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.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

SECTION III - LETTER OF APPLICATION

Notes on Letter of Application:

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

SECTION III - LETTER OF APPLICATION

Date

To:

**Chief Executive Officer
Central Rift Valley Water Works Development Agency
P.O Box 45283-00100
Nairobi.**

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of _____
_____ (*name of firm*) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the registration information provided, the undersigned hereby apply to be registered by yourselves as a bidder for the following contract(s) under (Registration No. and Registration name)

Registration number	Registration name
1.	
2.	
3.	
4.	
5.	

2. Attached to this letter are copies of original documents defining:
- (a) the Applicant’s legal status- Valid KRA Tax Compliance Certificate.
 - (b) the principal place of business (Business permit) and
 - (c) the certification of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
 - (d) details of the ownership of the firm (Attach CR 12)
 - (e) valid AGPO Certificate for reservation groups.
 - (f) bank account details.
 - (g) official contacts (Email address, Telephone Number, Postal Address etc.)

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.
4. Your Agency and its authorized representatives may contact the following persons for further information.

Contact Information Enquiries	
Name of Contact Person:	Telephone 1
Email Address:	Telephone 2

5. This application is made with the full understanding that:
 - (a) bids by registered applicants will be subject to verification of all information submitted for Registration at the time of bidding.
 - (b) your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from registered bidders who meet the revised requirements; and
 - reject or accept any application, cancel the Registration process, and reject all applications
 - (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.
6. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

SECTION IV - STANDARD FORMS

Notes on completion of Standard Forms

- Application Form 1 - General information
This form is to be completed by all applicants. Where the applicant proposes to use sub-consultants, the information should be supplied in this format. Where there is a joint venture, each partner shall complete the form
- Application Form 2 - General Experience Record
This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are required to enclose testimonials, Award Letters and certificates of Completion with their applications.
- Application Form 3 - Confidential Business Questionnaire
This form is to be completed by all applicants. The information provided will complement information on Form
- Application Form 4 - Summary sheet. Contract commitments/work in progress
This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.
- Application Form 5 - Proposed Personnel Capabilities (Where Applicable)
This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience shall be supplied on Form 5A
- Application Form 5A - Candidate Summary
This form is to be completed by all applicants. The information provided will complement information on Form 5. A separate form shall be used for each personnel

- Application Form 6 - Equipment Capability (Where Applicable)
This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.
- Application Form 7 - Financial Capability
This form shall be completed by every applicant and each member of a joint venture. It should contain financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.
- Application Form 8 - Litigation History
This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture.
- Application Form 9 - Anti Corruption Declaration Pledge
This form **MUST** be completed and signed by all the applicants.

APPLICATION FORM (1): GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone No:	Contact person:
4.	Fax:	E-mail address:
5.	Place of incorporation/registration	Year of incorporation/registration
7.	Bank Account Details:	

Nationality of owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (2): GENERAL EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1.	Number of contracts	
	Name of Contract	
	Country	
2.	Name of employer	
3.	Employer address	
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to register	
5.	Contract role (check one) * Sole contract * Management contract * Subcontract * Partner in a joint venture	
6.	Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contract)	
7.	Date of award:	
8.	Date of completion:	
9.	Contract/subcontract duration (years and months) - years - months	
10	Specified requirements/Scope of works/services	

APPLICATION FORM (3): CONFIDENTIAL BUSINESS QUESTIONNAIRE

Name of Applicant:

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 – General:

Business Name

Location of business premises.

Plot No..... Street/Road

Postal Address Tel No. E mail

Nature of Business

Registration Certificate No.

Maximum value of business which you can handle at any one time – Kshs.

Name of your bankers Branch

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age</p> <p>Nationality Country of origin</p> <p>Citizenship details</p>																				
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="1"> <thead> <tr> <th data-bbox="293 1591 407 1625">Name</th> <th data-bbox="630 1591 748 1625">Nationality</th> <th data-bbox="927 1591 1133 1625">Citizenship Details</th> <th data-bbox="1247 1591 1321 1625">Shares</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 1625 407 1659">1.</td> <td data-bbox="630 1625 748 1659">.....</td> <td data-bbox="927 1625 1133 1659">.....</td> <td data-bbox="1247 1625 1321 1659">.....</td> </tr> <tr> <td data-bbox="293 1659 407 1692">2.</td> <td data-bbox="630 1659 748 1692">.....</td> <td data-bbox="927 1659 1133 1692">.....</td> <td data-bbox="1247 1659 1321 1692">.....</td> </tr> <tr> <td data-bbox="293 1692 407 1726">3.</td> <td data-bbox="630 1692 748 1726">.....</td> <td data-bbox="927 1692 1133 1726">.....</td> <td data-bbox="1247 1692 1321 1726">.....</td> </tr> <tr> <td data-bbox="293 1726 407 1759">4.</td> <td data-bbox="630 1726 748 1759">.....</td> <td data-bbox="927 1726 1133 1759">.....</td> <td data-bbox="1247 1726 1321 1759">.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship Details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p>Part 2 (c) – Registered Company</p>																				

	Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs. Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
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1.																											
2.																											
3.																											
4.																											
5.																											
	Date Signature of Candidate																														

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

**APPLICATION FORM (4) SUMMARY SHEET: CURRENT CONTRACT
COMMITMENTS/WORK IN PROGRESS (Where Applicable)**

Name of Applicant or partner of a joint venture:

Name of contract	Value of outstanding work KShs.	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		

APPLICATION FORM (5) PROPOSED PERSONNEL CAPABILITIES (Where Applicable)

Name of Applicant:

1.	Title of position Name of prime candidate Name of alternate candidate
2.	Title of position Name of prime candidate Name of alternate candidate
3.	Title of position Name of prime candidate Name of alternate candidate
4.	Title of position Name of prime candidate Name of alternate candidate

APPLICATION FORM (5A) CANDIDATE SUMMARY (Where Applicable)

Name of Applicant

Position	Candidate * Prime * Alternate	
Candidate information	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
Present employment	4. Name of employer	
	5. Address of employer	
	Telephone	Contact (manager/personnel officer)
	Fax	E mail
	Job title of candidate	Years with present employer

Summarize professional experience over the years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project (where applicable).

From	To	Company/Project/Position/Relevant technical and management experience

APPLICATION FORM (6) EQUIPMENT CAPABILITIES (Where Applicable)

Name of Applicant

Item of equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacturer
Current status	5. Current location	
	6. Details of current commitments	
Source	7. Indicate source of the equipment	
	* Owned * Rented * Leased * Specially manufactured	

Omit the following information for equipment owned by the Applicant or partner

Owner	8. Name	
	
	9. Address of owner	
	
	Telephone	Contact name and title
Fax	Email	
Agreements	Details or rental/lease/manufacture agreements specific to the project	
	
	

APPLICATION FORM (7): FINANCIAL CAPABILITY

Name of Applicant or partner of a joint venture:
--

Banker	Name of Banker: _____ Account Name: _____ Account No: _____ Swift Code: _____ Bank Code: _____ Branch Code: _____
---------------	--

Financial information in Kshs.	Actual: previous five years		Projected: next two years	
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				

APPLICATION FORM (8): LITIGATION HISTORY

Name of Applicant or partner of a joint venture:

Applicants, including each of the partners of a joint venture, should provide information on the applicants' letterhead of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

APPLICATION FORM (9) ANTI CORRUPTION DECLARATION PLEDGE

Name of Applicant or partner of a joint venture:
--

I/WE.....(Name of Firm)
declare that I/WE recognize that the Public Procurement is based on a free and fair competitive
Tendering process which should not be opened to abuse

I/WE..... declare that
I/WE will not offer or facilitate directly or indirectly any inducement or reward to any public
officer, their relations or business associates, in accordance with the tender No.
.....for or in subsequent performance of the contract if
I/WE/am /are successful.

SECTION VI - SUMMARY OF EVALUATION PROCESS

Evaluation of duly submitted prequalification tenders will be conducted along the following lines and scores given against each criterion: -

The mandatory requirements stated hereunder will form the basis of **preliminary evaluation**. **Any missing mandatory requirement will lead to automatic disqualification.**

OPEN CATEGORIES OF SUPPLIERS-EVALUATION CRITERIA

No.	Item	Maximum Score	Score Awarded
<i>Submission of the following:-</i>			
1	Copy of Company or Firm's Registration Certificate	Mandatory	
2	Copy of the tax compliant certificate	Mandatory	
3	Copy of the CR12	Mandatory	
4	Letter of Application fully completed, signed and stamped.	Mandatory	
5	Confidential Business Questionnaire (CBQ) is fully filled and details correspond to the related information in the prequalification tender.	Mandatory	
6	Sworn statement as per the attached format.	Mandatory	
7	Litigation history, if any OR declaration to the contrary as the case may apply.(Appendix 3)	Mandatory	
8	National Construction Authority Certificate for Category C	Mandatory	
Firms must qualify at this stage to qualify for Technical Evaluation			
	Technical Evaluation	Maximum Score	Score Awarded
1	Financial Statements. The audited financial statements for the last two years demonstrating soundness of firm financial position <i>(For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Registration Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the Registration document. The copies should be certified by the Bank issuing the statements. The certification should be original).</i>	10	

	<p>OR</p> <p>Certified copies of bank statements covering a period of at least six months prior to the date of the registration. (5 marks for each year provided and for firms with less than a year since being incorporated 5 marks for 6 months Bank Statements)</p>		
2	<p>Demonstrate Access to credit facilities or financial strength (attach original written recommendations from financial institutions) for Works at least 2 million and for goods and services at least 1 Million</p> <p>Works: 2 Million and above: 20 Marks</p> <p>Goods: 1 Million and above: 20 Marks</p>	20	
3	<p>Personnel; The names, pertinent information and the Curriculum Vitae (CV) of the principal (technical) personnel to execute the contract(s) must be indicated in the format attached (at least 4 No. staff) (Application Form 5) Staff qualifications to be considered and marks awarded as below: (Master’s Degree – 5 marks, Bachelor’s Degree – 5 marks, Diploma 3 marks, Certificate 2mks)</p>	20	
4	<p>Average annual turnover: KShs. 2 Million as main service provider (defined as billing for services in progress and completed) over the last three (3) years for services and goods and Kes. 3 Million for Works under category C.</p> <p>Works: 3 Million and above: 20 Marks</p> <p>Goods: 2 Million and above: 20 Marks</p>	20	
5	<p>Past Performance; Successful experience as prime service provider of at least 3 similar contracts in the last five (3) years. This experience should include prove of successful similar services rendered. Letters of reference from past and current customers should be included as per the attached format (10 Marks each assignment done to the maximum of 30marks)</p>	30	

TOTAL SCORE	100%	
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NOTES ON EVALUATION PROCESS:-

1. The approved Candidates shall be the one with the ones who attain the minimum score which is 70% and has fulfilled the preliminary requirements.

SPECIAL GROUP CATEGORIES OF SUPPLIERS-EVALUATION CRITERIA

No.	Item	Maximum Score	Score Awarded
<i>Submission of the following:-</i>			
1	Copy of Company or Firm's Registration Certificate	Mandatory	
2	Copy of CR12 Certificate	Mandatory	
3	Copy of the tax compliant certificate	Mandatory	
4	Letter of Application fully completed, signed and stamped.	Mandatory	
5	Confidential Business Questionnaire (CBQ) is fully filled and details correspond to the related information in the prequalification tender.	Mandatory	
6	Sworn statement as per the attached format.	Mandatory	
7	Copy of Valid AGPO Certificate	Mandatory	

NOTES ON EVALUATION PROCESS: -

1. The approved Candidates shall be the one who has fulfilled the preliminary requirements.