

CENTRAL RIFT VALLEY WATER WORKS DEVELOPMENT AGENCY

STANDARD REGISTRATION DOCUMENT

FOR

REGISTRATION OF SUPPLIERS OF FOR THE FINANCIAL YEARS 2023-2024 & 2024-2025

CATEGORY A, B & C

REFERENCE: CRV/...../2023-2025

DEADLINE FOR SUBMISSION:

7th JUNE, 2023 AT 10:30 A.M

SECTION I- INVITATION FOR REGISTRATION (IFR)





MINISTRY OF WATER, SANITATION AND IRRIGATION

CENTRAL RIFT VALLEY WATER WORKS DEVELOPMENT AGENCY

REGISTRATION OF SUPPLIERS FOR FINANCIAL YEAR 2023-2024 AND 2024-2025

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 2023/2024 and 2024/2025 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	CRV/A/1/2023-2025	Open
fittings		
Supply and Delivery of water meters	CRV/A/2/2023-2025	Open
Supply and Delivery of electrical items	CRV/A/3/2023-2025	Open
& appliances		
Supply and Delivery of hardware	CRV/A/4/2023-2025	Open
materials, tools and paints		
Supply and Delivery of office	CRV/A/5/2023-2025	Special Group
stationery and computer consumables		
Supply and Delivery of motor vehicle	CRV/A/6/2023-2025	Open
tyres, tubes and batteries		
Supply and Delivery of motor vehicle	CRV/A/7/2023-2025	Open
spares		
Supply and Delivery of general office	CRV/A/8/2023-2025	Special Group
equipment, computers, laptops, IPad,		
mobile phones, calculators &		
accessories	GDAY/A /0/2022 2027	
Supply and Delivery of staff uniforms,	CRV/A/9/2023-2025	Special Group
protective clothes & safety equipment		
Design, Printing and Supply and	CRV/A/10/2023-2025	Special Group
Delivery of calendars, diaries,		
brochures and promotional materials	GDYY/4 // 1/2022 2027	
Supply and Delivery of firefighting	CRV/A/11/2023-2025	Open

equipment		
Supply and Delivery of Furniture,	CRV/A/12/2023-2025	Special Group
Office Equipment and Fittings	CRCV/14/12/2023 2023	Special Group
Supply and Delivery of laboratory	CRV/A/13/2023-2025	Open
chemicals and equipment		7.7
Supply and Delivery of plastic water	CRV/A/14/2023-2025	Open
tanks		7.7
Supply and Delivery of Collapsible	CRV/A/15/2023-2025	Open
tanks (pillow tanks)		1
Supply and Delivery of borehole	CRV/A/16/2023-2025	Open
pumps and related equipment		
	TEGORY-B-SERVICES	
Provision of Engineering Consultancy	CRV/B/1/2023-2025	Open
Services, Design and		
Feasibility studies		
Environmental Audit and Impact	CRV/B/2/2023-2025	Open
Assessment		
and Baseline Surveys	CDV/D/2/2022 2027	0
Hydro geological Assessment and	CRV/B/3/2023-2025	Open
Surveys including Borehole Siting	CD1/ /D /4/2022 2025	
Provision of Consultancy Services on	CRV/B/4/2023-2025	Open
Audit, Taxation and Financial Services	CDV/D/5/2022 2025	0.00
Provision of motor vehicle repairs &	CRV/B/5/2023-2025	Open
servicing	CDV/D/C/2022 2025	0
Provision of human resource training,	CRV/B/6/2023-2025	Open
development services, Consultancy and capacity building		
Provision of Consultancy Services for	CRV/B/7/2023-2025	Open
Review, Formulation, Monitoring and	CRV/B///2023-2023	Орен
Evaluation of Strategic Plan		
Provision of Consultancy Services on	CRV/B/8/2023-2025	Open
Research Surveys	CR 17 B7 07 2023 2023	Open
Provision of Communication	CRV/B/9/2023-2025	Open
Equipment, Computers, Printers &	STC 17 27 37 2020 2020	Spen.
Copiers including Servicing		
Provision of Security Services	CRV/B/10/2023-2025	Open
Preparation of Procurement Manuals	CRV/B/11/2023-2025	Open
Provision of Motor Vehicle, General	CRV/B/12/2023-2025	Open
Office Equipment and all risks		
Insurance Provision of legal services	CRV/R/13/2022 2025	Open
Provision of legal services Provision of Asset Tagging and	CRV/B/13/2023-2025 CRV/B/14/2023-2025	Open
Valuation Services	CK V/D/14/2023-2023	Open
Provision of Survey and Valuation	CRV/B/15/2023-2025	Open
Services	CR V/D/13/2023-2023	Open
Repair and servicing of furniture,	CRV/B/16/2023-2025	Special group
fittings and office	CK V / D/ 10/ 2023-2023	Special group
equipment		
Provision of Office Cleaning, Ground	CRV/B/17/2023-2025	Special group
Maintenance, Landscaping and	220, 2, 1, 1, 2020 2020	Special Group
Beautification Services		
Provision of Fumigation and Pest	CRV/B/18/2023-2025	Special Group
Control Services		-positi Group
Provision of internet, website	CRV/B/19/2023-2025	Open
110.1510H OF Internet, Website	01011211112020 2020	1 open

development and maintenance services		
Provision of Event Management &	CRV/B/20/2023-2025	Special group
Entertainment Services (DJs, Bands,		3 · · · · · · · · · · · · · · · · · · ·
Musicians, Models, Hostesses, MCs,		
Dancers, Exhibitions, Décor Services,		
PA Systems, Plasma Screens and		
Related Services)		
Provision of Consultancy Services for	CRV/B/21/2023-2025	Special Group
Team Building		
Provision of courier services	CRV/B/22/2023-2025	Open
Provision of air ticketing and traveling	CRV/B/23/2023-2025	Open
arrangement		
Provision of Fire Safety Equipment and	CRV/B/24/2023-2025	Open
Audit		
Provision of tree planting and	CRV/B/25/2023-2025	Special group
maintenance services		
Production of Documentaries,	CRV/B/26/2023-2025	Special Group
Photography and Videography services		
Provision of Tax Consultancy services	CRV/B/27/2023-2025	Open
Provision of consultancy services for	CRV/B/28/2023-2025	Open
preparation of internal audit and		_
finance manuals and related services		
	ATEGORY O WORKS	
	ATEGORY-C-WORKS	
Civil works E.g. Intakes, Chambers,	CRV/C/1/2023-2025	Open
Water Tanks, Water kiosks, pipelines		
and related civil works	CDV/C/2/2022 2025	0
Drilling, Test-pumping and Equiping of	CRV/C/2/2023-2025	Open
boreholes and related Civil works	CDV/C/2/2022 2025	Omon
Repair and Renovation of Buildings	CRV/C/3/2023-2025	Open
Construction of Small Dams, Water	CRV/C/4/2023-2025	Open
pans and associated works		
Provision and installation of Dam liner/	CRV/C/5/2023-2025	Open
plastic membrane		

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

> 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 Email: <u>info@crvwwda.go.ke</u>

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 **7th JUNE**, **2023 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@crvwwda.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 7th JUNE, 2023 at 10:30 am
- 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 subcontractors 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.

SECT	ECTION III - LETTER OF APPLICATION				
Date .					
То:	Chief Executive Officer Central Rift Valley Water Works Development Agency P.O Box 45283-00100 Nairobi.				
Ladies	s and/or Gentlemen				
1. Being duly authorized to represent and act on behalf of (name of firm) (hereinafter referred to as "the Applicant having reviewed and fully understood all of the registration information pr the undersigned hereby apply to be registered by yourselves as a bidder 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
 - 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		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 QUESTIONAIRE

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
Part 2 (a) – Sole Proprietor
Your name in full
Nationality Country of origin
Citizenship details
Part 2 (b) Partnership
Given details of partners as follows:
Name Nationality Citizenship Details Shares
2
3
Part 2 (c) – Registered Company

	Private or Public			
	State the nominal and issu	ued capital of company-		
	Nominal Kshs			
	Issued Kshs			
	Given details of all direct	ors as follows		
	Name	Nationality	Citizenship Details	Shares
	2			
	4			
Date				
Signa	ture 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.		

${\bf APPLICATION\;FORM\;(5)\;PROPOSED\;PERSONNEL\;CAPABILITIES\;(Where\;Applicable)}$

Name of Applicant:			

,
Title of position
Name of prime candidate
Name of alternate candidate
Tile of position
Name of prime candidate
Name of alternate candidate
Title of position
Name of prime candidate
Name of alternate candidate
Title of position
Name of prime candidate
Name of alternate candidate

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

Name of Appl	icant	
Position		Candidate * Prime * Alternate
Candidate information	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
Present employment	4. Name of employer5. 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	То	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 equip	ment	
	* Owned * Rented * Leased	d * Specially manufactured	
O 14 1 f-11		- 41 A 1:	
Omit the following inform	nation for equipment owned by	the Applicant or partner	
Omit the following inform	nation for equipment owned by	the Applicant or partner	

	9. Address of owner	
	Telephone	Contact name and title
	Fax	Email
Agreements	Details or rental/lease/manufact	ure 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 Co	ode:			
	Bank Co	ode:			
	Branch (Code:			
Financial				D ' 1	
information in Kshs.	Actual: previous fi	ive years		Projected: next two years	
1101101	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				
I/WE				

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
Subn	nission of the following:-		
		T	T
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	Mandatory	
	details correspond to the related information in the prequalification tender.		
6	Sworn statement as per the attached format.	Mandatory	
7	Litigation history, if any OR declaration to the contrary as the case	Mandatory	
	may apply.(Appendix 3)		
8	National Construction Authority Certificate for Category C	Mandatory	
Firm	s 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	10	
	(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).		

	OR		
	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)		
2	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 Works: 2 Million and above: 20 Marks Goods: 1 Million and above: 20 Marks	20	
3	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)	20	
4	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. Works: 3 Million and above: 20 Marks Goods: 2 Million and above: 20 Marks	20	
5	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)	30	

	100%	
TOTAL SCORE		

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.		Maximum Score	Score Awarded
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.