



# **GUSII WATER AND SANITATION COMPANY LIMITED**

**REGISTRATION OF SUPPLIERS FOR GOODS AND  
SERVICES FOR THE FINANCIAL YEAR 2023–2024**

**SUPPLY OF SPARE PARTS AND ACCESSORIES OF  
PUMPS AND MOTORS e.g. SKF BEARINGS ETC**

**CATEGORY NO. GWASCO 02/2023-2024**

**JANUARY 2024**

# REGISTRATION FOR SUPPLIERS INSTRUCTIONS

## 1.1 Introduction

Gusii Water and Sanitation Company Limited is a Private Limited Company by shares incorporated on 12<sup>th</sup> June, 2006 under the Companies Act Cap 486 Laws of Kenya. The Company was created as a result of the enactment of the Water Act 2002; The Company is an urgent of Lake Victoria South Water Services Board Our mandate is to *provide effective, efficient, adequate and safe water and sewerage services to our customers* in our area of jurisdiction which covers 13 districts in Gusii Land. The districts are **namely** Kisii Central, Kisii South, Gucha, Gucha South, Nyamira, Nyamira North, Masaba South, Masaba North, Borabu, Kenyena, Marani, Manga and Nyamache.

## 1.2 Project objective

The main objective is to supply and deliver assorted items and services under relevant tenders to Gusii Water and Sanitation Company Limited (GWASCO) on *“as and when required”* basis during the period ending 30<sup>th</sup> June 2025.

## 1.3 Invitation for registration of suppliers

Suppliers registered with the Registrar of Companies under the Laws of Kenya in respective merchandise are invited to submit their PRE-QUALIFICATION documents to the Managing Director of GWASCO LTD so that they may be pre-qualified for submission of tenders for the above items. Bids will be submitted in complete lots, singly or in combination. Gusii Water & Sanitation Co. Ltd requires suppliers to supply information of pre-qualification

## 1.4 Experience

- 1.4.1 Prospective suppliers and contractors must show proof of having been in existence for the last three years or more
- 1.4.2 Prospective suppliers and contractors must have carried out successfully, supply and delivery of similar items and/or services to institutions of similar size and complexity.
- 1.4.3 Provide evidence/ability to service the equipment (applicable to suppliers of machinery and equipment).

## 1.5 Registration for suppliers Document

- 1.5.1 This document includes questionnaire forms and documents required of prospective suppliers/contractors.
- 1.5.2 In order to be considered for qualification, prospective suppliers must **submit all** the information herein requested.

## **Submission of registration for supplies documents**

Complete pre-qualification documents and other requested information shall be submitted to reach:-

The Managing Director  
Gusii Water and Sanitation Co. Ltd  
P.O BOX 3880  
KISII  
Tel: 0798754178  
Email: info@gwasco.co.ke

Not later than **7<sup>TH</sup> February, 2024` at 10.30am** (local time)

### **1.6 Questions Arising from Pre-qualification Documents**

Questions that may arise from the pre-qualification documents should be directed to the Managing Director of Gusii Water and Sanitation Company Limited (GWASCO) whose address is in Para 1.6 above. Only questions received by 7<sup>th</sup> February, 2024.

### **1.7 Additional information**

The Managing Director, GWASCO reserves the right to request for submission of additional information from prospective suppliers and contractors at any time prior to, or after, the closing date of submission of pre-qualification documents.

### **1.8 Notification of Pre-qualification Outcome**

Bidding documents will be made available only to those firms whose qualifications are accepted by GWASCO soon after the completion of the pre-qualification process. Those firms not qualified will receive formal communication.

## **2 BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on imported materials**

The supplier will have to pay customs duty and VAT, where applicable, for all imported materials/services to be supplied.

### **2.2 Customs Clearance**

The supplier shall be responsible for custom clearance of their imported materials. All items quoted for shall be delivered to the institution or as is instructed.

### **2.3 VAT and PIN AND Tax Compliance Registration**

Suppliers must be registered with Kenya Revenue Authority and must submit the relevant copies of Tax compliance, VAT and PIN Certificates.

### **2.4 Contract Price**

The contract shall be of unit price and shall be fixed to the specified period (up to 30<sup>th</sup> July 2025) with exception in situation of *force majeure*, inflation or currency fluctuation in which case price adjustment procedures will be applied.

### **2.5 Payments**

All local purchases shall be on at least 60 days credit period.

### **3. PRE-QUALIFICATION DATA INSTRUCTIONS**

#### **3.1 Pre-qualification Data Forms**

- 3.1.1 The attached questionnaire forms, PQ1, PQ2, PQ3, PQ4, PQ5 and PQ6 are to be completed by prospective suppliers and/or contractors who wish to be pre-qualified for submission of tenders for the specified tender lot.
- 3.1.2 The pre-qualification applications which are not filled out completely and submitted in the prescribed questionnaires form may not be considered. All the documents that form part of the proposal must be written in English language and in ink.

#### **3.2 Qualification**

- 3.2.1 It is understood and agreed that the pre-qualification data on prospective suppliers and/or contractors is to be used by GWASCO in determining, according to its sole judgement and discretion, the qualifications of prospective suppliers to perform in respect to the tender lot described in this document.
- 3.2.2 Prospective suppliers and/or contractors will not be considered qualified unless in the judgement of GWASCO they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract.

#### **3.3 Essential Criteria for Pre-qualification**

Pre-qualification will be based on meeting all the following minimum pass/fail criteria regarding the applicant's experience, personnel, financial position and past performance as demonstrated by the applicant's responses in the forms contained in the document. The Company reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to carry out the contract.

The allocation of the scores for the purpose of pre-qualification will be as follows

- |   |     |
|---|-----|
| • Experience of the supplier/contractor | 45% |
| • Financial position                    | 25% |
| • Personnel                             | 20% |
| • Past Performance                      | 10% |

The minimum score to pre-qualify for the tendering stage will be 75 %

### **3.3.1 Experience**

- (a) Experience: Prospective suppliers and/or contractors shall have at least 3 years experience in the supply of items or services referred to on page 1 of this pre-qualification document.
- (b) Prospective suppliers and/or contractors shall demonstrate their special experience and capability to organize for the supply and delivery of items or services appearing on the cover page of this pre-qualification document.

### **3.3.2 Personnel**

The names, pertinent information and the C.V of the principal (technical) personnel to execute the contract(s) must be indicated in Form PQ-2

### **3.3.3 Financial position**

The supplier's financial condition will be determined by latest two audited financial statements submitted with the pre-qualification documents as well as letters of Reference from their bankers regarding the supplier's credit position (Data to be given in Form PQ-3)

Special consideration will be given to the financial resources available as working capital.

### **3.3.4 Past Performance**

The performance will be given due consideration in pre-qualifying bidders. Letters of reference from past and current customers should be included as per Form PQ4

## **4 Sworn Statement**

Applicants must include a sworn statement per Form PQ-5 by the company ensuring the accuracy of the information given.

## **5 Rejection of Pre-qualification**

Should conditions arise between the time a firm is pre-qualified to bid and the bid opening date which in the opinion of GWASCO could substantially change the performance and qualification of the bidder or his ability to perform such as, but not limited to, bankruptcy, change in ownership, or new commitments, GWASCO reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

**6. Outlined supply and Delivery Procedure**

The pre-qualification applicant should also submit a brief statement of supply and delivery method and procedures he plans to use to execute the contract in Form PQ-2

**FORM PQ 1**

**PRE-QUALIFICATION DATA**

**1. Supplier Identification**

Legal name of firm .....

Post Office address .....

Street address .....

City .....

Country .....

Telephone No .....

Facsimile No.....

E-mail address.....

Person to contact.....

Title.....

**2. Organisation and Business Information**

Management Personnel .....

Director .....

Other .....

Partnership (if applicable) .....

Name of partners .....

3. Business founded or incorporated (state date) .....
4. Company registration number .....
5. Current valid trade licence number ..... Expiry date .....
6. Current VAT registration number .....
7. Current PIN certificate number .....
8. Tax Compliance Certificate No. ....
9. Net worth in equivalent Kshs. ....
10. Bank reference and address .....  
.....
11. Bonding company reference and address .....  
.....
12. Enclosed copy of the organization chart of the firm indicating the main fields of activities
13. Attached copies of the company registration certificate, VAT, PIN certificates, valid trade Licence, Tax compliance certificate



**FORM PQ-2**

**MANAGEMENT PERSONNEL:**

1. Name .....
2. Age .....
3. Academic qualification .....
4. Professional qualification .....
5. Work experience .....
6. Length of service with the firm and position held  
.....  
.....
7. Please attach the Curriculum Vitae of the principal (technical) personnel.

**FORM PQ 3**

**FINANCIAL POSITION**

1. Attach a copy of firm's two most recent audited financial statements (*where applicable*).
2. Summary of quick assets and current liabilities as of 30<sup>th</sup> December, 2023

**Assets** .....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Total Cash .....

3. Deposit with Bids or as guarantees (state details)

.....  
.....

**Liabilities** .....

.....  
.....

Deposited With	Name & Address	Purpose	Date of recovery	Amount
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**Total Liabilities.** Ksh.....

4. Maximum value of business which the firm can handle at any time.

Ksh.....

**FORM PQ-4**

**NAME OF APPLICANT'S CLIENTS IN THE LAST FIVE YEARS**

**NAME OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS IN LAST TWELVE MONTHS**

**1. First client (organization)**

- (i) Name of 1<sup>st</sup> client (Organization) .....
- (ii) Address of client (Organization) .....
- (iii) Telephone No. of client .....
- (iv) Facsimile No. of client .....
- (v) E-mail address of client .....
- (vi) Name of contact person at the client (Organisation) .....
- (vii) Value of Contracts/Orders .....
- (viii) Duration of ongoing Contracts/Orders .....

**2. Second client (Organization)**

- (i) Name of client (Organization) .....
- (ii) Address of client (Organization) .....
- (iii) Telephone No. of client ..... Fac  
simile No. of client .....
- (v) E-mail address of client .....
- (vi) Name of contact person at the client (Organisation) .....
- (vii) Value of Contracts/Orders .....
- (viii) Duration of ongoing Contracts/Orders .....

**3. Third client (Organization)**

- (i) Name of client (Organization) .....
- (ii) Address of client (Organization) .....
- (iii) Telephone No. of client .....
- (iv) Facsimile No. of client .....
- (v) E-mail address of client .....
- (vi) Name of contact person at the client (Organisation) .....
- (vii) Value of Contracts/Orders .....
- (viii) Duration of ongoing Contracts/Orders .....

(NB: You may include additional large clients as you may wish to support your application)

**FORM PQ 5**

**SWORN STATEMENT**

We the undersigned having studied the prequalification invitation for the items listed on the cover page of this document swear that:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. In case of being pre-qualified, we acknowledge that this grants us the right to participate in due time in the submission of a tender/quotation on the basis of provision of the tender documents to follow.
- c. When the invitation for tenders/quotation is issued, if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the prequalification made.
- d. We enclose all the required documents and information required for the prequalification evaluation.

Applicant's Registered Name .....

Represented by (Name of official) .....

Designation .....

Signature .....

Date .....

(Full name and designation of the person signing to be given and stamp or seal to be affixed)

## FORM PQ 6

### CONFIDENTIAL BUSINESS QUESTIONNAIRE TO BE FILLED BY ALL PROSPECTIVE SUPPLIERS

You are requested to give the particulars indicated in Part I and either Part 2(a), 2(b) or 2(c) whichever applies 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 .....

Registration Ref No. ....

Location of business premises, i.e. building .....Floor No.....Room No.....

Plot No. .... Street/Road .....

Postal Address ..... Tel. No. ....

Facsimile No. .... E-mail address .....

Website .....

Nature of business .....

Current Trade Licence No. .... Expiring date .....

VAT Registration No. .... PIN certificate no. ....

Maximum value of business which you can handle at any one time: K£ .....

Name of bankers ..... Branch

Name the agencies you hold .....

.....

NB: Attach copies of Registration Certificate, Trade Licence, VAT Registration Certificate, PIN Certificate and Tax Compliance Certificate.

**Part 2 (a) Sole Proprietor**

My name in full ..... Age .....

Nationality ..... ID/ Passport No. .... Country of origin .....

\* Citizenship details .....

**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**

State whether Private or public .....

State the nominal and issued capital of the company

Nominal K£ ..... or other convertible currency .....

Issue K£ ..... or other convertible currency .....

Give details of all Directors as follows:

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

**Part 3 – Names of all Associated or Holding Companies (if any)**

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

If more companies are applicable, please give the information on a separate sheet of paper

**Part 4 – Give details of all Directors of the companies you have listed above as follows:-**

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

\* If Kenya Citizen, indicate under “Citizenship details” whether by Birth, Naturalization or Registration.



**Part 5 – Please indicate your line of business and tick the appropriate box below**

ITEM Specify the spare parts you deal in	TYPE OF BUSINESS				REMARKS
	MANUFACTURER		SUPPLIER		

**Part 6 – Volume of business transacted between GWASCO and any organization during the last 12 months, if any, K£**

.....

**Part 8 – Give any other information relating to your company which you consider relevant to your bid to do business with GWASCO**

.....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

**Part 9 – Declaration**

I certify that all the above particulars are true

Name of Applicant (officer) .....

Signature of Applicant .....

Position of company title .....

Date .....

NB: Please affix rubber stamp or seal

**Part 10 – For official use**

Note (i) Company Registered/not registered with GWASCO for the supply of goods/services (as applied)

.....  
.....  
.....  
.....

Date .....

Note (ii) Company advised of GWASCO decision on this application vide

Ref: GWASCO/...../...../

Dated .....

Date .....

**PROCUREMENT OFFICER**

