



TENDER

INVITATION FOR REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES

FOR THE YEAR ENDING 30TH JUNE 2026

TENDER NUMBER. NWHSA/IFR/001/2024-2026

Closing Date: 30th August, 2024 at 10.30a.m.

Chief Executive Officer,
National Water Harvesting & Storage Authority,
P.O. Box 30173 – 00100,
Nairobi.

[www.waterauthority.go](http://www.waterauthority.go.ke)

[.ke](http://www.waterauthority.go.ke)

E-mail: info@waterauthority.go.ke

**INVITATION FOR REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS,
WORKS AND SERVICES FOR THE YEAR ENDING 30TH JUNE 2026
(FINANCIAL YEARS 2024/25-2026).
TENDER NUMBER: NWHSA/IFR/001/2024/2025-2026**

1. The Authority intends to register contractors, suppliers & service providers Nationally, for provision of goods, works and services for the periods: 2024-2025 & 2025-2026 under tender: **NWHSA/IFR/001/2024/2025-2026**.
2. Interested applicants **MUST** provide a substantive response in the format provided, irrespective of any attached documents.
3. A complete set of Registration documents may be obtained electronically from the Website (s) www.waterauthority.go.ke OR www.tenders.go.ke . Registration documents obtained electronically will be free of charge.
4. Candidates who download the Registration document must forward their particulars immediately to procurement@waterauthority.go.ke to facilitate any further clarification or addendum.
5. The candidates shall **chronologically serialize all pages** of the registration documents submitted.
6. Completed registration document must be delivered to the address below on or before **30th August, 2024 at 10.30a.m.** Electronic Registration document **will not** be permitted.
7. Registration document will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Registration document will be publicly opened in the presence of the candidates' designated representatives who choose to attend at the address below.
8. Completed Registration documents **MUST** be submitted in plain sealed envelopes clearly marked **"NWHSA/IFR/001/2024/2025-2026 FOR REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD 2024-2025 & 2025-2026"**

CATEGORY.....

CODE NO:.....

DESCRIPTION:.....

9. Late Registration documents will be rejected.
10. The addresses referred to above are as follows:

A. Address for Submission of Registration documents.

National Water Harvesting & Storage
Authority, Tender Box, 4th Floor,
National Water Plaza Building
Situated in Nairobi County, Industrial Area, Along Dunga Road,

Attn.

Chief Executive Officer,
P.O. Box 30173 – 00100,
Nairobi
Tel No. Telephone: (254) (020) 6964000),
E-mail: procurement@waterauthority.go.ke / info@waterauthority.go.ke

B. Address for Opening of registration documents.

National Water Harvesting & Storage
Authority, Tender Box, 4th Floor,
National Water Plaza Building
Situated in Nairobi County, Industrial Area,
Along Dunga Road,

Name: John K. Muhia

Designation: Ag. Chief Executive Officer

Signature -----

Date -----

1. INSTRUCTION TO APPLY FOR REGISTRATION

1.1 Introduction

National Water Harvesting and Storage Authority (hereinafter referred to as NWHSA), invites interested individuals and companies to apply so as to register as providers/suppliers of goods, services and works to the Authority.

The main objective of the registration is to enable the Authority maintain a register of interested and capable suppliers and service providers who will in the course of the financial years 2024-2025 and 2025-2026 be invited to give quotations or apply for tenders for the supply of the goods and services as and when required.

Notably, registration is not a contractual agreement between the applicant and the Corporation. Contractual agreements will be entered upon when the quotation or tender given by the applicant is accepted by the Authority.

1.2 Registration of Suppliers/Contractors

It is only the applicants whose registration applications are accepted who will be entered in the NWHSA Register of registered Suppliers. Registration applications will be evaluated as per the criteria set out in this document.

When the need for services or supplies arises, the registered individuals/companies who will be invited to submit tenders or quotations as appropriate.

1.3 Capacity to Supply

In submitting the registration Application Document, and as detailed therein, the applicant will be required to demonstrate that they have the capacity to supply the goods, services or works they seek to be registered for. Demonstration of experience in supplying similar goods, services or works to institutions of similar or near similar complexities and levels as NWHSA is mandatory.

1.4 Application for Registration

Suppliers interested in applying for registration are required to submit fully and correctly filled registration Application Documents to the Chief Executive Officer, NWHSA within the time frame stated in this document. To be considered for registration, the applicant must submit all the information required as indicated in the registration Application Document (PQ-1 to PQ-8 and relevant attachments).

Completed registration documents in plain sealed outer envelope enclosing separately sealed envelopes (in “Original” and “One copy” properly bound) ALL clearly marked as follows: -

NWHS A REG. NO NWHS A/IFR/001/2024/2025-2026 – REGISTRATION OF SUPPLIERS: -

CATEGORY:CODE NO: and bearing no indication of the applicant should be addressed to: -

**THE CHIEF EXECUTIVE OFFICER
NATIONAL WATER HARVESTING AND STORAGE AUTHORITY
P.O. BOX 30173-00100
NAIROBI.**

To be considered, the application must be received on or before **30th August, 2024 10:30 A.M. local time**

1.5 Obtaining the Registration application document

Complete registration documents with detailed information may be downloaded from NWHSA official website (<https://www.waterauthority.go.ke/>) OR www.tenders.go.ke

Note: This registration document is not for sale and shall therefore be provided with no charge.

1.6 Questions Arising from the Document

If the applicant has any questions regarding the registration Application Document or process, they should address those questions, only in writing, to the address indicated in clause 1.4.

1.7 Additional Information

NWHSA reserves the right to request submission of additional information from prospective suppliers.

1.8 Registration Decision

NWHSA reserves the right to accept or reject any application for registration without assigning any reason(s) thereto save for official communication

1.9 Communication to Applicants

After evaluation of the registration Application Documents, the Authority will communicate, in writing, to the applicants to inform them of the decision made regarding their application by uploading names of successful applicants in NWHSA website.

Appendix To Instructions:

The following specific data shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

- Subject to Section 69(5) of the PPADR2020: This notice for registration of suppliers shall not apply to the youth, women and persons with disabilities registered by the National Treasury.
- Subject to Section 145(3) of the PPADR2020: All small, micro and medium enterprise groups or disadvantaged groups that have been registered by the National Treasury shall automatically be included in the final list of registered suppliers of NWSHA upon submission of a valid National Treasury Registration Certificate (PPRA Circular 2/2023)
- Subject to Section 70(5) of the PPADR2020: NWSHA shall promptly respond to all requests for any clarification relating to the registration document where such requests are received before the deadline for submission
- Subject to Section Sec 71(1) of the PPADA Revised Edition 2022(2015): NW/HSA procurement function shall maintain and continuously update lists of registered suppliers, contractors and consultants in various specific categories of goods, works or services according to its procurement needs. According to subsection (4), these lists shall: -
 - (a) be generated through portal, websites and suppliers submitting hard copies of their intention to supply;
 - (b) allow for continuous applications and hence updating;
 - (c) be evaluated leading to registration on a bi-annual basis;
 - (d) be generated through market knowledge and survey; and
 - (e) be as may be prescribed
- Subject to Section Sec 157(4d) of the PPADA Revised Edition 2022(2015): Reservations & Preferences for the purpose of protecting and ensuring the advancement of persons, categories of persons or groups previously disadvantaged by unfair competition or discrimination ONLY where the source of funds is from particular regions (County of Devolved function unless it is established that the region has no local capacity). Exclusive preference subject to Sec 151 PPADR2020 shall therefore be applied to Citizen contractors who are based and operate in the regions

2. GOODS, SERVICES AND WORKS OFFERED FOR APPLICATION FOR REGISTRATION

Interested applicants are invited to apply to register for the supply of any of the following goods, services or works. Each application Document is valid for only one item/reference/code number.

1. GENERAL PURCHASES CATEGORY

CODE NO:	DESCRIPTIONS
NWHSA/GP/2024/2025-26	
NWHSA/GP/001/2024/2025-26	SUPPLY AND DELIVERY OF MOTOR VEHICLE SPARE PARTS
NWHSA/GP/002/2024/2025-26	SUPPLY & DELIVERY OF SPARE PARTS FOR HEAVY EARTH MOVING EQUIPMENT
NWHSA/GP/003/2024/2025-26	SUPPLY AND DELIVERY OF TYRES, TUBES AND BATTERIES
NWHSA/GP/004/2024/2025-26	SUPPLY & DELIVERY OF G.I/UPVC PIPES AND FITTINGS
NWHSA/GP/005/2024/2025-26	SUPPLY & DELIVERY OF HDPE PIPES (PN 10, 12.5, 16, 20) AND FITTINGS
NWHSA/GP/006/2024/2025-26	SUPPLY & DELIVERY OF GENERAL BUILDING AND HARDWARE MATERIALS.
NWHSA/GP/007/2024/2025-26	SUPPLY & DELIVERY OF COMPUTERS, IPADS, TABLETS, COMPUTER ACCESSORIES/ACCOMPANIMENTS & SOFTWARE/ HARWARE INSTALLATION
NWHSA/GP/008/2024/2025-26	SUPPLY, DELIVERY & INSTALLATION OF COMPUTERIZED SECURITY APPLIANCES
NWHSA/GP/009/2024/2025-26	SUPPLY & DELIVERY OF STAFF UNIFORMS & PROTECTIVE GEAR
NWHSA/GP/010/2024/2025-26	SUPPLY & DELIVERY OF STEEL & UPVC CASINGS
NWHSA/GP/011/2024/2025-26	SUPPLY & DELIVERY OF SUBMERSIBLE PUMPS
NWHSA/GP/012/2024/2025-26	SUPPLY & DELIVERY OF GENERAL OFFICE EQUIPMENT, FURNITURE & FITTINGS
NWHSA/GP/013/2024/2025-26	SUPPLY & DELIVERY OF FRESH MILK
NWHSA/GP/014/2024/2025-26	SUPPLY & DELIVERY OF DETERGENTS AND CLEANING MATERIALS
NWHSA/GP/015/2024/2025-26	SUPPLY & DELIVERY OF GENERATORS

CODE NO:	DESCRIPTIONS
NWHSA/GP/2024/2025-26	SUPPLY & DELIVERY OF SUBMERSIBLE CABLES AND CONTROL PANELS
NWHSA/GP/016/2024/2025-26	SUPPLY & DELIVERY OF PROMOTIONAL (BRANDED) / ADVERTISING MATERIALS
NWHSA/GP/017/2024/2025-26	SUPPLY AND DELIVERY OF WATER TANKS
NWHSA/GP/018/2024/2025-26	SUPPLY & DELIVERY OF FUELS, LUBRICANTS & OIL.
NWHSA/GP/019/2024/2025-26	SUPPLY AND DELIVERY OF LIQUID POLYMER, & DRILLING FOAM
NWHSA/GP/020/2024/2025-26	SUPPLY & DELIVERY OF GENERAL OFFICE STATIONERY
NWHSA/GP/021/2024/2025-26	SUPPLY & DELIVERY OF ELECTRICAL EQUIPMENT AND ACCESSORIES
NWHSA/GP/022/2024/2025-26	SUPPLY AND DELIVERY OF MINERAL WATER AND WATER DISPENSERS
NWHSA/GP/023/2024/2025-26	SUPPLY AND DELIVERY OF DRILLING TOOLS & SUBS
NWHSA/GP/024/2024/2025-26	SUPPLY AND DELIVERY OF GRAVEL PACK
NWHSA/GP/025/2024/2025-26	SUPPLY AND DELIVERY OF OFFICE FURNITURE
NWHSA/GP/026/2024/2025-26	SUPPLY AND DELIVERY OF STAFF UNIFORM AND PROTECTIVE CLOTHING
NWHSA/GP/027/2024/2025-26	SUPPLY AND DELIVERY OF FRESH CUT FLOWERS AND FLORAL ARRANGEMENTS

2. GENERAL SERVICES CATEGORY

CODE	NO:	DESCRIPTIONS
NWHSA/GS/2024/2025-26		
NWHSA/GS/001/2024/2025-26		PROVISION OF GARAGE SERVICES FOR REPAIR OF HEAVY EARTH MOVING EQUIPMENT AND PLANT
NWHSA/GS/002/2024/2025-26		PROVISION OF GARAGES FOR REPAIR OF MOTOR VEHICLE
NWHSA/GS/003/2024/2025-26		SUPPLY AND FABRICATION OF BILL BOARDS AND SIGN POSTS
NWHSA/GS/004/2024/2025-26		HIRE OF HEAVY EARTH MOVING MACHINES
NWHSA/GS/005/2024/2025-26		HIRE OF TRANSPORT SERVICES VEHICLES
NWHSA/GS/006/2024/2025-26		HIRE OF GEOPHYSICAL EQUIPMENT
NWHSA/GS/007/2024/2025-26		PROVISION OF AIR TRAVEL AGENCY SERVICES
NWHSA/GS/008/2024/2025-26		PROVISION OF PRINTING SERVICES (NEWSLETTERS, BROCHURES, POSTERS, CALENDARS, DIARIES, ANNUAL REPORTS, XMAS CARDS & OTHER PUBLICATIONS)
NWHSA/GS/009/2024/2025-26		REPAIR & MAINTENANCE OF COMPUTERS HARDWARE/ SOFTWARE, PRINTERS, PHOTOCOPIERS& ACCESSORIES
NWHSA/GS/010/2024/2025-26		SUPPLY & INSTALLATION OF ENGINEERING/ DRAWING SOFTWARE
NWHSA/GS/011/2024/2025-26		PROVISION OF SANITATION, GARBAGE COLLECTION, FUMIGATION & PEST CONTROL SERVICES
NWHSA/GS/012/2024/2025-26		SUPPLY, MAINTANANCE AND SERVICE OF FIRE FIGHTING EQUIPMENT
NWHSA/GS/013/2024/2025-26		CONFERENCING FACILITIES AND CATERING SERVICES
NWHSA/GS/014/2024/2025-26		PROVISION OF COURIER SERVICES
NWHSA/GS/015/2024/2025-26		PROVISION OF INTERNET AND WEB HOSTING SERVICES
NWHSA/GS/016/2024/2025-26		REPAIR AND MAINTENANCE OF TELEPHONE FACILITIES SERVICE
NWHSA/GS/017/2024/2025-26		PROVISION AND APPLICATION OF ANTIVIRUS

3. SPECIAL SERVICES CATEGORY

CODE	NO:	DESCRIPTIONS
NWHSA/SS/2024/2025-26		
NWHSA/SS/001/2024/2025-26		PROVISION OF PENSION ADMINISTRATION AND MANAGEMENT SERVICES
NWHSA/SS/002/2024/2025-26		PROVISION OF SECURITY SERVICES
NWHSA/SS/003/2024/2025-26		PROVISION OF LEGAL SERVICES
NWHSA/SS/004/2024/2025-26		PROVISION OF MEDICAL INSURANCE COVER SERVICE
NWHSA/SS/005/2024/2025-26		PROVISION OF MOTOR VEHICLE & HEAVY PLANT INSURANCE COVER SERVICE
NWHSA/SS/006/2024/2025-26		PROVISION OF CORPORATE ASSETS INSURANCE COVER SERVICE
NWHSA/SS/007/2024/2025-26		PROVISION OF GROUP LIFE INSURANCE SERVICES
NWHSA/SS/008/2024/2025-26		PROVISION OF PROPERTY VALUATION
NWHSA/SS/009/2024/2025-26		PROVISION OF MOTOR VEHICLE VALUATION
NWHSA/SS/010/2024/2025-26		PROVISION OF AUCTIONEER SERVICES
NWHSA/SS/011/2024/2025-26		PROVISION OF ASSET VALUATION SERVICES
NWHSA/SS/012/2024/2025-26		DOCUMENTARY PRODUCTION SERVICES

4. CONSULTANCY SERVICES CATEGORY

CODE NO:	DESCRIPTIONS
NWHSA/CS/2024/2025-26	CONSULTANTS FOR CORPORATE COMMUNICATIONS& PUBLIC RELATIONS
NWHSA/CS/001/2024/2025-26	CONSULTANTS IN HUMAN RESOURCES RECRUITMENT AND SELECTION
NWHSA/CS/002/2024/2025-26	CONSULTANTS FOR JOB EVALUATION, PERFORMANCE ANALYSIS AND CAPACITY DEVELOPMENT
NWHSA/CS/003/2024/2025-26	CONSULTANTS FOR CUSTOMER SATISFACTION AND CORRUPTION ERADICATION SURVEYS
NWHSA/CS/004/2024/2025-26	EMPLOYEE SATISFACTION AND WORK ENVIRONMENT SURVEYS
NWHSA/CS/005/2024/2025-26	CONSULTANTS FOR CHANGE MANAGEMENT
NWHSA/CS/006/2024/2025-26	CONSULTANTS FOR WEB DESIGN, TRAINING AND DEVELOPMENT OF CORPORATE WEBSITE SERVICES
NWHSA/CS/007/2024/2025-26	CONSULTANTS FOR TRAINING & INSTITUITONAL DEVELOPMENT SERVICES
NWHSA/CS/008/2024/2025-26	CONSULTANTS FOR BASELINE SURVEYS
NWHSA/CS/009/2024/2025-26	CONSULTANTS FOR PROVISION OF GROUND WATER RELATED SERVICES/BOREHOLE HYDROGEOLOGICAL SURVEYS
NWHSA/CS/010/2024/2025-26	INDIVIDUAL PROFESSIONAL EXPERTS TO PROVIDE ENGINEERING SERVICES WHEN REQUIRED (ALL KINDS OF PROFESSIONS- Dam/ Water Supply Experts, Dam Instrumentation Experts, Hydrologists, Geologists, Surveyors, Dam Engineering Material Experts, Structural Engineers ETC);
NWHSA/CS/011/2024/2025-26	CONSULTING ENGINEERING FIRMS TO CARRY OUT ENGINEERING SERVICES- Feasibility Studies, Preliminary & Final Studies, ESIA, Tendering & Supervision of large dams;
NWHSA/CS/012/2024/2025-26	PANEL OF EXPERTS FOR QUALITY ASSURANCE IN FIELD OF DAM ENGINEERING;
NWHSA/CS/013/2024/2025-26	CONSULTANTS FOR SUPPLY AND TRAINING ON INTERNAL AUDIT ANALYTICAL SOFTWARE
NWHSA/CS/014/2024/2025-26	CONSULTANTS TO CARRY OUT HYDROGEOLOGICAL SURVEYS
NWHSA/CS/015/2024/2025-26	CONSULTANTS TO CARRY OUT GEOPHYSICAL AND

CODE	NO:	DESCRIPTIONS
NWWSA/CS/2024/2025-26	25-26	GEOLOGICAL SURVEYS
NWWSA/CS/017/2024/2025-26	25-26	CONSULTANTS FOR TAX MANAGEMENT
NWWSA/CS/018/2024/2025-26	25-26	CONSULTANTS FOR ERP ACCOUNTING SYSTEMS
NWWSA/CS/019/2024/2025-26	25-26	CONSULTANTS FOR AUDIT SERVICES
NWWSA/CS/020/2024/2025-26	25-26	CONSULTANTS FOR DOCUMENT ARCHIVING MANAGEMENT SYSTEMS
NWWSA/CS/021/2024/2025-26	25-26	CONSULTANTS TO CARRY OUT ENVIRONMENTAL IMPACTS ASSESSMENTS AND AUDITS (INDIVIDUAL OR FIRM OF EXPERTS)

5. WORKS CATEGORY

CODE	NO:	DESCRIPTIONS
NWWSA/WS/2024/2025-26	5-26	CONTRACTORS OF SMALL DAMS AND PANS
NWWSA/WS/002/2024/2025-26	5-26	CONTRACTORS FOR BOREHOLE DRILLING AND EQUIPPING WORKS
NWWSA/WS/003/2024/2025-26	5-26	CONTRACTORS FOR TEST PUMPING, CHEMICAL ANALYSIS, EQUIPPING BOREHOLES AND PUMP RETRIEVAL/FISHING.
NWWSA/WS/004/2024/2025-26	5-26	CONTRACTORS FOR GEOTECHNICAL INVESTIGATIONS
NWWSA/WS/005/2024/2025-26	5-26	CONTRACTORS FOR MINOR BUILDING AND CIVIL WORKS
NWWSA/WS/006/2024/2025-26	5-26	CONTRACTORS FOR FLOOD CONTROL WORKS

3. QUALIFICATION CRITERIA AND REQUIREMENTS

Introduction

The NWHSA will apply the following criteria when assessing the applications for Registration. Only applicants who qualify to meet the mandatory, technical and financial requirements subsequently will be subjected to the Registration Application Documents Elements, which is a checklist and award system.

Registration Application Document Elements

- a) This Registration Application Document comprise of the following components that must be filled by the applicant.
- PQ-1 Statement of Application
 - PQ-2 Basic Applicant Data
 - PQ-3 Statement of Supply Methods and Procedures
 - PQ-4 Financial Information
 - PQ-5 Past Experience
 - PQ-6 Litigation History
 - PQ-7 Documents to Submit
 - PQ-8 Affirmation
- b) Only English language is to be used in this Registration Application Document
- c) The Registration Application Document must be typed or clearly written in indelible ink
- d) The applicant will submit PQ-1 to PQ-8 together with the required attachments

Information used to assess applicant

The NWHSA will use the information provided by the applicant in this Registration Application Document to reach a decision, but reserves the right to ask for further information from any or all of the applicants as well as from the references provided as proof.

Preliminary Evaluation Criteria for Registration

To register, all applicants **MUST** meet the following **mandatory** requirements for preliminary evaluation:

1. Submit a copy of Certificate of Registration/ Incorporation from the registrar of companies/ businesses as either Limited Company, partnership or sole proprietorship;
2. Satisfy all the Kenya Revenue Authority requirements and show proof by way of providing Valid Tax Compliance Certificate;
3. Submit copy of a valid Business Permit. (save for regulated professionals- TNT

Circular 4/2023)

4. Provide power of Attorney in case of a Joint Venture;
5. Provide a copy of license certificate for registration by N.C.A (National Construction Authority in the relevant field) for the following categories:
 - a. **Contractors of small dams and pans;**
 - b. **Contractors for borehole drilling and equipping works;**
 - c. **Contractors for test pumping, chemical analysis, equipping boreholes and pump retrieval/fishing;**
 - d. **Contractors for geotechnical investigations;**
 - e. **Contractors for minor building and civil works;**
 - f. **Consultants for provision of ground water related services/borehole hydrogeological surveys;**
 - g. **Individual professional experts to provide engineering services when required (all kinds of professions);**
 - h. **Consulting engineering firms to carry out engineering services;**
 - i. **Panel of experts for quality assurance in field of dam engineering;**
 - j. **Consultants to carry our environmental impacts assessments and audits (individual or firm of experts);**
 - k. **COPY OF VALID CERTIFICATE OF REGISTRATION AND LICENSE FROM THE MINISTRY OF WATER, SANITATION AND IRRIGATION AS A BOREHOLE DRILLING CONTRACTOR (ONLY FOR- contractors for borehole drilling and equipping works).**
6. For SUPPLY & DELIVERY OF COMPUTERS, IPADS, TABLETS, COMPUTER ACCESSORIES/ACCOMPANIMENTS & SOFTWARE/HARWARE INSTALLATION; Attach the following:
 - i. copy of dealership certificate
 - ii. Must be registered as a contractor/ supplier with ICT Authority of Kenya
7. Provide proof of registration by National Environmental Management Authority as lead experts (Only for consultants to carry out environmental impacts assessment and audits);
8. For providers of Insurance Services only Submit copies of current registration certificate by Insurance Registration Authority –IRA as well as current membership with Association of Kenya Insurers- AKI Or Association of Insurance Brokers of Kenya –AIBK;
9. For the following categories, provide latest copy of Registration as a Valid Training Provider by National Industrial Training Authority (NITA):-
 - a. **Consultants for corporate communications& public relations;**
 - b. **Consultants in human resources recruitment and selection;**
 - c. **Consultants for job evaluation, performance analysis and capacity development;**
 - d. **Consultants for customer satisfaction and corruption eradication surveys;**
 - e. **Employee satisfaction and work environment surveys;**

- f. Consultants for change management;
- g. Consultants for web design, training and development of corporate website services;
- h. Consultants for training & institutional development services;
- i. Consultants for baseline surveys;

10. For **PROVIDERS OF LEGAL SERVICES**, applicants must provide

- i. Proof that all Advocates in the law firm are registered members of the Law Society of Kenya by way of submitting copies of current practicing certificates.
- ii. Proof of good standing from the Law society of Kenya.
- iii. Managing partners and Associate Advocates must have a minimum practicing experience of 10 and 5 years respectively.

11. Copies of log books as proof of ownership and registration of vehicle/plant & equipment only for

HIRE OF HEAVY EARTH MOVING MACHINES and HIRE OF TRANSPORT SERVICES;

12. Copies of Valid Business permit from various counties of operation as proof of countrywide outlets including the arid and semi-arid areas only for **SUPPLY & DELIVERY OF FUELS, LUBRICANTS & OIL);**

Current and Future Status of the Applicant

NWHSa recognizes that the information presented in this Registration Application Document represents the status as at the point of application, and that this may change in the course of the year. Should conditions arise between the Registration of the applicant and the time when tenders or quotations are asked for, NWHSa will evaluate the tenders or quotations based on the status of the applicant that will be prevailing then.

PQ-1 STATEMENT OF APPLICATION

Name of Applicant:

.....

Goods, Services or works Applied For:

Reference Number:

.....

Date:

.....

Signature:

.....

PQ-2 BASIC APPLICANT DATA

1. Name

Legal Name of Firm:

..... Physical

Premises:

.....

..... Post Office Address:

..... Street

and Address:

.....

..... City / Town:

.....

..... Country:

.....

..... Telephone:

.....

..... Email:

.....

..... Website:

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..... Contact Person:

.....

..... Title:

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2. Incorporation and Registration

Date of Incorporation:

..... Date of

Registration:

.....

.....

Nature of Business:

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License No.Date Licensed to transact:.....

3. Top Leadership of the Firm

Chief Executive Officer/Managing Director:

..... Operations Manager:

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..... Marketing Manager:

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..... Finance Manager:

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Others or Not Applicable:

4. Ownership / Management of Firm

a) *Partnership*

Nature of Partnership:

.....

..... Kindly give the following details of partners:

Name	Nationality	Citizenship Details	Shares

If “Nationality” is Kenyan, kindly indicate the nature of your citizenship in “Citizenship Details” (whether you are citizen by Birth, Naturalization or Registration)

b) Registered Company

Private or Public:

.....

..... Capital:
Nominal (KShs):

.....

Issued (KShs):

.....

..... Kindly give the following details of the Directors of the

Company:

Name	Nationality	Citizenship Details	Shares

If “Nationality” is Kenyan, kindly indicate the nature of your citizenship in “Citizenship Details” (whether you are citizen by Birth, Naturalization or Registration)

c) Business Name Registration / Sole Proprietorship

Business Name:

..... Your

Name in full:

..... Date of

Birth:

.....

..... Nationality:

.....

..... Citizenship Details:

.....

If “Nationality” is Kenyan, kindly indicate the nature of your citizenship in “Citizenship Details” (whether you are citizen by Birth, Naturalization or Registration)

5. Supervisory Personnel

Kindly give the following details regarding the person to be in charge of the provision of goods, service or works applied for:

Name:

.....

.. Date of Birth:

.....

Academic Qualification:

..... Date

position assumed:

.....

6. Technical Personnel

Kindly give the following details regarding the person (s) to be directly responsible for the technical delivery of the goods, service or works applied for: Include an organizational chart.

Name	Responsible For	Qualification	Date responsibility assumed

PQ-3 STATEMENT(S) THAT DEMONSTRATES AN UNDERSTANDING OF THE CATEGORY OF INTEREST

Kindly give a clear and comprehensive statement that describes the methods and procedures that you would use to supply the goods, services or works applied for should you be awarded a contract. This should include all activities and/or processes you will engage in as well as equipment and/or personnel that will be involved so as to ensure timely delivery of goods, services or works as well as compelling value additives that give you competitive advantage.

Knowledge of Activities &/or processes:

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Suitability of Equipment&/or Competency of personnel:

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Value Addition and competitive advantage:

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PQ-4 FINANCIAL INFORMATION

Net Worth of Business (Kshs):).....

Maximum Value of Contract you can handle at one time
(Kshs):.....

Your Bankers (Name):

Your Bankers (Branch):

Your Bankers (Postal Address):
.....

Your Auditors (Name):

PQ-5 PAST EXPERIENCE

In this section, kindly give details and proof (copies of LPO/LSO/Contract/Completion certificates) of 3 clients that you have supplied with goods, services or works similar to what you have applied for. Greater merit will go to firms that have supplied goods, services or works to clients who are of similar complexity or nature as NWHSA.

Client 1:

- a) Name of Client.....
- b) Contact Person in Client Organization:
- c) Postal Address:.....
- d) Telephone:.....
- e) Character / Nature of Contract.....
- f) Contract Value.....
- g) Location of Execution of Contract.....
- h) Period of Contract.....

Client 2:

- a) Name of Client.....
- b) Contact Person in Client Organization:
.....
- c) Postal Address:.....
- d) Telephone:.....
- e) Character / Nature of Contract.....
- f) Contract Value.....

- g) Location of Execution of Contract.....
- h) Period of Contract.....

Client 3:

- a) Name of Client.....
- b) Contact Person in Client Organization:

- c) Postal Address:.....
- d) Telephone:.....
- e) Character / Nature of Contract.....
- f) Contract Value.....
- g) Location of Execution of Contract.....
- h) Period of Contract.....

PQ-6 LITIGATION HISTORY

Kindly supply information regarding any litigation or arbitration resulting from the contracts you've executed in the last five (5) years or currently under execution. If **none**, state so by indicating N/A to mean Not Applicable.

Year	Award for or Against	Litigant (who sued)	Cause of Litigation / Details of the case	Disputed Amount (Kshs)

PQ-7 DOCUMENTS SUBMISSION CHECKLIST

Candidates **shall** tick against each document, indicating that the firm has provided. If a document is not applicable to an applicant’s category, an N/A should replace the tick to earn marks. However, provision of the physical documents will override this check list

	Document	(tick) or N.A	marks
1.	Certificate of Registration and/or Incorporation		1
2.	VAT Registration Certificate		1
3.	PIN Certificate		1
4.	Valid Tax Compliance Certificate		1
5.	Proof of IRA registration		1
6.	Current membership with AKI		1
7.	Current membership with AIBK		1
8.	NEMA registration		1
9.	Dealership certificate		1
10	NCA registration		1
11.	Copies of log books		1
12	LSK registration		1

PQ-8 AFFIRMATION

I / We hereby state:-

1. That the information given in this Registration Application Document is true and accurate to the best of our knowledge. We therefore give NWHSA authority to seek any other references concerning my/our firm from whatever sources deemed relevant e.g. Law Society of Kenya, Insurance Regulatory Authority, Kenya Credit Reference Bureau, office of the registrar of companies, Bankers etc.
2. We acknowledge that Registration is not a contractual agreement between us and NWHSA but rather a right to submit tenders and quotations whenever such opportunity arises.
3. I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this exercise or any other tender by NWHSA and any other public or private institutions.

Date:.....

Applicants Name:

Represented by:

.....

..... (Full name and designation of person signing, official stamp or seal)

Signature: