



**NATIONAL WATER CONSERVATION & PIPELINE  
CORPORATION**

**INVITATION FOR PRE-QUALIFICATION (IFP)  
OF SUPPLIERS FOR GOODS, SERVICES AND  
WORKS**

**FOR THE YEARS 2018/2019 & 2019/2020  
(July 2018-June 2020)**

**TENDER NO. NWC/IFP/002/2018/2019-20**

**CLOSING DATE: 16<sup>th</sup> August 2018. 11.00 A.M**

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## **1. INVITATION TO APPLY FOR PRE-QUALIFICATION**

### **1.1 Introduction**

The National Water Conservation and Pipeline Corporation (hereinafter referred to as NWCPC), invites interested individuals and companies to apply so as to pre-qualify as providers/suppliers of goods, services and works to the Corporation.

The main objective of the pre-qualification is to enable the Corporation maintain a register of interested and capable suppliers and service providers who will in the course of the financial years 2018-2019 and 2019-2020 be invited to give quotations or apply for tenders for the supply of the goods and services as and when required.

Notably, prequalification 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 Corporation.

### **1.2 Registration of Suppliers/Contractors**

It is only the applicants whose prequalification applications are accepted who will be entered in the NWCPC Register of Prequalified Suppliers. Prequalification applications will be evaluated as per the criteria set out in this document.

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

### **1.3 Capacity to Supply**

In submitting the Prequalification 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 prequalified for. Demonstration of experience in supplying similar goods, services or works to institutions of similar or near similar complexities and levels as NWCPC is mandatory.

### **1.4 Application for Prequalification**

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

Completed prequalification documents in plain sealed outer envelope enclosing separately sealed envelopes (in “**Original**” and “**One copy**” properly bound) **ALL** clearly marked **NWCPC TENDER NO NWC/IFP/002/2018/2019-20 – PRE QUALIFICATION OF SUPPLIERS:- CATEGORY .....**CODE NO..... and bearing no indication of the applicant should be addressed to:-

**THE MANAGING DIRECTOR  
NATIONAL WATER CONSERVATION AND PIPELINE CORPORATION  
P.O. BOX 30173-00100 GPO  
NAIROBI.**

To be considered, the application must be received on or before **16<sup>th</sup> Aug, 2018 11:00 a.m.**  
**local time**

## 1.5 Obtaining the prequalification application document

Complete prequalification documents with detailed information may be downloaded from NWCPC official website (<http://www.watercorporation.go.ke/>) OR may be obtained in soft copy from the Chief Procurement Office only after providing official email addresses and contact details to the same office.

Note: This tender 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 Prequalification Application Document or process, they should address those questions, only in writing, to the address indicated in clause 1.4.

## 1.7 Additional Information

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

## 1.8 Prequalification Decision

NWCPC reserves the right to accept or reject any application for prequalification without assigning any reason(s) thereto.

## 1.9 Communication to Applicants

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

## 2. GOODS, SERVICES AND WORKS OFFERED FOR APPLICATION FOR PREQUALIFICATION

Interested applicants are invited to apply to prequalify 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
NWCPC/GP/2018/2019-20	
NWCPC/GP/001/2018/2019-20	SUPPLY AND DELIVERY OF MOTOR VEHICLE SPARE PARTS
NWCPC/GP/002/2018/2019-20	SUPPLY & DELIVERY OF SPARE PARTS FOR HEAVY EARTH MOVING EQUIPMENT
NWCPC/GP/003/2018/2019-20	SUPPLY AND DELIVERY OF TYRES, TUBES AND BATTERIES
NWCPC/GP/004/2018/2019-20	SUPPLY & DELIVERY OF G.I/UPVC PIPES AND FITTINGS ( <b>RESERVED FOR DISADVANTAGED GROUPS</b> )
NWCPC/GP/005/2018/2019-20	SUPPLY & DELIVERY OF HDPE PIPES (PN 10, 12.5, 16, 20) AND FITTINGS ( <b>RESERVED FOR DISADVANTAGED GROUPS</b> )
NWCPC/GP/006/2018/2019-20	SUPPLY & DELIVERY OF GENERAL BUILDING AND

CODE NO:	DESCRIPTIONS
NWCPC/GP/2018/2019-20	HARDWARE MATERIALS. <b>(RESERVED FOR DISADVANTAGED GROUPS)</b>
NWCPC/GP/007/2018/2019-20	SUPPLY & DELIVERY OF COMPUTERS, IPADS, TABLETS, COMPUTER ACCESSORIES/ACCOMPANIMENTS & SOFTWARE/HARWARE INSTALLATION <b>(RESERVED FOR DISADVANTAGED GROUPS)</b>
NWCPC/GP/008/2018/2019-20	SUPPLY, DELIVERY & INSTALLATION OF COMPUTERIZED SECURITY APPLIANCES
NWCPC/GP/009/2018/2019-20	SUPPLY & DELIVERY OF STAFF UNIFORMS & PROTECTIVE GEAR
NWCPC/GP/010/2018/2019-20	SUPPLY & DELIVERY OF STEEL & UPVC CASINGS
NWCPC/GP/011/2018/2019-20	SUPPLY & DELIVERY OF SUBMERSIBLE PUMPS
NWCPC/GP/012/2018/2019-20	SUPPLY & DELIVERY OF GENERAL OFFICE EQUIPMENT, FURNITURE & FITTINGS
NWCPC/GP/013/2018/2019-20	SUPPLY & DELIVERY OF FRESH MILK
NWCPC/GP/014/2018/2019-20	SUPPLY & DELIVERY OF DETERGENTS AND CLEANING MATERIALS <b>(RESERVED FOR DISADVANTAGED GROUPS)</b>
NWCPC/GP/015/2018/2019-20	SUPPLY & DELIVERY OF GENERATORS
NWCPC/GP/016/2018/2019-20	SUPPLY & DELIVERY OF SUBMERSIBLE CABLES AND CONTROL PANELS
NWCPC/GP/017/2018/2019-20	SUPPLY & DELIVERY OF PROMOTIONAL (BRANDED) / ADVERTISING MATERIALS <b>(RESERVED FOR DISADVANTAGED GROUPS)</b>
NWCPC/GP/018/2018/2019-20	SUPPLY AND DELIVERY OF WATER TANKS
NWCPC/GP/019/2018/2019-20	SUPPLY & DELIVERY OF FUELS, LUBRICANTS & OIL.
NWCPC/GP/020/2018/2019-20	SUPPLY AND DELIVERY OF LIQUID POLYMER, & DRILLING FOAM
NWCPC/GP/021/2018/2019-20	SUPPLY & DELIVERY OF GENERAL OFFICE STATIONERY <b>(RESERVED FOR DISADVANTAGED GROUPS)</b>
NWCPC/GP/022/2018/2019-20	SUPPLY & DELIVERY OF ELECTRICAL EQUIPMENT AND ACCESSORIES <b>(RESERVED FOR DISADVANTAGED GROUPS)</b>
NWCPC/GP/023/2018/2019-20	SUPPLY AND DELIVERY OF MINERAL WATER AND WATER DISPENSERS
NWCPC/GP/024/2018/2019-20	SUPPLY AND DELIVERY OF DRILLING TOOLS & SUBS
NWCPC/GP/025/2018/2019-20	SUPPLY AND DELIVERY OF GRAVEL PACK <b>(RESERVED FOR DISADVANTAGED GROUPS)</b>
NWCPC/GP/026/2018/2019-20	SUPPLY AND DELIVERY OF FRESH CUT FLOWERS AND FLORAL ARRANGEMENTS <b>(RESERVED FOR DISADVANTAGED GROUPS)</b>

## 2. GENERAL SERVICES CATEGORY

CODE NO:	DESCRIPTIONS
NWCPC/GS/2018/2019-20	
NWCPC/GS/001/2018/2019-20	PROVISION OF GARAGE SERVICES FOR REPAIR OF HEAVY EARTH MOVING EQUIPMENT AND PLANT
NWCPC/GS/002/2018/2019-20	PROVISION OF GARAGES FOR REPAIR OF MOTOR VEHICLE
NWCPC/GS/003/2018/2019-20	SUPPLY AND FABRICATION OF BILL BOARDS AND SIGN POSTS
NWCPC/GS/004/2018/2019-20	HIRE OF HEAVY EARTH MOVING MACHINES
NWCPC/GS/005/2018/2019-20	HIRE OF TRANSPORT SERVICES VEHICLES
NWCPC/GS/006/2018/2019-20	HIRE OF GEOPHYSICAL EQUIPMENT
NWCPC/GS/007/2018/2019-20	PROVISION OF AIR TRAVEL AGENCY SERVICES
NWCPC/GS/008/2018/2019-20	PROVISION OF PRINTING SERVICES (NEWSLETTERS, BROCHURES, POSTERS, CALENDARS, DIARIES, ANNUAL REPORTS, XMAS CARDS & OTHER PUBLICATIONS) <b>(RESERVED FOR DISADVANTAGED GROUPS)</b>
NWCPC/GS/009/2018/2019-20	REPAIR & MAINTENANCE OF COMPUTERS HARDWARE/ SOFTWARE, PRINTERS, PHOTOCOPIERS & ACCESSORIES <b>(RESERVED FOR DISADVANTAGED GROUPS)</b>
NWCPC/GS/010/2018/2019-20	SUPPLY & INSTALLATION OF ENGINEERING/ DRAWING SOFTWARE
NWCPC/GS/011/2018/2019-20	PROVISION OF SANITATION, GARBAGE COLLECTION, FUMIGATION & PEST CONTROL SERVICES
NWCPC/GS/012/2018/2019-20	SUPPLY, MAINTANANCE AND SERVICE OF FIRE FIGHTING EQUIPMENT <b>(RESERVED FOR DISADVANTAGED GROUPS)</b>
NWCPC/GS/013/2018/2019-20	CONFERENCING FACILITIES AND CATERING SERVICES <b>(RESERVED FOR DISADVANTAGED GROUPS)</b>
NWCPC/GS/014/2018/2019-20	PROVISION OF COURIER SERVICES
NWCPC/GS/015/2018/2019-20	PROVISION OF INTERNET AND WEB HOSTING SERVICES
NWCPC/GS/016/2018/2019-20	REPAIR AND MAINTENANCE OF TELEPHONE FACILITIES SERVICE
NWCPC/GS/017/2018/2019-20	PROVISION AND APPLICATION OF ANTIVIRUS <b>(RESERVED FOR DISADVANTAGED GROUPS)</b>

## 3. SPECIAL SERVICES CATEGORY

CODE NO:	DESCRIPTIONS
NWCPC/SS/2018/2019-20	
NWCPC/SS/001/2018/2019-20	PROVISION OF PENSION ADMINISTRATION AND MANAGEMENT SERVICES
NWCPC/SS/002/2018/2019-20	PROVISION OF SECURITY SERVICES
NWCPC/SS/003/2018/2019-20	PROVISION OF LEGAL SERVICES
NWCPC/SS/004/2018/2019-20	PROVISION OF MEDICAL INSURANCE COVER SERVICE
NWCPC/SS/005/2018/2019-20	PROVISION OF MOTOR VEHICLE & HEAVY PLANT INSURANCE COVER SERVICE
NWCPC/SS/006/2018/2019-20	PROVISION OF CORPORATE ASSETS INSURANCE COVER SERVICE
NWCPC/SS/007/2018/2019-20	PROVISION OF GROUP LIFE INSURANCE SERVICES
NWCPC/SS/008/2018/2019-20	PROVISION OF PROPERTY VALUATION

<b>CODE</b> <b>NWCPC/SS/2018/2019-20</b>	<b>NO:</b>	<b>DESCRIPTIONS</b>
NWCPC/SS/009/2018/2019-20		PROVISION OF MOTOR VEHICLE VALUATION
NWCPC/SS/010/2018/2019-20		PROVISION OF AUCTIONEER SERVICES
NWCPC/SS/011/2018/2019-20		DOCUMENTARY PRODUCTION SERVICES

#### **4. CONSULTANCY SERVICES CATEGORY**

<b>CODE</b> <b>NWCPC/CS/2018/2019-20</b>	<b>NO:</b>	<b>DESCRIPTIONS</b>
NWCPC/CS /001/2018/2019-20		CONSULTANTS FOR CORPORATE COMMUNICATIONS& PUBLIC RELATIONS
NWCPC/CS/002/2018/2019-20		CONSULTANTS IN HUMAN RESOURCES RECRUITMENT AND SELECTION
NWCPC/CS/003/2018/2019-20		CONSULTANTS FOR JOB EVALUATION, PERFORMANCE ANALYSIS AND CAPACITY DEVELOPMENT
NWCPC/CS/004/2018/2019-20		CONSULTANTS FOR CUSTOMER SATISFACTION AND CORRUPTION ERADICATION SURVEYS
NWCPC/CS/005/2018/2019-20		EMPLOYEE SATISFACTION AND WORK ENVIRONMENT SURVEYS
NWCPC/CS/006/2018/2019-20		CONSULTANTS FOR CHANGE MANAGEMENT
NWCPC/CS/007/2018/2019-20		CONSULTANTS FOR WEB DESIGN, TRAINING AND DEVELOPMENT OF CORPORATE WEBSITE SERVICES
NWCPC/CS/008/2018/2019-20		CONSULTANTS FOR TRAINING & INSTITUTIONAL DEVELOPMENT SERVICES
NWCPC/CS/009/2018/2019-20		CONSULTANTS FOR BASELINE SURVEYS
NWCPC/CS/010/2018/2019-20		CONSULTANTS FOR PROVISION OF GROUND WATER RELATED SERVICES/BOREHOLE HYDROGEOLOGICAL SURVEYS
NWCPC/CS/011/2018/2019-20		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);
NWCPC/CS/012/2018/2019-20		CONSULTING ENGINEERING FIRMS TO CARRY OUT ENGINEERING SERVICES- Feasibility Studies, Preliminary & Final Studies, ESIA, Tendering & Supervision of large dams;
NWCPC/CS/013/2018/2019-20		PANEL OF EXPERTS FOR QUALITY ASSURANCE IN FIELD OF DAM ENGINEERING;
NWCPC/CS/014/2018/2019-20		CONSULTANTS TO CARRY OUR ENVIRONMENTAL IMPACTS ASSESSMENTS AND AUDITS (INDIVIDUAL OR FIRM OF EXPERTS)

## 5. WORKS CATEGORY

<b>CODE</b>	<b>NO:</b>	<b>DESCRIPTIONS</b>
NWCPC/WS/2018/2019-20		
NWCPC/WS/001/2018/2019-20		CONTRACTORS OF SMALL DAMS AND PANS
NWCPC/WS/002/2018/2019-20		CONTRACTORS FOR BOREHOLE DRILLING AND EQUIPPING WORKS
NWCPC/WS/003/2018/2019-20		CONTRACTORS FOR TEST PUMPING, CHEMICAL ANALYSIS, EQUIPPING BOREHOLES AND PUMP RETRIEVAL/FISHING.
NWCPC/WS/004/2018/2019-20		CONTRACTORS FOR GEOTECHNICAL INVESTIGATIONS
NWCPC/WS/005/2018/2019-20		CONTRACTORS FOR MINOR BUILDING AND CIVIL WORKS
NWCPC/WS/006/2018/2019-20		CONTRACTORS FOR FLOOD CONTROL WORKS

### 3. TAXATION, DUTY, CUSTOMS AND PAYMENTS RELATED INFORMATION

#### 3.1 Taxes on Imported Materials

The Supplier/Service Provider/Contractor will have to pay customs duty, VAT and any other applicable taxes for all imported materials to be supplied unless the item(s) is/are donor funded or otherwise exempted from tax.

### 4. CRITERIA FOR PREQUALIFICATION

The NWCPC will apply the following criteria when assessing the applications for prequalification. Only applicants who qualify to meet the mandatory, technical and financial requirements subsequently will be subjected to the Prequalification Application Documents Elements, which is a check list and award system:

#### 4.1 Prequalification Application Document Elements

- a) This Prequalification 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 Prequalification Application Document
- c) The Prequalification 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



## 4.2 Information used to assess applicant

The NWCPC will use the information provided by the applicant in this Prequalification 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.

## 4.3 Preliminary Evaluation Criteria for Prequalification

To Pre-qualify, 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 trading license covering the supply of the goods, services or works applied for under the relevant category;
4. Provide power of Attorney in case of a Joint Venture;
5. 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);
6. Attach copy of dealership certificate for SUPPLY & DELIVERY OF COMPUTERS, IPADS, TABLETS, COMPUTER ACCESSORIES/ACCOMPANIMENTS & SOFTWARE/ HARWARE INSTALLATION;
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. In Accordance to the Public Procurement and Asset Disposal Preference and Reservations Amendment Regulations, 2013 NWCP shall reserve categories indicated **ONLY** for the **youth, women and persons with disability-30%** as a matter of preference to their small and micro enterprises. Consequently this group **MUST**, above meeting other preliminary requirements, provide **certified** copies of registration with relevant authority (s) for Access to Government Procurement Opportunities (AGPO) before proceeding to the technical and financial evaluation stages.

#### 4.4 Technical Evaluation criteria for prequalification

1. Must submit three Letters of reference from existing and/or past customers/ referees.
2. Show premise within which they operate from (attach copy of lease or proof of land ownership document and addresses of firm);
3. For PROVIDERS OF LEGAL SERVICES, applicants must provide proof that all partners are registered members of the Law society of Kenya- LSK by way of submitting copies of current practicing certificates;
4. 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;
5. Copies of trading licenses 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);

#### 4.5 Financial Evaluation criteria for prequalification

1. For existing firms, must submit **certified** audited accounts for latest Three (3) Years OR for newly registered small & micro enterprises only under AGPO, must submit **certified** latest firm's bank statement in original bank seal/stamp showing current liquidity position and value of fixed assets if any;
2. For existing firms, must demonstrate availability of working capital by providing orders, contracts awarded and completion certificates OR for newly registered small & micro enterprises only under AGPO, must provide a letter of recommendation from applicant's bank/ financier regarding their credit position;

#### **4.6 Current and Future Status of the Applicant**

NWCPC recognizes that the information presented in this Prequalification 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 prequalification of the applicant and the time when tenders or quotations are asked for, NWCPC will evaluate the tenders or quotations on the basis of the status of the applicant that will be prevailing then.

**Eng. Sammy Mburu**  
**Ag. MANAGING DIRECTOR**

**PQ-1 STATEMENT OF APPLICATION**

Name of Applicant: .....

Goods, Services or works Applied For: .....

Reference Number: .....

Date: .....

Signature: .....

**PQ-2BASIC APPLICANT DATA**

**1.Name**

Legal Name of Firm: .....

Physical Premises: .....

Post Office Address: .....

Street and Address: .....

City / Town: .....

Country: .....

Telephone: .....

Email: .....

Website: .....

Contact Person: .....

Title: .....

**2.Incorporation and Registration**

Date of Incorporation: .....

Date of Registration: .....

Nature of Business: .....

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

### 3. Top Leadership of the Firm

Chief Executive Officer/Managing Director:.....

Operations Manager: .....

Marketing Manager: .....

Finance Manager: .....

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:

<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>

*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-5PAST 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 NWCPC.(Special consideration will only be given to Small and Micro Enterprises under AGPO with no prior experience)

**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-6LITIGATION 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.

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

## 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

	<b>Document</b>	<b>(tick) or N.A</b>	<b>marks</b>
1.	Certificate of Registration and/or Incorporation		1
2.	VAT Registration Certificate		1
3.	PIN Certificate		1
4.	Valid Tax Compliance Certificate		1
5.	Organizational Chart of the Firm		1
6.	Most recent certified bank statement		1
7.	Most recent certified, audited balance sheet		1
8.	Most recent certified, audited income statements		1
9.	Certified Proof of AGPO registration		1
10	Proof of IRA registration		1
11	Current membership with AKI		1
12	Current membership with AIBK		1
13	NEMA registration		1
14	Dealership certificate		1
15	NCA registration		1
16	Power of attorney		1
17	Orders, contracts awarded and completion certificates		1
18	Certified Audited accounts or sealed/stamped bank statements		1
19	Copies of log books		1
20	LSK registration		1

**PQ-8AFFIRMATION**

I / We hereby state:-

1. That the information given in this Prequalification Application Document is true and accurate to the best of our knowledge. We therefore give NWCPC 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 prequalification is not a contractual agreement between us and NWCPC 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 NWCPC and any other public or private institutions.

Date: .....

Applicants Name: .....

Represented by: .....

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

Signature: .....

**5.PREQUALIFICATION EVALUATION SCORE CARD (ONLY FOR APPLICANTS WHO QUALIFY PRELIMINARY, TECHNICAL AND FINANCIAL TEST)**

	<b>ITEM</b>	<b>POINTS BREAK DOWN</b>	<b>TOTAL POINTS</b>
PQ-1	Statement Of Application	1point per clearly filled space. Half point for ambiguities, No point for gaps	5
PQ-2	Basic Applicant Data	3points per clearly filled bulletin. Half point for ambiguities, No point for gaps	18
PQ-3	Statement of Supply Methods And Procedures	5points for clear Knowledge of activities&/or processes; 5points for suitable equipment &/or competent personnel;5points for compelling value addition. (Half points for ambiguities and none for gaps)	15
PQ-4	Financial Information	3Points per clearly filled space. Half point for ambiguities, No point for gaps	18
PQ-5	Past Experience	5points per client clearly filled bulletin. Half point for ambiguities, No point for gaps	15
PQ-6	Litigation History	5points for clearly provided information, No point for gaps	5
PQ-7	Documents Checklist	1point per tick/N.A, No point for gap	20
PQ-8	Affirmation	4points per clearly filled space. Half point for ambiguities, No point for gaps	4
	<b>TOTAL SCORE</b>	<b>= CLARITY + COMPLETENESS =</b>	<b>100</b>

**Note:** This score card is an objective tool that will be used to choose only those applicants who achieve a pass mark of 80% and/or above after evaluation. Only those firms that pass this test might have an opportunity of being invited for bidding/tendering by the corporation.

**End**