



**CONTINUOUS REGISTRATION OF SUPPLIERS/CONTRACTORS  
FOR SUPPLY OF GOODS  
AND SERVICES FOR THE PERIOD 2025-2026.**

**COMPANY NAME.....**

**CATEGORY NO.....**

**CATEGORY DESCRIPTION.....**

IF SPECIAL GROUP PLEASE INDICATE BELOW :( ✓)

WOMEN

YOUTH

PERSONS WITH DISABILITIES



## TABLE OF CONTENTS

<b>Contents</b>	<b>Page</b>
1. Registration Instruction	3
2. Brief Contract Regulations	7
3. Registration Data Instructions	8
4. Form R-1-Registration Documents	13
Form R-2-Registration Data	14
Form R-3-Supervisory Personnel	15
Form R-4-Financial Position	16
Form R-5-Past Experience	17
Form R- 6-Sworn Statement	18
Form R-7-Confidential Questionnaires	19
Form R-8-Tender Questionnaires	21
Form R-9-Litigation History	22



## REGISTRATION INSTRUCTIONS

### 1.1 Introduction

The Managing Director Busia Water and Sewerage Services Company Limited invites applications for continuous registration of suppliers from interested eligible bidders for the supply of under listed goods, services and works for the period 2025-2026.

No.	TENDER NUMBER	TENDER DESCRIPTION	ELIGIBILITY
<b>CATEGORY A: SUPPLY AND DELIVERY OF GOODS</b>			
1	BUWASSCO/R/01/2025-2026	Supply and Delivery of various sizes of UPVC, HDPE, PPR, Pipes & Fittings	Open
2	BUWASSCO/R/02/2025-2026	Supply and Delivery of Cold-Water Meters and related accessories	Open
3	BUWASSCO/R/03/2025-2026	Supply and delivery of Water Treatment Chemicals	Open
4	BUWASSCO/R/04/2025-2026	Supply and Delivery of General Stationery, Tonners & other computer consumables	Special Groups
5	BUWASSCO/R/05/2025-2026	Supply and Delivery of Computers, Printer Photocopiers, Scanners and Computer Hardware	Open
6	BUWASSCO/R/06/2025-2026	Supply and Delivery of General office Equipment, Furniture and Fittings	Open
7	BUWASSCO/R/07/2025-2026	Supply and Delivery of Motor Vehicle and Motor Cycle tires, tubes and batteries	Open
8	BUWASSCO/R/08/2025-2026	Supply and delivery of Branded Staff uniforms and protective clothing's & Sportswear	Special Groups
9	BUWASSCO/R/09/2025-2026	Supply and delivery of electrical items and appliances & electromechanical accessories	Special Groups
10	BUWASSCO/R/10/2025-2026	Design and printing of calendars, diaries, brochures & promotional materials	Special Groups
11	BUWASSCO/R/11/2025-2026	Supply and delivery of Pumps and Motors	Open
12	BUWASSCO/R/12/2025-2026	Supply and delivery of printed office accountable documents	Open
13	BUWASSCO/R/13/2025-2026	Supply and delivery of water quality Laboratory Reagents & Equipment's	Open
14	BUWASSCO/R/14/2025-2026	Supply and delivery of milk, beverages & office refreshments	
15	BUWASSCO/R/15/2025-2026	Supply and delivery of newspapers	Special Groups
16	BUWASSCO/R/16/2025-2026	Supply and Delivery of Mobile Phones, Mobile handset, Scratch cards and related accessories	Special Groups
17	BUWASSCO/R/17/2025-2026	Supply and Delivery of Hardware Materials and Tools	Open



<b>CATEGORY B: PROVISION OF SERVICES</b>			
18	BUWASSCO/R/18/2025-2026	Provision of Training, team building & event organization	Open
19	BUWASSCO/R/19/2025-2026	Provision of motor vehicle and Motor Cycle insurance services	Open
20	BUWASSCO/R/20/2025-2026	Service, Repairs and maintenance of Motor vehicles & Motor Cycles	Open
21	BUWASSCO/R/21/2025-2026	Repair, service and maintenance of Computers & office Equipment's	Open
22	BUWASSCO/R/22/2025-2026	Provision of Security services	Open
23	BUWASSCO/R/23/2025-2026	Provision of travel & Air ticketing (IATA/KATA) registered	Open
24	BUWASSCO/R/24/2025-2026	Repair, service and maintenance of Pumps, Motors, Generators, Water Treatment Plants, Fire Fighting Equipment's and Solar System.	Open
25	BUWASSCO/R/25/2025-2026	Provision of legal services (valid membership of professional body)	open
26	BUWASSCO/R/26/2025-2026	Provision of Repair, Maintenance of Buildings and Small Works Services	open
27	BUWASSCO/R/27/2025-2026	Provision of Asset valuation services	Open
28	BUWASSCO/R/28/2025-2026	Provision of office refurbishment and furnishing e.g., curtain & carpet, vertical blinds, sheers, window films	Special group
29	BUWASSCO/R/29/2025-2026	Provision of Cleaning Services and materials.	Special Group
30	BUWASSCO/R/30/2025-2026	Provision of Hotel, Conference and Accommodation Services	Open
31	BUWASSCO/R/31/2025-2026	Provision of Medical Insurance	Open
32	BUWASSCO/R/32/2025-2026	Provision of Fabrication Works	Open
33	BUWASSCO/R/33/2025-2026	Provision of Software, firewall and associated licenses (Windows operating system, Microsoft office, SPSS, Antivirus, Website, Domain)	Open
34	BUWASSCO/R/34/2025-2026	Provision of Sanitary Bins and Disposal Services	Open
35	BUWASSCO/R/35/2025-2026	Provision of Auctioneering Services	Open
36	BUWASSCO/R/36/2025-2026	Provision of Courier Services and Mail delivery	Open
37	BUWASSCO/R/37/2025-2026	Repair and Maintenance of Lab Equipment's	Open
38	BUWASSCO/R/38/2025-2026	Provision of Consultancy Services E.g. Legal, Tax, Customer Care ETC	Open
39	BUWASSCO/R/39/2025-2026	Provision of Events Management, Hiring of Tents, Chairs, Tables, Public Address Systems and Decoration	Special Group
40	BUWASSCO/R/40/2025-2026	Provision of Fuel and Lubricants Services	Open



41	BUWASSCO/R/41/2025-2026	Supply and Installation of Solar System	Open
42	BUWASSCO/R/42/2025-2026	Provision and Maintenance of Fire Fighting Equipment's	Open
43	BUWASSCO/R/43/2025-2026	Provision and Installation of CCTV, Alarm and Access Control System Services	Special Group
44	BUWASSCO/R/44/2025-2026	Provision of WIBA Services	Open
45	BUWASSCO/R/45/2025-2026	Provision of Environmental Impact Assessment and Audit Services	Open

**The special Groups (Youth, women and Persons Living with Disabilities) must be registered with National Treasury/County Governments, and other relevant bodies. Attach copy of AGPO certificate)**

**Special criteria will be used to evaluate categories reserved for the special/Target groups. Special/Target Groups may choose to apply for registration in categories open to the public. However, all applications for categories open to the public will be subjected to the same evaluation criteria.**

### **1.2 Registration Objective**

The main objectives of this part is to supply and deliver assorted items and also provide services under relevant tenders/Quotations to Busia Water and Sewerage Services Company as and when required basis.

### **1.3 Invitation of registration**

The Busia Water and Sewerage Services Company Ltd hereinafter referred to as Procuring Entity intends to register candidates for the supply of goods, works and services to the organization for the **Period 2025-2026**, Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit/Drop their REGISTRATION documents to the Tender Box located at the Buwassco main office. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for registration, this is in accordance to the Public Procurement and Asset Disposal Act,2015 Sec 57(1-4).

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### **1.5 Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for registration, prospective supplier must submit all the information herein requested.



## INVITATION TO TENDER

**DATE:06 /01/2025**

1.7.1 The Busia Water and Sewerage Services Company invites sealed bids from eligible candidates for applications for continuous registration of suppliers from interested eligible bidders for the supply of under listed goods, services and works for the period 2025-2026 as stipulated under public procurement act 2015 sec.71 (1-4)

1.7.2 Interested eligible candidates may obtain further information from the Procurement Office, Busia Water and Sewerage Services Company, Telephone No. **0796523854** or **info@buwasco.co.ke** during normal working hours.

1.7.3 Registration Documents are to be obtained by downloading from the Company website: [www.buwasco.co.ke/tenders](http://www.buwasco.co.ke/tenders) free of charge.

**Completed registration documents are to be enclosed in plain sealed envelopes marked with Category number and Category Description and be dropped to the Tender Box located at the Company headquarter in Busia or be addressed to:**

**The Managing Director,  
Busia Water and Sewerage Services Company Limited  
P.O Box 392-50400  
BUSIA  
Tel- 0796523854**



## **1.8 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to The Managing Director whose address is given in part 1.

### **1.9 Additional Information**

The Company reserves the right to request submission of additional information from prospective bidders.

### **1.10 Invitation to Tenders/Quotations**

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the company after **scoring more than 70 points** soon after the completion of the registration process

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

### **2.1 Taxes on Imported Materials**

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

### **2.2 Customs Clearance**

The contractors shall be responsible for custom clearance of their imported goods and materials

### **2.4 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's Accounting Officer

### **2.5 Payments**

All local purchase shall be on credit of a minimum of thirty (30,60,90) days or as it may be stipulated in the contract Agreement.



## **REGISTRATION DATA INSTRUCTIONS**

### **3.1. Registration data Forms**

The attached questionnaire forms R-1, R-2, R-3, R-4, R-5, R-6, R-7 & R-8 are to be completed by prospective supplier/contractors who wish to be registered for submission of tender for the **specified tender lot**

3.1.1 The registration application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

### **3.2 QUALIFICATION**

3.21 It is understood and agreed that the registration data on prospective bidders is to be used by the Company in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the **Tender lot** as described by the client.

3.22 Prospective bidders will not be considered qualified unless in the Judgment of the company they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/Services.

### **3.3 Essential Criteria for registration**

3.3.1. (A) Experience: Prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize, supply and delivery of items, or services at short notice.

#### **3.3.2 Personnel**

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in Form R 3.



### **3.3.3 Financial Condition**

The supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as Letters of reference from their bankers regarding supplier's credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data on Form R 4. However, potential bidders should provide evidence of financial capability to execute contract.

### **3.3.5 Past Performance**

Past performance will be given due consideration in registration of bidders. Letters of reference from past customers should be included in Form R-5 where applicable.

### **3.3.6 Newly Registered firms**

Such firms may not have any experience or past performance documented. Marks for such criteria shall be awarded in full if the personnel/staff shall be proven to have relevant compensating experience. No prove of LPO's /LSO's/invoices/Contracts shall therefore be required litigation history's marks shall also be awarded in full for such new firms.

### **3.3.7 Firms under preference and reservation regulations**

Such entities shall be required to have been registered with the Ministry of Finance and submit the certificate to be exempted from the evaluation criteria and qualify



### 3.4 STATEMENT

Application must include a sworn statement Form R-6 by the Tenderer ensuring the accuracy of the information given.

### 3.5 WITHDRAWAL OF REGISTRATION

Should a condition arise between the time firm is registration to bid and the bid opening date which in the opinion of the client/Company 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. The Company reserves the right to reject the tender from such a bidder even though he was initially registered.

### 3.6 OUTLINED SUPPLY AND DELIVERY

#### Procedures

The registration applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in form R-2

### 3.7 EVALUATION CRITERIA

Busia Water and Sewerage Services Company will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

#### **EVALUATION CRITERIA I – for AGPO Registered special groups (Youth, Women & PWD only)**

<b>A</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>
<b>A1</b>	Valid Certificate of Incorporation/Business Registration (Attach Copy)	
<b>A2</b>	Personal Identification Number (PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach Copy)	
<b>A3</b>	Certificate of Registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach Copy)	
<b>A4</b>	Current/valid Tax compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach Copy)	



## EVALUATION CRITERIA II- General Public

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

<b>B.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>	<b>SCORES</b>
B1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO	
B2	Personal Identification Number (PIN) certificate (Attach copy)	YES/NO	
B3	Valid Tax Compliance Certificate (Attach copy)	YES/NO	
B4	Current Business Permit/License (Attach copy)	YES/NO	
B5	Physical location of business premises ( <b>see business questionnaire</b> )	YES/NO	
B6	Fulfillment of special condition relevant to the category applied for ( <b>where applicable</b> )	YES/NO	
<b>C.</b>	<b>GENERAL REQUIREMENTS</b>		
C1.	Supplier Availability -Physical Location/ Address (4) -Contact Person (2) -Email Address (2) -Contact Telephone/Mobile Number (2)	10	
C 2.	Business Ownership: Company/Business Profile -Disclosure of Directors/Partners/Sole proprietor	10	
C 3.	Financial Stability  Audited Accounts for the last 2 years Audited Accounts for the last 1 year	20 10	
C5.	<b>Experience:</b> Indicate having undertaken similar assignment with at least 3 firms <b>(Attach proof: copies of LPOs, Letter of Award, Completion Certificates, Contracts)</b>	20	
C6	<b>Supply Capacity:</b> Maximum Volume of Business handled in the last 2 years - 2million and above (12) - 1.5-2 Million (9) - 1-1.5 Million (3)	12	
C7	<b>Credit Period:</b> Indicate Credit Period willing to offer -90 days (12) -60 days (9) -30 days (6) -Less than 30 days (3)	12	
C8	Eligibility & Disclosure of litigation history	6	
<b>TOTAL</b>		<b>100</b>	



### 3.8 **Qualification Mark**

The qualification mark is **70 points** and over

Bidders must meet all the mandatory requirements to qualify



**FORM R 1**

**REGISTRATION DOCUMENTATION**

**All firms must provide:**

- (a) Copies of Certificate of Registration
- (b) Copy of Personal Identification Number (PIN) Certificate
- (c) Tax compliance Certificate from Kenya Revenue Authority
- (d) Copies of Pin Certificates of Firm/Company/Individual



**FORM R-2**

**REGISTRATION DATA**

1. Legal name of firm.....  
Post office address.....  
Street and Address.....  
City.....  
Country.....  
Telephone No.....  
Person to contact.....  
Title.....
2. Organization & Business Information.....  
Management Personnel.....  
Director.....  
General Manager.....  
Other.....  
Partnership (if applicable) .....  
Names of Partners.....
3. Business founded or incorporated.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Enclose copy of the organization chart of the firm indicating the main fields of activities



**FORM R-3**

**SUPERVISORY PERSONNEL**

Name.....

Age.....

Academic Qualification.....

Professional Qualification.....

Length of service with contractor or supplier position held  
.....

**Supply or service experience**

a) Name of Client/Customer.....

b) Character and nature of Contract.....

c) Contract value.....

d) Location of Contract.....

e) Period of Contract.....

f) Title and responsibility in Contract.....  
.....

g) Other.....

**Proposed Technical Personnel**

a) .....

b) .....

c) .....

d) .....

e) .....

f) .....

g) .....

Proposed position in this project if contract is awarded.....  
.....

Brief statement of supply and service delivery method the supplier plans to use to execute the Contract.....



**FORM R-4**

**FINANCIAL POSITION**

Attached a copy of firm's two recent certified financial statements giving Summary of assets and current liabilities/or any other financial support.



**NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS**

**NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

- 1.     i)     Name of client (Organization).....  
       ii)     Address of Client (Organization).....  
       iii)    Name of contact person at the client (Organization).....  
       iv)     Telephone No. of Client.....  
       v)      Value of contract.....  
       vi)     Duration of contract (date).....
  
- 2.     Name of 2<sup>nd</sup> client (Organization)  
       (i)     Name of client (Organization).....  
       (ii)    Address of client (Organization).....  
       (iii)   Name of contact person at the client (Organization).....  
       (iv)    Telephone No. of Client.....  
       (v)     Value of contract.....  
       (vi)    Duration of contract (Date).....
  
- 3.     Name of 3<sup>rd</sup> Client (Organization)  
  
       i) Name of client (Organization).....  
       ii) Address of Client (Organization).....  
       iii) Telephone No. of Client.....  
       iv) Name of contact person at the client (Organization).....  
       v) Value of contract.....  
       vi) Duration of contract (Date).....
  
- 4. Others.....



**FORM R-6**

**SWORN STATEMENT**

Having studied the registration information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered as a supplier we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.

Date.....

Applicant's Name.....

Address.....

Tel. No.....

Represented by.....

Signature.....

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



**FORM R-7**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2 (b) or 2 (c) whichever applies in 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..... Mobile No.....

Nature of business.....

Current Trade License No.....Expiring date.....

Maximum value of business which you can handle at any one-time Ksh.....

Name of your bankers.....Branch.....

**Functioning e-mail address (es).....**

**PART 2(A) – Sole Proprietor**

Your name in full.....Age.....

Nationality..... Country of origin.....

Citizenship details.....

**Part 2 (b) – Partnership:**

<b>Name</b>	<b>Nationality</b>	<b>citizenship Details</b>	<b>Shares</b>
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1. ....

2. ....

3. ....

4. ....

5. ....



**Part 2 (c) - Registered Company**

Private or Public

State the nominal and issue capital of the company

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

	Name Shares	Nationality	Citizenship Details
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....
5.	.....	.....	.....

Date.....

Signature & Stamp of Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, naturalization or Registration



## FORM R – 8 TENDER QUESTIONNAIRES

Please fill in  
block letters

1. Full names of tenderer

.....  
.....

2. Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below)

.....  
.....

3. Telephone numbers of tenderer

.....  
.....

4. Fax number of tenderers

.....  
.....

5. Name of tenderers representative to be contacted on matters of the tender during the tender period.

.....  
.....

6. Details of tenderers nominated agent (if any) to receive tender notices. This is essential if tenderer does not have his registered address in Kenya (name, address, telephone and fax)

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

**Signature and stamp/seal of tenderer**



**LITIGATION HISTORY**

**Name of Contractor/Supplier**

Contractors/Supplier should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for or against	Name of Client	Cause of Litigation and matter in dispute	Disputed Amount (current values. Equivalent)

