



## **NAROMORU WATER & SANITATION COMPANY**

Naromoru Town in Kanyua Building next to Naromoru Post offices.

P.O. Box 234 – 10105, NAROMORU.

Email: narowasco@gmail.com

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### ***REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEAR 2025-2027***

**COMPANY NAME.....**

**CATEGORY NO: .....**

**CATEGORY DESCRIPTION.....**

**IF SPECIAL  
WOMEN**

☐

**GROUP PLEASE INDICATE BELOW: (✓)**

**YOUTH**

☐

**PERSONS WITH**

☐

**DISABILITIES**

**CLOSING DATE: 25<sup>TH</sup> JUNE, 2025 AT 4:00PM.**

**5<sup>th</sup> JUNE, 2025**

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## SECTION I. INVITATION FOR REGISTRATION SUPPLIERS OF GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEAR 2025-2027

Naromoru Water and Sanitation Company Ltd. (NAROWASCO) hereinafter referred as “Procuring entity” intends to prequalify candidates for the supply of under listed goods, services and works for the **Financial Year 2025-2027**.

S/NO	Tender No.	Tender Description	Special Condition	Eligibility
<b>CATEGORY A- REGISTRATION OF SUPPLIERS</b>				
	<b>SUPPLY OF GOODS</b>	<b>REGISTRATION OF SUPPLIERS OPEN TO SPECIAL GROUPS FOR FINACIAL YEARS 2025-2027</b>		
1.	NAROWASCO: RS/1/2025-2027	Supply and delivery of computers, laptops, UPS printers, anti-virus and accessories		Special Groups
2.	NAROWASCO: RS/2/2025-2027	Supply and delivery Office Equipment's and furniture's		Special Groups
3.	NAROWASCO: RS/3/2025-2027	Supply and delivery of Newspapers.		Special Groups
	<b>SUPPLY OF GOODS</b>	<b>REGISTRATION OF SUPPLIERS OPEN TO GENERAL PUBLIC FOR FINACIAL YEARS 2025-2027</b>		
4.	NAROWASCO: RS/4/2025-2027	Supply and delivery of office stationery		Open
5.	NAROWASCO: RS/5/2025-2027	Supply and delivery of Cold-Water Meters and meter spares		Open
6.	NAROWASCO: RS/6/2025-2027	Supply and delivery of fuel, oils and lubricants	Restricted in the Area	Open
7.	NAROWASCO: RS/7/2025-2027	Supply and delivery of Building Materials, Hardware and tools.		Open
8.	NAROWASCO: RS/8/2025-2027	Supply and delivery of motorcycles		Open
9.	NAROWASCO: RS/9/2025-2027	Motor vehicle spare parts, repair and maintenance	Must have a garage within Naromoru, Nanyuki and Nyeri.	Open
10.	NAROWASCO: RS/10/2025-2027	Motor cycle spare parts, repairs and maintenance	Must have a garage within Naromoru, Nanyuki and Nyeri.	Open
11.	NAROWASCO: RS/11/2025-2027	Supply of water testing laboratory apparatus, reagents and equipment		Open
12.	NAROWASCO: RS/12/2025-2027	Supply and delivery of HDPE Pipes, fittings and GI Pipes and fittings.		Open
13.	NAROWASCO: RS/13/2025-2027	Supply and delivery UPVC pipes and fittings (Ref: KS ISO 1452 (1-5)-2009		Open
14.	NAROWASCO: RS/14/2025-2027	Supply and delivery of Miscellaneous hardware store and construction material		Open
15.	NAROWASCO: RS/15/2025-2027	Supply and delivery of staff uniforms.		Open
	<b>PROVISION FOR SERVICES</b>	<b>REGISTRATION OF SUPPLIERS OPEN TO PROVISION OF LEGAL FOR FINACIAL YEARS 2025-2027</b>		
16.	NAROWASCO: RS/16/2025-2027	Provision of General Insurance	Must be registered with IRA.	Open
17.	NAROWASCO: RS/17/2025-2027	Provision of Company Secretarial Services		Open
18.	NAROWASCO: RS/18/2025-2027	Provision of Security Services		Open
19.	NAROWASCO: RS/19/2025-2027	Hotels for provision of Catering Services	Restricted in the Area	Open
20.	NAROWASCO: RS/20/2025-2027	Provision of Assets Verification, Tagging & Valuation Services		Open
21.	NAROWASCO: RS/21/2025-2027	Calibration of laboratory equipment's and apparatus (water testing and meter calibration laboratories) Valid ISO/IEC 17025:2005 accreditation certificate by KENAS	Valid ISO/IEC 17025:2005 accreditation certificate from KENAS	Open

22.	NAROWASCO: RS/22/2025-2027	Repair and servicing of laboratory equipment's (water testing and meter calibration laboratories)		Open
23.	NAROWASCO: RS/23/2025-2027	Maintenance of computer hardware, printers, photocopiers and other related		Open
24.	NAROWASCO: RS/24/2025-2027	Building, Construction & General Civil Works	Valid classification and approval by the National Construction Authority (NCA)	Open

✠ **The special groups must be registered with the National Treasury (attach copy of AGPO certificates)**

1. It is expected that the Invitation to tender will be made for the financial year 2025-2027. Tendering will be conducted through national procedures using a standardized tender document and will be open to all applicants who prequalify.
2. Qualified and interested applicants may obtain further information and inspect the Prequalification Document during office hours 0800 to 0500 hours at the address given below.
3. A complete set of Prequalification Document in English may be purchased or obtained by interested applicants upon payment of a non-refundable fee of Kenya shillings Ksh 1,000 in cash.
4. Prequalification Document may be viewed and downloaded for free from the website **<https://naromoruwater.co.ke>**. Applicants who download the Prequalification Document must forward their particulars immediately to **[procurement@naromoruwater.co.ke](mailto:procurement@naromoruwater.co.ke)** to facilitate any further clarification or addendum.

Applications for prequalification should be submitted by postal service, or hand/courier delivery, clearly marked envelopes and delivered to the address given below by **25<sup>th</sup> JUNE, 2025 at 4.00pm. (EAST AFRICA TIME)**.

5. Late applications shall be rejected.
6. Address where to submit Applications

**MANAGING DIRECTOR,  
NAROMORU WATER AND SANITATION COMPANY LTD,  
P.O. BOX 234-10105,  
NAROMORU**

## **SECTION: II - INSTRUCTIONS TO CANDIDATES**

### **2.1. Scope of Tender**

2.1.1. Naromoru Water and Sanitation Co. Ltd. hereinafter referred to as the procuring entity intends to prequalify contractors for the following Goods, Services and Small works for the **Financial Year 2025/2027**. Interested eligible candidates may obtain further information from and inspect the tender's documents at Naromoru Water & Sanitation Company Ltd (NAROWASCO) office from 8am-1pm and 2pm to 4pm from Monday to Friday excluding weekends and public holidays.

It is expected that registration applications will be submitted to be received by the procuring entity not later than **25<sup>th</sup> JUNE, 2025 at 4.00pm.**

2.1.2. Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

2.1.3. General information on the candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix to instructions to candidates.

### **2.2. Submission of Application**

2.2.1. Applications for registration shall be submitted in sealed envelopes marked with the tender/category name and reference number and deposited in the Tender Box located next to Procurement Office Naromoru Water and Sanitation Co. Ltd.

2.2.2. The name and mailing address of the applicant may be marked on the envelope.

2.2.3. All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.2.4. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

### **2.3 Eligible Tenderers**

2.3.1. This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

2.3.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.3.3. All terms found capable of performing the contract satisfactorily in accordance to the set registration criteria shall be registered.

## **2. Eligible materials and spares**

2.1 All consumable materials and spares used under the contract shall have their origin in eligible source countries.

2.2 For purposes of this clause, “origin” means the place where the materials are mined, grown, or produced. Materials are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

2.3 The origin of materials is distinct from the nationality of the tenderer.

## **3. Cost of Tendering**

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

## **4. Contents of the Prequalification Documents 4 Sections of Prequalification Document**

4.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with IT A8.

### **PART 1 - Prequalification Procedures**

- I. Section I- Invitation for Registration (ITR)
- II. Section II- Instructions to Candidates (ITC)
- III. Section III - Prequalification Data Sheet (PDS)
- IV. Section IV - Qualification Criteria and Requirements
- V. Section IV- Application Forms
- VI. Section V- Declaration

### **PART 2 - Works, Goods, or Non-Consulting Services Requirements**

4.2 Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-application meeting (if any). In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.

4.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its application all information or documentation as is required by the Prequalification Document.

## **5 Clarification of Prequalification Documents, site visit(s) and Pre-Application Meeting.**

5.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Entity in writing at the Procuring Entity's address. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so, the Procuring Entity shall also promptly publish its response at the webpage. Should the Procuring Entity deem it necessary to amend the Prequalification Document as a result of a clarification.

5.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify when if a pre-application meeting will be held, when and where. The Procuring Entity shall also specify date if a pre-arranged Site visit will be held and when. The

Applicant's designated representative is invited to attend a pre- application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.

5.3 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than 14 days before the submission date of applications.

5.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.

5.5 The Procuring Entity shall also promptly publish anonymized (no names) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant not through the minutes of the pre-application meeting. Non-attendance at the pre- arranged site visit and the pretender meeting will not be a cause for disqualification of a Tenderer.

## **6 Amendment of Prequalification Document**

6.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the Prequalification Document by issuing an Addendum.

6.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage.

6.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with ITR 14.3.

## **7. Preparation of Applications**

### **7.1 Cost of Applications**

7.2 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

## **8 Language of Application**

8.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern. 1

## **9 Documents Comprising the Application 9.1**

The Application shall comprise the following:

- a. Application Submission Letter, in accordance with ITR 10.1;
- b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITR 11.1;

c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITR 11; and

9.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

## **10 Application Submission Letter**

10.1 The Applicant shall complete an Application Submission Letter as provided in Section V (Application Forms). This Letter must be completed without any alteration to its format.

## **11 Documents Establishing the Eligibility of the Applicant**

11.1 To establish its eligibility, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 2.1.1 and 2.1.2, included in Section V (Application Forms).

## **12 Documents Establishing the Qualifications of the Applicant**

12.1 To establish its qualifications to perform the contract(s) in accordance with Section IV, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section V (Application Forms).

12.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a) For turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
- b) Value of single Contract-Exchange rate prevailing on the date of the contract.

12.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.

12.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.

12.5 The purpose of the information described in section II 2.3.1 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.

12.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under section II 2.2. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.



12.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

12.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.

12.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:

- a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
- b. If the contract has been awarded to that Applicant, the contract award will be set aside,

12.10 The Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.

12.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences section II will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

### **13 Signing of the Application and Number of Copies**

13.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITC 8 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

13.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

### **14. Submission of Applications**

#### **14.1 Sealing and Marking of Applications**

14.2 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:

- a Bear the name and address of the Applicant;

- b Be addressed to the Procuring Entity, in accordance with ITR 14.1; and
- c Bear the specific identification of this prequalification process indicated in the PDS III.

14.3 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITR 13 above.

## **15 Deadline for Submission of Applications**

15.1 Applicants may either submit their applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their applications electronically, in accordance with electronic Application submission procedures specified in the PDS.

15.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITR 5, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

## **16 Late Applications**

16.1 The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the PDS. If late applications will be accepted, they must be received not later than the date specified in the ITC after the deadline for submission of applications.

## **17. Opening of Applications**

17.1 The Procuring Entity shall open all Applications at the date, time and place specified in the PDS. Late Applications shall be treated in accordance with ITR 16.1.

17.2 Applications submitted electronically (if permitted pursuant to ITA 14.1) shall be opened in accordance with the procedures specified in the PDS.

17.2 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

## **18. Procedures for Evaluation of Applications**

### **18.1 Confidentiality**

18.2 Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITR 25.

18.3 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITR 25, any Applicant that wishes to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.

### **19 Clarification of Applications**

19.1 To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.

19.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

### **20 Responsiveness of Applications**

20.1 The Procuring Entity may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise

requires clarification as per ITR 18.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

## **21 Margin of Preference**

21.1 Unless otherwise specified in the PDS, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

## **22 Nominated Subcontractors**

22.1 Unless otherwise stated in the PDS, the Procuring Entity does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Procuring Entity (so-called “Nominated Subcontractors”).

22.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITR 22.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as (“Specialized Subcontractors”). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity (ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

## **23. Evaluation of Applications and Prequalification of Applicants**

### **23.1 Evaluation of Applications**

23.2 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section IV, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.

23.3 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non- consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by the Procuring Entity in the PDS as can be met by Specialized Subcontractors, in which case:

- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section IV, and
- ii) the qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualifications of the Applicant for the purpose of the evaluation. Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, such tender may be rejected unless a change in the specialized subcontractor was requested by the Applicant and approved by the Procuring Entity subsequent to prequalification but before the tender submission deadline in accordance with ITR 27.

23.4 In case of multiple contracts, Applicants should indicate in their applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby

indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.

23.5 Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification Criteria Form for items 2.2 for each Lot, to be completed by applicants.

23.6 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITR 22 above) or any other firm(s) different from the Applicant shall not be considered.

## **24 Procuring Entity's Right to Accept or Reject Applications**

24.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

## **25 Prequalification of Applicants**

25.1 All Applicants whose applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

25.2 Applicants that have not been prequalified may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

## **26 Invitation to Tender**

26.1 Promptly after the notification of the results of the prequalification, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.

26.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document.

26.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

## **27 Changes in Qualifications of Applicants**

27.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITR 24 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of the Procuring Entity prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section IV (Qualification Criteria and Requirements); or (iii) in the opinion of the Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

## **28 Procurement Related Complaints and Administrative Review**

28.1 The procedures for making a Procurement-related Complaint are as specified in the PDS. 28.2 A request for administrative review shall be made in the form provided.

## SECTION II PREQUALIFICATION DATA SHEET (PDS)

REFERENCE TO ITC CLAUSE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>A. GENERAL</b>	
<b>ITA 1.1</b>	<p>The Procuring Entity is: Naromoru Water and Sanitation Company Ltd The identification of the Invitation for Prequalification is: <i>Registration of Suppliers and Service Providers for supply of goods and provision of services and works</i></p> <p>The particular type of contract is <i>works, goods or Non-Consulting Services specified in the Invitation to apply for Registration</i></p> <p>The application is for <i>Registration of Suppliers for supply of goods and Service Providers and provision of service</i></p> <p>Prequalification will be based <i>on individual contracts</i></p>
<b>ITA 2</b>	The Source of funds shall be <i>Self-funding</i>
<b>ITA 5.2</b>	Maximum number of members in the JV shall be: <b><i>Not applicable</i></b>
<b>B. Contents of the Prequalification Document</b>	
<b>ITA 8.1</b>	<p>For clarification purposes, the Procuring Entity's address is:</p> <p style="text-align: center;"><b>ATTENTION: MANAGING DIRECTOR, Naromoru Water and Sanitation Company, Naromoru Town in Kanyua Building next to Naromoru Post Offices, P.O Box 234-10105 NAROMORU.</b></p> <p>Electronic mail address: <a href="mailto:procurement@naromoruwater.co.ke">procurement@naromoruwater.co.ke</a></p> <p>Web page: <a href="https://naromoruwater.co.ke">https://naromoruwater.co.ke</a></p>
<b>ITA 8.2</b>	<p>A pre-application meeting will <b>not be held</b></p> <p>A pre-arranged Site visit will not <b>be held</b></p>
<b>ITA 8.3</b>	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity <i>5 days before the opening date</i>
<b>ITA 8.5</b>	Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page <a href="https://naromoruwater.co.ke">https://naromoruwater.co.ke</a>
<b>ITT 9.2</b>	Addendum issued shall be published at the website <a href="https://naromoruwater.co.ke">https://naromoruwater.co.ke</a>
<b>ITA 8.2</b>	Pre-Application Meeting will be held: N/A
<b>C. Preparation of Applications</b>	

ITA12.1 (d)	The Applicant shall submit with its Application, the following additional documents: <b>As given in the preliminary Evaluation and Technical Evaluation</b>
ITA15.2 (b)	The source for determining exchange rates is <b>The Central Bank of Kenya</b>

ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: <b>ONE</b>
<b>D. Submission of Applications</b>	
ITA 17.1	<p>The deadline for Application submission is:  Date: <b>Wednesday 25<sup>th</sup> June, 2025</b>  Time: <b>4.00 PM</b>  For Application submission purposes only, the Procuring Entity's address is:  <b>ATTENTION: MANAGING DIRECTOR,</b>  <b>Naromoru Water and Sanitation Company,</b>  <b>Naromoru Town in Kanyua Building next to Naromoru Post Offices,</b>  <b>P.O Box 234-10105 NAROMORU.</b>  Electronic mail address: <a href="mailto:procurement@naromoruwater.co.ke">procurement@naromoruwater.co.ke</a>  Telephone: <b>0791151094</b></p>
Reference to ITC Clause	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
<b>A. General</b>	
	<i>Applicants shall not have the option of submitting their Applications electronically</i>
ITA 18.1	Late Applications will be returned unopened to the Applicants
ITA 19.1	The Procuring Entity will not accept late applications.
ITA 20.1	<p>The opening of the Applications shall be at <b>Procurement Office of Naromoru Water and Sanitation</b>  <b>Naromoru Town in Kanyua Building next to Naromoru Post Offices</b></p>
<b>E. Procedures for Evaluation of Applications</b>	
ITA 24.1	A margin of preference <b>shall not</b> apply.
ITA 25.1	At this time the Procuring Entity <i>does not intend</i> to execute certain specific parts of the Works by sub-contractors selected in advance

ITA 25.2	<p>The parts of the Works for which the Procuring Entity permits Applicants to propose Specialized Subcontractors are designated as follows:</p> <p>_____</p> <p>_____</p> <p>For the above-designated parts of the Works that may require Specialized Subcontractors, the relevant qualifications of the proposed Specialized Subcontractors will be added to the qualifications of the Applicant for the purpose of evaluation.</p>
ITA 31.1	<p>An Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email), to:</p> <p style="text-align: center;"><b>MANAGING DIRECTOR</b>  <b>Naromoru Water and Sanitation Company,</b>  <b>Naromoru Town in Kanyua Building next to Naromoru Post Offices,</b>  <b>P.O Box 234-10105 NAROMORU.</b></p> <p>Electronic mail address: <a href="mailto:procurement@naromoruwater.co.ke">procurement@naromoruwater.co.ke</a></p> <p>Telephone: <b>0791151094</b></p> <p>In summary, at this stage, a Procurement-related Complaint may challenge any of the following: the terms of the Prequalification Documents; and the Procuring Entity's decision not to prequalify an Applicant.</p>

**SECTION IV - QUALIFICATION CRITERIA AND REQUIREMENTS.**  
**EVALUATION CRITERIA –FOR AGPO REGISTERED SPECIAL GROUPS (YOUTH, WOMEN &PWD ONLY).**

**Bidders should submit copies of documents as indicated below to be pre-qualified.**

<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>	Valid Certificate of registration (AGPO)of youth, women & PWD owned enterprises issued By the National Treasury (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)	
<b>A5</b>	Valid and relevant Business Permit/License (Attach copy)	
<b>A6</b>	Duly filled Duly filled, Signed Application submission letter in the format provided	
<b>A7</b>	Serialized registration document in the format of 1,2,3,4....(All Pages)	
<b>A8</b>	Duly filled, signed Applicant Information Form (Form ELI-1.1) in the format provided	
<b>A9</b>	Submission of valid CR12 form showing the list of directors /shareholding (issued within the Last 12 months) for Sole Proprietorship/ Partnership attach copy of Directors National ID Card.	
<b>A9</b>	Historical Contract Non-Performance, and Pending Litigation and Litigation History (Form CON 2 ) in the format provided	



## **EVALUATION CRITERIA 11 – GENERAL PUBLIC & PROVISION OF LEGAL SERVICES**

**Bidders should submit copies of documents as indicated below**

<b>B.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>
<b>B1</b>	Valid Certificate of Incorporation/Business Registration (Attach copy)	
<b>B2</b>	Personal Identification Number(PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	
<b>B3</b>	Current/Valid Tax Compliance Certificate for the group/enterprise as obtained Free of charge from the KRA portal (Attach copy)	
<b>B4</b>	Duly filled Duly filled, Signed Application submission letter in the format provided	
<b>B5</b>	Serialized registration document in the format of 1,2,3,4.....(All Pages)	
<b>B6</b>	Valid and relevant Business Permit/License (Attach copy)	
<b>B7</b>	Duly filled, signed Applicant Information Form ( Form ELI-1.1) in the format provided	
<b>B7</b>	Practicing Certificate from LSK N/B: -only applying for Company Secretarial	

***NB: All Bidders must meet all the above mandatory requirements to qualify. Bidders who fail to meet any of the above shall be disqualified from the entire procurement process.***

C.	GENERAL REQUIREMENTS	POINTS
C1.	<b>Evidence of physical office</b> physical location.....2pts Postal address.....2pts Telephone number.....2pts Email address.....2pts Contact person.....2pts	10
C2.	<b>Business Ownership:</b> Disclosure of business ownership (company profile disclose directors, partners or sole proprietorship)	10
C3.	<b>Financial Capability:</b> Certified copies of audited accounts for the last 3 years .....10pts Or bank statement for last 6 months (for reserved group only) .....10 pts Evidence of profit making in the last 3 years .....10pts	20
C4.	<b>Experience:</b> Indicate having undertaken similar assignment with at least 3 firms ( <b>Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts</b> )	20
C5	<b>Supply Capacity:</b> Maximum Volume of Business one can handle in one year – -2 Million and above (20) - 1.5 – 2 Million (15) - 1 – 1.5 Million (10) - 0.5 – 1 Million (5)	20
C6.	<b>Credit Period:</b> Indicate Credit Period willing to offer - 90 Days (10) - 60 Days (5) - 30 Days (2)	10
C7	<b>Litigation history</b>	10
	<b>TOTAL</b>	<b>100</b>

The total pass mark to qualify for prequalification shall be 60 marks,

*(The Technical Evaluation Team will verify the information submitted by applicants and may visit the physical premises of the applicants. This will form part of the evaluation process).*

**Declaration (For the Tenderer only)**

(The tenderer is expected to state categorically whether he/she will/will not accept to be valued on the above criteria)

**Q. Will you accept your bid to be evaluated base don't he above criteria and abide by them during the entire period of the tender? (Tick appropriately below)** No ☐

Yes ☐

**Official Stamp.....Sign.....**

## SECTION V - APPLICATION FORMS

### 1. Application Submission Letter

Date: ..... *[Insert day, month, and year]*

ITT No. and title: ..... *[Insert ITT number and title]*

To: ..... *[Insert full name of Procuring Entity]* We, the undersigned, apply to be Prequalified for the referenced ITT and declare that:

- a) No reservations: We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with ITA 8: *[insert the number and issuing date of each addendum]*.
- b) No conflict of interest: We have no conflict of interest in accordance with ITA 5.7;
- c) Eligibility: We (and our subcontractors) meet the eligibility requirements as stated ITA 5, we have not been suspended by the Procuring Entity based on execution of a Tender/Proposal-Securing Declaration in accordance with ITA 5.8;

Suspension and Debarment: We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;

State-owned enterprise or institution: *[select the appropriate option and delete the other]* *[We are not a state-owned enterprise or institution]* / *[We are a state-owned enterprise or institution but meet the requirements of ITA5.9];*

f) Subcontractors and Specialized Subcontractors: We, in accordance with ITA 24.2 and 25.2, plan to subcontract the following key activities and/or parts of the works or supply contracts:

.....  
*[Insert any of the key activities identified in Section III-4.2 (a) or (b) or 4.3(a) or (b) which the Procuring Entity has permitted under the Prequalification Document and which the Applicant intends to subcontract along with complete details of the Specialized Subcontractors, their qualification and experience]*

- (g) Commissions, gratuities, fees: We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding Tendering process or execution of the Contract:

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
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*[Insert full name for each occurrence] [Insert Street/ number/city/country] [Indicate reason] [Specify amount Currency, value, exchange rate and KENYA SHILLING]*

<u>Equivalent</u>	

*If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application]"*

- (h) Not bound to accept: We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to Tender for the contract subject of this Prequalification process, without incurring any liability to the Applicants, in accordance with ITA 26.1.

(i) True and correct: All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.  
Signed..... *[Insert signature(s) of an authorized representative(s) of the Applicant]*

Name..... *[Insert full name of person signing the Application]*

In the capacity of..... *[Insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: Applicant's Name  
..... *[Insert full name of Applicant or the name of the JV]*

Address..... *[Insert street number/town or city/country address]*

Dated on..... *[Insert day number] day of [insert month], [insert year]*

*[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]*

2. **Form ELI -1.1 - Applicant Information Form**

Date: ..... *[Insert day, month and year]*

ITT No. and title: ..... *[Insert ITT number and title]*

Page. .... *[Insert page number]* of *[insert total number]* pages

Applicant's name *[insert full name]*

In case of Joint Venture (JV), name of each member: *[insert full name of each member in JV]*

Applicant's actual or intended country of registration: *[indicate country of Constitution]*

Applicant's actual or intended year of incorporation: *[indicate year of Constitution]*

Applicant's legal address [in country of registration]: *[insert street/ number/ town or city/ country]*

Applicant's authorized representative information

**Name:** *[insert full name]*

**Address:** *[insert street/ number/ town or city/ country]*

**Telephone/Fax numbers:** *[insert telephone/fax numbers, including country and city codes]*

**E-mail address:** *[indicate e-mail address]*

1. Attached are copies of original documents of

☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 5.6.

☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 5.3.

☐ In case of state-owned enterprise or institution, in accordance with ITA 5.9 documents establishing: Legal and financial autonomy Operation under commercial law

Establishing that the Applicant is not under supervision of the Procuring Entity

2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

### 3. Form ELI-1.2 - Applicant's JV Information Form

*[The following form is additional to Form ELI-1.1., and shall be completed to provide information relating to each JV member (in case the Applicant is a JV) as well as any Specialized Subcontractor proposed to be used by the Applicant for any part of the Contract resulting from this prequalification]*

Date: ..... *[Insert day, month, and year]*

ITT No. and title: ..... *[Insert ITT number and title]*

Page..... *[Insert page number]* of *[insert total number]* pages

Applicant name: <i>[insert full name]</i>
Applicant's JV Member's name: <i>[insert full name of Applicant's JV Member]</i>
Applicant's JV Member's country of registration: <i>[indicate country of registration]</i>
Applicant JV Member's year of constitution: <i>[indicate year of constitution]</i>
Applicant JV Member's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant JV Member's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> Email address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITA 5.6 <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and they are not under the supervision of the Procuring Entity, in accordance with ITA 5.9. 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

#### 4. Form CON 2 - Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: [insert full name]

Date: [insert day, month, year]

Joint Venture Member's Name: [insert full name]

ITT No. and title: [insert ITT number and title]

Page [insert page number] of [insert total number] pages

Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements			
Contract non-performance did not occur since 1 <sup>st</sup> January [insert year] specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.			
Contract(s) not performed since 1 <sup>st</sup> January [insert year] specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and KENYA SHILLING equivalent)
[insert year]	[insert amount and percentage]	Contract Identification: [indicate complete contract name/ number, and any other identification] Name of Procuring Entity: [insert full name] Address of Procuring Entity: [insert street/city/country] Reason(s) for nonperformance: [indicate main reason(s)]	[insert amount]
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3.			
<input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)

☐

☐

<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate “Procuring Entity” or “Contractor”]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
Litigation History in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> No Litigation History in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. <input type="checkbox"/> Litigation History in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate “Procuring Entity” or “Contractor”]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)



## 5. Form FIN – 3.1 - Financial Situation and Performance

### Financial Situation and Performance

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: ..... *[Insert full name]*

Date: ..... *[Insert day, month, and year]*

Joint Venture Member Name: ..... *[Insert full name]*

ITT No. and title: ..... *[Insert ITT number and title]*

Page..... *[Insert page number]* of *[insert total number]* pages

#### 1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					

Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

\* Refer ITA 14 for the exchange rate

## 5.2 Sources of Finance

*[The following table shall be filled in for the Applicant and all parties combined in case of a Joint Venture]*

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (Kenya shilling equivalent)
1		
2		
3		

## 5.3 Financial documents

The Applicant and its parties shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- Reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
- Be independently audited or certified in accordance with local legislation.
- Be complete, including all notes to the financial statements.
- Correspond to accounting periods already completed and audited.

☐ Attached are copies of financial statements<sup>1</sup> for the *[number]* years required above; and complying with the requirements

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<sup>1</sup> If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

## 6. Form FIN - 3.2 - Average Annual Construction or Supply Contracts Turnover

[The following table shall be filled in for the Applicant and for each member of a Joint Venture] Applicants

Name: ..... [Insert full name]

Date: ..... [Insert day, month and year]

Joint Venture Member Name: ..... [Insert full name]

ITT No. and title: [insert ITT number and title]

Page..... [Insert page number] of..... [Insert total number] pages Table a (Complete if Contractor)

Annual turnover data (construction only)			
Year	Amount Currency	Exchange rate*	USD equivalent
[indicate calendar year]	[insert amount and indicate currency]		
		Average Annual Construction Turnover **	

\* Refer ITA 14 for date and source of exchange rate.

\* Total Kenya shilling equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, 3.2.

**Table B (Complete if Supplier)**

Annual turnover data (Supply contracts)			
Year	Amount    Currency	Exchange rate*	USD equivalent
[indicate calendar year]	[insert amount and indicate currency]		

		Average Annual Construction Turnover *	

Refer ITA 15 for date and source of exchange rate.

\*\* Total Kenya shilling equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, 3.2.

## 7. Form EXP - 4.1 - General Construction or Supply or service Contract Experience (*Select one*)

*[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]* Applicant's Name: *[insert full name]*

Date: ..... *[Insert day, month and year]*

Joint Venture Member Name: ..... *[Insert full name]* ITT

No. and title: ..... *[Insert ITT number and title]*

Page..... *[Insert page number]* of *[insert total number]* pages

*[Identify contracts that demonstrate continuous construction work over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates.]*

Starting Year	Ending Year	Contract Identification	Role of Applicant
<i>[indicate year]</i>	<i>[indicate year]</i>	Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and KENYA SHILLING equivalent*]</i> Name of Procuring Entity: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Subcontractor" or "Management Contractor"]</i>
		Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and KENYA SHILLING equivalent*]</i> Name of Procuring Entity: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Subcontractor" or "Management Contractor"]</i>
		Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and Kenya shillings equivalent*]</i> Name of Procuring Entity: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Subcontractor" or "Management Contractor"]</i>

\* Refer ITA 15 for date and source of exchange rate.

**8. Form EXP - 4.2(a) - Specific Construction and Contract Management Experience or Supply or service Contract Experience (*Select one*)**

*[The following table shall be filled in for contracts performed by the Applicant, each member of a Joint Venture, and Specialized Sub-contractors]*

Applicant's Name: ..... *[insert full name]*

Date: ..... *[insert day, month and year]*

Joint Venture Member Name: ..... *[Insert full name]*

ITT No. and title: ..... *[insert ITT number and title]*

Page..... *[insert page number]* of..... *[insert total number]* pages

Similar Contract No. <i>[insert number] of [insert number of similar contracts required]</i>	Information			
Contract Identification	<i>[insert contract name and number, if applicable]</i>			
Award date	<i>[insert day, month, year, e.g., 15 June, 2015]</i>			
Completion date	<i>[insert day, month, year, e.g., 03 October, 2017]</i>			
Role in Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV	Management Contractor	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in local currency]</i>		KENYA SHILLING <i>[insert Exchange rate and total contract amount in KENYA SHILLING equivalent] *</i>	
If member in a JV or sub-contractor, specify share in value in	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in local currency]</i>	<i>[insert exchange rate and total contract amount in KENYA SHILLING equivalent] *</i>	

total Contract amount and roles and responsibilities	<i>[insert roles and responsibilities]</i>
Procuring Entity's Name:	<i>[insert full name]</i>
Address: Telephone/fax number Email:	<i>[indicate street / number / town or city / country] [insert telephone/fax numbers, including country and city area codes] [insert e-mail address, if available]</i>

**9. Form EXP - 4.2(b) (cont.) - Specific Construction and/or Contract Management Experience  
(cont.)**

<b>Similar Contract No.</b> <i>[insert number] of [insert number of similar contracts required]</i>	<b>Information</b>
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	<i>[insert amount in local currency, exchange rate, KENYA SHILLING in words and in Figures]</i>
2. Physical size of required works items	<i>[insert physical size of items]</i>
3. Complexity	<i>[insert description of complexity]</i>
4.       Methods/Technology  5.       Construction rate for key activities	<i>[insert specific aspects of the methods/technology involved in the contract] [insert rates and items]</i>
6. Other Characteristics	<i>[insert other characteristics as described in Section VII, Scope of Works]</i>



**10. Form EXP - 4.2(b) - Construction Experience or Supply or service contract in Key Activities (*select one*)**

Applicant's Name: ..... *[insert full name]*

Date: ..... *[insert day, month, year]*

Applicant's JV Member's Name: ..... *[insert full name]*

Sub-contractor's Name..... (as per ITA 24.2 and 24.3): *[insert full name]*

ITT No. and title: ..... *[insert ITT number and title]*

Page.....*[insert page number]* of..... *[insert total number]* pages

All Sub-contractors for key activities must complete the information in this form as per ITA 24.2 and 24.3 and Section III, Qualification Criteria and Requirements, 4.2.

1. Key Activity No. One: *[insert brief description of the Activity, emphasizing its specificity]* Total Quantity of Activity under the contract:

	Information		
Contract Identification	<i>[insert contract name and number, if applicable]</i>		
Award date	<i>[insert day, month, year, e.g., 15 June, 2015]</i>		
Completion date	<i>[insert day, month, year, e.g., 03 October, 2017]</i>		
Role in Contract <i>[check the appropriate box]</i>	<div> <div>Prime Contractor</div> <div></div> </div>	<div> <div>Member in JV</div> <div></div> </div>	<div> <div>Management Contractor</div> <div></div> </div> <div> <div>Sub- contractor</div> <div></div> </div>
Total Contract Amount	<div> <div>KENYA SHILLING</div> <div><i>[insert excha nge rate and total contract amount in SHILLING KENYA equivalent]</i></div> </div>		
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year ( <i>[Insert extent of participation indicating actual quantity of key activity successfully completed in the role performed]</i>	Total quantity in the contract (i)	Percentage participation (ii)	Actual Quantity Performed (i) x (ii)

Year 1			
Year 2			
Year 3			
Year 4			
Procuring Entity's Name:	<i>[insert full name]</i>		
Address: Telephone/fax number Email:	<i>[indicate street / number / town or city / country] [insert telephone/fax numbers, including country and city area codes] [insert e-mail address, if available]</i>		

2. Activity No. Two

3. ....

	Information
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	
	<i>[insert response to inquiry indicated in left column]</i>

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## **PART 2 - GOODS OR SERVICES REQUIREMENTS**

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# Request for Review

## FORM FOR REVIEW (r.203 (1))

### PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20..... BETWEEN

.....APPLICANT

AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity of .....dated the...day of .....20.....in the matter of Tender No.....of .....20..... for .....  
(Tender description).

### REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....P.

O. Box

No..... Tel. No.....Email ....., hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that:

- 1.
- 2.

SIGNED ..... (Applicant) Dated on.....day of ...../...20.....

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FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of

.....20.....

**SIGNED**

**Board Secretary**