

**NAIROBI CITY WATER & SEWERAGE COMPANY LTD.**

KAMPALA RD, P. O. Box 30656-00100, Nairobi, Kenya

Tel: +254 703080000

Email: [info@nairobewater.co.ke](mailto:info@nairobewater.co.ke)

[www.nairobewater.co.ke](http://www.nairobewater.co.ke)



# CONTINUOUS SUPPLIER REGISTRATION

## (Reserved for Youth, Women and Persons with Disability)

**Suppliers Name**.....

**Category**.....

*Board of Directors:*

*A. Karanja (Chairman), B. Okumu (Vice-Chair), N.C.C. C.E.C.M. Finance & Economic Planning, N.C.C. C.E.C.M. Green Nairobi, R. Hassan, E. Mukuhi, C. Alaro, E. Wamuiya, J. Mukabwa, Eng. N. M. Muguna (Managing Director)*

<b>NO.</b>	<b>Category of Works , Goods, or Service</b>	<b>ELIGIBILITY</b>
1.	Provision of Fumigation, cleaning and Pest Control Services	Reserved for Youth, Women and Persons With Disabilities
2.	Provision of Garbage Collection Services	Reserved for Youth, Women and Persons With Disabilities
3.	Provision of Air Travel and Ticketing Services	Reserved for Youth, Women and Persons With Disabilities
4.	Service and repair of ICT Related Equipment (Printers, Scanners, Computers etc.).	Reserved for Youth, Women and Persons With Disabilities
5.	Provision of Transport Services (Saloon Cars, Vans, Mini-Buses, Buses etc.)	Reserved for Youth, Women and Persons With Disabilities
6.	Provision of Sanitary Bin Services	Reserved for Youth, Women and Persons With Disabilities
7.	Supply, Delivery and Assembly of Office Furniture	Reserved for Youth, Women and Persons With Disabilities
8.	Provision of Event Management Services	Reserved for Youth, Women and Persons With Disabilities
9.	Provision of Design, Editorial and Publication of Promotional Materials	Reserved for Youth, Women and Persons With Disabilities
10.	Provision of Catering Services	Reserved for Youth, Women and Persons With Disabilities
11.	Interior Design, Furnishing and Decorations	Reserved for Youth, Women and Persons With Disabilities
12.	Provision of Hotel, Conference and Accommodation Services	Reserved for Youth, Women and Persons With Disabilities
13.	Supply and Delivery of Newspapers, Magazines, Periodicals and Publications	Reserved for Youth, Women and Persons With Disabilities
14.	Supply and Delivery of Games Equipment & Sportswear	Reserved for Youth, Women and Persons With Disabilities
15.	Supply and Delivery of Beverages (Sugar, Coffee, Tea Leaves, Chocolate etc.)	Reserved for Youth, Women and Persons With Disabilities
16.	Supply and delivery of Motor Vehicle/cycle Spare Parts and Accessories	Reserved for Youth, Women and Persons With Disabilities
17.	Supply and Delivery of Plastic Water Tanks	Reserved for Youth, Women and Persons With Disabilities

18.	Supply and Delivery of Motor Vehicle Tyres, Tubes and Batteries	Reserved for Youth, Women and Persons With Disabilities
19.	Supply and Delivery of Office Equipment, Computers, Laptops, Printers, Copiers, peripherals and Consumables & Related items.	Reserved for Youth, Women and Persons With Disabilities
20.	Supply and Delivery of Electrical Items.	Reserved for Youth, Women and Persons With Disabilities
21.	Supply and Delivery of Promotional items, Giveaways, Staff IDs, Business Cards, Visitors' Passes and Car Passes.	Reserved for Youth, Women and Persons With Disabilities
22.	Supply and Delivery of Cleaning Materials, Detergents, Toiletries and Soaps	Reserved for Youth, Women and Persons With Disabilities
23.	Supply and Delivery of Tools and Equipment.	Reserved for Youth, Women and Persons With Disabilities
24.	Supply and Delivery of General Office Stationery	Reserved for Youth, Women and Persons With Disabilities
25.	Supply and Delivery of Building Materials.	Reserved for Youth, Women and Persons With Disabilities
26.	Supply and Delivery of Staff Uniforms and Protective Clothing/Gear	Reserved for Youth, Women and Persons With Disabilities
27.	Supply and Delivery of Shipment Containers (for use as Stores/Office)	Reserved for Youth, Women and Persons With Disabilities

## INVITATION TO APPLY FOR REGISTRATION

Name of supplier .....

1. The Nairobi City Water and Sewerage Company Ltd intends to register contractors/Suppliers/Service Providers.
2. It is expected that the Invitation to registration will be continuous for the two financial years. Registration will be conducted through national competitive procedures using this standardized tender document and will be open to all applicants who register.
3. Qualified and interested applicants may obtain further information and inspect the Registration Document during office hours at the address given below.
4. A complete set of registration document may be obtained electronically from the Website [www.nairobiwater.co.ke](http://www.nairobiwater.co.ke). Tender documents obtained electronically are free of charge.
5. Registration Document may be viewed and downloaded for free from the **website nairobiwater.co.ke**. Applicants who download the Continuous Registration Document must forward their particulars immediately to [tenders@nairobiwater.co.ke](mailto:tenders@nairobiwater.co.ke) to facilitate any further clarification or addendum.
6. Applications for registration should be submitted by postal service, or hand/courier delivery, clearly marked envelopes and delivered to the address given below. Electronic applications **will not be permitted**.
7. Address where to submit Applications

Procurement Office

Nairobi City Water & Sewerage Company Ltd

Kampala Road, off Enterprise Road

P O Box 30656-00100

Tel. 254 703 080403

Nairobi, Kenya

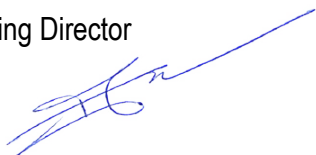
E-mail: [tenders@nairobiwater.co.ke](mailto:tenders@nairobiwater.co.ke)

Website: [www.nairobiwater.co.ke](http://www.nairobiwater.co.ke)

Name; Eng Nahason Muguna

Designation; Managing Director

Signature



**REGISTRATION OF DISADVANTAGED GROUPS**

**REGISTRATION FORM FOR ENTERPRISES OWNED BY WOMEN, YOUTH AND PERSONS WITH DISABILITY TO SUPPLY GOODS, WORKS AND SERVICES TO NAIROBI CITY WATER & SEWERAGE COMPANY.**

**ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES(AGPO)**

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

**PART I: DETAILS OF THE APPLICANT**

- 1. Name of Applicant .....
- 2. Physical Address .....
- 3. Postal Address: .....
- 4. Postal Code: .....
- 5. E-mail: .....
- 6. Mobile Phone No. ....
- 7. Specify AGPO category. (Youth, women or persons with disabilities?) .....
- 8. AGPO certificate no.....
- 9. Contact Person .....
- 10. Overview of the Enterprise

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of employees	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover KES)	
Experience in the sector in years	

Type of Ownership Details

Part 10 (a) - Sole Proprietor or name of registered business, where applicable			
Name in Full		Age	
Identity/Passport No.			
Part 10 (b) - Partnership Details			
NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES
Part 9 (C) – Registered Company			
State the nominal and issued capital of company			
Nominal Kshs..... Issued Kshs.....			
Directors' Details			
Name	Nationality	ID/Passport No.	% Shares

11. Bank Account Name: .....
12. Branch of the Bank: .....
13. Bank Account Number: .....
14. VAT Registration Number: .....
15. IFMIS Number, where applicable.....

16. Type of business: SECTOR (TICK ONE)

AGRIBUSINESS	TRADE	HOSPITALITY & ENTERTAINMENT
MANUFACTURING	SERVICES	ICT
CONSTRUCTION	OTHERS	SPECIFY

Title: ..... Signature .....

## **PART TWO MANDATORY REQUIREMENTS**

### **NOTE:**

1. To be eligible, the candidate **MUST** prove that they qualify to participate in public Procurement by providing copies of the **MANDATORY** documents.
2. You are advised that it is a serious offence to provide false information, as it shall lead to your bid being automatically disqualified.
3. The Nairobi City Water and Sewerage Company Ltd reserve the right to visit and inspect the business premises of the supplier.

### **Part A; You are required to submit this registration document as per the below instructions;**

- **The registration document shall be submitted Spiral or Vero bound and not loose papers. (Documents submitted as loose papers will be Disqualified).**
- **Dully filled forms in the registration document.**
- **Attach of Copy of Valid Certificate of Incorporation/Registration. For companies, a valid CR12 shall also be submitted (dated within the last 6 months) / ID for the owner(s) in case of business name / partnership deed.**
- **Attach a copy of Current Valid Tax Compliance Certificate/ Exemption Certificate.**
- **Attach a copy of PIN Certificate**
- **Attach a copy of a valid of Access to Government Procurement Opportunities Certificate.**
- **Attach a written confirmation on your letter head that you have not been debarred as a supplier, service provider or consultant for goods, services or works in Kenya; and that you are eligible to participate in Procurement and also a statement declaring that if selected, you shall not be involved in corruption.**
- **Attach evidence of Financial Resources (lines/letter of credit from a reputable bank) equal or above Ksh. 1 Million from a bank or cash in account OR Audited accounts for the last two financial years.**
- **Your Company profile must be attached.**

### **Part B;**

- **Due diligence may be conducted on the attached documents.**