

# COAST WATER WORKS DEVELOPMENT AGENCY



COAWDA REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS  
FOR  
FINANCIAL YEAR 2020-2022

REFERENCE NO. COAWDA/REG/001-046/2020-22

COAST WATER WORKS DEVELOPMENT AGENCY  
MIKINDANI STREET –OFF NKRUMAH ROAD,  
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TEL: +254 02 3244000 / 020 2213106/7  
NAIROBI, KENYA.

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[procurement@cwwda.go.ke](mailto:procurement@cwwda.go.ke)

Website: [www.Cwwda.go.ke](http://www.Cwwda.go.ke)

# TENDER NOTICE

## REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS

Coast Water Works Development Agency invites applications from interested, eligible, capable individuals and firms for Registration as Suppliers and Service Providers in the following categories:

ITEM NO.	REGISTRATION NO.	ITEM DESCRIPTION	TARGET GROUP
1.	CWWDA/REG/001/2020-22	Supply and delivery of Computers, servers, laptops, printers, scanners, Toners and other related ICT Equipment	Citizen Contractors
2.	CWWDA/REG/002/2020-22	Repair and Servicing of Servers, Computers, Laptops, printers, scanners and other related ICT Equipment	Reserved Groups
3.	CWWDA/REG/003/2020-22	Supply and delivery of general office Stationery	Reserved Groups
4.	CWWDA/REG/004/2020-22	Supply and delivery of general office equipment (Metal filing cabinets, etc)	Citizen Contractors
5.	CWWDA/REG/005/2020-22	Supply of Air time	Reserved Groups
6.	CWWDA/REG/006/2020-22	Supply and Delivery of Assorted Electrical Fittings and Lighting Materials	Reserved Groups
7.	CWWDA/REG/007/2020-22	Office repair/ maintenance	Reserved Groups
8.	CWWDA/REG/008/2020-22	Supply/Repair /maintenance and Servicing of Air conditions	Citizen Contractors
9.	CWWDA/REG/009/2020-22	Provision plumbing services	Citizen Contractors
10.	CWWDA/REG/010/2020-22	Supply of Staff Uniforms and protective Clothing	Reserved Groups
11.	CWWDA/REG/011/2020-22	Provision of Air Travel Ticketing Services	Citizen Contractors
12.	CWWDA/REG/012/2020-22	Installation and Maintenance Services for Local Area Network	Citizen Contractors
13.	CWWDA/REG/013/2020-22	Provision of Medical & Group Personal Accident Insurance Services (underwriters only)	Citizen Contractors
14.	CWWDA/REG/014/2020-22	Provision of General Insurance Services (underwriters only)	Citizen Contractors
15.	CWWDA/REG/015/2020-22	Provision and Maintenance of office equipment (photocopiers, computers printers)	Citizen Contractors
16.	CWWDA/REG/016/2020-22	Provision of Baseline Survey and related Consultancy Services on Employee satisfaction, work environment, customer satisfaction and other Performance Contract related consultancies	Citizen Contractors
17.	CWWDA/REG/017/2020-22	Provision of Group Life Insurance Services (underwriters only)	Citizen Contractors

18.	CW\WDA\REG\018\2020-22	General Building and Renovators	Citizen Contractors
19.	CW\WDA\REG\019\2020-22	Provision of Security and Guarding Services	Citizen Contractors
20.	CW\WDA\REG\020\2020-22	Provision of ICT training and consultancy services	Citizen Contractors
21.	CW\WDA\REG\021\2020-22	Provision of Transport - Taxi & Car Hire Services	Citizen Contractors
22.	CW\WDA\REG\022\2020-22	Provision of Cleaning Services, Detergents, Soaps, Disinfectants & Toiletries	Reserved Groups
23.	CW\WDA\REG\023\2020-22	Supply of Motor Vehicles Tyres, Batteries & other accessories	Citizen Contractors
24.	CW\WDA\REG\024\2020-22	Supply of Newspapers, Periodicals, legal Materials	Reserved Groups
25.	CW\WDA\REG\025\2020-22	Design, Branding and production of Promotional Materials/ Items	Reserved Groups
26.	CW\WDA\REG\026\2020-22	Design and Printing of Cards, Diaries, Corporate Newsletter, Stickers, Signage, Fliers, Brochures, Booklets	Reserved Groups
27.	CW\WDA\REG\027\2020-22	Provision of Event Management and Entertainment Services	Reserved Groups
28.	CW\WDA\REG\028\2020-22	Provision of Legal Services	Citizen Contractors
29.	CW\WDA\REG\029\2020-22	Maintenance and Repair of Office Furniture	Reserved Groups
30.	CW\WDA\REG\030\2020-22	Design and Refurbishment of trade Fair stands	Citizen Contractors
31.	CW\WDA\REG\031\2020-22	Supply and Delivery of Office Furniture	Citizen Contractors
32.	CW\WDA\REG\032\2020-22	Supply and Delivery of Office Window Blinders and curtains	Reserved Groups
33.	CW\WDA\REG\033\2020-22	General building Contractors & Building Renovators	Citizen Contractors
34.	CW\WDA\REG\034\2020-22	Supply and Delivery of General Hardware and Plumbing Materials	Citizen Contractors
35.	CW\WDA\REG\035\2020-22	Supply, Delivery & Maintenance of Fire Fighting Equipment	Citizen Contractors
36.	CW\WDA\REG\036\2020-22	Provision of Catering Services	Citizen Contractors
37.	CW\WDA\REG\037\2020-22	Supply and Delivery of Water Pumps, Gensets & Related Accessories	Citizen Contractors
38.	CW\WDA\REG\038\2020-22	Supply and delivery of Laboratory Equipment and Reagents	Citizen Contractors

39.	CW/WDA/REG/039/2020-22	Provision of Outside Catering and Hotel Services	Citizen Contractors
40.	CW/WDA/REG/040/2020-22	Provision of construction of Dams/ Small Dams & Water Pans services	Citizen Contractors
41.	CW/WDA/REG/041/2020-22	Provision of Drilling and equipping Boreholes and Rehabilitation of Boreholes services	Citizen Contractors
42.	CW/WDA/REG/042/2020-22	Provision of construction and Rehabilitation of sewerage services	Citizen Contractors
43.	CW/WDA/REG/043/2020-22	Provision of Electromechanical services	Citizen Contractors
44.	CW/WDA/REG/044/2020-22	Provision of Consultant services – Designing and supervision of civil works (Water works, Building and Electromechanical services)	Citizen Contractors
45.	CW/WDA/REG/045/2020-22	Supply and delivery of HTH 65%	Citizen Contactor
46.	CW/WDA/REG/046/2020-22	Maintenance and Repair of Lab. Equipment	Reserved Groups

The registration documents containing the submission information, detailed terms and conditions of qualification may be downloaded free of charge from the CW/WDA website [www.cwwda.go.ke](http://www.cwwda.go.ke) or the tenders portal <https://tenders.go.ke>. The Registration closing date is **Monday, 15<sup>th</sup> June 2020 at 10.00 a.m.**

Applications for Registration will be opened immediately thereafter in the CW/WDA Board Room, Mikindani Street- off Nkrumah Road, Mombasa in the presence of bidders / representatives, who choose to attend.

**CHIEF EXECUTIVE OFFICER**  
**COAST WATER WORKS DEVELOPMENT AGENCY**

## SECTION 1: INSTRUCTION TO APPLICANTS

- 1.1 Suppliers are invited to apply to be registered for various categories for provision of Goods, works or services in accordance to the Agency needs. The Coast Water Works Development Agency (CWWDA) will register and enlist suppliers from among those who will have submitted applications, in accordance with the tender requirements.
- 1.2 The tender Document and the Applicants response thereof shall be the basis of supplier registration. Applicants must familiarize themselves with the requirements described in this document and take them into account while preparing their responses.
- 1.3 CWWDA does not bind itself to assign services but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.
- 1.4 Applicants will be informed in writing of the results of their applications, immediately after completion of the process.

- 15 Applicants will meet all costs associated with preparation and submission of their applications.
- 16 It is CWWDA's policy to require that Applicants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, CWWDA:
- a) defines, for the purpose of this provision, the terms set forth below as follows:
    - (i) **“Corrupt practice”** means the offering, giving, receiving or soliciting of Anything of value to influence the action of an officer of the Procuring Entity in the registration process; and
    - (ii) **“Fraudulent practice”** means a misrepresentation of facts in order to influence the registration process to the detriment of CWWDA, and includes collusive practices among Applicants (prior or after submission of the applications) designed to establish prices at artificial, non-competitive levels and to deprive CWWDA of the benefits of free and open competition.
  - (b) The Agency will reject an application for registration if it determines that an Applicant has engaged in corrupt and fraudulent activities in competing for the contract in question and initiate debarment proceedings against the Applicant(s);
  - (c) The Agency will declare an application ineligible, for registration if at any time it determines that the Applicant has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract;
  - (d) The Agency will have the right to examine financial records relating to the performance of such services to determine capability;
  - (e) The Agency will have the right to inspect the business premises of the Applicant.
- 17 Applicants shall furnish information as described in the registration document

## **2. OBJECTIVE OF THE ASSIGNMENT**

The main objective of registration of supplier's/service providers is to maintain and update lists of the Agency registered lists of suppliers, contractors and

consultants in the categories of goods, works or service according to its procurement needs.

### **3. CLARIFICATIONS**

- 3.1 Applicants may request for clarification on the tender document up to **three (3) days** before the submission date. Any request for clarification must be sent in writing by mail, or hard copy to **Chief Executive Officer**, Coast Water Works Development Agency address. CWWDA will respond in writing by normal postal mail, facsimile, or electronic mail to such requests and will send copies of the response to all known applicants who intend to submit applications. Clarifications sought outside this time frame will not be responded to.

### **4. PREPARATION OF REGISTRATION DOCUMENTS**

- 4.1 Applicants are requested to submit an application written in English language.
- 4.2 Applicants are expected to examine the documents comprising this Request for registration in detail. Material deficiencies in providing the information requested will result in rejection of the application.
- 4.3 Applicants are required to meet the qualification criteria stipulated in clause **7** of these Instructions to Applicants. Those who do not meet requirements need not submit applications. Only applicants who fulfill these requirements will be registered.
- 4.4 The registration documents shall not include any financial proposal information other than either audited accounts for the last two (2) years for firms that have been in operations for more than two years or Certified Management Accounts by a Certified Accountant or last six months Certified Bank Statements for businesses that have been in operation for less than two years.

#### **4.5 Period of Validity**

The request for registration must remain valid for not less than **120 days** from the date of submission and the list will be updated periodically as prescribed in the regulation and in accordance with PPADA 2015.

CWWDA will make the best effort to complete the evaluation and communicate within this period.



## **5 SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS**

- 5.1 The original tender Documents shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicant. Any such corrections must be initialed by the person who sign(s) the tender Document.
- 5.2 The tender documents should be prepared and submitted in **one original and one (1) copy** in a plain sealed envelope clearly marked:

### **REGISTRATION NO. AND NAME OF CATEGORY (ITEM DESCRIPTION)**

**DO NOT OPEN BEFORE THURSDAY, Monday, 15TH JUNE 2020 AT 10.00 AM**

Completed tender Documents should be deposited in the tender box provided at The Coast Water Works Development Agency Offices, Mikindani Street off Nkrumah Road, Mombasa Kenya or be addressed and posted to:

**The Chief Executive officer  
The Coast Water Works Development Agency,  
P. O. Box 90417-80100  
MOMBASA.**

### **6.0 Deadline for Submission**

The closing date and time for submission of the tender document shall be Monday, **15<sup>th</sup> June 2020 at 10.00 a.m.**

### **6.1 Late Applications**

Any tender document received after the deadline pursuant to clause 6.3 shall be rejected as a late application and shall not be considered.

### **6.2 Opening of Applications**

6.2.1 A Committee of officials from CWWDA shall open the applications immediately after the closing time for submissions of the tender Documents' in the presence of applicants' representatives who choose to attend.

6.2.3 CWWDA will prepare a record of the tender opening minutes.

## 7.0 REGISTRATION EVALUATION CRITERIA

### 7.1 Preliminary/Mandatory Requirements

The applicant shall submit the following mandatory documents and/or information: -

- (i) Registration submission Form duly filled
- (ii) Declaration Form duly filled
- (ii) A copy of certificate of incorporation/registration
- (iii) Valid Tax Compliance Certificate
- (iv) Duly completed Confidential Business Questionnaire
- (v) Evidence of Physical Address and premises. (Attach copies of utility bills e.g. electricity/water or lease agreement/title deed). CWWDA may visit the premises to ascertain physical address.
- (vi) A signed statement that the firm or any of its Directors or Officers have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of procurement proceedings
- (vii) PIN Certificate;
- (viii) VAT Registration Certificate;
- (ix) E-Citizen Linked

### 7.3 General Requirements

- (a) CWWDA will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.
- (b) Registration will be based on meeting the minimum criteria.
- (c) The applicants must have registered offices and CWWDA reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the services.
- (d) CWWDA does not bind itself to assign services but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.
- (e) The applicant shall submit documents that are current and valid. All documents submitted as copies shall be certified as true copies of originals.

## **8 CONFIDENTIALITY**

- 8.1 Information relating to evaluation and recommendations concerning the tender shall not be disclosed to the applicants until the specific firms have been advised accordingly.

**SECTION 2 - STANDARD FORMS**

**2.1 REGISTRATION SUBMISSION FORM**

TO: Chief Executive Officer  
Coast Water Works Development Agency  
Mikindani Street off Nkrumah Road  
P. O. Box 90417-80100  
MOMBASA

Dear Sir/Madam,

1. Having examined the registration documents including addenda Nos. ....  
The receipt of which is hereby duly acknowledged, we, the undersigned, do hereby submit our registration document.
2. Our submission is binding to us for **120 days** and if found acceptable we shall be pleased to be included in the list of CWWDA Registered/Service Providers.
3. We understand you are not bound to accept any submission you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020

\_\_\_\_\_  
[Signature]

(in the capacity of]

Duly authorized to sign on behalf of \_\_\_\_\_

Tel. No. \_\_\_\_\_

Email \_\_\_\_\_

**2.2 DECLARATION FORM**

I/We the undersigned state that the above information is correct and that I/We give the Coast Water Works Development Agency, to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc

Signed

.....

For and on behalf of

..... In

the capacity of

.....

Dated this ..... day of.....2020

Company's rubber Stamp

.....

### 2.3 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 applied to 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.....	
.....	
<b>Location</b>	<b>of Business Premises (a MUST)</b>
.....	<b>Plot No, (a MUST)</b>
.....	<b>Street/Road (a MUST)</b>
<b>Postal address (MUST)</b>	<b>Tel No(s) (a MUST)</b>
.....	.....
Fax .....	<b>Email (a MUST)</b> .....
.....	Nature of Business
.....	

Registration Certificate No.

.....

Maximum value of business which you can handle at any one time – Kshs.

..... Name of your

bankers.....

..... Branch

.....

..... **Note: (A MUST) is a requirement for every purpose of easy location and all communications.**

Part 2 (a) – Sole Proprietor	
Your name in full.....Age.....	
..... Nationality.....	Country of Origin.....
Citizenship details	
.....	
Youth/Woman/Person (indicate) .....	with Disability Citizen Contractor
(Indicate).....	.....

	<p style="text-align: center;">Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p>.....</p> <p>..... Youth/Women/Persons with Disability (indicate) ..... Citizen Contractors (Indicate).....</p>	Name	Nationality	Citizenship details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
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4. ....	.....	.....	.....																		
	<p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
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	<p>Date.....Signature of Candidate.....</p>																				

**Certification:**

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member]*

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of authorized representative of the firm]*

Full name of staff member: \_\_\_\_\_

Tel. No. \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_



### 2.3 REFERENCES

Submit details of organizations where you have undertaken similar services in the format given below.

No		
1	Name of company	
	Name of contact	
	Designation	
	Telephone number	
	e-mail address	
2	Name of company	
	Name of contact	
	Designation	
	Telephone number	
	e-mail address	
3	Name of company	
	Name of contact	
	Designation	
	Telephone number	
	e-mail address	
4	Name of company	
	Name of contact	
	Designation	
	Telephone number	
	e-mail address	
5	Name of company	
	Name of contact	
	Designation	
	Telephone number	
	e-mail address	

Ensure you have provided reference letters for **ALL** the above organizations, duly **signed** and **stamped** by the relevant officer and **provide details of the assignments in the format provided in 2.7.**

The reference letter **MUST** be on the organization's letterheads.

## 2.4 FIRM'S REFERENCES

### Relevant Services Carried Out in the Last Three Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		Country
Location within Country:		Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:		Clients contact person for the assignment.
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Associated Consultants. If any:		No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: \_\_\_\_\_

Name and title of signatory; \_\_\_\_\_

Tel. No. \_\_\_\_\_