



NAIROBI CITY WATER & SEWERAGE COMPANY LTD.

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

Tel: +254 703080000

Email: info@nairobewater.co.ke

www.nairobewater.co.ke



CONTINUOUS REGISTRATION OF SUPPLIERS DATA SHEET

Board of Directors:

R. M. Nzomo, MBS (Chairman), J. Mwangi (Vice-Chair), J.K. Wanyama, R.Khamati, S.O. Ojanga, M. Mutua, G. Mwakanongo, Eng. C. Ogut, Dr. K. Omoke, L. Ouma, P. Arungah, Eng. N. M. Muguna (A.g Managing Director)

SUPPLIER REGISTRATION QUESTIONNAIRE

THIS CONTINUOUS REGISTRATION QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE SUPPLIERS WHO WISH TO PROVIDE GOODS/WORK OR SERVICES TO NAIROBI CITY WATER AND SEWERAGE COMPANY

THE INFORMATION IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF NCWSC

Company Name/Business Name-----

Category to be considered for/Description of Work/Services you wish to engaged by

NCWSC: -----

Postal Address-----

Tel-----

E-mail-----

Date Submitted: -----

INVITATION TO REGISTRATION OF SUPPLIERS/CONTRACTORS

SUBJECT: REGISTRATION OF SUPPLIERS

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 reserve the right to visit and inspect the business premises of the supplier.

NOTE: You are required to fill and submit this registration document together with the following;

- a) Certificate of Business registration or Incorporation in Kenya (CR12 for companies is mandatory)
- b) Access to government procurement opportunities certificate (Applicable for Special Groups Only)
- c) Copy of PIN certificate
- d) Valid Tax Compliance certificate
- e) For services of professional nature, you are required to provide certification, practicing license or registration with relevant authorities e.g NCA, IATA, Health etc
- f) Dully Filled Confidential Business Questionnaire
- g) 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.
- h) Company profile that shall include details of the management team and the Board of Directors.
- i) **The registration document shall be submitted spiral or vero binded and not loose pages. (Documents submitted as loose papers will be Disqualified)**

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

<p><i>Part 1 – General:</i></p> <p>Business Name</p> <p>Location of business premises.</p> <p>Plot No..... Street/Road</p> <p>Postal Address Tel No. Fax E mail</p> <p>Nature of Business ,.....</p> <p>Registration Certificate No.</p> <p>Maximum value of business which you can handle at any one time – Kes.</p> <p>Name of your bankers Branch</p>
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	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age</p> <p>Nationality Country of origin</p> <p style="padding-left: 100px;">• Citizenship details</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">•</p>																								
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 40%;">Citizenship Details</th> <th style="width: 20%;">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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4.																						
	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company-</p> <p>Nominal Kes.</p> <p>Issued Kes.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 40%;">Citizenship Details</th> <th style="width: 20%;">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> <tr> <td>5.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.....	2.....	3.....	4.....	5.....
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5.....																						
<p>Date Signature of Candidate</p>																									

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

Part 3 - References (N/A to Special Groups)

Give details of substantial reference sites of similar assignment;

Client Name and Address	Project Type/Description	Project Cost (Ksh)	Project Duration/Delivery Timeline	Contact Person and Address