



**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 REGISTRATION OF SUPPLIERS DATA SHEET FOR LEGAL SERVICES

**SUPPLIER REGISTRATION QUESTIONNAIRE**

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

Company Name/Business Name-----

Postal Address-----

Tel-----

E-mail-----

Date Submitted: -----

## INVITATION TO REGISTRATION

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) Dully Filled Confidential Business Questionnaire
- f) 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.
- g) Company profile that shall include details of the management team and the Board of Directors.
- h) Letters of recommendation from five of your major clients indicating contact person(s) and their telephone number(s).
- i) Certificates from affiliated bodies/associations.
- j) Each advocate in the firm must have a current practicing certificate issued by the Registrar of the High Court. This is a statutory requirement.
- k) Each partner in the firm must have post-admission experience of the not less than two (2) years. This is a statutory requirement.
- l) Sufficient professional indemnity cover with a reputable underwriter. This is a statutory requirement.
- m) It is preferable that at least one partner in the firms be a CPS (K) to cater for instances where there is no CPS(K) in the Company.
- n) Sufficient personnel including qualified advocates, paralegals and support staff.
- o) 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

*Part 1 – General:*

Business Name .....

Location of business premises. ....

Plot No..... Street/Road .....

Postal Address ..... Tel No. .... Fax ..... E mail .....

Nature of Business ,.....

Registration Certificate No. ....

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

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

	<b>Part 2 (a) – Sole Proprietor</b>		
Your name in full .....	Age .....		
Nationality .....	Country of origin .....		
	• Citizenship details		
	•		
<b>Part 2 (b) Partnership</b> Given details of partners as follows:			
Name	Nationality	Citizenship Details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....
<b>Part 2 (c) – Registered Company</b> Private or Public .....			
State the nominal and issued capital of company-			
Nominal Kes. ....			
Issued Kes. ....			
Given details of all directors as follows			
Name	Nationality	Citizenship Details	Shares
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....
5.....	.....	.....	.....
Date .....		Signature of Candidate .....	

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