



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 SUPPLIER REGISTRATION

(Reserved for Youth, Women and People with Disability)

Suppliers Name.....

Category.....

Board of Directors:

N.C.C County Secretary, N.C.C. C.E.C.M. Finance & Economic Planning, N.C.C. C.O. Water, Sanitation & Energy,

Eng. N. M. Muguna (Managing Director)

Reference Code	Category of Works , Goods, or Service	ELIGIBILITY
NCWSC/RG/29/22/23/24	Provision of Fumigation, cleaning and Pest Control Services	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/30/22/23/24	Provision of Garbage Collection services	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/34/22/23/24	Provision of Air Travel and Ticketing Services	Reserved for Youth, Women and People with Disabilities.
NCWSC/RG/36/22/23/24	Service and repair of ICT related equipment (printers, scanners, computers etc.).	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/37/22/23/24	Provision of Transport Services (Saloon Cars, Vans, Mini-Buses, Buses etc.)	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/38/22/23/24	Provision of Sanitary Bin Services	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/39/22/23/24	Supply, delivery and assembly of office furniture	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/40/22/23/24	Provision of Event Management Services	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/41/22/23/24	Provision of Design, editorial and publication of Promotional Material	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/42/22/23/24	Provision of Catering Services	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/43/22/23/24	Interior Design, Furnishing and Decorations	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/46/22/23/24	Provision of Hotel, Conference and accommodation Services	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/51/22/23/24	Supply and delivery of newspapers, magazines, periodicals and publications	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/53/22/23/24	Supply and Delivery of Games Equipment & Sportswear	Reserved For Youth, Women And People With Disabilities.
NCWSC/RG/58/22/23/24	Supply and delivery of beverages (sugar, coffee, tea leaves, Chocolate etc.)	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/59/22/23/24	Supply and delivery of Motor Vehicle/cycle Spare Parts and Accessories	Reserved For Youth, Women And People With Disabilities.
NCWSC/RG/63/22/23/24	Supply and delivery of plastic water tanks	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/64/22/23/24	Supply and Delivery of Motor Vehicle Tyres, Tubes and Batteries	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/65/22/23/24	Supply and Delivery of Office Equipment, Computers, Laptops, Printers, Copiers, peripherals and Consumables & Related items.	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/66/22/23/24	Supply and Delivery of Electrical Items.	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/67/22/23/24	Supply and Delivery of Promotional items, Giveaways, Staff IDs, Business Cards, Visitors' Passes and Car Passes.	Reserved For Youth, Women And People With Disabilities

NCWSC/RG/68/22/23/24	Supply and Delivery of Cleaning Materials, Detergents, Toiletries and Soaps	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/69/22/23/24	Supply and Delivery of Tools and Equipment.	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/70/22/23/24	Supply and Delivery of General Office Stationery	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/71/22/23/24	Supply and Delivery of Building Materials.	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/73/22/23/24	Supply and Delivery of Staff Uniforms and Protective Clothing/Gear	Reserved For Youth, Women And People With Disabilities
NCWSC/RG/74/22/23/24	Supply and Delivery of Shipment Containers (for use as Stores/Office)	Reserved For Youth, Women And People With Disabilities

INVITATION TO APPLY FOR PREQUALIFICATION

Name of Continuous Registration of suppliers

Prequalification Reference No.:

- 1.The Nairobi City Water and Sewerage Company Ltd intends to prequalify 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 a standardized tender document and will be open to all applicants who prequalify.
- 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. 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 to facilitate any further clarification or addendum.
- 6.Applications for prequalification should be submitted by postal service, or hand/courier delivery, clearly marked envelopes and delivered to the address given below.

7. Address where to submit Applications

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

Website: 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 PROCURING ENTITIES

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. Are you applying for youth, women or persons with disabilities?
8. Contact Person
9. 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 9 (a) - Sole Proprietor or name of registered business, where applicable			
Name in Full		Age	
Identity/Passport No.			
Part 9 (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

10. Bank Account Name:

11. Branch of the Bank:

12. Bank Account Number:

13. VAT Registration Number:

14. IFMIS Number, where applicable.....

15. 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 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).
- Attach of Copy of Valid Certificate of Incorporation/Registration. For companies, a valid (dated within the last 1 year) CR12 shall be submitted)/ ID for the owner of a business name).
- Attach Copy of Current Valid Tax Compliance Certificate.
- Current valid copy of access to government procurement opportunities certificate (for persons with disabilities registration with National Council for Persons with Disability).
- 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.
- 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 (Account statement to be certified as true copy by commissioner of oaths) OR Audited accounts for the last two financial years.
- Dully filled forms in the registration document.
- Company profile must be attached.

Part B;

- Due diligence Shall be conducted on the attached documents.