



NAIROBI CITY WATER & SEWERAGE COMPANY LTD.

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

Tel: +254 703 080 000

Email: info@nairobiwater.co.ke

www.nairobiwater.co.ke



**SUPPLIER REGISTRATION
FOR THE YEARS 2026, 2027 AND 2028
(CATEGORIES RESERVED FOR YOUTH, WOMEN
AND PERSONS WITH DISABILITY)**

CLOSING DATE: 5TH MAY, 2026

SUPPLIERS NAME.....

CATEGORY.....

Board of Directors:

A. Karanja (Chairman), 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, Martin Nang'ole (Ag. Managing Director)

INVITATION TO APPLY FOR PREQUALIFICATION

Name of Contract: Registration of Suppliers

Category of Registration:.....

Reference Code:.....

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 Prequalification Document during office hours at the address given below.
4. A complete set of tender documents may be obtained electronically from the Website www.nairobiwater.co.ke and tenders.go.ke. Tender documents obtained electronically are free of charge.
5. Prequalification Document may be viewed and downloaded for free from the website nairobiwater.co.ke. Applicants who download the Prequalification 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: Martin Nang'ole

Designation Ag. Managing Director

Signature 

Date: 17.04.2026

SUPPLIER BIODATA

Reg. Category.....

Reference Code

Name of Firm:

Postal Address.....Code.....

Town.....Tel No.....

EGP Registration no.

PIN Certificate No.....

Tax Compliance Expiry date.....

Physical Location.....

AGPO Certificate No.....

Email.....(WRITE IN UPPERCASE)

Contact Person

Directors

Name	ID/Pass Port Number	% Shares
1.
2.
3.
4.
5.

**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 Firm.....
 2. Physical Address.....
 3. Postal Address:
 4. Postal Code: Town.....
 5. E-mail:
 6. Telephone No.
 7. PIN No.....
 8. Are you applying for youth, women or persons with disabilities?
- AGPO Category.....
- AGPO Certificate No.....
- AGPO Certificate Expiry Date.....
9. Contact Person.....

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of employees (please tick one)	[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	

DATA SUBJECT CONSENT FORM

I hereby give explicit consent to collection, processing and storage of my personal data by Nairobi City Water and Sewerage Company Ltd, for purposes of tender processing / procurement purposes and in compliance with the Data Protection Act, 2019.

I also give consent to NCWSC to check with my references and Government Institutions for compliance with the information I have provided for purposes of this tender / Procurement process.

By signing below, I acknowledge that I understand that my personal data is protected under the Data Protection Act, 2019 and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time in writing or not append my signature and by doing so my data cannot be used for any of the purposes stated above.

Data Subject Name

Date:

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.

Part A;

You are required to submit this registration document together with the following;

S/No.	Mandatory Requirement	Complied/Not Complied
1.	The registration document shall be submitted spiral or Vero bound and not loose papers. (Documents submitted as loose papers will be Disqualified)	
2.	Data subject consent form duly filled	
3.	Submit proof of registration with the e-Government Procurement (eGP) system-(eGP Number)	
4.	Attach a copy of certificate of incorporation/registration.	
5.	Attach a copy of PIN Certificate.	
6.	Attach a valid Tax Compliance/ Exemption Certificate	
7.	Attach evidence of Financial Resources (lines/letter of credit) 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).	
8.	Attach a copy of list of certified directors (CR12) (dated within the last 6 months from the closing date)	
9.	Attach a copy of a certificate of Registration (AGPO) in a target group issued by the National Treasury	
10.	Attach copies of national IDs/ Passports for directors	
11.	Must stamp every Page of their document with Official Rubber Stamp for Ownership including and not limited to attachments etc.	
12.	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.	
13.	For services of professional nature, you are required to provide a copy a certificate, practicing license or registration with relevant authorities e.g NCA, IATA, Health OSH etc	
14.	Attach a Dully filled registration document	
15.	Attach a copy of current county business permit.	

Board of Directors:

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Part B; Post Qualification

Due diligence may be conducted on the attached documents.

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C. Alaro, E. Wamuiya, J. Mukabwa, Martin Nang'ole (Ag. Managing Director)*

BENEFICIAL OWNERSHIP DISCLOSURE FORM

Tender Reference No.: _____

_____ [insert identification no] Name of the Tender

Title/Description: _____ [insert name of

the assignment] to: _____ [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated _____ [insert date of notification of award] to furnish additional information on beneficial ownership: _____ [select one option as applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

Details of beneficial ownership

	Details of all Beneficial Owners	% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
1.	Full Name	Directly-- ----- % of shares	Directly..... % of voting rights Indirectly-----% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes ----No---- 2. Is this right held directly or indirectly?: Direct..... Indirect..... .	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes ----No---- 2. Is this influence or control exercised directly or indirectly? Direct..... Indirect..... ...
	National identity card number or Passport number				
	Personal Identification Number (where applicable)	Indirectly- ----- % of shares			
	Nationality				
	Date of birth [dd/mm/yyyy]				
	Postal address				
	Residential address				
	Telephone number				
	Email address				

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	Details of all Beneficial Owners	% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
	Occupation or profession				
2.	Full Name	Directly--- -----	Directly..... % of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes ----No---- 2. Is this right held directly or indirectly?: Direct..... Indirect..... .	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes ----No---- 2. Is this influence or control exercised directly or indirectly? Direct..... Indirect..... ...
	National identity card number or Passport number	% of shares	Indirectly-----% of voting rights		
	Personal Identification Number (where applicable)	Indirectly- -----			
	Nationality(ies)	% of shares			
	Date of birth [dd/mm/yyyy]				
	Postal address				
	Residential address				
	Telephone number				
	Email address				
	Occupation or profession				
3.	Full Name	Directly--- -----	Directly..... % of voting rights	3. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes ----No---- 4. Is this right held directly or indirectly?:	3. Exercises significant influence or control over the Company body of the Company (tenderer) Yes ----No----
	National identity card number or Passport number	% of shares	Indirectly-----% of voting rights		
	Personal Identification				

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Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
	Number (where applicable)	Indirectly-----		Direct.....	4. Is this influence or control exercised directly or indirectly?
	Nationality(ies)	% of shares		Indirect.....	
	Date of birth [dd/mm/yyyy]			.	
	Postal address				Direct.....
	Residential address				Indirect.....
	Telephone number				...
	Email address				
	Occupation or profession				
4.	Full Name	Directly-- ----- % of shares Indirectly- ----- % of shares	Directly..... % of voting rights Indirectly-----% of voting rights	5. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes ----No---- 6. Is this right held directly or indirectly?: Direct..... Indirect..... .	5. Exercises significant influence or control over the Company body of the Company (tenderer) Yes ----No---- 6. Is this influence or control exercised directly or indirectly?
	National				

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Details of all Beneficial Owners	% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
identity card number or Passport number				
Personal Identification Number (where applicable)				
Nationality(ies)				
Date of birth [dd/mm/yyyy]				
Postal address				Direct..... Indirect..... ...
Residential address				
Telephone number				
Email address				
Occupation or profession				

ii) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020.(Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). *Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

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III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

- (a) holds at least ten percent of the issued shares in the company either directly or indirectly;
- (b) exercises at least ten percent of the voting rights in the company either directly or indirectly;
- (c) holds a right, directly or indirectly, to appoint or remove a director of the company; or
- (d) exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

Name of the Tenderer:*[insert complete name of the Tenderer]

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of person duly authorized to sign the Tender]

Designation of the person signing the Tender:[insert complete title of the person signing the Tender]

Signature of the person named above: [insert signature of person whose name and capacity are shown above]

Date this [insert date of signing] day of..... [Insert month], [insert year].

Bidder Official Stamp

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