



**WATER SERVICES REGULATORY BOARD**

**9<sup>th</sup> June, 2020**

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**REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES FOR  
THE FINANCIAL YEARS 2020-2021 AND 2021-2022**  
**Reference No.WASREB/PROC/SR/2019-2021**

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**FIRM NAME:** .....

**CATEGORY NO:** .....

**ITEM DESCRIPTION:** .....

**Water Services Regulatory Board,**  
NHIF Building 5<sup>th</sup> Floor, Wing A,  
P.O. Box 41621 00100, Nairobi  
Tel: (020) 2733561  
Email address: [info@wasreb.go.ke](mailto:info@wasreb.go.ke)  
Website: [www@wasreb.go.ke](http://www@wasreb.go.ke)

*Water Services for All*

*ISO 9001:2015m Certified*

<b>TABLELE OF COTENTS</b>	<b>PAGE</b>
NOTICE.....	3
REGISTRATION INSTRUCTIONS.....	4
BRIEF CONTRACT REGULATIONS/GUIDELINES.....	5
REGISTRATION DATA INSTRUCTIONS.....	7
FORM PQ1- REGISTRATION .....	9
FORM PQ2-REGISTRATION DATA.....	10
FORM PQ-3-SUPERVISORY PERSONNEL.....	10
FORM PQ-4 CONFIDENTIAL BUSINESS QUESTIONNAIRE.....	11
FORM PQ-5 PAST EXPERIENCE.....	13
FORM PQ-6 - LITIGATION HISTORY.....	14
FORM PQ-7 - SWORN STATEMENT.....	14

## NOTICE-REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES

Water Services Regulatory Board (WASREB) in compliance with Sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015 invites Suppliers who are Technically and Financially capable for Supply of Goods, Works and Services as listed below for the Financial years 2020-2021 and 2021-2022.

<b>CATEGORY A</b>	<b>REGISTRATION DESCRIPTION</b>
<b>Category 01-09 Reserved for Youth, Women and Persons Living with Disabilities (PLWDs)</b>	
WASREB/01/2020-2022	Provision of Creative Design and General Printing Services
WASREB/02/2020-2022	Provision of General Office Cleaning Services
WASREB/03/2020-2022	Design and Supply of Promotional items/Branding Services
WASREB/04/2020-2022	Supply of Office Stationery
WASREB/05/2020-2022	Supply and Repair of Office Furniture, Furnishings and Fittings
WASREB/06/2020-2022	Supply of Consumables for Printers and Photocopy Machines
WASREB/07/2020-2022	Provision of Events Organization and Management Services, Entertainment
WASREB/08/2020-2022	Provision of Web Design and Development Services
WASREB/09/2020-2022	Supply of Fresh Milk, Newspapers and Periodicals
<b>CATEGORY B</b>	<b>REGISTRATION DESCRIPTION</b>
<b>CATEGORY 10-25 (OPEN TO ALL)</b>	
WASREB/10/2020-2022	Supply of Office Equipment including Computer Hardware, Printers, Laptops, iPads Servers, CCTV Door Access System and Accessories
WASREB/11/2020-2022	Provision of Air Ticketing Services -IATA Registered Firms Only
WASREB/12/2020-2022	Provision for Offsite Data Backup Services
WASREB/13/2020-2022	Provision of SAP Business One Support
WASREB/14/2020-2022	Repair and General Maintenance of Office equipment Computers, Printers, Servers, CCTV Door Access System and Accessories
WASREB/15/2020-2022	Supply, Repair and Maintenance of VoIP Phones Local Area Network Wireless and Accessories
WASREB/16/2020-2022	Provision of Website Hosting, Internet and Cloud Services
WASREB/17/2020-2022	Provision of Consultancy Services on Human Resources Management
WASREB/18/2020-2022	Provision of Advertising Agency Services (Video and Audio Production)
WASREB/19/2020-2022	Provision of Debt Collection Agency Services
WASREB/20/2020-2022	Provision of Consultancy Services on Corporate Management and Organizational Development
WASREB/21/2020-2022	Provision of Legal Audit Services
WASREB/22/2020-2022	Provision of Governance Audit Services
WASREB/23/2020-2022	Provision of Legal Services
WASREB/24/2020-2022	Provision of Court Process Server Services
WASREB/25/2020-2022	Provision of General Insurance Brokerage Services

In compliance with the Ministry of Health guidelines with regard to COVID-19 pandemic and PPRA advisory Ref: PPRA6/5VOL.1(1), PPRA Circular No.02/2020, dated 27<sup>th</sup> March,2020 on Preventive Measures for Handling Procurement Activities for Procuring Entities Due to CORONA VIRUS (COVID-19).

**SUPPLIERS IN CATEGORY A (Youth, Women and Persons Living with Disabilities (PLWDs))** are advised to register their details as per the table below through the following emails: [procurements@wasreb.go.ke](mailto:procurements@wasreb.go.ke) OR [info@wasreb.go.ke](mailto:info@wasreb.go.ke)

Business Name	Category	Email Address	Postal Address	Contact Telephone Number
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**Mandatory requirement:** Attach the Current Access to Government Procurement Opportunities (AGPO) Certificate and Current VAT Certificate.

To enhance awareness, capacity building, increase transparency and promote competition, suppliers are encouraged from time to time to visit our website: [www.wasreb.go.ke](http://www.wasreb.go.ke) for advisory on our procurement activities as well as [www.tenders.go.ke](http://www.tenders.go.ke) for updates on upcoming tenders.

**SUPPLIERS IN CATEGORY B** are advised to visit our website: [www.wasreb.go.ke](http://www.wasreb.go.ke) to download Registration Document with detailed information. Completed Registration Document with appropriate Registration Category Reference Number to be sent by email to [procurements@wasreb.go.ke](mailto:procurements@wasreb.go.ke) OR [info@wasreb.go.ke](mailto:info@wasreb.go.ke) on or before 24<sup>th</sup> June, 2020. There after a list of Registered firms will be uploaded in our website.

**The Chief Executive Officer,**  
Water Services Regulatory Board,  
NHIF Building 5<sup>th</sup> Floor, Wing A,  
P.O. Box 41621 00100, Nairobi  
Tel: (020) 273356,0709 482 000

*Water Services for All*

**ISO 9001:2015 Certified**

## **REGISTRATION INSTRUCTIONS**

### **1.1 Introduction**

The Water Services Regulatory Board (WASREB) is a non-commercial State Corporation established in March 2003 as part of the comprehensive reforms in the water sector. The mandate of the institution is to oversee the implementation of policies and strategies relating to provision of water and sewerage services. WASREB sets rules and enforces standards that guide the sector towards ensuring that consumers are protected and have access to efficient, adequate, affordable and sustainable services in accordance with the Water Act 2002.

### **1.2 Reserved and open categories**

Categories 01-09 have been specifically set aside for enterprises owned by the Youth, Women & Persons Living with Disabilities. Category 10-25 is “**Open**” is accessible to all interested and competent suppliers.

### **1.3 Registration objective**

The main objective of this part is to supply goods, works and services under relevant tenders/quotations, as and when required in compliance with section 57 and 71 of the Public Procurement and Disposal Act, 2015.

### **1.4 Invitation for Supplier Registration**

Firms registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to the **Chief Executive Officer -Water Services Regulatory Board** so that they may be registered to participate in invitation for Tenders and Request for quotations. The prospective suppliers are required to supply mandatory information as for registration.

### **1.5 Experience**

Past experience in the supply and deliver of similar items/services is Mandatory (Documentary evidence to be submitted). However, the Youth, Women and Persons Living with Disabilities are exempted from this requirement.

### **1.6 Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for Registration, prospective suppliers/providers **MUST** submit all the information herein requested.

### **1.7 Submission of Registration Documents**

Completed Registration documents and other requested information to be submitted by email as provided in the Notice on or before **24<sup>th</sup> June, 2020**.

### **1.8 Questions Arising from Documents**

Questions that may arise from the Registration documents should be directed to the Chief Executive Officer during official working hours, or email [info@wasreb.go.ke](mailto:info@wasreb.go.ke).

### **1.9 Additional Information**

The WASREB reserves the right to request submission of additional information from prospective bidders.

### **1.10 Invitation to Tenders/Quotations**

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by WASREB after evaluation of the documents presented and after the completion of the registration process.

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The supplier will have to pay Value Added Tax (VAT) as applicable for all goods to be supplied.

### **2.2 Contract Price**

The contract price shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand.

### **2.3 Payments**

All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the Contract Agreement.

### **3. REGISTRATION DATA INSTRUCTIONS**

#### **3.1 REGISTRATION DATA FORMS**

- 3.1.1 The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, RQ-6, RQ-7 and RQ-8 are to be completed as per appropriate instruction by prospective suppliers who wish to be registered to participate in Tender/Quotations for supply of Goods and Services to WASREB.
- 3.1.2 The registration application forms which are not filled out completely and submitted in the prescribed manner shall be considered non-responsive. All the documents that form part of the proposal must be written in English Language and in indelible ink.

#### **3.2 QUALIFICATION**

- 3.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by WASREB in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Category as described by the client.
- 3.2.2 Prospective bidders will not be considered qualified unless in the judgement of WASREB they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

#### **3.3 Essential Criteria for registration**

- 3.3.1
- (a) Prospective bidders shall be local suppliers who have experience in the supply of goods, services and allied items. They should show competence, willingness and capacity to service the contract.
  - (b) Prospective suppliers require special experience and capability to organize, supply and delivery of items, or services at short notice. Experience of at least two (2) years shall be required for **OPEN** categories. Potential suppliers should show competence, willingness and capacity to service the contract.

#### **3.3.2 Personnel**

The names and, telephone number and email of the directors, key personnel and contact person must be indicated in form RQ-3.

#### **3.3.3 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers **MUST** be included in Form RQ-5 where applicable.

Quotations shall be invited from a minimum of three (3) suppliers and the Board shall award based on the lowest evaluated bidder.

#### **3.4 STATEMENT**

Application must include a sworn statement (Form RQ-8) by the tenderer ensuring the accuracy of the information given.

### 3.5 Withdrawal of Registration

Should a condition arise between the time of registration exercise and the opening date which in the opinion of the client/WASREB could substantially change the performance and the registration of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, WASREB reserves the right to reject the tender from such a bidder even though the bidder was initially registered.

### 3.7 Mandatory Documents/Information required for registration

Required Information	Form Type
1. Registration Documentation	RQ-1
2. Registration Data	RQ-2
3. Supervisory Personnel	RQ-3
4. Confidential Business Questionnaire	RQ-4
5. Past Experience	RQ-5
6. Litigation History	RQ-6
7. Sworn Statement	RQ-7

#### **IMPORTANT:**

- a. The minimum requirement for registration for applicants for categories marked as **OPEN MUST** be meet.
- b. Applicants for categories 01-09 who wish to apply for registration in the **OPEN** category, full adherence to the requirements of forms RQ-2, RQ5, RQ6 and RQ7 shall be sufficient for Registration.



## REGISTRATION

### FORM RQ-1 MANDATORY REGISTRATION DOCUMENTS

1. Copy of Certificate of Registration/Incorporation
2. Copy of Valid/Current Tax Compliance Certificate
3. Copy of Valid/Current Access to Government Procurement Opportunities (**AGPO**).
4. Company Profile.
5. Must attach CR 12 showing the shareholding of the firm.
6. Duly Completed Confidential Business Questionnaire in a format provided.
  
7. **Where applicable, Current Certificates of affiliation to a recognized registered professional body e.g;**
  - ❖ Registration Certificate from National Construction Authority (NCA) Ministry of Lands, Housing and Urban Development -Directorate of Public Works (Civil Works, Plumbing & Electrical works)
  - ❖ Current Registration with LSK (Legal services)
  
  - ❖ Current Registration with IATA (Air Travel Agents)

Suppliers who fail to provide documents **1 to 7** where applicable will be considered unresponsive.

### FIRMS UNDER CATEGORY 01 TO 09 ARE REQUIRED TO PROVIDE THE FOLLOWING DOCUMENTS

1. Current Certificate of Registration **AGPO** from the National Treasury.
2. Copies of Certificate of Registration/Incorporation.
3. Copy of Current & Valid Tax Compliance Certificate.

**FORM RQ-2 REGISTRATION DATA**

1. **Category to be registered**.....

2. **Legal name**.....

Post office address.....

Street and address.....

City.....

County. ....

Telephone No. ....

Email address .....

Person to contact .....

Title .....

**3. Full Name(s) of Director(s)**

.....  
.....  
.....  
.....

**4. Disadvantaged Group (Youth, Women and Persons Living with Disabilities)**

AGPO Certificate No.....

5. Incorporation or Registration Certificate No.....

**FORM RQ 3-SUPERVISORY PERSONNEL**

Provide a list of your Directors, Key supervisory personnel and contact in the format below: -

No.	Name	Position	Telephone No.	Email address
1.				
2.				
3.				
4.				

**FORM RQ-4- CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

<p><i>Part I- General :</i></p> <p>Business Name .....</p> <p>Location of business premises.....</p> <p>Plot No. .... Street/Road.....</p> <p>Postal Address.....Tel. No.....</p> <p>Email address. ....</p> <p>Nature of business.....</p> <p>Current Trade License No.....Expiring date.....</p> <p>Maximum value of business which you can handle at any one time: Ksh.....</p> <p>Name of your bankers.....Branch .....</p>	
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<input type="checkbox"/>	<p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																				
<input type="checkbox"/>	<p><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%; text-align: center;"><i>Name</i></th> <th style="width: 20%; text-align: center;"><i>Nationality</i></th> <th style="width: 20%; text-align: center;"><i>Citizenship Details</i></th> <th style="width: 10%; text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....
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1.	.....	.....	.....	.....																	
2.	.....	.....	.....	.....																	
3.	.....	.....	.....	.....																	
<input type="checkbox"/>	<p><i>Part 2 ( c) – Registered Company:</i></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal Ksh.....</p> <p style="padding-left: 20px;">Issued Ksh.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%; text-align: center;"><i>Name</i></th> <th style="width: 20%; text-align: center;"><i>Nationality</i></th> <th style="width: 20%; text-align: center;"><i>Citizenship Details</i></th> <th style="width: 10%; text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....
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1.	.....	.....	.....	.....																	
2.	.....	.....	.....	.....																	
3.	.....	.....	.....	.....																	
<p>Date .....Signature of Candidate.....</p>																					

*\*If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.*

**FORM RQ-5 PAST EXPERIENCE**

**NAMES OF THE APPLICANTS OTHER CLIENTS AND VALUE OF CONTRACT IN THE LAST ONE YEAR**

**FOR SIMILAR CONTRACTS:**

**Name of 1<sup>st</sup> Client (organization)**

- 1. i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- iii) Name of Contact Person at the client (organization) .....
- iv) Telephone No. of Client .....
- v) Value of Contract in Ksh.....
- vi) Duration of Contract (date) .....

**(Attach documentary evidence from organizations that you have listed showing the value of contracts/orders awarded and executed by your firm. Copies of LSO/LPO or signed contracts)**

**2. Name of 2<sup>nd</sup> Client (organization)**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- vii) Name of Contact Person at the client (organization) .....
- viii) Telephone No. of Client .....
- ix) Value of Contract in Ksh.....
- x) Duration of Contract (date) .....

**(Attach documentary evidence from organizations that you have listed showing the value of contracts/orders awarded and executed by your firm. Copies of LSO/LPO or signed contracts)**

**3. Name of 3<sup>rd</sup> Client (organization)**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- xi) Name of Contact Person at the client (organization) .....
- xii) Telephone No. of Client .....
- xiii) Value of Contract in Ksh.....
- xiv) Duration of Contract (date) .....

**(Attach documentary evidence from organizations that you have listed showing the value of contracts/orders awarded and executed by your firm. Copies of LSO/LPO or signed contracts)**

**4. Name of 4<sup>th</sup> Client (organization)**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- xv) Name of Contact Person at the client (organization) .....
- xvi) Telephone No. of Client .....
- xvii) Value of Contract in Ksh.....
- xviii) Duration of Contract (date) .....

**(Attach documentary evidence from organizations that you have listed showing the value of contracts/orders awarded and executed by your firm. Copies of LSO/LPO or signed contracts)**

**FORM RQ-6 - LITIGATION HISTORY**

Contractors/Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

**FORM RQ-7 - SWORN STATEMENT**

Having studied the Registration Document and information for the above project I/We hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Quotations is issued the legal, technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d. I/We enclose all the required documents and information required for the purpose of Registration.

**Date** .....

**Applicant's Name** .....

**Represented by** .....

**Signature** .....

**(Full name and designation of the person signing and stamp or seal)**