



**HOMA BAY COUNTY WATER AND SANITATION CO. LTD**

**P.O. Box 4 (Postal Code - 40300)**

**Homa Bay**

**Tel: +254 717428030**

**E-mail: [homawater@yahoo.com](mailto:homawater@yahoo.com) water**

**PRE-QUALIFICATION OF SUPPLIERS FOR THE TECHNICAL AND SPECIALIZED  
SERVICES FOR 2022-2024**

**TENDER REFERENCE NO: HBWC/PREQ/032/22**

Homabay County Water and Sanitation Company LTD (HOMAWASCO) invites applications from interested and eligible firms for pre-qualifications for specialized and technical services for the YEAR 2022-2024

All the suppliers with whom we are currently engaged for the said categories also need to re-apply

| <b>CATEGORY CODE</b>                            | <b>CATEGORY NUMBER</b> | <b>ITEM DESCRIPTION</b>   |
|---|------------------------|---|
| <b>CATEGORY A: SUPPLY AND DELIVERY OF GOODS</b> |                        |   |
| A1  | HW/01/22               | Supply of office equipment and tools (photocopiers, scanners, telephones and telecommunication equipment) |
| A2  | HW/02/22               | Supply of Computer Software and Licenses.   |
| A3  | HW/03/22               | Supply of Office Furniture and Fittings, filing cabinets  |
| A4  | HW/04/22               | Supply of Chemicals and Related Water Treatment Products  |
| A5  | HW/05/22               | Supply of Pipes and related products  |
| A6  | HW/06/22               | Supply of Water Meters  |
| A7  | HW/07/22               | Supply and Maintenance of Fire Equipment, Generators and Air Conditioners                                 |
| A8  | HW/08/22               | Supply of Motor Vehicle Tyres   |

|  |          |  |
|--|----------|--|
| A9   | HW/09/22 | Supply of Safety and Protective Equipment                                |
| <b>CATEGORY B: PROVISION OF CONSULTANCY AND GENERAL SERVICES</b> |          |  |
| B1   | HW/10/22 | Provision of Cleaning Services, Garbage Collection and Sanitary Services |
| B2   | HW/11/22 | Provision of Internet Service and Website Domain Hosting                 |
| B3   | HW/12/22 | Provision of Motor Vehicle Repairs and Services                          |
| B4   | HW/13/22 | Repair & Maintenance of office equipment computer, Copiers, Printers*    |
| B5   | HW/14/22 | Leasing of Printers, Copiers   |
| B6   | HW/15/22 | Provision of Media Liaison Services                                      |
| B7   | HW/16/22 | Provision of Legal Services  |
| B8   | HW/17/22 | Provision of External Debt Collection Services                           |
| B9   | HW/18/22 | Provision of Energy Audit Services                                       |
| B10  | HW/19/22 | Provision of Insurance Underwriting and Brokerage Services               |
| B11  | HW/20/22 | Provision of Structured Cabling Services                                 |
| B12  | HW/21/22 | Provision of Water Enforcement Services                                  |
| B13  | HW/22/22 | Provision of Security Services   |
| B14  | HW/23/22 | Provision of Air Ticketing Services                                      |
| B15  | HW/24/22 | Provision of Car Hire and Lease Services                                 |
| B16  | HW/25/22 | Provision of External Debt Collection Services                           |
| B17  | HW/26/22 | Provision of Environmental and Social Impact Assessments and Audits      |
| B18  | HW/27/22 | Tax Consultancy Services   |
| B19  | HW/28/22 | IT Consultancy Services  |
| B20  | HW/29/22 | Management and Governance Training                                       |

|                          |          |   |
|--------------------------|----------|---|
| B21                      | HW/30/22 | Provision of Health and Safety Audit Services   |
| B22                      | HW/31/22 | Provision of Human Resources (HR) Consultancy Services                                    |
| B23                      | HW/32/22 | Provision of Architectural Consultancy including Quantity Survey and Engineering Services |
| B24                      | HW/33/22 | Provision of Supply Chain (Procurement) Consultancy Services                              |
| B25                      | HW/34/22 | Provision of Resource Mobilization Consultancy Services                                   |
| B26                      | HW/35/22 | Provision of Audit Consultancy Services   |
| <b>CATEGORY C: WORKS</b> |          |   |
| C1                       | HW/36/22 | General Contractors with NCA Certification  |
| C2                       | HW/37/22 | Civil Engineering- Water Works Contractors  |

Pre-qualification documents may be downloaded from the HOMAWASCO website at [www.homawater.co.ke](http://www.homawater.co.ke)

Duly completed Pre-qualification documents in plain sealed envelopes clearly marked with BOTH the pre-qualification category number and code should be addressed to:

**The Managing Director  
Homa -Bay County Water and Sanitation Co. Ltd  
P.O Box 170 - 40300  
Homa- Bay**

And deposited in the Tender Box situated at the Sewerage Treatment Plant offices, next to the Department of Public Works along Homa Bay Kendu-Bay Road offices so as to be received on or before **Wednesday 13<sup>th</sup> July 2022 at 12 noon**. Tenders will be opened immediately thereafter in the presence of bidders or their representatives who choose to attend at the Sewerage Plant Boardroom.

**FOR HOMAWASCO**  
Managing Director

## PRE-QUALIFICATION INSTRUCTIONS

### **1.1 Introduction**

HOMAWASCO would like to invite interested candidates who must qualify by meeting the set criteria as provided by HOMAWASCO to perform the contract of supply and delivery or provision of specialized goods and services to the company.

### **1.2 Objective**

The main objective of pre-qualification of suppliers is to supply and deliver assorted Goods and Services under relevant Tenders/quotations to the company as and when required during the two-year period ending.

### **1.3 Invitation of Pre-qualification**

Suppliers registered with the Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their pre-qualification documents to **THE MANAGING DIRECTOR, HOMAWASCO** so as to be pre-qualified for submission of quotations. The prospective suppliers are required to provide the mandatory information for pre-qualification.

### **1.4 Pre-qualification Documents**

This document includes a questionnaire to be completed and returned with the tender and supported by the requisite documents from eligible and competent bidders.

In order to be considered for pre-qualification, prospective suppliers must submit all the information required on the forms/questionnaire

### **1.5 Submission of Pre-qualification Documents**

Duly completed pre-qualification and other supporting documents should be addressed to:

**The Managing Director  
Homa -Bay County Water and Sanitation Co. Ltd  
P.O Box 170, 40300  
Homa- Bay.**

And deposited in the Tender Box situated at the Reception of Homabay County Water and Sanitation Company, so as to be received on or before **Wednesday 13<sup>th</sup> July 2022 at 12 noon** at 12 noon. The submitted pre-qualification documents shall be opened immediately thereafter in the presence of bidders or their representatives who may wish to attend at our offices at the Sewerage Treating Plant Offices next to Ministry of Works offices

**1.6 Pre-qualification**

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the company in determining, according to its sole judgment and discretion, the qualification of prospective bidders to perform in respect with the tender category as described by the client.

**1.7 Essential Criteria for Pre-qualification**

**Experience** - Prospective suppliers of goods and services should demonstrate ability and experience to organize, supply and deliver any of the categories of goods and services listed in the Tender Notice.

**Financial Capability** - The supplier's financial capability will be determined by examination of the latest 2 year audited financial statements submitted with pre-qualification documents as well as letters of references from the bankers regarding credit/financial position.

**Past Performance for relevant category** - The past performance of suppliers shall be given due consideration in the prequalification exercise. Letters of reference from the past and present clients should be included.

**Capacity of the Firm** – prospective suppliers of goods and services should demonstrate that they have the technical, physical, logistical and human resource capacity to supply and deliver the category of goods and/or services that they are seeking to be pre-qualified for.

## **1.8 Notification of Pre-qualification**

All participants shall be notified formally of the outcome after completion of the pre-qualification process

## **1.9 Presentation**

A table of contents illustrating the contents of the documents is compulsory, as it creates ease of evaluation and will help verify the contents

## **2.0 Verification**

The Company shall have the right to visit the suppliers' premises to verify the information provided in the document and ascertain as part of the prequalification process, that the supplier in deed has the capability to provide the stated goods and or service

## PRE-QUALIFICATION CRITERIA

|   | REQUIRED INFORMATION                     | FORM REF | SCORE      |
|---|--|----------|------------|
| 1 | Prequalification documentation           | PQ-1     | Mandatory  |
| 2 | Pre-qualification data                   | PQ-2     | 15         |
| 3 | Financial position                       | PQ-3     | 20         |
| 4 | Past Experience- References              | PQ-4A    | 12         |
| 6 | Past Experience- Volume of business      | PQ-4B    | 10         |
| 6 | Human, Technical and Logistical Capacity | PQ-5     | 18         |
| 7 | Confidential report                      | PQ-6     | 15         |
| 8 | Declaration of capacity                  | PQ-7     | 10         |
|   |  |          | <b>100</b> |

**The qualification level is 70 points and above**

**Those applying for Special Category  
shall be exempted from this section**

FORM PQ-1

**PRE-QUALIFICATION DOCUMENTS  
(ALL THESE ARE MANDATORY, AND FAILURE TO ATTACH ANY  
OF THEM WILL LEAD TO AN AUTOMATIC DISQUALIFICATION)**

All firms must provide: -

| <b>Requirements</b>   | <b>Requirements</b>        |
|---|----------------------------|
| Must Submit a copy of certificate of Registration/Incorporation                                 | Year of Reg./Incorp        |
| Must Submit a copy of Company PIN and Valid Tax Compliance certificate.                         | Serial No. Expiry Date     |
| Must submit a duly filled up Confidential Business Information Questionnaire in format provided | Duly Filled and Signed     |
| A utility Bill  | Proof of physical presence |
| Single Business Permit  | Certification              |

**NOTE:** Expired Documents are deemed NOT-ATTACHED



**FORM PQ 2**

**PRE-QUALIFICATION DATA (Total 20 mks)**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

**Part 1 - General Information (10 mks)**

I/We ..... hereby  
apply for registration

(Name of company/firm)

as supplier(s) of

.....

(Item Description)

.....

(Category Number and Code.)

Physical Location of Business Premises:

.....  
.....

Postal Address:

.....  
.....

Business Registration Ref No:

.....  
.....

Date of registration of business

.....  
.....

Telephone No ..... Mobile No: .....

Email:

.....

Nature of Business:

.....

Full name of applicant

.....

Other business branches (if any)

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

**Part 2 (a) - Sole Proprietor (3 mks)**

Name:

.....

Age:

.....

Nationality:

.....

ID/Passport No:

.....

**Part 2 (b) - Partnership (4 mks)**

*Give details of partners as follows:*

| No | Name | Citizenship | Residence | Shares |
|----|------|-------------|-----------|--------|
| 1  |      |             |           |        |
| 2  |      |             |           |        |

|   |  |  |  |  |
|---|--|--|--|--|
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

**Part 2 (c) - Registered Company (5mks)**

Private or Public Company:

.....

Please state Nominal and Issued capital for the Company:

Nominal Kshs.:

.....

Issued Kshs.:

.....

Give details of all Directors as Follows:

| No | Name | Citizenship | Residence | Shares |
|----|------|-------------|-----------|--------|
| 1  |      |             |           |        |
| 2  |      |             |           |        |
| 3  |      |             |           |        |
| 4  |      |             |           |        |
| 5  |      |             |           |        |

**Part 3 - Names of All Associated or Holding Companies (if any)  
(2mks)**

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....

**NB:** If more companies are applicable, please give the information on a separate sheet of paper

**NOTE:** Sole Proprietor gets a maximum of 17 mks, while a Limited Company a maximum of 20 mks

## FORM PQ-3

### FINANCIAL POSITION (20 mks)

1. Attach a copy of firm's latest two years certified audited financial statements giving summary of assets and liabilities, income and expenditure, cash flow statement **(15 mks)**
2. Attach letters of reference from the bankers regarding supplier's credit position. **(5mks)**

**FORM PQ-4A**

**PAST EXPERIENCE- REFERENCES (12 Marks)**

**Names of Key Clients with Whom the Applicant Has Done Business in the Last Two Years Including the Values of Contracts/Orders.**

1. 1<sup>st</sup> Organization

a) Name and Address of client (organization)

.....

b) Description of work

done.....

c) Name of contact person at the

client/organization.....

d) Telephone No. of

client.....

e) Value of

Contract.....

f) Duration of Contract

(date).....

(Attach documental evidence of existence of contract- attachment is worth 2 mks,)

2. 2<sup>nd</sup> client (organization)

- a) Name and Address of client (organization)  
.....
- b) Description of work  
done.....
- c) Name of contact person at the  
client/organization.....
- d) Telephone No. of  
client.....
- e) Value of  
Contract.....
- f) Duration of Contract  
(date).....

(Attach documental evidence of existence of contract- attachment is worth 2 mks,)

3. 3<sup>rd</sup> client (organization)

- a) Name and Address of client (organization)  
.....
- b) Description of work  
done.....
- c) Name of contact person at the  
client/organization.....

d) Telephone No. of client.....

e) Value of Contract.....

f) Duration of Contract (date).....

(Attach documental evidence of existence of contract- attachment is worth 2mks,)



**FORM PQ-4B**

**PAST EXPERIENCE- VOLUME OF BUSINESS (10 Marks)**

**State three highest value of business you have handled in the past 12 months**

1. Name of Highest value contract

a) Name of client (organization)

.....

b) Value of

Contract.....

2. Name of 2<sup>nd</sup> Highest value contract

(a) Name of client (organization)

.....

(b) Value of

Contract.....

3. Name of 3<sup>rd</sup> Highest value contract

a. Name of client (organization)

.....

b. Value of

Contract.....

**Note:** Marks for stating = 6marks, Marks for evidence attached = 6 marks

FORM PQ-5

**HUMAN, TECHNICAL AND LOGISTICAL CAPACITY (18 Marks)**

**Please provide the following and any other evidence of your firm's physical, human, technical and logistical capacity to supply and deliver should you be awarded a tender**

**1) Physical facilities**

Evidence of physical premises (place of business) e.g. Attachment of latest utility bill (Electricity, Water bill, Council Rates payments, etc) (6 marks)

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

**2) Equipment (6 marks)**

List down the main equipment including Motor Vehicles owned by your firm

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

**3) Managerial and key Personnel Competency (6 marks)**

List the key managerial and technical staff of your organization (attach their CVs)

| Name of Key Staff | Position held | Position Held from (Date) |
|-------------------|---------------|---------------------------|
|                   |               |                           |
|                   |               |                           |
|                   |               |                           |
|                   |               |                           |
|                   |               |                           |
|                   |               |                           |
|                   |               |                           |
|                   |               |                           |

4) Briefly describe how you would manage a situation where you are coincidentally engaged in three major yet critical client assignments concurrently. How would you go about ensuring that all the client assignments/contracts are delivered on a timely and quality basis while ensuring that all clients are satisfied with the level of customer service? **(6 marks)**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**FORM PQ 6**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE- (14 mks)**

**(To be filled by All Prospective Suppliers)**

**Part 1 – (4 mks)**

(a) How many years have you been in business under the present business name?

.....  
.....

(b) What is the maximum value of business which you can handle at any one time?

Kshs

.....

(c) State some of the factors that in your own opinion distinguish you from other competitors.

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

(d) State whether or not you have experienced, in the area of non-performance by your company, any problem(s) with any contract(s) awarded to you by any organization during the last 12 months and give a brief

explanation/description of the problem(s) and how you managed to solve it.

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

(e) Give any other information relating to your company that you may consider relevant to your bid to do business with HOMAWASCO

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

**Part 2 (8 mks)**

**STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS**

(a) VAT Registration Number

.....

(b) PIN Number

.....  
(c) State any Quality Assurance Certification e.g. ISO 9000 held by the company

.....  
.....  
(d) State if the Company is a subject of bankruptcy proceedings, in receivership, Administrative receivership or any other form of liquidation as defined by the applicable law.

.....  
.....  
**(e) Assets and Liabilities:-**

Total Assets in Kshs

.....  
.....  
Current Assets in Kshs

.....  
.....  
Total Liabilities in Kshs

.....  
.....  
Net Worth (Total Assets-Total Liabilities)

.....  
Working Capital .....

**(f) Terms of Sale / Trade:-**

Credit Period Yes/ No

**(If Yes Please Indicate Number of Credit Days)**

**(g) Name of Bankers and Branch**



## FORM PQ 7- DECLARATION

### DECLARATION OF STATUS - (10 mks)

Indicate your status in the following by stating YES OR NO.

**Note** that we may verify this information: -

The applicant is not:

(i) insolvent; YES \_\_\_\_\_ NO \_\_\_\_\_

(ii) in receivership; YES \_\_\_\_\_ NO \_\_\_\_\_

(iii) bankrupt; YES \_\_\_\_\_ NO \_\_\_\_\_

(iv) being wound up YES \_\_\_\_\_ NO \_\_\_\_\_

### **NB**

(i) Where software and licenses apply

**Vendors must demonstrate by attaching evidence that they are partners and are authorized to sell licenses.**

E.g. Vendors selling Microsoft products must be a Microsoft partner.

(ii) Where computer hardware and printers apply

**Vendors must show evidence to be authorized re-sellers"**

**DECLARATION**

Having studied the pre-qualification information for the above exercise, I/we hereby state that the information furnished in our application is accurate to the best of our knowledge.

Name .....

For and on behalf of .....

Position .....

Signature .....

Date .....

**Stamp**