



KITUI WATER AND SANITATION CO. LIMITED

P.O Box 341 - 90200 KITUI

+254 (0) 701545554 | kitwasco@gmail.com / info@kitwasco.co.ke | www.kitwasco.co.ke

Kyangwithya - Misewani Road Opposite the Governor's Office, 100M off Gate B

INVITATION TO REGISTRATION OF SUPPLIERS FOR THE SUPPLY AND DELIVERY OF GOODS, PROVISION OF WORKS AND SERVICES FOR THE FINANCIAL YEAR 2026-2027

NB: Applicants/Tenderer's are required to submit **one registration document for each category of supply/service** for which they wish to be considered. Where a supplier intends to apply for multiple categories, a **separate and complete registration document must be submitted for each category.**

KINDLY COMPLETE THE DETAILS BELOW:

NAME OF THE FIRM

CATEGORY APPLIED FOR.....

CATEGORY NAME.....

.....

REGISTRATION REF NO.

CONTACT**EMAIL**

TARGET GROUP.....

IF AGPO REGISTERED FIRM, PLEASE SPECIFY CATEGORY:

YOUTH.....

WOMEN

PERSONS LIVING WITH DISABILITY

ISSUED ON: 25th August 2026

SUBMISSION DATE: 7th September 2026, 11.00 AM



KITUI WATER AND SANITATION CO. LIMITED

P.O Box 341 - 90200 KITUI

+254 (0) 701545554 | kitwasco@gmail.com | info@kitwasco.co.ke | www.kitwasco.co.ke

Kyangwithya - Misewani Road Opposite the Governor's Office, 100M off Gate B

INVITATION TO TENDER/REGISTRATION OF SUPPLIERS

FINANCIAL YEAR 2026-2027

Kitui Water and Sanitation Company Ltd invites **TENDERS** and applications for **CONTINUOUS REGISTRATION** of suppliers from interested eligible bidders for the supply and delivery of goods, Works and Provision of services for the following Categories **Financial Year 2026- 2027.**

NO.	TENDER/ REGISTRATION NO.	DESCRIPTION OF ITEMS/WORKS/SERVICES	ELIGIBILITY
	CATEGORY A: INVITATION TO TENDER (FRAME WORK CONTRACTS FOR ONE YEAR - FY 2026-2027)		
1	KITWASCO/OT/006/2026/2027	Supply and Delivery of General Office and Printed Stationery	Reserved for AGPO
2	KITWASCO/OT/007/2026/2027	Supply and Delivery of Cleaning Materials & Disinfectants	Reserved for AGPO
3	KITWASCO/OT/008/2026/2027	Supply of Fuels, Oils & Lubricants	Open
4	KITWASCO/OT/009/2026/2027	Supply and Delivery of General Hardware Materials and Tools	Open
5	KITWASCO/OT/010/2026/2027	Supply and Delivery of Generator Service Parts and Power Factor Correction Board Accessories	Open
6	KITWASCO/OT/011/2026/2027	Provision of General Insurance Services for Motor vehicles and Motorcycles	Open
7	KITWASCO/OT/012/2026/2027	Provision of Work Injury Benefits (WIBA) and Group Personal Accident Cover (GPA)	Open
	CATEGORY B : CONTINUOUS REGISTRATION OF SUPPLIERS FOR SUPPLY & DELIVERY OF GOODS AND SERVICES FY 2026-2027		
8	KITWASCO/RG/013/2026/2027	Supply and Delivery of Motor vehicle and Motorcycle Oils and Lubricants, Spare Parts, Service Parts, & Tyres and Tubes	Open
9	KITWASCO/RG/014/2026/2027	Supply and Delivery of Electro-Mechanical Materials and Services	Open
11	KITWASCO/RG/015/2026/2027	Supply and Delivery of Electrical Materials and Electrical Works	Open
12	KITWASCO/RG/016/2026/2027	Supply and Delivery of Lab Equipment, Operational and Sewer Materials, Non-Revenue Water tools and Services	Open

NO.	TENDER/ REGISTRATION NO.	DESCRIPTION OF ITEMS/WORKS/SERVICES	ELIGIBILITY
13	KITWASCO/RG/017/2026/2027	Supply and Delivery of Office Furniture and Fittings	Reserved for AGPO
14	KITWASCO/RG/018/2026/2027	Supply and Delivery of Desktop Computers, Laptops, Printers, TV Set and Office electronic equipment	Reserved for AGPO
15	KITWASCO/RG/019/2026/2027	Supply and Delivery of Branded Staff Uniforms and Personal Protective Gear	Open
16	KITWASCO/RG/020/2026/2027	Supply, Delivery, Installation, Testing and Commissioning of Firefighting Equipment	Open
17	KITWASCO/RG/021/2026/2027	Supply and Delivery of New Motor Cycles	Open
CATEGORY C: CONTINUOUS REGISTRATION OF FIRMS FOR PROVISION OF SERVICES/WORKS FY – 2026-2027			
18	KITWASCO/RG/022/2026/2027	Registration of Hotels for Provision of Catering Services	Open
19	KITWASCO/RG/023/2026/2027	Provision of Training and Human Resource Consultancy Services, Culture Change and Other Management Consultancies	Open
20	KITWASCO/RG/024/2026/2027	Provision of Legal Services	Open
21	KITWASCO/RG/025/2026/2027	Provision of Renovations of Buildings and Construction Works	Open
22	KITWASCO/RG/026/2026/2027	Supply, Delivery, Installation, Testing and Commissioning of Solarization Works for boreholes	Open
23	KITWASCO/RG/027/2026/2027	Provision of Rehabilitation and Pipeline Extension Works	Open
24	KITWASCO/RG/028/2026/2027	Provision of Maintenance Services for Pumps, Boreholes, Gensets, and High lift Pumps	Open
25	KITWASCO/RG/029/2026/2027	Provision of maintenance services for Computers, Server, Printers, Office machines and networking services	Reserved for AGPO
26	KITWASCO/RG/030/2026/2027	Provision of Garage Services for Motor Vehicles and Motorcycles	Open
27	KITWASCO/RG/031/2026/2027	Provision of Geospatial Software Services and Accessories	Open
28	KITWASCO/RG/032/2026/2027	Provision of Asset Tagging Services	Open
29	KITWASCO/RG/033/2026/2027	Provision of Office Fumigation Services	Reserved for AGPO

1. Tendering and registration of suppliers will be conducted through the **National Competitive Tendering** procedures using a standardized tender document and is **Open** to all qualified and interested bidders.

2. Interested eligible applicants may obtain further information and download the tender and Registration Documents **free of charge** from the KITWASCO website www.kitwasco.co.ke or the Public Procurement Information Portal (PPIP) www.tenders.go.ke.
3. Any clarifications/addendums will be published on the following websites; www.kitwasco.co.ke and www.tenders.go.ke. Tenderers are advised to regularly check for any addendums or amendments at the websites mentioned in the course of the bidding period prior to the closing date.
4. Applicants who download the tenders and Registration Documents must forward their particulars immediately to the official company email; kitwasco@gmail.com to facilitate any further clarification or addendum.
5. Applications for tenders and Registration should be submitted by hand or courier delivery with clearly marked envelopes and delivered to the address given below on or before **7th September 2026** not later than **11.00 am** at the address given below.
Electronic submission of documents shall not be allowed.
6. Late applications shall be rejected.
7. Duly Completed tender and registration documents in plain sealed envelopes clearly marked with the Tender/Registration Reference No. and Category, should be deposited in the Tender Box placed at the KITWASCO **Main Administration Block, Kyangwithya – Misewani Road, Opposite the Governor’s office, 150 M off Gate B, Kitui Town** and addressed to;

The Managing Director

Kitui Water and Sanitation Company Limited

P.O Box 341 - 90200, KITUI.

Tel: 0701 545 554 /Email: kitwasco@gmail.com, so as to be received on or before 7th September 2026, not later than 11.00 am.

Tenders and Registration documents will be opened immediately thereafter the deadline date and time specified above or any deadline date and time specified later in case of addendum. The documents will be publicly opened in the presence of Tenderers' designated representatives who choose to attend at the address provided above.

MANAGING DIRECTOR

KITWASCO.

PART 1 - APPLICATION PROCEDURES

SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

A. General

1 Scope of Application

- 1.1 The name of the Kitui Water and Sanitation Co. inviting for applications is defined in the **PDS**. The particular type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the **PDS**. If the scope of contract so defined is in multiple contracts, it will be specified in the **PDS** if prequalification will be based on individual contracts or multiple contracts. The Full scope of Works or Goods or Non-Consulting Services are described in Section V (Scope of Works or goods contract).

- 2 **Source of Funds** to be specified in the PDS, if deemed necessary.

3 Fraud and Corruption

- 3.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.
- 3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission(incase prequalified),proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

4 Collusive practices

- 4.1 The Kitui Water and Sanitation Co. requires compliance with the provisions of the

Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination” annexed to the Form of applicant.

5 Eligible Applicants

- 5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9 or any combination of such entities in the form of a joint venture (“JV”) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the PDS.
- 5.2 Public Officers of the Kitui Water and Sanitation Co., their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.
- 5.3 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.
- 5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the.

All Tenders submitted in violation of this procedure will be rejected.

- 5.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.
- 5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Kitui Water and Sanitation Co. as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Kitui Water and Sanitation Co. who:
- a are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
 - b would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Kitui Water and Sanitation Co. throughout the prequalification, ITT process and execution of the Contract.
- 5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at www.ppra.go.ke
- 5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Kitui Water and Sanitation Co., that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.

- 5.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.
- 5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.
- 5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Kitui Water and Sanitation Co., as the Kitui Water and Sanitation Co. shall reasonably request.

6 Eligibility

- 6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are in eligible if:
- a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or
 - b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.
- 6.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross jurisdictional boundary (and more than one country is a Kitui Water and Sanitation Co., and is involved in the procurement), then exclusion of a firm or individual on the basis of ITA 5.1 (a) above by any country may be applied to that procurement a cross other countries involved, if the Procuring Entities involved in the procurement so agree.
- 6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

B. Contents of the Prequalification Documents

7 Sections of Prequalification Document

- 7.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with IT A8.

PART 1 - Prequalification Procedures

- i) Section I- Instructions to Applicants (ITA)
- ii) Section II - Prequalification Data Sheet (PDS)
- iii) Section III - Qualification Criteria and Requirements
- iv) Section IV- Application Forms

PART 2 - Works, Goods, or Non-Consulting Services Requirements

- i) Section VII- Scope of Works, Goods, or Non-Consulting Services

- 7.2 Unless obtained directly from the Kitui Water and Sanitation Co., the Kitui Water and Sanitation Co. accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Kitui Water and Sanitation Co. shall prevail.
- 7.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.

8 Clarification of Prequalification Documents, site visit(s) and Pre-Application Meeting

- 8.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Kitui Water and Sanitation Co. in writing at the Kitui Water and Sanitation Co.'s address indicated in the **PDS**. The Kitui Water and Sanitation Co. will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Kitui Water and Sanitation Co. shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Kitui Water and Sanitation Co., including a description of the inquiry but without identifying its source. If so indicated in the **PDS**, the Kitui Water and Sanitation Co. shall also promptly publish its response at the webpage identified in the **PDS**. Should the Kitui Water and Sanitation Co. deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8. And in accordance with the provisions of ITA 17.2.

- 8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Kitui Water and Sanitation Co. shall specify in the **PDS** if a pre-application meeting will be held, when and where. The Kitui Water and Sanitation Co. shall also specify in the **PDS** if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre-application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 8.3 The Applicant is requested to submit any questions in writing, to reach the Kitui Water and Sanitation Co. not later than the period specified in the **PDS** before the submission date of applications.
- 8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.
- 8.5 The Kitui Water and Sanitation Co. shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page identified **in the PDS**. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Kitui Water and Sanitation Co. exclusively through the issue of an Addendum pursuant to PDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre- arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

9 Amendment of Prequalification Document

- 9.1 At any time prior to the deadline for submission of Applications, the Kitui Water and Sanitation Co. may amend the Prequalification Document by issuing an Addendum.
- 9.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from the Kitui Water and Sanitation Co. The Kitui Water and Sanitation Co. shall promptly publish the Addendum at the Kitui Water and Sanitation Co.'s webpage identified in the PDS.
- 9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Kitui Water and Sanitation Co. may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

C. Preparation of Applications

10 Cost of Applications

- 10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Kitui Water and Sanitation Co. will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

11 Language of Application

- 11.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Kitui Water and Sanitation Co., shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

12 Documents Comprising the Application

- 12.1 The Application shall comprise the following:
- a. Application Submission Letter, in accordance with ITA 13.1;
 - b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;
 - c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and
 - d. Any other document required as specified in the PDS.
- 12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

13 Application Submission Letter

- 13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

14 Documents Establishing the Eligibility of the Applicant

- 14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

15 Documents Establishing the Qualifications of the Applicant

- 15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).
- 15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
- a For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
 - b Value of single Contract-Exchange rate prevailing on the date of the contract.
- 15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Kitui Water and Sanitation Co..
- 15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Kitui Water and Sanitation Co., a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Kitui Water and Sanitation Co. identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.
- 15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Kitui Water and Sanitation Co. as a justification for an Applicant's failure to disclose, or failure to provide required in formation on its ownership and control.
- 15.6 The Applicant shall provide further documentary proof, information or authorizations that the Kitui Water and Sanitation Co. may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

- 15.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Kitui Water and Sanitation Co.. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Kitui Water and Sanitation Co..
- 15.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Kitui Water and Sanitation Co. is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.
- 15.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Kitui Water and Sanitation Co. (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:
- a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
 - b. If the contract has been awarded to that Applicant, the contract award will be set aside,
- 15.10 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.
- 15.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Kitui Water and Sanitation Co. that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

16 Signing of the Application and Number of Copies

- 16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.
- 16.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

17 Sealing and Marking of Applications

- 17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- a Bear the name and address of the Applicant;
 - b Be addressed to the Kitui Water and Sanitation Co., in accordance with ITA 17.1; and
 - c Bear the specific identification of this prequalification process indicated in the PDS 1.1.
- 17.2 The Kitui Water and Sanitation Co. will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

18 Deadline for Submission of Applications

- 18.1 Applicants may either submit their Applications by mail or by hand. Applications shall be received by the Kitui Water and Sanitation Co. at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the **PDS**.
- 18.2 The Kitui Water and Sanitation Co. may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Kitui Water and Sanitation Co. and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

19 Late Applications

- 19.1 The Kitui Water and Sanitation Co. reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the **PDS**. If late applications will be accepted, they must be received not later than the date specified in the **TDS** after the deadline for submission of applications.

20. Opening of Applications

- 20.1 The Kitui Water and Sanitation Co. shall open all Applications at the date, time and place specified in the **PDS**. Late Applications shall be treated in accordance with ITA 19.1.
- 20.2 Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the **PDS**.
- 20.2 The Kitui Water and Sanitation Co. shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

21 Confidentiality

- 21.1 Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 28.
- 21.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact the Kitui Water and Sanitation Co. on any matter related to the prequalification process may do so only in writing.

22 Clarification of Applications

- 22.1 To assist in the evaluation of Applications, the Kitui Water and Sanitation Co. may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Kitui Water and Sanitation Co. and all clarifications from the Applicant shall be in writing.
- 22.1 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Kitui Water and Sanitation Co.'s request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

23 Responsiveness of Applications

- 23.1 The Kitui Water and Sanitation Co. may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

24 Margin of Preference

- 24.1 Unless otherwise specified in the **PDS**, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

25 Nominated Subcontractors

- 25.1 Unless otherwise stated in the PDS, the Kitui Water and Sanitation Co. does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Kitui Water and Sanitation Co. (so-called “Nominated Subcontractors”).

25.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Kitui Water and Sanitation Co. in the Tendering Document. The Kitui Water and Sanitation Co., in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as (“Specialized Subcontractors”). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

F. Evaluation of Applications and Prequalification of Applicants

26 Evaluation of Applications

26.1 The Kitui Water and Sanitation Co. shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Kitui Water and Sanitation Co. reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.

26.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non- consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by the Kitui Water and Sanitation Co. in the PDS as can be met by Specialized Subcontractors, in which case:

- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and
- ii) the qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualification of the Applicant for the purpose of the evaluation. Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by the Kitui Water and Sanitation Co. subsequent to prequalification but before the tender submission deadline in accordance with ITA 30.

26.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Kitui Water and Sanitation Co. shall

prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.

- 26.4 Further, in the case of multiple contracts, the Kitui Water and Sanitation Co. will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each Lot, to be completed by applicants.
- 26.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

27 Kitui Water and Sanitation Co.'s Right to Accept or Reject Applications

- 27.1 The Kitui Water and Sanitation Co. reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

28 Prequalification of Applicants

- 28.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Kitui Water and Sanitation Co.. The Kitui Water and Sanitation Co. shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.
- 28.32 Applicants that have not been prequalified may write to the Kitui Water and Sanitation Co. to request, in writing, the grounds on which they were disqualified.

28 Invitation to Tender

- 29.1 Promptly after the notification of the results of the prequalification, the Kitui Water and Sanitation Co. shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.
- 28.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Kitui Water and Sanitation Co. in the form and an amount to be specified in the tendering document.
- 28.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

29 Changes in Qualifications of Applicants

30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of the Kitui Water and Sanitation Co. prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or (iii) in the opinion of the Kitui Water and Sanitation Co., the change may result in a substantial reduction in competition. Any such change should be submitted to the Kitui Water and Sanitation Co. not later than fourteen (14) days after the date of the Invitation to Tender.

31 Procurement Related Complaints

31.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.

SECTION II – REGISTRATION/PREQUALIFICATION DATA SHEET (PDS)

ITA1.1	The procuring entity is Kitui Water and Sanitation Co. P.O Box 341 - 90200, KITUI. Tel: 0701- 545 -554 /Email: kitwasco@gmail.com Kitui Water and Sanitation Co. Limited The identification of the invitation for prequalification is: REGISTRATION NO REGISTRATION NAME: The particular type of contract is on..... (Indicate category applied for) NB: To apply for one category for each registration document) Prequalification will be based on individual contracts
ITA 2	The source of funds shall be..... Approved Budget Financial Year 2026-2027
ITA 5.2	Maximum number of members in the JV shall be : 5 number
B. Content Of the Prequalification Document	
ITA 8.1	For clarification purpose the procuring entity's address is: (insert information or state "same as in ITA1.1 Above") Attention: Managing Director, Kitui Water and Sanitation Co. P.O Box 341 - 90200, KITUI. Tel: 0701 545 554 /Email: kitwasco@gmail.com Physical address: Kyangwithya –Misewani Road, Opposite the Governor's office, 150 M off Gate B Telephone: +254 701 545 554 Electronic mail address: kitwasco@gmail.com Web page: www.kitwasco.co.ke / www.tenders.go.ke website or electronic portal of free access where prequalification information is published)
ITA 8.2	A pre-application meeting will be held on : N/A At.....N/A..... A pre-application meeting will be held on: N/A AtN/A.....
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the procuring entity on or before 1st September 2026.
ITA 8.5	Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page N/A(web page of the procuring entity) N/A
ITT 9.2	Addendum issued shall be published at the website... www.kitwasco.co.ke or www.tenders.go.ke .

ITA 8.2	Pre-Application Meeting Will Be Held: N/A																																																			
c. PREPAR ATION OF APPLICA TIONS																																																				
ITA 12.1 (d)	The applicant shall submit with its application, the following additional document: <table><thead><tr><th>Subject</th><th>Yes/No</th></tr></thead><tbody><tr><td>1. MUST submit original Copy of Registration document</td><td></td></tr><tr><td>2. MUST submit a properly bound document and ensure serialization for all pages and attachments</td><td></td></tr><tr><td>3. Copy of the certificate of incorporation/Registration certificate – mandatory for all</td><td></td></tr><tr><td>4. Copy of Valid Tax Compliance Certificate – mandatory for all bidders</td><td></td></tr><tr><td>5. Copy of the VAT/pin certificate - mandatory for all bidders</td><td></td></tr><tr><td>6. Copy of valid AGPO registration certificate – mandatory for Reserved Groups</td><td></td></tr><tr><td>7. Copy of Valid CR 12 certificate attached with a copy of National ID or passport for all directors, Copy of I.D or Passport for Sole Proprietor and attach Certificate of registration</td><td></td></tr><tr><td>8. Copy of valid Single Business Permit from local county – mandatory for all</td><td></td></tr><tr><td>9. Financial capacity - Audited Financial Accounts 2024 OR Certified bank statements for the last 3 (three) months OR Letter from Bank for AGPO categories</td><td></td></tr><tr><td>10. Company profile indicating; contacts, email, physical address, postal address</td><td></td></tr><tr><td colspan="2">OTHER REQUIREMENTS – TRAINING/LEGAL/CONSTRUCTION/REHABILITATION CATEGORIES</td></tr><tr><td>11. Copy of NITA registration certificate for training firms Only – Mandatory for training firms</td><td></td></tr><tr><td>12. Submit copy of practicing license for legal firms – mandatory for legal firms</td><td></td></tr><tr><td>13. Copy of valid NCA registration certificate - mandatory for rehabilitation and construction, pipeline and solarization works categories as required in their individual criterion provided in their respective documents.</td><td></td></tr><tr><td colspan="2">COMPLETE THE FOLLOWING FORMS</td></tr><tr><td>14. Applicant Information Form - complete, sign and stamp</td><td></td></tr><tr><td>15. Form SD 1 - complete, sign and stamp</td><td></td></tr><tr><td>16. Self-Declaration That The Person/Tenderer Is Not Debarred In The Matter Of The Public Procurement And Asset Disposal Act 2015.</td><td></td></tr><tr><td>17. Must complete, sign and stamp Confidential Business Questionnaire</td><td></td></tr><tr><td>18. Application information form - Complete, sign and stamp</td><td></td></tr><tr><td colspan="2">TECHNICAL EVALUATION: FOR OPEN CATEGORIES ONLY</td></tr></tbody></table> <table><thead><tr><th>Subject</th><th>Yes/No</th></tr></thead><tbody><tr><td>Bidder to submit proof of supply/provision of services or works references or relevant evidence accompanied with Purchase Orders (POs) or signed contracts complete with name(s), telephone number(s) and email addresses of contact persons for the last three (3) years (2023/2024/2025).</td><td>25points</td></tr><tr><td colspan="2">Note: KITWASCO will undertake background checks.</td></tr></tbody></table>		Subject	Yes/No	1. MUST submit original Copy of Registration document		2. MUST submit a properly bound document and ensure serialization for all pages and attachments		3. Copy of the certificate of incorporation/Registration certificate – mandatory for all		4. Copy of Valid Tax Compliance Certificate – mandatory for all bidders		5. Copy of the VAT/pin certificate - mandatory for all bidders		6. Copy of valid AGPO registration certificate – mandatory for Reserved Groups		7. Copy of Valid CR 12 certificate attached with a copy of National ID or passport for all directors, Copy of I.D or Passport for Sole Proprietor and attach Certificate of registration		8. Copy of valid Single Business Permit from local county – mandatory for all		9. Financial capacity - Audited Financial Accounts 2024 OR Certified bank statements for the last 3 (three) months OR Letter from Bank for AGPO categories		10. Company profile indicating; contacts, email, physical address, postal address		OTHER REQUIREMENTS – TRAINING/LEGAL/CONSTRUCTION/REHABILITATION CATEGORIES		11. Copy of NITA registration certificate for training firms Only – Mandatory for training firms		12. Submit copy of practicing license for legal firms – mandatory for legal firms		13. Copy of valid NCA registration certificate - mandatory for rehabilitation and construction, pipeline and solarization works categories as required in their individual criterion provided in their respective documents.		COMPLETE THE FOLLOWING FORMS		14. Applicant Information Form - complete, sign and stamp		15. Form SD 1 - complete, sign and stamp		16. Self-Declaration That The Person/Tenderer Is Not Debarred In The Matter Of The Public Procurement And Asset Disposal Act 2015.		17. Must complete, sign and stamp Confidential Business Questionnaire		18. Application information form - Complete, sign and stamp		TECHNICAL EVALUATION: FOR OPEN CATEGORIES ONLY		Subject	Yes/No	Bidder to submit proof of supply/provision of services or works references or relevant evidence accompanied with Purchase Orders (POs) or signed contracts complete with name(s), telephone number(s) and email addresses of contact persons for the last three (3) years (2023/2024/2025).	25points	Note: KITWASCO will undertake background checks.	
Subject	Yes/No																																																			
1. MUST submit original Copy of Registration document																																																				
2. MUST submit a properly bound document and ensure serialization for all pages and attachments																																																				
3. Copy of the certificate of incorporation/Registration certificate – mandatory for all																																																				
4. Copy of Valid Tax Compliance Certificate – mandatory for all bidders																																																				
5. Copy of the VAT/pin certificate - mandatory for all bidders																																																				
6. Copy of valid AGPO registration certificate – mandatory for Reserved Groups																																																				
7. Copy of Valid CR 12 certificate attached with a copy of National ID or passport for all directors, Copy of I.D or Passport for Sole Proprietor and attach Certificate of registration																																																				
8. Copy of valid Single Business Permit from local county – mandatory for all																																																				
9. Financial capacity - Audited Financial Accounts 2024 OR Certified bank statements for the last 3 (three) months OR Letter from Bank for AGPO categories																																																				
10. Company profile indicating; contacts, email, physical address, postal address																																																				
OTHER REQUIREMENTS – TRAINING/LEGAL/CONSTRUCTION/REHABILITATION CATEGORIES																																																				
11. Copy of NITA registration certificate for training firms Only – Mandatory for training firms																																																				
12. Submit copy of practicing license for legal firms – mandatory for legal firms																																																				
13. Copy of valid NCA registration certificate - mandatory for rehabilitation and construction, pipeline and solarization works categories as required in their individual criterion provided in their respective documents.																																																				
COMPLETE THE FOLLOWING FORMS																																																				
14. Applicant Information Form - complete, sign and stamp																																																				
15. Form SD 1 - complete, sign and stamp																																																				
16. Self-Declaration That The Person/Tenderer Is Not Debarred In The Matter Of The Public Procurement And Asset Disposal Act 2015.																																																				
17. Must complete, sign and stamp Confidential Business Questionnaire																																																				
18. Application information form - Complete, sign and stamp																																																				
TECHNICAL EVALUATION: FOR OPEN CATEGORIES ONLY																																																				
Subject	Yes/No																																																			
Bidder to submit proof of supply/provision of services or works references or relevant evidence accompanied with Purchase Orders (POs) or signed contracts complete with name(s), telephone number(s) and email addresses of contact persons for the last three (3) years (2023/2024/2025).	25points																																																			
Note: KITWASCO will undertake background checks.																																																				

	Submit bidder's profile clearly indicating specific experience in provision of similar products: Further, attach certificate of incorporation/registration Less than 1 year – 5 points Up to 3 years - 10 points Up to 4 years – 15 points Up to 5 years – 20 points	20 points
	Company Profile – provide details of physical address & official contacts; telephone number, email - attach evidence, details <i>Showing physical address, postal address, contact person and details, area of specialization showing the firm's core business, email and telephone number</i>	30 points
	Attach a recommendation from a reputable entity for supply of goods/provision of services /works	15 points
	Complete, sign and stamp the confidential business questionnaire	10
	TOTAL POINTS	100
ITA15.2 (b)	The source for determining exchange rates is: The Central Bank of Kenya	
ITA16.2	In addition to the original ,the number of copies to be submitted with the application is: Original and copy	
ITA31.1	An applicant wishes to make a procurement-related complaint, the applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email) to: kitwasco@gmail.com For the attention: June M. Munyao, Title/position : Managing Director Procuring entity: Kitui Water and Sanitation Co. Email address: kitwasco@gmail.com In summary, at this stage ,a procurement-related complaint may challenge any of the following: The term of the prequalification document: and The procuring entity's decision not to prequalify an applicant	

D. submission of applications

ITA 17.1	The deadline for application submission is: 7th September 2026 Time:11.00 am For application submission purpose only, the procuring entity's address is: Kitui Water and Sanitation Co. Kyangwithya –Misewani Road, Opposite the Governor's office, 150 M off Gate B address to; The Managing Director Kitui Water and Sanitation Co. P.O Box 341 - 90200, KITUI. Tel: 0701 545 554 /Email: kitwasco@gmail.com
----------	---

	(information requested below or insert “procuring entity’s address is the same as that indicated in 1.1) Attention: Managing Director, Kitui Water and Sanitation Co. Address: Kyangwithya –Misewani Road, Opposite the Governor’s office, 150 M off Gate B Country: Kenya Telephone: 0701 545 554...Country - Kenya.... Address – 341, CODE: 90200, KITUI. Email address: kitwasco@gmail.com. Applicants “shall not” have the option of submitting their applications electronically.
ITA18.1	Late applications will not be accepted.
ITA19.1	Kitui Water and Sanitation Co. will not accept late applications
ITA 20.1	The opening of the application shall be On 7th September 2026, 11.00 am, Kitui Water and Sanitation Co. Kyangwithya –Misewani Road, Opposite the Governor’s office, 150 M off Gate B and addressed to; The Managing Director Kitui Water and Sanitation Co. P.O Box 341 - 90200, KITUI. Tel: 0701 545 554 /Email: kitwasco@gmail.com
ITA20.2	The Following Provision Should Be Included And The Required Corresponding information inserted only if applicants have the option of submitting their applications electronically. The electronic application opening procedures shall be: N/A Insert a description of the electronic application opening procedures.) N/A
E.PROCEDURES FOR EVALUATION OF APPLICATION	
ITA 24.1	A margin of preference (insert either “shall”or”shall not”).....apply.
ITA25.1	At this time the procuring entity (insert “intends or does not intend” to execute certain specific parts of the works by sub-contractors selected in advance. (if the above states “intends” list the specific parts of the works and the respective sub-contractors) N/A
ITA 25.2	The parts of the works for which the procuring entity permits applicants to propose specialized subcontractors are designated as follows: N/A For the above-designated part of the work that may require specialized sub-contractors will be added to the qualification of the proposed specialized subcontractors will be added to the qualifications of the applicant for the purpose of evaluation. N/A

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

1. This section contains all the methods, criteria, and requirements that the Kitui Water and Sanitation Co. shall use to evaluate Applications, all in one Form “Eligibility and Qualification Criteria”. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the Form.
2. The Kitui Water and Sanitation Co. shall insert one Form for each Lot or Contract in case of multiple contracts.
3. This form is generic and refers to works and construction. In case of Supply of Goods or Non-Consulting Services, the form shall be amended to read Goods or Non-Consulting Services as appropriate.

TABLE 1: PRELIMINARY – EVALUATION - RESPONSIVENES TO MANDATORY REQUIREMENTS

4 Qualification

This will involve assessing whether bidders have complied with submission requirements and have also attached valid copies of mandatory eligibility and statutory documents. Evaluation at this stage will be conducted on **Yes/No**, and bidders are expected to comply with ALL required items so as to proceed to the next stage of evaluation.

No	Subject	Yes/No
1	MUST submit original Copy of Registration document	
2	MUST submit a properly bound document and ensure serialization for all pages and attachments	
	Copy of the certificate of incorporation/Registration certificate – mandatory for all	
5	Copy of Valid Tax Compliance Certificate – mandatory for all bidders	
6	Copy of the VAT/pin certificate - mandatory for all bidders	
7	Copy of valid AGPO registration certificate – mandatory for Reserved Groups	
9	Copy of Valid CR 12 certificate attached with a copy of National ID or passport for all directors, Copy of I.D or Passport for Sole Proprietor and attach Certificate of registration	
10	Copy of valid Single Business Permit from local county – mandatory for all	
11	Financial capacity - Audited Financial Accounts for year 2025 OR Certified bank statements for the last 3 (three) months OR Letter on line of credit from a reputable financial institution for AGPO categories	
12	Company profile indicating; contacts, email, physical address, postal address	
	OTHER REQUIREMENTS – TRAINING/LEGAL/CONSTRUCTION/REHABILITATION CATEGORIES	
1	Copy of NITA registration certificate for training firms Only – Mandatory for training firms	
2	Submit copy of practicing license for legal firms – mandatory for legal firms	
3	Copy of valid NCA registration certificate - mandatory for rehabilitation and construction, pipeline and solarization works categories as required in their criterion	
	COMPLETE ALL FORMS	
1	Applicant Information Form	
2	Form SD 1 - complete, sign and stamp Self-Declaration That The Person/Tenderer Is Not Debarred In The Matter Of The Public Procurement And Asset Disposal Act 2015.	
3	Must complete, sign and stamp Confidential Business Questionnaire	
4	Application information form - Complete, sign and stamp	

Kindly Note:**AGPO FIRMS**

- Any Applicant who fails to MEET ALL Mandatory requirements will NOT be approved for registration year 2026 or inclusion into the list of registered suppliers for FY 2026-2027.

AGPO FIRMS WILL ONLY BE EXAMINED ON THE PRELIMINARY EVALUATION CRITERIA ONLY.

OPEN CATEGORIES

- Any Applicant who fails to MEET ALL Mandatory requirements will NOT proceed to the next stage of evaluation.

TECHNICAL EVALUATION – FOR OPEN CATEGORIES ONLY

No.	Subject	Yes/No
TR1	Bidder to submit proof of supply/provision of services or works references or relevant evidence accompanied with Purchase Orders (POs) or signed contracts complete with name(s), telephone number(s) and email addresses of contact persons for the last three (3) years (2023/2024/2025). Note: KITWASCO will undertake background checks.	25points
TR2	Submit bidder's profile clearly indicating specific experience in provision of similar products: Further, attach certificate of incorporation/registration Less than 1 year – 5 points Up to 3 years - 10 points Up to 4 years – 15 points Up to 5 years – 20 points	20 points
TR3	Company Profile – provide details of physical address & official contacts; telephone number, email - attach evidence, details <i>Showing physical address, postal address, contact person and details, area of specialization showing the firm's core business, email and telephone number</i>	30 points
TR4	Attach a recommendation from a reputable entity for supply of goods/provision of services /works	15 points
TR5	Complete, sign and stamp the confidential business questionnaire	10
	TOTAL POINTS	100

To be considered technically responsive to the registration evaluation requirements, a bidder MUST score a minimum of 70 marks and above out of a possible 100 marks. Only tenderers who score the minimum 70 marks and above will be approved for inclusion into the list of registered supplier's FY 2026-2027 where Quotations will be issued on "NEED BASIS" within the financial year.

Following this evaluation, the documents that are found to have passed both preliminary and technical evaluation criteria for OPEN CATEGORIES will be included into the approved list of pre-qualified suppliers for the FY 2026-2027.

NOTE:

- Youth Women and people with disability will be deemed to be technically qualified if they present all mandatory requirements above.
- Applicants under specialized/technical categories are advised to submit the instruments of trade/relevant certifications alongside the requested statutory documents.
- The list will be used for source for quotations competitively basis “as and when needs arises”.
- Failure to produce these certificates and filling the forms will lead to automatic disqualification of the candidate. Evaluation shall be on a Yes / No Criteria.

SECTION IV- APPLICATION FORMS

1. Application Submission Letter

Date:

ITT No. and title (Registration No. and Name applied for)

.....
.....]

To: *Kitui Water and Sanitation Co. Ltd* We, the undersigned, apply to be prequalified for the referenced ITT and declare that:

- a) No reservations: We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with ITA 8: *[insert the number and issuing date of each addendum]*.
- b) No conflict of interest: We have no conflict of interest in accordance with ITA 5.7;
- c) Eligibility: We (and our subcontractors) meet the eligibility requirements as stated ITA 5, we have not been suspended by the Kitui Water and Sanitation Co. based on execution of a Tender/Proposal-Securing Declaration in accordance with ITA 5.8;

Suspension and Debarment: We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;

State-owned enterprise or institution: *[select the appropriate option and delete the other]* *[We are not a state- owned enterprise or institution]* / *[We are a state-owned enterprise or institution but meet the requirements of ITA5.9];*

- f) Subcontractors and Specialized Subcontractors: We, in accordance with ITA 24.2 and 25.2, plan to subcontract the following key activities and/or parts of the works or supply contracts: *[Insert any of the key activities identified in Section III-4.2 (a)or(b) or 4.3(a) or (b) which the Kitui Water and Sanitation Co. has permitted under the Prequalification Document and which the Applicant intends to subcontract along with complete details of the*

Specialized Subcontractors, their qualification and experience]

- (g) Commissions, gratuities, fees: We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding Tendering process or execution of the Contract:

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
<i>[insert full name for each occurrence]</i>	<i>[insert street/ number/city/country]</i>	<i>[indicate reason]</i>	<i>[specify amount currency, value, exchange rate and KENYA SHILLING equivalent]</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application]

- (h) Not bound to accept: We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to Tender for the contract subject of this Prequalification process, without incurring any liability to the Applicants, in accordance with ITA 26.1.
- (i) True and correct: All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed..... *authorized representative(s) of the Applicant]*

Name *person signing the Application]*

In the capacity of *[capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: Applicant's Name of

Tenderer..... *name of Applicant*

Address *street number/town or city*

Dated on

[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]

2 Form ELI -1.1 - Applicant Information Form

Date of Application:

ITT No. (Registration Ref No

ITT title: (Registration Title/Name

Page.....*insert page number*..... of *insert total number* pages

Applicants Name/Tenderer Name:
In case of Joint Venture - Name of each member:
Applicants Country of Registration (where the company was registered)
Applicant's actual/year of incorporation/registration:
Applicant's legal address[in country of registration]: Physical Address including street, Town, House/plot No.
Applicant's authorized representative information Full Name: Postal Address: Physical Address: (Street, Plot No., Town and any other details: Official Telephone Number/s: Official Email Address of Applicant; Official Website:
1. Attached are copies of original documents of Copy of the certificate of incorporation/Registration certificate - Mandatory for all applicants Copy of Valid Tax Compliance Certificate – mandatory for all applicants Copy of the VAT/pin certificate - mandatory for all bidders Copy of valid AGPO registration certificate – mandatory for Reserved categories Copy of Valid CR 12 certificate attached with a copy of National ID or passport for all directors, Copy of I.D or Passport for Sole Proprietor and attach Certificate of registration Copy of valid Single Business Permit from local county ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 5.6. ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 5.3.

☐ In case of state-owned enterprise or institution, in accordance with ITA 5.9 documents establishing:

- Legal and financial autonomy
- Operation under commercial law
- Establishing that the Applicant is not under supervision of the Procuring Entity

2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

Enclose copy of profile of the firm indicating the main fields of activities

2 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 Part 1- General:

Business Name.....

Plot No.....

Location of Business Premises.....

Street/Road.....

Official Email address.....

Postal Address Tel No

Nature of Business.....

Current Trade license.....Expiring.....

Maximum Value of Business which you can handle at Any Given Time: Ksh.....

Name of Your Bankers..... Branch.....

Part 2 (a) Sole Proprietor

Your Name in Full.....Age.....

Nationality.....Country of Origin.....

Citizenship Details

Part 2 (b) Partnership

Given Details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
4.			
5.			
6.			

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I of Post Office
Box.....being a resident of in the
Republic of.....do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing
Director/Principal Officer/Director of (*insert name
of the Company*) who is a Bidder in respect of **Tender No.**
.....
for..... (*insert tender
title/description*) for.....(*insert name of the Procuring
entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been
debarred from participating in procurement proceeding under Part IV of the
Act.
3. THAT what is deponed to herein above is true to the best of my knowledge,
information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

