



*Maji Safi Kila Wakati*

**Kericho Water & Sanitation Company Limited  
(KEWASCO)**

P.O. Box 1379 - 20200, Kericho Kenya. *Temple Road, Next to Telkom House.*

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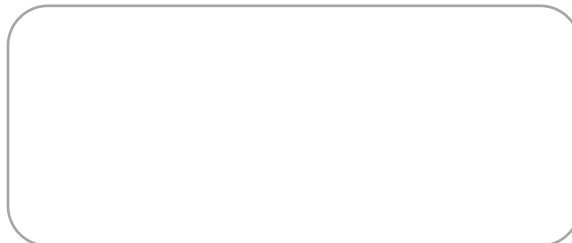
**REGISTRATION OF SUPPLIERS DOCUMENT  
FOR ENTERPRISES OWNED BY WOMEN, YOUTH AND PERSONS WITH DISABILITY TO  
SUPPLY GOODS, WORKS AND PROVISION OF SERVICES FOR THE FINANCIAL YEARS  
2023/2024-2024/2025**

**ELIGIBILITY: SPECIAL INTEREST GROUP ONLY**

**REGISTRATION NO:**.....

**REGISTRATION NAME:**.....

**BIDDER'S RUBBER STAMP**



**MARCH 2023**

**REGISTRATION FOR SPECIAL INTEREST GROUPS**  
**REGISTRATION FORM FOR ENTERPRISES OWNED BY WOMEN, YOUTH AND**  
**PERSONS WITH DISABILITY TO SUPPLY GOODS, WORKS AND SERVICES AS PER THE**  
**ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES (AGPO) REQUIREMENTS.**

Kericho Water & Sanitation Company Limited (KEWASCO) invites Sealed Registration Documents Financial Years 2023 to 2025 for Registration of suppliers as per listed items indicated Category C. Tenders are opened to all eligibility criteria set in the Registration document.

<b>CATEGORY C- REGISTRATION OF SUPPLIERS OPEN TO SPECIAL INTEREST GROUP FINANCIAL YEARS 2023/2024-2024/2025</b>		
<b>S/No.</b>	<b>Tender Reference No.</b>	<b>Tender Description</b>
1	KEWASCO/AGPO/1/2023-2025	Supply and Delivery of Office Furniture and Fittings
2	KEWASCO/AGPO/2/2023-2025	Supply and Delivery of General Office Stationary, Printer Cartridges and Toners
3	KEWASCO/AGPO/3/2023-2025	Supply and Delivery of Uniform, Protective Gears, curtain, blinds and brails and other Branding & Linens and other related items
4	KEWASCO/AGPO/4/2023-2025	Maintenance of Computer Hardware, Printers, Photocopiers, Plotter & Other Related Equipment
5	KEWASCO/AGPO/5/2023-2025	Maintenance of Local Area Network (LAN) and Systems Applications
6	KEWASCO/AGPO/6/2023-2025	Supply and Delivery of Cleaning Materials, Detergents, Disinfectants, Tissue Papers and Bar Soaps and related items
7	KEWASCO/AGPO/7/2023-2025	Printing & Publication of Newsletters, Brochures, Diaries, Calendars, Books of Accounts etc.
8	KEWASCO/AGPO/8/2023-2025	Supply and Delivery of Newspapers, Journals and Magazines

**The Special Groups (Youth, Women and Persons with Disabilities) must be registered with National Treasury/ County Governments, and other relevant bodies (attached copy of AGPO certificate).**

**Special criteria will be used to evaluate categories reserved for Special/ Target groups. Special/Target groups may choose to apply for registration in categories open to public. However all applications for categories open to the public will be subjected to the same evaluation criteria.**

The Registration Documents containing detailed information on the tenders can be viewed by tenderers and download the documents from Kericho Water and Sanitation Company Limited website [www.kewasco.co.ke](http://www.kewasco.co.ke) free of charge. Applicants who download Registration Documents may seek for enquiries via email address [tenders@kewasco.co.ke](mailto:tenders@kewasco.co.ke). Those wishing to be registered in more than one category will be required to download additional registration documents **for each category.**

**Dully filled and complete tender documents Clearly Marked “Tender No.....” and “Closing Date” should be addressed to:**  
**The Managing Director**  
**Kericho Water & Sanitation Company Limited**  
**P.O. Box 1379-20200**  
**KERICHO.**

And deposited in the **Tender Box** situated opposite cash Office so as to reach on or before **FRIDAY, 14<sup>TH</sup> APRIL 2023** not later than **10.00 am.**

Registration Documents will be opened thereafter at the KEWASCO Head Office, in the presence of Tenderers representatives who choose to attend.

**MANAGING DIRECTOR.**

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

**PART I: DETAILS OF THE APPLICANT**

- 1. Name of Applicant .....
- 2. Physical Address .....
- 3. Postal Address: ..... 4. Postal Code: .....
- 5. E-mail: ..... 6. Mobile Phone No. ....
- 7. Are you applying for youth, women or persons with disabilities? .....
- 8. Contact Person .....
- 9. Overview of the Enterprise

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of employees	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover KES)	
Experience in the sector in years	

Type of Ownership Details

Part 9 (a) - Sole Proprietor or name of registered business, where applicable			
Name in Full		Age	
Identity/Passport No.			
Part 9 (b) - Partnership Details			
NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES
Part 9 (C) – Registered Company			
State the nominal and issued capital of company			
Nominal KShs .....		Issued	
KShs.....			
Directors' Details			
Name	Nationality	ID/Passport No.	% Shares

10. Bank Account Name: .....
11. Branch of the Bank: .....
12. Bank Account Number: .....
13. VAT Registration Number: .....
14. IFMIS Number, where applicable:.....Not applicable.....
15. Type of business: SECTOR (TICK ONE)

AGRIBUSINESS	TRADE	HOSPITALITY& ENTERTAINMENT
MANUFACTURING	SERVICES	ICT
CONSTRUCTION	OTHER SERVICES	SPECIFY

Title: .....

Signature: ..... Date .....

**PART II: LIST OF ATTACHMENTS**

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application may be rejected:

1. Copy of certificate of incorporation/registration;
2. PIN Certificate;
3. VAT Registration Certificate;
4. Valid Tax Compliance/ Exemption Certificate;
5. Original Bank Statement/Bank reference of not more than three months from date of applying;
6. Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability);
7. Business/Company profile;
8. Evidence of having paid the non-refundable fee for the Application Form;
9. Copies of Annual Return Forms, filed by Limited Companies, the Business Names for business names (sole trader and partnerships), and a stamped receipt which bears the Accounts Stamp from the Registrar of Companies/Societies; CR12; Partnership Deed;
10. Certificate of Registration in a target group issued by the National Treasury;
11. National IDs/ Passports.
12. Registration document must be well bound and numerically paginated as 1,2,3..... etc. (including all the attachments)

**TABLE 1: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)**

Must submit and fulfil the following: -

No.	REQUIREMENT	Responsive or Non-Responsive
1.	Copy of certificate of incorporation/registration	
2.	PIN Certificate	
3.	VAT Registration Certificate	
4.	Valid Tax Compliance/ Exemption Certificate	
5.	Original Bank Statement/Bank reference of not more than three months from date of applying	
6.	Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability	
7.	Business/Company profile	
8.	Evidence of having paid the non-refundable fee for the Application Form	
9.	Copies of Annual Return Forms, filed by Limited Companies, the Business Names for business names (sole trader and partnerships), and a stamped receipt which bears the Accounts Stamp from the Registrar of Companies/Societies; CR12; Partnership Deed;	
10	Certificate of Registration in a target group issued by the National Treasury	
11	National IDs/ Passports	
12	Registration document must be well bound and numerically paginated as 1,2,3..... etc. (including all the attachments	
	<b>Responsive( R) or Non-Responsive (NR)</b>	

**Note:-**

- a) Firms that pass all the above requirements will be added to the list of registered suppliers under the mentioned category for a period of two years.
- b) The list will be used to source quotations on competitive basis as and when needs arises.
- c) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- d) Should submit a separate document for each category for those firms that intend to apply in different categories.