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**WASH ALLIANCE**  
Kenya  
*Accelerating WASH*



**PRE-QUALIFICATION/REGISTRATION OF**  
**CONSTRUCTION SERVICE PROVIDERS**

**NAME OF THE FIRM** .....

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

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

**CLOSING DATE: WEDNESDAY, 3<sup>RD</sup> JANUARY 2024 AT 11.00 A.M.**

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## **SECTION A: INSTRUCTIONS FOR PRE-QUALIFICATION**

### **1.1 Introduction**

WASH Alliance Kenya was borne in 2011 out of the realization that the WASH sector requires greater synergy, complementarity and avoidance of duplication of efforts and scarce resources. This unprecedented coordination offers unique added value. The alliance was registered as a society under the societies' Act cap 108 laws of Kenya in 2014. Since its inception, the alliance has been able to make strides in the WASH sector through an enormous combined outreach and impact, by bringing to the sector increased learning, better focus and critical mass.

WASH Alliance Kenya is mandated to stimulate linkages and strategic partnerships among state and non-state WASH actors in enhancing their response towards WASH needs of poor and vulnerable Kenyans. We harness the energy and expertise of communities, NGOs, the national government, local governments, international organizations, and the private sector to sustainable WASH solutions.

WASH Alliance Kenya invites eligible candidates to prequalify as suppliers of goods and services

**Vision:** *“Access to Safe Water, Sanitation and Hygiene for All”*

**Mission:** *“Promote an enabling environment for provision of innovative and sustainable water, sanitation and hygiene services to the marginalized groups through alliance members*

The Organization intends to prequalify contractors for Construction services. Suppliers registered with registrar of companies under the Law of Kenya in respective merchandise or services are invited to submit pre-qualification documents to [info@washalliancekenya.org](mailto:info@washalliancekenya.org) so that they may be shortlisted. Please read through the document carefully and provide the requested information together with all supporting documents.

**1.2** Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the organization.

**1.3** All applications should be sent to: [info@washalliancekenya.org](mailto:info@washalliancekenya.org) on or before **3<sup>rd</sup> January, 2024** at **11.00 a.m.**

### **1.4 Experience**

Prospective contractors must have carried out successful delivery of similar services to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### **1.5 Prequalification Documents**

In order to be considered for pre-qualification, prospective supplier must provide requested proof and all other information requested.

**1.6** Enquiries that may arise from the pre-qualification document should be channeled to the procurement office WAK, through [info@washalliancekenya.org](mailto:info@washalliancekenya.org)

**1.7** Pre-qualification documents may be downloaded from WAK Website [www.washalliancekenya.go.ke](http://www.washalliancekenya.go.ke)

**NB; Late bids shall not be accepted.**

**SECTION B**

**PRE-QUALIFICATION OF SERVICE PROVIDERS  
TENDER NO. WAK/2024**

NO.	CATEGORY NO.	ITEM SERVICE DISCRIPTION Pre-qualification for:-	
1.	WAK/01/2024	Construction services	

Prequalification received after the stated time or date will be disqualified.

**SECTION C: APPLICATION FORM**

**REGISTRATION OF CONTRACTORS' APPLICATION FORM**

I/We (**Firm Name**)... hereby apply for registration as a supplier for .....

(Category No.).....

Postal Address.....  
.....

Telephone Number (Fixed Line).....Mobile.....

Email Address.....Fax.....

Town..... Street.....

Building.....Floor.....Room/Office.....

Other branches/Locations.....  
.....  
.....

Full name of authorized signatory.....

Designation.....

Official Rubber Stamp and Signature.....

**SECTION D: 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 I – General:*

Business Name .....  
Location of business premises .....  
Street/Road .....  
Postal Address ..... Tel. No. ....  
Nature of Business.....  
Current Trade License No. .... Expiry Date .....  
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:*

Give details of partners as follows:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.....			
2.....			

*Part 2 (c) – Registered Company*

Private or Public .....

Give details of all directors as follows:

*Name                      Nationality                      Citizenship Details                      Shares*

1.....

2.....

Date .....                      Signature of Tenderer .....

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

YOU ARE ADVISED THAT IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

**SECTION E: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS**

1. Certificate of Registration/ Incorporation.....(Attach copy)
2. Valid Trade License.....(Attach copy)
3. State VAT Registration No.....(Attach copy)
4. PIN NO ..... (Attach copy)
5. Attach proof of being up to date in VAT and Income Tax Returns..... (Attach copy of current Tax Compliance Certificate)

1. State if the company is a subject of bankruptcy proceeding, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law

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

2. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent),

Wholesaler, Retailer etc.....

.....  
.....

3. State any technological innovations or specific attributes which distinguishes you from your competitors.....

4. Tax Compliance Certificate (Attach copy)

**SECTION F: FINANCIAL POSITION & TERMS OF TRADE  
PART I**

**AUDITED REPORTS**

- Attach copies of audited reports for last year.

**PART II**

**TERMS OF TRADE PAYMENTS**

WAK would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made.

Confirm acceptance of this: **Acceptable/Not Acceptable**



**SECTION G: PAST PERFORMANCE**

Have you previously been supplying goods/services to WASH Alliance Kenya? If yes, give details

.....  
.....

Indicate three of the latest orders with WAK

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

Do you have any pending orders with WAK? If so give details

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

Have you ever failed to honor WAK LPO? If so give details

.....

**SECTION H: DECLARATION**

I/ We have completed these forms accurately at the time application and it is agreed that all responses can be sustained if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped .....

Name.....

Position in the Company.....

Date.....