



MURANG'A SOUTH WATER & SANITATION COMPANY LIMITED

KANDARA HEAD OFFICE
P.O BOX 87-01034 KANDARA

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CONTINUOUS REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE F/Y 2025-2026/2026-2027

KINDLY COMPLETE THE BELOW DETAILS:

COMPANY NAME:

CATEGORY DESCRIPTION:

REGISTRATION NO:

PLEASE INDICATE THE GROUPS AS BELOW (✓):

GENERAL CITIZEN:

COUNTY RESIDENT TENDERERS:

WOMEN:

YOUTH:

PERSONS WITH DISABILITY:

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INVITATION TO REGISTER AS SUPPLIERS

Registration Reference No.: **VARIOUS CATEGORIES**

1. **Murang'a South Water & Sanitation Co. Ltd** hereby invites applications of supply for goods, works and services for a period ending 30th June, 2027. Interested and Eligible suppliers are invited to continuously apply for the registration for various categories as indicated below:

REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS & CONTRATORS

S/N O.	REFERENCE NUMBER	DESCRIPTION OF GOODS/SERVICES/WORKS	ELIGIBLE CATEGORY
1.	MUSWASCO/REG/01/2025/2026-2026/2027	Supply & Delivery of UPVC PIPES	RESERVED (YOUTH)
2.	MUSWASCO/REG/02/2025/2026-2026/2027	Supply & Delivery of HDPE & PPR Pipes	RESERVED (PWD)
3.	MUSWASCO/REG/03/2025/2026-2026/2027	Supply & Delivery of UPVC, HDPE, PPR & GI Water Fittings & Fabrications	RESERVED (WOMEN)
4.	MUSWASCO/REG/04/2025/2026-2026/2027	Supply & Delivery of GI PIPES	RESERVED (PWD)
5.	MUSWASCO/REG/05/2025/2026-2026/2027	Catering & Conference services	OPEN
6.	MUSWASCO/REG/06/2025/2026-2026/2027	Supply & Delivery of Mineral Branded Bottled drinking Water	OPEN
7.	MUSWASCO/REG/07/2025/2026-2026/2027	Supply & Delivery of Cleaning Materials & General Office Supplies	RESERVED (WOMEN)
8.	MUSWASCO/REG/08/2025/2026-2026/2027	Supply & Delivery of Office stationeries	RESERVED (YOUTH)
9.	MUSWASCO/REG/09/2025/2026-2026/2027	Supply & Delivery of Sewer Related Fittings & Pipes	RESERVED (COUNTY)
10	MUSWASCO/REG/10/2025/2026-2026/2027	Supply & Delivery of Construction & General Hardware Materials & Tools	RESERVED (COUNTY)
11	MUSWASCO/REG/11/2025/2026-2026/2027	Supply & Delivery of Bulk Mechanical Meters	RESERVED (COUNTY)
12	MUSWASCO/REG/12/2025/2026-2026/2027	Supply & Delivery of Electromagnetic & Ultrasonic Meters	RESERVED (COUNTY)
13	MUSWASCO/REG/13/2025/2026-2026/2027	Supply & Delivery of Water Testing Lab Equipment & tools	RESERVED (PWD)
14	MUSWASCO/REG/14/2025/2026-2026/2027	Supply & Delivery of Sewer and Water Treatment Lab Equipment tools & Reagents	RESERVED (PWD)
15	MUSWASCO/REG/15/2025/2026-2026/2027	Supply & Fixing of Tyres & Related Accessories and Batteries	OPEN
16	MUSWASCO/REG/16/2025/2026-2026/2027	Supply & Delivery of Computers and Related Accessories	RESERVED (YOUTH)
17	MUSWASCO/REG/17/2025/2026-2026/2027	Supply, Delivery & Installation/Mounting of Projector and Large Display Screen(Smart Tv)	RESERVED (YOUTH)
18	MUSWASCO/REG/18/2025/2026-2026/2027	Provision of event Management ,décor, entertainment, sound & visual services	RESERVED (YOUTH)

19	MUSWASCO/REG/19/2025/2026-2026/2027	Installation & Servicing of CCTV Systems & Supply of CCTV Equipment	RESERVED (YOUTH)
20	MUSWASCO/REG/20/2025/2026-2026/2027	Supply & Delivery of Sport Related Materials	RESERVED (YOUTH)
21	MUSWASCO/REG/21/2025/2026-2026/2027	Supply & Delivery of Staff Uniforms and Personal Protective gear	RESERVED (WOMEN)
22	MUSWASCO/REG/22/2025/2026-2026/2027	Supply & Delivery of Electrical Materials	RESERVED (COUNTY)
23	MUSWASCO/REG/23/2025/2026-2026/2027	Supply & Delivery of Office Furniture	RESERVED (COUNTY)
24	MUSWASCO/REG/24/2025/2026-2026/2027	Supply & Delivery of Motorcycle	RESERVED (COUNTY)
25	MUSWASCO/REG/25/2025/2026-2026/2027	Supply & delivery of Corporate Social Responsibility(CSR) & Environmental conservation related items	RESERVED (COUNTY)
26	MUSWASCO/REG/26/2025/2026-2026/2027	Provision of Repair & Maintenance of Solar Panel, Generator, Water Pumps, Motors & Borehole Equipment	OPEN
27	MUSWASCO/REG/27/2025/2026-2026/2027	Supply, Delivery & Installation of Solar Panel, Generator, Water Pumps, Motors, and operations & maintenance Machinery	OPEN
28	MUSWASCO/REG/28/2025/2026-2026/2027	Provision of Motorcycle Repair & Maintenance	OPEN
29	MUSWASCO/REG/29/2025/2026-2026/2027	Provision of Bulk Printing, Photocopy & Binding Services	RESERVED (YOUTH)
30	MUSWASCO/REG/30/2025-2026-2026/2027	Supply & Delivery of Branded Promotion Materials, Calendars, Diaries & Related Items	RESERVED (YOUTH)
31	MUSWASCO/REG/31/2025/2026-2026/2027	Supply & Delivery of Branded Materials: Accountable Documents, Job Cards, Calendars, Diaries & Related Materials	RESERVED (YOUTH)
32	MUSWASCO/REG/32/2025/2026-2026/2027	Provision of Computer Related Equipment/Accessories Repair & Maintenance Services	RESERVED (YOUTH)
33	MUSWASCO/REG/33/2025/2026-2026/2027	Provision of Optic Fiber connectivity infrastructure services	OPEN
34	MUSWASCO/REG/34/2025/2026-2026/2027	Provision of software (Accounting) maintenance services	OPEN
35	MUSWASCO/REG/35/2025/2026-2026/2027	Provision of Consultancy Services: Human Resource Training & Development, Recruitment, Job Evaluation and related services	OPEN
36	MUSWASCO/REG/36/2025/2026-2026/2027	Provision of Consultancy Services: Human Resource Training & Development services	OPEN
37	MUSWASCO/REG/37/2025/2026-2026/2027	Provision of Company Secretarial Consultancy services	OPEN
38	MUSWASCO/REG/38/2025/2026-2026/2027	Provision of Consultancy Services for Comprehensive design of water related Projects: Environmental & Social Impact Assessment (ESIA) and Resettlement Action Plan (RAP)	OPEN

39	MUSWASCO/ REG /39/2025/2026-2026/2027	Provision of Consultancy Services: Customer Identification & Satisfaction Survey(CSS) and Employee Satisfaction Survey(ESS)	RESERVED (YOUTH)
40	MUSWASCO/ REG /40/2025/2026-2026/2027	Provision of Occupational Health & Safety Audit & Training services	OPEN
41	MUSWASCO/ REG /41/2025/2026-2026/2027	Supply & Delivery of Occupational Health & Safety and Fire Fighting Materials/Equipment	RESERVED (YOUTH)
42	MUSWASCO/ REG /42/2025/2026-2026/2027	Provision of Courier & Postage Services	OPEN
43	MUSWASCO/ REG /43/2025/2026-2026/2027	Provision of Legal Services	OPEN
44	MUSWASCO/ REG /44/2025/2026-2026/2027	Provision of Motor vehicle & Motor Cycle Valuation Services	OPEN
45	MUSWASCO/ REG /45/2025/2026-2026/2027	Provision of Asset Verification & Tagging Services	RESERVED (YOUTH)
46	MUSWASCO/ REG /46/2025/2026-2026/2027	Provision of Office Furniture Repair, Fabrication & Finishing	RESERVED (COUNTY)
47	MUSWASCO/ REG /47/2025/2026-2026/2027	Provision of Civil & Related Small Works	RESERVED (COUNTY)

2. Documents with detailed information shall be viewed and downloaded from MUSWASCO's website: www.muswasco.co.ke free of charge. Interested eligible firms may obtain further information from the MUSWASCO's Procurement Office, Kandara HQ, Next to DC'S office during office hours from 0900 to 1600 hours.
3. **Special groups** i.e. **Youth, Women and Persons living with Disability (PWDs)** who have been duly registered with the National Treasury (or County Governments) must show **proof of registration – a Valid AGPO Certificate**. Special groups firms who meet criteria set for other categories **open to the public** are encouraged to apply. **For County Reserved Categories, County Resident tenderers** must provide a valid proof of business permit for operating within Murang'a County. **However, all applications for categories open to the public will be subjected to the same evaluation criteria without regard for preference or reservation.**
4. **Suppliers Must indicate their Electronic Government Procurement (e-GP) registration number as an evidence for registration by the Agency.**
5. Suppliers may apply for registration in as many categories as they qualify for as long as they are registered on the e-GP System
6. Applicants who wish to be registered **in more than one category** will be required to download additional registration documents **for each category**.
7. Completed Registration Documents are to be enclosed in plain sealed envelopes (hard copy only), marked with the respective Category name and Reference Number. The application document should be addressed and submitted to: -

MANAGING DIRECTOR
MURANG'A SOUTH WATER AND SANITATION COMPANY LIMITED
P.O BOX 84-01034 KANDARA, NEXT TO DC'S OFFICE-KANDARA.

Telephone: +254716645345

Email: murangasouth@gmail.com info@muswasco.co.ke

Website: www.muswasco.co.ke

8. The registration document Must be Properly bound and sequentially (paginated) on every page

9. Address where to submit Applications:

***MURANG'A SOUTH WATER AND SANITATION COMPANY LIMITED
P.O BOX 84-01034 KANDARA, NEXT TO DC'S OFFICE-KANDARA HQ,
TENDER BOX AT ADMINISTRATION BLOCK***

Registered candidates will be **Requested** to Submit **Quotations/Proposals** during the two-year period (F/Y 2025/2026-2026/2027) as indicated in this Document on '*as & when need arises*' basis.

SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

A. General

1. Scope of Application

1.1 The name of the Procuring Entity inviting for applications is defined in the Registration Documents (**RDS**). The particular type of contract (works, goods or Services required) and its name and description of the contract(s) and its reference number are defined in the **RDS**. If the scope of contract so defined is in multiple contracts, it will be specified in the **RDS** if Registration will be based on individual contracts or multiple contracts. The Full scope of Works or Goods Services are described in Section V (Scope of Works or goods or Services contract).

2. **Source of Funds** to be specified in the RDS, 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, Registration process, tender submission (in case 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 Procuring Entity 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 Registration 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 RDS.

5.2 Public Officers of the Procuring Entity, 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 Registration 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 Registration 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

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 Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this Registration. 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 Procuring Entity who:

- a are directly or indirectly involved in the preparation of the Registration 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 Procuring Entity throughout the Registration, 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 accept able to the Procuring Entity, 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 Procuring Entity, as the Procuring Entity 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 Procuring Entity, 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 Registration Documents

7 Sections of Registration Document

- 7.1 This Registration Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction

PART 1 - Registration Procedures

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

PART 2 - Works, Goods & Services Requirements

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

- 7.2 Unless obtained directly from the Procuring Entity, the Procuring Entity 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 Registration Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.
- 7.3 The Applicant is expected to examine all instructions, forms, and terms in the Registration Document and to furnish with its Application all information or documentation as is required by the Registration Document.

8 Clarification of Registration Documents

- 8.1 An Applicant requiring any clarification of the Registration Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the **RDS**. The Procuring Entity will respond in writing to any request for clarification.

- 8.2 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **RDS** before the submission date of applications.
- 8.3 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 Registration documents. Minutes shall not identify the source of the questions asked.
- 8.4 The Procuring Entity 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 RDS**. Any modification to the Registration 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 Procuring Entity exclusively through the issue of an Addendum pursuant to RDS 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.

C. Preparation of Applications

9 Cost of Applications

- 9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Registration process.

10 Language of Application

- 10.1 The Application as well as all correspondence and documents relating to the Registration exchanged by the Applicant and the Procuring Entity, 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.

11 Documents Comprising the Application

- 11.1 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 RDS.
- 11.2 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.

12 Application Submission Letter

12.1 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.

13 Documents Establishing the Eligibility of the Applicant

13.1 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).

14 Documents Establishing the Qualifications of the Applicant

14.1 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).

14.2 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.

14.3 Exchange rates shall be taken from the publicly available source identified in the RDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.

14.4 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 Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity 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.

14.5 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 Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.

14.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity 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.

14.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. 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 Procuring Entity.

14.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity 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.

14.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring

Entity (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,
- 14.10 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.
- 14.11 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 Procuring Entity 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.

15 Signing of the Application and Number of Copies

- 15.1 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 Sealing and Marking of Applications

- 16.1 The Applicant shall enclose the original of the Application in a sealed envelope that shall:
- a) Bear the name and address of the Applicant;
 - b) Be addressed to the Procuring Entity, in accordance with ITA 17.1; and
 - c) Bear the specific identification of this Registration process indicated in the RDS 1.1.
- 16.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

17 Deadline for Submission of Applications

- 17.1 Applicants may submit their Applications by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the RDS. When so specified in the RDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the **RDS**.

20. Opening of Applications

20.1 The Procuring Entity shall continuously open all Applications as received

20.2 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants.

20.3 Procedures for Evaluation of Applications

21 Confidentiality

21.1 Information relating to the Applications, their evaluation and results of the Registration shall not be disclosed to Applicants or any other persons not officially concerned with the Registration process until the notification of Registration 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 Registration in accordance with ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the Registration process may do so only in writing.

22 Clarification of Applications

22.1 To assist in the evaluation of Applications, the Procuring Entity 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 Procuring Entity 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 Procuring Entity'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 Procuring Entity may reject any Application which is not responsive to the requirements of the Registration 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 **RDS**, a margin of preference shall not apply in the Tendering process resulting from this Registration.

25 Nominated Subcontractors

25.1 Unless otherwise stated in the RDS, the Procuring Entity does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Procuring Entity (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 Procuring Entity in the Tendering Document. The Procuring Entity, 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.

D. Evaluation of Applications and Registration of Applicants

26 Evaluation of Applications

26.1 The Procuring Entity 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 Procuring Entity reserves the right to waive minor 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 services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or services unless their parts of the Works or Goods or services were previously designated by the Procuring Entity in the RDS as can be met by Specialized Subcontractors, in which case:

26.3 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

26.4 Proposedly the Applicant may be added to the qualifications 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 Procuring Entity subsequent to Registration but before the tender submission deadline in accordance with ITA 30.

26.5 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Entity 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.

26.6 Further, in the case of multiple contracts, the Procuring Entity 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.

26.7 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 Procuring Entity's Right to Accept or Reject Applications

27.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the Registration process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

28 Registration of Applicants

28.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be registered by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been registered. In addition, those Applicants who have been disqualified will be informed separately.

28.2 Applicants that have not been registered may write to the Procuring Entity to request, in writing, the grounds on which they were registered.

28 Invitation to Tender

- 29.1 **'On Need basis'** after the notification of the results of the Registration, the Procuring Entity shall invite Request for Quotations from all the Applicants that have been registered
- 28.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity 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 Procuring Entity 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 Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

31 Procurement Related Complaints and Administrative Review

- 31.1 The procedures for making a Procurement-related Complaint are as specified in the RDS.
- 31.2 A request for administrative review shall be made in the form provided.

SECTION II – REGISTRATION DATA SHEET (RDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITA 1.1	<p>The Procuring Entity is:</p> <p style="text-align: center;">MURANG'A SOUTH WATER AND SANITATION COMPANY LIMITED P.O BOX 84-01034 KANDARA, NEXT TO DC'S OFFICE-KANDARA. <i>Telephone: +254716645345</i> <i>Email: murangasouth@gmail.com or info@muswasco.o.ke</i></p> <p>The identification of the Invitation for Registration is: VARIOUS CATEGORIES</p> <p>The application is for Registration of Suppliers for supply of goods, Service Providers and Contractors.</p> <p>Registration will be based on individual contracts</p> <p>The particular type of Registration is on: VARIOUS CATEGORIES</p>
ITA 5.2	Maximum number of members in the JV shall be: NOT APPLICABLE
B. Contents of the Registration Document	
ITA 8.0	A pre-application meeting shall be held on: N/A
ITA 8.1	For clarification purposes, the Procuring Entity's address is: murangasouth@gmail.com or info@muswasco.o.ke
ITA 8.3	Questions and requests for clarification made in writing or by email shall continuously reach the Procuring Entity
ITT 9.2	Addendum issued shall be published at the website: www.muswasco.co.ke
C. Preparation of Applications	
ITA 12.1 (d)	The Applicant shall submit with its Application, the following additional documents: (AS INDICATED IN THE SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS)
ITA 15.2(b)	The source for determining exchange rates is <i>The Central Bank of Kenya</i>
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: ONE COPY
D. Submission of Applications	
ITA 17.1	The deadline for Application submission is: The Registration shall be continuous
ITA 18.1	Late Applications will be returned unopened to the Applicants.
ITA 19.1	The Procuring Entity will not accept late applications.
E. Procedures for Evaluation of Applications	
ITA 25.1	At this time the Procuring Entity <i>does not intend</i> to execute certain specific parts of the Works by sub-contractors selected in advance.

ITA 31.1	<p>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 the address below;</p> <p style="text-align: center;">MANAGING DIRECTOR MURANG'A SOUTH WATER AND SANITATION COMPANY LIMITED P.O BOX 84-01034 KANDARA, NEXT TO DC'S OFFICE-KANDARA. Telephone: +254716645345</p> <p><i>Email: murangasouth@gmail.com or info@muswasco.o.ke</i></p>
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SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

(a) EVALUATION CRITERIA

MUSWASCO will examine the Registration documents to determine completeness, general orderliness and sufficiency in responsiveness.

Evaluation at this stage will be conducted on YES/NO Basis. Any bidder that did not fulfill any of the requirement shall be disqualified at this stage. Applicants will be required to comply with ALL mandatory requirements as follows:

i. MANDATORY EVALUATION CRITERIA

No	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
1.	Copy of Valid Certificate of Incorporation/Business Registration	YES/NO
2.	Electronic Government Procurement (e-GP) Registration Number (Attach a Print Out of the Registration No.)	YES/NO
3.	Valid Business Permit	YES/NO
4.	Current/Valid Tax Compliance Certificate or Exemption Certificate from KRA for the group/enterprise (Attach copy)	YES/NO
5.	KRA Pin Certificate	YES/NO
6.	Audited Financial statements for the F/Y 2022/23 and 2023/24 Certified by Registered Auditors (<i>Does Not Apply To Firms Under AGPO Reserved Categories</i>)	YES/NO
7.	Written, duly signed & stamped power of attorney	YES/NO
8.	CR12 not issued earlier than 12 months from Registration opening date (attach copies of National Identity card of listed Directors) and national ID for sole proprietors	YES/NO
9.	Duly filled, signed and Stamped Form 1,2,3,4,5 & 6	YES/NO
SPECIAL CONDITIONS (for specific categories as indicated)		
10.	For AGPO reserved categories: Applicants must attach Copies of Valid Respective AGPO Registration Certificates for Special Groups (Youth, Women & PWDs)	YES/NO
11.	Copy of Valid Health & Hygiene License from Relevant Regulatory Body (Category No. 05 & 06)	YES/NO
12.	For Categories Reserved for County Resident Tenderers , applicants must attach a Copy of valid business permit as an evidence of being a Murang'a County Resident Tenderer (Category No. 9,10,11,12,22,23,24,25,46,47)	YES/NO
13.	For Consultancy /Training Services Categories: Applicants must attach valid Practicing License from Relevant Consultancy/Training Regulatory Body (Category No. 35,36,37,38 & 39)	YES/NO
14.	For Provision of OSH related Licensing, Audit & training Services: Applicants must attach a valid License/Approval by the Directorate of Occupational Health Services (Category No. 40)	YES/NO
15.	For Provision of Courier Services: Applicant must attach a valid Practicing License from Relevant Postage Regulatory Body (Category No. 42)	YES/NO
16.	For Provision of Legal Services: Applicants must attach a valid Practicing License from Relevant Legal Regulatory Board (LSK) (Category 43)	YES/NO
17.	For Provision of Civil Small Works: Applicants must attach a valid NCA certificate (Category No. 47)	YES/NO
RESULTS (RESPONSIVE/NON-RESPONSIVE)		NR/R

NB:

1. Bidders must meet **ALL** applicable mandatory requirements.
(The Evaluation Committee will verify the information submitted by applicants and may visit the physical premises of the applicants. Findings from such visits will form part of the evaluation process).
2. Any applicant from **ALL OPEN CATEGORIES** who fails to Meet all the Mandatory requirements will Not Proceed to the next stage of evaluation (Technical Evaluation Stage
3. Any applicant from **THE AGPO RESERVED GROUPS** who fails to Meet all the Mandatory requirements will be Disqualified at this stage
4. Any applicant from **THE COUNTY RESERVED GROUPS** who fails to Meet all the Mandatory requirements will be Disqualified at this stage
5. Any applicant from **THE AGPO RESERVED GROUPS** who Meet all the Mandatory requirements will be deemed to technically qualify, will not be subjected to **technical evaluation but will be considered Qualified and Therefore Registered.**
6. Any applicant from **OPEN & COUNTY RESERVED GROUPS** who Meet all the Mandatory requirements shall proceed to the Technical Evaluation Stage .

ii. TECHNICAL EVALUATION CRITERIA

No	TECHNICAL REQUIREMENTS	SCORE ALLOCATION
i.	Evidence of similar Supply/Undertaking: Applicants must attach atleast 3 No. transaction documents from different clients Others Prorates at: 15 Marks Each.	45 Marks
ii.	Detailed company profile –Provide details of physical address, mission, key staff, official contacts including area of specialization of the firm	30 Marks
iii.	Number of years in areas of specialization: Less than 1 Year-0 Points 1-2 Yrs- 5 Points 2-5 Yrs-10 Points 5 Yrs & Above-15 Marks	15 Marks
iv.	Evidence of litigation History (Must be certified by Commissioner of Oaths) Others Prorated = 0 Marks	10 Marks
TOTAL TECHNICAL SCORE		100 Marks

NB: ONLY applicants who score 70% and above will be subjected be considered technically responsive and **therefore Qualified for Registration**. Those who score below 70% shall be eliminated at this stage from the entire evaluation process and will not be considered further.

NOTICATION OF APPROVAL/REGISTRATION

Successful candidates/applicants shall be notified by the Procuring Entity in writing

ACCEPTANCE OF THE APPROVAL

The successful candidates shall be required to acknowledge in writing the acceptance of their registration to the Procuring Entity

Declaration (For the Applicant only)

(The applicant is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria)

Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the Registration? (Tick appropriately below)

No

Yes

Official StampSign.....

SECTION IV- APPLICATION FORMS

FORM 1: LETTER OF APPLICATION FOR REGISTRATION

Registration Category Ref No:

Registration Category Name:

Category Reservation:

To:

Dear Sir/Madam,

1. Having examined the application documents including Addenda Nos.....of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to MUSWASCO and as may otherwise be directed, ...
..... (Category). And conformity with the said application documents all or part of the items/services in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services with accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer(s) of the WSP(MUSWASCO)
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.
4. We understand: -
 - a) That this is not a tender or quotation but an application for consideration to be registered as MUSWASCO's suppliers for goods/services included or related to this category during the F/Y 2025/2026-2026/2027
 - b) That you are not bound to accept this application or any that you may receive.
5. We have attached to this letter are copies of original documents of:
 - a) Valid Certificate of Incorporation/Business Registration
 - b) PIN Certificate
 - c) Certificate of registration (AGPO Certificate) (where applicable) of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)
 - d) Valid Tax Compliance Certificate
 - e) Current form CR12 (for companies) and identity documents (National ID's or Passports) for the directors/proprietor (Copy)
 - f) Audited Financial statements for the F/Y 2022/23 and 2023/24 Certified by Registered Auditors (*Does Not Apply To Firms Under AGPO Reserved Categories*)
 - g) Duly filled, signed and stamped Forms: 1,2,3,4,5& 6
 - h) Any other documents as listed in the **Mandatory & technical evaluation criteria** of this document
 - i) Documents should be bound and serially numbered from first to last page
6. We make this application with the full understanding that;

- a) Bids by registered applicants will be subject to verification of all information submitted.
- b) MUSWASCO reserves the right to accept or reject any application, cancel the registration process and reject all applications.
- c) Request for quotations and bids will only be called from registered bidders who meet the requirements.

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Sign and stamp.....

In the presence of: Name..... **Sign**

Designation **Date**

FORM 2: FOR DISCLOSURE OF INTEREST- Interest of the Firm in MUSWASCO

i) Are there any person/persons in **MUSWASCO** who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in MUSWASCO	Interest or Relationship with Tenderer
1			
2			
3			

Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Applicant is directly or indirectly controlled by or is under common control with another tenderer.		
2	Applicant receives or has received any direct or indirect subsidy from another tenderer.		
3	Applicant has the same legal representative as another tenderer		
4	Applicant has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tendering of another tenderer, or influence the decisions of MUSWASCO regarding this tendering process.		
5	Any of the Applicant’s affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Applicant would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Registration Document		
7	Applicant has a close business or family relationship with a professional staff of MUSWASCO who are directly or indirectly involved in the preparation of the Registration document or specifications of the Contract, and/or the Quotation/Tender evaluation process of such contract.		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
8	Applicant has a close business or family relationship with a professional staff of MUSWASCO who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to MUSWASCO throughout the quotation/tender process and execution of the Contract?		

Certification

On behalf of the Applicant, I certify that the information given above is

correct. Full Name _____

Title or Designation _____

(Signature)

(Date)

FORM 3: TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Applicant

Applicant is instructed to complete the particulars required in this Form. Applicant is further reminded that it is an offence to give false information on this Form.

Applicant's Details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Registration	
3	Name of the Applicant	
4	Date and Time of Registration Opening	
5	Full address and Contact Details of the Applicant	Country
		City
		Location
		Building
		Floor
		Postal Address
		Name of Contact Person Email of Contact Person
6	Current Trade License Registration Number and Expiring Date	
7	Name, Country and Full Address (<i>postal and physical addresses, email and telephone number</i>) of registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of Business which the Applicant handles	
10	State if Applicant Company is listed in stock exchange, give full name and full address (<i>postal and physical address, email and telephone number</i>) of state which stock exchange	

General and Specific Details

a) **Sole Proprietor**, provide the following

details. Name in full _____

Age _____

Nationality _____

Country of Origin _____

Citizenship _____

b) **Partnership**, provide the following details.

	Name of Partners	Nationality	Citizenship	% Shares Owned
1				
2				
3				
4				
5				
6				
7				
8				

c) **Registered Company**, provide the following details.

i) Private or public Company _____ ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii) Give details of Directors as follows

	Name of Directors	Nationality	Citizenship	% Shares Owned
1				
2				
3				
4				
5				
6				
7				
8				

FORM 4: ELIGIBILITY & LITIGATION HISTORY

1. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies?

2. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? (If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).
3. Applicants, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

Year	Award FOR or AGAINST Applicant	Name of Client, cause of litigation, and matter in dispute	Disputed amount

Official Stamp**Sign**.....

Signed & Stamped by Commissioner of Oaths:

.....

FORM 5: SELF-DECLARATIONFORM

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 hereinabove is true to the best of my knowledge, information and belief.

.....
(Title) (Signature) (Date)

Bidder Official Stamp:

FORM 6: SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:
The information furnished in our application is accurate to the best of our knowledge. That in case of being Registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.

When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.

We enclose all the required documents and information required for the Registration evaluation.

We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Un- knowing relies on it to register our Firm/Company. We are aware that MUSWASCO is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.

We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from the MUSWASCO.

Applicant's Name.....

Signature.....

Date.....

