



**THIKA WATER AND SEWERAGE COMPANY LIMITED  
(THIWASCO)**

**TENDER NO: THIWASCO/051/2020-2022**

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**REGISTRATION OF INDIVIDUAL CONSULTANTS FOR CIVIL,  
ELECTRICAL AND MECHANICAL WORKS-SMALL WORKS**

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**MANAGING DIRECTOR  
THIKA WATER AND SEWERAGE COMPANY LTD,  
P.O. BOX 6103 - 00100, THIKA – KENYA.**

**(2020-2022)**

**CLOSING DATE  
Wednesday, November 11, 2020 at 10.00am**

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## SECTION I: INVITATION FOR REGISTRATION

**TENDER NO. THIWASCO/051/2020-2022**

**TENDER NAME: REGISTRATION OF INDIVIDUAL CONSULTANTS FOR CIVIL, ELECTRICAL AND MECHANICAL WORKS-SMALL WORKS**

1. Thika Water and Sewerage Company Ltd (THIWASCO) invites applications for registration of individual consultants for civil, electrical and mechanical works-small work.
2. Registration is open to: **Open**
3. Eligible candidates may obtain the registration document from **Thika Water and Sewerage Company Ltd, P.O. Box 6103-01000 Thika, Head Office Near Bluepost Hotel, Along Haile Sellasie Road, Thika at the Procurement department from 8am-1pm and 2pm to 5pm from Monday to Friday excluding public holidays.**
4. Documents, containing detailed instructions and requirements may be obtained by interested candidates upon payment of a non-refundable fee of **(Kshs.1,000.00) through bank deposit to;**

**(THIKA WATER AND SEWERAGE COMPANY LTD,EQUITY BANK ACCOUNT:0090294392028,EQUITY PLAZA,THIKA BRANCH).Tender documents code-027 or download the tender documents free of charge from the Thika Water and Sewerage Company Ltd Website [www.thikawater.co.ke](http://www.thikawater.co.ke). Bidders who download the documents from the website MUST also forward their particulars immediately for records via email to [procurement@thikawater.co.ke](mailto:procurement@thikawater.co.ke).**

5. Completed registration documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the tender Box at **Head office near the procurement department** or if by post to be addressed to: **Thika Water and Sewerage Company, P O Box 6103 - 01000, Thika.** so as to be received on or before **Wednesday, November 11, 2020 at 10.00 am**

**SIGNED FOR: Managing Director, Thika Water and Sewerage Company Limited.**

## **SECTION II - INSTRUCTIONS TO CANDIDATES**

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## SECTION II - INSTRUCTIONS TO CANDIDATES

### 2.1. Scope of Tender

- 2.1.1. **Thika Water and Sewerage Company Ltd.** hereinafter referred to as the procuring entity intends to register individual consultants for civil, electrical and mechanical works-small works
- 2.1.2. Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.
- 2.1.3. General information on the candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix to instructions to candidates.

### 2.2. Submission of Application

- 2.2.1. Applications for registration shall be submitted in sealed envelopes marked with the category name and reference number and be addressed and delivered to **Thika Water and Sewerage Company Ltd, Head Office near Bluepost Hotel, Along Haile Selassie Road, Thika.** Or to be addressed to **Thika Water and Sewerage Company, P.O. Box 6103-01000 Thika** so as to be received on or before **Wednesday, November 11, 2020 at 10.00am.**
- 2.2.2. The name and mailing address of the applicant may be marked on the envelope.
- 2.2.3. All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.4. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

### 2.3. Eligible Candidates

- 2.3.1. This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.3.3. All terms found capable of performing the contract satisfactorily in accordance to the set registration criteria shall be registered.

**2.4. Qualification Criteria**

2.4.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant’s general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant’s response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 When highly specialized inputs (especially for execution of the contact) are required by the applicant from specialist sub-contractors, such subcontractors and their inputs shall be described in the Standard Form 1 (General Information)

2.4.3 General Experience. The applicant shall meet the following minimum criteria  
 (a) average annual turnover as main contractor (defined as billing for works in progress and completed) over the last \_\_\_\_\_ (15) years of Kshs. \_\_\_\_\_ (16) and  
 (b) successful experience as prime contractor in execution of at least three projects (17) of a nature and complexity comparable to the proposed contract within the last \_\_\_\_\_ (15) years. This experience should include \_\_\_\_\_(18)

2.4.4 Personnel capabilities. The applicant must have suitably qualified personnel to fill the following positions(19)

Position	Total experience (years)	In similar works (years)	As manager of similar works (years)
Project Manager			
Other Position			
Other position			

2.4.5 Equipment capabilities. The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the following key items of equipment in full good working order, and must demonstrate that, based on known commitments they will be available for use in the proposed contract. The applicant may also list alternative equipment that it would propose for the contract together with an explanation of the proposal

Equipment type and characteristics	Minimum number required
1)	
2)	
3)	

- 2.4.6 Financial position. The applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the construction cash flow for a period of \_\_\_\_\_ months, estimated at Kshs. \_\_\_\_\_ (21), net of the applicants commitments for other contracts.
- 2.4.7 The audited Accounts (22) for the last \_\_\_\_\_ (23) years shall be submitted and must demonstrate the soundness of the applicant’s financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant’s bankers.
- 2.4.8 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## 2.5 Joint Venture

2.5.1 Joint ventures must comply with the following: -

- (a) Following are the minimum qualification requirements.
- (i) The lead partner shall meet not less than (not less than ( %)) of all the qualifying criteria in paras’s 2.4.3 and 2.4.6 above (24)
- (ii) The other partners shall meet individually not less than ( %) of all the qualifying criteria given in para. 2.4.3 and 2.4.6 above
- (iii) The joint venture must satisfy collectively the criteria of section 4, for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity. Individual members must each satisfy the requirements of para 2.4.7 and 2.4.8 above.
- (b) The formation of a joint venture after registration and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.
- (c) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.

- 2.5.2 The registration of a joint venture does not necessarily pre qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the procuring entity

## **2.5. Public Sector companies**

- 2.5.1. Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.6. Conflict of Interest**

- 2.6.1. The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other registration and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

## **2.7. Updating Registration Information**

- 2.7.1. Registered candidates shall be required to update the financial information used for registration at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.



## APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

<b>Instructions to Candidates</b>	<b>Particulars to appendix to instructions to candidates</b>
2.1.2	Particulars of registration is open to: <b>individual consultants</b>
2.4 Qualification Criteria	<p>Registration for individual consultants will be based on the below Scope of works and evaluation criteria</p> <p><b><u>TERMS OF REFERENCE FOR CONSULTING SERVICES FOR INDIVIDUAL COSULTANTS -Civil, Mechanical and Electrical</u></b></p> <p><b>1. Brief description of the Company</b></p> <p>Thika Water &amp; Sewerage Company Ltd was registered in the year 2009 as Water and Sewerage services providing Company. Through-out its operation period, Thika Water &amp; Sewerage Company Ltd., here-in-elsewhere referred to as THIWASCO has grown to be a reputable institution and has earned respect in the distribution of safe and quality water and sewerage services in the region.</p> <p>Thika Water and Sewerage Company (THIWASCO) evolved from what was started as a Water project in 1950. The water project was then commissioned in 1956 and later operated as one of the departments of the Municipal Council of Thika covering an area of 93 km<sup>2</sup> until 7th September 2009 when it started operation as a Company under Athi Water Services Board (AWSB) after its incorporation in July 2009 with a mandate to serve approximately 254 km<sup>2</sup>.</p> <p>THIWASCO is mandated to serve the entire Thika Sub-county and neighbourhood areas of Witeithie in Juja Sub-county, Githingiri, Bahati Ridge, Thika Greens and Mwana Wi Kio in Murang'a County.</p> <p>Through-out its operation period, Thika Water &amp; Sewerage Company Ltd., here-in-elsewhere referred to as THIWASCO has grown to be a reputable institution and has earned respect in the</p>

distribution of safe and quality water and sewerage services in the region becoming 2nd overall on WASREB Impact Report No. 10 and ISO 9001 – 2015 certified

## **2. Objectives**

The aims to aim of the individual Consultants to provide Professional services and technical guidance and engineering support to to the Company in order to ensure the objectives of the company are met. These are to deliver Adequate, safe, accessible water and sewerage services for all. The Individual Consultants are expected to provide assistance and technical expertise in the following areas

- Sourcing of water;
- Treatment, storage and distribution of water
- Conservation of water;
- Provision of sewerage services;
- Billing and revenue collection in relation to water and sewerage
- Water and sewerage infrastructure management.

## **1. SCOPE OF WORKS FOR CIVIL WORKS CONSULTANT**

The Civil Works Consultant will perform the following services and that will be approved by THIWASCO and will be an advisor and a supervisor of technical activities related to Civil works during project planning, implementation and commissioning. As such there will be involvement with, but not necessarily limited to, design preparation, assessment of the adequacy of water supply sewerage services, work plans, contract management, site visits, checking compliance with technical drawings and development of maintenance routines. The detailed scope of the services of the Civil Works will include but not necessarily be limited to the following:

- Provide engineering and technical support in revising existing water supply and sewerage system design specifications.
- Provision of technical input to the designs, procurement plans, tender documents and TORs that include feasibility study, design, implementation/construction, stakeholder involvement, quality control of project implementation.
- Undertake Engineering survey and present the data in autocad drawings in form of profiles e.t.c
- Assist water and sewerage department in developing SOPs required for the water supply and sewerage service delivery.
- Provide technical and engineering support in upgrading existing water supply and sewerage infrastructure

- Providing support and technical input to the design, implementation/construction, stakeholder involvement, quality control and risk management
- Providing support and technical input towards the design and revision of detailed work plans, related procurement plans, tender documents, TORs, implementation and review of project deliverables
- Provide hands-on support to the Project Manager, other project staff and the Department in the areas of project management and planning, management of site activities, regular monitoring of the project;
- Review and assess existing sewage treatment plants and assist in finding a solution for upgrading and modifying existing water and sewage infrastructure.
- Formulate a framework and a mechanism to ensure material and equipment used in water supply and sewerage facilities comply regulatory standards
- Verify the BOQs and bidding documents in line with the current market rates, government guidelines and FIDIC conditions of contract.
- Ensure the invitation of bids, bids evaluation, and awarding of contract by the Company is done in a transparent manner and in accordance to the Public Procurement and Assets Disposal Act, 2015 requirements.
- Ensure that the Company selects the most appropriate sites for the construction of the water and sewerage infrastructure while taking into account the local conditions (legal and technical constraints and social circumstances).
- Periodically support the Company in the inspection of works during distinct milestones to ensure compliance to the set works specification, timelines and cost.
- Ensure that the materials procured are of good quality and to specifications.
- Ensure the contract(s) signed between the Company and the Contractor(s) are respected. Provide support to the Company to facilitate contract management.
- Ensure that technical works are coordinated with the non-technical activities.
- Participate in Project Inspection, Preparation of snag list of defects, handing over, preparation of completion reports and completion certificates.
- Provide support to the Company enabling staff to carry out all necessary maintenance & repair works.
- Assist the Company in development of operation and maintenance plans.
- Provide on-the-job training of Company staff responsible for the operation and
- Provide all necessary technical advice to the Company and/or Contractor.
- Report poor quality of works, deviations from technical drawings and delays to the Company.
- Prepare Monthly Progress Reports capturing the achievements of the reporting period, the constraints/challenges faced and the reasons for the variance from the work plan. The reports shall be submitted to the Project manager on monthly basis.

**A. Evaluation criteria for the Civil Works Consultant**

<b>Mandatory Requirements</b>	<b>Reference (Indicate the Serial number of your tender where evidence is provided</b>	<b>Yes/No</b>
Valid Good Conduct Certificate		
Valid CRB Clearance Certificate		
Valid Helb Clearance Certificate		
Valid Ethics and Corruption Commission		
Valid Kenya Revenue Authority Clearance		
Registered with the Engineers Board of Kenya.		
At least 10 years Minimum relevant experience with water and sanitation Projects		
Indicate the Type of Consultancy services 1=Civil, 2=Mechanical, 3=Electrical		
Professional Indemnity Cover		
Dully fill,signed and stamped confidential		
<b>Minimum 10 years' Experience</b>		
<b>Note:Noncompliance to any of the mandatory requirements will lead to automatic disqualification and will not proceed to technical evaluation stage</b>		

<b>Technical requirements</b>	<b>Score</b>	
Updated CV and Cover letter	5	
Master Degree in Civil, Sanitation, Water Engineering or relevant courses	10	
Bachelor's Degree in Civil, Water Engineering or relevant courses	10	
Demonstrate an understanding of Kenya Government procurement systems.	10	
Proficiency in computer aided-design software	5	
Proficiency in computer GIS and mapping Software (ArcGIS, QGIS)	5	
Years relevant experience with water and sanitation Projects 10 years=5 Marks, 15 Years= 10 Marks & 20 years= 15 Marks	15	
Demonstrate an understanding of the water sector and sanitation sectors in Kenya as indicated in the CVs and qualifications	10	
Demonstrate an understanding of County Government operations and functions.	5	
Specific experience of the individual consultant related to the assignment	15	
Experience in Donor funded Projects	10	
<b>Sub Total</b> <b>Candidates must score a minimum of 70% for them to be considered for registration</b>	<b>100</b>	

## **2. SCOPE OF WORKS FOR MECHNAICAL WORKS CONSULTANT**

The Mechanical Works Consultant will perform the following services and that will be approved by THIWASCO and will be an advisor and a supervisor of technical activities related to Mechanical works during project planning, implementation and commissioning. As such there will be involvement with, but not necessarily limited to, design preparation, assessment of the adequacy of water supply sewerage services, work plans, contract management, site visits, compliance with technical drawings and development of maintenance routines. The detailed scope of the services of the Civil Works will include but not necessarily be limited to the following:

- Provide engineering and technical support in revising existing water supply and sewerage system design specifications.

- Provision of technical input to the designs, procurement plans, tender documents and TORs that include feasibility study, design, implementation/construction, stakeholder involvement, quality control of project implementation.
- Undertake design and tendering of mechanical/piping works related to water supply, wastewater, potable water and pump stations.
- Prepare and review reports and design documentation for mechanical/piping works related to water supply, wastewater, storm-water, and pump stations according to standards and regulations (electric control panels, pumps, pipelines, suction and discharge pipes, flow, level & pressure control equipment, pressure vessel, valves, reservoirs, transformers, gauges)
- Manage Contractors, undertake technical reviews, and progress reporting and liaising with developers, internal and external members
- Quality control for on-site equipment. Control of procedures applied for the storage and warehousing of the hydro-electromechanical systems.
- Review and / or supervise the preparation of construction estimates, schedules and budgets as required.
- Performs technical reviews of drawings, product data, material samples, purchase orders, subcontracts, inspection reports, delivery schedules, instruction manuals, Contractors' shop drawings and technical data to assure compliance with the requirements of the Contract package
- Participate with Technical department and other departments in design and construction of water supply & Sewerage projects and and advice suitable solutions according to the performance of electromechanical equipment.
- Ensure the relevant QA procedures are followed without exceptions
- Assistance the Company in and supervision of works, acceptance & testing
- Technical review of compliant drawings relating to the hydro-electromechanical equipment,
- Control of fabrication of mechanical & hydro-electromechanical equipment
- Provide Technical Assistance in Calibration of Electro-mechanical Equipment
- Control on site hydro-electromechanical construction and installation (welding, pumps, pipelines, electric control panels, MV/LV unit, transformer, valves, bridled parts, gates, section and discharge pipes, reservoirs equipment, crane, thermo generator, pressure vessel).
- Assist water and sewerage department in developing SOPs required for the water supply and sewerage service delivery.
- Provide technical and engineering support in upgrading existing water supply and sewerage infrastructure
- Providing support and technical input to the design, implementation/construction, stakeholder involvement, quality control and risk management
- Providing support and technical input towards the design and revision of detailed work plans, related procurement plans, tender documents, TORs, implementation and review of project deliverables

- Provide hands-on support to the Project Manager, other project staff and the Technical Department in the areas of project management and planning, management of site activities, regular monitoring of the project;
- Formulate a framework and a mechanism to ensure material and equipment used in water supply and sewerage facilities comply regulatory standards
- Verify the BOQs and bidding documents in line with the current market rates, government guidelines and FIDIC conditions of contract.
- Ensure the invitation of bids, bids evaluation, and awarding of contract by the Company is done in a transparent manner and in accordance to the Public Procurement and Assets Disposal Act, 2015 requirements.
- Periodically support the Company in the inspection of works during distinct milestones to ensure compliance to the set works specification, timelines and cost.
- Ensure that the materials procured are of good quality and to specifications.
- Ensure the contract(s) signed between the Company and the Contractor(s) are respected. Provide support to the Company to facilitate contract management.
- Participate in Project Inspection, Preparation of snag list of defects, handing over, preparation of completion reports and completion certificates.
- Provide support to the Company enabling staff to carry out all necessary
- maintenance & repair works.
- Assist the Company in development of operation and maintenance plans.
- Provide on-the-job training of Company staff responsible for the operation and
- Provide all necessary technical advice to the Company and/or Contractor.
- Prepare Monthly Progress Reports capturing the achievements of the reporting period, the constraints/challenges faced and the reasons for the variance from the work plan. The reports shall be submitted to the Project manager one monthly basis.

**Evaluation criteria for Mechanical Works Consultant**

<b>Mandatory Requirements</b>	<b>Reference (Indicate the Serial number of your tender where evidence is provided</b>	<b>Yes /No</b>
Valid Good Conduct Certificate		

Valid CRB Clearance Certificate		
Valid Helb Clearance Certificate		
Valid Ethics and Corruption Commission certificate		
Valid Kenya Revenue Authority Clearance certificate		
Registered with the Engineers Board of Kenya.		
At least 10 years Minimum relevant experience with		
Indicate the Type of Consultancy services 1=Civil, 2=Mechanical, 3=Electrical		
Professional Indemnity Cover		
Dully fill,signed and stamped confidential questionnaire		
<b>Minimum 10 years' Experience</b>		
<b>Note: Noncompliance to any of the mandatory requirements will lead to automatic disqualification and will not proceed to technical evaluation stage</b>		
Updated CV and Cover letter	5	
Master Degree in Mechanical Engineering or relevant	10	
Bachelor's Degree Mechanical Engineering or relevant	10	
Demonstrate an understanding of Kenya Government	10	
Proficiency in computer aided-design software (AutoCAD)	5	
Experience in hydro-electromechanical systems equipment in Water and Wastewater Plants (electric control panels, pumps, pipelines, suction and discharge pipes, flow, level & pressure control	10	
Years relevant experience with water and sanitation Projects 10 years=5 Marks, 15 Years= 10 Marks & 20	15	
Demonstrate an understanding of the water sector and sanitation sectors in Kenya as indicated in the CVs and	10	
Demonstrate an understanding of County Government operations and functions.	5	
Specific experience of the individual consultant related to the assignment	15	
Experience in Donor funded Projects	10	
<b>Sub Total Candidates must score a minimum of 70% for them to be considered for registration</b>	<b>100</b>	

**SCOPE OF WORKS FOR ELECTRICAL WORKS CONSULTANT**

The Electrical Works Consultant will perform the following services and that will be approved by



THIWASCO and will be an advisor and a supervisor of technical activities related to Electrical works during project planning, implementation and commissioning. As such there will be involvement with, but not necessarily limited to, design preparation, assessment of the adequacy of water supply sewerage services, work plans, contract management, site visits, compliance with technical drawings and development of maintenance routines. The detailed scope of the services of the Electrical Works will include but not necessarily be limited to the following:

- Conduct analysis on the design of an electrical system in a commercial or residential building and suggest solutions or possible improvements
- Develop Electrical drawings (high-low voltage systems while also accounting for data, telecommunication etc.) for construction/installation
- Utilize AutoCAD to draft electrical construction drawings, Plans, Site Plans, Equipment Details and Wiring Diagrams for pumping station or other electrical works.
- Coordinate with other engineering trades, including Civil, Mechanical, and Process Engineering to ensure a complete and comprehensive Electrical design.
- Analyse existing and proposed electrical loads to size electrical services, feeders, and branch circuits
- Review project Instrumentation, Control, and Remote Monitoring requirements for individual projects; assist with the I&C design as needed.
- Work toward keeping current tasks within schedule and budget to fit the needs of the project.
- Provide data, as required, for cost estimating and secure preliminary equipment costs for review.
- Investigate new methods and implement new ideas and/or procedures as may be advantageous to the Company and clients.
- Participate in preparation of bid documents for electrical works Existing Building Renovations and Upgrades, Pump Stations, Water and Waste Water Treatment Plant Upgrades, Roadway Lighting, and other Miscellaneous works
- Produce designs and Electrical layouts for Pumping Stations, buildings, including: layout plan, the power installation plan, telephone, fire, panic
- Plan of electrical and computer network. Computer network design should be carefully coordinated with ICT manager.
- Supervise and participate in any test conducted by contractors and manufacturer of the supplied machinery on the factory and on areas concerning trial, load, reliability, efficiency and field tests for distribution and lighting at the site for pre- commissioning and commissioning of High and Low Voltages electrical equipment
- Monitor performance of electrical work at the site and review/prepare monthly progress report and compare this with the detailed progress schedule stipulated in the contract
- Review electrical engineering designs submitted by consultancy firms and provide comments

- Monitor performance of electrical work at the site and review/prepare monthly progress report and compare this with the detailed progress schedule stipulated in the contract
- Assist and train Engineers and Electricians on operation and maintenance of the power plants and all other electrical
- Supervise contractors' works, ensure quality of works done by them and analyze/write reports indicating the progress of construction, to serve as basis for making progress payment
- Provide engineering and technical support in revising existing water supply and sewerage system design specifications.
- Provision of technical input to the designs, procurement plans, tender documents and TORs that include feasibility study, design, implementation/construction, stakeholder involvement, quality control of project implementation.
- Prepare and review reports and design documentation for Electromechanical works related to water supply, wastewater, storm-water, and pump stations according to standards and regulations (electric control panels, pumps, pipelines, suction and discharge pipes, flow, level & pressure control equipment, pressure vessel, valves, reservoirs, transformers, gauges)
- Manage Contractors, undertake technical reviews, and progress reporting and liaising with developers, internal and external members
- Quality control for on-site equipment. Control of procedures applied for the storage and warehousing of the hydro-electromechanical systems.
- Review and / or supervise the preparation of construction estimates, schedules and budgets as required.
- Performs technical reviews of drawings, product data, material samples, purchase orders, subcontracts, inspection reports, delivery schedules, instruction manuals, Contractors' shop drawings and technical data to assure compliance with the requirements of the Contract package
- Participate with the Technical department and other departments in design and construction of water supply & Sewerage projects and and advice suitable solutions according to the performance of electromechanical equipment.
- Provide technical design advice, reports
- Ensure the relevant QA procedures are followed without exceptions
- Assistance for the organisation and supervision of works acceptance testing
- Technical review of compliant drawings relating to the hydro-electromechanical equipment,
- Control of fabrication of hydro-electromechanical equipment
- Provide Technical Assistance in Calibration of Electro-mechanical Equipment
- Control on site of hydro-electromechanical construction and installation (welding, pumps, pipelines, electric control panels, MV/LV unit, transformer, valves, bridled parts, gates, section and discharge pipes, reservoirs equipment, crane, thermo generator, pressure vessel...).

- Assist water and sewerage department in developing SOPs required for the water supply and sewerage service delivery.
- Provide technical and engineering support in upgrading existing water supply and sewerage infrastructure
- Providing support and technical input to the design, implementation/construction, stakeholder involvement, quality control and risk management
- Providing support and technical input towards the design and revision of detailed work plans, related procurement plans, tender documents, TORs, implementation and review of project deliverables
- Provide hands-on support to the Project Manager, other project staff and the Technical Department in the areas of project management and planning, management of site activities, regular monitoring of the project;
- Verify the BOQs and bidding documents in line with the current market rates, government guidelines and FIDIC conditions of contract.
- Ensure the invitation of bids, bids evaluation, and awarding of contract by the Company is done in a transparent manner and in accordance to the Public Procurement and Assets Disposal Act, 2015 requirements.
- Ensure that the Company selects the most appropriate sites for the construction of the water and sewerage infrastructure while taking into account the local conditions (legal and technical constraints and social circumstances).
- Periodically support the Company in the inspection of works during distinct milestones to ensure compliance to the set works specification, timelines and cost.
- Ensure that the materials procured are of good quality and to specifications.
- Ensure the contract(s) signed between the Company and the Contractor(s) are respected. Provide support to the Company to facilitate contract management.
- Ensure that technical works are coordinated with the non-technical activities.
- Participate in Project Inspection, Preparation of snag list of defects, handing over, preparation of completion reports and completion certificates.
- Provide support to the Company enabling staff to carry out all necessary
- maintenance & repair works.
- Assist the Company in development of operation and maintenance plans.
- Provide on-the-job training of Company staff responsible for the operation and
- Provide all necessary technical advice to the Company and/or Contractor.
- Report poor quality of works, deviations from technical drawings and delays to the Company.
- Prepare Monthly Progress Reports capturing the achievements of the reporting period, the constraints/challenges faced and the reasons for the variance from the work plan. The reports shall be submitted to the Project manager on monthly basis.

**Evaluation criteria for Electrical Works Consultant**

<b>Mandatory Requirements</b>	<b>Reference (Indicate the Serial number of your tender where evidence is provided</b>	<b>Yes/No</b>
Valid Good Conduct Certificate		
Valid CRB Clearance Certificate		
Valid Helb Clearance Certificate		
Valid Ethics and Corruption Commission certificate		
Valid Kenya Revenue Authority Clearance certificate		
Registered with the Engineers Board of Kenya.		
At least 10 years Minimum relevant experience with		
Indicate the Type of Consultancy services 1=Civil, 2=Mechanical, 3=Electrical		
Professional Indemnity Cover		
Dully fill,signed and stamped confidential questionnaire		
<b>Minimum 10 years' Experience</b>		
<b>Note: Noncompliance to any of the mandatory requirements will lead to automatic disqualification and will not proceed to technical evaluation stage</b>		

	Updated CV and Cover letter	5	
	Master Degree in Electrical or relevant courses	10	
	Bachelor’s Degree in Electrical or relevant courses	10	
	Demonstrate an understanding of Kenya Government	10	
	Proficiency in computer aided-design software	5	
	Experience in hydro-electromechanical systems equipment in Water and Wastewater Plants (electric control panels, pumps, pipelines, suction and discharge pipes, flow, level & pressure control	10	
	Years relevant experience with water and sanitation Projects 10 years=5 Marks, 15 Years= 10 Marks & 20	15	
	Demonstrate an understanding of the water sector and sanitation sectors in Kenya as indicated in the CVs and	10	
	Demonstrate an understanding of County Government	5	
	Specific experience of the individual consultant related to the assignment	15	
	Experience in Donor funded Projects	5	
	<b>Sub Total Candidates must score a minimum of 70% for them to be considered for registration</b>	<b>100</b>	
2.5 Joint Venture	Particulars for joint venture: Not Applicable		

**SECTION III: LETTER OF REGISTRATION**

Date .....

To **Managing Director,  
Thika Water & Sewerage Company Ltd,  
P.O. Box 6103-01000,  
THIKA**

Dear Sir,

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_  
\_\_\_\_\_ (*name of consultant*) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the registration information provided, the undersigned hereby apply to be registered by yourselves as a consultant for Civil, Electrical and Mechanical Works-Small Works.
2. We undertake if our application is acceptable to provide consultancy services for civil, electrical and mechanical works-small works with accordance with the scope of works provided.
3. Thika Water and Sewerage Company Ltd are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.
4. 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.
5. Thika Water and Sewerage Company Ltd may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1

Contract 2	Telephone 2
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6. This application is made with the full understanding that:
- (a) bids by registered applicants will be subject to verification of all information submitted for registration at the time of bidding.
  - (b) Thika Water and Sewerage company Ltd reserves the right to:
    - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from registered bidders who meet the revised requirements; and
    - reject or accept 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.
  - (d) The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name
For and on behalf of (name of Applicant)

## **SECTION IV - APPLICATION FORMS**

### **FORM I - CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particular indicated in Part 1 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 \_\_\_\_\_ General:

Business Name .....

Location of business premises .....

Plot No. .... Street/Road .....

Postal Address ..... Tel. No. ....

Email .....

Nature of business.....

Registration Certificate No. ....

Maximum value of business which you can handle at any one-time Kshs. ....

Name of your bankers ..... Branch .....

Part 2(a) – Sole Proprietor:

Your name in full ..... Age .....

Nationality ..... Country of origin .....

Citizenship details.....

Party 2(b) – Partnership

Give details of partners as follows

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

Part 2( c) – Registered Company:

Private or public.....

State the nominal and issued capital of the company –

Nominal Kshs.. .....

Issued Kshs.....



Give details of all directors as follows

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

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

**FORM II - ELIGIBILITY & LITIGATION HISTORY**

1. Is the consultant making this application debarred or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies?

.....  
.....

2. Have you 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.

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

**SECTION V- DECLARATIONS**

**DECLARATION ON CONFLICT OF INTEREST**

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Thika Water and Sewerage Ltd employee.

Do you have a relationship with any Thika Water and Sewerage Company employee that would cause conflict of interest?

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

I declare, for and on behalf of

.....  
.....

(Individual Consultant) that all the information furnished to Thika Water and Sewerage Company Ltd. in connection with this registration is true and accurate in all material respect. Thika Water and Sewerage Company Ltd. is hereby authorized to make such inquiries to the said information including with the consultant's clients and bankers as it may deem necessary without prior notice to the consultant.

Information submitted by.....

Title .....

Signature.....

Stamp.....

**SWORN STATEMENT**

Having studied the Registration information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. 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.
- c. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the consultant changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the Registration evaluation.
- e. 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 Thika Water and Sewerage Company is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.
- f. 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 Thika Water and Sewerage Company.

**Date**

.....

**Applicant's Name**

.....

**Represented by**

.....

**Signature** .....

**(Full name and designation of the person signing and stamp or seal)**

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above-mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_

\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

**REQUEST FOR REVIEW FORM**

**FORM RB 1**

**REPUBLIC OF KENYA  
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of .....dated the...day of .....20.....in the matter of Tender No.....of .....20...

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical address.....Fax No.....Tel. No.....Email ....., hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

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**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of  
.....20.....

**SIGNED**  
**Board Secretary**