



P.O Box 38-90401, Kyuso, Kitui.

Website: <https://fundifix.org/> | Tel: +254(0)711 317104 | Email: info@fundifix.org

EXPRESSION OF INTEREST (EOI): PREQUALIFICATION OF SUPPLIERS (2024-2026).

FundiFix Water Services Trust (FundiFix) is a social enterprise working in Kenya and that provides professional repair and maintenance service for rural water infrastructure. FundiFix is seeking to pre-qualify Suppliers of goods and services listed in the following categories for the period 2024-2026.

Please note that for selected Donor-funded items below, in line with the Donor requirements, the Supplier will be required to refund VAT Amount in compliance with the set-out procedures in Kenya.

EOI Number	CATEGORY DESCRIPTION
EOI-FundiFix /2024-001	Supply/delivery of Gantry Service Truck for Borehole Pull outs, flushing/cleaning and pump testing (Including gantry, compressor and dipper equipment).
EOI-FundiFix /2024-002	Supply of Submersible and Surface Pumps & Motors of various sizes.
EOI-FundiFix /2024-003	Supply of Solar panels of various wattages and solar wiring accessories.
EOI-FundiFix/2024-004	Supply of Hybrid & Conventional control panels, solar accessories and electrical wiring supplies.
EOI-FundiFix/2024-005	Supply of Water ATMs.
EOI-FundiFix/2024-006	Supply of Plastic Water tanks.
EOI-FundiFix/2024-007	Supply of Generator service equipment and spare parts for different models; Lister Petter, Kohler, Perkins, etc.
EOI-FundiFix/2024-008	Supply of Borehole drop pipes of various sizes and BH installation accessories.
EOI-FundiFix/2024-009	Supply of HDPE Pipes, PVC pipes, PPR pipes and associated fittings.
EOI-FundiFix/2024-010	Supply of Plumbing materials: G.I pipes, fittings and plumbing spares.
EOI-FundiFix/2024-011	Supply of tools/equipment i.e., welding equipment, pipe wrenches, screw drivers, electrical meters, etc.
EOI-FundiFix/2024-012	Supply of Afridev Handpump spare parts
EOI-FundiFix/2024-013	Supply of SAFETY Equipment: Fire extinguishers, Safety boots, Black/White gumboots, Chest guard, Gloves, working rubber gloves, powdered examination gloves, Dust masks, Safety goggles, Safety spectacles, 3 ply facemask, Toolboxes, Helmets and reflective jackets, Safety harness belts, etc.
EOI-FundiFix/2024-014	Supply of Water Quality chemicals and laboratory supplies
EOI-FundiFix/2024-015	Supply of water quality testing equipment and accessories; WQ meters (e.g., Turbidity, PH, Temp, etc.), beakers, measuring cylinders, thermometers etc.
EOI-FundiFix/2024-016	Supply of Desktop computers, Laptops and other associated computer accessories.
EOI-FundiFix/2024-017	Supply of Office Furniture and office equipment.
EOI-FundiFix/2024-018	Supply of Office Stationery and General office Supplies; Notebooks, pens, printing paper, notice boards etc.
EOI-FundiFix/2024-019	Supply of Printers, Tonners, Printer repair and maintenance services.



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EOI-FundiFix/2024-020	Supply of Branded items; T-shirts, Posters, Flyers, Caps, Branded reflector jackets, Branded Dust coat, Branded Lab coat, Branded Bags, Branded white jerricans, Branded stickers (vehicle & equipment, furniture, stationery, etc.)
EOI-FundiFix/2024-021	Accommodation & Conference services during workshops/meetings in the following counties; Nairobi, Kitui and Turkana County.
EOI-FundiFix/2024-022	Provision of Motor vehicle insurance services.
EOI-FundiFix/2024-023	Provision of Staff insurance cover, including WIBA
EOI-FundiFix/2024-024	Supply of office equipment's/other supplies; Safe, Notice boards, fire extinguisher, Sanitary bins, Incinerator
EOI-FundiFix/2024-025	Supply of construction materials; Ballast, cement, steel, building blocks, etc.

Instructions to Applicants/Suppliers

1. Applicants must fill information in the space provided on page one of the Registration document.
2. All applicants should clearly indicate on the envelope the category they are interested in. One document shall represent ONLY ONE category. For those interested in various categories, they should submit separate documents in the various categories.
3. The Registration Application should be prepared and submitted in a plain sealed envelope clearly marked: **EOI No.....** and Description and addressed to:

Managing Director
FundiFix Water Services Trust
P. o. Box 38-90401 Kitui, Kenya.

and be deposited in the tender box provided at the Fundifix House, Kyuso Center, Off Ngaie/Tseikuru Road, Kyuso, Kitui. Or sent via email to info@fundifix.org .

4. The closing date for submission of registration documents shall be on 7th June 2024 at 05.00 p.m. East African time. Any Registration document submitted after the deadline shall be automatically rejected.
5. Officers/Employees 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.
6. 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.
7. An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.
8. An Applicant requiring any clarification of the Registration Document shall contact the Procuring Entity in writing through the email info@fundifix.org . The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than five (5) days prior to the deadline for submission of the applications.
9. 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,



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- regardless of the conduct or outcome of the Registration process.
10. 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.
 11. 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.
 12. The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Registration Document.
 13. The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants.
 14. 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.
 15. 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.
 16. 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.
 17. 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, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.
 18. 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 min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.
 19. All Applicants whose applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.
 20. As needed over the period 2024-2026, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified. 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.



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ATTACHMENT A1

PREQUALIFICATION / REGISTRATION DATA SHEET (RDS)

A. General	<p>The Procuring Entity is:</p> <p>FundiFix Water Services Trust P. o. Box 38-90401 Kyuso Email: info@fundifix.org</p> <p>The identification of the Invitation for Registration is: EOI-STAWI FUNDIFIX WASH - 2024. The particular type of Registration is on: General categories.</p> <p>The Tender is for: Prequalification of Suppliers / Contractors for Supply of Goods and Provision of Services for 2024-2026</p>
B. Questions	<p>Questions and requests for clarification made in writing or by email (info@fundifix.org) shall reach the Procuring Entity not later than Five (5) days from closing date.</p>
C. Preparation of Applications	<p>The Applicant shall submit with its Application, the following additional documents:</p> <ol style="list-style-type: none">1. Certified copy of Certificate of Registration / Certificate of Incorporation.2. Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority3. Certified copy of Certificate of Confirmation of Directors and Shareholding (CR 12) (Issued within the last 6 Months to Tender Opening Date)4. The bid document "Original" must be sequentially paginated.5. Certified copy of Valid Trading/ Single business permit
D. Submission of Applications	<p>The deadline for Application submission is: 7th June 2024 at 05.00 p.m.</p>



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ATTACHMENT A2

MANDATORY REQUIREMENTS

#	Requirement	Pass/Fail
1.	Certified copy of Certificate of Registration / Certificate of Incorporation.	
2.	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	
3.	Certified copy of Certificate of Confirmation of Directors and Shareholding (CR12) (Issued within the last 6 Months to Tender Opening Date, for Limited Companies or copy of Identification Card (ID) for Sole Proprietors	
4.	Certified Valid copy of the County Government Trading license / Single Business Permit	
5.	The bid document "Original" must be sequentially paginated/ serialized in the format 1, 2,3,4.....	
6.	Must fill the Application Forms (Application submission letter, Form ELI- Applicant information form) and Tenderer's Eligibility- Confidential Business Questionnaire in the format provided	
7.	Duly filled, signed and stamped Self-Declaration Form that the Tenderer is Not Debarred	
8.	Dully filled, signed and Stamped Self Declaration form that the Tenderer will not engage in any Corrupt or Fraudulent Practice.	

ATTACHMENT A3

Technical capabilities of the firms shall be evaluated on the basis of the following criteria

No.	Evaluation Attribute	Weighting Score	Max Score
TS1	Firms experience Must have experience in performing similar assignment's	Provide LPOs/LSOs/ Contracts from 5 reputable corporate Clients whom you have supplied with goods (5marks for each)	25
TS2	Firms' ability to offer satisfactory services	Provide recommendation letters from at least 5 reputable corporate clients where similar goods/service/works have been supplied in the last three (3) years (5 marks each client)	25
TS 3	Commitment to deliver on timely basis	Delivery period <ul style="list-style-type: none"> • Within two days (20 marks) • Within three days (10 marks) • Within four days (5 marks) • Beyond 4 days (0 marks) 	20
TS 4	Volume of business handled in the last three (3) years 2021,2022,2023	(Attach evidence of LPO's, LSO's or Contracts) <ol style="list-style-type: none"> I. Equal or over Ksh 2 million (15 marks) II. Above 1 million (10marks) III. Below 1million (5 marks) IV. Below 200,000 (0 marks) 	15
TS 5	Information about the bidder	Company profile highlighting bidders' capabilities	15
TOTAL SCORE			100
The pass mark will be 70%. Bidders who will not attain the pass mark will not be listed in the suppliers register			



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ATTACHMENT A4

Application Cover letter

To Managing Director
Fundifix Water Services Trust
P. o. Box 38-90401 Kitui, Kenya.

Dear Sir/Madam,

Re: Pre-qualification Application

Date [insert day, month, and year]

I/We..... hereby apply for registration as
supplier (s) of (Category Description) EOI No.....

We acknowledge that the company has absolute discretion in the selection of applicant and is not required to provide any reason / justification should it decide not to include our company on the above referred lists. The authorized signatory of this questionnaire guarantees the truth and accuracy of all statements and answers to interrogatories hereinafter. Subject prior notification, we consent to any authorized representative of Fundifix Water Services Trust making any necessary visit to our Offices, facilities and work in progress for the purposes of satisfactorily evaluating our submission. In the event of such visits taking place, we shall provide whatever assistance necessary to the authorized representatives, in order to assist them in the evaluation of our application.

We hereby, undertake to immediately notify the Fundifix of any significant changes in our corporation legal. Financial, organizational and capabilities status that may affect ability to perform the works as specifies under the categories applied for.

Name & Title of Authorized Signatory
Signature
Company Name/Business Name



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ATTACHMENT A5

TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tenderer is instructed to complete the particulars required in this Form.

Tenderer's Details

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



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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				

c) Registered Company, provide the following details.

i. Private 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				



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ATTACHMENT A6

SELF DECLARATION FORM

**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: -

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 EOI
No.....for.....
..(*insert tender title/description*)for.....(*insert name
of the Procuring entity*) and duly authorized and competent to make this statement.

THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from
participating in Procurement proceeding under Part IV of the Act.

THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

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

**Bidder Official
Stamp**



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MANDATORY SELF DECLARATION FORM

The supplier/tenderer undertakes to refund VAT paid back to the procuring entity.

The tenderer must fill all the required details in the spaces provided. Failure by the bidder to commit fully to the requirements of this form shall be the basis of eliminating bidder at the Mandatory Requirement Evaluation Stage.

I/we..... of ID No. Operating under the trade namewith Certificate of incorporation Number.....on business premises location..... in the republic ofdo hereby make a statement as follows;

- THAT** I am the Company Secretary /Chief Executive Officer /Managing Director/Principal Officer/Director of:
(Insert name of the company) who is a bidder in respect to tender No./Request for Quote No.....for.....
(Insert tender tittle/description) for FUNDIFIX WATER SERVICES TRUST (Fundifix) and duly authorized under the power of attorney and competent to make this statement.
- THAT** I hereby undertake to refund all the VAT amount to the procuring entity /FUNDIFIX within a period of 7 days after receipt of the VAT exemption certificate.
- THAT** should I fail to remit within the stipulated time indicated (7 days) I consent to have the procuring entity deduct the entire VAT amount owed to it from my future invoices to recover any outstanding VAT monies to it without any notification and reference to me.
- THAT** I further authorize the procuring entity to automatically debar me in the event of continuance failure to refund VAT.
- THAT** I hereby undertake to refund VAT amount to below Kenya Shillings bank account.

Swift Code	KCBLKENX
Bank Name	KENYA COMMERCIAL BANK OF KENYA LIMITED
Account Name	FUNDIFIX WATER SERVICES TRUST
Account Number	1311335536
Currency	Kenya Shillings

- That** I have read and understood the contents of this self-declaration and append the company’s official stamp and my signature freely without any miss representation, fraud, coercion or threat having understood the contents.

Sincerely,

Supplier Representative Name & Position: _____

Supplier Signature, Stamp and Date: _____