



## **WATER RESOURCES AUTHORITY**

**REGISTRATION FOR SUPPLIERS, CONTRACTORS  
AND CONSULTANTS IN VARIOUS CATEGORIES  
OF GOODS, WORKS OR SERVICES *2017-2018***

12<sup>TH</sup> JUNE, 2017

# REQUIREMENTS FOR REGISTRATION

A person is eligible for registration, only if the person satisfies the following criteria —

## PART I: DETAILS OF THE APPLICANT

**1. Name of Applicant**

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**2. Physical Address** .....

**3. Postal Address:** .....

**4. Postal Code:** .....

**5. E-mail:** .....

**6. Mobile Phone No** .....

**7. Are you applying for youth, women or persons with disabilities?**

.....

**8. Contact Person** .....

**9. Overview of the Enterprise**

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

**Type of Ownership Details**

<b>Part 9 (a) - Sole Proprietor or name of registered business, where applicable</b>		
Name in Full		Age
Identity/Passport No.		

<b>Part 9 (b) - Partnership Details</b>			
NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES

**Part 9 (C) – Registered Company**  
 State the nominal and issued capital of company  
 Nominal Kshs ..... Issued Kshs.....

<b>Directors' Details</b>			
Name	Nationality	ID/Passport No.	% Shares

**10. Bank Account Name:**  
 .....

**11. Branch of the Bank:**  
 .....

**12. Bank Account Number:**

.....

**13. VAT Registration Number:**

.....

**Title:** .....

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

**NOTE: The applications to be included in the WRA list may be made at any time, hence updating and shall be subject to evaluation leading to registration on a bi-annual basis. Pursuant to PPADA 2015 Section 71(1-4)**

**PART II: LIST OF ATTACHMENTS**

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

- 1) Application letter addressed to the CEO, indicating the category(s) applying for.
- 2) Copy of certificate of incorporation/registration;
- 3) PIN Certificate;
- 4) VAT Registration Certificate;
- 5) Valid Tax Compliance/ Exemption Certificate;
- 6) Original Bank Statement/Bank reference of not more than three months from date of applying;
- 7) Detailed Business/Company profile;
- 8) Certificate of Registration in a target group issued by the National Treasury (AGPO);
- 9) Copies of National IDs/ Passports for Directors
- 10) The person has not been convicted of corrupt or fraudulent practices; ***attach sworn affidavit declaring status (mandatory for Open category)***
- 11) is not guilty of any serious violation of fair employment laws and practices; ***-attach Compliance Certificate from NSSF and NHIF (mandatory for Open category)***
- 12) the person and his or her sub-contractor, if any, is not debarred from participating in procurement proceedings under Part XI of this Act; ***attach sworn affidavit declaring status (mandatory for Open category)***
- 13) the person is not insolvent, in receivership, bankrupt or in the process of being wound up; ***-attach Audited Accounts (for the last 2 years) (mandatory for Open category)***

## CATEGORIES

### LOT 1 NATIONAL OFFICE-NAIROBI

Category No.	Category Name	Category Nature (Open/ Reserved)
WRA/HQ/1	Supply and Delivery of General and Printed Office Stationery	Reserved (Youth, Women & PWD)
WRA/HQ/2	Supply and Delivery Toners, Cartridges, Printing Ink, and other printing materials.	Reserved (Youth, Women & PWD)
WRA/HQ/3	Supply and Delivery of Newspapers	Reserved (Youth, Women & PWD)
WRA/HQ/4	Supply and Delivery of Airtime	Reserved (Youth, Women & PWD)
WRA/HQ/5	Supply and Delivery of Hospitality & Cleaning Supplies (Sugar, Teas leaves, Fresh Milk, Tissue etc.)	Reserved (Youth, Women & PWD)
WRA/HQ/6	Supply and Delivery of Computers, Server, Laptops, UPS, Printers and related Accessories and consumables.	Reserved (Youth, Women & PWD)
WRA/HQ/7	Supply and delivery of Laboratory chemicals, reagents & Equipment	Open
WRA/HQ/8	Supply and Delivery of Surface water, Ground water and Other technical Equipment's (i.e Dippers, GPS, ADCPS e.t.c)	Open
WRA/HQ/9	Supply, Maintenance and Servicing of Firefighting Equipment	Reserved (Youth, Women & PWD)
WRA/HQ/10	Supply and Delivery of Office Equipment, Furniture & Furnishing i.e. Cabinets, Safes, Shredders, curtains etc.	Open
WRA/HQ/11	Supply and Delivery of Motor Vehicle and Cycle Tyres, Tubes and Batteries.	Open
WRA/HQ/12	Supply of Fuel, Oil and Lubricants (Electronic fuel card services)	Open

WRA/HQ/13	Supply, Repair & Maintenance of PABX and Telephone Accessories	Reserved (Youth, Women & PWD)
WRA/HQ/14	Provision of sanitary services	Open
WRA/HQ/15	Provision of Cleaning Services (curtains, offices, carpets & seats)	Reserved (Youth, Women & PWD)
WRA/HQ/16	Provision of Design and Printing services for promotional items (Uniform, T-shirts, banners etc.)	Reserved (Youth, Women & PWD)
WRA/HQ/17	Provision of PR/ Advertising, Printing and Publishing services.	Open
WRA/HQ/18	Provision of Fumigation and Pest Control Services	Open
WRA/HQ/19	Provision of Repair and Maintenance of Copies, Printers, Computers, Ups and other ICT machines.	Reserved (Youth, Women & PWD)
WRA/HQ/20	Provision of Software development, Installation, maintenance and licenses	Open
WRA/HQ/21	Provision of legal services	Open
WRA/HQ/22	Provision of Event organizing	Reserved (Youth, Women & PWD)
WRA/HQ/23	Provision of voice over studio time and documentary production	Open
WRA/HQ/24	Provision of Website redesign and hosting	Open
WRA/HQ/25	Provision of Consultancy services for research services (baseline, customer satisfaction, exit surveys)	Open
WRA/HQ/26	Provision of Security Services	Open
WRA/HQ/27	Provision of Travel Agency and Air ticketing services (registration with IATA)	Reserved (Youth, Women & PWD)
WRA/HQ/28	Provision of Motor Cycle / Vehicle Repair, Servicing and Spare parts	Open
WRA/HQ/29	Provision of Small Works i.e. Partitioning,	Open

	Repairs, Renovation Etc	
<b>WRA/HQ/30</b>	Construction and Building (Contractors)	Open
<b>WRA/HQ/31</b>	Provision of Conferencing, Accommodation Facilities and Catering Services	Open
<b>WRA/HQ/32</b>	Provision Human Resource and Management consultancy	Open
<b>WRA/HQ/33</b>	Provision of ICT Consultancy services	Open
<b>WRA/HQ/34</b>	Provision of Consultancy Services for Water Resources Assessment	Open
<b>WRA/HQ/35</b>	Provision of Consultancy Services in Risk Management	Open
<b>WRA/HQ/36</b>	Provision of Tax Consultancy services	Open
<b>WRA/HQ/37</b>	Provision of Contracted Professional services (debt collection, audit fees, etc)	Open
<b>WRA/HQ/38</b>	Supply and Delivery of Motor Vehicles and Cycles.	Open
<b>WRA/HQ/39</b>	Provision of Consultancy services for WRUA activities ( SCMP implementation ;water pans ,early warning systems ,roof water harvesting tanks, livelihood activities and capacity building)	Open
<b>WRA/HQ/40</b>	Supply of Laboratory & Field Protective clothing E.g Gloves, Ear Pads, Nose Protective, Eye Protective, Heat Gloves, Gum Boots, Safari Boots, Overcoats, Overall, Head Protective, etc.	Open
<b>WRA/HQ/41</b>	Provision of Instrument Calibration Services	Open
<b>WRA/HQ/42</b>	Provision for Consultancy Services for Environmental Impact Assessment And Environmental Audit (Registered with NEMA)	Open
<b>WRA/HQ/43</b>	Repair and maintenance of surface water and ground water equipment	Open



**LOT 2 – REGIONAL OFFICES**

<b>Category No.</b>	<b>Category Name</b>	<b>Category Nature (Open/ Reserved)</b>
<b>WRA/RG/1</b>	Supply and Delivery of General and Printed Office Stationery	Reserved (Youth, Women & PWD)
<b>WRA/RG/2</b>	Supply and Delivery Toners, Cartridges, Printing Ink, and other printing materials.	Reserved (Youth, Women & PWD)
<b>WRA/RG/3</b>	Supply and Delivery of Newspapers	Reserved (Youth, Women & PWD)
<b>WRA/RG/4</b>	Supply and Delivery of Airtime	Reserved (Youth, Women & PWD)
<b>WRA/RG/5</b>	Supply and Delivery of Hospitality & Cleaning Supplies (Sugar, Teas leaves, Fresh Milk, Tissue etc.)	Reserved (Youth, Women & PWD)
<b>WRA/RG/6</b>	Supply and Delivery of Computers, Server, Laptops, UPS, Printers and related Accessories and consumables.	Reserved (Youth, Women & PWD)
<b>WRA/RG/7</b>	Supply and delivery of Laboratory chemicals, reagents & Equipment	Open
<b>WRA/RG/8</b>	Supply, Maintenance and Servicing of Firefighting Equipment	Reserved (Youth, Women & PWD)
<b>WRA/RG/9</b>	Supply and Delivery of Office Equipment, Furniture & Furnishing i.e. Cabinets, Safes, Shredders, curtains etc.	Open
<b>WRA/RG/10</b>	Supply and Delivery of Motor Vehicle and Cycle Tyres, Tubes and Batteries.	Open
<b>WRA/RG/11</b>	Supply of Fuel, Oil and Lubricants (Electronic fuel card services)	Open
<b>WRA/RG/12</b>	Supply, Repair & Maintenance of PABX and Telephone Accessories	Reserved (Youth, Women & PWD)

<b>WRA/RG/13</b>	Provision of sanitary services	Open
<b>WRA/RG/14</b>	Provision of Cleaning Services (curtains, offices, carpets & seats)	Reserved (Youth, Women & PWD)
<b>WRA/RG/15</b>	Provision of Design and Printing services for promotional items (Uniform, T-shirts, banners etc.)	Reserved (Youth, Women & PWD)
<b>WRA/RG/16</b>	Provision of PR/ Advertising, Printing and Publishing services.	Open
<b>WRA/RG/17</b>	Provision of Fumigation and Pest Control Services	Open
<b>WRA/RG/18</b>	Provision of Repair and Maintenance of Copies, Printers, Computers, Ups and other ICT machines.	Reserved (Youth, Women & PWD)
<b>WRA/RG/19</b>	Provision of Software development, Installation, maintenance and licenses	Open
<b>WRA/RG/20</b>	Provision of legal services	Open
<b>WRA/RG/21</b>	Provision of Event organizing	Reserved (Youth, Women & PWD)
<b>WRA/RG/22</b>	Provision of Consultancy services for research services (baseline, customer satisfaction, exit surveys)	Open
<b>WRA/RG/23</b>	Provision of Security Services	Open
<b>WRA/RG/24</b>	Provision of Motor Cycle / Vehicle Repair, Servicing and Spare parts	Open
<b>WRA/RG/25</b>	Provision of Small Works i.e. Partitioning, Repairs, Renovation Etc	Open
<b>WRA/RG/26</b>	Construction and Building (Contractors)	Open
<b>WRA/RG/27</b>	Provision of Conferencing, Accommodation Facilities and Catering Services	Open
<b>WRA/RG/28</b>	Provision Human Resource and Management consultancy	Open
<b>WRA/RG/29</b>	Supply of Laboratory & Field Protective	Open

	clothing E.g. Gloves, Ear Pads, Nose Protective, Eye Protective, Heat Gloves, Gum Boots, Safari Boots, Overcoats, Overall, Head Protective, etc.	
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**The Chief Executive Officer  
Water Resources Authority  
P. O Box 45250-00100  
NAIROBI**

**Water Resources Authority Regional Offices Addresses:**

The Regional Manager,  
Water Resources Authority  
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NANYUKI  
**Email:** ennca@wrma.or.ke  
**Land Line:** +254 (062) 2032510/32511  
Opposite CM

The Regional Manager,  
Water Resources Management Authority **Lake Victoria North Catchment Area**  
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KAKAMEGA  
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**Land Line:** (056) 30834  
Along Kakamega- Kisumu Rd

The Regional Manager,  
Water Resources Management Authority **Lake Victoria South Catchment Area P.**  
O Box.666-40100  
KISUMU  
**E-Mail:** lvsc@jambo.co.ke  
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Mamboleo area.  
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The Regional Manager,  
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The Regional Manager,  
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The Regional Manager,  
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