



MERU COUNTY RURAL WATER AND SANITATION COMPANY LTD (MeRuWASCO)

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P. O. Box 467

60200 - MERU.

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**SUPPLIER REGISTRATION FOR SUPPLY/PROVISION OF GOODS, SERVICES AND WORKS
FOR THE FINANCIAL YEARS 2026-2027 AND 2027-2028**

CATEGORY NO... ..

CATERORY DESCRIPTION.....

(JULY 2026)

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2026/2027 AND 2027/2028

1.0 INTRODUCTION

MERU COUNTY RURAL WATER AND SANITATION COMPANY LTD

REGISTRATION OF SUPPLIERS FOR FINANCIAL YEARS 2026/2027 AND 2027/2028.

Meru County Rural Water and Sanitation Company Ltd is water service provider under Meru County Government. The Meru County Rural Water and Sanitation Company Ltd is in the process of Listing suppliers for the period financial years **2026/2027 and 2027/2028.**

Interested, eligible and competent suppliers are invited to apply for Registration, indicating category of goods, works and services they wish to supply.

No	ITEM REFERENCE	ITEM DESCRIPTION / CATEGORY	SPECIAL CONDITIONS (where applicable)	REMARKS
	SUPPLY OF GOODS			
1	MeRuWASCO /1/26-28	Supply and Delivery of Pipes and Fittings I.E. UPVC Pipes, GI Pipes, UPVC Fittings ,GI Fittings		Open
2	MeRuWASCO /2/26-28	Supply and Delivery of Water Treatment Chemicals(Calcium Hypochlorite, Aluminum Sulphate And Poly Aluminum Chloride)		Open
3	MeRuWASCO /3/26-28	Supply and Delivery of Water Meters Both Bulk and Consumer Meters		Open
4	MeRuWASCO /4/26-28	Supply and Delivery of Office Stationery		PWDs

5	MeRuWASCO /5/26-28	Supply and Delivery of Hardware Materials/Building Materials		Open	
6	MeRuWASCO /6/26-28	Supply and Delivery of Staff Uniforms And Personal Protective Equipment		Youth/ Women PWI PWDs	
7	MeRuWASCO /7/26-28	Supply of Supermarket Items		open	
8	MeRuWASCO /8/26-28	Supply and Delivery of Computers And Computer Accessories, Tablets, Ipads, Smart Phones, Printers, Photocopiers and Other Related Equipment		Youth/ Women PWI PWDs	
9	MeRuWASCO /9/26-28	Supply and Delivery of Laboratory Equipment, Reagents and Glassware		Open	
10	MeRuWASCO /10/26-28	Supply and Delivery of Water Pumps and Pumps Spare Parts and Accessories		Open	
11	MeRuWASCO /11/26-28	Supply and Delivery of Office Furniture		Youth/ Women PWI PWDs	
12	MeRuWASCO /12/26-28	Supply And Delivery Of Machines Equipment's and Tools I.E. Welding Generators , Dewatering Pumps And Related Equipment's		Youth/ Women PWI PWDs	
13	MeRuWASCO /13/26-28	supply of fuel and lubricants	Licenses from relevant Certifying /regulatory bodies	Open	
14	MeRuWASCO /14/26-28	contractors for Small Works	Valid certification and approval by the National Construction Authority (NCA7)	Reserved for Meru county residents	
15	MeRuWASCO /15/26-28	Supply and Installation of Filter Media		Open	
	PROVISION OF SERVICES				

16	MeRuWASCO /16/26-28	Provision of General Insurance Services	Registration with the Commission of Insurance for current year and a copy of the current license be submitted	Open
17	MeRuWASCO /17/26-28	Hire of machinery(Earth Moving Machines i.e. excavator, back hoe , loader		Open
18	MeRuWASCO /18/26-28	Provision of Legal Services	Valid membership of Professional Body (LSK)	Open
19	MeRuWASCO /19/26-28	Provision of Consultancy and Training – HR, Financial and Administration Services	Attach IHRM current practicing certificate/license	Open
20	MeRuWASCO /20/26-28	Environmental and Social Impact/ Assessment consultancy	Attach current practicing certificate/license	Open
21	MeRuWASCO /21/26-28	Consultant E.G. Designs, supervision of contracts, carrying out Feasibility Studies For Civil & Water Works,	Registration by Engineers Board of Kenya certificate and requirements in PQ7(attach relevant CVs & Certificates)	Open
22	MeRuWASCO /22/26-28	Provision Of Repair, Maintenance And Service Of Motor Vehicles	Must have a garage with a secure perimeter wall (post Evaluation qualification will be conducted to ascertain this requirement	Open
23	MeRuWASCO /23/26-28	Provision of Repair, Maintenance And Service of Motor Cycles		Open
24	MeRuWASCO /24/26-28	Provision of Printing And Publication Of Brochures, Diaries, Calendar, Books Of Accounts Etc.		Youth/ Women PWDs PWDs
25	MeRuWASCO /25/26-28	Provision of Car Wash Services		Youth/ Women PWDs PWDs
26	MeRuWASCO /26/24-26	Provision of, Branding, Marketing Training and		Open

		Activation of Marketing Campaign Services		
27	MeRuWASCO /27/26-28	Provision of Hotels, Conference Facilities/Outside Catering Services		Open
28	MeRuWASCO /28/26-28	Provision Of PR and Communication Services (Advertising, Concept Design, Artwork Development And Media Strategy and Buy In E.T.C)		Open
29	MeRuWASCO /29/26-28	Provision of Security Services	-Valid Certificate of Membership issued by Kenya Security International Association (KSIA) or Protective Security International Association (PSIA)	Open
30	MeRuWASCO /30/26-28	Provision Of Motor Vehicle and Cycle Tracking Service	-certificate of compliance from Communications Authority of Kenya	Youth/ Women PWDs
31	MeRuWASCO /31/26-28	Provision of Tax Consultancy Services	-Annual Practicing Certificate from the institute of Certified Public Accountants of Kenya	Open
32	MeRuWASCO /32/26-28	Provision of debt collection services	Registration with Office of the Data Protection Commissioner (ODPC)	Open
33	MeRuWASCO /33/26-28	Provision of repairs and maintenance of mechanical engineering fittings, valves and machinery/plant.		Open

34	MeRuWASCO /34/26-28	Provision of valuation Services		Open
35	MeRuWASCO /35/26-28	Provision of Borehole Repairs, Spare parts and Solar pump Servicing and component replacement.		Open

Interested bidders may view and download the above registration documents from Public Procurement Information Portal website www.tenders.go.ke or MeRuWASCO website meruwasco.co.ke Interested and eligible applicants are required to download and fill the registration documents from the website free of charge.

Application clearly marked the registration No. and Description on a sealed envelope should be addressed to:

The Managing Director,
Meru County Rural Water and Sanitation Company Ltd
P. O Box 467 – 60200
MERU.
Tel: 0780548108, 0757227115

Completed Forms should be deposited in the Tender Box located at The Main Office Block so as to be received on or before **Tuesday, 18th August 2026 at 11.00 a.m.** Only short listed bidders will be contacted to give competitive tender/ quotations for purchase of goods ,works and services

The MeRuWASCO wishes to invite all eligible, competent and qualified firms to submit applications for purposes of registration for supply of goods, works and Services for the period **2026/2027** and **2027/2028** Financial Years. Suppliers that are currently registered by MeRuWASCO are required to register afresh. The categories for consideration are listed below:

2.0 LIST OF CATEGORIES

2.1 Instructions to Bidders:

- i. Bidders **MUST** complete the preferred Category as per the Table format provided below.
- ii. Bidders **MUST** provide a substantive response in the format provided.
- iii. Bidders interested in registering for AGPO opportunities **Must** adhere to the categories as reserved either with or without Previous experience.
- v. Bidders **MUST** submit a separate document for each category selected.
- vi. Bidders to be considered for registration for the preferred category **MUST** meet the evaluation criteria provided below.
- vii. Bidders will be required to onboard to the Electronic Government Procurement (eGP) platform during the procurement process.

3.0 GENERAL INSTRUCTIONS

You are requested to provide particulars as indicated in part II, III, IV, V, VI of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.

MeRuWASCO attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.

MeRuWASCO reserves the right to visit and inspect business premises of all the applicants to verify information provided.

All the information provided would be treated as confidential.

This Registration Document is eligible for one specific lot which should be clearly written at the top of the form.

Your registration documents should be submitted properly book bound, filled and paginated.

MeRuWASCO shall not be responsible for Loss of documents not bound together.

4.0 REGISTRATION INSTRUCTIONS

4.1 Introduction

MeRuWASCO would like to invite interested candidates who must qualify by meeting the set criteria as provided by the MeRuWASCO to perform the contract of supply and delivery or provision of goods, works and services to MeRuWASCO.

4.2 Registration Objective

The main objective is to be invited to participate in Procurements for supply and delivery of assorted Goods, Works and services from relevant Request for quotations to MeRuWASCO on and as when required during the stated period.

4.3 Invitation of Registration

Suppliers registered under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Managing Director, MeRuWASCO, so that they may be registered under the specific Lots. Bids will be submitted in separate Envelopes for every Lot Singly. The prospective suppliers are required to supply mandatory information for Registration.

4.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the Registration criteria.

4.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

In order to be considered for Registration, prospective suppliers must submit all the information herein requested.

4.6 Distribution of Registration Documents

A hard copy of the completed Registration data and other requested information shall be submitted to reach:

Main Office Reception

Meru County Rural Water and Sanitation Services Company Office.
Along Meru- Nanyuki Road Meru.
P. O. Box 467-60200, Meru, Kenya
meruwasco@gmail.com
Tel: 0757227115

on or **before Tuesday, 18th August 2026 at 10.00 a.m.**

4.7 Additional Information

MeRuWASCO reserves the right to request submission of additional information from prospective bidders.

Invitation to Bid will be made available only to those bidders whose qualifications are accepted by The Meru Water and Sewerage Services upon completion of the Registration process.

5.0 REGISTRATION DATA INSTRUCTIONS

5.1 Registration data forms

- a) The attached questionnaire forms described as **PART II, III, IV, V, VI, VII, VIII and IX** are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific Lot.
- b) The registered application forms which are not dully filled and submitted in the prescribed format shall not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

5.2 Qualification

- a) It is understood and agreed that the Registration data on prospective bidders is to be used by MeRuWASCO in determining, according to its sole judgment and discretion, the registration of prospective bidders to perform in respect to each tender item/category as described by the client.
- b) Prospective bidders will not be considered qualified unless in the judgment of MeRuWASCO they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

5.3 Essential Criteria for Registration

- a) Experience: Only for Open eligibility categories prospective suppliers shall have at least 2 years' experience in the supply of goods and services, while for Youth, Women and Persons with Disability no previous experience is required. For both eligibilities, potential supplier/contractor should show competence, willingness and capacity to service the contract.
- b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.
- c) MeRuWASCO reserves to request for additional qualification information as the tender/quotation stage to suit particular procurement.
- d) The firms must be registered in Kenya, with certificate of Registration, Incorporation copies of which must be attached.
- e) The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- f) Firms must submit CR12 issued within the last six (6) months and which must be attached

5.4 Personnel

The Suppliers/Contractors shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs' of the key personnel for individual or group to execute the contract must be indicated in PART V.

5.5 Financial Condition

- a) The Supplier's financial condition will be determined by latest Three (3) months financial statement submitted with the Registration documents as well as letters of reference from their bankers regarding suppliers/contractors' credit position. Potential suppliers/contractors will be Registered on the satisfactory information given.
- b) However, potential bidders should provide evidence of financial capability to execute the contract.

5.6 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included in PART VI.

5.7 Statement

Application must include a sworn statement on PART IX by the Tenderer ensuring the accuracy of the information given.

5.8 Withdrawal of Registration.

- a) Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the MeRuWASCO reserves the right to reject the tender from such a bidder even though they have been initially registered.
- b) Any form of Corruption shall lead to deregistration from the list of registered suppliers.

5.9 Invitation to Tender.

The successful firms that will be registered will be issued with Request for Quotation documents from time to time and as and when need arises and all firms invited are expected to quote. Those wishing not to participate are required to indicate reasons for non- participation on the tender/quotation form/email failing which the firm may be deleted from MeRuWASCO panel of suppliers.

All suppliers **MUST** have a valid email address and any change must be communicated to MeRuWASCO.

6.0 REGISTRATION EVALUATION

CRITERIA A: OPEN CATEGORY:

PRELIMINARY EVALUATION

(MANDATORY REQUIREMENTS)

No	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of Valid Tax Compliance Certificate	Mandatory
3	Valid Single Business Permit from a County Government	Mandatory
4	A Copy of CR 12 for companies issued within the last 6 months	Mandatory
5	Firm's audited accounts for previous one year.(attach proof)	Mandatory
6	All the pages of the tender document/attachments must be serialized	Mandatory
7	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	Mandatory

CATEGORY B: YOUTH, WOMEN & PERSONS WITH DISABILITY

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
3	A Copy of CR 12 for companies issued within the last 6 months	Mandatory
4	Valid Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)	Mandatory
5	All the pages of the tender document/attachments must be serialized	Mandatory
6	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	Mandatory

PART I: REGISTRATION DOCUMENTATION

Firms must provide copies of the following applicable to Open & YWPD: -

- a) Copies of Certificate of Incorporation/Partnership deed/Business registration
- b) Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
- c) Valid Tax Compliance Certificate
- d) Copy of valid Single Business Permit from County Government for non AGPO firms
- e) Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, NCA, AAK, MISK, CA, LSK, ACPAK, ACPSK, ISPAK, PCB etc.
- f) Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2) for Non AGPO.
- g) Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
- h) Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreements

PART ISUPPLIER REGISTRATION DATA

Business Name

Pin NO.....

Reg Certificate No.....

(Attach copy registration certificate)

Address

P.O.Box.....Postal Code.....City/Town.....

Telephone NosMobile Nos.....Email

Address:

Website address (If any)

Physical Address

Business Location

Name of building

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

Room No.

PART II NATURE OF BUSINESS

Please list the goods or services you provide specific to Lot. No, Lot Description applied for:

- 1.....
- 2.....
- ...
- 3.....
- ...
- 4.....
- ...

For Contractors, state your area of specialization specific to Lot. No, Lot Description applied for: -

- 2.....
- 3.....
- .
- 4.....

PART III: FINANCIAL POSITION / INVESTMENT

Provide and attach certified audited financial statements for the previous (latest) One year or Letter of Reference for the AGPO groups certified by the issuing bank as proof of ability to execute the items applied for.

Maximum value of business which you can handle at any time Kshs:

State terms of payment in preference order

- i.
- ...
- ii.
- ...
- iii.
- ...
- iv.

Note: MeRuWASCO prefers payment to be made within 30 days after delivery of goods, Works or services.

PART IV: ELIGIBILITY

Are you related to an Employee or Member of MeRuWASCO? Yes/No

If answer in ‘3’ is YES give the relationship.

.....
.....

.....
.....

Does an Employee or Member of MeRuWASCO sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes/No

If answer in above is YES give details.

.....
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.....

Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by MeRuWASCO to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation?

Yes/no

If answer in above is YES give details.

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Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES/No If answer in above is YES give details:

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.....

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

Have you offered or given anything of value to influence the procurement process? Yes/No

If answer in above is YES give details

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.....

.....
.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date.....Signature of candidate

PART V: MANPOWER

Name of Chief Executive Officer/Principal Officer.....

How many staff does your organization have?.....

Indicate the number in each category:

Technical:.....

(Permanent.....Temporary)

Semi-Skilled.....

(Permanent.....Temporary.....).
generally enable you to effectively and efficiently undertake the services that you are applying for as
required by MeRuWASCO.

Attach CV's of key professional / technical personnel in the following format.

Name:

Academic Qualification

Undergraduate.....
.

Post graduate.....

Diploma.....

High School.....

Professional Qualification

(Attach Certificates if any) Length of service with the firm Position held

.....

PART VI: PAST PERFORMANCE & EXPERIENCE

Please provide at least four (4) major supplies / services / projects / assignments you have undertaken relevant to the job you are applying registration performed over the last three

(3) years:

Name of 1st Client

- i. Name of client
- ii. Address of client.....
- iii. Name of Contact Person.....
- v. Telephone Contact
- v. Value of contract
- vi. Duration of
Contract(date).....Signature and
Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 2nd Client

- I. Name of Client
- ii. Address of Client
- iii. Name of Contact Person at the client iv.

Telephone

Contact.....

v. Value of Contract

vi. Duration of Contract(date).....

vii. Signature and Date.....

ix. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 3rd Client

i. Name of Client

ii. Address of Client

iii. Name of Contact Person at the client

iv. Telephone

Contact.....

v. Value of Contract

vi. Duration of Contract(date).....

vii. Signature and Date.....

viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 4th Client

i. Name of Client

- ii. Address of Client
- iii. Name of Contact Person at the client
- iv. Telephone Contact.....
- vi. Value of Contract
- vii. vi. Duration of Contract(date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Trade References

Attach at least two (2) current letters of recommendation / Reference from reputable organizations that you have supplied goods, works/service for the last three years.

Name and address of your Bankers.....

Have you ever had an order/contract issued and cancelled in whole or part by MeRuWASCO?

Yes/No If yes give reasons for cancellation

.....

Have you ever been issued with a tender/quotation document by MeRuWASCO and you failed respond/submit? Yes/No

If yes give reasons for not submitting:

.....

.....

Do you have any objection in MeRuWASCO obtaining a confidential financial report from your bankers?

.....

.....

Has your company ever been involved in litigation/arbitration with clients/consultants?

If yes, give details

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PART VII: BUSINESS PROBITY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential MeRuWASCO supplier.

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police or similar authority in the country in which your organization is established?	
4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed or member of the of MeRuWASCO and who is in a position to influence the award of any supply. For purpose of Registration process close relative refers to parents, siblings' spouse or children	
6	Supplier is directly or indirectly controlled by or is under common control with another Supplier.	

PART VIII: LITIGATION HISTORY

Name _____ of
Contractor/Supplier.....
.

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)

PART IX: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this Registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with MeRuWASCO.

Having studied the Registration information for the above provision of goods, works or services applied for I hereby state:

The information and answers furnished in this Registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with MeRuWASCO.

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.

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

We will not engage in corrupt practices with the Service / Members of Staff.

We have not been debarred from participating in Public Procurement Proceedings.

FORM COMPLETED BY	
Date:	
Name:	
Designation	
Signature:	
Stamp or seal	

(Full name and designation of the person signing and affix Rubber stamp/seal)

Certification

On behalf of the Supplier, I certify that the information given above is correct.

Full Name

Title or Designation_____

(Signature)

(Date)