



Mavoko Water & Sewerage Company  
P.O.Box 582 - 00204  
Athi River

Tel: 045-6622768/9, 0719 148 866  
Fax: 045-6622771  
Wireless: 0202-106291  
Email: info@mav-water.org  
www.mavokowater.org

MAV/Prequalification/2015/14

11<sup>th</sup> May 2015

M/s .....

P. O. Box .....

.....

Telephone: .....

Dear Sir/Madam

**RE: MAV/Prequalification/2015/14 – PREQUALIFICATION OF CONSULTANTS FOR SMALL CIVIL ENGINEERING SURVEY AND DESIGN CONSULTANCY**

Enclosed please details for services for which you have been invited to tender.

Kindly fill in the details below:

Full Names of the Company: .....

Address: ..... Tel: .....

Fax: ..... Email: .....

Physical Location of the company: .....

Branches (if any): .....

VAT Registration No. ....

Pin No.:(Attach a copy).....

Signature ..... Date .....

Rubber Stamp: .....

Each completed tender must be returned in sealed envelope clearly marked Tender Number and with no indication of identity of Tenderer and addressed to the undersigned i.e.:

**The Managing Director  
Mavoko Water and Sewerage Company Limited  
P. O. Box 582-00204  
ATHI RIVER**

So as to reach him not later than **2<sup>nd</sup> June, 2015 at 12noon**

Tenders will be **opened on the same day Tuesday, 2<sup>nd</sup> June, 2015 at 12.30 pm** at the company's board room and tenderers or their representatives who wish to witness the opening are welcome.

Yours faithfully,

**MANAGING DIRECTOR**



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**MAV/Prequalification/2015/14 – PREQUALIFICATION OF CONSULTANTS FOR  
ENGINEERING SURVEY AND DESIGN CONSULTANCY**

**1. NAME AND ADDRESS OF FIRM**

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

TELEPHONE NO.: .....

**2. PHYSICAL LOCATION OF THE FIRM AND BRANCHES**

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

**3. REGISTRATION NUMBER OF FIRM (please attach copy of cert)**

.....

**4. PIN NUMBER OF FIRM (attach copy)**

.....

**4. NAMES OF MAIN/KEY STAFF AND PROFESSIONAL QUALIFICATIONS**

<u>NAME</u>	<u>QUALIFICATIONS</u>	<u>NATIONALITY</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**5. EXPERIENCE**

.....  
.....



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**6. CURRENT CLIENTS** *(please attach letters of reference from clients)*

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

**7. TENDERERS SHOULD DEMONSTRATE CAPABILITY TO OFFER  
CONSULTANCY IN CIVIL ENGINEERING BASED WORKS**

**8. ATTACH PROOF OF REGISTRATION AS A REGISTERED ENGINEER OF  
CONSULTING FIRM**

**9. SIGNATURE OF TENDERER**

NAME.....TITLE.....

SIGNATURE ..... DATE: .....

OFFICIAL STAMP .....



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**PREQUALIFICATION OF CONSULTANTS FOR ENGINEERING SURVEY AND DESIGN  
 CONSULTANCY DOCUMENTS**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

<p>Part 1 General</p> <p>Business Name.....</p> <p>Location of Business Premises .....</p> <p>Plot No, .....Street/Road.....</p> <p>Postal address .....Tel No. ....Fax Email.....</p> <p>Nature of Business .....</p> <p>Registration Certificate No. ....</p> <p>Maximum value of business which you can handle at any one time – Kshs.....</p> <p>Name of your bankers.....</p> <p>Branch.....</p>
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<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details        .....</p>
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<p>Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
Name	Nationality	Citizenship details	Shares																	
1. ....	.....	.....	.....																	
2. ....	.....	.....	.....																	
3. ....	.....	.....	.....																	
4. ....	.....	.....	.....																	

<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p>
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Name	Nationality	Citizenship details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....
Date.....		Signature of Candidate.....	

**FINANCIAL CAPABILITY**

Name of Applicant

Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	E mail

Financial information in Kshs.	Actual : previous three years			Projected: next one year
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total				



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liabilities				
4. Current liabilities				
5. Profits before taxes				
6. Profits after taxes				

CONFIDENTIAL