



SIAYA – BONDO WATER AND SANITATION COMPANY LTD

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**NOTICE FOR EXPRESSION OF INTREST TO TENDER FOR CONSULTANCY
SERVICS FOR TARIFF STUDY, REVIEW AND APPLICATION.**

TENDER NUMBER:

SIBO/TEND/EOI/CSTSRA/10/2021-2022

Date of Issue 17th February 2022.

Closing Date: 25th February 2022.

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INTRODUCTION.

Siaya - Bondo Water and Sanitation Company Limited is a Water Services Provider mandated by County Government of Siaya and licenced by Water Services Regulatory Board (WASREB) to provide Water and Sanitation Services within Siaya County. The Company Operates water Schemes in four major Areas namely; Siaya, Bondo, Yala and Ugenya serving approximately Three Hundred and Sixty Thousand, Four Hundred and Forty (346,440) People. The main activity is water abstraction from the available sources such as rivers, Lake, Dams & Boreholes, Water treatment, distribution and supply to registered consumers of various categories including but not limited to Domestic Consumers/homestead, Schools, Colleges, Government Institutions, Commercial entities, water kiosks, private water tankers and yard taps. Billing of services provided by the Company is done as per the approved Tariff by the Regulator and payment of such services is strictly made through Mpesa platform and direct deposit to the Company Banks' accounts.

Siaya– Bondo Water and Sanitation Company Limited (SIBOWASCO) hereinafter also referred to as the “Company,” or “SIBOWASCO” invites Expression of Interest from interested bidders/consulting firms/experts with the necessary demonstrated financial resources, relevant experiences of similar nature and technical expertise to be short listed for Consultancy Services for Tariff Study, Review and Application to Regulatory Body for approval in accordance to the Water Act 2016. Interested and eligible bidders/Consultancy firms and /or persons must ensure that their bids are fully in compliant with the requirements outlined in the EOI Document including but not limited to provision of all the necessary documentation to demonstrate their firms' legality, experience and capabilities to execute the assignment therein.

In order to be considered for Short listing/Registration, the responsive evaluated bidder must have fulfilled all the mandatory requirements and submitted other valid information hereinafter requested. EIO Documents which are not filled out completely, or which omit requested information or those failed to obtain the set minimum requirements shall not be considered. More information on eligibility and bids Submission can be obtained from the EIO Tender Document. Request for any clarification to be sent to: info@sibowasco.co.ke and cc. procurement.sibowasco22@gmail.com

Michael Ogol,
MANAGING DIRECTOR

SECTION I – CALL FOR EXPRESSION OF INTEREST

DATE: 17/2/2022

TENDER NO:

SIBO/TEND/EOI /CSTSRA/10/2021-2022

TENDER NAME: EXPRESSION OF INTREST FOR CONSULTANCY SERVICES FOR TARIFF STUDY, REVIEW AND APPLICATION.

1. Siaya- Bondo Water & Sanitation Co. Ltd intends to shortlist consultants for purposes of carrying out a tariff study, Review of existing Tariff and filing a water and sewerage tariff application proposal/structure with Water Service Regulatory Board (WASREB) for a period of 8 weeks or as shall be agreed during Contract Negotiation and in full consistency with the Terms of Reference (TOR) as shall be provided.

2. Siaya Bondo Water & Sanitation Co. Ltd now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Some of the shortlisting criteria on required qualifications and experience of the firm are:

- i) Experience in the assignment, including technical and managerial capability of the firm.
- ii) Number of years in business working on the area of the assignment.
- iii) Reference to at least three assignments of similar nature and size carried out in the last 3 years. Include persons or institutions and contact addresses (*phone, email*) who can be contacted on the same.

3. The attention of interested Consultants is drawn to the following provisions that will be highlighted in the Request for Proposals to be issued to shortlisted firms.

- iv) The Consultant will be expected to have no conflict of interest with other assignments or its own corporate interests and acting without any consideration for future work.
- v) The consultant has no personal or business relationship with the Procuring Entity's senior management, professional staff, Board Members or County Government.
- vi) A firm or an individual in the firm has not been sanctioned by the Public Procurement Regulatory Authority or are under a suspension or a debarment imposed by any other entity of the Government of Kenya, or any international organization.
- vii) Government-owned enterprises or institutions of Kenya Government, officials and civil servants and employees of public institutions may not eligible.

4. Upon Shortlisting and submission of Request for proposals, A Consultant will be selected in accordance with the Quality and Cost Based Selection method as set out in the Public Procurement and Asset Disposal Act 2015.

5. Complete Expressions of Interest (EOI) documents in plain sealed envelopes clearly marked at the top “Expression of Interest for Consultancy Services for Tariff Study, Review and Application Ref. No. SIBO/TEND/EOI/CSTSRA/10/2021-2022” should be delivered to the address shown below on or before Tuesday, **25th February, 2022** at **14: PM EAT**.

The Address referred to above is;

The Managing Director

Siaya- Bondo Water and Sanitation Co. Ltd

P.O. Box 214 – 40600, Siaya

Tel: +254 715500071

Email: sibowasco@gmail.com

Interested and eligible Tenderers may obtain further information from the Procurement office, **Siaya - Bondo Water and Sanitation Company Ltd of P.O. Box 214 – Siaya Located opposite Siaya Police Station, along Siaya – Boro Road** during official working hours, Monday to Friday except on Public Holidays.

4. Obtaining tender documents.

- 4.1 A complete set of EOI documents may be purchased or obtained by interested tenderers upon payment of a non-refundable fee of **Kenya Shillings One Thousand Only (Kshs 1,000.00)** in cash or Banker's Cheque and payable to the address given below. EOI documents obtained electronically will be **free of charge**.
- 4.2 EOI documents detailing the mandatory and Technical requirements /TOR may be viewed and downloaded for free from the website address www.sibowasco.co.ke or at the Procurement office located within the HQs Offices, Opposite Police Station, along Siaya- Boro Road.
- 4.3 Tenderers/Consultants who download the tender/EOI document(s), as **part of a mandatory requirement must forward their particulars immediately to info@sibowasco.co.ke** to facilitate any further clarification or addendum. N/B. Hard copies obtained from Procurement Office shall be charged at **Ksh.1000**
- 4.4 Any further clarification or addendum shall be posted in the company website; www.sibowasco.co.ke.
- 4.5 The Tenderer shall chronologically serialize all pages of the tender documents submitted.

5. Submission of EOI Tender documents

Completed EIO tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box provided within the Company Head offices, outside the Procurement office, Opposite the Company Board room – Siaya Town and should be properly addressed to:

Managing Director

Siaya- Bondo Water and Sanitation Company

P.O. Box 214- 40600

Siaya

5.0 Submission Date and Time:

5.1 Tender Documents should be submitted so as to be received by the Procurement Entity on or before **25th February 2022 by 14: 00 Pm EAT**. Opening of the Tenders shall take place same date and time in the presence of Bidders who choose to attend.

5.2 Late Submissions of Tenders.

Late tenders will be rejected.

5.3 Number of copies to be submitted.

The Tender documents shall be submitted in two copies (ORIGINAL & COPY)

5.4 Form of Submission

Only Completed tender documents in hard copies shall be accepted and evaluated.

N/B. No electrical / Email Submission shall be allowed.

5.5 Opening of submitted Tenders

Bidders' submitted EOI Tender documents will be opened promptly thereafter in the presence of the Tenderer's or their representatives who choose to attend at the **Company Board Room – Siaya at 14: 00 PM EAT on 25th February 2022**.

The addresses referred to above is:

- a) Name of Procuring Entity: Siaya Bondo Water and Sanitation Company (SIBOWASCO) Ltd, P.O. Box 214-40600, Siaya, Kenya.
- b) Physical address for hand Courier Delivery to an office: SIBOWASCO HQS offices, Opposite Police Station, Off Siaya – Boro Road.
- c) Documents sent via Courier Services Should be marked ‘ **Do not open before 25/2/2022 at 14:Pm.EAT**

Michael Ogol,
MANAGING DIRECTOR

SECTION II: - TERMS OF REFERENCE

1. Background Information

1.1 Introduction

Siaya - Bondo Water and Sanitation Company Limited is a Water Services Provider mandated by County Government of Siaya and licenced by Water Services Regulatory Board (WASREB) to provide Water and Sanitation Services within Siaya County. The Company Operates water Schemes in four major Areas namely; Siaya, Bondo, Yala and Ugenya serving approximately Three Hundred and Sixty Thousand, Four Hundred and Forty (346,440) People. The main activity is water abstraction from the available sources such as rivers, Lake, Dams & Boreholes, Water treatment, distribution and supply to registered consumers of various categories including but not limited to Domestic Consumers/homestead, Schools, Colleges, Government Institutions, Commercial entities, water kiosks, private water tankers and yard taps. Billing of services provided by the Company is done as per the approved Tariff by the Regulator and payment of such services is strictly made through Mpesa platform and direct deposit to the Company Banks' accounts.

Vision: To be the Leader in the Provision of Quality Water and Sanitation Services in Kenya

Mission: To provide Quality, Reliable and affordable Water and Sanitation Services to our Customers guided by our Values and using modern technology and motivated staff to ensure sustainability

In discharging this mandate, the Company is expected to undertake the following responsibilities;

- i. Abstraction, treatment and distribution of Water to registered consumers
- ii. Collection and safely disposal of Waste Water.
- iii. Development of Asset for Water and Sewerage Services Provision
- iv. Provide quality and economical water and sewerage services to consumers;
- v. Billing and collection of water and sewerage services
- vi. Route maintenance of water and sewerage services infrastructure
- vii. Ensure that standards and licensing requirements are complied with as stipulated by SPA
- viii. Customer Complaint Management

According to the Water Services Regulatory Board (WASREB) guidelines, the Company is required to apply for a tariff review through a stakeholders' participation process.

The current Tariff for SIBOWASCO is due to expire and the Company is looking for a suitable consultant to carry out a tariff study, review and application for a Regular Tariff Adjustment covering a period of three years, i.e 2021/22 to 2023/24. The tariff is expected to cover all the clustered water schemes operated by SIBOWASCO and that will ensure sustainability of water services provision.

1.2 General Objective

The Company aims at enhancing its cost recovery level to acceptable Sector Benchmark, improve operation and maintenance efficiency in the provision of water and sanitation services, as well as preparing for an increasing recovery of depreciation and capital cost in the long run.

The overall objective of the study is to submit a Tariff proposal to the Regulator (WASREB) in accordance with Water Act 2016, through the company for a review to ensure the sustainability of water supply and sewerage services to the customers. The study should also determine the customer's ability and willingness to pay.

1.3 Specific Objectives

The specific objectives of conducting the tariff study, Review and Application are as follows;

- i. To review the Existing Tariff Structure
- ii. To evaluate current Tariffs and develop recommended tariff levels
- iii. To Develop Business Plan for each of the nine Clustered Water Schemes
- iv. To review the revenue requirements and determine the actual cost of providing water and sewerage services based on full cost recovery principal.
- v. To ensure that the actual cost should be optimum and must include all O & M costs, debt servicing, depreciation and foreseen upgrading and extension of services
- vi. To carry out a detailed analysis of the operation of the Company and identifying commercial gaps that exist as a result of the current tariff structures and rates; and
- vii. To carry out customer affordability analysis based on a customer survey on ability and willingness to pay for different level of services
- viii. Assist the Management in setting realistic Targets that shall assist towards sustainability of the Company Operations
- ix. To assess different options on how to allocate subsidies in an efficient and effective way, in order to secure access to the supply systems and/or to a minimum water quantity for lower-income people.
- x. To Prepare a tariff structure and rates that will address the financial obligations of SIBOWASCO taking into account the existing commercial gaps, dwelling grants and keeping in consideration the service provision standards prescribed by the Water Services Regulatory Board guidelines as well considering the unique challenged posed by rural/community based water schemes, high costs of electricity ,dilapidated infrastructure , high NRW Level and Low Sewerage Coverage
- xi. To establish the level and impact of the investment required during the Proposed Tariff period
- xii. To enhance , where possible , Technical Capacity of the Management Team on Tariff development and implementation during the assignment Period

1.4 Scope of Consultancy

To achieve the objective of this assignment, the consultant is expected to perform the following tasks;

- i. Familiarizes with the Company Area of Jurisdiction
- ii. Carry out detailed target group analysis of the present and future supply area with full investigations on the social and economic analysis of the population within the company's service area. This should include Water Demand Analysis
- iii. Carry out analysis of the income generated by the Company and compare and contrast with the financial obligation of the Company.
- iv. Undertake analysis to establish the current Non-Revenue Water (NRW) status including making recommendations on how to improve the situation through Reduction and Management Plan of NRW.

- v. Determine and recommend the most appropriate Tariff Structure for the Company.
- vi. Review the Tariff Proposal as may be advised by WASREB from time to time before approval.
- vii. Support the Utility and County Government of Siaya (Shareholder) to present the Tariff Review Application To WASREB for Approval

1.5 Output and Deliverables

The following reports shall be submitted to the Client by the Successful Consultant both in Soft Copy and hard copy;

- a) Detailed Tariff study report
- b) Application for Tariff Review in the format required by WASREB
- c) The consultant is expected to facilitate a stakeholder's workshop to discuss the proposed draft Tariff before the preparation of final report. The Client shall organize and meet the costs of the stakeholder's workshop
- d) Water Demand Analysis Report
- e) Non-Revenue Water Status Report and Reduction & Management Plan.
- f) Scheme Based Business Plan including Summary of Water Production Cost
- g) Detailed target grouped analysis report

1.6 Duration

The Consultant shall be expected to undertake the assignment within a period of eight (8) weeks or as shall be agreed during the Contract Negotiation.

1.7 Team Composition

The consultant shall provide a team of well-qualified and experienced professionals as required and appropriate for completion of the Exercise. The key professionals shall personally carry out (with any assistance of junior staff deemed appropriate) the services as described in this TOR.

The consultant's key professional staffing schedule for the project shall be in accordance with his accepted proposal which forms the basis of the contract. However, the consultant shall provide the following staff as minimum.

- a) Team Leader/ Utility management expert; The team leader should be a recognized water and wastewater utility expert with extensive experience of 10 years in conducting, monitoring and evaluation for utilities performance and development of Tariff Proposals
- b) Financial/ Commercial analyst; The commercial analyst should be a qualified accountant with 5 years' experience, should have a 5 years' experience in data analysis and interpretation and have 5 years' experience in accounting/commercial analyst focused role
- c) Social-Economic Experts; The expert should have a university degree in economics, or related field, should have at least 5 years of relevant experience in research in the social-economic development field.

1.8 Inputs by the Consultant

The Consultant shall be responsible for the provision of all the necessary resources to carry out the Services/Exercise as described in the Scope of Works.

1.9 Equipment, logistics and facilities

The consultant shall be responsible for the necessary resources to carry out the services. The employer will provide free of charge all existing information, data, reports and maps as far as available and will assist the consultant in obtaining other relevant information and material from government institutions and states authorities as far as possible. However, it is the duty of a consultant to check availability, accuracy, quality and suitability of this information. The information, data, reports etc. as mentioned above will be available for the consultant's unlimited use during execution of the proposed services. Due provision shall be made in the proposal in case the consultant has to procure additional maps, aerial photographs etc. necessary to carry out the services/ exercise at his own cost.

The following documentation relevant to the assignment and Scope of Work will be provided by the Client to the Successful Bidder;

- a) Introductory Letters to Stakeholders as need arises
- b) Quarterly Departmental Performance Reports
- c) Report on ongoing Development Projects
- d) Data on Water Schemes
- e) Scheme of Service and Staff Establishment
- f) Audited Accounts for the last three years
- g) Current strategic plan
- h) Latest management accounts
- i) Service Charter
- j) Approved Budget and Work plan 2021/2022
- k) Service Provision Agreement including Performance Targets

1.10 Institutional Arrangement

The consultant will work in liaison with the Coordinator/Staff to be identified by the Client upon signing of the Service Contract. He or She shall report directly to the Chief Executive Officer.

1.14: Application Process

Interested and qualified candidates/Firms should submit their applications which should include but not limited to;

1. Detailed curriculum vitae of Senior Staff relevant to the assignment
2. Company profile
3. Proposed Methodology for implementation of the assignment.
4. Proposed Work plan.

SECTION III: EVALUATION CRITERIA

Evaluation criteria – Preliminary/ Mandatory Evaluation

There will be **preliminary evaluation** where proof of legal existence of the bidder and conformity to the requirements of the Tender Documents will be checked.

The following will be verified at this stage:

| A | MANDATORY REQUIREMENTS | COMPLIANCE (YES/NO) |
|----------|---|----------------------------|
| 1. | Certified valid Single Business Permit/Licence issued by any County Government depending on the office /business Location | Yes/No |
| 2. | Valid KRA PIN & VAT certificate | Yes/No |
| 3. | Certified Current Tax Compliance Certificate | Yes/No |
| 4. | Registration with Relevant Regulatory Bodies /Authorities | Yes/No |
| 5. | Copy of Valid CR 12 Certificate indicating Ownership | Yes/No |
| 6. | Valid Certificate of Incorporation/Business Registration of at least 4 years old since the date of registration | Yes/No |
| 7. | Submission of copy of title deed or tenancy /lease agreement where the facility/office is located (with evidence of recent utility bills paid- i.e water, Electricity, security, internet) as proof of existence of Functioning office. The office must be accessible and must have reliable telephone numbers, registered postal address and respective e-mail Addresses. These should be indicated .N/B. Utility bills paid should be for at least 3 months period Between July 2021 to February 2022 but not older than July 2021. | Yes/No |
| 8. | Evidence of Purchase of tender (Receipt or bank slip) or sent email notification to SIBOWASCO for tender documents downloaded from the website. Notification should be attached and should have been sent before tender submission deadline – 25 th February 2022 at 14: 00 hrs EAT | Yes/No |
| 9. | All pages of the bid document Yes/No serialized/paginated, initialed and stamped. | Yes/No |
| 10. | Submission of two Copies of EOI Tender Documents(Original and Copy) | |
| 14.: | Certified and dully Compiled Beneficial Ownership Disclosure | Yes/No |
| 12. | Certified Current Bank statements covering at least a period of 6 months (from July 2021 to January 2022). | Yes/No |
| 13. | Proposed Methodology for undertaking the Assignment as per the TOR/ Scope | Yes/No |

The above mentioned (Item No. 1- 13) are mandatory requirements and lack of any of the items listed above shall lead to automatic disqualification. Only responsive Bidders under this criteria shall be Shortlisted and later contacted to send their Request for Proposal Tender Documents .

PART IV: CERTIFICATION

I/We do hereby certify that the above information is correct in all respects.

Full Name:

Designation/Position

Signature:

Date:

Company Stamp