



# **KENYA BUREAU OF STANDARDS**

## **ENLARGEMENT OF PRE-QUALIFICATION LIST FOR LEGAL SERVICE PROVIDER FOR THE YEAR 2019-2022.**

**KEBS/T004/2019-2020**

KENYA BUREAU OF STANDARDS  
P.O. BOX 54974-00200  
NAIROBI  
POPO ROAD OFF MOMBASA ROAD  
TEL: 020 6948000/605490/605550  
FAX: 604031/609660  
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Website: [www.kebs.org](http://www.kebs.org)

## ENLARGEMENT OF PRE-QUALIFICATION LIST FOR LEGAL SERVICES 2019-2022

### Section A:

Kenya Bureau of Standards (KEBS), a statutory body of the government, has offices in Nairobi, Mombasa, Kisumu, Nyeri, Nakuru, Eldoret and Garissa.

KEBS is in the process of enlarging pre-qualification list for legal service providers for the year 2019-2022.

**Tender documents detailing the requirements may be obtained from the** Procurement Office at KEBS Centre, Popo Road, Off Mombasa Road, Behind Bellevue Cinema Nairobi **on normal working days Between** 8.30 a.m. and 4.00 p.m. **or** Download from the KEBS website, [www.kebs.org](http://www.kebs.org) **free of Charge**

Applications in plain sealed envelopes clearly marked “**enlargement of pre-qualification list for legal service providers for the year 2019-2022.**” addressed and delivered to:

**THE MANAGING DIRECTOR,  
KENYA BUREAU OF STANDARDS,  
P.O. BOX 54974 – 00200,  
NAIROBI.**

Or be deposited in the **Tender Box** at the **Main Reception** at KEBS head quarter Centre or regional offices so as to be received **on or before 10.00 a.m. on Thursday 24<sup>th</sup> October 2019.**

Prequalification documents will be opened immediately thereafter in the **Conference Room, Adm. Block, Ground Floor or in regional offices.** Tenderers or their Representatives are free to attend the opening.

**MANAGING DIRECTOR**

## Section B: Introduction

- 1.1 Kenya Bureau of Standards (KEBS) will pre-qualification legal service providers for the year 2019-2022 from among those who will have submitted their tenders, in accordance with the tender requirements to undertake the assignment as described herein.
- 1.2 Tenderers are invited to submit a Pre-qualification tender for the supply of goods and services. The pre-qualification Tender Document will be the basis for pre-qualification and eventual invitation to bid for the supply of goods and services.
- 1.3 Tenderers may tender for one or more categories of items but must use a separate set of prequalification document for each category.
- 1.4 Only successful tenderers shall be informed of the outcome in writing.**
- 1.5 The tenderers must familiarize themselves with the requirements of the Tender as described in this Pre-qualification tender document including all attachments.
- 1.6 KEBS will not be responsible for any costs or expenses incurred by Tenderers in connection with the preparation or delivery of these prequalification Tender documents including any costs associated with the preparation of the Tender Document and attachments.
- 1.7 It is the Purchaser's policy to require that Tenderers observe the highest Standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the Purchaser:
- a) defines, for the purposes of this provision, the terms set forth below as follows:
    - (i) "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of an officer of the Purchaser in the pre-qualification process; and
    - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser.
  - b) will reject a tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;

- c) will declare a Tenderer ineligible, for pre-qualification if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract.
  - d) Will have the right to inspect the tenderer's accounts and records relating to the performance of services in this tender.
  - e) Will have the right to inspect the business premises of the tenderer.
- 1.8 Tenderers shall furnish information as described in the pre-qualification tender document.
- 1.9 The Tender documents should be prepared and submitted in a plain sealed envelope marked:

**KEBS/T004/2019-2020– ENLARGEMENT OF PRE-QUALIFICATION LIST OF LEGAL SERVICE PROVIDERS FOR THE YEAR 2019-2022**

And addressed and delivered to:

**THE MANAGING DIRECTOR,  
KENYA BUREAU OF STANDARDS,  
P.O. BOX 54974 - 00200  
NAIROBI.**

Or be deposited in the **Tender Box** at the **Main Reception** at KEBS Centre – Nairobi so as to be received **on or before 10.00 a.m. on Thursday 24<sup>th</sup> October 2019.**

Tender opening will be carried out immediately thereafter in KEBS Centre Nairobi **Conference Room, Adm. Block, Ground Floor or Region offices.** Tenderers or their representatives are invited to witness the opening.

## Section E:

### LEGAL SERVICES REQUIREMENT

#### INTRODUCTION

1.1. Kenya Bureau of Standards (KEBS) will pre-qualify and enlist prospective bidders for provision of Legal Services from among those who will have submitted their pre-qualification documents, in accordance with the pre-qualification requirements to undertake the assignments described herein for two (2) years.

1.2. The Pre-qualification document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.

1.3. KEBS does not bind itself for provision of any service but shall endeavor to ensure tenderers for the provision of various services and consultancies will be treated equitably.

1.4. Applicants will be informed in writing of the results of the application, without assigning any reason for KEBS's decision thereof.

1.5. Tenderers will meet all costs associated with preparation and submission of their applications.

1.6. It is KEBS's policy to require that Tenderers observe the highest standard of ethics during selection and execution of such contracts. In pursuance of this policy, KEBS:

a) Defines, for the purpose of this provision, the terms set forth below as follows:

(i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and

(ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non- competitive levels and to deprive the Purchaser of the benefits of free and open competition.

(b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;

(c) Will declare a Tender ineligible, for pre-qualification if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and

(d) Will have the right to examine financial records relating to the performance of such

services to determine capability.

(e) Will have the right to inspect the business premises of the tenderer.

1.7. Tenderers shall furnish information as described in the pre-qualification tender document.

1.8. Tenderers shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

#### 1.9. **Professional Qualifications**

The Advocates must be members of the Law Society of Kenya, without any disciplinary problems, due diligence must be carried out to ensure that they have not been disbarred. They must be in possession of current practicing certificates

#### 1.10. **Professional Insurance Indemnity**

They must have taken out a Professional Insurance Indemnity., which must be not less than **Kshs.5, 000,000.00** but capable of being reviewed depending on the brief at hand.

#### 1.11. **Expertise**

The Law firms must be ranked highly by their peers as well as have proven experience of the issues in question. While it is important for the lead partners to be experienced the qualification of other members of the firm who will be performing the majority of the legal services should also be of a high standard. This includes associates, pupils and even paralegals.

Partners should have at least 10 years of legal experience.

#### 1.12. **Scope of legal services**

The legal services being procured include but not limited to: Debt collection, Company law, Commercial law, Land law, Civil litigation, Tax law, corporate law, Labour law, Procurement and Disposal Law, International Tax and Trade Law, Arbitration and Alternative Dispute Law and Practice, Mergers and Acquisitions, Constitutional law, drawing and interpretation of statutes and international instruments. The law firms should attach their firm profiles stating the type of cases handled and their success rate in litigation. The firms should also provide a list of clients handled which should include financial institutions, private organizations, international companies, government departments and parastatals.

The profile should indicate experience in handling High Court, Court of Appeal and Lower Court cases. Experience in handling the Industrial Court matters and other tribunals should be indicated as well.

Any experience in tax matters including tax consultancies and advisory should be stated.

#### 1.13 **Firm's History**

The following information should be included:

Period for which the law firm has been in operation.

Number of partners and their standing in the bar

Number of Associates and their standing in the bar

Number of pupils

Number of paralegal staff

Number of support staff

Whether the firm is a member of an international consortium of lawyers or members of international legal bodies e.g. the International Bar Association, East African Law Society, International Commission of Jurists (ICJ) Commonwealth Bar Association etc. Whether the lawyers have been invited as a panelist or speaker in any of these bodies

#### **1.14 Facilities**

The firm should possess facilities like a modern legal library, access to online law reports or other legal resources, computers, internet connectivity etc. to enable them provide adequate services and facilitate real-time communication.

#### **1.15 Payment of Fees/Costs**

The selection will consider law firm's that offer the right balance of value for money as measured by the quality of legal service offered. Estimated budgets of the costs from the law firms will be encouraged. Law firms will be required to identify ways in which legal cost for any significant or complex cases can be mitigated.

The payment of fees will be based as may be agreed on:

- A flat fee for agreed work based on the value of the subject matter.
- Negotiated or cap on the fees.

#### **1.16 Litigation against KEBS**

The Firms should disclose if they are engaged with past or pending litigation against KEBS and the nature of the litigation in order to avoid conflict of interest

#### **1.17 Ability to work closely with KEBS's Legal Division**

The selected law firms will be required to work closely with the Bureau's in-house lawyers.

#### **1.18 Monitoring and Evaluation**

The law firms must agree to be monitored through regular client satisfaction surveys in order to ensure that they maintain high standards of service and give regular reports to the Head of Department Legal Services.

#### **2.0 Period of Validity**

The request for pre-qualification must remain valid for not less than 120 days from the date of submission. KEBS will make best effort to complete the evaluation and communicate within this period.

### **3.0 SUBMISSION, RECEIPT, AND OPENING OF PRE-QUALIFICATIONS**

3.1 The original Pre-qualification Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person or persons who sign(s) the Pre-qualification Document.

3.2 An authorized representative of the Applicants should initial all pages of the tender document.

3.3 The Pre-qualification document should be prepared and submitted in **2 (two) copies** in a plain sealed envelope marked:

**KEBS/T004/2019-2020– ENLARGEMENT OF PRE-QUALIFICATION LIST OF LEGAL SERVICE PROVIDERS FOR THE YEAR 2019-2022**

**PRE-QUALIFICATION EVALUATION**

**(a) Mandatory Requirements for Pre-Qualification**

- (i) Pre-qualification Submission Form.
- (ii) A copy of Certificate of Registration of Practice.
- (iii) Submit details of five major clients from your current public institutions or large commercial enterprises, summary of services rendered, value of contracts and contact persons, address and telephone numbers.
- (iv) Tax compliance certificate.
- (v) Duly Completed Confidential Pre-Qualification Business Questionnaire.
- (vi) Sworn Anti-Corruption Affidavit.
- (vii) Evidence of physical address and premises (attach copies of utility bills e.g. electricity/water or lease agreement/Title).
- (viii) A signed statement that the bidder is not debarred from participating in public procurement or disbarred from practice.
- (ix) Member of the Law Society of Kenya
- (x) Currently hold out a Professional Insurance Indemnity of a minimum of **Kshs.5,000,000.00** but capable of being reviewed depending on the brief at hand.

**NB: Attach all the above documents**

**(b) General Requirements**

KEBS will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

Applicants shall not contact KEBS on the matter relating to their Pre-Qualification Document from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Applicant to influence KEBS in the Pre-Qualification Document evaluation shall result in the rejection of their application.

Pre-qualification will be based on meeting the following minimum criteria regarding the



Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.

The applicants should have registered offices and KEBS reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services.

Applicants who qualify according to the selection criteria will be invited to submit their quotations for the provision of various services as and when required for 3 years.

KEBS reserves the right to accept or reject any or all Pre-Qualification Documents without the obligation to assign any reason (s) for its decision thereof.

### **Litigation**

Applicants must disclose any current litigation against the firm and briefly describe the nature of the litigation.

### **Evaluation Criteria**

The points given to evaluation criteria are as per the following evaluation criteria matrix.

	<b>Evaluation Attribute</b>	<b>Evaluation Parameters</b>	<b>Maximum Score%</b>
1	Mandatory Requirements:	Full Submission	
A	Pre-qualification Submission Form	Mandatory	
B	A copy of Certificate of Registration of the Law firm.	Mandatory	
C	Evidence of physical address and premises (attach copies of Utility bills e.g. electricity/water or lease agreement/Title).  Please indicate availability of facilities e.g. modern legal library, access to online law reports or other legal resources, internet connectivity etc.	Mandatory	
D	Duly Completed Confidential Pre-qualification Business Questionnaire.	Mandatory	
E	Current Practicing Certificates for all Advocates in the Law firm.	Mandatory	
F	Sworn Anti-Corruption Affidavit.	Mandatory	
G	Tax compliance certificate.	Mandatory	
H	Submit details of five major clients from financial institutions, private organizations, international companies, government departments and parastatals showing a summary of the brief, the value of the case, success rate and contact person, address and telephone numbers	Mandatory	
I	Duly Completed Confidential Pre-qualification Business Questionnaire.	Mandatory	
2	Value of Professional Indemnity (attach copy)	Kshs.5 Million and above-20 Marks	<b>20</b>

3	<p>Period of Operation</p> <p>Firm profile</p> <p><b>I. Standing of senior partners</b></p> <p>Over 10 -20 Marks</p> <p>5 to 10 Years-15 Marks</p> <p>Less than 5 years-5 Marks</p> <p><b>ii standing of Associates</b> (Attach copy of admission Certificate).</p> <p>Attach membership of professional bodies lawyers, (attach proof and date)- 5 Marks</p>		25
4	<p>Capacity of the Firm:</p> <p>3 Partners- 20 Marks</p> <p>2 Partners- 15 Marks</p> <p>1 Partner- 10 Marks</p> <p><b>ii Number of Associates</b></p> <p><b>iii) Number of Support Staff and skills</b></p> <p>(attach Curriculum Vitae of all Partners and Associates which must detail the following scope of services :</p> <p>a) Civil Litigation and Prosecution</p> <p>b) Tax and Trade Law</p> <p>c) Land law and practice</p> <p>d) Company and Commercial law</p> <p>e) Commercial law</p> <p>f) Corporate law g)</p> <p>Labour law</p> <p>h) Procurement and Disposal Law,</p> <p>i) International Tax and Trade Law, j)</p> <p>Arbitration and ADR Law and Practice,</p> <p>k) Mergers and Acquisitions,</p> <p>l) Constitutional law and interpretation</p> <p>m) Drawing and interpretation of statutes and international instruments</p> <p>(attach evidence in support</p>		20

5	Major litigation briefs successfully handled in terms of value and subject matter  N.B: If no monetary value, indicate subject matter  <ul style="list-style-type: none"> <li>• High Court</li> <li>• Court of Appeal</li> <li>• Other tribunal</li> <li>• Regional Courts e.g COMESA and East African Court of Justice</li> </ul>	Over Kshs.20 M- 25 Marks  - Between 10 and 19 Million- 15 Marks  - Between 5 and 10 Million- 10 Marks	<b>25</b>
6	Certified copies of Six (6) months Current Bank Statements.		<b>10</b>
	Total Score		<b>100</b>

MINIMUM QUALIFYING SCORE IS 60%.

### **CONFIDENTIALITY**

Information relating to evaluation of Pre-Qualification Documents and recommendations concerning pre-qualification shall not be disclosed to the Applicants until the pre-qualified firms have been advised accordingly.



## PRE-QUALIFICATION SUBMISSION FORM

Date \_\_\_\_\_

Pre-qualification No. \_\_\_\_\_

To: The Managing Director  
Kenya Bureau of Standards  
P.O Box 54974-00200  
Nairobi, Kenya

Gentlemen and/or Ladies:

1. Having examined the Pre-qualification documents including Addenda Nos. ...the receipt of which is hereby duly acknowledged, We, the undersigned, offer to supply the required goods/services in accordance with your Request for Quotations and we hereby submit our Pre-qualification Document.
2. Our Pre-qualification is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
3. We understand that you are not bound to accept any tender you may receive. Dated this day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

## CONFIDENTIAL PRE-QUALIFICATION BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applies to your type of business; and Part 3.

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

<b>Part 1 – General</b>				
1.1	Business Name .....			
1.2	Location of Business Premises.....			
1.3	Plot No.....		Street/Road	
	Postal Address .....		Tel No.	
	Fax.....		E mail	
1.4	Nature of Business.....			
1.5	Registration Certificate No.....			
1.6	Maximum Value of Business which you can handle at any one time – Ksh.....			
1.7	Name of your Bankers .....		Branch .....	
<b>Part 2 a-Sole Proprietorship</b>				
2a.1	Your Name in Full .....		Age .....	
2a.2	Nationality .....		Country of Origin.....	
Citizenship Details.....				
<b>Part 2 (b) Partnership</b>				
2b.1	Given details of Partners as follows:			
2b.2	<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1	.....			
2	.....			
3	.....			
4	.....			

## Part 2 (c) – Registered Company

2c.1 Private or Public.....

2c.2 State the Nominal and Issued Capital of Company-  
 Nominal Kshs. ....  
 Issued Kshs. ....

2c.3 Given details of all Directors as follows

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

## Part 3 – Eligibility Status

3.1 Are you related to an Employee, Committee Member or Board Member of Kenya Bureau of Standards? Yes No

3.2 If answer in '3.1' is YES give the relationship.....

3.3 Does an Employee, Committee Member, Board Member of Kenya Bureau of Standards sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes\_\_\_ No

3.4 If answer in '3.3' above is **YES** give details.  
 .....  
 .....

3.5 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 Kenya Bureau of Standards 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

3.6 If answer in '3.5' above is YES give details.  
 .....  
 .....



3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices?

YES \_\_\_\_\_ No \_\_\_\_\_

3.8 If answer in '3.7' above is **YES** give details:

.....  
.....

3.9 Have you offered or given anything of value to influence the procurement process?

Yes \_\_\_\_\_ No \_\_\_\_\_

3.10 If answer in '3.9' above is **YES** give details

.....  
.....

I / We DECLARE that the information given on this form is correct to the best of my/our knowledge and belief and that I/We give KEBS authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc

Date ..... Signature of Candidate.....

**If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.**



ANTI CORRUPTION AFFIDAVIT FORM



**REPUBLIC OF KENYA  
IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT  
CHAPTER 15 OF THE LAWS OF KENYA  
AND  
IN THE MATTER OF THE PUBLIC PROCUREMENT AND DISPOSAL ACT, NO. 3 OF  
2005.**

I, ..... of P. O. Box ..... being a  
resident of

..... in the Republic of Kenya do hereby make oath and state as follows: -

1. THAT I am the.....;

(Managing Partner/Principal Officer/Senior

Partner)of..... (Name of the Law Firm)

which is a Candidate in respect of Tender Number ..... to render legal services to

Kenya Bureau of Standards and duly authorized and competent to make this Affidavit.

2. THAT the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Revenue Authority, which is the procuring entity.

3. THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been offered and will not offer any inducement to any member of the Board, Management, Staff and/or employee(s) and/or agent(s) of Kenya Bureau of Standards.

4. THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been debarred from any procurement process.

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

SWORN at ..... by the said )  
)

) .....  
) DEPONENT At ..... this  
..... day of .....2016 )

BEFORE ME )  
)  
)

**COMMISSIONER FOR OATHS**



NATURE OF BUSINESS

DEFINATION OF BUSINESS .....

Indicate whether sole proprietor, Company or partnership

Specify and give descriptive details of the goods/services you wish to render (Select from list in Appendix A)

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**Indicate whether Manufacturers, Distributor, Retailer, Dealer or Agent, Contractor etc. If not a manufacturer, attach a letter of authorization for the dealership, agency etc.**

**DISCLOSURE**

**ASSOCIATE COMPANIES**

A)..... (E).....  
B)..... (F) ..... C)  
..... (G) ..... D)  
..... (H) .....

NUMBER OF STAFF EMPLOYED (I) ADVOCATES .....  
(2) SUPPORT STAFF .....

(Attach Organization Chart and CVs) PERIOD IN BUSINESS

..... OTHER

**ORGANIZATIONS/COMPANIES WHERE YOU RENDER LEGAL SERVICES A)**

.....  
A) .....  
B) .....  
C) .....  
D) .....

Give their full address and the range Legal services that you provide  
(This may be done on a separate sheet)

Name(s) of Banker(s) .....  
.....

Account Number (s).....

**TERMS OF PAYMENT**

Our Payment Terms are 30 days from the date of invoice/delivery on receipt/acceptance services.



RANGE                      OF                      SERVICES                      YOU                      SPECIALISE                      IN

.....

.....

.....

.....

HAVE YOU PREVIOUSLY BEEN RENDERING LEGAL SERVICES TO KENYA BUREAU OF STANDARDS?

IF YES, WHICH CASES

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INDICATE THREE OF OUR INSTRUCTIONS:

.....

.....

.....

DO YOU HAVE ANY INSTRUCTIONS WITH US? IF SO GIVE DETAILS

.....

.....

.....

HAVE YOU EVER FAILED TO HONOUR OUR INSTRUCTIONS? IF SO GIVE DETAILS

.....

HAVE YOU EVER BEEN BLACKLISTED BY KENYA BUREAU OF STANDARDS?

YES..... NO .....



**CONFLICT OF INTEREST DISCLOSURE**

We/I the undersigned state that I have no conflict of interest in relation to this procurement

Signed .....

For and on behalf of M/s .....

In the capacity of .....

Dated this ..... day of .....2009

Law Firm's rubber Stamp .....



**CRIMINAL OFFENCE DISCLOSURE**

**I/WE NAME OF PARTNER/PARTNERS: -**

A)..... (B) .....

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of procurement proceedings.

Signed .....

For and on behalf of M/s .....

In the capacity of .....

Dated this ..... day of .....2009

Law Firm's rubber Stamp .....



**PART B (TO BE COMPLETED BY TENDERER'S PRINCIPAL OFFICER)**

**Format of Curriculum Vitae (CV) for Principal Officer and Five (5) Key Staff**

Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies:

Law Society of Kenya: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

Key Qualifications:

{Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. }

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{Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees/diplomas obtained}







Employment  
Record:

{Starting with present position, list in reverse order every employment held. List all positions held by staff members since graduation, giving dates, names of employing organization, title of position held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.}

Languages

:

{Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor.}

CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief, these bio data correctly describe me, my qualifications and my experience.

\_\_\_\_\_  
Signature of Staff Member or authorized official from the firm

Date: \_\_\_\_\_



## Application Form

### REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We *(Firm Name)* \_\_\_\_\_ hereby apply for registration as

Supplier/(s) of \_\_\_\_\_ *(Category Code No.)* \_\_\_\_\_

Postal Address \_\_\_\_\_

Telephone Number (fixed line) \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail address \_\_\_\_\_ Fax No. \_\_\_\_\_

Town \_\_\_\_\_ Street \_\_\_\_\_

Building \_\_\_\_\_ Floor \_\_\_\_\_ Room/Office \_\_\_\_\_

Our Other Branches / Locations \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Full Name of Authorized signatory \_\_\_\_\_

Designation/position \_\_\_\_\_

Official Rubber stamp and Signature \_\_\_\_\_



## Section F: Confidential Business Questionnaire

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

**YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM.**

### **Part 1- General:**

Business Name: .....

Location of business premises: .....

Plot No: .....

Postal address: .....

Nature of business: .....

Current trade license: ..... Expiring date .....

Maximum value of business which you can handle at any one time: Ksh. ....

Name of your bankers: ..... Branch .....

### **Part 2 (a) – Sole Proprietor:**

Your Name in full ..... Age .....

Nationality ..... Country of origin .....

Citizenship details .....

### **Part 2 (b)**

Give details of partners as follows:

	Name	Nationality	Citizenship details	Shares
1.	.....			
2.	.....			
3.	.....			
4.	.....			
5.	.....			



**Part 2 (c) – Registered Company**

Private or Public.....

State the nominal and issued capital of the company-

Nominal Ksh.....

Issued Ksh.....

Give details of all directors as follows

	Name	Nationality	Citizenship details	Shares
1.	.....			
2.	.....			
3.	.....			
4.	.....			
5.	.....			

Date..... Signature of tenderer.....

If Kenya citizen, indicate “citizenship details” whether by Birth, Naturalization or Registration.

(You may attach a separate sheet if more space is required. The attachment must be duly signed and stamped.)



## Section G: Status of Compliance with Statutory Requirements

1. Certificate of Registration/Incorporation.....(*Attach copy*)
2. Valid Trade License.....(*Attach copy*)
3. State VAT Registration No. ....(*Attach copy*)  
PIN No. ....(*Attach copy*)
4. Attach proof of being up to date in VAT and Income Tax Returns (*Attach copy of current Tax compliance certificate*).
5. State if the company is a subject of bankruptcy proceedings, in receivership, Administrative receivership, or any other form of liquidation as defined by the applicable law .....  
.....  
.....
8. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer, etc.....  
.....
9. Attach Bank statements for the last 12 months.
10. Attach copies of Audited Accounts of last 1 year.



## Section H: Financial Position & Terms of Trade

### Part I Assets & Liabilities

1. Total Assets in Kshs. \_\_\_\_\_
2. Current Assets in Kshs. \_\_\_\_\_
3. Total Liabilities in Kshs. \_\_\_\_\_
4. Net worth (Total Assets – Total Liabilities) in Ksh. \_\_\_\_\_
5. Working Capital (Total Assets-Net Worth) in Ksh. \_\_\_\_\_

### Part II Terms of Trade (Payment Terms)

KEBS would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made.

Confirm acceptance of this: **Acceptable/Not acceptable.**



## **Section I: Litigation/Arbitration Incidences**

### **Litigation and Arbitration Incidences**

- a) Enumerate any past litigation and arbitration incidences encountered by the firm.
- b) State if the company is/was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.



## Section J: Clients Details

Give details of at least 5 Reputable Organizations where you are supplying/offering these goods/services.

1. Clients Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel. No. \_\_\_\_\_  
Contact person \_\_\_\_\_  
Position in the Organization \_\_\_\_\_
2. Clients Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel. No. \_\_\_\_\_  
Contact person \_\_\_\_\_  
Position in the Organization \_\_\_\_\_
3. Clients Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel. No. \_\_\_\_\_  
Contact person \_\_\_\_\_  
Position in the Organization \_\_\_\_\_
4. Clients Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel. No. \_\_\_\_\_  
Contact person \_\_\_\_\_  
Position in the Organization \_\_\_\_\_
5. Clients Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel. No. \_\_\_\_\_  
Contact person \_\_\_\_\_  
Position in the Organization \_\_\_\_\_





## Section K: REGIONS/SUB REGIONS OF SUPPLY

State the Regions and/or Sub-Regions where you wish to be considered for supply of these goods or services.

Region/Sub-Region	Location of Regional office	Tick as appropriate
1. Nairobi Region	Nairobi	
2. Coast Region	Mombasa	
3. Mt. Kenya Region	Nyeri	
4. South Rift Region	Nakuru	
5. North Rift Region	Eldoret	
6. Lake Region	Kisumu	
7. North Eastern Region	Garissa	



## Section L: Declaration

I/We have completed these forms accurately at the time of application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further processing.

Signed & stamped: \_\_\_\_\_

Name: \_\_\_\_\_

Position in the company: \_\_\_\_\_

Date: \_\_\_\_\_