



THE UNIVERSITY OF NAIROBI

Registration of Suppliers Document

(Registration of Suppliers for the FY 2018/2019 and 2019/2020)

Ref No. UON/RS/001/2018 -2019

SECTION I - INVITATION FOR REGISTRATION

Ref No: UON/RS/001/2018-2019

TENDER NAME: Registration of Suppliers for the FY 2018/2019 and 2019/2020)

1. The University of Nairobi intends to register candidates for the provision of Legal Services.
2. Interested eligible candidates may obtain further information from and inspect registration documents at the Procurement Manager's office, Room 104, Administration Block 1st floor, Main campus during normal working hours (8.00am-5.00pm) OR download from supplier.treasury.go.ke/site/ procurement.uonbi.ac.ke , www.ppoa.go.ke free of charge
3. The registration documents with further detailed information may be obtained from **upon payment of a non-refundable cash fee deposit of Kshs 1,000.00 at Barclays Bank Ac. No. 094-8245531 Queensway House Branch and thereafter obtaining an official receipt from Gandhi Wing Room G4.**
4. Application for registration documents are to be enclosed in plain sealed envelopes, marked with **Ref. Number** and be deposited in the tender box provided at the reception area, Administration Block, Main Campus or be addressed and posted to **PROCUREMENT MANAGER, UNIVERSITY OF NAIROBI, P.O. BOX 300197 – 00100 GPO NAIROBI KENYA**, to be received on or before **THURSDAY AUGUST 30, 2018 AT 10.30AM**
5. Applications documents will be opened immediately thereafter in the presence of the representatives who choose to attend the opening at **Council Committee Room.**
6. All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Only candidates registered under this registration process will be invited to tender.

The University of Nairobi reserves the right to accept or reject registration in whole or in part.

Canvassing will lead to automatic disqualification.

MARY KARIUKI

Ag. PROCUREMENTMANAGER

1. Definitions

In this registration, unless the context or express provision otherwise requires: -

- a) “The Procuring Entity” means The University of Nairobi
- b) “The Candidate” means the person(s) or organization(s) submitting its application for registration for the provision of legal services and ancillary services in response to the invitation for registration.
- c) Reference to “the registration” or the “Registration Document” includes its appendices and documents mentioned hereunder and any reference to this registration or to any other document includes a reference to the other document as varied supplemented and/or replaced in any manner from time to time.
- d) Any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made thereunder.
- e) Words importing the masculine gender only, include the feminine gender or (as the case may be) the neutral gender.
- f) Words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the “**candidate**” the covenants, agreements and obligations expressed to be made or performed by the Candidate shall be deemed to be made or performed by such persons jointly and severally.
- g) “Date of Registration Document” shall begin with the first day and end on the last day of the month appearing on the cover page of the registration document.
- h) “The law firm or organization” means the law firm or organization submitting its registration for the provision of Services in response to the Invitation to Registration Document. Where there are two or more persons included in the expression the “law firm or organization”, any act, default, or omission by the law firm or organization shall be deemed to be an act, default, or omission by any one or more of such lawyers or organizations.
- i) “Day” means calendar day and “month” means calendar month.
- j) “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution
- k) “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the University of Nairobi, and includes collusive practice among Candidates (prior to or after registration submission)

designed to establish artificial non-competitive levels and to deprive University of Nairobi of the benefits of free and open competition.

- l) The expression “law firm or organization” shall include “lawyers” and vice-versa
- m) “The Services” refers to the myriad of legal and associated consultancy services;
- n) Eligible Law Firms or organizations means all law firms or organizations that are duly registered in Kenya and recognized by LSK are eligible to participate.
- o) Successful law firms or organization shall provide the Services in accordance with this registration document and the ensuing Service Level Agreement (SLA) as may be entered between the law firm or organization and the University of Nairobi

2. Instructions to Firms or Organizations

- 1) UoN will select firms or organizations among those that submit documents in accordance with the method of selection as stated.
- 2) The firms/organizations are invited to submit documents required for the assignment applied for. In the selection procedure, the firm or organization that is responsive to the requirements shall be considered successful and will be registered.
- 3) Registered firms or organizations will be asked to give quotations for services required during a period of two (2) years or as may be extended on “as and when need arises” basis.

3. Clarifications

- 1) Clarifications on this registration document may be requested up to seven (7) days before the submission date specified below.
- 2) The address for requesting clarification is:**manager-procurement@uonbi.ac.ke**

4. CHECKLIST

This order and arrangement shall be considered as the Registration Submission Format. Law firms or organizations shall tick against each item indicating that they have provided it.

No.	Item	Tick Where Provided
1	Firm's or organization's History/profile	
2	Professional Indemnity Cover	
3	Declaration Form	
4	Duly completed Tender Form	
5	Copy of law firm's or organization's Registration Certificate	
6	Copy of law firm's or organization's PIN Certificate	
7	Copy of the law firm's or organization's Valid Tax Compliance or Clearance Certificate	
8	Confidential Business Questionnaire (CBQ)	
9	List with full contacts as well as physical addresses of four (4) corporate clients	
10	Professional qualifications and curriculum vitae of lawyers/advocates and support staff.	
11	Practicing certificate issued by LSK	
12	Proof of evidence of physical address and premises through e.g. copy of utility bills i.e. electricity, water, telephone; copy of title deed; lease or tenancy agreement etc. (For detailed requirements please see the relevant Notes)	
13	Registration Evaluation Requirements	
14	Letter of Application	
15	Number of sets of and tender format	
16	Registration Submission Form	
17	Confidential business questionnaire form	
18	Self-Declaration Forms (r 62) SD 1 & 2(where necessary)	
19	Bank Details Form	
20	Any other document or item required by the Registration Document	

	(The Law firm or organization shall specify such other documents or items it has submitted)	
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5. Information to Applicants

1) Eligible Law Firms or organizations

All law firm(s) or organization(s) that are duly registered in Kenya and recognized by LSK are eligible to participate. Successful law firm(s) or organizations shall provide the Services in accordance with this registration and the ensuing Service Level Agreement (SLA) as may be entered between the law firm or organization and UoN. The Law firms or organizations must be ranked highly by their peers as well as have proven experience in diverse and wide fields of law including but not limited to: -

- (a) Functions and objectives of Universities sector;
- (b) Constitutional and Administrative Law;
- (c) Election Law;
- (d) Company and Commercial & Tax law;
- (e) Civil & Criminal Law;
- (f) Employment & Labour law;
- (g) Public Procurement and Asset Disposal Act;
- (h) Arbitration and Alternative Dispute Resolution Law and Practice;
- (i) Intellectual Property Law;
- (j) International Law;
- (k) Information and Telecommunication Law;
- (l) Construction and Engineering law;
- (m) Conveyancing and/ Land Law;
- (n) Debt Recoveries;
- (o) Health and Safety laws;
- (p) Public-Private Partnership;
- (q) Environmental Law ;
- (r) Insurance;

- (s) Provision of expert advice and opinions on specific cases, transactions, events including projects, carrying out searches locally and abroad in land and company registries and liaising with other relevant bodies and authorities.

The law firm(s) or organizations should attach their firm or organization profiles stating their specialties, type of matters/cases handled in the last **seven** years and their success rate in litigation.

6. Professional Qualifications

- i) Law firms or organizations must provide proof of registration and good standing with the Law Society of Kenya. Law firms or organizations must have been in active provision of legal service for a period of not less than ten (10) years since inception.
- ii) All partners should have at least 10 years post admission experience and all the Advocates in the firm or organization must be active members holding current practicing certificates from the Law Society of Kenya. While it is important for the lead partners to be experienced the qualification of the other associates who will be performing the majority of the legal services will also be evaluated.

7. Firm's or organization's History

The following information should be included:-

- (a) Period for which the law firm or organization has been in operation.
- (b) Number of partners and their standing in the bar.
- (c) Number of Associates and their standing in the bar.
- (d) Number of other employees in the firm or organization and their designation.
- (e) Whether the firm/ organization or its partners and associates are members of local and International professional bodies.
- (f) Types of cases handled by the firm/organization, success rate and copies of rulings/ judgments obtained in the various areas of legal specialization.

8. Payment of Fees/Costs

- i) Payment of Fees/Costs shall be as prescribed in the Advocates Remuneration Order. The selection will consider law firm's or organization's that offer the right balance of value for money as measured by the quality of legal services offered. Law firm(s) or organization(s)

will be required to identify ways in which legal costs for any significant or complex cases can be mitigated.

- ii) UoN expects that legal fees and charges payable shall generally be in accordance with the Order as applicable to the case or matter being handled.
- iii) The mode of billing shall be considered on a case by case basis and subject to agreement between UoN and the firm or organization. Should there be a difference on this, then UoN and the law firm or organization may by agreement refer the issue to Taxation with each party bearing their own costs for the Taxation.

9. Monitoring and Evaluation

- i) The law firm(s) or organization(s) must agree to be monitored and evaluated through regular client satisfaction surveys in order to ensure that they maintain high standards of service and give regular status reports of the cases to the Vice-Chancellor.
- ii) The University will register prospective bidders for provision of legal services from among those who submit their registration applications, in accordance with the registration requirements, to undertake the assignments described herein for a maximum of **two (2) years** subject to renewal or as may be extended.
- iii) The registration document and the bidders' applications shall be the basis for registration. Bidders must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing their response. Material deficiencies in providing the information requested may result in rejection of registration applications.
- iv) Bidders may request clarification on the registration document up to seven (7) days before the registration application submission date. Any request for clarification must be sent in writing by mail, facsimile or electronic mail to the **manager-procurement@uonbi.ac.ke**. The University will respond in writing by normal mail, facsimile or electronic mail to such requests and will send copies of the response to all Bidders who intend to submit registration applications.

- v) Bidders are requested to prepare their registration applications in English language.
 - vi) Bidders shall bear all costs associated with the preparation and submission of their registration applications.
 - vii) Bidders are required to meet the registration criteria stipulated in **checklist section 10**. Those who do not meet the requirements need not to submit applications. Only applications which fulfill these requirements shall be considered for detailed evaluation
 - viii) The registration documents shall not include any financial proposal information other than audited accounts for the last three (3) years (2017, 2016, 2015).
 - ix) Applicants shall be informed in writing of the results of the application, and the University may assign reasons for its decision.
 - x) It is the University's policy to require that bidders observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the University:
 - 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 University in the registration process; and
 - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the registration process to the detriment of the University, and includes collusive practices among Bidders (prior to or after submission of registration applications) designed to establish prices at artificial, non-competitive levels and to deprive the University of the benefits of free and open competition.
 - (b) Will reject registration application if it determines that a bidder has engaged in corrupt or fraudulent activities in competing for the contract in question; and
 - (C) Will declare a bidder ineligible for registration if at any time it determines that the bidder has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract.
- 2) The University reserves the right to:
- a) Follow up and/or clarify any references or information submitted by the bidder;
 - b) Visit the bidder's business premises to confirm the capability to deliver the said services;
 - c) Disqualify any bidder if it finds at any time that the information submitted by the bidder is materially inaccurate or incomplete;

- d) Reject or accept any registration application; and
 - e) Cancel the registration process at any stage.
- 3) Bidders who are registered shall be retained on the University's panel of advocates for a period of **two (2) years** subject to renewal or as may be extended and shall be required to work closely with the University's in-house advocates and to give regular reports on the briefs they handle.

10. Registration Evaluation Requirements

Requirements for Registration

- 1) Duly completed registration submission form.
- 2) Duly completed confidential business questionnaire.
- 3) A copy of Certificate of Registration of Practice.
- 4) Sworn Anti-corruption Affidavit
- 5) Copies of admission certificates and current practicing certificates.
- 6) Reference letters on client letterheads from four (4) major clients that the bidders are currently representing, and details of contact persons or copies of **LPO/LSO** or letter of instruction.
- 7) Copy of Valid Tax Compliance Certificate and Copies of previous tax compliance certificates for the last three (3) years.
- 8) Audited accounts for the last three (3) years (2017,2016,2015)
- 9) Evidence of valid professional indemnity insurance cover taken out with a reputable insurance firm or organization.
- 10) Bidders should disclose if they were engaged in the past or have ongoing litigation with third parties against the University and the nature of the litigation in order to avoid conflict of interest.
- 11) Attach CV's in the format given below, showing evidence of professional qualifications and experience of key personnel proposed for administration and execution of legal briefs.

11. Evaluation

All the bids admitted at the mandatory evaluation stage shall be subjected to a technical evaluation based on the requirements listed below and graduated scores for partial compliance. The technical evaluation is out of 100 with a pass mark of 70%.

Evaluation Criteria

	Evaluation Attributes	Evaluation Parameters	Maximum Score %	Cut Off Score %
1	Mandatory Requirements	Full Submission		
A	Registration Submission Form	Mandatory		
B	A copy of Certificate of Registration of firm or organization.	Mandatory		
C	Evidence of physical address and premises (attach copies of utility bills e.g. electricity/water or lease agreement/Title).	Mandatory		
D	Duly Completed Confidential Business Questionnaire	Mandatory		
E	A copy of Valid Tax compliance certificate.	Mandatory		
F	Copy of Business permit.	Mandatory		
G	Current Practicing Certificates for all the Advocates in the law firm or organization.	Mandatory		
H	Sworn Anti-corruption Affidavit.	Mandatory		
I	Provide a list of four (4) reputable clients for whom similar services are offered.	Mandatory		
J	Audited accounts for the last three (3) years(2017,2016,2015)	Mandatory		
K	Value of professional indemnity (attach evidence) cover at least Kes.100 Million and above (10 marks),Kes. 50 Million (5 marks)		10	5
	Technical Requirements			
1	Period of Operation		25	10

	<p>Firm or organization Profile</p> <p>1. Standing of 2 Senior Partners</p> <p>Over 15 (20 marks)</p> <p>12-15 years (15 marks)</p> <p>10-12 years (10 marks)</p> <p>2. Standing of Associates</p> <p>3. Membership of international consortiums of lawyers, IBA, ECJ, EALS, Speaker or panelist of any national or international forum (5 marks)</p> <p>(Admitted lawyers' shall mean qualified lawyers who have been admitted to the Bar and hold a valid practicing certificate. It includes all Partner(s) in the law firm or organization).</p>			
2	<p>Capacity of the Firm or organization</p> <p>1. 2 Partners and above (20 marks)</p> <p>2. 1 Partner (10 marks)</p> <p>3. Number of Associates</p> <p>4. Number of Pupils</p> <p>5. Number of support staff:</p> <p>(Attach CVs of all partners, associates, paralegals , pupils and support staff detailing their scope of expertise together with evidence in support)</p> <p>e.g. functions and objectives of universities sector, Constitutional and Administrative Law, Elections Law, Company and Commercial & Tax law, Civil & Criminal Law, Employment & Labour law, Public Procurement and Disposal Law, Arbitration and Alternative Dispute Resolution Law and Practice, Intellectual Property Law, International Law, Information and Telecommunication Law,</p>		20	10

	<p>Construction and Engineering law, Conveyancing and/ Land Law, Debt Recoveries, Health and Safety laws, Public-Private Partnership, Environmental Law and Insurance, provision of expert advice and opinions on specific cases, transactions, events including projects, carrying out searches locally and abroad in land and company registries and liaising with other relevant bodies and authorities.</p> <p>(A law firm or organization that substantially fits within one category will be deemed to be within that category even though it does not strictly fully fall within the parameters described for that category as above).</p>			
3	<p>Major Litigation ,Arbitration and Alternative Dispute Resolution Briefs successfully handled and their outcome</p> <p>(either in monetary value or subject matter)</p> <p>a) Court of Appeal Matters</p> <p>b) High Court Matters</p> <p>c) Tribunal Matters</p> <p>d) Other Courts</p> <p>e) (e) Regional Courts e.g COMESA and East African Court of Justice</p>	<p>Over Kes.20 million or complex cases (25 Marks)</p> <p>Kes.10-20 Million or routine legal matters (15 marks)</p> <p>Kes.5-10 Million (10 marks)</p>	25	10
4	<p>Audited financial statements for the last three (3) years indicating a turnover of at least Kshs. 5 million</p>		5	5
5	<p>Facilities:</p> <p>Demonstration of:</p> <p>a) Possession of a modern legal library.</p> <p>b) Number of dedicated research personnel. (preferred persons at least 3 and above)</p> <p>Demonstration of deployment of ICTs for improved</p>		5	0

	service provision.			
6	Provide a list of four (4) reputable clients for whom similar services are offered. Major clients that the bidders are currently representing and details of contact persons and copies of contract or LPO/LSO or letter of instruction for proof of assignment.		10	0
	Total marks		100(One hundred)	

PASS MARK IS 70 %(SEVENTY PER CENT).

NOTE

1. The mandatory requirement must be met in order to qualify for the technical evaluation.
2. Kindly note that registered firms or organizations shall be further subjected to clearance from the Law Society of Kenya and the office of the Attorney General and Department of Justice before being allowed to do any work with the UoN.
3. Law firm(s) or organization(s) shall provide such evidence of their continued eligibility satisfactory to UoN as UoN may reasonably request.
4. In UoN appointment of law firm(s) or organization(s), UoN shall strive to appoint at least 30% of the firm(s) or organization(s) in its panel from among the youth, women, disabled, and minority and marginalized groups who possess a certificate of preference and fulfill the requirements for registration under this document. This Invitation to register is open to all Candidates eligible as described in the Instructions to Candidates.
5. UoN's Council, staff members, board of trustees and their relatives (spouse(s) and children) are not eligible to participate in the registration.
6. Firm(s) and organization(s) shall provide the qualification information statement that the Candidate (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm/organization or any of its affiliates which may be or have been engaged by UoN to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under the ensuing registration .

7. Law firm(s) or organization(s) with a record of unsatisfactory or default in performance obligations in any contract or service delivery shall not be considered for evaluation or award.
8. Law firm(s) or organization(s) will be expected to give periodic Reports and Review of legal matters that they are handling and timely submission within specified Schedules.
9. UoN shall assume no responsibility whatsoever for the law firm's failure to comply with or observe the entire contents of the registration documents.

11. Law Firm's or organization's Competence and Qualifications

- 1) The law firm or organization shall furnish, as part of its registration , documents establishing the law firm's or organization's eligibility, competence to register and its qualifications to perform well in any ensuing assignment if its registration is accepted.
- 2) The documentary evidence of the law firm's or organization's qualifications to be appointed and perform well if its registration is accepted shall be established to UoN's satisfaction.

12. Amendment of Documents

- 1) At any time prior to the deadline for submission of registration, UoN, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Candidate, may modify the registration documents by amendment.
- 2) All prospective Candidates that have received the registration documents will be notified of the amendment(s) (hereinafter referred to or otherwise known as addendum) in writing and will be binding on them.
- 3) In order to allow prospective Candidates reasonable time in which to consider the amendment in preparing their registration, UoN, at its discretion, may extend the deadline for the submission of registration.

13. Letter of Application

The law firm(s) or organization(s) shall complete the Letter of Application and all other documents furnished in the registration document attaching all documents required noting to include originals where necessary. The the law firm(s) or organization(s) should also indicate the items they can register for and their country of origin if registered , amongst other information required.

14. Validity of Registration

Registration shall remain valid for a period 120 days after the date of registration opening or as otherwise may be prescribed by UoN. A registration that is valid for a shorter period shall be rejected by UoN as non-responsive. In exceptional circumstances, UoN may extend the registration validity period. The extension shall be made in writing. A Candidate shall not be required nor permitted to modify its registration during the extended period.

15. Number of Sets of and Registration Format

The Candidate shall prepare two complete sets of its Registration, identifying and clearly marking the “ORIGINAL REGISTRATION” and “COPY OF REGISTRATION” as appropriate. Each set shall be properly bound. The copy shall be a replica of the Original. The copy will be deemed to contain the same information as the Original.

Where there is any discrepancy between the Original and the Copy of the Candidate’s documents, the Original shall govern.

The registration shall be bound and divided clearly in descending order as listed in the registration Submission Checklist. The divisions are for clear identification and marking of the respective documents or information that are serially numbered in the Checklist.

The order and arrangement as indicated in the Registration Submission Checklist will be considered as the register Format.

Any registration not prepared and signed in accordance with this paragraph, may be rejected by UoN as non-responsive.

16. Format of Curriculum Vitae (CV) for Professional Staff:

Position: _____

Name of Firm or organization: _____

Name of Staff: _____

Profession: _____

Years with Firm or organization: _____

Nationality: _____

Membership in Professional Societies: _____

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].

Education:

Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience. _____ **Date:** _____

[Signature of staff member]

_____ **Date:** _____

[Signature of authorized representative of the firm/ organization]

Full name of staff member: _____

Full name of authorized representative: _____

17. Registration Submission Form:

Date: _____

Reference No. _____

Vice Chancellor

Contacts

Physical Address: Main Campus University Towers 18th Floor

Postal Address: P.O Box P.O BOX 30197, 00100, G.P.O.

Telephone Number: +254 02 3318262

Fax Number: +254 02 318262: Email: vc@uonbi.ac.ke

Dear Sir

1. Having read, examined and understood the registration documents, the receipt of which is hereby duly acknowledged, we the undersigned offer to provide the required services in accordance with your request and we hereby submit our registration application.
2. Our registration is binding to us and if it is found acceptable we shall be pleased to be included in your panel to lawyers.
3. We understand that you are not bound to accept any application you may receive.
4. We declare that the statements made and the information provided in our registration document are complete, true, and correct in every detail.

5. Dated this day of 2018.....

(Signature)

(Designation)

Duly authorized to sign tender for an on behalf of

18. Declaration Form

Vice Chancellor

Contacts:

Physical Address: Main Campus University Towers 18th Floor

Postal Address: P.O Box 30197, 00100, G.P.O.Telephone Number: +254 02 3318262

Fax Number: +254 02 318262

Email: vc@uonbi.ac.ke

Ladies and Gentlemen

The Tenderer i.e. (full name and complete physical and postal address)

Declare the following: -

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and are not the subject of legal proceedings relating to the foregoing.
- d) That I/ We are not associated with any other bidder participating in this Registration.
- e) That I/We do hereby confirm that all the information given in this registration document is accurate, factual and true to the best of our knowledge.

Yours Sincerely

Name of Tenderer_____

Signature of duly authorized person signing the Registration

Name and Capacity of duly authorized person signing the Registration

Stamp or Seal of Tenderer

19. Confidential business questionnaire form

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b), or 2(c) which ever applies to your type of business/firm/organization.

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

General Part:

Business Name

Location of business premises

Business Permit No.....Expiry Date.....

Plot No. Street/Road

Postal Address Tel. No. Fax Email

Nature of business

Registration Certificate No:County of Operation.....

Tax Compliance No.....Expiry Date.....

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

Name of your Bankers Branch

Part 2(a) – Sole Proprietor:

Your name in full Age

Nationality Country of Origin

Citizenship details.....

Part 2(b) – Partnership

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 Kshs.

Issued Kshs......

Give details of all directors as follows:

Name Nationality Citizenship Details Shares

- 1.
- 2.
- 3.
- 4.
- 5.

Date..... Signature of Tenderer

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registratio

Notes on the Questionnaire

The address and contact person provided above shall at all times be used for purposes of this registration. The details on this Form are essential and compulsory for all Law firms or organizations. Failure to provide all the information requested may lead to the Law firm’s or organization’s disqualification.

20. Self-Declaration Forms (R62)

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) FORMSD1

SELF-DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,of P. O. Box being a resident of in the Republic ofdo hereby make a statement as follows:-

1. **THAT** I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (**insert name of the Company**) who is a Bidder in respect of Tender No. for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. **THAT** the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

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

.....

(Title) (Signature) (Date)

Bidder Official Stamp

21. FormSD2

Self-Declaration Forms (r 62)

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I,of P. O. Box being a resident of in the Republic of do hereby make a statement as follows:-

1. **THAT** I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No. for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. **THAT** the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.

3. **THAT** the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity)

4. **THAT** the aforesaid Bidder will not engage /has not engaged in any collusive practice with other bidders participating in the subject tender

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

.....
(Title) (Signature) (Date)

Bidder’s Official Stamp

22. BANK DETAILS FORM

PROVIDE THE FOLLOWING BANK DETAILS FOR ELECTRONIC TRANSFER PURPOSES:

Name of the Bidder:.....

Bank Name :.....

Bank Branch ;.....

Bank Code :.....

Bank Account :.....

PIN Number :.....

VAT Number :.....

Bank Signatory(s) :.....

Signed/ Date.....