





## REGISTRATION INSTRUCTIONS

### 1.1 Background.

Egerton University(EU) wishes to invite interested and eligible candidates who must qualify by meeting the set criteria as provided by the University to be registered to perform the contract for provision of Legal Services to the University.

### 1.2 Registration Objective

The main objective of this part is to provide legal services under relevant tenders to EU on “As and When required” basis during the period ending 2025. Registration will not automatically result to award of any work.

### 1.3 Invitation of Registration

- a. Legal firms duly registered under the Law of Kenya and/or any other state organ in respective services are invited to submit their registration documents to the Ag. Deputy Ag. Deputy Chief Procurement Officer, P.O. Box 536-20115, Egerton so that they may be registered for submission of tenders/quotations once registered. Bids will be submitted in complete lots singly or in combination. The client requires prospective legal firms to supply mandatory information for Continuous registration.
- b. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non- refundable fee of KES 1,000/ Banker’s Cheque and payable to the address given below. Tender documents obtained electronically will be free of charge.



### 1.7.2 Introduction

EU is in the process of Continuous Registration of bidders for Provision of Legal Services FY 2022-2024 and therefore invites interested candidates who must qualify by meeting the set criteria provided so as to perform the service.

### 1.7.3 Registration Objective

The main objective is to Register advocates/lawyers to offer legal services under the Law of Kenya to EU as and when required.

### 1.7.4 Invitation of Registration

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their registration documents to EU so that they may be registered for submission of tenders/proposals/quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for registration.

### 1.7.5 Experience

Prospective suppliers and contractors must have carried out successful delivery of similar services to other Institutions of similar size and complexity. Potential tenderers must demonstrate the willingness and commitment to meet the registration criteria.

### 1.7.6 Registration Document

This document includes business questionnaire form and documents required of prospective suppliers. In order to be considered for Registration prospective supplier must submit all the information here in as requested. The information to be sent to [procurement@egerton.ac.ke](mailto:procurement@egerton.ac.ke).

### 1.7.7 Submission of Registration Documents

Completed Registration data and other requested information shall be submitted so as to reach: -

A g . D E P U T Y CHIEF PROCUREMENT OFFICER  
EGERTON UNIVERSITY  
P.O. BOX 536-20115  
EGERTON.

In compliance with section 57(2) of the PPAD ACT 2015, The Submission of request Shall Be Continuous and Registration list shall be updated periodically.

The Registration list shall be updated every 3 months. Bidders are encouraged to submit their





### 3.3.3 Past Performance

Past performance





The following documents MUST be provided:

**REGISTRATION FOR PROVISION OF LEGAL SERVICES  
INSTRUCTIONS TO CANDIDATES**

**SCOPE OF LEGAL SERVICES**

The legal services subject of this Registration are in respect of, but not limited to, defending the University's interests in the following areas of assignment: -

- i. Constitutional Law
- ii. Judicial review
- iii. Civil Litigation
- iv. Employment and Labour Relations
- v. Public Procurement and Asset Disposal
- vi. Arbitration and Alternative Dispute Resolution
- vii. Providing legal opinion in respect of the foregoing.

Note: Law firms should attach their firm profiles stating their specialties, type of cases handled and their success rate in litigation.

**PROFESSIONAL QUALIFICATIONS**

Law firms must be registered with the Law Society of Kenya and all their Advocates must be current members holding current practicing certificates from the Law Society of Kenya.

Tenderers shall as a matter of due diligence provide a letter of good standing from the Law Society of Kenya to this effect.

Certified copies of current practicing certificates of all profiles

**PAYMENT OF FEES/COSTS**

The selection will consider law

6.	Copies of admission certificates and current practicing certificates of the proprietor, partners and Associates	
7.	Reference letters on client letterheads from three (3) corporate clients that the bidders are currently representing, and details of contact persons.	
8.	Valid Tax Compliance Certificate.	
9.	Submission of audited accounts for the	





FORM PQ-3

SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

Professional Qualification.....

Length of service with the firm and position held  
.....

Service experience

a) Name of Client/Customer.....

b) Character and nature of Contract.....

c) Contract value..... d)

Location of Contract..... e)

Period of Contract.....

f) Title and responsibility in Contract.....  
.....

g) Other.....

Proposed Technical Personnel

- a) ..... b)
- ..... c)
- ..... d)
- ..... e)
- ..... f)
- ..... g)
- .....

Proposed position in this project if contract is awarded.....  
.....

Brief statement of supply and service delivery method the supplier plans to use to execute the contract.....

FORM PQ-4

FINANCIAL



FORM PQ-5

PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST THREE YEARS

NAMES OF

FORM PQ-6

SELF DECLARATION FORMS

(r.47)

FORM SD1

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

I,.....,of Post Office Box

.....being a resident of ..... In the republic of

.....do hereby make a statement as follows:-

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

2. THAT the aforesaid Bidder, its Directors and subcontractors have not

FORM SD2

SELF DECLARATION FORMS

SELF

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I..... (Person) on behalf of  
(

## APPENDIX 1- FRAUD AND CORRUPTION





inspect<sup>2</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and

- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.



FORM PQ-7

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 applies in your type of business.

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

PART 1 GENERAL

Business Name.....  
Location of Business premises.....  
Plot No.....Street/Road.....  
Postal Address.....Tel No.....Mobile No.....  
Nature of business.....  
Current Trade License No.....Expiring date.....  
Maximum value of business which you can handle at any one time Ksh.....  
Name of your bankers.....Branch.....  
Functioning e-mail address(es).....

PART 2(A) – Sole Proprietor

Your name in full.....Age.....  
Nationality.....Country of origin.....  
Citizenship details.....

Part 2 (b) – Partnership:

	Name	Nationality	citizenship	Details	Shares
1.	.....	.....	.....	.....	.....
2.	.....	.....	.....	.....	.....
3.	.....	.....	.....	.....	.....
3.	.....	.....	.....	.....	.....
4.	.....	.....	.....	.....	.....

Part 2 (c) - Registered Company

Private or Public

State the nominal and issue capital of the company

Normal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name	Nationality	Citizenship Details	Shares
1. ....			
2. ....			
3. ....			
4. ....			
6. ....			

Date... Signature & Stamp of

Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, naturalization or Registration

GPK(L)

FORM PQ – 8

TENDER QUESTIONNAIRE

Please fill in block letters

1. Full names of tenderer

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.....

2. Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below)

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3. Mobile numbers

.....

4. Official and working email address (es).

.....  
.....

5. Name of tenderers representative to be contacted on matters of the tender during the tender period.

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6. Details of tenderers

Name of Contractor/Supplier

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

Year	Award for or against	Name of client cause of Litigation and matter in dispute	Disputed Amount (current value, Kshs. Equivalent