

NATIONAL BIOSAFETY AUTHORITY



P.O. BOX 28251 - 00100

NAIROBI

TEL: (020) – 2678667/2642920

EMAIL: procurement@biosafetykenya.go.ke

OR

info@biosafetykenya.go.ke

WEBSITE: www.biosafetykenya.go.ke

**PRE-QUALIFICATION OF SUPPLIERS
FOR VARIOUS GOODS AND SERVICES
FOR FINANCIAL YEARS 2013/2014 AND 2014/2015**

CLOSING DATE: THURSDAY 16th MAY 2013

AT 12 NOON

PRE-QUALIFICATION OF SUPPLIERS FOR VARIOUS GOODS AND SERVICES FOR
FINANCIAL YEARS 2013-2015

INVITATION

The National Biosafety Authority invites applications for prequalification/registration of Suppliers from interested eligible bidders for the supply of one or a combination of the under listed goods and services for the year 2013/2014 and 2014/2015 financial year.

A) SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION
NBA001/2013-2015	Supply of General office stationery, computer consumables accessories
NBA002/2013-2015	Supply and maintenance of office Furniture, furnishings and fittings
NBA003/2013-2015	Supply of computers, printers, UPS, LCD projectors, photocopiers and office equipment and fitting
NBA004/2013-2015	Supply of office furniture
NBA005/2013-2015	Supply of staff uniforms and protective clothing
NBA006/2013-2015	Supply and installation of firefighting equipment
NBA007/2013-2015	Supply of electrical equipments and appliances
NBA008/2013-2015	Supply of drinking water and fresh milk
NBA009/2013-2015	Supply of motor vehicle tyres, tubes & batteries
NBA010/2013-2015	Supply of calling and scratch cards
NBA011/2013-2015	Supply of newspapers and magazines
NBA/12/2013-2015	Supply of laboratory equipments and reagents, laboratory consumables
NBA/013/2013-2015	Supply of branded promotional items

B) PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION
NBA014/2013-2015	Provision of legal services
NBA015/2013-2015	Provision of design and printing of calenders, diaries, banners and publication services
NBA016/2013-2015	Provision of insurance and brokerage services

NBA017/2013-2015	Provision of hotel accommodation and conference facilities
NBA018/2013-2015	Provision of repairs and maintenance of computers, printers and UPS
NBA019/2013-2015	Provision of transport and hire services(taxis and mini buses)
NBA020/2013-2015	Provision of cleaning, sanitary and related services
NBA021/2013-2015	Provision of air travel agency services(must be registered with IATA)
NBA022/2013-2015	Provision of plumbing materials and services
NBA023/2013-2015	Provision of internet services
NBA024/2013-2015	Provision of web hosting
NBA025/2013-2015	Provision of Minor construction works, partitioning, repairs and building offices and structures, minor plumbing drainage and sewerage services
NBA026/2013-2015	Provision of minor repairs and maintenance of electrical appliances
NBA027/2013-2015	Provision of garages for repair and maintenance of Motor Vehicles
NBA028/2013-2015	Provision of Consultancy Services (customer satisfaction
NBA029/2013-2015	Provision of Consultancy Services(Work Environment and employee satisfaction)
NBA030/2013-2015	Provision of Consultancy services on training and capacity building
NBA031/2013-2015	Provision of Courier Services
NBA032/2013-2015	Provision of Services on Environmental impact Assessment/Audit Occupational health and safety

Interested tenderers should obtain Pre-qualification/Registration of suppliers' documents from **Supply Chain Management Office, National Biosafety Authority, Commission For University Education, Redhill Road (Route 108), off Limuru Road** during working hours (8.00am to 4.00pm) upon payment

of a non-refundable fee of Kshs. **2,000.00 (Two thousand only)** per category in form of cash or bankers cheque payable to the **National Biosafety Authority**.

All applicants must have Personal Identification Number (**P.I.N.**), Value Added Tax (**VAT**), **Registration** and **Tax Compliance** certificates.

Completed application forms must be enclosed in plain sealed envelopes quoting the reference number as shown in the above list should be deposited in the Tender Box located at the Authority reception, or be addressed to:

THE CHIEF EXECUTIVE OFFICER
NATIONAL BIOSAFETY AUTHORITY
P. O. BOX 28251-00100, NAIROBI
NAIROBI

so as to reach on or before **Thursday 16th May 2013 at 12noon**. Late applications will not be accepted.

The documents will be opened immediately thereafter at the Authority's boardroom, in the presence of bidders or their representatives who wish to be present.

Completed pre-qualification documents in plain sealed envelopes clearly marked on the envelope.

PRE-QUALIFICATION OF SUPPLIERS 2013/2015

CATEGORY NO......

SUPPLY OF

Should be deposited in the tender box situated at the **National Biosafety Authority** reception so as to be received on or before **12noon**. Tenders will be opened immediately thereafter, on the same date **16th May 2013** in the presence of candidates' representative, who may choose to attend at 12 Noon at the **NBA Board Room**.

The authority reserves the right to accept or reject application(s) either in whole or part.

CHIEF EXECUTIVE OFFICER

No.NBA/PQ/_____

APPLICATION FOR PRE-QUALIFICATION OF SUPPLIERS 2013/2015

BUSINESS QUESTIONNAIRE

I. BUSINESS DETAILS

A. Statutory Requirements and Contacts

1. Business Name: _____

2. Type of Business: _____

3. Certificate of Registration/Incorporation No. _____

4. VAT Registration No. _____

5. Tax Compliance Certificate No. _____

6. Current Business/Practice License No: _____

7. (For Contractors only):

Categorization by Ministry of Public Works:

Category:..... Registration No.....

8. Physical Address: _____

9. Postal Address: _____

10. Telephone: Landline: _____ Mobile _____

11. Fax: _____

12. E-mail: _____ Website: _____

B. Sole Proprietor (*Name/Nationality*) _____

C. Partnership

Names and Details of Partners:

1. _____

2. _____

3. _____

4. _____

5. _____

D. Limited Companies

Names and Details of Directors:

1. _____

2. _____

3. _____

4. _____

Share Capital: Authorized: Kshs. _____

Issued and Paid: Kshs. _____

E. Financial Capability

1. Name of Banker _____

Address _____ Telephone: _____

2. Financial Information

i. Total Assets _____

ii. Current Assets _____

iii. Total liabilities _____

iv. Current liabilities _____

3. Attach Audited Accounts for the last 2 years

4. Terms of Payment (maximum credit period) _____

F. Contact Person (s)

NAME	DESIGNATION
1. _____	_____
2. _____	_____
3. _____	_____

G: Experience: *Some organizations to which you have rendered similar Services*

1. Name of Organization: _____

Type of service offered: _____

Number of months/years of service to client: _____

Name of officer: _____

Designation: _____

Post Office Address: _____

Telephone: _____ Fax: _____

Email: _____

Stamp: _____

2. Name of Organization: _____

Type of service offered: _____

Number of months/years of service to client: _____

Name of officer: _____

Designation: _____

Post Office Address: _____

Telephone: _____ Fax: _____

Email : _____

Stamp: _____

3. Name of Organization: _____

Type of service offered: _____

Number of months/years of service to client: _____

Name of officer: _____

Designation: _____

Post Office Address: _____

Telephone: _____ Fax: _____

Email : _____

Stamp: _____

4. Name of Organization: _____

Type of service offered: _____

Number of months/years of service to client: _____

Name of officer: _____

Designation: _____

Post Office Address: _____

Telephone: _____ Fax: _____

Email : _____

Stamp: _____

5. Name of Organization: _____

Type of service offered: _____

Number of months/years of service to client: _____

Name of officer: _____

Designation: _____

Post Office Address: _____

Telephone: _____ Fax: _____

Email : _____

Stamp: _____

H. OTHER IMPORTANT PRE-REQUISITES

i) 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

ii) Do you have any contingent liabilities arising from tax, court decree or other sources?

YES/NO _____

If YES, give reason(s) and sources for the contingent liabilities

iii) Proof of attainment of ISO/Kenya Bureau of Standards certification/equivalent certificate will be an added advantage. *(Attach copy of proof).*

iv) Proof of professionalism and accreditation to professional bodies for the last three years. *(Attach copies of proof).*

- v) Must confirm that the firm, its servants or agents have not offered and shall not offer inducements to the procuring entity.

- vi) Attach Company Profile indicating qualification of key personnel (*Attach copies of their certificates*).

- vii) Enumerate any past litigation and arbitration incidences encountered by the firms in the last three years

II. PRE-QUALIFICATION OF SUPPLIERS

a) Categories you wish to be considered for.

Note that a non-refundable fee of Kshs. 2,000 is payable per category

A) SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION
NBA001/2013-2015	Supply of General office stationery, computer consumables accessories

NBA002/2013-2015	Supply and maintenance of office Furniture, furnishings and fittings
NBA003/2013-2015	Supply of computers, printers, UPS, LCD projectors, photocopiers and office equipment and fitting
NBA004/2013-2015	Supply of office furniture
NBA005/2013-2015	Supply of staff uniforms and protective clothing
NBA006/2013-2015	Supply and installation of firefighting equipment
NBA007/2013-2015	Supply of electrical equipments and appliances
NBA008/2013-2015	Supply of drinking water and fresh milk
NBA009/2013-2015	Supply of motor vehicle tyres, tubes & batteries
NBA010/2013-2015	Supply of calling and scratch cards
NBA011/2013-2015	Supply of newspapers and magazines
NBA/012/2013-2015	Supply of laboratory equipments and reagents, laboratory consumables
NBA/013/2013-2015	Supply of branded promotional items

B) PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION
NBA014/2013-2015	Provision of legal services
NBA015/2013-2015	Provision of design and printing of calenders, diaries, banners and publication services
NBA016/2013-2015	Provision of insurance and brokerage services
NBA017/2013-2015	Provision of hotel accommodation and conference facilities
NBA018/2013-2015	Provision of repairs and maintenance of computers, printers and UPS
NBA019/2013-2015	Provision of transport and hire services(taxis and mini buses)

NBA020/2013-2015	Provision of cleaning, sanitary and related services
NBA021/2013-2015	Provision of air travel agency services(must be registered with IATA)
NBA022/2013-2015	Provision of plumbing materials and services
NBA023/2013-2015	Provision of internet services
NBA024/2013-2015	Provision of web hosting
NBA025/2013-2015	Provision of Minor construction works, partitioning, repairs and building offices and structures, minor plumbing drainage and sewerage services
NBA026/2013-2015	Provision of minor repairs and maintenance of electrical appliances
NBA027/2013-2015	Provision of garages for repair and maintenance of Motor Vehicles
NBA028/2013-2015	Provision of Consultancy Services (customer satisfaction
NBA029/2013-2015	Provision of Consultancy Services(Work Environment and employee satisfaction)
NBA030/2013-2015	Provision of Consultancy services on training and capacity building
NBA031/2013-2015	Provision of Courier Services
NBA032/2013-2015	Provision of Services on Environmental impact Assessment /Audit Occupational health and safety

b). Attach **COPIES** of the following documents when returning this questionnaire:

- a. Payment receipt,**
- b. Certificate of Registration/Incorporation,**
- c. VAT Registration and**
- d. Current Business Permit/Practice License.**
- e. Tax Compliance Certificate**

Note: Tenderer's business premises may be inspected by a team of officers from the National Bio-safety Authority to verify the above information. Ensure that you stamp all your documents and we encourage that you give valid email address.

III. DECLARATION:-

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

NAME _____ **DESIGNATION** _____

SIGNATURE _____

DATE AND STAMP _____

SECTION I

1.0 INFORMATION TO TENDERERS INTRODUCTION

- 1.1. National Biosafety Authority (NBA) will pre-qualify and enlist prospective bidders for the supply of legal services from among those who will have submitted their tenders, in accordance with the tender requirements to undertake the assignments described herein. All suppliers currently pre-qualified with National Biosafety Authority should note that they too have to re-apply afresh as all other previous prequalification shall stand cancelled.
- 1.2. Bidders are invited to submit a pre-qualification tender for providers of legal Services.
- 1.3. The Pre-qualification Tender 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.
- 1.4. National Biosafety Authority does not bind itself to assign supply of goods, works and services but shall endeavor to ensure tenders for specific goods, works and services will be treated equitably.
- 1.5. Applicants will be informed in writing of the results of the application, without assigning any reason for its decision thereof.
- 1.6. Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.7. It is National Biosafety Authority policy to require that Tenderers observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy National Biosafety Authority:-
 - (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;
- (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.
- (f) Will declare a Tender ineligible for prequalification if at any time it determines that Tenderer has no legal capacity to enter into a contract for the procurement.
- (g) Will declare a Tender ineligible for pre-qualification if at any time it determines that Tenderer is insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings related to the foregoing.
- (h) Will declare a Tender ineligible, for prequalification if at any time it determines that Tenderer is related to an employee of the company or a member of Board or Procurement Committee of the Institute unless otherwise pre-declared to avoid conflict of interest.
- (i) Will declare a Tender ineligible for prequalification if at any time, it determines that Tenderer has committed an offence relating to procurement, has breached for procurement before by another public company, has in procurement proceedings, given false information about its actions and has been blacklisted before by another public company.

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

1.9 Tenderers shall be aware of the provisions on corrupt and fraudulent practices as spelt out in the Public Procurement and disposal Act.2005/6.

1.10 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 debarred. They must be in possession of the current practicing certificates.

1.11 Professional Insurance Indemnity

They must have taken a professional Insurance Indemnity, which must be not less than Kshs.10,000,000.00 be capable of being reviewed depending on the brief at hand.

1.12 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.

1.13 Scope of legal services

The legal services being procured include but not limited to: Biosafety and environmental law, contract law, Company law, Commercial law, Land law, Civil litigation, Tax Law, Corporate Law, Labour Law, Procurement and Disposal Law, 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.

1.14 **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.

1.15. 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.

1.16 Payment of Fees/Costs

The selection will consider law firm's that offer the right balances 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.
- The Advocates Remuneration Order.

1.17. Litigation against National Biosafety Authority

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

1.18. Ability to work closely with National Biosafety Authority **Legal Division.** The selected law firms will be required to work closely with the National Biosafety Authority in-house lawyers.

2.0 DOCUMENTS COMPRISING THE REQUEST FOR PRE-QUALIFICATION

2.1 Tenderers may request a clarification on the Tender Pre-qualification document up to 7 (seven) days before the Tender submission date. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to the Purchaser's/Employer's address. The Purchaser/Employer will respond in writing by normal postal mail, facsimile, or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

3.0 PREPARATION OF TENDER DOCUMENTS

- 3.1 Tenderers are requested to submit a Tender written in English language.
- 3.2 Tenderers are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.
- 3.3 Tenderers are required to meet the qualification criteria stipulated. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for detailed evaluation.
- 3.4 The pre-qualification documents shall not include any financial proposal information other than audited accounts for at most three (2) years.
- 3.5 PERIOD OF VALIDITY

The request for pre-qualification must remain valid for not less than 120 days from the date of submission.

National Biosafety Authority will endeavor to complete the evaluation and communicate within this period.

4.0 SUBMISSION, RECEIPT, AND OPENING OF TENDERS

- 4.1 The Tender Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Tenderer. Any such corrections must be initialed by the person or persons who sign(s) the Tender Document.
- 4.2 The Tender should be prepared and submitted in a plain sealed envelope marked:

Pre-Qualification for Service Providers of Legal Services

- 4.3 Deadline for Submission

The closing time for the Pre-qualification shall be 16th May, 2013 at 12.00 Noon. All submissions shall be marked "NB014/2013-2015 TENDER FOR PRE-QUALIFICATION OF LEGAL SERVICE PROVIDERS"

- 4.4 Late Tender

Any Tender received after the deadline pursuant to clause 4.3 shall be rejected as a late tender and shall not be considered.

4.5 Tender Opening and Evaluation

4.5.1 A Committee of officials shall open the Tender immediately after the closing time for submission of the Tender.

4.5.2 The Purchaser will prepare a record of the Tender opening.

5.0 TENDER EVALUATION

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

5.2 Tenderers shall not contact NBA on the matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Tenderer to influence NBA in the Tender evaluation shall result in the rejection of their tender.

5.3 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.

5.4 The applicants should have registered offices and NBA 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.

5.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required.

5.6 NBA reserves the right to accept or reject any or all Tenders without the obligation to assign any reason (s) thereof.

5.7 There shall be two phases of carrying out the evaluation of prequalification applications.

- a. Preliminary Evaluation Phase
- b. Detailed Evaluation Phase

5.7.1. Preliminary Evaluation Phase

- i) All the applications shall be sorted out according to the various categories and levels contained in application for prequalification form.
- ii) Pre-screening shall be done for all the applications in each category to determine occasional responses of a casual nature namely:-
 - (a) Applicants not attaching copies of certificates of registration, PIN, Practicing Certificates, Valid KRA Tax Compliance Certificate, Audited Accounts (for at most last 2 years), proof of Professional Indemnity, letter of commendations from three (3) major clients' and Certificates from affiliated bodies/associating firms if any.
 - (b) Applicants not completing fully tender for prequalification of suppliers and service providers' form will be disqualified.
- (iii) Casual applicants shall be considered substantially non-responsive and shall be excluded from those considered for detailed evaluation.
- (iv) A list shall be compiled for those Tenderers who pass the preliminary phase to be evaluated in detail.

5.7.2 Detailed Evaluation Phase

The evaluation team shall undertake a thorough and objective analysis of the suppliers contained in the list utilizing the following procedures:-

- (i) The drawing up of a pro-forma in respect to each application listing the queries contained in the questionnaire attached in the pre-qualified application form and the comments and responses received.
- (ii) A detailed assessment of each applicant to be made in the course of studying the application to complete each pro-forma.
- (iii) Development of a system to evaluate responses to a number of the more important questions and in particular those relating to:-
 - (a) Structure and organization of the tenderer
 - (b) Financial standing
 - (c) Annual Turnover over last TWO years.
 - (d) Experience in relevant field.

- (e) Available resources (Management capability, technical staff and equipment)
- (f) Reputation

5.8 Disclosure of Evaluation Results

Information relating to preliminary evaluations of all the application, and also those who qualify for prequalification shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all applicants.

5.9 Notification of Pre-qualification results

Once the list of those who succeeded to be pre-qualified has been approved and ratified by the authorized officers of the N B A , t h e h e a d of procurement will notify in writing of the names of those applicants who have been pre-qualified and also those who failed to be pre-qualified.

6.0 CONFIDENTIALITY

6.1 Information relating to evaluation of Tenders and recommendations concerning pre-qualification shall not be disclosed to the Tenderers until the pre-qualified firms have been advised accordingly.

SECTION 2

SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE (TO BE COMPLETED BY THE SUPPLIER)

- a) NAME OF FIRM:
- b) P.O. BOX..... CODE:
- c) PHYSICAL ADDRESS:.....
- d) NAME OF THE STREET:.....
- e) TELEPHONE NUMBERS:
- f) FAX NUMBERS:.....
- g) EMAIL:..... WEBSITE:.....
- h) CONTACT PERSON:..... DESIGNATION.....
- i) E-MAIL:..... WEBSITE:.....
- j) CONTACT PERSON:..... DESIGNATION:.....
- k) CERTIFICATE OF REGISTRATION NO.
DATE:.....
- l) CURRENT PRACTICING CERTIFICATES NO.
DATE:..... (ATTACH COPY)
- m) PIN CERTIFICATE NO:..... DATE:.....
(ATTACH COPY)
- n) VAT REGISTRATION NO: DATE :
- (ATTACH COPY)
- o) NAME AND ADDRESS OF BANKERS.....
ACCOUNT NUMBER:.....
- p) DEFINATION OF BUSINESS (Indicate whether sole proprietor or partnership)
.....
- q) PERIOD IN BUSINESS NATURE..... OF.....
LEGAL..... SPECIALITY.....
- r) PARTNERS AND SHAREHOLDING: -

NO.	NAME	SHARE HOLDING (%)	GENERAL LEGAL EXPERIENCE	EXPERIENCE IN ARBITRATION	SPECIALIZED KNOWLEDGE
1.					
2.					
3.					
4.					
5.					
6.					

ASSOCIATES OF FIRM (CLASSIFY AS SENIOR OR JUNIOR)

NO.	NAME	GENERAL LEGAL EXPERIENCE	EXPERIENCE IN ARBITRATION	SPECIALIZED KNOWLEDGE
1				
2				
3				
4				
5				
6				

LIST ASSOCIATED FIRMS OR CONSORTIUM (IF ANY) AND GEOGRAPHICAL/REGIONAL REPRESENTATION

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)

ORGANIZATIONAL CAPABILITY TOTAL NUMBER OF STAFF EMPLOYED:

- (1) MANAGERIAL / SUPERVISORY
- (2) TECHNICAL
- (3) SEMI-SKILLED
- (4) CONSULTANTS
- (5) OTHER

OTHER ORGANIZATIONS /COMPANIES WHERE YOU CURRENTLY OFFER LEGAL SERVICES

- (1)
- (2)

- (3).....
- (4).....
- (5).....
- (6).....

SPECIFY AND GIVE DESCRIPTIVE DETAILS OF THE LEGAL SERVICES RENDERED

.....

.....

.....

.....

.....

VALUE OF LEGAL SERVICES YOU CAN HANDLE AT ANY ONE TIME

NUMBER OF CASES/BRIEFS

FINANCING CAPACITY

DO YOU HAVE ANY PENDING SERVICES/CASES/BRIEFS AGAINST NBA

.....

IF YES GIVE DETAILS

.....

.....

.....

.....

PROVIDE AN INDICATION OF YOUR RESPONSE RATE AND METHODOLOGY WHERE YOUR SERVICES ARE REQUIRED BY THE NBA

.....

.....

.....

.....

INDICATE THE BASIS OF YOUR FEES STRUCTURE AND ABILITY TO BREAK DOWN FEES CHARGEABLE INTO ACTIVITY OR STAGED COMPONENTS?

.....
.....
.....
NBA WILL BE REQUIRED TO BE REPRESENTED IN ALL THE COUNTIES
OF KENYA, INDICATE THE CAPABILITY FOR YOUR LAW FIRM TO OFFER
SERVICES AS AND WHERE IT IS REQUIRED
.....
.....
.....
.....

DECLARATION

I/We the undersigned state that the above information is correct and that I/We give NBA, authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers, KRA etc AND that giving false or misleading information may render my application null and void

Signed:..... Name:.....
Designation:.....
For and on behalf of M/s.....
Dated this.....day of2013

Suppliers/Company's Rubber Stamp or Common Seal.

Attach the copies of the following documents – THIS IS MANDATORY

1. Certificate of Incorporation/Registration
 2. A copy of KRA Tax Compliance Certificate
 3. Audited Accounts for at most TWO (2) years
 4. Letters of recommendation from two (3) of your major clients
 5. Applicants must be in possession of Electronic Tax Registers
-