



THE KENYA SCHOOL OF LAW

**CONTINUOUS REGISTRATION OF SUPPLIERS
FOR GOODS, SERVICES AND WORKS FOR THE
FINANCIAL YEARS 2018-2019 AND 2019-2020**

COMPANY NAME:.....

CATEGORY NO.....

CATEGORY DESCRIPTION.....

IF SPECIAL GROUP PLEASE INDICATE BELOW: (√)

WOMEN

YOUTH

PERSONS WITH DISABILITIES

**P.O. BOX 30369 – 00100 NAIROBI
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WEBSITE: www.ksl.ac.ke**

BUSINESS QUESTIONNAIRE

I. BUSINESS DETAILS

FORM I- CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE

1	Name of Firm:	
2	Postal Address	
3	Telephone Office: Mobile:	Name of Contact Person:
4	E-mail:	Website:
5.	Exact Physical Location street, building:	
6.	Legal Status (partnership/sole proprietor /Ltd. Company)	
7.	Company Reg. Certificate No:/Registration of Business Name (Attach Copy) Year of Incorporation/Registration:	
8.	PIN Certificate No: (Attach Copy)	
9.	Valid Tax Compliance Cert./Vat Exemption Cert. (Attach Copy)	
10.	Current trade license (Attach Copy)	
11.	Nature of business	
12.	Maximum Value of Business which you can handle at a time Kshs:	
13.	Name of your Bankers: Branch:	
14.	Your trade terms (mode or payment- cash..... or creditcredit period allowed	

FORM II - DETAILS OF DIRECTOR/PARTNERS

	Names	Nationality	%of Shares
1			
2			
3			
4			
5			

FORM III - CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

1. What products/services do you want to be considered to Supply.....
.....
.....
2. How many employees do you have...How many are permanent?.....
.....How many are temporary?.....
3. Which quality standards certification have you attained in the last two years? (Attach copies)
4. Are you a manufacturer/wholesaler/retailer/other?
(Please Specify)
.....
5. To what extent is your firm /company electronically-enabled with your clients and suppliers and how do you intend to carry out business with Kenya School of Law?
.....
.....
6. What is your average response time to a request for quotation/ proposal?
.....
7. What is your average response to delivery of goods/services After issuance of an LPO?.....
8. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?
.....
.....
9. If you are a current or previous supplier of goods and services to Kenya School of Law have you at any one time been issued with an LPO and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?
.....
.....
- 10.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.....
.....
11. Must confirm that the firm, its servants or agents have not offered and shall not offer inducements to procuring entity

FORM IV - EXPERIENCE

Applicant's three (3) reputable clients in the last three (3) years

Applicants attach proof of experience relevant to the category they choose to apply for by attaching any of the following documents:

1. Copies of LPOs
2. Letters of Award
3. Completion certificates
4. Contract documents etc.

Note:

New applicants would also be considered

FORM V - ELIGIBILITY & LITIGATION HISTORY

1. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies?

.....

2. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?.....(If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

3. Applicants, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

Year	Award FOR or AGAINST Applicant	Name of Client, cause of litigation, and matter in dispute	Disputed amount

SECTION VII - EVALUATION CRITERIA

The Kenya School of Law will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

EVALUATION CRITERIA 1 – For AGPO Registered Special Groups (Youth, Women & PWD Only)

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
A1	Valid Certificate of Incorporation/Business Registration (Attach copy)	
A2	Personal Identification Number(PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	
A3	Certificate of registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)	
A4	Current/Valid Tax Compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	

EVALUATION CRITERIA II – General Public

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

B.	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
B1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
B2	Personal Identification Number(PIN) certificate (Attach copy)	YES/NO
B3	Valid Tax Compliance Certificate (Attach copy)	YES/NO
B4	Current Business Permit/License (Attach copy)	YES/NO
B5	Physical location of business premises (See business questionnaire) Fulfillment of Special condition relevant to the category applied for	YES/NO
C.	GENERAL REQUIREMENTS	
C1.	Supplier Availability: - Postal Address (2) - Telephone Number (2) - Fax Number (2) - Website (2) - Email Address (2)	10
C2.	Business Ownership: Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor	10
C3.	Financial Capability: Audited Accounts for the last 2 years.	20
C4.	Financial Stability – Evidence of profit making in the attached 2 years audited	10

C5.	Experience: Indicate having undertaken similar assignment with at least 3 firms (Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts)	20
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C6	Supply Capacity: Maximum Volume of Business handled in the (last two years) - 2 Million and above (12) - 1.5 – 2 Million (9) - 1 – 1.5 Million (6) - 0.5 – 1 Million (3)	12
C7.	Credit Period: Indicate Credit Period willing to offer - 90 Days (12) - 60 Days (9) - 30 Days (6) - Less than 30 days (3)	12
C8	Eligibility & Disclosure of litigation history	6
	TOTAL	100

NB: Bidders must meet all the mandatory requirements to qualify.

THE PASS MARK FOR REGISTRATION SHALL BE 70%

(The Technical Evaluation Team will verify the information submitted by applicants and may visit the physical premises of the applicants. This will form part of the evaluation process).

Declaration (For the Tenderer only)

(The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria)

Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? *(Tick appropriately below)*

No

Yes

Official Stamp**Sign.....**

For Official Use Only

(The Team Leader of Evaluation Team will make comments below based on the findings about the tenderer)

Accept the Firm

Reject the Firm

Sign **Date**

Approved /Not Approved

SECTION VIII- DECLARATIONS

DECLARATION ON CONFLICT OF INTEREST

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Kenya School of Law employee.

Do you have a relationship with any Kenya School of Law employee that would cause conflict of interest?

.....
.....

I.....declare, for and on
behalf of

.....
.....

(company/firm) that all the information furnished Kenya School of Law in connection with this registration is true and accurate in all material respect. Kenya School of Law is hereby authorized to make such inquiries to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by.....

Title

Signature.....

Stamp.....

SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being Registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the Registration evaluation.
- e. We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Unknowing relies on it to register our Firm/Company. We are aware that Kenya School of Law is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.
- f. We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from the Kenya School of Law.

Date
Applicant's Name **Represented**
by **Signature**
..... **(Full name and**
designation of the person signing and stamp or seal)