



**THE KENYA SCHOOL OF LAW**

**CONTINUOUS REGISTRATION OF SUPPLIERS  
FOR GOODS, SERVICES AND WORKS FOR THE  
FINANCIAL YEARS 2020-2021 AND 2021-2022**

**COMPANY NAME.....**

**CATEGORY NO.....**

**CATEGORY DESCRIPTION.....**

**IF SPECIAL GROUP PLEASE INDICATE BELOW: (√)**

**WOMEN**

**YOUTH**

**PERSONS WITH DISABILITIES**

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## 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 credit .....credit period allowed	

**FORM II - DETAILS OF DIRECTOR/PARTNERS**

	<b>Names</b>	<b>Nationality</b>	<b>%of Shares</b>
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)

<b>A</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>
<b>A1</b>	Valid Certificate of Incorporation/Business Registration (Attach copy)	
<b>A2</b>	Personal Identification Number(PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	
<b>A3</b>	Certificate of registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)	
<b>A4</b>	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>B.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>
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 ( <b>See business questionnaire</b> ) Fulfillment of Special condition relevant to the category applied for	YES/NO
<b>C.</b>	<b>GENERAL REQUIREMENTS</b>	
C1.	<b>Supplier Availability:</b> - Postal Address (2) - Telephone Number (2) - Fax Number (2) - Website (2) - Email Address (2)	10
C2.	<b>Business Ownership:</b> Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor	10
C3.	<b>Financial Capability:</b> Audited Accounts for the last 2 years.	20
C4.	<b>Financial Stability</b> – Evidence of profit making in the attached 2 years audited	10

C5.	<b>Experience:</b> Indicate having undertaken similar assignment with at least 3 firms <b>(Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts)</b>	20
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C6	<b>Supply Capacity:</b> 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.	<b>Credit Period:</b> 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
	<b>TOTAL</b>	<b>100</b>

**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)*

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**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)**

**CATEGORY A: SUPPLY OF GOODS**

<b>Number</b>	<b>Description</b>	<b>Eligibility</b>
KSL/01/2020 – 2022	Supply and delivery of Perishable Foodstuffs; Fresh Vegetables and fruits	Reserved Groups
KSL/02/2020 – 2022	Supply and delivery of Dry Foodstuff	Reserved Groups
KSL/03/2020 – 2022	Supply and delivery of Milk and Dairy Products	Reserved Groups
KSL/04/2020 – 2022	Supply and delivery of Meat Products, Eggs, Fish and Chicken	Reserved Groups
KSL/05/2020 – 2022	Supply and delivery of LPG Gas	Open
KSL/06/2020 – 2022	Supply and delivery of Soft Drinks 18.9L bottled water & 500ml Bottled Mineral Water	Open
KSL/07/2020-2022	Supply of water(10,000 litres bowser)	Open
KSL/08/2020– 2022	Supply and delivery of hospitality equipment i.e. cutlery, crockery and kitchen appliances	Open
KSL/09/2020 - 2022	Supply and delivery of photocopiers, printers, Projectors and related ICT equipment	Open
KSL/10/2020 - 2022	Supply, delivery and maintenance of ICT Equipment (computers, printers, ipads and related equipment/accessories	Open
KSL/11/2020- 2022	Supply and delivery of motor vehicle tyres, tubes and batteries	Open
KSL/12/2020 - 2022	Supply and delivery of assorted hardware materials	Open
KSL/13/2020 – 2022	Supply and delivery of electrical Items and fittings	Open
KSL/14/2020 – 2022	Supply and delivery of Office and Student Furniture	Open
KSL/15/2020– 2022	Printing and publication of newsletters, brochures, diaries & calendars, examination Booklets, & branding	Reserved Groups
KSL/16/2020 – 2022	Supply and delivery of General Office Stationery and computer consumables	Reserved Groups
KSL/17/2020-2022	Supply of airtime	Reserved Groups
KSL/18/2020 – 2022	Supply and delivery of Staff Uniform, Curtains, Protective Clothing, Footwear & bed linen	Reserved Groups

KSL/19/2020 – 2022	Supply, Delivery, Installation, Commissioning & Maintenance of Telecommunication equipment, PABX Systems and related equipment	Open
KSL/20/2020-2022	Supply and delivery of Toners and Cartridges	Reserved Groups
KSL/21/2020-2022	Supply and delivery of Cleaning Materials, Detergents, Disinfectants & soaps	Reserved Groups
KSL/22/2020-2022	Supply of swimming pool Chemicals	Open
KSL/23/2020-2022	Supply of laundry detergents	Open
KSL/24/2020-2022	Supply and fittings of office curtains,sheers,blinds and wall papers	Reserved Groups
KSL/25/2020-2022	Supply of electronic and Telecommunication equipment(camera,TVs,Telephone heads and mobile phones etc.	Open
	<b>CATEGORY B: PROVISION OF SERVICES</b>	
KSL/26/2020– 2022	Provision of Legal Services <b>Valid membership of Professional Body (LSK)</b>	Open
KSL/27/2020 – 2022	Hire of Tents (including Dome Tents), Chairs, Tables, Public Address Systems, decorations and related items	Reserved Groups
KSL/28/2020 – 2022	Repair and servicing of Refrigerators, Freezers, Gas & other Related Items	Open
KSL/29/2020 – 2022	Repair & Maintenance of Motor Vehicles	Open
KSL/30/2020-2022	Provision of Air Travel Services <b>IATA registered firms only</b>	Reserved Groups
KSL/31/2020-2022	Provision of graphic design and printing services	Open
KSL/32/2020-2022	Provision of Pest Control and Fumigation Services	Reserved Groups
KSL/33/2020-2022	Provision of Insurance Brokerage Services	Open
KSL/34/2020-2022	Repairs and maintenance of office furniture and fittings	Reserved Groups
KSL/35/2020-2022	Provision of maintenance services for firefighting equipment	Open
KSL/36/2020-2022	Provision of repair and maintenance services for backup diesel generators	Open
KSL/37/2020-2022	Provision of various small works including repair & maintenance of buildings, carpentry, masonry, electrical & plumbing services	Open

KSL/38/2020-2022	Provision of auctioneering services <b>registered firms with valid practicing certificate</b>	Open
KSL/39/2020-2022	Provision of garbage collection	Reserved Group
KSL/40/2020-2022	Provision of sewage exhaustion services	Open
KSL/41/2020-2022	Provision of repair and maintenance services for Air conditioning equipment	Open
KSL/42/2020-2022	Provision of Team building facilitation services	Open
KSL/43/2020-2022	Provision of transport services (taxis, buses ,minibus)	Open
	<b>CATEGORY B: PROVISION OF CONSULTANCY SERVICES</b>	
KSL/44/2020- 2022	Provision of Human Resource consultancy services, training and capacity building <b>attach valid practicing certificate in area of expertise</b>	Open
KSL/45/2020-2022	Provision of consultancy services for ICT,ICT Risk and ICT security audit services	Open
KSL /46/2020-2022	Provision of research consultancy services customer satisfaction, employees satisfaction, work survey sevices,corruption perception survey	Open
KSL /47/2020-2022	Provision for services in marketing,advertising,media,branding,public relations and consumer surveys	Open

The Reserved groups are Women, Youth and Persons Living with Disabilities who have registered with the Ministry of Finance (AGPO Certificate)