KENVERSITY COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

P.O. BOX 10263 – 00100
NAIROBI.

TELEPHONE: 020 812782 / 020 8002371, 020 8002372.

EMAIL:info@kenversitysacco.co.ke
www.kenversitysacco.co.ke

TENDER DOCUMENT FOR PROVISION OF LEGAL SERVICES

PREQUALIFICATION FOR LEGAL SERVICES

KENV/TNDR/LEGS/2027

KENVERSITY COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

CONDITIONS OF TENDERING

Serial No. …….

Miscellaneous Receipt No. ……

Date of Receipt …… Amount in Kshs.. ……

1. **DEFINITIONS**

The Tenderer is the person who undertakes to supply the goods/services described in the tender documents.

The signatory must be a recognized official of the firm and be authorized to sign on its behalf.

2. DOCUMENTS

2.1 The tender will receive a miscellaneous receipt of payment for tender documents. These include the following forms in duplicate:

(i) **Form of tender**
(ii) **Conditions of tendering**
(iii) **Confidential business questionnaire,**

The Tenderer should retain one set for his records and return the other set in accordance with these conditions.

2.2.1 The Tenderer is required to check the number of pages of the document accompanying the **form of Tender**. Should any be missing or any figure indistinct, or should there be doubt about the precise meaning of any item or figure for any reason whatsoever he/she must inform the tender issuing officer at once and have the matter rectified as required before the final date for submission of tenders.

2.2.2 The Tenderer's signature to all documents shall indicate that he/she fully understands their contents and that he/she accepts all the conditions stated or applied therein.

3. SUBMISSION OF TENDERS

3.1.1 Attention is invited to the tender notice. The complete tender documents must be submitted to the address shown on the form of tender in a sealed plain envelope endorsed on the out cover with **prequalification for provision of legal services**. Indication of Tenderer's names/mark should not appear on the envelope.

3.1.2 The form of tender must be properly signed in ink, dated and must accompany any other documents concerned with the tender.

3.1.3 The tender will not be accepted unless correctly submitted on the approved forms. Tenders for which the appropriate fee has not been paid will not be considered valid. Tender shall be deposited in the Tender box at **Kenversity Sacco Office** not later than the appointed time and date.

4.0 COMMUNICATION

4.1.1 There shall be no verbal variations in regard to a tender once submitted. Should an error be made it may be corrected in writing **before the closing date**.

4.1.2 All correspondence with the Tenderers will be sent to the address shown on the form of tender by post.

A Liability

No liability will be admitted nor claim allowed for error in the tender owing to mistakes in those documents, which should have been rectified in the manner, described above.

B Acceptance

The society reserves the right to accept or reject any tender either wholly or in part and is not bound to accept the lowest or any tender or to give reason for rejection.

C Successful Tenderers

A letter of acceptance will be sent to the successful Tenderer in respect of the whole or that part of tender, which has been accepted within a validity period of 90 days.

D Data protection

Each party will comply with its obligations in terms of laws and regulations relating to the protection or disclosure of personal data, sensitive data or such other data which is deemed to be 'personal' pursuant to applicable data protection law in force from time to time.

COMPLIANCE WITH GIVEN CONDITIONS

CURRENT TRADE LICENCE NO._____EXP. DATE: _____

V.A.T. REG. NO._____

PIN NUMBER: _____

NAME OF YOUR AUDITORS: _____

OTHER GOVERNMENT STATUS: _____

COMPANY STAMP

If a tenderer does not comply in any way with these conditions where necessary, the tender shall be liable to rejection.

Tenderer's Name ----------

Tenderer's Signature ----------

Designation ----------

Full address ----------

Telephone Number (office) ----------

Email ----------

Fax ----------

Date ----------

Official stamp/seal.

Name of the Building ---------- Plot No. ---------- Door No. ----------

Company Rubberstamp ---------- Date ----------

Telephone number ----------

Are you a Kenyan, if not, state your Nationality----------

Name and address of your bankers ---------- -

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give particulars indicated in Part I and part 2 as is applicable in your type of business. You are advised that false information/particulars will result in automatic disqualification and render the tender void.

Part 1 – General

Business Name ----------

Location of business premises ----------

Plots number ----------Street/Road----------

Postal Address ----------

Telephone number ----------

Nature of business ----------

Registration number ----------

Trade license Number ---------- Date of Expiry ----------

Maximum value of Business you can handle Kshs ----------

Name of your bankers ----------

Branch/address ----------

Part 2 Registered company

Private or Public or Partnership----------

State the normal and issued capital of the company:

Normal Kshs…….

Issued Kshs……..

Details of the Directors/partner:-

Name	**Nationality/citizenship**	**Shares**
1. ----------	----------	----------
2. ----------	----------	----------
3. ----------	----------	----------

Date: ---------- Signature of Tenderer ----------

Official stamp ----------

If Kenyan citizen, indicate under "citizenship Details" whether by birth, nationalization or registration.

In the event of this tender being accepted in part or in full within the stipulated 90 days, I/We agree to supply against an order signed by an authorized officer of the Society and failure to do so will constitute breach of contract.

Tenderer's Name ----------

Tenderer's Signature ----------

Designation ----------

Full address ----------

Telephone Number (office) ----------

Email ----------

Fax ----------

Date ----------

Official stamp/seal.

Tenderer's name in full ---------- Signature ----------

Address ----------

Telephone number ----------

5. BACKGROUND INFORMATION

Kenversity Co-operative Savings and Credit Society Limited was registered as a Savings and Credit Co-operative Society in 1976. It is among the leading deposit-taking Saccos in Kenya, licensed and regulated by SASRA (Sacco Socities Regulatory Authority). The sacco operates one branch located at Kahawa Sukari which is opposite Kenyatta Univeristy (Main Campus). The Sacco has over 10,000 members and an asset base of KShs4.2 billion.

We would like to prequalify reputable legal firm for provision of legal services to Kenversity Sacco Ltd for the financial year ending 31st December 2027.

6. OBJECTIVE FOR PREQUALIFICATION OF LEGAL SERVICES

The objective is to prequalify a legal firm for provision of legal services to Kenversity Sacco Ltd for the financial year ending 31st December 2027

The cover includes; -

1. Provision of legal opinion to Kenversity sacco on need basis,
2. Representation of the clients to courts and tribunal proceedings,
3. Preparation and filling of pleadings to courts and tribunals,
4. Attending nomination, election and peace meetings to provide legal advice,
5. Conveyance
6. Preparation and review of contracts of Kenversity sacco and the suppliers of goods and services.

7. ELIGIBILITY CRITERIA

The eligible legal firm should meet the following criteria

1. Compliance with legal requirements of law (Good standing) and attach a valid licence for the current year.
2. Experience for providing the legal services in Kenya.
3. Reference for similar services offored within the last three years.
4. Provide service provision Methodology, Proposed work Plan, Curriculum Vitae for the partner (s) and other key staff including their national identification cards/passports, personal identification certificates and certificates,
5. Affirmation of their independence of Kenversity Sacco Ltd in the engagement letter.(If successful)
6. Any actual or potential conflict of interest in taking up the role should be disclosed.
7. KRA Pin certificate and Tax Compliance Certificate

8. <u>TERMS AND CONDITIONS OF PAYMENT</u>

1. Prequalified for ONE (1) financial years.

2. Financial proposal is not required at this stage.

9. **<u>DECLARATION</u>**

I/We have completed this form to the best of our knowledge and it is agreed that all responses can be substantiated if requested to do so. I/We understand that any inaccuracy in the information filled herein will be used as a ground for removal or termination of the tender.

Signed and Sealed: …….

For and on behalf of: - …….

Positions in the Company …….

Date: ……

The following is a list of items/ information that the tenderer must provide as attachments to the tender documents. This information will form part of the tender evaluation for the tenderers.

1. Company profile (company history, contacts, services, affiliations, certified copies of original documents defining constitutional or legal status, principal place of doing business of the company/ firm including valid business licenses)

2. Certificate of incorporation.

3. Provide details of three similar projects/ works with contact persons, undertaken under the area of the tender's interest in the last five (5) years.

4. In each of the projects in 3 above, provide reference letters from the firms/ organizations confirming the items/ goods/ services supplied and the performance.

5. Demonstration of financial capability in carrying out the project by submitting audited account for the last three years.

6. Demonstration of a proposed methodology, plan and schedule of implementation of the activity of interest.

KENVERSITY SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED

TENDER FOR SUPPLIES AND SERVICE PROVISION FOR YEAR 2027

Kenversity Savings and Credit Co-operative Society Limited invites interested and eligible suppliers for supply and service provision for the year 2027 as follows: -

Tender documents may be obtained from www.kenversitysacco.co.ke and at the society offices at Kenversity Plaza, Kahawa Sukari, off Thika superhighway, Behind Quickmart Supermarket during working hours (8.30a.m. – 4.00p.m. Monday – Friday). Payment of a non-refundable fee Kshs.1,000/- for each category payable in cash or bankers cheque to the Society shall apply before closure of the tendering period.
Completed documents in plain sealed envelopes clearly marked "Tender for Supplies with Category code" be addressed as below and deposited in the tender box at the Society office latest **Thursday, 3rd December, 2026** and thereafter, the same shall be opened after closure in the presence of those who may wish to witness.

The Chief Executive Officer,
Kenversity SACCO Limited,
P.O. Box 10263 – 00100, 0715114454,
NAIROBI.
www.kenversitysacco.co.ke

The Society reserves the RIGHT to accept or reject any application, either in whole or in part and is not bound to give reasons for its action.