



UNIVERSITY OF EMBU

REGISTRATION OF SUPPLIERS

FOR

LEGAL SERVICES

INVITATION OF REGISTRATION OF SUPPLIERS

University of Embu intends to invite candidates for **Registration of Suppliers- Legal Services**

1. Pursuant to Public Procurement and Asset Disposal Act Sec 71, registration of suppliers is continuous and therefore interested bidders may apply for registration any time.
2. Eligible candidates may obtain the tender document **FREE** from the website www.embuni.ac.ke,
3. The registration is for new suppliers who are not in our data base and therefore those already registered need **NOT** apply.
4. Registered suppliers will be invited to tender/ quote competitively as and when need arises.
5. Bidders must provide reliable email addresses and mobile phones in the Confidential Business Questionnaire form attached for communication purposes.
6. Bidders should meet the criteria attached and complete the attached documents.
7. Registration documents indicating the category the bidder is interested in may be submitted to Procurement Office during working hours or sent by **courier** to:

**University of Embu
Procurement Office
P.o.Box 6-60100
Embu
Along Embu-Meru Road
Tel:0714243682**

NOTE: UNIVERSITY OF EMBU DOES NOT LEVY ANY FEES IN ORDER TO AWARD TENDERS. THEREFORE BEWARE OF CONMEN WHO CALL TO SOLICIT FOR MONEY IN ORDERTO BE AWARDED TENDERS.

EVALUATION CRITERIA FOR PROVISION OF LEGAL SERVICES

EVALAUTION STAGES

STAGE 1: MANDATORY REQUIREMENTS

S/No.	Bidders must attach the below requirements	Attach/Fill
1.	A copy of Certificate of Incorporation/Registration	Attach
2.	A copy of a Valid tax compliance certificate	Attach
3.	Duly completed, signed and stamped, Confidential Business questionnaire	Fill the form provided
4.	Signed and stamped declaration not to engage in corruption	Form provided
5.	Registration/practicing certificate from LSK	Attach

NB: A bidder who will not meet all the mandatory requirement will not proceed for Technical Evaluation:

STAGE 2: TECHNICAL STAGE

S/No	Particulars	Maximum Score
1.	Evidence or recommendations from at least three clients that your firm has served in the recent 2 years	30
2.	Audited Copies of financial statements for the last two year OR bank statements	10
	TOTAL	40

A bidder shall be registered if he attains 30 marks out of 40 marks

NOTE: The bidders are also required to indicate their areas of specialization.

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to 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. Fax E mail

Nature of Business ,.....

Registration Certificate No.

Maximum value of business which you can handle at any one time – Kshs.

Name of your bankers Branch

Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of origin

- Citizenship details
-

Part 2 (b) Partnership

Given details of partners as follows:

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

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Date Signature of Candidate

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

DECLARATION NOT TO ENGAGE IN CORRUPTION

I hereby declare that I will not engage in corrupt or fraudulent practices and I have not been debarred from participating in procurement proceedings.

SIGNED..... DATE.....

STAMP.....