



**Kenya National Highways Authority**

**Quality Highways, Better Connections**

**Barabara Plaza, Off A8/B10 Junction, On Airport North Road, Near JKIA, P.O Box 49712 - 00100 Nairobi  
Tel 020 - 4954000 / 0700 423 606 Email dg@kenha.co.ke / Website www.kenha.co.ke**

**REGISTRATON OF PROVIDERS OF LEGAL  
SERVICES FOR THE PERIOD ENDING 30<sup>TH</sup> JUNE 2021.**

**ELIGIBILITY \_SPECIAL GROUP  
(WOMEN, YOUTH AND PERSONS LIVING  
WITH DISABILITY\_PWD)**

**CONTINUOUS PROCESS**

**SECTION 1: INVITATION FOR REGISTRATION****REGISTRATION OF LEGAL SERVICES PROVIDERS FOR THE PERIOD ENDING 30<sup>TH</sup> JUNE 2021 – Continuous Process.**

The Kenya National Highways Authority (KeNHA) is a State Corporation established under the Kenya Roads Act, 2007, with the responsibility for management, development, rehabilitation and maintenance of national roads.

The Authority hereby invites applications for registration of suppliers for the provision of Legal Services for the period ending 30th June, 2021.

*Interested eligible service providers are invited to apply indicating their regions of choice below.*

<b>No.</b>	<b>REGION</b>	<b>LOCATION OF KeNHA OFFICE</b>	<b>TICK AREA/S OF INTEREST AS APPROPRIATE</b>
1	Headquarters	Blue Shield Towers, Hospital Road 1 <sup>st</sup> Floor	
2	Nairobi	Provincial Works Office, Machakos Road Industrial Area	
3	Lower Eastern	Machakos, Ministry of Roads Office opposite Machakos Boys High School	
4	Central	Nyeri, Ministry of Roads Building Makaburini Road	
5	Upper Eastern	Isiolo, Ministry of Roads & Public Works Building	
6	Coast	Mombasa, Public Works Building, Shimanzi Road	
7	North Eastern	Garissa, Public Works Office, Ngamia Road	
8	North Rift	Eldoret, Public Works Building, Oloo Street	
9	South Rift	Nakuru, Ministry of Roads Building, Prison Road	

10	Nyanza	Kisumu, Kisumu-Kakamega Road, Ministry of Roads Building	
11	Western	Kakamega, Ministry of Roads Building, Kakamega-Kisumu Road, Opposite GK Prison	

Firms are free to select all areas

Interested applicants may obtain further information and inspect registration documents from Supply Chain Management Office, Kenya National Highways Authority **Headquarters**, Barabara Plaza, 2<sup>nd</sup> Floor, Barabara Plaza, JKIA, Nairobi, off Mazao Road (Opposite KCAA Head Quarters) during normal working hours.

Interested applicants are requested to download full registration document from our website [www.kenha.co.ke](http://www.kenha.co.ke) free of charge or from KeNHA Headquarters.

***Candidates are reminded that they are required to submit only one (1) Registration document for each company.***

***The registration process shall be continuous and submission of registration document may be received any time during official working hours from KeNHA headquarters, Barabara Plaza, JKIA, Nairobi, off Mazao Road (Opposite KCAA Head Quarters).***

**DD – Supply chain Management**  
**For: DIRECTOR GENERAL**

**PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)**

<b>PART I - MANDATORY CRITERIA</b>			
<b>NO.</b>	<b>REQUIREMENTS</b>	<b>SCORE</b>	<b>Confirmation of Requisite Documents</b> <i>(For official use only to be filled by KeNHA Staff)</i>
<b>A.</b>	Duly completed Registration submission form	Mandatory	
<b>B.</b>	Duly completed and signed Confidential Business Questionnaire.	Mandatory	
<b>C.</b>	A copy of the Certificate of Registration of the Law firm.	Mandatory	
<b>D.</b>	Evidence of Physical Address.	Mandatory	
<b>E.</b>	Certified Copies of practicing Certificates of all advocates in the Law firm.	Mandatory	
<b>F.</b>	Letters of Recommendation from at least five (5) corporate clients. (Company name Client's Contact Person (email and telephone No.)	Mandatory	
<b>G.</b>	Audited Accounts for immediate past two (2) Year's.	Mandatory	
<b>H.</b>	Valid Tax Compliance Certificate.	Mandatory	
<b>I.</b>	Copy of Registration with Ministry of National Treasury/County Treasury (For Disadvantaged Group: Youth, Women and Persons With Disability)	Mandatory	
<b>J.</b>	Evidence of the firm's Professional Insurance Indemnity of at least Kshs.50,000,000.00	Mandatory	
<b>K.</b>	Copy of CR 12 Form.	Mandatory	
<b>L.</b>	Copy of valid single business permit related to the business from County/Municipal Council	Mandatory	

*(N/B - For official use only - KeNHA Staff)*  
**Documents Checked By:**

Name: ..... Signature: .....

**PREFERRED AREAS OF PRACTICE**

Please indicate as appropriate the areas of specialization of practice where you wish to be considered for provision of legal services.

No.	Areas of Practice & Legal knowledge	Names of Personnel attached to the area of practice	Brief of any recent experience in an assignment of the specific nature (not more than 3 years old)
1	Judicial Review		
2	Conveyancing		
3	Company & Commercial Law		
4	Intellectual Property Law		
5	Public Private Partnership/ PPP Committee Petition		
6	Insurance Claims		
7	Public Procurement & Disposal Law/ PPARB Request for Review		
8	Environmental and Land Court		
9	Constitutional and Human Rights Litigation		
10	General Civil Litigation		
11	Criminal Law		
12	Adjudication/ Arbitration		
13	Any relevant Law concerning construction		

Any others: Please specify .....

Firms are free to indicate all the Areas  
**CONFIDENTIAL REGISTRATION BUSINESS  
QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applies to your type of business; and Part 3. You are advised that it is a serious offence to give false information on this form.

**Part 1 – General**

1.1 Business Name

.....

1.2 Location of Business Premises.

.....

1.3 Plot No..... Street/Road Postal

Address .....

Tel No. .... Fax.....

E mail .....

1.4 Nature of Business .....

1.5 Registration Certificate No.

.....

1.6 Maximum Value of Business which you can handle at any one time –

Kshs.....

1.7 Name of your Bankers .....Branch .....

**Part 2 (a) – Sole Proprietor**

2a.1 Your Name in Full .....

2a.2 Nationality .....

Country of Origin .....

• Citizenship Details .....

**Part 2 (b) Partnership**

2b.1 Given details of Partners as follows:

<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>
1.....			
2.....			
3.....			
4.....			

Firm profile (attach).....

**Part 2(c ) Associate Firms**

Kindly indicate whether your firm associates or collaborates with any international law firms. If so, kindly indicate the name(s) of the firm(s) and their expertise. This is for informational purposes and shall not be scored.

**Part 2 (d) – Debarment**

I / We declare that I/ we have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by KeNHA and any other public or private institutions.

Full Names .....

Signature .....

Dated this ..... day of ..... 20.....

In the capacity of .....

Duly authorized to sign Tender for and on behalf of.....

**Part 2 (e ) – Criminal Offence**

I / We, individually or jointly have not been convicted of any criminal offence relating to professional (mis)conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of five (5) years preceding the commencement of this Registration procurement.

Full Names .....

Signature .....

Dated this ..... day of ..... 20.....

In the capacity of .....

Duly authorized to sign Tender for and on behalf of.....

**Part 3 – Conflict of Interest**



3.1 I / We, the undersigned state that I/ we have no conflict of interest in relation to this Registration.

- 1.....
- 2.....
- 3.....

For and on behalf of M/s

In the capacity of

Dated this ..... day of ..... 20.....

Law firm's Official Rubber Stamp.....

3.2 Does any person/person in KeNHA have interest in the firm?

Yes \_\_\_\_\_ No \_\_\_\_\_

3.3 If answer in '3.2' above is YES give details.

- .....
- .....
- .....
- .....
- .....

3.4 Are you under a declaration of ineligibility for corrupt and fraudulent practices?

YES \_\_\_\_\_ No \_\_\_\_\_

3.5 If answer in '3.4' above is YES give details:

- .....
- .....
- .....
- .....
- .....

I / We DECLARE that the information given on this form is correct to the best of my/our knowledge and belief and that I/We give GDC authority to seek any other references concerning my/our firm from whatever sources deemed relevant.

Date ..... Signature of Candidate.....

**Part 4 – Interest in the Firm**

Is there any person/persons in KeNHA or any other public institution who has interest in the

Firm? Yes /No? <i>(Title)</i>	(Delete as necessary) <i>(Signature)</i>	Institution <i>(Date)</i>
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**Part 5 Experience**

Please list here below 3 major companies/ clients you have acted for in the last two (2) years.

Company Name	Country	Contract/Order No.	Value

Contact person (Full Names) .....

Email address .....

Cell phone No.