



**Kenya National Highways Authority**

**Quality Highways, Better Connections**

**Barabara Plaza, Jomo Kenyatta International Airport (JKIA), Nairobi, Off Mazao Road (Opposite KCAA Headquarters), 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 2025**

**TENDER No: KeNHA/2682/2023**

**CORPORATION SECRETARY/DEPUTY  
DIRECTOR  
HEAD LEGAL SERVICES  
KENYA NATIONAL HIGHWAYS AUTHORITY  
P.O. BOX 49712-00100  
NAIROBI**

**DIRECTOR GENERAL  
KENYA NATIONAL  
HIGHWAYS AUTHORITY  
P.O. BOX 49712-00100 FAX  
0202715483  
NAIROBI**

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**SECTION 1: INVITATION FOR REGISTRATION**

**TENDER NO. KeNHA2682/2023 - REGISTRATION OF LEGAL SERVICES PROVIDERS FOR THE PERIOD ENDING 30<sup>TH</sup> JUNE 2025.**

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 intends to register eligible Candidates to be placed in our Panel of Advocates for a period of two (2) years and who may from time to time be appointed to provide legal services.

Qualified and interested eligible Candidates may obtain further information and inspect the Tender Document during office hours [0800 to 1700 hours] at the address given below

A complete set of tender document may viewed and downloaded for free from the website [www.kenha.co.ke](http://www.kenha.co.ke) or PPIP portal [www.tenders.go.ke](http://www.tenders.go.ke) or purchased upon payment of a non-refundable fees of Kshs. 1,000.00 (Kenya shillings One Thousand Only) in Banker's Cheque and payable to the address given below

Completed tenders must be deposited in the tender box situated at KeNHA Headquarters, Barabara Plaza, Jomo Kenyatta International Airport JKIA, Block C, Second (2nd) Floor or delivered to the **address below on or before Tuesday, 6th June 2023 at 11:00 am**. Electronic Tenders will not be permitted

Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the **KeNHA Board Room, Block C, 2nd Floor, Barabara Plaza**.

Late tenders will be rejected

The addresses referred to above are:

**Deputy Director – Supply Chain Management,  
Kenya National Highways Authority,  
P. O. Box 49712-00100, Nairobi  
Barabara Plaza, Jomo Kenyatta International Airport,  
Mazao Road, Off Airport North Road, Block C 2nd Floor**

**All submitted Documents may be verified from the issuing agencies, KeNHA Reserves the right to verify all submitted documents.**

All interested bidders are required to continually check the Kenya National Highways Authority Website: [www.kenha.co.ke](http://www.kenha.co.ke) and Public Procurement Information Portal (PPIP) for any other tender addenda or clarifications that may arise before the submission date.

**Deputy Director (Supply Chain Management)  
For: DIRECTOR GENERAL**

**SECTION II- TENDER SUBMISSION CHECKLIST**

This order and arrangement shall be considered as the Tender Format. Candidates shall tick against each item indicating that they have provided it.

NO.	REQUIREMENTS	Tick Where Provided
A.	Duly Filed, Signed & Stamped Registration submission form	
B.	Duly filed Confidential Business Questionnaire.	
C.	A copy of the Certificate of Registration of the Law firm.	
D.	Evidence of Physical Address (attach copies of utility bills e.g. electricity/water or lease agreement)	
E.	<b><u>Certified</u></b> Copies of practicing Certificates of all advocates in the Law firm.	
F.	Letters of Recommendation from at least three (3) corporate clients. (Indicate Contact Person’s email and telephone No.)	
G.	Audited Accounts for 2022 and 2021	
H.	Copy of valid Tax Compliance Certificate (to be verified online)	
I.	Evidence of the firm’s Professional Indemnity Cover for year 2023	
J.	Law Firm Profile	
K.	Copy of Certificate of registration	
L.	Duly filed Section III -XI Forms clearly indicating preferred areas of practice regions to be considered once successful.	

## SECTION III – INFORMATION TO TENDERERS (ITC)

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## SECTION III: - INFORMATION TO TENDERERS (ITC)

### 2.1 Introduction

- 2.1.1 KeNHA will pre-qualify and enlist prospective Tenderers for the provision of Legal Services from among those who will have submitted their Registration documents in accordance with the Registration requirements to undertake the assignments described herein for two (2) years.
- 2.1.2 The Registration of legal service providers does not constitute a retainer.
- 2.1.3 The Registration Tender document and the Tenderers response thereof shall be the basis for Registration. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing their response.
- 2.1.4 Tenderers will be informed in writing of the results of their application.
- 2.1.5 Tenderers will meet all costs associated with preparation and submission of their applications.
- 2.1.6 Tenderers who have previously been on the KeNHA panel of Advocates should also apply for reconsideration.
- 2.1.7 It is KeNHA's policy to require that Tenderers observe the highest standards of ethics and professionalism in the procurement process and execution of Service Level Agreements. In pursuance of this policy, KeNHA:
- a. Defines, for the purpose of this provision, the terms set forth below:
    - i. "**Corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Procurement Entity/Purchaser/Employer in the Registration process; and
    - ii. "**Fraudulent practice**" means a misrepresentation of facts in order to influence the Registration process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Procurement Entity of the benefits of free and open competition.
  - b. Will reject a Tender for Registration if it determined that a Tenderer has engaged in corrupt or fraudulent activities in competing for the tender in question;
  - c. Will declare a Tenderer ineligible, for Registration if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar tender; and
  - d. Will have the right to examine financial or other records relating to the performance of such services to determine capability;
  - e. Will have the right to inspect the business premises of the Tenderer.

2.1.8 Tenderers shall furnish information as described in the Registration tender document.

2.1.9 Tenderers shall be aware of the provisions on fraud and corruption stated in herein after.

## **2.2 Professional Qualifications**

The Advocates must be active members of the Law Society of Kenya with current Practicing Certificates. They should not have any pending disciplinary cases. Due diligence will be carried out to ensure that they have not been disbarred.

## **2.3 Professional Insurance Indemnity**

They must have taken out a Professional Insurance Indemnity of not less than Kshs.100,000,000.00 subject to an upward review depending on the brief at hand.

## **2.4 Expertise**

The Law firms must be ranked highly by their peers as well as have proven experience of the issues in question. While it is important for the lead partners to be experienced the qualification of other members of the firm who will be performing the majority of the legal services should also be of high standard. This includes associates, research assistants and paralegals.

## **2.5 Scope of Legal Services**

2.5.1 The legal services being procured include but not limited to: Civil Litigation and Practice, Commercial Law, Construction Law, Public Procurement and Disposal Law, Labour Law, Constitutional Law, Arbitration & Alternative Dispute Resolution Law and Practice, Tax Law, Land Law & Conveyancing, Public Private Partnership Law, International Law, Project Finance, and Environmental Law.

2.5.2 The law firms should attach their profiles stating the type of cases/matters handled and their success rate in litigation and commercial transactions. The profile should indicate experience in handling matters before the different courts and Tribunals including Arbitrations and Adjudications handled.

2.5.3 The firms should also provide a list of clients handled which should include government departments and parastatals, international companies and private organizations; and the types of matters handled.

## **2.6 Firm's History**

The following information should be included:

- Period for which the law firm has been in operation
- Number of partners and their standing in the bar
- Number of Associates and their standing in the bar
- Number of pupils
- Number of paralegal staff
- Number of support staff
- Areas of Practice & Specialization including regional preference

- Whether the firm is a member of an international consortium of lawyers or members of international legal bodies.

## **2.7 Facilities**

The firm should possess facilities like a modern legal library, access to online law reports or other legal resources, computers, internet connectivity etc to enable them provide adequate services and facilitate real-time communication.

## **2.8 Payment of Fees/Costs**

2.8.1 KeNHA will consider law firm's that offer the right balance of value for money as measured by the quality of legal service offered. Law firms will be required to identify ways in which legal costs for any significant or complex matter can be mitigated and be willing to negotiate on the same.

2.8.2 The payment of fees will be based on the Advocates Remuneration Order, capped or as may be agreed between the firm and KeNHA. The mode of billing shall be as per the terms of the Service Level Agreement between the firm and KeNHA and subject to prior agreement between the firm and KeNHA

## **2.9 Litigation against KeNHA**

The firm should disclose if they are engaged with past or pending litigation against KeNHA and the nature of the litigation in order to avoid conflict of interest. The firm should declare any conflict of interest.

## **2.10 Ability to Work Closely with KeNHA Legal Department**

The selected law firms will be required to work closely with the Corporation Secretary/Deputy Director Head, Legal Services

To ensure effective communication, the selected firms are required to put in place the necessary mechanism to facilitate continuous communication and to ensure timely feedback/reporting on the progress of matters being handled. Quarterly reports will be required in respect of litigation matters to be submitted no later than the first week of every quarter

## **2.11 Monitoring and Evaluation**

The selected law firms must agree to be monitored through regular client satisfaction surveys in order to ensure that they maintain high standards of service. The firms must give regular reports to KeNHA. The Law firms must enter into Service Level Agreements with the Authority once they are formally instructed.

## **2.12 Clarifications of Registration documents**

Tenderers may request a clarification on the Tender Registration document up to seven (7) days before the Tender submission date. Any request for clarification must be sent in writing by postal mail or electronic mail to the KeNHA's address [dg@kenha.co.ke](mailto:dg@kenha.co.ke). KeNHA will respond in writing by normal postal mail or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.



### **2.1.3 Preparation of Tender Documents**

2.13.1 Tenderers are requested to submit a Tender written in English language.

2.13.2 Tenderers are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.

2.13.3 Tenderers are required to meet the Registration criteria stipulated hereinafter. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for detailed evaluation.

2.13.4 The Registration documents shall not include any financial proposal information other than audited accounts for the last two (2) years.

### **2.14 Period of Validity**

The request for Registration must remain valid for the period ending 30<sup>th</sup> June 2025 from the date of submission. KeNHA will make best effort to complete the evaluation and communicate within this period.

### **2.15 Qualification Criteria**

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below:

- (i) Registration Submission Form.
- (ii) A certified copy of Certificate of Registration
- (iii) Three letters of recommendation from your corporate clients.
- (iv) Certified valid Tax Compliance Certificate.
- (v) Duly Completed Confidential Business Questionnaire.
- (vi) Evidence of physical address and premises (attach copies of utility bills e.g. electricity/water or lease agreement/Title.
- (vii) Certified copy of current Practicing Certificates for all partners and associates.
- (viii) Attach CV's of Partners, Associates and Consultants if any.
- (ix) Currently taken out a Professional Insurance Indemnity Cover for 2023
- (x) The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities as demonstrated by the applicant's response in the forms provided. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the services.
- (xi) An applicant shall as part of his application submit a registered Power of Attorney authorizing the signatory of the applicant to commit the applicant and update any information submitted with their applications for Registration, which may have changed, and update in any case the information indicated in the schedules and continue to meet the minimum threshold criteria set out in the Registration documents.

### **2.16 Submission, Receipt, and Opening of Registrations**

2.16.1 The original Registration Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant.

Any such corrections must be initialed by the person or persons who sign (s) the Registration Document.

2.16.2 An authorized representative of the Applicants should initial all pages of the tender document.

2.16.3 The Registration document should be prepared and submitted **Only (1) Original** document for each company in a plain sealed envelope marked:

"KeNHA/2682/2023-REGISTRATION OF LEGAL SERVICE PROVIDERS" and delivered to:

The Director General,  
Kenya National Highways Authority  
Barabara Plaza, JKIA  
P. O. Box 49712-00100  
**Nairobi, Kenya.**

## **2.17 Tender Submission**

### **2.17.1 Submission Time:**

The closing time for the submission of the Registration Document shall be **6<sup>th</sup> June 2023 at 11.00am** and shall be sent to the above address. Registration Document shall be marked on top "**DO NOT OPEN BEFORE 6<sup>th</sup> June 2023 by 11:00am.**"

### **2.17.2 Late Submission**

Any Registration Document received after the deadline shall be rejected as a late tender and shall not be considered.

### **2.17.3 Tender Opening**

An Opening Committee shall open the applications immediately after the closing time for submission of the Registration Document.  
KeNHA will prepare a record of the Registration Document opening.

**2.17.4** KeNHA will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

**2.17.5** Tenderers must paginate their Tender document consistent with the table of contents to facilitate ease of reference during evaluation.

**2.17.6** Applicants shall not contact KeNHA on the matter relating to their Registration Document from the time of opening to the time the evaluation is finalized unless official communication is sent to them. Any effort by the Applicant to influence KeNHA in the Pre- Qualification Document evaluation shall result in the rejection of their application.

**2.17.7** Registration will be based on meeting the following minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.

**2.17.8** The Applicants should have registered offices and KeNHA reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said services.

**2.17.9** Applicants who qualify according to the selection criteria will be required to offer various legal services as and when required within the two (2) years.

**2.17.10** KeNHA reserves the right to accept or reject any or all Registration Documents without the obligation to assign any reason(s) for its decision thereof.

**2.18 Litigation**

Applicants must disclose any current litigation against KeNHA and briefly describe the nature of the litigation.

**2.19 Evaluation Criteria**

The points given to evaluation criteria are provided in the evaluation matrix below.

## PART I PRELIMINARY REQUIREMENTS (MANDATORY)

Bidders must attach evidence to fulfill the following requirements:

<b>PART I - MANDATORY CRITERIA</b>			
<b>NO.</b>	<b>REQUIREMENTS</b>	<b>MAX SCORE</b>	<b>YES/ NO</b>
<b>A.</b>	Duly Filed, Signed & Stamped Registration submission form	Mandatory	
<b>B.</b>	Duly filed 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 (attach copies of utility bills e.g. electricity/water or lease agreement)	Mandatory	
<b>E.</b>	<b>Certified</b> Copies of practicing Certificates of all advocates in the Law firm.	Mandatory	
<b>F.</b>	Letters of Recommendation from at least three (3) corporate clients. (Indicate Contact Person's email and telephone No.)	Mandatory	
<b>G.</b>	Audited Accounts for 2022 and 2021	Mandatory	
<b>H.</b>	Copy of valid Tax Compliance Certificate (to be verified online)	Mandatory	
<b>I.</b>	Evidence of the firm's Professional Indemnity Cover for year 2023	Mandatory	
<b>J.</b>	Law Firm Profile	Mandatory	
<b>K.</b>	Copy of Certificate of registration	Mandatory	
<b>L.</b>	Duly filed Section III -XI Forms clearly indicating preferred areas of practice regions to be considered once successful.	Mandatory	
<p><b>An application shall be rejected at this stage if it does not respond to the mandatory requirements. Applications that respond to the mandatory requirements will be proceed to Technical evaluation.</b></p>			

## PART II - TECHNICAL CRITERIA

NO.	REQUIREMENTS	PARAMETER	SCORE (Points)
A	Experience in advising public institutions or large commercial enterprises. Attach evidence ( Award 1 mark for each letter or evidence attached)	-	8
B	Value of Professional Indemnity	Kshs. 100 Million and Over	20
		Kshs. 50- 99 Million	15
		Kshs. 30- 49 Million	10
		Kshs. 10- 29 Million	7.5
		Kshs. 5- 9 Million	5
C	<b>Capacity &amp; Period of Operation of Firm</b>		
	<b>C1. Firm Profile &amp; Experience</b>		
	Qualifications and competence/areas of practice of Key professional staff (attach respective CVs for each with above details)	<b>Bachelor's Degree in Law held by all associates</b>	8
		<b>Senior Partners</b>	
		Over 15 years' experience	5
		12-15 years	4
		Less than 10 years.	3
	<b>C2. Number of Key Staff</b>		
	Number of Partners	6 and above	12
		3-5	6
		1-2	3
	Number of Associates	6 and above	6
		3-5	3
		1-2	1
	Number of Support staff	6 and above	6
		3-5	3
		1-2	1
<b>C3. Branches</b>			
Branches (provide location and staffing)	One (1) mark for each branch office outside Nairobi.	10	
D	Major Litigation briefs successfully handled (Attach any of the following evidence: Letter of Instruction, Judgment or Part of Pleadings showing the value of the claim/subject matter)	Subject Matter Over Kshs. 200 Million	15
		Kshs. 100 - 199 Million	10
		Kshs. 50 - 99 Million	5
		Kshs. 49 Million and below	1
E	Briefs handled before other tribunals - Adjudication, Arbitration, Public Procurement Review Board, Mediation (Award one (1) mark for each matter)	-	5
F	Audited financial statements for 2022 and 2021 or where the firm has been in operation for less than two (2) years Certified Management Accounts	-	5
<b>Total</b>			<b>100</b>

Each responsive proposal will be given a score. A proposal shall be rejected if it does not respond to important aspects of the Criteria or if it fails to achieve the minimum score indicated. The pass mark shall be a minimum score of **70 points**.

## **2.9 Confidentiality**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Tenderers who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been prequalified for the services.

## **2.10 Notification of Registration**

**2.10.1** KeNHA will promptly notify the successful Candidates.

**2.10.2** The selected Candidates will be expected to commence any allocated assignment on receipt of any instructions from KeNHA.

**2.10.3** Upon Registration, KeNHA does not bind itself to assign any case to any of the pre-qualified firms/ lawyers but shall endeavor to ensure equitable distribution of the available briefs among the prequalified firms/lawyers taking into account the experience, qualification and geographical location of the individual firms and geographical areas of preference

**SECTION IV: 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 Environmental Tribunal		
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

**SECTION V- PREFERRED REGIONS**

The Authority is divided into ten (10) Regions besides the Headquarters office, as shown in the table below. Please indicate as appropriate the Region(s) where you wish to be considered for Provision of the Legal Services.

<b>No.</b>	<b>REGION</b>	<b>LOCATION OF KeNHA OFFICE</b>	<b>TICK AREA/S OF INTEREST AS APPROPRIATE</b>
1	Headquarters	Barabara Plaza, Off Mazao Road	
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	

**NB:** Firms are free to select all areas.



**SECTION VI: REFERENCES FROM THREE OTHER CLIENTS (Attach)**

No.	Company Name	Client's Contact Person
1		
2		
3		

*Note: Recommendation Letters from client the clients mentioned must be provided.*

**SECTION VII: - REGISTRATION SUBMISSION FORM**

To:

Date: \_\_\_\_\_

Tender No.: \_\_\_\_\_

Director General  
Kenya National Highways Authority  
Barabara Plaza, JKIA  
P.O. Box 49712-00100  
**NAIROBI, KENYA**

Dear Sir,

We/I, the undersigned, offer to provide the required services in accordance with your instructions and we hereby submit our Registration Document.

Our Application is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

We understand you are not bound to accept any application you receive.

We remain,

Yours sincerely,

Authorised Signature: .....

Name and Title of Signatory .....

Name of Tenderer .....

Address: .....

Stamp:.....

**SECTION VIII - 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.

<b>Part 1 – General</b>			
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 .....			
<b>Part 2 (a) – Sole Proprietor</b>			
2a.1 Your Name in Full .....			
2a.2 Nationality .....			
Country of Origin .....			
• Citizenship Details .....			
<b>Part 2 (b) Partnership</b>			
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 .....2017

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 .....2017

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.....2023

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?            (Delete as necessary) Institution

*(Title)*

*(Signature)*

*(Date)*

**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
1.			
2.			
3.			

Contact person (Full Names).....

Email address.....

Cell phone No.....

**Part 6: Declaration**

I/we the undersigned state that the above information is correct and that I/We give the Kenya National Highways Authority, authority to seek any other references concerning my/our firm from whatever sources deemed relevant e.g. Office of the Registrar of Companies, Bankers etc .

Full names.....

Signature .....

For and on behalf of M/s .....

In the capacity of.....

Dated this ..... day of..... 2023

Suppliers /Company's Rubber Stamp

**SECTION IX – STATUTORY DECLARATION**

**REPUBLIC OF KENYA**

**IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT**

**CHAPTER 15 OF THE LAWS OF KENYA AND**

**IN THE MATTER OF THE PUBLIC PROCUREMENT AND DISPOSAL ACT, 2015.**

I, ..... of P. O. Box ..... being a resident of ..... in the Republic of Kenya do hereby make oath and state as follows: -

1. THAT I am the..... (Managing Partner/ /Senior Partner) of .....(Name of the Law Firm) which is a Candidate in respect of Tender Number ..... to render legal services to Geothermal Development Company Limited and duly authorized and competent to make this Affidavit.
2. THAT the aforesaid Firm has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of KeNHA, which is the procuring entity.
3. THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been offered and will not offer any inducement to any member of the Board, Management, Staff and/or employee(s) and/or agent(s) of KeNHA.
4. THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been debarred from any procurement process.
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

SWORN at ..... by the said } .....  
..... }  
on this ..... day of ..... 20... } DEPONENT  
}   
Before me }   
Commissioner for Oaths }

**SECTION X: TEAM COMPOSITION SUMMARY AND TASK ASSIGNMENTS**

**1. Partner(s)**

No	Name	Position	Area of Practice
1.			
2.			
3.			
4.			
5.			

**2. Associates, Support Staff and Consultants**

NO	Name	Position	Area of Practice
1.			
2.			
3.			
4.			
5.			
6.			
7.			



**SECTION XI FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Position: \_\_\_\_\_

Name of Advocate: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years of Practice: \_\_\_\_\_

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies:

\_\_\_\_\_

**Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].*

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**Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]*

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**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]*

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**Certification:**

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_ *[Signature of staff member]*

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of authorised representative of the firm]*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_