



REPUBLIC OF KENYA

INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION



**REGISTRATION OF LEGAL SERVICES FOR THE PERIOD  
ENDING 31<sup>ST</sup> DECEMBER 2027**

<b>PROCURING ENTITY</b>	<b>INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION</b>
<b>ADDRESS</b>	<b>ANNIVERSARY TOWERS UNIVERSITY WAY P.O BOX 45371-00100 NAIROBI KENYA</b>
<b>EMAIL ADDRESS</b>	<b>Email Address: info@iebc.or.ke procurement@iebc.or.ke</b>
<b>INVITATION TO TENDER(ITT) NUMBER</b>	<b>IEBC/DLS/REG/001/2025-2026</b>
<b>TENDER NOTICE NAME</b>	<b>REGISTRATION OF LEGAL SERVICES FOR THE PERIOD ENDING 31<sup>ST</sup> DECEMBER, 2027</b>
<b>ISSUANCE DATE</b>	<b>25<sup>TH</sup> NOVEMBER, 2025</b>
<b>CLOSING DATE</b>	<b>9<sup>TH</sup> DECEMBER, 2025</b>
<b>CLOSING TIME</b>	<b>AT 11:00 AM KENYAN TIME</b>

# INVITATION TO TENDER FOR THE REGISTRATION OF LEGAL SERVICES

DATE 25<sup>th</sup> NOVEMBER, 2025

REF: IEBC/DLS/REG/001/2025-2026

## DESCRIPTION: REGISTRATION OF LEGAL SERVICES

The Commission hereby invites applications for Registration of Legal Services for the period ending 31<sup>st</sup> December, 2027.

Interested eligible Legal Firms are invited to apply for the registration for various categories of Legal services as indicated below. Applicants are advised to indicate reference number for the category of services they wish to supply or provide.

Interested applicants are requested to obtain/download Supplier Registration forms containing requirements for registration from the Commission website [www.iebc.or.ke](http://www.iebc.or.ke) or Public Procurement Portal (PIIP) free of charge.

Completed registration forms must bear respective registration reference number for the category of services and written ***“Registration of Legal Services” – “Category Reference/Description”*** submitted to below address:

Office	Address
Independent Electoral and Boundaries Commission (IEBC)	Anniversary Towers, University Way, Fifth Floor P.O BOX 45371-00100, NAIROBI

All candidates whose applications received will be subjected to evaluation as proof for eligibility and capability. Only candidates who will qualify under this continuous registration process will be included in the list of registered Legal Firms and will be invited to bid for various services as and when required.

Applications for Registration of Legal Services shall be submitted in sealed envelopes marked with the correct reference number for the category applied for; and deposited in the tender box at the address and location indicated above.

Completed Applications for Registration of Legal Services should be received on **9<sup>th</sup> December, 2025 at 11.00 a.m.** Applications received after the closing date shall be rejected and returned to the applicant unopened.

**Commission Secretary/Chief Executive Officer**

## CATEGORIES OF LEGAL SERVICES

Reference Number	Category	Description
IEBC/REG/DLS/CON/2025	A.	Constitutional and judicial review litigation
IEBC/REG/DLS/CVL/2025	B.	General civil litigation
IEBC/REG/DLS/LBR/2025	C.	Employment and labour litigation
IEBC/REG/DLS/ELE/2025	D.	Electoral law spectrum including election petitions
IEBC/REG/DLS/PPD/2025	E.	Public procurement law litigation
IEBC/REG/DLS/COM/2025	F.	Commercial law
IEBC/REG/DLS/ENV/2025	G.	Environmental law
IEBC/REG/DLS/CONV/2025	H.	Conveyance and land law
IEBC/REG/DLS/ARB/2025	I.	Arbitration and other forms of ADR
IEBC/REG/DLS/INS/2025	J.	Insurance and Banking law
IEBC/REG/DLS/DPP/2025	K.	Data privacy & protection
IEBC/REG/DLS/TEC/2025	L.	Technology and Artificial Intelligence (AI)
IEBC/REG/DLS/CORP/2025	M.	Corporate Governance
IEBC/REG/DLS/CONS/2025	N.	Consultancy/Legal advice on any of the above

**NB: Bidders can bid for one, more than one or all the categories provided they prove capacity to deliver as per the evaluation criteria.**

## **SECTION 2: INSTRUCTIONS TO CANDIDATES**

### **2.1 INTRODUCTION**

2.1.1 Independent Electoral & Boundaries Commission (IEBC) would like to invite applications for the Registration of Legal services for the period ending **31<sup>st</sup> December, 2027**. Interested eligible Legal Firms are invited to apply.

### **2.2 FORMAT AND SIGNING OF APPLICATIONS**

2.2.1 The applicants shall prepare one original document comprising the Registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked “ORIGINAL”. In addition, the applicant shall submit one copy of the same Registration document clearly marked “COPY”. In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the Registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the Registration document shall initial all pages of the tender where entries or amendments have been made.

2.2.3 The Registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the Registration document.

### **2.3 SUBMISSION OF APPLICATIONS**

2.3.1 Applications for Registration shall be submitted in sealed envelopes marked with the Registration document name and reference number and deposited in the tender box at address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on **9<sup>th</sup> December, 2025 at 11.00 a.m. at the address provided in the invitation to tender**. Applications received after the closing date shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the original and the copy of the Registration document in separate envelopes duly marking the envelopes “ORIGINAL” and “COPY”. The envelopes shall then be sealed in an outer separate envelope. The inner and outer envelope shall:

- 2.3.1.1 Be addressed and delivered to the respective locations at the address provided in the invitation for Registration and the Registration advertisement.
- 2.3.1.2 Bear the name and identification number of the Registration document. In addition to the identification required in sub-Clause 2.9.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared “late” pursuant to Clause 2.3.1.
- 2.3.3 If the outer envelope is not sealed and marked as instructed above, Independent Electoral and Boundaries Commission will assume no responsibility for the misplacement or Opening of the Registration document. If the outer envelope discloses the Candidate’s identity the Procuring Entity will not guarantee the anonymity of the Registration submission, but this shall not constitute grounds for rejection of the Registration document.
- 2.3.4 All the information requested for Registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.3.5 Failure to provide information that is essential for effective evaluation of the applicant’s qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant’s disqualification.

## **2.4 ELIGIBLE CANDIDATES**

- 2.4.1 Legal Firms registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Head of Procurement, Independent Electoral and Boundaries Commission so that they may be registered for submission of quotations. The prospective Legal Firms are required to supply mandatory information for registration - Form I
- 2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

## **2.5 QUALIFICATION CRITERIA**

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire Forms I, II, III, IV, V, VI, VII, VIII, IX, X and any other Declarations are to be completed by prospective Legal Firms who wish to be registered for submission of tender for the specific tender.

2.5.2 The registration application Forms I, II, III, IV, V, VI, VII, VIII, IX, X and any other Declarations which will not be filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

### **2.5.3 Experience:**

Prospective bidders for open citizen shall demonstrate experience in the supply of the services.

Prospective Legal Firms require special experience and capability to organize supply and delivery of services at short notice.

### **2.5.4 Personnel**

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in Form III.

### **2.5.5 Financial Condition**

The Legal Firm's financial condition will be determined by latest financial statement submitted with the Registration documents as well as letters of reference from their bankers regarding Legal Firms' credit position. Potential Legal Firms will be registered on the satisfactory information given.

2.5.6 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders or contract and now in progress. Data to be filled/provided on Form IV However, potential bidders should provide evidence of financial capability to execute the contract.

### **2.5.7 Confidential Business Questionnaire**

The general information and details of nature of business and location should be included in Form I

### **2.5.8 Past Performance**

Past performance will be given due consideration in registering bidders. Letter of reference from past clients should be included in Form V

### **2.5.9 Litigation History and Sworn Statement**

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last three years or currently under execution and a sworn statement by the Tenderer ensuring the accuracy of the information given.

### **2.5.10 Registration of Disadvantaged Groups**

Applicants that fall under special groups must fill all the required information on Form VII provided.

### **2.5.11 Self Declaration Forms**

All applicants must fill Form VIII declaring that they have not been debarred from participating in procurement proceeding under Part IV of the Act

## **2.6 COST OF APPLICATION**

2.6.1 The applicant shall bear all costs associated with the preparation and submission of its tender and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Registration process.

## **2.7 CLARIFICATION OF REGISTRATION DOCUMENTS**

2.7.1 The prospective applicant requiring any clarification of the Registration documents may notify the Procuring Entity in writing or by cable (hereinafter the term cable is deemed to include telex and facsimile) at the Procuring Entity's mailing address indicated in the Registration data.

2.7.2 The Procuring Entity will respond in writing to any request for clarification that he receives earlier than 7 days prior to the deadline for the submission of applications. Copies of the Procuring Entity's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have purchased the Registration documents.

## **2.8 AMENDMENT OF REGISTRATION DOCUMENTS**

2.8.1 At any time prior to the deadline for submission of applications, the Procuring Entity may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the Registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the Registration documents pursuant to Sub- Clause 2.7.2 and shall be communicated in writing or cable to all purchasers

of the Registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by cable to the Procuring Entity.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the Procuring Entity may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

## **2.9 DEADLINE FOR SUBMISSION OF REGISTRATION DOCUMENTS**

2.9.1 Applications must be received by the Procuring Entity at the address specified in Sub- Clause 2.10.1, no later than the time and date stipulated in the notice for prequalification.

2.9.2 The Procuring Entity may, at his discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the Procuring Entity and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

## **2.10 OPENING OF REGISTRATION DOCUMENTS**

2.10.1 The Procuring Entity will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.10.2 The Procuring Entity shall prepare minutes of the opening of the Registration documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

## **2.11 PROCESS TO BE CONFIDENTIAL**

2.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence the Procuring Entity's processing of applications or approval decisions may result in the rejection of the applications

## **2.12 CLARIFICATION OF APPLICATIONS AND CONTACTING OF THE PROCURING ENTITY**

- 2.12.1 To assist in the examination, evaluation, and comparison of applications, the Procuring Entity may, at his discretion, ask any applicant for clarification of his/her application.
- 2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the Procuring Entity on any matter relating to its application from the time of the opening to the time the Registration list is approved. If the applicant wishes to bring additional information to the notice of the Procuring Entity, it should do so in writing.
- 2.12.3 Any effort by any applicant to influence the Procuring Entity in the Procuring Entity's Registration evaluation, Registration comparison or Registration approval decisions may result in the rejection of the Candidate's application.

## **2.13 EXAMINATION OF REGISTRATION DOCUMENTS AND DETERMINATION OF RESPONSIVENESS**

- 2.13.1 Prior to the detailed evaluation of applications, the Procuring Entity will determine whether each application:
- (a) Has been properly signed and delivered pursuant to clause 2.3;
  - (b) Is substantially responsive to the requirements of the registration documents; and
  - (c) Provides any clarification and/or substantiation that the Procuring Entity may require to determine responsiveness pursuant to Sub-Clause 2.15
- 2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the Registration documents without material deviation or reservation. A material deviation or reservation is one
- (a) which limits in any substantial way, inconsistent with the Registration documents, the Procuring Entity's rights or the applicant's obligations under the contract; or
  - (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive Applications.
- 2.13.3 If an application is not substantially responsive, it will be rejected by the Procuring Entity and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- 2.13.4 The Procuring Entity will, prior to the approval of the Registration may confirm the qualification of each applicant who shall have passed the preliminary (mandatory) stage in the Registration process in order to determine whether the applicant possesses all the requirements in the application for the Registration document submitted.

## **2.14 NOTIFICATION OF QUALIFIED APPLICANTS**

- 2.14.1 Applicants whose applications are determined to be successful in accordance with sub- clause 2.15 will be notified by the Commission within thirty (30) days from the date of opening of Registration documents.
- 2.14.2 At the same time the Procuring Entity notifies qualified Applicants that their applications are responsive, the Procuring Entity shall notify the other Applicants whose applications are not responsive.

## **2.15 EVALUATION AND COMPARISON OF APPLICATIONS**

- 2.15.1 The Procuring Entity will evaluate and compare only the applications determined to be substantially responsive in accordance with Clauses 2.13. Registration will be based on meeting the minimum requirements to pass in the criteria set.

## **2.16 PROCURING ENTITY'S RIGHT TO ACCEPT ANY APPLICATION AND TO REJECT ANY OR ALL APPLICATIONS**

- 2.16.1 The Procuring Entity reserves the right to accept or reject any application, and to annul the Registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant or applicants or any obligation to inform the affected Applicant or Applicants of the grounds for the Procuring Entity's action.

## **2.17 NOTIFICATION OF APPROVAL**

- 2.17.1 Prior to expiration of the period of Registration validity prescribed by the Procuring Entity, the Procuring Entity will notify successful applicants.

## **2.18 ACCEPTANCE OF THE APPROVAL**

- 2.18.1 The successful candidates shall be required to acknowledge in writing the acceptance of their Registration to the Procuring Entity.

### SECTION 3: APPENDIX TO INSTRUCTIONS TO CANDIDATES

**(This Appendix forms part of the Registration document)**

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

CLAUSE	INSTRUCTIONS TO CANDIDATES
2.3.2	Candidates shall submit only ONE <b>ORIGINAL</b> Registration document in the categories they wish to be registered

Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows:-

Section 157 (17) of the Public Procurement and Asset Disposal Act, 2015 (Revised Edition, 2022) and Regulation 146 of the Public Procurement and Asset Disposal Regulations 2020, mandates the National Treasury to register a small, micro and medium enterprise or a disadvantaged group wishing to participate in public procurement. In addition, Regulation 145 (3) of the Regulations directs that all small, micro and medium enterprise groups or disadvantaged groups registered by the National Treasury shall automatically be included in the list of registered suppliers of a procuring entity upon submission of the National Treasury Registration Certificate.

**Legal firms in this category are advised to adhere to the above advisory. During the submission of their Registration Certificate, firms are advised to attach a profile that indicates their areas of specialization.**

## EVALUATION CRITERIA

### A) ELIGIBILITY CRITERIA

<b>B.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>
1.	Copy of Valid Certificate of Incorporation/Business Registration	
2.	Copy of Practicing Certificates of the partners and Associates in the firm for the year 2023; issued by the Chief Registrar of the Judiciary.	
3.	Copy of Company or proprietor Personal Identification Number (PIN	
4.	Copy of Valid Tax Compliance Certificate	
5.	Duly completed forms I, II, III, IV, V, VI, , VIII, IX, and X	
6.	Firm's Business Profile with details as required in	
7.	Proof of registration with Electronic Government Procurement System (EGPS)- Provide Reg. No	
8.	Copy of admission Certificates to the Roll of Advocates of the Partners and Associates in the firm	
9.	Copy of Certificates of good standing of the Partners and Associates in the firm from the law Society of Kenya	
10.	Copy of certificate of Good standing of the firm from the Law Society of Kenya	
7.	All Pages of the tender document/ attachment must be Serialized	

**NB:** Bidders must meet all the mandatory requirements to qualify for registration.

**B) TECHNICAL EVALUATION CRITERIA**

<b>B.</b>	<b>REQUIREMENTS</b>	<b>DOCUMENTS</b>	<b>MARKS ALLOCATED</b>
1.	Provide the Methodology of Charging for Services being the unit prices and rates (where applicable) when called upon to do render such Services. The rates and prices shall be of costs for the Services inclusive of VAT. The method of charging legal fees for the services rendered shall generally be in accordance with the Advocates Remuneration Order as applicable to the case or matter and shall be on case to case basis. <b>20 Marks</b>	<b>Written Proposal</b>	20 Marks
2.	The legal firm’s profile must include the following: <ul style="list-style-type: none"> <li>• Organization structure of the firm – <b>3 marks</b></li> <li>•</li> </ul>	Form I	3 Marks
	<ul style="list-style-type: none"> <li>• Team composition - <b>3 marks</b></li> <li>• Curriculum Vitae of the firm’s partners and associates and their respective academic certificates. 2 marks per CV – max <b>10 marks</b></li> <li>• Each Advocate must be available on the LSK search list and be “active”. – <b>5 marks</b></li> <li>• Experience of each of the partners in handling legal matters. State clearly for each partner - <b>5 marks</b></li> <li>• Number and specialization of each of the partners and associates. 2 marks per specialization – Max <b>10 marks</b></li> <li>• Duration of operation and experience of the firm post registration. – <b>3 marks</b></li> <li>• Clearly Indicate Number and names of employees - <b>3 marks</b></li> <li>• Facilities available within the firm including office space. – <b>5 marks</b></li> <li>• Fixed Location and premises of the law firm – <b>5 marks</b></li> </ul>	<p>Form II</p> <p>Written Information</p> <p>Online check</p> <p>Written information</p> <p>Written information with data</p> <p>Form II</p> <p>Form III</p>	77 Marks

	<ul style="list-style-type: none"> <li>Regional presence and the Counties and/or major towns which the firm is willing to render its services in.</li> </ul> <p><b>– 10 marks</b></p>	Form II Written Information	
3.	Provide Copies of Audited financial accounts for the financial years 2021 and 2022 <b>– 3 Marks</b>	Audited Accounts	3
4.	Letters of recommendation from three (3) of the firm’s major clients. 5 marks for each recommendation – max <b>15 marks.</b>	Letters	15
	<b>Total Percentage Score</b>		<b>100%</b>

**NB: Bidders must attain 70% to qualify for registration.**

## **METHOD THAT SHALL APPLY FOR INSTRUCTIONS AND CHARGING FOR SERVICES**

### **The Advocates (Remuneration) (Amendment) Order, 2014 including any other amendment under the Advocates Act, CAP 16, Laws of Kenya**

- i. The Independent Electoral and Boundaries Commission, in compliance with Section 5 of the Public Procurement and Asset Disposal Act, 2015 (Revised edition, 2022), is alive to the fact that advocates' fees and remuneration are regulated by the Advocates Act.
- ii. Pursuant to paragraph (i) above, The Independent Electoral and Boundaries Commission shall carry out registration for the purpose of identifying competent firms in various categories that shall be instructed to carry out assignments.
- iii. Legal fees charged by legal firms shall be in accordance with the Advocates (Remuneration) (Amendment) Order, 2014 and as applicable to nature of instructions.

**SECTION 4: FORMS**

**FORM I: 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 applies to your type of business.

You are advised that it is a serious offence to give false information on this form

<p><i>Part 1 – General:</i></p> <p>Business Name .....</p> <p>Location of business premises. ....</p> <p>Plot No..... Street/Road .....</p> <p>Postal Address ..... Tel No. .... Fax .....</p> <p>Email .....Room No. ....</p> <p>Nature of Business .....</p> <p>Registration Certificate No. ....</p> <p>Maximum value of business which you can handle at any one time – Kshs.....</p> <p>Name of your bankers ..... Branch .....</p>																							
<p><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your name in full ..... Age .....</p> <p>Nationality .....Country of origin.....</p> <p>Citizenship details .....</p>																							
<p><b>Part 2 (b) Partnership Given details of partners as follows:</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>					Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....
	Name	Nationality	Citizenship Details	Shares																			
1.	.....	.....	.....	.....																			
2.	.....	.....	.....	.....																			
3.	.....	.....	.....	.....																			

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.	.....	.....	.....

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

**FORM II: REGISTRATION DATA FOR THE REGISTRATION OF  
LEGAL FIRMS**

**APPLICATION FORM**

**BUSINESS CONTACT INFORMATION**

I/We ..... hereby apply  
for registration as Legal Service Provider(s) specializing in .....

.....  
(Sub Category No)

.....

Post Office Address.....

Town.....

Street.....

Name of building.....

Room/Office No. ....Floor No. ....Telephone Nos.....

Full Name of applicant  
.....

Other branches location  
.....

**Organization & Business Information**

Management Personnel.....

Chief Executive .....

Secretary.....

General Manager .....

Treasurer.....

Other.....

**Partnership (if applicable)**

Names of Partners

1. Business founded or incorporated

.....

2. Under present management since

.....

3. Net worth equivalent

Kshs.....

4. Bank reference and address

.....

5. Bonding company reference

Address.....

6. Enclose copy of organization chart of the firm indicating the main fields of activities

.....

7. State any technological innovations or specific attributes including facilities which distinguish you from your competitors

.....  
.....  
.....  
.....

**FORM III: EMPLOYEES INFORMATION**

Number of Employees.....

Information about Each Employee (You may Provide the Information for as many Employees as Possible using this Form).

Name.....

Position.....

Qualification

Academic.....

Professional.....

Professional Body.....

Registration Number.....

.....

**FORM IV: FINANCIAL POSITION AND TERMS OF TRADE**

- i. Provide Copies of Audited financial accounts for the financial years 2021 and 2022.**

**Provided/Not Provided.....**

- ii. Provide detailed proposal on the space below, on your terms of trade with the Commission:**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**FORM V: PAST EXPERIENCE CLIENTS REFERENCE**

- 1. Name of 1<sup>st</sup> Client (organization)
  - i) Name of Client (organization)  
.....
  - ii) Address of Client (organization)  
.....
  - iii) Name of Contact Person at the client (organization)  
.....
  - iv) Telephone No. of Client  
.....
  - v) Value of Contract  
.....
  - vi) Duration of Contract (date)  
.....
  
- 2. Name of 2<sup>ND</sup> Client (organization)
  - i) Name of Client (organization)  
.....
  - ii) Address of Client (organization)  
.....
  - iii) Name of Contact Person at the client (organization)  
.....
  - iv) Telephone No. of Client  
.....
  - v) Value of Contract  
.....
  - vi) Duration of Contract (date)  
.....
  
- 3. Name of 3<sup>RD</sup> Client (Organization)
  - i) Name of Client (organization)  
.....
  - ii) Address of Client (organization)  
.....
  - iii) Name of Contact Person at the client (organization)  
.....
  - iv) Telephone No. of Client  
.....

.....  
v) Value of Contract

.....  
vi) Duration of Contract (date)  
.....

4. Name of 4<sup>th</sup> Client (organization)

i) Name of Client (organization)  
.....

ii) Address of Client (organization)  
.....

iii) Name of Contact Person at the client (organization)  
.....

iv) Telephone No. of Client  
.....

v) Value of Contract  
.....

vi) Duration of Contract (date)  
.....

5. Name of 5<sup>th</sup> Client (organization)

i) Name of Client (organization)  
.....

ii) Address of Client (organization)  
.....

iii) Name of Contact Person at the client (organization)  
.....

iv) Telephone No. of Client  
.....

v) Value of Contract  
.....

vi) Duration of Contract (date)  
.....

**(Attach documental evidence)**

**FORM VI: 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.

<b>Year</b>	<b>Award FOR or AGAINST Applicant</b>	<b>Name of Client, cause of litigation, and matter in dispute</b>	<b>Disputed amount</b>

The Commission will examine the tenders to determine completeness and responsiveness.

**Official Stamp.....Sign.....**

**For Official Use Only**

*(The Evaluation Team will make comments below based on the findings about the tenderer)*  
 .....

**APPROVAL**

Having reviewed the above registration documents, I hereby (Approve / Not Approve) the aforementioned tenderer to be included in the Supplier registration list for the category applied for;

**Signature: .....Date: .....**

**Head of Supply Chain Management**

**FORM VII: REGISTRATION OF DISADVANTAGED GROUPS**

**REGISTRATION FORM FOR ENTERPRISES OWNED BY WOMEN, YOUTH AND PERSONS WITH DISABILITY TO SUPPLY GOODS, WORKS AND SERVICES TO PROCURING ENTITIES ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES (AGPO)**

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

**PART I: DETAILS OF THE APPLICANT**

1. Name of Applicant .....
2. Physical Address .....
3. Postal Address: .....
4. Postal Code: .....
5. E-mail: .....
6. Mobile Phone No. ....
7. Are you applying for youth, women or persons with disabilities?.....
8. Contact Person .....
9. Overview of the Enterprise

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of employees	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover KES)	
Experience in the sector in years	

**Type of Ownership Details**

Part 9 (a) - Sole Proprietor or name of registered business, where applicable			
Name in Full		Age	
Identity/Passport No.			
Part 9 (b) - Partnership Details			
NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES
Part 9 (C) – Registered Company			
State the nominal and issued capital of company			
Nominal KShs.....		Issued	
KShs.....			
Directors' Details			
Name	Nationality	ID/Passport No.	% Shares

- 10. Bank Account Name:.....
- 11. Branch of the Bank:.....
- 12. Bank Account Number:.....
- 13. VAT Registration Number:.....
- 14. IFMIS Number, where applicable:.....
- 15. Type of business: SECTOR (TICK ONE)

AGRIBUSINESS	TRADE	HOSPITALITY& ENTERTAINMENT
MANUFACTURING	SERVICES	ICT
CONSTRUCTION	OTHERS	SPECIFY

Title: .....

Signature: ..... Date .....

**FORM VIII: SELF DECLARATION FORMS**

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, ....., of Post Office Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ..... (insert name of the Company) who is a Bidder in respect of Tender No. ....for ..... (insert tender title/description) for ..... (insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....  
(Title) (Signature) (Date)

Bidder Official Stamp

**FORM IX: 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 Commission employee.

Do you have a relationship with any Commission employee that would cause conflict of interest?

.....  
.....

I.....declare, for and on behalf of.....(company/firm) that all the information furnished to IEBC in connection with this registration is true and accurate in all material respect. IEBC is hereby authorized to make such inquiries to the said information including with the firm's/company's clients and bankers as it may deem necessary without prior notice to the firm /company.

Information submitted by.....

**Title**.....

**Signature**.....

**Stamp**.....

**FORM X: SWORN STATEMENT**

Having studied the Registration information for the above project we/I hereby state:

The information furnished in our application is accurate to the best of our knowledge.

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.

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.

We enclose all the required documents and information required for the Registration evaluation.

We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Un- knowing relies on it to register our Firm/Company. We are aware that IEBC is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.

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 IEBC

Date.....

Applicant's Name.....

Signature.....