



REGISTRATION OF SUPPLIERS

**REGISTRATION OF SUPPLIERS FOR SERVICE
PROVIDERS (LAWYERS & VALUERS) FOR
FINANCIAL YEARS 2022 - 2023 AND 2023 - 2024**

KRA/HQS/RGS-007/2022-2023

Pre – Bid Link

Register Here

[Pre-Bid Conference](#)

ON 5TH OCTOBER, 2022 AT 11:00 AM

**CLOSING DATE: WEDNESDAY 19TH OCTOBER, 2022
AT 11:00 AM**

BID VALIDITY 335 DAYS

**Commissioner General,
Kenya Revenue Authority,
Times Tower Building
P.O. Box 48240-00100
Tel: +254 02 281 7022
Nairobi, Kenya.
EMAIL: eprocurement@kra.go.ke**

TABLE OF CONTENTS

INTRODUCTION.....3

REGISTRATION INSTRUCTIONS.....8

BRIEF CONTRACT REGULATIONS/GUIDELINES.....9

REGISTRATION DATA INSTRUCTIONS10

FORM RQ 1 REGISTRATION DOCUMENTATION12

FORM RQ-2 REGISTRATION DATA.....13

FORM RQ-3 SUPERVISORY PERSONNEL.....14

FORM RQ 4 PAST EXPERIENCE FOR CATEGORY (C2)15

FORM RQ 5 SWORN STATEMENT16

FORM RQ-6: CONFIDENTIAL BUSINESS QUESTIONNAIRE.....17

FORM RQ - 7 LITIGATION HISTORY20

1.1 INTRODUCTION

REGISTRATION OF SUPPLIERS FOR SERVICE PROVIDERS (LAWYERS AND VALUERS) FOR FINANCIAL YEARS 2022 - 2023 AND 2023 - 2024

The Kenya Revenue Authority Staff Pension Scheme in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015 invites applications for Registration of suppliers from **Current / Existing** Suppliers and **Interested Candidates** for the Provision of Services as listed below;

LOT 1: PROVISION OF SERVICES PROVIDERS FOR VALUERS

NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	PARTICIPATE (INDICATE -YES)
1.	KRA/HQS/ RGS- KRASPS -S/001/ 2022-2023	PROVISION OF VALUER'S CONSULTANCY SERVICES TO THE KENYA REVENUE AUTHORITY STAFF PENSION SCHEME	OPEN	

LOT 2: PROVISION OF SERVICE PROVIDERS FOR LAWYERS

NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	PARTICIPATE (INDICATE -YES)
2.	KRA/HQS/ RGS- KRASPS -S/002/ 2022-2023	PROVISION OF LAWYER'S CONSULTANCY SERVICES TO THE KENYA REVENUE AUTHORITY STAFF PENSION SCHEME	OPEN	

1.1.1 A complete set of bidding documents in English may be obtained from KRA E-Procurement portal available on the KRA website **www.kra.go.ke** free of charge.

1.1.2 Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 8:00am-5:00pm. Completed Bids are to be saved as PDF documents marked "**KRA/HQS/RGS-007/2022-2023: Registration of Suppliers for Categories of Services**" submitted to be deposited in the **Tender Box located at Times Tower Building –Ground Floor, Haile Selassie Ave, Nairobi, Kenya** received on or before **19TH, OCTOBER, 2022 AT 11.00 A.M.**

1.1.3 The tenderer shall chronologically serialize all pages of the tender documents submitted.

1.1.4 Submission should strictly be done in a plain sealed envelopes marked with the registration reference number and description and be deposited in the

Tender Box located at Times Tower Building –Ground Floor, Haile Selassie Ave, Nairobi, Kenya so as to be received on or before **19TH, OCTOBER, 2022 AT 11.00 A.M.**

- 1.1.5 Bidders to note that bid submission issues shall not be addressed within 24 hours to the tender opening date and time.
- 1.1.6 Bids will be opened immediately promptly after closing time and Bidders or their representatives are welcome to witness the opening at KRA Times Tower Building, 21st Floor, SCM-Meeting Room 1.
- 1.1.7 Registration Documents received after the deadline shall be rejected and considered.

Submission of registration documents shall be continuous with the register being updated biannually. The applications MUST include:

- (a) Copy of Certificate of Registration/Incorporation
- (b) Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to Produce this certificate to prove compliance will lead to automatic Disqualification thus no further evaluation of your application).
- (c) Company profile
- (d) Dully filled, signed & stamped confidential business questionnaire in the format provided.
- (e) Must attach a current CR12 showing the shareholding of the firm
- (i) Certificate of Registration by Valuers Registration Board for Registration of valuation services.

REGISTRATION INSTRUCTIONS

1.2 Registration Objectives

The main objective of this part is to short-list firms for the provision of listed services on valuation and legal services in accordance to registration requirements. The successful supplier will be required to undertake the assignments described herein for a period of two (2) years as and when required in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015.

1.3 Invitation for Registration

Firms registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their registration documents to **The Deputy Commissioner – Supply Chain Management** so that they may be registered for submission of Tenders/Quotations. The Authority requires prospective suppliers to provide mandatory information for registration.

1.4 Experience

Past Experience in rendering the legal and valuation services is Mandatory as stipulated in the categories (Documentary evidence to be submitted).

1.5 Registration Document

This document includes questionnaire forms and documents required from prospective suppliers. In order to be considered for registration, prospective supplier/provider **MUST** submit all the information herein requested.

1.6 Distribution of Registration Documents

Registration documents shall be downloaded from Authorities' website www.kra.go.ke. The documents are available for inspection from the Supply Chain Department, Kenya Revenue Authority – KRA Times Tower Building, 21st Floor, Nairobi, during normal working hours, and submitted on or before **19th October, 2022 at 11.00 a.m**

1.7 Questions Arising From Documents

Questions that may arise from the Registrations documents should be directed **The Deputy Commissioner – Supply Chain Management** during official working hours, or email eprocurement@kra.go.ke

1.8 Additional Information

The Kenya Revenue Authority Staff Pension Scheme reserves the right to request submission of additional information from prospective bidders.

1.9 Invitation to Tenders / Quotations

Bidding documents (Tenders/Quotations) will be made available only to those bidders whose qualifications are accepted by the Kenya Revenue Authority Pension Scheme after evaluating of the documents presented and after the completion of the registration process.

BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes

The supplier will have to pay VAT as applicable for all goods to be supplied

2.2 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand.

2.3 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the Contract Agreement.

REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, RQ-6, RQ-7 are to be completed by prospective supplier who wish to be registered to participate in Provision of the listed services on **Lot 1 and 2** to the Kenya Revenue Authority Pension Scheme.

3.1.1 The Registration application forms which are not filled out completely and submitted in the prescribed manner shall be considered non responsive. All the documents that form part of the proposal must be written in English Language and in ink

3.2 Qualification

3.21 It is understood and agreed that the Registration Data on prospective bidders is to be used by the Authority in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Category as described by the client.

3.22 Prospective bidders may not be considered qualified unless in the judgment of the Kenya Revenue Authority Pension Scheme they possess capability, experience, qualified personnel available and suitability of equipment sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Registration

3.3.1 **Experience:** Prospective bidder shall **BE** required to have experience in the provision of the listed services as per indicated **Lots**. However, experience of at least 5 years shall be required for both the Lots. In case of potential supplier should show competence, willingness and capacity to service the contract.

3.3.2 **Personnel:** The name, telephone number and email of the directors, key personnel and contact person must be indicated in Form RQ.3

3.3.3. **Past Performance:** Past performance will be given due consideration in registration of bidders. Bidders are required to attach recommendation/Letters of reference from past clients. Bidders to note that the reference/recommendation letters **MUST** be submitted along with Form RQ-4.

3.4 Statement

Application must include a sworn statement Form RQ-5 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/The Kenya Revenue Authority Pension Scheme could substantially change the Performance and Qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Authority reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 Registration Criteria

Required Information

Form Type

1. Registration Documentation	RQ-1
2. Registration Data	RQ-2
3. Supervisory Personnel	RQ-3
4. Past Experience for category	RQ-4
5. Sworn Statement	RQ-5
6. Confidential Questionnaire	RQ-6
7. Litigation History	RQ-7

FORM RQ -1

MANDATORY REGISTRATION DOCUMENTATION

NO.	REQUIREMENT	Required (Yes /No)
1.	Duly filled Registration submission form (RQ 1, 2, 3,4, 5, 6 & 7) - for both Lots (1 & 2)	Yes
2.	Copy of Certificate of Registration/Incorporation - for both Lots (1 & 2)	Yes
3.	Valid Tax Compliance Certificate from Kenya Revenue Authority - for both Lots (1 & 2)	Yes
4.	KRA PIN Certificate of the firm. - for both Lots (1 & 2)	Yes
5.	Current CR12 showing the shareholding of the firm (Not older than six months) - for both Lots (1 & 2)	Yes
6.	Company Profile showing the Organogram of the firm indicating the Advocates / Valuers to handle the KRA Pension Scheme matters - for both Lots (1 & 2)	Yes
7.	Dully filled, signed and stamped business questionnaire in the format provided. - for both Lots (1 & 2)	Yes
8.	Evidence of Physical Address/ Location. (Attach copies of utility bills e.g. electricity/water or lease agreement/Title/ Business Permit.) - for both Lots (1 & 2)	Yes
9.	Current Practicing certificate of the Advocates in the Law Firm - Lot 2	Yes
10.	Certificate of good standing from the law society of Kenya - Lot 2	Yes
11.	A valid Professional Indemnity cover for at least Kshs 50 Million for both Lots (1 & 2)	Yes
12.	Membership Certificate from Institution of Surveyors of Kenya (ISIO) for Lot 1	Yes
13.	Good standing Certificate from Institution of Surveyors of Kenya (ISIO) - Lot 1	Yes
14.	Certificate of Registration by Valuers Registration Board (VRB) for Registration of Valuation services - Lot 1	Yes
15.	Valid Annual Practicing Certificates from Valuers Registration Board (VRB) - Lot 1	Yes
16.	Certified Copies of Audited Accounts for the last three (3) years (2018/2019,2020 & 2021) for both Lots (1 & 2)	Yes

VENDOR EVALUATION CRITERIA

No.	Requirement	Scores
1.	<p>Candidate Profile & Experience Qualifications and competence/ areas of practice of three (3) Key professional staff (attach respective CVs for each staff with relevant experience on the proposed procurement above details) – 5 marks per each staff -15 marks.</p> <ul style="list-style-type: none"> • For Lawyers- Degree Certificate in Degree in law or Relevant field. • For Valuers – Degree Certificate in Economics or Relevant field. <p>5 marks per each staff -15 marks</p>	
2.	<p>Firms Experience Experience in advising three (3) public institutions or large commercial enterprises. Attach evidence of service level agreement or engagement letter or instruction letter or legal/ valuation opinion or recommendation letters. (5 marks per each client-15 marks) (Past Performance with the Authority will be measured as an indicator for satisfactory services rendered)</p>	

FORM RQ - 2 REGISTRATION DATA

1. Category to be Registered

2. Legal name of firm.....

Post Office address.....

Street and Address

City

Country.....

Telephone No.....

Email address

Person to contact.....

Title.....

3. Full name(s) of Director (s).....

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

4. Disadvantaged Group (e.g. Youth, PWD, Women etc.).....

5. YAGPO Certificate
No.....

6. Incorporation or Registration Certificate
No.....

FORM RQ-3 SUPERVISORY PERSONNEL

Provide a list of your directors, key supervisory personnel and contact person in the format below:

No.	Name	Position	Telephone No.	Email Address
1.				
2.				
3.				
4.				
5.				

FORM RQ - 4: PAST EXPERIENCE

NAME OF APPLICANTS OTHER CLIENTS AND VALUES TWO YEARS NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. 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 2nd 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 3rd 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. Others

Note The information provided in Items **1, 2,3 and 4** should be accompanied by references from the Organization that you have listed showing the value of the Contracts/orders awarded and executed by your firm. Copies of LPO/LSO or contracts need to be presented as evidence.

FORM RQ-5: SWORN STATEMENT

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

- a) That the information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being registered I/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.
- c) 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.
- d) I/We enclose all the required documents and information required for the Registration.
- e) I/We also accept liability/penalty arising from misleading or incorrect information/documentation submitted and on the basis of which the Authority relies on it to registration of our Firm/Company. I/We are aware that the Authority is at liberty to Institute legal proceedings as Stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations, 2006 and subsequent regulations.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal)

FORM RQ-6: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applied 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.....
	Email.....	
	
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.....	
	Age	
2a.2	Nationality	
	Country of Origin	
	Citizenship Details.....	
Part 2 (b) Partnership		
2b.1	Given details of Partners as follows:	
2b.2	<u>Name</u>	<u>Nationality</u>
	<u>Shares</u>	<u>Citizenship Details</u>
	1.....	
	
	2.....	
	
	3.....	
	
	4.....	
	
Part 2 (c) – Registered Company		
2c.1	Private or Public	

2c.2 State the Nominal and Issued Capital of Company-
 Nominal KSHS.
 Issued KSHS.

2c.3 Given details of all Directors as follows

<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>
<u>Shares</u>		
1.....		
2.....		
3.....		
4.....		
5.....		

Part 3 - Eligibility Status

3.1 Are you related to an Employee, Committee Member or Board Member of Kenya Revenue Authority or its Staff Pension scheme? Yes _____ No _____

3.2 If answer in '3.1' is **YES** give the relationship.

3.3 Does an Employee, Committee Member, Board Member of Kenya Revenue Authority or its Staff Pension scheme sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes _____ No _____

3.4 If answer in '3.3' above is **YES** give details.

3.5 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Kenya Revenue Authority or its Staff Pension scheme to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes _____ No _____

3.6 If answer in '3.5' above is **YES** give details.

.....
.....

3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices?
YES_____ No_____

3.8 If answer in '3.7' above is **YES** give details:
.....
.....
.....
.....
.....

3.9 Have you offered or given anything of value to influence the procurement process? Yes
_____ No_____

3.10 If answer in '3.9' above is **YES** give details
.....
.....
.....
.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

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

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

RQ - 7 LITIGATION HISTORY

Name of Contractor/Supplier...

.....

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)