



**KENYA MARITIME AUTHORITY**

**TENDER NO: KMA/ONT/LEGAL/12/2016-17**  
**PRE-QUALIFICATIONS FOR PROVISION OF LEGAL SERVICES FOR KENYA**  
**MARITIME AUTHORITY**

**Pre-qualification for Legal Services**

**KENYA MARITIME AUTHORITY**  
**WHITE HOUSE, MOI AVENUE**  
**P.O. BOX 95076 – 80104**  
**MOMBASA, KENYA.**

**MAY 2017**

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**Pre-qualification Notice**

**30-05-2017**

1. Kenya Maritime Authority (“hereinafter referred to as KMA”) invites sealed applications from competent Firms for pre-qualification of Legal Services for the period 2017/2018-2018/2019. Interested eligible Law Firms are invited to apply for prequalification.
2. Interested eligible Law Firms may obtain information and inspect pre-qualification documents at the office of: -

**The Procurement Manager,  
KENYA MARITIME AUTHORITY  
WHITE HOUSE, MOI AVENUE  
P.O. BOX 875076 – 00100  
MOMBASA KENYA.**

A complete set of Pre-qualification documents may be obtained free of charge from the website of **Kenya Maritime Authority**.

- 2.1 The Applications for Pre-qualification document in plain sealed envelopes indicating Tender number and Tender description as described in the tender document should be deposited in the Tender Box at White House, Ground Floor, Moi Avenue or sent by post to:  
-

**The Director General  
Kenya Maritime Authority  
P. O. Box 34567 - 00100  
Nairobi, Kenya**

so as to reach not later than **WEDNESDAY 14<sup>TH</sup> JUNE 2017 AT 10:00 AM**

3. KMA does not bind itself to assign any work to all the pre-qualified Law firms but shall endeavor to ensure that all the pre-qualified Law firms are treated equitably. KMA reserves the right to accept or reject the bid either in whole or in part and is not obliged to assign reasons for its decision thereof.
4. Tenders will be opened immediately thereafter in the presence of the representatives of Law Firms who choose to attend at the **Kenya Maritime Authority Board Room, Moi Avenue, White House, Next to MSC Building, Mombasa**.

**Procurement Manager  
For: The Director General,  
Kenya Maritime Authority**

## **Instructions to Tenderers**

### **1.(a) Introduction**

Kenya Maritime Authority will pre-qualify applicants for the provision of Legal services from among those who will have submitted their bids, in accordance with the pre-qualification requirements described herein. The scope of work shall be to render such services of legal nature as may be requested by KMA from time to time through a Letter of Instructions.

### **1(b). Experience**

Prospective applicants must have rendered legal services to private, public and Government institutions of similar size and complexity for at least four (4) years. Potential Law firms must demonstrate willingness and commitment to meet the prequalification criteria.

## **2. Pre-qualification Instructions**

- 2.1 The attached questionnaire forms are to be completed by prospective bidder.
- 2.2 The pre-qualification application forms must be filled and fully signed. **Any incomplete applications will lead to immediate dis-qualification**
- 2.3 Submission of applications for pre-qualification must be received in sealed envelopes, marked as described in the Pre-qualification Notice herein. All the information requested for pre-qualification shall be in the English language.
- 2.4 It is hereby understood and agreed that the pre-qualification data on a prospective bidder is to be used by Kenya Maritime Authority in determining, according to its sole judgement and discretion, the qualification of prospective bidder to perform in respect to the items/services in the respective category.
- 2.5 Prospective bidders will not be qualified unless in the judgement of Kenya Maritime Authority, they possess capability, experience, qualified personnel available and satisfactorily execute the contract for the services required.

## **3. Qualification Criteria**

- 3.1 **Experience:** - Prospective bidders shall have extensive experience in the provision of Legal services and allied items, willingness, competence and capacity to service the contract.
- 3.2 Prospective Law firms must possess all the mandatory documents as detailed herein.
- 3.3 Applicants should have a minimum of 4 years experience of active Legal practice.

### 3.4 **Financial Status**

The Law firm financial condition will be determined by:-

- Audited accounts for the last four (4) years' to demonstrate the soundness of their financial position.
- Latest One year bank statement (s)
- Letter of reference from the bankers regarding supplier's credit position.
- Clearance certificate from the Credit Bureau for the Law firm, **ALL** Partners and Associates.

The Potential Law firms **MUST** submit these documents and the supplier will be pre-qualified on the satisfactory nature of the information given

### 3.5 **Past performance**

Past performance will be given due consideration in pre-qualifying bidders.

Letters of reference from past clients should be availed and documentary evidence of contract executed where applicable

### 3.6 **Litigation History**

The bidder should provide accurate information on any litigation or arbitration or complaints pending or determined before any Committee or any other forum against

- (a) Law firm or any Advocates in the Law firm
- (b) Kenya Maritime Authority which prospective bidder is handling.

Kenya Maritime Authority reserves the right to carry out an independent investigation to verify the accuracy of the information so provided.

### 3.7 **Sworn statement**

Application must include a sworn statement by the Tenderer attesting the accuracy of the information given.

### 3.7 **Pre-qualification Criteria**

<b>Required Information</b>	<b>Form Type</b>
1. Registration Documentation	AF-1
2. Prequalification data	AF-2
3. Supervisory personnel and experience	AF-3
4. Financial position	AF- 4
5. Litigation History	AF-5
6. Confidential Questionnaire	AF-6
7. Sworn statement	AF-7

## 5. **General Terms**

5.1 Only firms that have been pre-qualified under this procedure will be invited to provide the services as and when required as aforesaid.

5.2. Kenya Maritime Authority reserves the right to:

- a) amend the scope and value of any services to be provided;
- b) reject or accept any application without assigning any reason thereof; and
- c) Cancel the pre-qualification process and reject all applications.
- d) Kenya Maritime Authority shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for taking such actions.
- e) Kenya Maritime Authority is not bound to issue a Letter of Instruction or to invite a bid from all or any of the Pre-qualified Law Firms..

## **6. Evaluation Criteria (Evaluation Categories)**

Firms will be categorized in three categories listed hereunder after which detailed evaluation criteria herein below will be applied for each firm under each category separately:-

- Category 1- firms with one partner
- Category 2-firms with two partners
- Category 3-firms with three or more partners

## DETAILED EVALUATION MATRIX

(Note: KMA reserves right to verify authenticity of any document provided herein)

EVALUATION REQUIREMENT	CRITERIA/PARAMETER	MAXIMUM SCORE(S)
<b>A. MANDATORY DOCUMENTS</b>		
Inspection certificate from Law Society of Kenya and Copy of registration Certificate	1 mark for documents and 0 marks for incompleteness or failure to submit both documents.	<b>1 mark</b>
List of five (5) reputable Corporate Clients and Five (5) Government/Parastatal you have offered legal services in the last Two years.	1 mark if all document is provided and 0 marks for none or where all documents are not provided.	<b>1 mark</b>
Copy of firm's valid certificate of tax compliance	1 mark for document and 0 marks for none	<b>1 mark</b>
Copy of <u>firm's</u> valid VAT & PIN Registration Certificates	1 mark for document and 0 marks for none	<b>1 mark</b>
Letter from Law Society confirming no cases of disciplinary action /complaints of any nature against all the partners, Associates and other Firm Lawyers currently pending and/or in the past;	1 mark for document and 0 marks for none	<b>1 mark</b>
Clearance Certificate from Anti-Corruption and Ethics Commission	1 mark is if all Admission certificates are attached; 0 marks for non compliance	<b>1 mark</b>
Copies of current practicing certificates of Partners and Associate, other Firm Lawyers.	1 mark is if all current practicing certificates are attached; 0 marks for non compliance	<b>1 mark</b>
Proof of physical address i.e. signed Lease or Signed Letter of offer etc.	1 mark for document and 0 marks for none	<b>1 mark</b>
Declaration that the firm not debarred under the Public Procurement & Asset Disposal Act 2015.	1 mark for Statutory Declaration under PP& ADA(2015) and 0 marks for none	<b>1 mark</b>
Proof of valid professional indemnity Cover of <u>Kshs30 million</u> and above.	1 mark for document and 0 marks for none	<b>1 mark</b>
Clearance Certificate from Credit reference Bureau for all Partners ,Associates in the Law Firm	1 mark for positive reference ; 0 marks for qualified ,negative preference or none	<b>1 mark</b>

<i>If bidder has less than 11 marks here please disqualify</i>		
<b>B. PREQUALIFICATION DATA</b>		
Check Firm Profile showing a) number of partner and standing in the bar b) number of Associates and standing in the Bar c) number of pupils d) number of paralegal staff & number of support staff;	1 mark per Partner up to a maximum of 3 partners; 1 mark per Associate for a maximum of 3 Associates; 1 mark per pupil up to a maximum of 2; 2 marks for all support staff.	<b>10 marks</b>
Firm's branch network	If firm has branch network outside Nairobi- 3marks for over 2 branches; 2 marks for 2 branches; 1 mark for one branch or less.	<b>3 marks</b>

<b>C. SUPERVISORY PERSONEL AND PAST EXPERIENCE</b>		
Duly completed supervisory and Experience questionnaire	1 marks for duly completed Document and 0 marks for none	1 marks
Experience and Curriculum Vitae of Partners and Associates	If lead partner has over 20 years of standing -8 marks; If lead partner has over 10-19 years of standing -6 marks; If Lead partner is below 10 years of standing – 3 marks; Add 2 marks for attached CVs of all partners and Associates.	10 marks
No. of years the firm served in each of the Firm's line(s) of specialization including but not limited to Civil, Traffic and Insurance related matters, Conveyance, Intellectual property, Labour, Arbitration and others.	5 marks for satisfactory information and 0 for incompleteness.	5 marks
No. of years of post admission	Where 50% of Partners	5 marks



experience of the Firms partners (other than Lead Partner) in handling matters in specified firm's specialization.	have experience:- Over 15 years 5marks; 10 -14years 3 marks; less than 10 years 0marks	
Curriculum Vitae of Associates;	2 marks for each CV up to a maximum of three Associates	6 marks
Letter of reference from five (5) reputable clients, (listed in part A above) and five (5) Government institution /Parastatals ( listed in part A above ) Reference letters on client letter heads plus detail of contact person;	1 marks for each client letter of reference including the contact person.	10 marks
<b>FINANCIAL POSITION</b>		
Last Twelve (12) months' current bank statements (up to April 2017) – Office Accounts	4 marks for consistent liquidity/ stability and 0 marks for negative or inconsistent liquidity.	4marks
Last four years Audited Account	4 marks for consistent liquidity/stability and 0 mark for inconsistent liquidity	4 marks
List names of all Law firm <ul style="list-style-type: none"> <li>• bankers</li> <li>• Auditors.</li> </ul>	1 marks for each name upto a maximum of two (2).	2marks
Letter of reference from all your Bankers regarding the Law firms credit position.	3 marks for a positive reference and 0 marks for a qualified or negative reference	3 marks
Clearance Certificate from Credit reference Bureau for the Law firm, all Partners and Associates.	3 marks for positive reference of Firm, all Partners and Associates ; 0 marks for qualified or negative reference for Firm or any of the Partner or Associates	3marks
Threshold of professional Indemnity Cover	Over Kshs50million – 10 marks Kshs49-30 milion-5 marks; below Kshs30 million 0 marks	10 marks
<b>CONFIDENTIAL QUESTIONNAIRE</b>		
Duly Completed Confidential	1 marks for duly	1marks

Questionnaire	completed questionnaire; 0 marks for non-compliance	
<b>LITIGATION HISTORY</b>		
Confirmation for past or pending litigation, against the Corporation handled by the Law firm, or complaint(s) ,cases against, Law Firm or Law Firm Partner's ,Associates, other Lawyers;	5 marks if no case; Disqualification if there is a case now or in the past against the Corporation handled by the Firm, or case or complaint of any nature against any Partner, Associates or other Lawyers of the Firm.	5 marks
<b>SWORN STATEMENT</b>		
Duly executed sworn statement	1 marks for duly completed sworn statement PQ7; 0 marks for non-compliance	1 marks
<b>ADDITIONAL BENEFIT</b>		
The Bidder may provide any other additional benefit(s) it can offer to add value to Kenya Maritime Authority.	Over 5 benefits -6 marks; 3-5 benefits-4marks; 1-2 benefits-2marks and 0 marks for no benefit	<b>6 marks</b>
<b>Total Score out of 100 (mandatory +technical)</b>		100

## Letter of Application

*[Letterhead paper of the Applicant, full postal address, telephone no., fax, e-mail address, and cable address]*

Date: .....

**To: Kenya Maritime Authority  
P.O. BOX 95076 – 80104  
Mombasa**

Dear Sir,

1. Being duly authorised to represent and act on behalf of ..... (Hereinafter “the Applicant”), and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves to render such Legal services to Kenya Maritime Authority as and when the need arises.
2. Attached to this letter are copies of original documents arranged in following order:
  - (a) AF1 Registration documents –( Mandatory)
  - (b) AF2 Pre-qualification Data duly filled.
  - (c) AF3 Experience of the Firm form dully filled with adequate and necessary evidence.
  - (d) AF4 Law firm’s Financial details and Professional Indemnity Cover
  - (e) AF5 Litigation History
  - (f) AF5 Confidential business Questionnaire
  - (g) AF7 Sworn statement
  - (h) Any other requirement as applicable ( refer to the Evaluation Matrix for guidance) e.g. firms profile, copies of admission certificates of all lawyers, Inspection certificates and clearance certificate from Law Society of Kenya, credit refence bureau, Firms Statutory declaration that firm has not been barred under Public procurement and Asset Disposal Act 2015, proof of valid indemnity cover etc.
3. KMA and its authorized representatives reserve the right to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or which regard to the resources, experience, and competence of the Applicant.

4. KMA and its authorised representatives may contact the following persons for further information<sup>2</sup>:

<i>General and managerial inquiries</i>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<i>Personnel inquiries</i>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<i>Technical inquiries</i>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<i>Financial inquiries</i>	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made in the full understanding that:
- (a) Before engagement of pre-qualified applicants, KMA is entitled to carry out verification of all information submitted for pre-qualification;
  - (b) KMA reserves the right to:
    - Amend the scope and value of any contract;
    - To select the firms to be invited to offer services and submit proposals;
    - Reject or accept any application; and
    - Cancel the pre-qualification process and reject all applications.

KMA shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for them.

KMA is not bound to issue Letters of Instructions to all or any of the Pre-qualified Travel Agents.

6. We confirm that in the event that a Letter of Instructions is served on us the resulting agreement will be signed and will be legally binding.
7. The undersigned declare that the statements made and the information provided in this Tender is true.

Signed
Name
In the capacity of
For and on behalf of (name of Applicant)
Official seal / stamp of the applicant

## FORM AF 1

### **REGISTRATION DOCUMENTATION**

These preliminary registration / statutory documents **shall** be provided by all bidding firms.

- i. There shall be no charges for these pre-qualifications.
- ii. Copy of Certificate of registration **of the Firm**.
- iii. Inspection Certificate from Law Society of Kenya
- iv. Clearance certificate from Anti Corruption and Ethic Commission.
- v. Copy of **Valid** tax compliance certificate from Kenya Revenue Authority **for the firm**. The validity will be verified using the KRA Checker.
- vi. Copies of PIN Certificate and VAT registration certificate **for the Firm**.
- vii. Proof **of firm's** physical address i.e. signed valid Agreement for Lease or accepted letter of Lease or Agreement.
- viii. Letter from the Law Society confirming that all the Firm lawyers of the Firm have no pending or have not in the past had a disciplinary action against them.
- ix. Sworn Statutory Declaration that **the firm** has not been debarred under the Public Procurement and Asset Disposal Act, 2015.
- x. Copies of Admission and practicing certificates of all partners and Associates.
- xi. Proof of valid indemnity cover for Legal Services commensurate with the Authority's portfolio.
- xii. Clearance certificate from Credit reference bureau for all Partners and Associates in the Law Firm.

**NB:** Failure to submit any of the above **mandatory** requirements will lead to **Automatic Disqualification**.

---

**FORM AF 2**

**PRE-QUALIFICATION DATA**

**SUPPLIER IDENTIFICATION**

1. Legal name of firm

.....  
.....

Post office address

.....  
.....CODE.....  
.....

City /

Country.....  
.....

Country.....  
.....

Land Line Telephone

No  
(s).....  
.....

Person to

Contact.....  
.....

Cell Phone

No  
.....  
.....

2. Organization & Business

Information.....  
.....

Partnership (if  
Applicable).....  
.....

Names of  
Partners.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

3. Branches of firm (if any)

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

4. Under present management since

.....  
.....

5. Bank reference and

Address.....  
.....



**6. ENCLOSE COPY OF THE FIRM PROFILE INDICATING DETAILS OF THE PARTNERS, ASSOCIATES AND OTHER SUPPORT STAFF AND ALSO INDICATING MAIN FIELDS OF PRACTICE.**

**FORM AF-3**

**SUPERVISORY PERSONNEL AND PAST EXPERIENCE**

**A. ATTACH COPIES OF DETAILED CURRICULLUM VITAE OF ALL PARTNERS AND ALL ASSOCIATES IN THE FIRM.**

**B. NAMES OF AT LEAST TEN (10) REPUTABLE CLIENTS DEALT WITH IN THE PAST THREE YEARS, FIVE OF WHICH MUST BE FROM GOVERNMENT BODIES OR PARASTATALS.**

1.

i. Name of client  
(Organization).....  
.....

ii. Address.....  
.....

iii. Telephone  
No.....  
.....

iv. Contact person  
.....  
.....

2.

i. Name of client  
(Organization).....  
.....

ii. Address.....  
.....

iii. Telephone  
No.....  
.....

iv. Contact person  
.....  
.....

3.

i. Name of client  
(Organization).....  
.....

ii. Address.....  
.....

iii. Telephone  
No.....  
.....

iv. Contact person  
.....  
.....

4.

i. Name of client  
(Organization).....  
.....

ii. Address.....  
.....

iii. Telephone  
No.....  
.....

iv. Contact person  
.....  
.....

5.

- i. Name of client  
(Organization).....  
.....
- ii. Address.....  
.....
- iii. Telephone  
No.....  
.....
- iv. Contact person  
.....  
.....

**NB: applicants shall attach current dated (not older than one month) letters of recommendation from clients listed above.**

**FORM AF 4**

**FINANCIAL STATEMENT & PROFESSIONAL INDEMNITY COVER**

Attach:-

- Two (2) copies of the firm’s bank statements for at least the past twelve months (Applicants to separate / differentiate Office bank accounts from Client bank accounts),
- Proof of professional indemnity cover of atleast Kshs **30 million** and above.
- Last four years Audited Accounts
- Name, address, telephone, fax email contacts and name, title of the contact person for your banker(s) and your Auditor.
- Letter for the Banker on credit worthiness of the Law firm

**FORM AF 5**

**LITIGATION HISTORY**

Name \_\_\_\_\_ of  
Applicant: \_\_\_\_\_.

Application should provide information on :-

- (a) History of litigation or arbitration on any matter(s) they had handled or prosecuting against the Authority
- (b) Any past, pending disciplinary action, Complaints made against any Partner or associate

<b>Year</b>	<b>Name of client ,cause of Litigation, complaint and matter in dispute including case number</b>	<b>Status of matter</b>

**NB: Applicants may be disqualified here if any indications of conflict of interest is detected.**

**FORM AF 6**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies in your type of business.

You are advised that it is a serious offence to give false information this Form which **if discovered will lead to automatic disqualification** of bidder.

***Must be filled by all applicants or tenderers' who choose to participate in this tender)***

Name of Applicant (s)

**Part 1 – General**

Business

Name:.....  
.....

Certificate of Incorporation / Registration No.

Location of business premises: Country

Physical address .....Town

Building.....

Floor.....

Plot No. ....Street / Road

Postal Address .....Postal / Country

Code.....

Telephone No's ..... Fax No's.

E-mail address

Website .....

Contact Person (*Full Names*) ..... Direct / Mobile No's. ....

Title ..... Power of Attorney (**Yes / No**) If **Yes**, attach  
written document.

Nature of Business ( .....

**(Applicable to Local suppliers only)**

Local Authority Trading License No. .... Expiry Date

Value Added Tax

No.....

Value of the largest single assignment you have undertaken to date (*US\$/KShs*) .....

Was this successfully undertaken? **Yes / No**. ....(If **Yes**, attach reference)

Name (s) of your banker (s)

Branches ..... Tel No's.

**Part 2 (a) – Sole Proprietor**

Full names

Nationality ..... Country of Origin

\*Citizenship details

.....  
Company Profile ..... (Attach brochures or annual reports in case of public companies)

**Part 2 (b) – Partnerships**

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1. ....	.....	.....	.....
.....	.....	.....	.....
2. ....	.....	.....	.....
.....	.....	.....	.....
3. ....	.....	.....	.....
.....	.....	.....	.....
4. ....	.....	.....	.....
.....	.....	.....	.....

Company Profile .....(Attach brochures)

**Part 2 (c) – Registered Company**

Private or public .....

Company Profile .....(Attach brochures or annual reports in case of public companies)

State the nominal and issued capital of the Company

Nominal KShs .....

Issued KShs .....

List of top ten (10) shareholders and distribution of shareholding in the company.

Give details of all directors as follows:-

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

**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 KMA and any other public or private institutions.

Full Names

.....  
.....

Signature

.....

Dated this ..... day of

.....2013.

In the capacity of

.....

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

**Part 2 (e) – Offences**

I/We, (Name (s) of Director (s)):-

a) .....  
.....

b) .....  
.....

c) .....  
.....

d) .....  
.....

have not been convicted of any offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

.....

For and on behalf of M/s

.....

In the capacity of

.....

Dated this ..... day of

.....2013.

Suppliers' / Company's Official Rubber Stamp

.....

**Part 2 (f) – Conflict of Interest**

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

a) .....  
.....

b) .....  
.....

c) .....  
.....

d) .....

For and on behalf of M/s

In the capacity of

Dated this ..... day of  
.....2013

Suppliers' / Company's Official Rubber Stamp

**Part 2 (g) – Interest in the Firm:**

Is there any person / persons in KMA or any other public institution who has interest in the Firm?  
Yes / No? ..... (Delete as necessary) Institution .....

.....  
(Title)

.....  
(Signature)

.....  
(Date)

**Part 2(h) – Experience**

Please list here below similar projects accomplished or companies / clients you have supplied with similar items or equipments in the last three (3) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract/ Order No.</u>	<u>Value</u>
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....

Contact person (Full Names) ..... E-mail address.....

Cell phone no ..... (Note: The person should be at the level of director)

\* Attach proof of citizenship

\* Attach certified copies of the following documents:

- a) Previous orders from companies supplied before
- b) Certificate of Incorporation / Registration
- c) Tax Compliance Certificate (for local suppliers)
- d) VAT Certificate (for local suppliers)
- e) Audited Financial Statements / Accounts for the last four (4) years
- f) Valid Local Authority / Trade License (for local suppliers)
- g) The Power of Attorney)

**\*The above documents should be submitted if they are applicable to bidder.**



**Part 2(i) – Declaration**

I / We, the undersigned state and declare that the above information is correct and that I / We give Postal Corporation of Kenya authority to seek any other references concerning my / our company 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

.....2013.

Suppliers' / Company's Official Rubber Stamp .....

**FORM AF 7**

**SWORN STATEMENT**

Having studied the pre-qualification information for the above project we /I hereby state:

- a) The information furnished in on our application is accurate to the best of our knowledge.
  
- b) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of tenders or quotation(s) on the basis of provision in the quotation or tender documents.

Application Firm Name:

.....  
.....

Represented by:

.....  
.....

Designation:

.....  
.....

Signature: ..... (and Firm's  
Stamp).....

IN THE PRESENCE OF COMMISSIONER OF OATHS

\_\_\_\_\_ (STAMP)

Date: .....

**ANTI-CORRUPTION DECLARATION/COMMITMENT/PLEDGE**

(In the Matter of Public Procurement Section 62 of the PP&AD Act 2015)

I/We/M/s .....

of P.O. Box ..... declare that I/We recognize that

Public Procurement is based on a free, fair and competitive tendering process

which should not be open to abuse.

I/We.....declare that I/We will not offer or facilitate,

directly or indirectly, any inducement or reward to any member of

the Board, Management and/or staff of THE KENYA MARITIME AUTHORITY in connection with tender/Quotation No. -----

TENDER/QUOTATION FOR THE -----

THE KENYA MARITIME AUTHORITY in the tender, or in the subsequent performance of the contract if I/we am/are successful.

Signed by.....CEO or Authorized Representative.

Name.....

Designation.....

Designation.....

Signature.....Date.....

Declared at .....

Before me.....

Name.....

Signature.....Date .....

COMMISSIONER FOR OATHS