



**REGISTRATION OF SUPPLIERS FOR PROVISION OF LEGAL SERVICES FOR
2023/2024 & 2024/2025 FINANCIAL YEAR**

TENDER NO. IRA/006/2023-2024

Please indicate the item applied for as follows:

NAME OF THE SUPPLIER:.....

CATEGORY: IRA/B/11

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TENDER NOTICE

The Insurance Regulatory Authority (IRA) is a statutory government agency established under the Insurance Act CAP 487 of the Laws of Kenya to regulate, supervise and promote the development of the insurance industry in Kenya. IRA intends to update its register for suppliers for provision of Legal Services for financial year 2023/2024 and 2024/2025.

Interested and eligible suppliers are invited to apply for registration. Suppliers that are currently in the IRA database and wish to be retained are required to apply and submit up to date information required in the registration document.

Interested bidders may view and download the above registration documents from IRA website (www.ira.go.ke) or Public Procurement Information Portal (www.tenders.go.ke) or at IRA Supply Chain Management Office on 10th Floor, Zep-Re Place, Longonot Road, Upperhill, Nairobi. The suppliers that download the registration document are required to e-mail their contacts to procurement@ira.go.ke to facilitate any further communication or addenda.

Completed registration application shall be sealed in a plain envelope, clearly marked:

“REGISTRATION OF SUPPLIERS FOR PROVISION OF LEGAL SERVICES FOR THE PERIOD 2023/2024 & 2024/2025”

The envelope should be addressed to: -

**Chief Executive Officer
Insurance Regulatory Authority
10th Floor, Zep-Re Place, Longonot Road, Upperhill
P.O. Box 43505-00100
NAIROBI.
Telephone +254-20-4996000
E: mail: procurement@ira.go.ke
Website: <http://www.ira.go.ke>**

Completed documents shall be deposited in the Tender box located at the reception area on 10th Floor, Zep-Re Place, Longonot Road, Upperhill, Nairobi, so as to be received on or before **31st August, 2023 at 11:00 a.m.**

COMMISSIONER OF INSURANCE & CHIEF EXECUTIVE OFFICER

GENERAL INSTRUCTIONS

- 1) You are requested to provide particulars as indicated in part II, III, IV, V, VI of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.
- 2) IRA attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration.
- 3) IRA reserves the right to visit and inspect business premises of all the applicants to verify information provided.
- 4) All the information provided would be treated as confidential.
- 5) Your Registration documents should legibly be filled or typed and submitted, **properly bound** or (book/spiral/velo), **filled** and **page numbered**. IRA shall not be responsible for loss of documents not bound (loose).

1. REGISTRATION INSTRUCTIONS

1.1 Introduction

The Insurance Regulatory Authority (IRA) would like to invite interested candidates who must qualify by meeting the set criteria as provided by the IRA to perform the contract of supply and delivery or provision of legal services to IRA.

1.2 Registration Objective

The main objective is to provide legal services to IRA on **as and when** required during the stated period.

1.3 Invitation of Registration

Registered suppliers should submit their registration documents under the respective Laws of Kenya to The Chief Executive Officer IRA, so that they may be registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for Registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the Registration criteria.

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for Registration, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Registration Documents

A copy of the completed Registration data and other requested information shall be submitted to reach:

The Chief Executive Officer,
Insurance Regulatory Authority,
10th Floor Zep-Re Place, Longonot Road, Upperhill
P.O. Box 43505 – 00100,
NAIROBI, KENYA.
Tel: +254 – 20- 4996000
Email: procurement@ira.go.ke
Website: [http//www.ira.go.ke](http://www.ira.go.ke)

1.8 Questions Arising from Documents

Questions that may arise from the Registration documents should be directed to the following address:

Senior Manager, Supply Chain Management
Insurance Regulatory Authority,
P.O. Box 43505 – 00100,
NAIROBI.
Email: procurement@ira.go.ke

1.9 Additional Information

Insurance Regulatory Authority reserves the right to request submission of additional information from prospective bidders.

1.10 Tenders will be made available only to those bidders whose qualifications will be successful at the registration process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty, VAT and all other taxes as required by the law. The firms should also have Electronic Tax Register Machines.

2.2 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities/ scope required. Quantities/ scope may increase or decrease as determined by demand on the authority of the Chief Executive Officer in accordance with the tender requirements. Prices quoted should be inclusive of all delivery charges.

2.3 Payments

All the services shall be on credit terms of thirty (30) days or as may be stipulated in the Contract Agreement.

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms described as part II, III, IV, V, VI, VII, are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific tender.

3.1.1 The registered application forms which are not 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 legible indelible ink. IRA prefers that the registration document is typed out using a typewriter or computer and printed.

3.2 Qualification

3.2.1 It is understood and agreed that the Registration data on prospective bidders is to be used by Insurance Regulatory Authority in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Insurance Regulatory Authority they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Registration

3.3.1 (a) Experience: Prospective bidder shall have experience in the provision of legal services. They shall be required to have professional indemnity cover with reputable insurance Company.

(b) Prospective bidder requires special experience and capability to provide legal services at short notice.

(c) IRA reserves to request for additional qualification information as the tender/quotation stage to suit particular procurement.

3.3.2 Personnel

The bidder shall provide pertinent information to demonstrate that they have qualified staff to carry out the legal services briefs and CVs' of the key personnel.

3.3.5 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference from past clients should be included in part VI of the registration document.

3.4 Statement

Application must include a sworn statement on part VIII by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration.

Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such services that may include but not limited to debarment by PPRA, bankruptcy etc, IRA reserves the right to reject the tender from such a bidder even though they have been initially registered.

3.6 The firm must have a fixed Business Premise and must be registered in

Kenya, with certificate of Registration or Incorporation, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).

3.6 Invitation to Tender.

The successful bidders that will be registered with the Authority will be issued with tender/RFP/Quotation documents as appropriate and all bidders invited are expected to quote. Those wishing not to participate are required to indicate reasons for non-participation on the tender/quotation/ RFP by email failure to which the firm will not be considered for invitation to tender in future for procurement opportunities.

All invitation to tender documents will be sent by email. All suppliers **MUST have a valid email address and telephone contact.** Any change in address must be communicated to the Authority in writing.

4. REGISTRATION EVALUATION CRITERIA

a) PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

S/No.	Documents Required	Status
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority – to be confirmed for KRA portal	Mandatory
3	A Copy of CR 12 for Limited Companies or official searches for other entities (not more than 3 months old) and certified IDs/passports for Partnerships/ Sole Proprietorships and statement of particulars.	Mandatory
4.	Where applicable, certificate of registration for Access to Government Procurement Opportunities (AGPO).	Mandatory
5.	Letters of recommendation from two (2) corporate clients.	Mandatory
6.	Certificate of Admission and Current Practicing Certificates from Law Society of Kenya and Judiciary.	Mandatory

The suppliers must qualify at preliminary evaluation stage to progress to detailed evaluation stage.

b) DETAILED EVALUATION

S/No	Requirements (submit evidence)	PART No.	PASS/FAIL
1	Registration Documentation	I	
2	Supplier Registration Data	II	
3	Company Details	III	
4	Financial Position	IV	
5	Manpower/Key personnel	V	
6	Past Performance & Experience	VI	
7	Business Probity and Litigation History	VII	
8	Sworn Statement	VIII	
	PASS/FAIL		

PART I: REGISTRATION DOCUMENTATION

Bidders must provide (attach) copies of the following as applicable: -

1. Copies of Certificate of Incorporation/Partnership deed/Business registration
2. Official search documents from the respective registries
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copies of Identity Cards/Valid Passports for all Directors/owners/partners.
The same shall be clear and photocopied both sides for IDs
5. Current letters of recommendation from two (2) organizations served (provide at least two).
6. Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
7. CVs for Key Personnel for the firm
8. Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill e.t.c or lease / tenancy agreements
9. Where applicable, certificate of registration for Access to Government Procurement Opportunities (AGPO).

PART II:

1. SUPPLIER REGISTRATION DATA

A. Business Name.....

Pin No.

(Attach copy registration certificate)

B. Address

P.O. Box.....Postal Code.....

City/Town.....

Telephone Nos

Mobile Nos.....

Email Address:.....

Website address (If any).....

C. Physical Address (Principal Office / HQ)

Business Location.....

Name of building

Plot No.

Road/Street Name

Floor No.

Room No.

D. Branches – Indicate the No. of Branches and Locations

.....



**PART III:
COMPANY DETAILS**

A. Sole Proprietor

Your name in full.....
Age.....
Nationality.....
Country of origin.....
*Citizenship details.....

B. Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details
.....
.....
.....
.....

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
1.....
.....
2.....
.....
3.....
.....
4.....
.....

*If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

2. NATURE OF BUSINESS

A. Please list the legal services you provide that are relevant to the services applied for:

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

PART IV: FINANCIAL POSITION / INVESTMENT

A. Company's Capital

- 1) Authorised Shares Ksh
- 2) Issued Shares Ksh.

B. Partnership & Sole Proprietorship:

Total Investment: Kshs.

NB: Provide and attach certified audited financial statements for the previous (latest) two years and/or bank statements for the 6 months certified by the issuing bank as proof of ability to execute the contract.

C. Maximum value of business which you can handle at any time
.....

D. State terms of payment in preference order

- i)
- ii)
- iii)

Note: IRA prefers payment to be made within 30 days after satisfactory delivery of services as per contract.

PART V: KEY PERSONNEL

a) Name of Chief Executive Officer/ Partner/Managing Partner/ Managing Director/Executive Director

.....

b) How many staff does your organization have?.....

c) Indicate the number in each category:

(i) Advocates (Permanent..... Temporary.....)

(ii) Support Staff (Permanent..... Temporary.....)

d) Please describe generally the experience and expertise your organization possesses that will generally enable you to effectively and efficiently undertake the services that you are applying for as required by IRA.

• Attach CV's of Advocates and submit in the following format.

Name

Age

Academic Qualification:

1. Under graduate.....

2. Post graduate.....

3. Professional Qualification

.....

(Attach Certificates if any)

Length of service with the firm

Position held



PART VI: PAST PERFORMANCE & EXPERIENCE

a. Please provide at least two (2) major services/projects/assignments you have undertaken relevant to the job you are applying for registration performed over the last three (3) years:

1. Name of 1st Client

- i) Name of Client
- ii) Address of Client
- iii) Name of Contact Person at the client
- iv) Telephone Contact.....
- v) Value of Contract
- vi) Duration of Contract (date).....
- vii) Signature.....
- viii) Date.....

Company Stamp

(Attach recommendation from the client)

2. Name of 2nd Client

- i) Name of Client
- ii) Address of Client
- iii) Name of Contact Person at the client
- iv) Telephone Contact.....
- v) Value of Contract
- vi) Duration of Contract (date).....
- vii) Signature
- viii) Date.....

Company Stamp

(Attach recommendation from the client)

3. Name of 3rd Client

- i) Name of Client
- ii) Address of Client
- iii) Name of Contact Person at the client
- iv) Telephone Contact.....
- v) Value of Contract
- vi) Duration of Contract (date).....
- vii) Signature
- viii) Date.....

Company Stamp

(Attach recommendation from the client)

4. Name of 4th Client

- i) Name of Client
- ii) Address of Client
- iii) Name of Contact Person at the client
- iv) Telephone Contact.....
- v) Value of Contract
- vi) Duration of Contract (date).....
- ix) Signature
- vii) Date.....

Company Stamp

(Attach recommendation from the client)

b. Trade References

Attach at **least two (2) current letters of recommendation** from reputable organizations that you have provided legal services for the last three years.

i) Name and address of your Bankers

.....
.....

ii) Have you ever had an order/contract issued and cancelled in whole or part by IRA? Yes/No

If yes give reasons for cancellation

.....
.....

iii) Have you ever been issued with a tender/quotation document by IRA and you failed respond/submit? Yes/No

If yes give reasons for not submitting:

.....
.....

iv) Do you have any objection in IRA obtaining a confidential financial report from your bankers?.....

v) Has your company ever been involved in litigation/arbitration with clients/consultants?

If yes, give details

.....
.....



PART VII: BUSINESS PROBITY AND LITIGATION HISTORY

Please confirm whether any of the following criteria applies to your organization:

Note that failure to disclose information relevant to this section may result in your exclusion as a potential IRA supplier.

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Ethics & Anti-Corruption Commission or similar authority in the country in which your organization is established?	
4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or	

	contributions including income tax as required under Kenyan law?	
5	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed by IRA and who is in a position to influence the award of any supply. For purpose of Registration process close relative refers to parents, siblings, spouse or children	

PART VIII: SWORN STATEMENT

Having filled and completed the Registration information for the above provision of legal services applied for I hereby state:

1. The information and answers furnished in this Registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Insurance Regulatory Authority.
2. 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/ RFP or quotation on the basis of provisions in the tender documents to follow.
3. We enclose all the required documents and information required for the Registration evaluation.
4. We will not engage in corrupt practices with the Authority/Members of Staff.
5. We have not been debarred from participating in Public Procurement Proceedings.

FORM COMPLETED BY	
Name:	
Designation:	
Signature:	
Date:	
Company Rubber Stamp /Seal	

(Full name and designation of the person signing and affix Rubber stamp/seal)