



**PRE-QUALIFICATION FOR
PROVIDERS OF LEGAL SERVICES
FOR THE PERIOD 2010 - 2012**

KRA /HQS/PQL /001/ 2009 – 2010

**TIMES TOWER BUILDING
P.O. BOX 48240 – 00100
TEL: +254 02 310900
FAX: +254 02 215809
NAIROBI, KENYA.
Website: www.kra.go.ke**

JANUARY 2010

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The Kenya Revenue Authority invites sealed applications from eligible candidates for purposes of pre-qualifying service providers for Legal Services for the period 2010 to 2012:

CODE	CATEGORY REFERENCE	CATEGORY DESCRIPTION
		PROVISION OF SERVICES
C-5	KRA/PQL/001	Provision of Legal Services.

Interested eligible firms may obtain further information and inspect pre-qualification documents at the office of the:

Deputy Commissioner-Procurement & Supplies Services
Times Tower Building, 25th Floor,
P.O Box 48240– 00100 GPO,
Tel. +254 020 310900
Fax No. +254 020 215809
Nairobi, Kenya.
Website: www.kra.go.ke

A complete set of the pre-qualification documents may be obtained by interested candidates upon payment of a non-refundable fee of Kshs.2,000.00 **per category** paid in cash or Bankers Cheque at any of the KRA regional offices or download the document from the KRA website and pay a reduced fee of Kshs.1,000.00 **per category** at any of the KRA offices and submit proof of payment together with the Pre-qualification Document.

Bidders who participated in Pre-Qualification Tender No KRA/HQS/007/2008-2009 may collect one bid document free of charge for one category but will be required to purchase documents for any other category.

Pre-Qualification documents must be submitted in plain sealed envelopes clearly marked “**Prequalification of Service Providers for Legal Services: KRA/PQL: 001 /2009-2010**” with the category reference number accompanied with the original payment receipt and deposited in the Tender Box located on the Ground Floor, Times Tower Building, Haile Selassie Avenue, Nairobi or be addressed to the Commissioner General, Kenya Revenue Authority , Times Tower Building , P.O Box 48240 -00100 Nairobi so as to be received on or before **Monday 15th February, 2010 at 10.00 am**

Applications for Pre-Qualification will be opened immediately thereafter in the Convention Centre on the **5th floor, Times Tower Building** in the presence of candidates’ representatives, who choose to attend.

Completed Prequalification documents for each category should be submitted in plain sealed envelopes and

clearly marked “**Pre-qualification of Service Providers for Legal Services –KRA/PQL:001/2009-2010**” and addressed to:

**The Commissioner General,
Kenya Revenue Authority,
Times Tower,
P.O Box 48240 – 00100 GPO,
Nairobi.**

A pre-bid Briefing will be held on **Wednesday 3rd February, 2010 at 10:00 a.m.** in the Convention Centre 5th Floor of Times Tower Building. Interested bidders are invited to attend.

Kenya Revenue Authority reserves the right to accept or reject the applications and is not obliged to assign reasons for its decision thereof.

Any canvassing or giving of false information will lead to automatic disqualification.

SECTION I. INFORMATION TO CANDIDATES

INTRODUCTION

- 1.1. Kenya Revenue Authority (KRA) will pre-qualify and enlist prospective bidders for provision of Legal Services from among those who will have submitted their pre-qualification documents, in accordance with the pre-qualification requirements to undertake the assignments described herein for 2 years.
- 1.2. The Pre-qualification Tender document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 1.3. KRA does not bind itself for provision of any service but shall endeavor to ensure tenderers for the provision of various services and consultancies will be treated equitably.
- 1.4. Applicants will be informed in writing of the results of the application, without assigning any reason for KRA's decision thereof.
- 1.5. Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.6. It is KRA's policy to require that Tenderers observe the highest standard of ethics during selection and execution of such contracts. In pursuance of this policy, KRA:
 - a) defines, for the purpose of this provision, the terms set forth below as follows:
 - (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and
 - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
 - (b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - (c) Will declare a Tender ineligible, for pre-qualification if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and
 - (d) Will have the right to examine financial records relating to the performance of such services to determine capability.

(e) Will have the right to inspect the business premises of the tenderer.

1.7. Tenderers shall furnish information as described in the pre-qualification tender document.

1.8. Tenderers shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

1.9. **Professional Qualifications**

The Advocates must be members of the Law Society of Kenya, without any disciplinary problems, due diligence must be carried out to ensure that they have not been disbarred. They must be in possession of current practicing certificates

1.10. **Professional Insurance Indemnity**

They must have taken out a Professional Insurance Indemnity., which must be not less than **Kshs.5,000,000.00** but capable of being reviewed depending on the brief at hand.

1.11. **Expertise**

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

Partners should have at least 10 years of legal experience.

1.12. **Scope of legal services**

The legal services being procured include but not limited to: Debt collection, Company law, Commercial law, Land law, Civil litigation, Tax law, Corporate law, Labour law, Procurement and Disposal Law, International Tax and Trade Law, Arbitration and Alternative Dispute Law and Practice, Mergers and Acquisitions, Constitutional law, drawing and interpretation of statutes and international instruments. The law firms should attach their firm profiles stating the type of cases handled and their success rate in litigation. The firms should also provide a list of clients handled which should include financial institutions, private organizations, international companies, government departments and parastatals.

The profile should indicate experience in handling High Court, Court of Appeal and Lower Court cases. Experience in handling the Industrial Court matters and other tribunals should be indicated as well.

Any experience in tax matters including tax consultancies and advisory should be stated.

1.13 **Firm's History**

The following information should be included:

- Period for which the law firm has been in operation.
- Number of partner's and their standing in the bar
- Number of Associates and their standing in the bar
- Number of pupils
- Number of paralegal staff
- Number of support staff
- Whether the firm is a member of an international consortium of lawyers or members of international legal bodies e.g. the International Bar Association, East African Law Society, International Commission of Jurists (ICJ) Commonwealth Bar Association etc. Whether the lawyers have been invited as a panelist or speaker in any of these bodies.

1.14 Facilities

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

1.15 Payment of Fees/Costs

The selection will consider law firm's that offer the right balance of value for money as measured by the quality of legal service offered. Estimated budgets of the costs from the law firms will be encouraged. Law firms will be required to identify ways in which legal cost for any significant or complex cases can be mitigated.

The payment of fees will be based as may be agreed on:

- A flat fee for agreed work based on the value of the subject matter.
- Negotiated or cap on the fees.

1.16 Litigation against KRA

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

1.17 Ability to work closely with KRA's Legal Division

The selected law firms will be required to work closely with the Authority's in-house lawyers.

1.18 Monitoring and Evaluation

The law firms must agree to be monitored through regular client satisfaction surveys in order to ensure that they maintain high standards of service and give regular reports to the Commissioner of Support Services.

2. DOCUMENTS COMPRISING THE REQUEST FOR PRE-QUALIFICATION

- 2.1 Tenderers may request a clarification on the Tender Pre-qualification document up to seven (7) days before the Tender submission date. Any request for clarification must be sent in writing by mail, facsimile or electronic mail to the Purchaser's/Employer's address. The Purchaser/Employer will respond in writing by normal postal mail, facsimile or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

3 PREPARATION OF TENDER DOCUMENTS

- 3.1 Tenderers are requested to submit a Tender written in English language.
- 3.2 Tenderers are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.
- 3.3 Tenderers are required to meet the Pre-Qualification criteria stipulated in Section 2. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for detailed evaluation.
- 3.4 The pre-qualification documents shall not include any financial proposal information other than audited accounts for the last 2 years.

3.5 Period of Validity

The request for pre-qualification must remain valid for not less than 120 days from the date of submission.

KRA will make best effort to complete the evaluation and communicate within this period.

4 SUBMISSION, RECEIPT, AND OPENING OF PRE-QUALIFICATIONS

- 4.1 The original Pre-qualification Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialled by the person or persons who sign(s) the Pre-qualification Document.
- 4.2 An authorized representative of the Applicants should initial all pages of the tender document.
- 4.3 The Pre-qualification document should be prepared and submitted in **2 (two) copies** in a plain sealed envelope marked:

“PRE-QUALIFICATION FOR SERVICE PROVIDERS OF LEGAL SERVICES”

And delivered to:

The Commissioner General

**Kenya Revenue Authority
Times Tower Building
Haile Selassie Avenue
P.O Box 48240-00100
NAIROBI, KENYA**

4.4 Deadline for Submission

The closing time for the submission of the Pre-Qualification Document shall be **15th February, 2010 at 10.00 am.** and shall be sent to the above address. Pre-Qualification Document shall be marked on top **“DO NOT OPEN BEFORE 15TH FEBRUARY, 2010 at 10.00 am”**

4.5 Late Submission

Any Pre-Qualification Document received after the deadline pursuant to clause 4.4 shall be rejected as a late tender and shall not be considered.

4.6 Tender Opening And Evaluation

4.6.1 A committee of officials shall open the Applications immediately after the closing time for submission of the Pre-Qualification Document.

4.6.2 Kenya Revenue Authority will prepare a record of the Pre-Qualification Document opening.

5 PRE-QUALIFICATION EVALUATION

(a) Mandatory Requirements For Pre-Qualification

- (i) Pre-qualification Submission Form.
- (ii) A copy of Certificate of Registration of Practice.
- (iii) Submit details of five major clients from your current public institutions or large commercial enterprises, summary of services rendered, value of contracts and contact persons, address and telephone numbers.
- (iv) Tax compliance certificate.
- (v) Duly Completed Confidential Pre-qualification Business Questionnaire.
- (vi) Sworn Anti-Corruption Affidavit.
- (vii) Evidence of physical address and premises (attach copies of utility bills e.g. electricity/water or lease agreement/Title).
- (viii) Two years audited accounts and or 6 months current bank statements.
- (ix) A signed statement that the bidder is not debarred from participating in public procurement or disbarred from practice.
- (x) Member of the Law Society of Kenya with no Pending disciplinary cases.
- (xi) Currently hold out a Professional Insurance Indemnity of a minimum of **Kshs.5,000,000.00** but capable of being reviewed depending on the brief at hand.

NB: Attach all the above documents

(b) General Requirements

- 5.1** KRA will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
- 5.2** Applicants shall not contact KRA on the matter relating to their Pre-Qualification Document from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Applicant to influence KRA in the Pre-Qualification Document evaluation shall result in the rejection of their application.
- 5.3** Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.
- 5.4** The applicants should have registered offices and KRA reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services.
- 5.5** Applicants who qualify according to the selection criteria will be invited to submit their quotations for the provision of various services as and when required for 2 years.
- 5.6** KRA reserves the right to accept or reject any or all Pre-Qualification Documents without the obligation to assign any reason (s) for its decision thereof.

5.7 Litigation

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

5.8 Evaluation Criteria

The points given to evaluation criteria are as per the following evaluation criteria matrix.

EVALUATION MATRIX				
	Evaluation Attribute	Evaluation Parameters	Maximum Score %	Cut off Score %
1	Mandatory Requirements:	Full Submission		
A	Pre-qualification Submission Form	Mandatory		
B	A copy of Certificate of Registration of the Law firm.	Mandatory		
C	Evidence of physical address and premises (attach copies of utility bills e.g. electricity/water or lease agreement/Title). Please indicate availability of facilities e.g modern legal library, access to online law reports or other legal resources, internet connectivity etc.	Mandatory		
D	Duly Completed Confidential Pre-qualification Business Questionnaire.	Mandatory		
E	Current Practicing Certificates for all advocates in the Law firm.	Mandatory		
F	Sworn Anti-Corruption Affidavit.	Mandatory		
G	Tax compliance certificate.	Mandatory		
H	Submit details of five major clients from financial institutions, private organisations, international companies, government departments and parastatals showing a summary of the brief, the value of the case, success rate and contact person, address and telephone	Mandatory		

	numbers			
I	Duly Completed Confidential Pre-qualification Business Questionnaire.	Mandatory		
J	Two (2) years audited accounts and or six (6) months current bank statements.	Mandatory		
2	Value of Professional Indemnity (attach copy)	Over Kshs.50 Million (20 Marks) Kshs.30 Million to 49 Million-15 Marks Kshs.5 Million to 29 Millions (10 Marks)	20	10
3	<p>Period of Operation</p> <p>Firm profile</p> <p>I. Standing of senior partners</p> <p>Over 15 -20 Marks</p> <p>12 to 15 Years-15 Marks</p> <p>10 to 12 Year-10 Marks</p> <p>Less than 10 years-5 Marks</p> <p>ii standing of Associates</p> <p>(Attach copy of admission certificate).</p> <p>Indicate membership of international consortium of lawyers, member of IBA, ICJ, EALS etc. Speaker or Panelist at international law forum (attach topic and date)- 5 Marks</p>		25	10

4	<p>Capacity of the Firm:</p> <p>4 Partners and above -20 Marks</p> <p>3 Partners- 15 Marks</p> <p>2 Partners- 10 Marks</p> <p>1 Partner- 5 Marks</p> <p>ii Number of Associates</p> <p>iii) Number of Support Staff and skills</p> <p>(attach Curriculum Vitae of all Partners and Associates which must detail the following scope of services :</p> <ul style="list-style-type: none"> a) Civil Litigation and Prosecution b) Tax and Trade Law c) Land law and practice d) Company and Commercial law e) Commercial law f) Corporate law g) Labour law h) Procurement and Disposal Law, i) International Tax and Trade Law, j) Arbitration and ADR Law and Practice, k) Mergers and Acquisitions, l) Constitutional law and interpretation m) Drawing and interpretation of statutes and 		20	10

	international instruments (attach evidence in support)			
5	Major litigation briefs successfully handled in terms of value and subject matter N.B: If no monetary value, indicate subject matter <ul style="list-style-type: none">• High Court• Court of Appeal• Other tribunal• Regional Courts e.g COMESA and East African Court of Justice	Over Kshs.20 M- 25 Marks - Between 10 and 19 Million- 15 Marks - Between 5 and 10 Million- 10 Marks	25	10
6	Audited financial statements for the last two years or where the firm has been in operation for less than 2 years Certified Management Accounts by a Certified Accountant.		5	5
7	Certified copies of Six (6) months Current Bank Statements.		5	5
	Total Score		100	50

MINIMUM QUALIFYING SCORE IS 50 %.

6 CONFIDENTIALITY

6.1 Information relating to evaluation of Pre-Qualification Documents and recommendations concerning pre-qualification shall not be disclosed to the Applicants until the pre-qualified firms have been advised accordingly.

SECTION 2

PRE-QUALIFICATION SUBMISSION FORM

Date _____

Pre-qualification No. _____

To: The Commissioner General

Kenya Revenue Authority

Times Tower Building

Haile Selassie Avenue

P.O Box 48240-00100

Nairobi, Kenya

Gentlemen and/or Ladies:

1. Having examined the Pre-qualification documents including Addenda Nos. ...the receipt of which is hereby duly acknowledged, We, the undersigned, offer to supply the required goods/services in accordance with your Request for Quotations and we hereby submit our Pre-qualification Document

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

3. We understand that you are not bound to accept any tender you may receive.

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

CONFIDENTIAL PRE-QUALIFICATION BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applies to your type of business; and Part 3.

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

Part 1 – General	
1.1	Business Name
1.2	Location of Business Premises.
1.3	Plot No..... Street/Road Postal Address
	Tel No. Fax E mail
1.4	Nature of Business ,.....
1.5	Registration Certificate No.
1.6	Maximum Value of Business which you can handle at any one time – Kshs.....
1.7	Name of your BankersBranch
Part 2 (a) – Sole Proprietor	
2a.1	Your Name in Full Age
2a.2	Nationality Country of Origin <ul style="list-style-type: none"> • Citizenship Details

Part 2 (b) Partnership

2b.1 Given details of Partners as follows:

2b.2	<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</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? 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 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 it's affiliates that have been engaged by Kenya Revenue Authority 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:

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.....
.....

3.9 Have you offered or given anything of value to influence the procurement process? Yes _____ No _____

3.10 If answer in '3.8' above is **YES** give details

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.....

I / We DECLARE that the information given on this form is correct to the best of my/our knowledge and belief and that I/We give KRA authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc

DateSignature of Candidate
.....

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

ANTI CORRUPTION AFFIDAVIT FORM



REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT

CHAPTER 15 OF THE LAWS OF KENYA

AND

IN THE MATTER OF THE PUBLIC PROCUREMENT AND DISPOSAL

ACT, NO. 3 OF 2005.

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

1. **THAT** I am the.....;
(Managing Partner/Principal Officer /Senior Partner) of
.....(Name of the
Law Firm) which is a Candidate in respect of Tender Number
..... to render legal services to
Kenya Revenue Authority and duly authorized and competent
to make this Affidavit.

2. **THAT** the aforesaid Candidate has not been requested to pay
any inducement to any member of the Board, Management,

Staff and/or employees and/or agents of Kenya Revenue Authority, which is the procuring entity.

3. **THAT** the aforesaid Candidate, its servant(s) and/or agent(s) have not been offered and will not offer any inducement to any member of the Board, Management, Staff and/or employee(s) and/or agent(s) of Kenya Revenue Authority.
4. **THAT** the aforesaid Candidate, its servant(s) and/or agent(s) have not been debarred from any procurement process.
5. **THAT** what is deponed to hereinabove is true to the best of my knowledge information and belief.

SWORN at by the said}

.....}

}

on this day of 20... }

}

}

DEPONENT

Before me }

Commissioner for Oaths }

NATURE OF BUSINESS

DEFINATION OF BUSINESS

Indicate whether sole proprietor, Company or partnership

Specify and give descriptive details of the goods/services you wish to render (Select from list in Appendix A)

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Indicate whether Manufacturers, Distributor, Retailer, Dealer or Agent, Contractor etc. If not a manufacturer, attach a letter of authorization for the dealership, agency etc.

DISCLOSURE

ASSOCIATE COMPANIES

A)..... (E).....

B)..... (F)

C) (G)

D) (H)

NUMBER OF STAFF EMPLOYED (1) ADVOCATES

(2) SUPPORT STAFF

(Attach Organization Chart and CVs)

PERIOD IN BUSINESS

OTHER ORGANIZATIONS/COMPANIES WHERE YOU RENDER LEGAL SERVICES

A)

A)

B)

C)

D)

Give their full address and the range Legal services that you provide
(This may be done on a separate sheet)

Name(s) of Banker(s)

.....

Account Number (s).....

TERMS OF PAYMENT

Our Payment Terms are 30 days from the date of invoice/delivery on receipt/acceptance services.

RANGE OF SERVICES YOU SPECIALISE IN

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

HAVE YOU PREVIOUSLY BEEN RENDERING LEGAL SERVICES TO KENYA REVENUE AUTHORITY?

IF YES, WHICH CASES

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

INDICATE THREE OF OUR INSTRUCTIONS:

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

DO YOU HAVE ANY INSTRUCTIONS WITH US? IF SO GIVE DETAILS

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

HAVE YOU EVER FAILED TO HONOUR OUR INSTRUCTIONS? IF SO GIVE DETAILS

.....

HAVE YOU EVER BEEN BLACKLISTED BY KENYA REVENUE AUTHORITY?

YES..... NO

CONFLICT OF INTEREST DISCLOSURE

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

Signed

For and on behalf of M/s

In the capacity of

Dated this day of2009

Law Firm's rubber Stamp

CRIMINAL OFFENCE DISCLOSURE

I/WE NAME OF PARTNER/PARTNERS: -

A)..... (B)

have not been convicted of any criminal 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 years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

In the capacity of

Dated this day of2009

Law Firm's rubber Stamp

PART B (TO BE COMPLETED BY TENDERER'S PRINCIPAL OFFICER)

Format of Curriculum Vitae (CV) for Principal Officer and Five (5) Key Staff

Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies:

Law Society of Kenya: _____

Detailed Tasks Assigned: _____

Key Qualifications:

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

{Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees/diplomas obtained }

In the table below, please indicate as appropriate the Region(s) where you wish to be considered for supply of the various legal services.

REGION	LOCATION OF REGIONAL OFFICE	CLOSEST LOCATION OF SERVICE/SUPPLY CENTRE	TICK AREA OF INTEREST AS APPROPRIATE
KRA Headquarters	Times Tower Building, 25 th Floor	Nairobi	
Southern Region	Customs House, 3 rd Floor	Mombasa	
Western Region	Swan Centre Building , 2 nd Floor	Kisumu	
Rift Valley Region	Kiptagich House, 2 nd Floor	Eldoret	
Northern Region	Wanjiru Centre Building 3 rd Floor	Embu	
Central Region	Premier Plaza 2 nd Floor	Nyeri	