



COUNCIL OF GOVERNORS

COG/PROC/25/2017 –2018

PREQUALIFICATION OF LEGAL SERVICES FOR THE PERIOD ENDING 30TH JUNE 2019

The Council of Governors,

Delta House, 2nd Floor Chiromo Road

P. O. Box 40401 -00100,

Nairobi Kenya,

Tel: +254 (020)2503313/4

Email: info@cog.go.ke

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Pre-qualification Notice

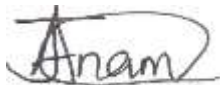
6-06-2017

1. The Council of Governors (“hereinafter referred to as COG”) invites sealed applications from competent firms for Provision of Legal Services for the period 2017/2018-2018/2019. Interested eligible Law firms are invited to apply for prequalification.
2. Interested eligible candidates may obtain further information from and inspect the tender at the Council of Governors website, **or visit our offices at** Delta Corner, off Waiyaki Way during normal working hours during.
3. A complete set of tender documents may be obtained by interested candidate From the Official **COG Website (www.cog.go.ke)** free of charge
4. Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box provided at the Council of Governors Secretariat, 2nd floor, Delta Corner, off Waiyaki Way during normal working hours or be addressed and posted to:

**The Chief Executive Officer,
Council of Governors
P.O. Box 40401, 00100
Nairobi**

So as to be received on or before **Tuesday 20th June 2017 AT 11:00 AM**

5. Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at The Council of Governors **on Tuesday 20th June 2017 AT 11:00 AM 11TH floor Board Room**, Delta Corner.
6. Tenders must be received by COG at the address specified above no later than **Tuesday 20th June 2017 AT 11:00 AM**



Jacqueline Mogeni
Chief Executive Officer
Council of Governors

Instructions to Tenderers

1. (a) Introduction

COG 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 COG from time to time through a Letter of Instruction.

1(b). Experience

Prospective applicants must have rendered legal services to private, public and Government institutions of similar size and complexity for at least two (2) years. Potential Law firms must demonstrate willingness and commitment to meet the prequalification criteria.

2. Pre-qualification Instruction

- 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 COG in determining, according to its sole judgment 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 COG, 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 2 years' experience of active Legal practice.

3.4 Financial Status

The Law firm financial condition will be determined by:-

Audited accounts for the last two (2) years' to demonstrate the soundness of their financial position.

Latest One year bank statement (s)

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) COG n, which prospective bidder is handling.

COG 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

Required Information	Form Type
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. COG 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) COG 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) COG 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

EVALUATION CRITERIA

A. MANDATORY REQUIREMENTS

No	EVALUATION REQUIREMENT	CRITERIA/PARAMETER
1	Copy of registration Certificate of the firm	1 mark for documents and 0 marks for incompleteness or failure to submit both Documents.
2	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 documents are provided and 0 marks for none or where all documents are not provided.
3	Copy of firm's valid certificate of tax compliance	1 mark for document and 0 marks for none
4	Copy of firm's valid VAT & PIN Registration Certificates	1 mark for document and 0 marks for none
5	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
6	Clearance Certificate from Anti-Corruption and Ethics Commission	1 mark is if all Admission certificates are attached; 0 marks for non-compliance
7	Copies of current (2017) practicing Certificates of Partners and Associate, other Firm Lawyers.	1 mark is if all current practicing certificates are attached; 0 marks for non-compliance
8	Proof of physical address i.e. signed Lease or Signed Letter of offer or any utility bill.	1 mark for document and 0 marks for none
9	Proof of valid professional indemnity Cover of Kshs30 million and above.	1 mark for document and 0 marks for none
10	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
	<p>NB:</p> <ol style="list-style-type: none"> 1. COG reserves the right to verify authenticity of any document provided herein) 2. Bids that do not contain all the above mandatory requirements will be declared non responsive and shall not be evaluated further. 	

B. DETAILED EVALUATION MATRIX

	PRE-QUALIFICATION DATA		MAX. SCORE
1	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.	10
2	Firm's branch network	If firm has branch network outside Nairobi- 4marks for over 2 branches; 2marks For 2 branches; 1 mark for one Branch or less.	4
	SUPERVISORY PERSONEL AND PAST EXPERIENCE		
1	Duly completed supervisory and Experience questionnaire	2 marks for duly completed Document and 0 marks for none	2
2	Experience and Curriculum Vitae of Partners and Associates	If lead partner has over 10years Of standing -10 marks; 8-10 above years of standing -6 marks; below 8 years of standing - 3 marks; Add 2marks for attached CVs of all Partners and Associates.	10
3	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	8 marks for satisfactory Information and 0 for Incompleteness.	8
4	No. of years of post-admission Experience of the Firm's partners (other than Lead Partner) in handling matters in specified firm's <u>Specialization.</u>	Where 50% of Partners have Experience: - Over 15 years (5marks) 10 -14years (3 marks) less than 10 years 0marks	5
5	Curriculum Vitae of Associates;	(2 marks) for each CV up to a maximum of three Associates	6
6	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 mark) for each client letter of reference including the contact Person.	10

FINANCIAL POSITION			
1	Last Twelve (12) months' current bank statements (up to May 2015) – Office Accounts	5 marks for consistent liquidity/stability And 0 marks for negative or inconsistent liquidity.	5
2	Most recent two years Audited Accounts	5 marks for consistent liquidity/stability and 0 mark for inconsistent liquidity	5
3	List names of all Law firm <input type="checkbox"/> Bankers <input type="checkbox"/> Auditors.	1 marks for each name up to a Maximum of two (2).	2
4	Letter of reference from all your Bankers regarding the Law firms credit position.	4 marks for a positive reference and 0 marks for a qualified or negative reference	4
5	Clearance Certificate from Credit reference Bureau for the Law firm, all Partners and Associates.	4 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	4
6	Threshold of professional Indemnity Cover	Over Kshs 50million – 10 marks Kshs49-30 milion-5 marks; below Kshs30 million 0 marks	10
CONFIDENTIAL QUESTIONNAIRE			
1	Duly Completed Confidential Questionnaire	2 marks for duly completed questionnaire; 0 marks for noncompliance	2
LITIGATION HISTORY			
1	Confirmation for past or pending litigation, against COG 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 COG handled by the Firm, or case or complaint of any nature against any Partner, Associates or other Lawyers of the Firm.	5
SWORN STATEMENT			
1	Duly executed sworn statement	2 marks for duly completed sworn statement PQ7; 0 marks for non-compliance	2
ADDITIONAL BENEFIT			
1	The Bidder may provide any other Additional benefit(s) it can offer to add value to COG.	Over 5 benefits -6 marks; 3-5 benefits-4marks; 1-2 benefits-2marks and 0 marks for no benefit	6
Total Score out of 100			100

NOTE:

1. Evaluation of bids will be conducted based on the tenders' response to compliance with the evaluation criteria.
2. Tenders scoring 70% and above on part B (Detailed Evaluation matrix) will be Pre-qualified.

3. The applicant shall submit documents that are current and valid. All documents submitted as copies should be certified as true copies of originals.
4. COG will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness. Ensure all the forms have a company stamp.
5. This pre-qualification does not amount to any contractual obligation. COG shall however endeavour to ensure that pre-qualified firms are treated equitably when opportunities arise.
6. Information relating to evaluation and recommendations concerning pre-qualification shall not be disclosed to the applicants until the pre-qualified firms have been advised accordingly.

7 Sealing and Marking of Bids

The inner envelopes should be clearly marked as follows:

ORIGINAL TENDER	A	COG/PROC/25/2015/2018
COPY OF TENDER	B	COG/PROC/25/2017/2018

The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall be addressed to:

**The Chief Executive Officer,
Council of Governors
P.O. Box 40401, 00100
Nairobi**

Letter of Application

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

Date:

To: COOUNCIL OF Governors
P.O. BOX 40401 – 00100
Nairobi

Sirs,

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 COG 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 (Mandatory)
 - (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, , proof of valid indemnity cover etc.
3. COG 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. COG and its authorised representatives may contact the following persons for further information²:

General and managerial inquiries	
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 COG is entitled to carry out verification of all information submitted for pre-qualification;
 - (b) COG 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.

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

COG is not bound to issue Letters of Instructions to all or any of the Pre-qualified law firms.

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. Copy of Certificate of registration **of the Firm.**
- II. Inspection Certificate from Law Society of Kenya
- III. Clearance certificate from Anti-Corruption and Ethic Commission.
- IV. Copy of **Valid** tax compliance certificate from Kenya Revenue Authority **for the firm.**
- V. 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 or any utility bill.
- 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. Copies of Admission and practicing certificates of all partners and Associates.
- X. Proof of valid indemnity cover for Legal Services commensurate with COG portfolio.
- XI. 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

Legal name of firm.....
Post office address.....CODE.....
City / Country.....
Land Line Telephone No(s).....
Person to Contact.....
Cell Phone No.....

2. Organization & Business Information

Partnership (if Applicable).....

Names of Partners

- a.
- b.
- c.
- d.
- e.
- f.....

3. Branches of firm

- a.
- b.
- c.
- d.
- e.

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 curriculum 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.**

FORM V - PAST EXPERIENCE

NAMES OF APPLICANTS CLIENTS IN THE LAST THREE YEARS

1. Names of 1st client organization
 - i) Name of the Client
(organization).....
 - ii) Address of client
(organization).....
 - iii) Name of contact person at of the Client.....
 - iv) Telephone No. of client.....

2. Names of 1st client organization
 - i) Name of the Client
(organization).....
 - ii) Address of client
(organization).....
 - iii) Name of contact person at of the Client.....
 - iv) Telephone No. of client.....

3. Names of 1st client organization
 - i) Name of the Client
(organization).....
 - ii) Address of client
(organization).....
 - iii) Name of contact person at of the Client.....
 - iv) Telephone No. of client.....

4. Names of 1st client organization

- i) Name of the Client
(organization).....
 - ii) Address of client
(organization).....
 - iii) Name of contact person at of the Client.....
 - iv) Telephone No. of client.....
5. Names of 1st client organization
- i) Name of the Client
(organization).....
 - ii) Address of client
(organization).....
 - iii) Name of contact person at of the Client.....
 - iv) Telephone No. of client.....
4. Others.....

NB: applicants shall attach current dated (not older than one month) letters of recommendation from clients listed above (10 Points)

Signature of the applicant.....date.....

FORM AF 4

FINANCIAL STATEMENT & PROFESSIONAL INDEMNITY COVER

Attach:-

1. 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),
2. Proof of professional indemnity cover of at least Kshs 30 million and above.
3. Last two years Audited Accounts
4. Name, address, telephone, fax email contacts and name, title of the contact person for your banker(s) and your Auditor
5. 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 COG.

(b) Any past, pending disciplinary action, Complaints made against any Partner or associate

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

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

FORM AF 6

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) Whichever applied to your type of business?

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

Part 1 – General:

Business Name Location of business premises. Plot No..... Street/Road Postal Address Tel No. Fax E mail Nature of Business

Registration Certificate No.
 Maximum
 value of business which you can handle at any one time – Kshs
 Name of your bankers
 Branch

	Part 2 (a) – Sole Proprietor Your name in full Age Nationality Country of origin ? Citizenship details?						
	Part 2 (b) Partnership Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 40%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	1.		
Name	Nationality	Citizenship Details					
1.							
	Part 2 (c) – Registered Company Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs. Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 40%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares		
Name	Nationality	Citizenship Details					
Shares							
Date Signature of Candidate							

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

registration.❏

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

List of top ten (10) shareholders and distribution of shareholding in the company. Give details of all directors/partners 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 COG and any other public or private institutions.

Full Names

.....

..... Signature

.....

....

Dated this day of

..... 2017.

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

.....2017. 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

.....2017

Suppliers' / Company's Official Rubber Stamp

.....

Part 2 (g) – Interest in the Firm:

Is there any person / persons in COG 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 Equipment in the last three (3) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract/Order</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 two (2) years
- g) The Power of Attorney)

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

Part 2(j) Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give COG

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
.....2017.

Suppliers' / Company's Official Rubber Stamp

(15 Points)

NOTE:

Attach copies of partners' identity cards /

Signature of the applicant.....date.....

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-(must be signed by an Attorney)

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 Council, Management and/or staff of THE Council Of Governors in connection with tender/Quotation No. ----- In the tender, or in the Subsequent performance of the contract if I/we am/are successful.

Signed by.....CEO or Authorized Representative- Tenderer.

Name.....

Designation.....

Designation.....

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

Declared at

Before me.....

Name.....

Signature.....Date

COMMISSIONER FOR OATH

