



## REGISTRATION OF SUPPLIERS, CONTRACTORS, CONSULTANTS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES AND WORKS FOR A PERIOD OF 2 YEARS

**CLE/REG/001/2025-2026**

**CLOSING: 29<sup>TH</sup> JANUARY 2026, 1700HRS**

**COUNCIL OF LEGAL EDUCATION  
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**January 2026**

## Registration of Suppliers for Supply of Goods and Provision of Services/ Works for 2025/2026 -2026/2027

### 1.1 Introduction

The Council of Legal Education (CLE) is a State Corporation established by the Legal Education Act CAP 16B. Its mandate is to license and supervise legal education providers and law programs, regulate legal education and training, advise the Government on matters relevant to Legal Education and training and administer the Advocate Training Program (ATP) Examination.

Pursuant to Section 57 and 71 of the Public Procurement and Asset Disposal Act 2015 and Regulation 69 of the Public Procurement and Asset Disposal Regulations 2020, the Council invites prospective Suppliers, Contractors and Services providers who would wish to provide goods, works and services for a period of two years from March 2026 to register through the [Registration link](#)

#### List of General Categories - (You can only apply a maximum of two (2) categories)

Category Number	Category Description	Target Group
<b>SUPPLY OF GOODS</b>		
A001	Supply & Delivery of General Office Stationery	AGPO
A002	Supply & Delivery of Computer/ Photocopier Consumables	AGPO
A003	Supply & Delivery of ICT and Communication Equipment	AGPO
A004	Supply & Delivery of Office Furniture, Furnishings and Fittings	AGPO
A005	Supply & Delivery of Office Equipment and Hardware supplies	AGPO
A006	Supply & Delivery of Assorted Cleaning Materials	AGPO
A007	Supply & Delivery of Motor Tyres, Tubes and Batteries & other accessories	OPEN
A008	Supply & Delivery of Fuel, Oil and Lubricants	OPEN
A009	Supply & Delivery of Mineral Drinking Water & Water Dispensers	AGPO
A010	Provision of Beverages & other Office/Kitchen Consumables	AGPO
A011	Provision of Corporate Wear and Uniforms	AGPO
<b>PROVISION OF NON-CONSULTANCY SERVICES</b>		
B001	Supply, Delivery and Maintenance of Computer Software, Licenses, and other peripherals	OPEN
B002	provision of Repair and fitting Office Window Blinders & Curtains	OPEN
B003	Provision of Courier Services/Mail delivery	OPEN
B004	Provision of Fumigation and Pest Control services	AGPO
B005	Provision of Air Ticket services - IATA Registered Firms	AGPO
B006	Repair and Maintenance of Office Furniture & Equipment	OPEN
B007	Provision of Comprehensive Office Cleaning Services	AGPO
B008	Provision Outside Catering Services including provision of tents, chairs, tables, Podium and PA systems	OPEN
B009	Provision of Insurance Services	OPEN
B010	Provision of General Printing Services & Provision of Newspapers, Magazines, and Periodicals	AGPO
B011	Provision of Asset Tagging & Engraving Services	OPEN

B012	Provision of design, printing, and publishing services	AGPO
B013	Provision of Promotional Materials	AGPO
B014	Provision of advertising agency services; including google advertising services	OPEN
B015	Provision of videography, photography, documentaries & infomercials	OPEN
B016	Provision of Motor Vehicle hiring and Taxi Services	OPEN
B017	Repair and Servicing of Servers, Computers, Laptops, printers, scanners and other related ICT Equipment	AGPO
B018	Repair and Servicing of Biometric Access/CCTV and other related Equipment	OPEN
B019	Supply/Repair and Servicing of Air condition equipment's	OPEN
B020	Provision of Services for Shows and Exhibitions	OPEN
B021	Provision of Motor Vehicle tracking services	OPEN
B022	Provision of Security Printing Services	OPEN
B022	Provision of events management and entertainment services (tents and chairs, decor, exhibitions, roadshows)	AGPO
B023	Provision of Records digitalization services	OPEN
B024	Provision of local & international courier services	OPEN
<b>PROVISION OF CONSULTANCY SERVICES</b>		
C001	Provision of PR/Communications consultancy services	OPEN
C002	Provision of Building Maintenance Services (Electrical, plumbing, and general repairs-Small)	OPEN
C003	Provision of consultancy services on work environment, employees and customer satisfaction, ISO certification, baseline survey, strategic plan review, risk management, ICT consultancy, audits, human resource consultancy (recruitment and other) and management consultancy.	OPEN
C004	Provision of Team Building Services	OPEN
C005	Provision of Asset Valuation Services	OPEN
C006	Provision of Market Research/ Institutional Surveys	OPEN
C007	Provision of Training Services (Risk, Procurement, Finance, HR, Emotional Intelligence, Corporate governance, office etiquette/protocols, and Strategy	OPEN
C008	Provision of maintenance/upgrade of ERP Systems (Ms Dynamics)	OPEN
C009	Provision of Legal Services	OPEN
C010	Provision of Website and Web Portals Development, Customization, Support maintenance and bulk mailing services	AGPO

Bidders are required to access bidding forms via [www.tenders.go.ke](http://www.tenders.go.ke) or may be obtained from the CLE website; [www.cle.or.ke/tenders](http://www.cle.or.ke/tenders)

Completed Bids: Registration of Suppliers, Contractors and Service Providers” and submit to be received on or **before 29<sup>th</sup> January 2026, 1700 hrs.**

Bids will be opened electronically and evaluated for updating of the Supplier register.

Communication will be done to all applicants on the outcome of the evaluation.

## REGISTRATION INSTRUCTIONS

### 1.2 Registration Objectives

The main objective of supplier registration is to short-list firms for supply of goods, services and works under relevant Tenders / Quotations as and required in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015, Revised 2022.

### 1.3 Invitation for Registration

Firms registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their registration documents through [Registration link](#) so that they may be registered for submission of Tenders/Quotations. The Council requires prospective suppliers to provide mandatory information for registration.

### 1.4 Experience

Experience in the supply and delivery of similar items/services is Mandatory (Documentary evidence to be submitted through the portal).

### 1.5 Registration Document

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

### 1.6 Distribution of Registration Documents

Registration documents shall be accessed from the Council via Registration link; [Registration link](#) website; [www.cle.or.ke/tenders](http://www.cle.or.ke/tenders) and PPIP portal; [www.tenders.go.ke](http://www.tenders.go.ke).

### 1.7 Questions Arising from Document

Questions that may arise from the Registrations documents should be directed to the Head of Procurement during official working hours, or email [procurementdpt@cle.or.ke](mailto:procurementdpt@cle.or.ke)

### 1.8 Additional Information

The Council reserves the right to request submission of additional information from prospective bidders.

## **BRIEF CONTRACT REGULATIONS / GUIDELINES**

### **2.1 Taxes**

The supplier will have to pay VAT as applicable for all goods to be supplied. **The Council will only process TIMS/E-TIMS compliant invoices.**

### **2.2 Contract Price**

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

### **2.3 Payments**

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

## **REGISTRATION DATA INSTRUCTIONS**

### **3.1 Registration data forms**

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

### **3.2 Qualification**

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

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

### **3.3 Essential Criteria for Registration**

3.3.1 Experience: Prospective bidder shall be required to have experience of at least 2 years in related category. In case of potential supplier should show competence, willingness and capacity to service the contract. Bidders can only participate up to a maximum of two (2) categories.

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

3.3.3 Past Performance: Past performance will be given due consideration in registration of the bidders. Letters of reference from past customers **MUST** be submitted.

### **3.5 Withdrawal of Registration**

Should a condition arise between the time firm is registered to bid and the bid opening date which in the opinion of the Council could substantially change the Performance and Qualification of the bidder or his ability to perform such as but not limited to bankruptcy,

change in ownership or new commitments, the Council reserves the right to reject the tender from such a bidder even though he was initially registered.

### 3.6 Registration Criteria

The listed forms will form the criteria of evaluation. Bidders to duly fill, sign and stamp forms. Where a certain form is not applicable, the bidders should indicate “**NOT APPLICABLE**”

#### Evaluation CRITERIA - MANDATORY REQUIREMENTS

1. Electronic Government Procurement (EGP) Registration no.
2. Legal name of firm
3. Post Office address
4. Street and Address
5. City
6. Telephone No
7. Email address
8. Person to contact
9. Title
10. Address
11. Contract Details
12. Name of Contact Person
13. Disadvantaged Group e.g. Youth, PWD, Women etc. (If Applicable)
14. Category you wish to be Registered- Pick a maximum of 2 categories  
*(Bidder who registers in more than 2 categories shall be automatically disqualified)*

#### OTHER RELEVANT MANDATORY REQUIREMENT FOR THE BELOW LISTED CATEGORIES

Applications for registration for:

- i. **WORKS RELATED SERVICES**- Must submit a copy registration with National construction Authority - NCA- any category.
- ii. **ICT RELATED GOODS/SERVICES** applicants will be further required to submit registration with CAK/ Manufacturer's Authorization/License and/or ICTA certificate where applicable.
- iii. **CONSULTANCY RELATED SERVICES** applicants will be further required to submit Registration with
- iv. IHRM and other relevant regulatory/professional bodies.
- v. **AIR TICKETING SERVICES** applicants will be required to submit Registration with IATA and KATA
- vi. **PROVISION OF INSURANCE BROKERAGE SERVICES** applicants will be further required to submit Current registration with IRA and/ or Membership to AIBK.
- vii. **PROVISION MOTOR VEHICLE RELATED SERVICES/WORKS** applicants will be further required to submit, Registration with the State department of Public Works - Mechanical.
- viii. **CONSULTANCY SERVICES** the bidders must indicate specialized area of consultancy e.g. Integrity Surveys, Monitoring & Evaluation, legal audit,

Governance audit, Development and review of Strategic Planning, trainings, employee satisfaction survey, policy development and review, competency baseline survey, Environmental Audit, Feasibility study.

- ix. **VALUATION SERVICES** Certificate of Registration by Valuers Registration Board for Registration of Valuation services
- x. **PROVISION OF LEGAL SERVICES** applicants will be further required to submit the following mandatory requirements; The legal firm should provide the following;
  - a. Certified copy of current practicing certificates for all partners and associates.
  - b. Senior Partner(s) must have a minimum experience of 5 years.
  - c. Three (3) letters of recommendation from major clients including public institutions, summary of services rendered, value and contact persons, addresses and telephone numbers.
  - d. A signed statement by the senior counsel that the bidder is not debarred from participating in public procurement.

15. Experience of related works applied

- i. Name of client (Organization)
- ii. Address of Client (Organization)
- iii. Name of contact person at the client (Organization)
- iv. Telephone No. of Client
- v. Value of contract
- vi. Duration of contract (date)

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

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

**17. Litigation History**

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

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

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*Note: where there is no  
litigation history, bidders to indicate N/A*

**Note:**

Failure to submit any of the above-mentioned documentation will lead to disqualification at this stage.

**POST QUALIFICATION- (DUE DILIGENCE)**

Bidders' documents may be subjected to verification for confirmation of the authenticity from relevant institutions

**NOTE: PHYSICAL AND EMAIL SUBMISSIONS WILL NOT BE ACCEPTED. ENSURE BIDS ARE SUBMITTED THROUGH THE REGISTRATION LINK EARLY TO AVOID LAST MINUTE TECHNICAL CHALLENGES.**

In case of any challenge do call (0719150000) or email [procurementdpt@cle.or.ke](mailto:procurementdpt@cle.or.ke) for further assistance.

**Regards**

**Secretary/ Chief Executive Officer  
Council of Legal Education**