



COUNCIL OF LEGAL EDUCATION

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2023/2024/2024-2025

COMPANY NAME:.....

CATEGORY NO.....

CATEGORY DESCRIPTION.....

PLEASE INDICATE BELOW AS APPROPRIATE: (✓)

WOMEN ☐

☐

YOUTH

PERSONS WITH DISABILITIES ☐

GENERAL PUBLIC ☐

Table of Contents

		Page
SECTION 1	Invitation for registration.....	3
SECTION 11	Instructions to Candidates	6
SECTION III	Letter of Registration	11
SECTION 1V	Application Forms	13-17
SECTION V	Evaluation criteria.....	18
SECTION VI	Declarations.....	20

SECTION I: INVITATION FOR REGISTRATION
REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR
FINANCIAL YEARS 2023-2025

The Council of Legal Education invites applications for registration of suppliers from interested eligible bidders for the supply of under listed goods, services and works for the financial years 2023-2025

S/NO	CATEGORY OF GOODS AND SERVICES	TENDER NO.	ELIGIBILITY
1.	Supply of General Office Stationery and Computer Consumables	CLE/REG/01/2023-2025	Special Group
2.	Supply of Office Furniture, Equipment	CLE/REG/02/2023-2025	Open
3.	Supply and Delivery of Beverages	CLE/REG/03/2023-2025	Special Group
4.	Provision of Printing Services	CLE/REG/04/2023-2025	Special Group
5.	Provision of Branding services, printing of T-shirts, Caps, Banners and promotional Materials	CLE/REG/05/2023-2025	Special Group
6.	Repair and Servicing of Office Equipment	CLE/REG/06/2023-2025	Special Group
7.	Supply of Electrical Equipment and Fittings	CLE/REG/07/2023-2025	Open
8.	Supply of Motor Vehicle /Motor Cycle Tyres, Tubes and Batteries	CLE/REG/08/2023-2025	Open
9.	Provision of Air Travel Services(IATA registered firms only)	CLE/REG/09/2023-2025	Open
10.	Provision of Sanitary Services and Toilet Bins	CLE/REG/10/2023-2025	Special Group
11.	Supply of Cleaning Materials, Detergents and Soap	CLE/REG/11/2023-2025	Special Group
12.	Repair and Service of Motor Vehicles	CLE/REG/12/2023-2025	Open
13.	Provision of Insurance Brokerage services (General and Motor Vehicles)	CLE/REG/13/2023-2025	Open
14.	Provision of Office Fumigation and Pest Control services	CLE/REG/14/2023-2025	Special Group
15.	Supply and Installation of ICT related Hardware and Software (Proof of dealership/ Manufacturer's Authorization) attach ICTA Certificate	CLE/REG/15/2023-2025	Open
16.	Maintenance of ICT Related Hardware and Software (ICTA Certificate)	CLE/REG/16/2023-2025	Open
17.	Supply, Delivery, Installations, Configuration and Commissioning and Maintenance of Local Area Networks	CLE/REG/17/2023-2025	Open
18.	Supply, Delivery, Installation, Configuration and Commissioning and Maintenance of Surveillance and Access Control Systems	CLE/REG/18/2023-2025	Open
19.	Supply, Delivery, Installation, Configuration and Commissioning of Enterprise Business Systems	CLE/REG/19/2023-2025	Open

	(including ERP, CRM, Electronic document Management, Electronic Payment Solutions, Enterprise email/ Collaboration)		
20.	Network and System Security Solutions	CLE/REG/20/2023-2025	Open
21.	Provision of ICT Professional Services (including ICT Advisory/ Consultancy, Compliance and Security Audit, Certifications of ICT Infrastructure)	CLE/REG/21/2023-2025	Open
22.	Provision of Tagging and Bar Coding of Assets	CLE/REG/22/2023-2025	Open
23.	Provision of Online Taxi Services	CLE/REG/23/2023-2025	Special Group
24.	Provision of Valuation of Immovable Assets Services	CLE/REG/24/2023-2025	Open
25.	Provision of Office Tea/Snacks/Lunch during Planned Council Events	CLE/REG/25/2023-2025	Special Group
26.	Provision of Courier Services	CLE/REG/26/2023-2025	Special Group
27.	Supply and Delivery of Newspapers and Periodicals	CLE/REG/27/2023-2025	Special Group
28.	Provision of General Maintenance and Repair Works	CLE/REG/28/2023-2025	Open
29.	Provision of Legal Services (You must attach Practicing Certificates)	CLE/REG/29/2023-2025	Open
30.	Supply and Delivery of Mineral water, 500ml and 18.9Ltrs	CLE/REG/29/2023-2025	Special Group
31.	Provision of Speed Governors & GPS Tracking Services for the Motor Vehicles and Motorcycles	CLE/REG/30/2023-2025	Open

The special Groups (Youth, Women and Persons with Disabilities) must be registered with the National Treasury/County Governments, and other relevant bodies (Attach copy of AGPO certificate).

A special criteria will be used to evaluate categories reserved for the Special/Target groups. Special/Target Groups may choose to apply for registration in categories open to the public. However, all applications for categories open to the public will be subjected to the same evaluation criteria.

Documents, containing detailed instructions and requirements may be downloaded from the Council of Legal Education website (www.cle.or.ke)

Bidders who download the tender documents must register them by giving their contact details and tender reference to the procurement office using the council's official email: info@cle.or.ke giving the following details:

Tender No/Category

No. applied for

Name of firm

Address and telephone Number

Those wishing to be registered in more than one category will be required to download additional registration documents **for each category.**

Completed tender and registration documents in plain sealed envelopes clearly marked with the **Category Number** and **Category description** should be deposited in the Tender Box located at the **Council of Legal Education Legal Education offices, Karen Office Park, Acacia Block, 2nd Floor, Wing 1 (Karen)**, or be addressed and posted to address below:

The Secretary/Chief Executive officer
Council of Legal Education
P.O. Box 829-0502 Karen
NAIROBI

So as to be received on or before Tuesday 14th November, 2023 at 10:00 A.M.

The Secretary/Chief Executive officer
Council of Legal Education
P.O. Box 829-0502 Karen
NAIROBI

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1. Scope of Tender

2.1.1. Council of Legal Education, hereinafter referred to as the procuring entity intends to register contractors for the following Goods, Services and Small works for the **Financial Year 2023-2024/2024-2025**. It is expected that registration applications will be submitted to be received by the procuring entity not later than 14th November, 2023 at 10:00 A.M.

2.1.2. Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

2.1.3. General information on the candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix to instructions to candidates.

2.2. Submission of Application

2.2.1. Applications for registration shall be submitted in sealed envelopes marked with the tender/category name and reference number and deposited in the Tender Box located at Council of Legal Education, Karen Campus reception or be addressed and posted to address below:

The Secretary/Chief Executive officer
Council of Legal Education
P.O. Box 829-0502 Karen
NAIROBI

So as to be received **on or before 14th November, 2023** at 10:00 A.M. Late applications will be rejected.

2.2.2. The name and mailing address of the applicant may be marked on the envelope.

2.2.3. All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.2.4. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the

applicant's disqualification.

2.3. Eligible Candidates

- 2.3.1. This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates. Any relatives (spouse and children) are not eligible to participate in the tender
- 2.3.2. All firms found capable of performing the contract satisfactorily in accordance to the set registration criteria shall be registered.

2.4. Qualification Criteria

- 2.4.1. Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section V and submitted with the letter of application. Council of Legal Education reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.4.2. **General Experience.** The applicant shall meet the following minimum criteria
 - a) Average annual turnover as a supplier over the last two (2) years of Kshs. 0.5 million.
 - b) Successful experience in execution of at least 3 assignments of a nature and complexity comparable to the proposed contract within the last two (2) years.
- 2.4.3. **Personnel capabilities.** The applicant must have suitably qualified personnel to fill the following positions. Indicate key staff, professional qualification, experience and their functions.
- 2.4.4. The **audited Accounts** for the last **two (2) years** shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.
- 2.4.5. **Litigation history** the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

2.5. Public Sector companies

2.5.1. Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity,

2.6. Conflict of Interest

2.6.1. The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other registration and bidding documents for such association must be disclosed and may result in the disqualification of the applicant.

2.7. Updating Registration Information

2.7.1. Registered candidates shall be required to update the financial information used for registration at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1. Taxes on Imported Materials

The Supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

3.2. 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 on the authority of the Accounting Officer. Prices quoted should be inclusive of all delivery charges.

3.3. Payments

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

APPENDIX TO INSTRUCTIONS TO CANDIDATES

Notes on the appendix to instructions to Candidates

1. The appendix to candidates to tenderers is intended to assist the procuring entity in providing specific information which may not be adequately covered by the clauses in the instructions to candidates.
2. The appendix may amend any information in the instructions to candidates.
3. The procuring entity should use the appendix to ensure that all relevant information to the candidates relating to a particular registration is included.

SECTION III: LETTER OF REGISTRATION

Registration Category Ref No.....

To:

The Secretary/Chief Executive officer
Council of Legal Education
P.O. Box 829-0502 Karen
NAIROBI

Dear Sir,

1. Having examined the application documents including Addenda Nos. of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to Council of Legal Education and as may otherwise be directed,..... (Category). And conformity with the said application documents all or part of the items/services in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services with accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer(s) of the institution.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.
4. We understand:-
 - a) That this is not a tender or quotation but an application for consideration to be registered as Council of Legal Education's suppliers for goods/services included or related to this category during the period between **1st July 2023 -30th June 2025**
 - b) That you are not bound to accept this application or any that you may receive.
5. We Have Attached to this letter are copies of original documents of:

- a) Registration/Certificate of Incorporation
- b) PIN Certificate
- c) Valid Tax Compliance Certificate
- d) Audited accounts for the last two (2) financial years OR
- e) Bank statements for the last six months

6. We make this application with the full understanding that;

- a) Bids by registered applicants will be subject to verification of all information submitted.
- b) Council of Legal Education reserves the right to accept or reject any application, cancel the registration process and reject all applications.
- c) Request for quotations and bids will only be called from registered bidders who meet the requirements.

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Sign and stamp.....

In the presence of:

Name.....

Sign

Designation

Date

SECTION IV - APPLICATION FORMS**FORM I- CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE**

1	Name of Firm:	
2	Postal Address	
3	Telephone Office: Mobile:	Name of Contact Person:
4	E-mail:	Website:
5.	Exact Physical Location street, building:	
6.	Legal Status (partnership/sole proprietor /Ltd. Company)	
7.	Company Reg. Certificate No:/Registration of Business Name (Attach Copy) Year of Incorporation/Registration:	
8.	PIN Certificate No: (Attach Copy)	
9.	Valid Tax Compliance Cert. /Vat Exemption Cert. (Attach Copy)	
10.	Current trade license (Attach Copy)	
11.	Nature of business	
12.	Maximum Value of Business which you can handle at a time Kshs:	
13.	Name of your Bankers: Branch:	
14.	Your trade terms (mode or payment- cash..... or creditcredit period alloweddays)	

FORM II - DETAILS OF DIRECTOR/PARTNERS

	Names	Nationality	%of Shares
1			
2			
3			
4			
5			

FORM III - CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

1. What products/services do you want to be considered to Supply.....

.....

2. How many employees do you have?.....

How many are permanent?.....

How many are temporary?.....

3. Which quality standards certification have you attained in the last two years?

(Attach copies)

4. Are you a manufacturer/wholesaler/retailer/other?

(Please Specify)

.....

5. To what extent is your firm /company electronically-enabled with your clients and suppliers and how do you intend to carry out business with Council of Legal Education?

.....

.....

6. What is your average response time to a request for quotation/proposal?

.....

7. What is your average response to delivery of goods/services After issuance of an

LPO?.....

8. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?

.....

.....

.....

9. If you are a current or previous supplier of goods and services to Council of Legal Education have you at any one time been issued with an LPO and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?

FORM IV - EXPERIENCE

Applicant's three (3) reputable clients in the last three (3) years

Applicants attach proof of experience relevant to the category they choose to apply for by attaching any of the following documents:

1. Copies of LPOs
2. Letters of Award
3. Completion certificates
4. Contract documents etc.

FORM V - FINANCIAL CAPABILITY**Name of Applicant**

The applicant shall demonstrate that it has access to, or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide **audited accounts** OR Bank Statements for the last six months)

- (1) Attach a copy of firm's two Audited Accounts/certified financial statements giving summary of assets and current liabilities/or any other financial support

OR

- (2) Bank Statements for the last six (6) months (applicants for Special groups)

Financial information in Kshs.	
1. Total assets	
2. Current assets	
3. Total liabilities	
4. Current liabilities	

Banker

Name of banker

Address of banker.....

	<p>Telephone</p> <hr/> <p>Contact name and title</p> <p>Fax..... E mail</p>
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FORM VI - ELIGIBILITY & LITIGATION HISTORY

1. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies?.....
.....

2. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?.....(If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

3. Applicants, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

Year	Award FOR or AGAINST Applicant	Name of Client, cause of litigation, and matter in dispute	Disputed amount

SECTION VII - EVALUATION CRITERIA

The Council of Legal Education will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

**REGISTRATION FORM FOR ENTERPRISES OWNED BY WOMEN, YOUTH AND PERSONS WITH DISABILITY
TO SUPPLY GOODS, WORKS AND SERVICES TO PROCURING ENTITIES
AGPO - ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES**

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

PART I: DETAILS OF THE APPLICANT

1. Name of Applicant
2. Physical Address
3. Postal Address:
4. Postal Code:
5. E-mail:
6. Mobile Phone No
7. Are you applying for youth, women or persons with disabilities?
8. Contact Person

9. Overview of the Enterprise

Type of ownership (please tick one)	<input type="checkbox"/> [Sole Proprietor] <input type="checkbox"/> [Partnership] <input type="checkbox"/> [Limited Company] <input type="checkbox"/> [Others Specify]
Number of employees	<input type="checkbox"/> [0-5] <input type="checkbox"/> [6-25] <input type="checkbox"/> [26-49] <input type="checkbox"/> 50-59 <input type="checkbox"/> [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover KES)	
Experience in the sector in years	

Type of Ownership Details

Part 9 (a) - Sole Proprietor or name of registered business, where applicable			
Name in Full		Age	
Identity/Passport No.			

Part 9 (b) - Partnership Details			
NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES
Part 9 (C) - Registered Company			
State the nominal and issued capital of company			
Nominal Kshs Issued Kshs.....			
Directors' Details			
Name	Nationality	ID/Passport No.	% Shares

9. Bank Account Name:

10. Branch of the Bank:

11. Bank Account Number:

12. VAT Registration Number:.....

13. IFMIS Number, where applicable.....

Title:

Signature: Date

PART II: LIST OF ATTACHMENTS

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application may be rejected:

1. Copy of certificate of incorporation/registration;
2. PIN Certificate;
3. VAT Registration Certificate;
4. Valid Tax Compliance/ Exemption Certificate;
5. Original Bank Statement/Bank reference of not more than three months from date of applying;

6. Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability);
7. Business/Company profile;
8. Copies of Annual Return Forms, filed by Limited Companies, the Business Names for business names (sole trader and partnerships), and a stamped receipt which bears the Accounts Stamp from the Registrar of Companies/Societies; CR12; Partnership Deed;
9. Certificate of Registration in a target group issued by the National Treasury;
10. National IDs/ Passports

EVALUATION CRITERIA 1 - FOR AGPO REGISTERED SPECIAL GROUPS - (Youth, Women & PWD Only)

S/NO	MANDATORY REQUIREMENTS	COMPLIANCE	
		YES	NO
1.	Valid Certificate of Incorporation/Business Registration (Attach copy)		
2.	Value Added tax certificate		
3.	Personal Identification Number(PIN) certificate for the Group/enterprise as obtained free of charge from the KRA portal (Attach copy)		
4.	Certificate of registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)		
5.	Current/Valid Tax Compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy) or Tax Exemption Certificate;		
6.	Current Business Permit/License (Attach copy)		
7.	Original Bank Statement/Bank reference of not more than three months from date of applying		
8.	Business/Company profile;		
9.	Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability);		
10.	Copies of Annual Return Forms, filed by Limited Companies, the Business Names for business names (sole trader and partnerships), and a stamped receipt which bears the Accounts Stamp from the Registrar of Companies/Societies; CR12; Partnership Deed;		
11.	Duly completed confidential business questionnaire		

All applicants who have complied with the above requirements will be registered for goods and services at the Council

EVALUATION CRITERIA II - General Suppliers

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

B.	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
B1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
B2	Personal Identification Number(PIN) certificate (Attach copy)	YES/NO
B3	Valid Tax Compliance Certificate (Attach copy)	YES/NO
B4	Current Business Permit/License (Attach copy)	YES/NO
B5	Physical location of business premises (See business questionnaire)	YES/NO
B6	Fulfillment of Special condition relevant to the category applied for	YES/NO
C.	GENERAL REQUIREMENTS	
C1.	Supplier Availability: - Postal Address (2) - Telephone Number (2) - Fax Number (2) - Website (2) - Email Address (2)	10
C2.	Business Ownership: Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor	10
C3.	Financial Capability: Audited Accounts for the last 2 years. For categories special group , attach Bank Statements for the last 6 months	20
C4.	Financial Stability - Evidence of profit making in the attached 2 years audited reports	10
C5.	Experience: Indicate having undertaken similar assignment with at least 3 firms (Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts)	20
C6	Supply Capacity: Maximum Volume of Business handled in the (last two years) - 2 Million and above (12) - 1.5 - 2 Million(9) - 1 - 1.5 Million(6) - 0.5 - 1 Million (3)	12

C7.	Credit Period: Indicate Credit Period willing to offer - 90 Days (12) - 60 Days (9) - 30 Days (6) - Less than 30 days (3)	12
C9	Eligibility & Disclosure of litigation history	6
	TOTAL	100

NB: Bidders must meet all the mandatory requirements to qualify.

THE PASS MARK FOR REGISTRATION SHALL BE 70%

(The Technical Evaluation Team will verify the information submitted by applicants and may visit the physical premises of the applicants. This will form part of the evaluation process).

Declaration (For the Tenderer only)

(The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria)

Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (Tick appropriately below)

No

☐

Yes

☐

Official StampSign.....

For Official Use Only

(The Team Leader of Evaluation Team will make comments below based on the findings about the tenderer)

Accept the Firm

Reject the Firm

☐☐

SignDate

Approved /Not Approved

SECTION VIII- DECLARATIONS

DECLARATION ON CONFLICT OF INTEREST

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Council of Legal Education employee.

Do you have a relationship with any Council of Legal Education employee that would cause conflict of interest?

.....
.....

I.....declare, for and on behalf of

.....

(company/firm) that all the information furnished Council of Legal Education in connection with this registration is true and accurate in all material respect. Council of Legal Education is hereby authorized to make such inquiries to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by.....

Title.....

Signature.....

Stamp.....

SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) 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 or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d) We enclose all the required documents and information required for the Registration evaluation.
- e) We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Un-knowing relies on it to register our Firm/Company. We are aware that Council of Legal Education is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.
- f) We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from the Council of Legal Education.

Date

Applicant's Name Name

Represented by

Signature

(Full name and designation of the person signing and stamp or seal)

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To:

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____