



# MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

TENDER NO MUST /38/2015-2016 PREQUALIFICATION FOR PROVISION  
OF LEGAL SERVICES

MAY, 2015

# TABLE OF CONTENTS

1.INTRODUCTION .....

1. INVITATION TO TENDER.....

2. INSTRUCTIONS TO TENDERERS.....

3. TENDER MANDATORY REQUIREMENT.....

4. CONFIDENTIAL BUSINESS QUESTIONNAIRES FORMS.....

## **2. INVITATION FOR PREQUALIFICATION OF TENDER**

DATE \_\_\_\_\_

### **TENDER NO MUST /38/2015-2016 PREQUALIFICATION FOR PROVISION OF LEGAL SERVICES**

Dear Sir/Madam,

The MUST invites sealed bids from eligible candidates for Prequalification for the supply/provision and delivery of the above mentioned.

- 1.1 Interested eligible candidates may obtain further information from and inspect the tender documents at *MUST, Procurement Department Meru University, Main Campus at Nchiru along Meru – Maua Road* during normal working hours.
- 1.2 The bidder may download the prequalification document from the University website: [www.must.ac.ke](http://www.must.ac.ke) or IFMIS portal (<https://supplier.treasury.go.ke>) for free of charge.
- 1.3 Completed prequalification documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box provided at the entrance of Administration Block or be addressed to  
  
The Vice Chancellor  
MUST  
P.O. Box 972-60200  
Meru
- 1.4 So as to be received on or before **3<sup>rd</sup> July 2015 at 10.00 A.M.**
- 1.5 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at Meru University.

Procurement Officer  
**FOR: Vice Chancellor**  
**Meru University of Science and Technology**

## 2. INSTRUCTIONS TO TENDERERS

### 1. Eligible Tenderers

The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender and any bidder who may have been debarred by public oversight authority from participating in public tenders.

### 2. Cost of Tendering

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### 3. The Tender Document

The tender document comprises the documents listed below.

- (i) Invitation to Tender
- (ii) Instructions to tenderers
- (iii) Confidential Business Questionnaire

## 4. MANDATORY REQUIREMENTS AND TENDER EVALUATION CRITERIA.

The following documents will be mandatory/Compulsory and all tenderers/bidders must attach copies to prove the same. Failure to submit any of the requirements below will lead to automatic disqualification.

### (a) Mandatory requirement

1. Business registration certificate for Sole proprietorship or Certificate of incorporation for Limited Companies.
2. Fully filled, signed and Stamped Business questionnaire as provided in this tender document.
3. VAT registration Certificate
4. Registration documents-certificates from the National treasury for tender categories targeting /reserved/preferred for the youths, women and the disadvantaged group
5. Tax compliance certificate

## 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

<p><b>Part 1 – General:</b>                  Business Name                  .....</p> <p>Location of business premises.                  .....</p> <p>Plot No..... Street/Road                  .....</p> <p>Postal Address ..... Tel No. .... Fax ..... E mail                  .....</p> <p>Nature of Business                  .....</p> <p>Registration Certificate No.                  .....</p> <p>Maximum value of business which you can handle at any one time – Kshs.                  .....</p> <p>Name of your bankers ..... Branch .....</p>
--

	<p style="text-align: center;"><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your name in full ..... Age                  .....</p> <p>Nationality ..... Country of origin                  .....</p> <ul style="list-style-type: none"> <li>• Citizenship details                      .....</li> <li>• .....</li> </ul>																								
	<p style="text-align: center;"><b>Part 2 (b) Partnership</b></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1.	.....	.....	.....	2.	.....	.....	.....	3.	.....	.....	.....	4.	.....	.....	.....
	Name	Nationality	Citizenship Details																						
Shares																									
1.	.....	.....	.....																						
2.	.....	.....	.....																						
3.	.....	.....	.....																						
4.	.....	.....	.....																						

	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: 10%;"></th> <th style="width: 40%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1.	.....	.....	.....	2.	.....	.....	.....	3.	.....	.....	.....	4.	.....	.....	.....
	Name	Nationality	Citizenship Details																						
Shares																									
1.	.....	.....	.....																						
2.	.....	.....	.....																						
3.	.....	.....	.....																						
4.	.....	.....	.....																						
Date .....	Signature of Candidate .....																								
<b>Name of business contact person.....Tel.....</b>																									

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