



**TENDER FOR  
PRE-QUALIFICATION OF LEGAL SERVICES  
FOR THE PERIOD OF 2016-2018**

**CATEGORY NO: GDC/REG/S/46**

**CATEGORY B - SERVICES**

**CLOSING DATE & TIME: 4th OCTOBER 2016 AT 10.00AM**

**Geothermal Development  
Company Limited (GDC)  
P.O. Box 100746-00101  
NAIROBI  
Tel: +254 719 036000;  
020 2427516  
Website: [www.gdc.co.ke](http://www.gdc.co.ke)**

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## SECTION I - LETTER OF INVITATION

*Date:*

TO: \_\_\_\_\_ (*Name and Address of Firm*)

Dear Sir/Madam,

RE: **INVITATION TO PRE-QUALIFICATION FOR PROVISION OF LEGAL SERVICES FOR FY 2016-2017 AND FY 2017-2018**

1.1 The Geothermal Development Company (GDC) invites applications for **Pre-qualification for Provision of Legal Services** for the period of 2016-2018.

1.2 The Application includes the following documents:

- Section I - Letter of invitation
- Section II - Information to firms  
**Appendix to Tenderers information**
- Section III - Pre-Qualification Submission Form
- Section IV - Confidential Prequalification Business Questionnaire Form
- Section V - Statutory Declaration
- Section VI - Team Summary Form and Sample CV's

1.3 Completed Pre-qualification documents shall be submitted in plain sealed envelopes clearly marked with the **Tender number** and **name** addressed to:

The Managing Director & CEO,  
Geothermal Development Company Limited  
P. O. Box 100746-00101  
**Nairobi, Kenya.**

and deposited in the tender box located at Kawi House, South C, off Mombasa Road, Red cross Road ground floor on or **before October 04, 2016 at 10.00am.**

1.4 Upon receipt, please inform us:

- a. that you have received the letter of invitation, and
- b. whether or not you will submit a proposal for the assignment

1.5 The application will be opened immediately thereafter in the presence of Tenderers' or their representatives who choose to attend at GDC Kawi House, South C, Ground floor boardroom.

1.6 GDC reserves the right to accept or reject the applications.

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

Late proposals will not be accepted.

**MANAGER, SUPPLY CHAIN**

## SECTION II - INFORMATION TO TENDERERS (ITC)

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## SECTION II: - INFORMATION TO TENDERERS (ITC)

### 2.1 Introduction

- 2.1.1 GDC will pre-qualify and enlist prospective Tenderers for the 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 two (2) years.
- 2.1.2 GDC intends to apply scales of fees provided under the Advocates Remuneration Order.
- 2.1.3 The Pre-qualification Tender document and the Tenderers response thereof shall be the basis for prequalification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing their response.
- 2.1.4 Tenderers will be informed in writing of the results of their application.
- 2.1.5 Tenderers will meet all costs associated with preparation and submission of their applications.
- 2.1.6 It is GDC's policy to require that Tenderers observe the highest standards of ethics and professionalism in the procurement process and execution of contracts. In pursuance of this policy, GDC:
- a. Defines, for the purpose of this provision, the terms set forth below:
    - i. "***Corrupt practice***" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Procurement Entity/Purchaser/Employer in the prequalification process; and
    - ii. "***Fraudulent practice***" means a misrepresentation of facts in order to influence the prequalification 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 Procurement Entity 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 or other records relating to the performance of such services to determine capability;
- e. Will have the right to inspect the business premises of the Tenderer.

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

2.1.8 Tenderers shall be aware of the provisions on fraud and corruption stated in herein after.

## **2.2 Professional Qualifications**

The Advocates must be active members of the Law Society of Kenya with current practicing certificates. They should not have any pending disciplinary cases. Due diligence will be carried out to ensure that they have not been disbarred.

## **2.3 Professional Insurance Indemnity**

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

## **2.4 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 high standard. This includes associates, research assistants and paralegals.

Senior Partners should have at least 10 years of Legal experience.

## **2.5 Scope of Legal Services**

2.5.1 The legal services being procured include but not limited to: Civil Litigation and Practice, Commercial Law, Energy Law, Public Procurement and Disposal Law, Labour Law, Constitutional Law, Arbitration & Alternative Dispute Resolution Law and Practice, Tax Law, Land Law & Conveyancing, Public Private Partnership Law, International Law, Project Finance, and Environmental Law.

2.5.2 The law firms should attach their profiles stating the type of cases/matters handled and their success rate in litigation and commercial transactions. The profile should indicate experience in handling matters before the different courts and Tribunals.

2.5.3 The firms should also provide a list of clients handled which should include government departments and parastatals, international companies and private organizations; and the types of matters handled.

## **2.6 Firm's History**

The following information should be included:

- Period for which the law firm has been in operation
- Number of partners 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
- Areas of Practice & Specialization
- Whether the firm is a member of an international consortium of lawyers or members of international legal bodies.

## **2.7 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.

## **2.8 Payment of Fees/Costs**

2.8.1 GDC will consider law firm's that offer the right balance of value for money as measured by the quality of legal service offered. Law firms will be required to identify ways in which legal costs for any significant or complex matter can be mitigated.

2.8.2 The payment of fees will be based on the Advocates Remuneration Order, capped or as may be agreed between the firm and GDC.

## **2.9 Litigation against GDC**

The firm should disclose if they are engaged with past or pending litigation against GDC and the nature of the litigation in order to avoid conflict of interest. The Firm should declare any conflict of interest.

## **2.10 Ability to Work Closely with GDC Legal Department**

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

## **2.11 Monitoring and Evaluation**

The selected law firms must agree to be monitored through regular client satisfaction surveys in order to ensure that they maintain high standards of service. The firms must give regular reports to GDC.



## **2.12 Documents Comprising the Request for Pre-Qualification**

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 postal mail or electronic mail to the GDC's address [procurement@gdc.co.ke](mailto:procurement@gdc.co.ke). GDC will respond in writing by normal postal mail or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

## **2.13 Preparation of Tender Documents**

2.13.1 Tenderers are requested to submit a Tender written in English language.

2.13.2 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.

2.13.3 Tenderers are required to meet the Pre-Qualification criteria stipulated in herein after. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for detailed evaluation.

2.13.4 The pre-qualification documents shall not include any financial proposal information other than audited accounts for the last 2 years.

## **2.14 Period of Validity**

The request for pre-qualification must remain valid for not less than 120 days from the date of submission. GDC will make best effort to complete the evaluation and communicate within this period.

## **2.15 Submission, Receipt, and Opening of Pre-Qualifications**

2.15.1 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 initialed by the person or persons who sign(s) the Pre-qualification Document.

2.15.2 An authorized representative of the Applicants should initial all pages of the tender document.

2.15.3 The Pre-qualification document should be prepared and submitted in three (3) copies in a plain sealed envelope marked:

"PRE-QUALIFICATION FOR PROVISION OF LEGAL SERVICES" and delivered to:

The Managing Director & CEO,  
Geothermal Development Company Limited,  
P. O. Box 100746-00101,  
Nairobi, Kenya.

## **2.16 Tender Submission**

### **2.16.1 Submission Time:**

The closing time for the submission of the Pre-Qualification Document shall be **4<sup>th</sup> October 2016 at 10.00am** and shall be sent to the above address. Pre-Qualification Document shall be marked on top "**DO NOT OPEN BEFORE 4<sup>TH</sup> OCTOBER 2016 at 10.00am.**"

### **2.16.2 Late Submission**

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

### **2.16.3 Tender Opening**

An Opening Committee shall open the applications immediately after the closing time for submission of the Pre-Qualification Document.

GDC will prepare a record of the Pre-Qualification Document opening.

### **2.16.4 Pre-Qualification Evaluation**

#### **a. Mandatory Requirements for Pre-Qualification:**

- i. Pre-qualification Submission Form.
- ii. Duly Completed Confidential Pre-qualification Business Questionnaire.
- iii. A copy of Certificate of Registration.
- iv. Evidence of physical address and premises (attach copies of utility bills e.g. electricity/water or lease agreement/Title).
- v. Certified copy of current practicing certificates for all partners and associates; Senior Partner(s) must have a minimum experience of 10 years.
- vi. Five (5) letters of commendation from your current major clients including public institutions or large commercial enterprises, summary of services rendered, value and contact persons, addresses and telephone numbers.

Tenderers are advised to ensure that they officially verify the accuracy, authenticity and validity of any documentation, certification or information obtained from third parties i.e. letters from referees that they intend to or submit to GDC as part of their Tender. GDC will have the discretion to contact your referees without prior reference to the tenderer.

- vii. Immediate past Two (2) year's audited accounts.
  - viii. A copy of Valid Tax Compliance Certificate.
  - ix. Evidence of the firm's Professional Insurance Indemnity of at least Kshs.5,000,000.00 but capable of being reviewed depending on the brief at hand.
- 2.16.5 GDC will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
- 2.16.6 Tenderers must paginate their Tender document consistent with the table of content to facilitate ease of reference during evaluation.
- 2.16.7 Applicants shall not contact GDC on the matter relating to their Pre-Qualification Document from the time of opening to the time the evaluation is finalized unless official communication is sent to them. Any effort by the Applicant to influence GDC in the Pre-Qualification Document evaluation shall result in the rejection of their application.
- 2.16.8 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.
- 2.16.9 The Applicants should have registered offices and GDC 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 services.
- 2.16.10 Applicants who qualify according to the selection criteria will be required to offer various legal services as and when required within the 2 years.
- 2.16.11 GDC 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.
- 2.17 Litigation**  
Applicants must disclose any current litigation against the firm and briefly describe the nature of the litigation.
- 2.18 Evaluation Criteria**  
The points given to evaluation criteria are provided in the evaluation matrix below.

## EVALUATION MATRIX

Bidders must attach evidence to fulfill the following requirements:

<b>PART I - MANDATORY CRITERIA</b>			
<b>NO.</b>	<b>REQUIREMENTS</b>	<b>MAX SCORE</b>	<b>YES/ NO</b>
<b>A.</b>	Duly completed and signed Submission Form.	Mandatory	
<b>B.</b>	Duly completed and signed Confidential Business Questionnaire.	Mandatory	
<b>C.</b>	A copy of the Certificate of Registration of the Law firm.	Mandatory	
<b>D.</b>	Evidence of Physical Address.	Mandatory	
<b>E.</b>	Certified Copies of practicing Certificates of all advocates in the Law firm.	Mandatory	
<b>F.</b>	Letters of Commendation from at least 5 corporate clients. (Company name Client's Contact Person (email and telephone No.)	Mandatory	
<b>G.</b>	Audited Accounts for immediate past two (2) Year's.	Mandatory	
<b>H.</b>	Tax Compliance Certificate.	Mandatory	
<b>I.</b>	Evidence of the firm's Professional Insurance Indemnity of at least Kshs.5,000,000.00	Mandatory	
<p><b>An application shall be rejected at this stage if it does not respond to the mandatory requirements. Applications that respond to the mandatory requirements will be proceed to Technical evaluation.</b></p>			

<b>PART II - TECHNICAL CRITERIA</b>				
<b>NO.</b>	<b>REQUIREMENTS</b>	<b>PARAMETER</b>	<b>MAX SCORE (Points)</b>	<b>FIRM'S SCORE</b>
<b>A.</b>	Experience in advising a power utility company. Attach evidence.	-	<b>10</b>	
<b>B.</b>	Value of Professional Indemnity	Kshs. 100 Million and Over  Kshs. 50 - 99 Million  Kshs. 30 - 49 Million  Kshs. 10 - 29 Million  Kshs. 5 - 9 Million	<b>15</b>  10  7.5  5  2.5	
<b>C.</b>	<b>Capacity &amp; Period of Operation of Firm</b>  <b>C1. Firm Profile &amp; Experience</b> Qualifications and competence/areas of practice of Key professional staff (attach respective CVs for each with above details)	<b>Minimum</b> Law undergraduate degree for all advocates  <b>Senior Partners</b> Over 15 years' experience 12-15 years	<b>30</b>           <b>6</b> <b>3</b> <b>1</b>	

		Less than 10 years.		
		<b>Associates</b>		
		Over 8 years' experience	6	
		3-7 years	3	
		Under 3 years	1	
	<b>C2. Size</b>			
	Number of Partners	6 and above		
		3 -5	4	
		1-2	2	
			1	
	Number of Associates	6 and above		
		3 -5	4	
		1-2	2	
			1	
	Number of Support staff	5 and above		
		2-3	2.5	
			1	
		-		
	<b>C3. Facilities</b>			
	Equipped Library			
	Branches (provide location and staffing)		2.5	
	Affiliations to International Bodies (provide evidence)		2.5	
			2.5	
<b>D.</b>	10 Major Litigation briefs successfully handled in terms of value and subject matter.	Subject Matter Over Kshs. 200 Million	30	
	Indicate court:	Kshs. 100 - 199 Million	20	

	<ul style="list-style-type: none"> <li>• Supreme Court</li> <li>• Court of Appeal</li> <li>• High Court</li> <li>• Regional Courts/ International Courts</li> </ul>	<p>Kshs. 50 - 99 Million</p> <p>Kshs. 49 Million and below</p>	<p>10</p> <p>5</p>	
<b>E.</b>	Audited financial statements for the last two years or where the firm has been in operation for less than 2 years Certified Management Accounts.	-	<b>10</b>	
<b>F.</b>	Completeness of bid documents	-	<b>5</b>	
			<b>100</b>	

Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Criteria or if it fails to achieve the minimum technical score indicated. The pass mark shall be a minimum technical score of **70 points**.

## **2.9 Confidentiality**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Tenderers who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been prequalified for the services.

## **2.10 Corrupt or fraudulent practices**

2.10.1 GDC requires that the Tenderers observe the highest standards of ethics during the selection and prequalification of the firms and also during the performance of any assignment(s). The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.10.2 GDC will reject an application if it determines that the tenderer recommended for prequalification has engaged in corrupt or fraudulent practices in competing for the services in question.

2.10.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

**SECTION III: - PRE-QUALIFICATION SUBMISSION FORM**

To:

Date: \_\_\_\_\_

Tender No.: \_\_\_\_\_

Managing Director & CEO,  
Geothermal Development Company Limited  
Kawi House,  
South C, Off Red Cross Road,  
P.O. Box 100746-00101,  
**NAIROBI, KENYA**

Dear Sir,

We/I, the undersigned, offer to provide the required services in accordance with your instructions and we hereby submit our Pre-qualification Document.

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

We understand you are not bound to accept any application you receive.

We remain,

Yours sincerely,

Authorised Signature: .....

Name and Title of Signatory .....

Name of Tenderer .....

Address: .....



## SECTION IV- 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.

<b>Part 1 – General</b>	
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 Bankers	.....Branch .....

<b>Part 2 (a) – Sole Proprietor</b>	
2a.1 Your Name in Full	.....
2a.2 Nationality	.....
Country of Origin	.....
• Citizenship Details	.....

  

<b>Part 2 (b) Partnership</b>	
2b.1 Given details of Partners as follows:	

<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>
1.....			
2.....			
3.....			
4.....			

**Part 2 (c ) – 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 GDC and any other public or private institutions.

Date .....

Name of duly authorized person.....

Signature of duly authorized person.....

**Part 2 (d ) – Criminal Offence**

I / We, individually or jointly have not been convicted of any criminal offence relating to professional (mis)conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of five (5) years preceding the commencement of this prequalification procurement.

Date .....

Name of duly authorized person.....

Signature of duly authorized person.....

**Part 3 – Conflict of Interest**

3.1 I / We, the undersigned state that I/ we have no conflict of interest in relation to this prequalification.

1.....

2.....

3.....

Date .....

Name of duly authorized person.....

Signature of duly authorized person.....

3.2 Does any person/person in GDC have interest in the firm?

Yes\_\_\_\_\_ No\_\_\_\_\_

3.3 If answer in '3.2' above is YES give details.

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

3.4 Are you under a declaration of ineligibility for corrupt and fraudulent practices?

YES\_\_\_\_\_ No\_\_\_\_\_

3.5 If answer in '3.4' above is YES give details:

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

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 GDC authority to seek any other references concerning my/our firm from whatever sources deemed relevant.

Date ..... Signature of Candidate.....

**SECTION V - STATUTORY DECLARATION**

**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, 2015.**

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/ /Senior Partner) of .....(Name of the Law Firm) which is a Candidate in respect of Tender Number ..... to render legal services to Geothermal Development Company Limited and duly authorized and competent to make this Affidavit.
  
2. THAT the aforesaid Firm has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of GDC, 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 GDC.
  
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 }

## SECTION VI: TEAM COMPOSITION SUMMARY AND TASK ASSIGNMENTS

### 1. Partner(s)

No	Name	Position	Area of Practice
1.			
2.			
3.			
4.			
5.			

### 2. Associates, Support Staff and Consultants

NO	Name	Position	Area of Practice
1.			
2.			
3.			
4.			
5.			
6.			
7.			

## 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Position: \_\_\_\_\_

Name of Advocate: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years of Practice: \_\_\_\_\_

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies:

\_\_\_\_\_

### **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].*

---

### **Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]*

---

### **Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]*

---

**Certification:**

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member]*

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of authorised representative of the firm]*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_