



INVITATION FOR PREQUALIFICATION-2025-2027

LAW SOCIETY OF KENYA

PREQUALIFICATION/REGISTRATION OF SUPPLIERS/CONTRACTORS FOR SUPPLY/PROVISION OF GOODS, WORKS & SERVICES FOR THE FINANCIAL YEAR 2025/2027

CATEGORY APPLIED FOR:

.....

CLOSING DATE: 2nd OCTOBER 2025 AT 11:00 A.M

LAW SOCIETY OF KENYA

PRE-QUALIFICATION OF SUPPLIERS



PRE-QUALIFICATION OF BIDDERS FOR SUPPLY/PROVISION OF GOODS,
WORKS, AND SERVICES FOR THE FINANCIAL YEARS 2025/2027

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INVITATION FOR PREQUALIFICATION-2025-2027

The Law Society of Kenya hereby invites competent and interested organizations to apply for prequalification as LSK Suppliers for the provision of various goods and services as per the categories in this pre-qualification document for the financial years 2025/2027. Enterprises owned by Youth, Women, and Persons living with disability (Preference group) are highly encouraged to apply. Interested bidders are required to download the pre-qualification document from the Society's Website www.lsk.or.ke and ensure payment has been done before submission of the bid document. The Bank's payment slip (colored copy) must be attached to the tender document.

Duly completed tender documents together with a deposit slip for a non-refundable fee of **Kshs. 3,000** sealed in an envelope clearly marked with the Pre-Qualification Tender number and description should reach the LSK Secretariat on or before **2nd OCTOBER 2025 AT 11:00 A.M.**, application received later than the prescribed time shall be rejected. Applications for prequalification must be submitted "Separately for each category"

1. INTRODUCTION

The Law Society of Kenya (LSK) is Kenya's premier bar association, with the membership of all practicing advocates, currently numbering over twenty thousand members.

It has the mandate to advise and assist members of the legal profession, the government, and the larger public in all matters relating to the administration of justice in Kenya.

The Society is established by an Act of Parliament – The Law Society of Kenya Act no.21 of 2014



2. PRE-QUALIFICATION INSTRUCTIONS.

- 2.1. The Society invites eligible and interested bidders to apply for the registration of the supply of various goods, works, and services for the Financial Years 2025/2026-2026/2027. All suppliers currently pre-qualified with the Society should **NOTE** that they too have to re-apply afresh as all other previous pre-qualifications shall stand canceled.
- 2.2. The aim of pre-qualification is to maintain a register of pre-qualified suppliers in relevant categories who will be contacted as and when required to supply goods and services to the Society through a request for quotations/proposals/Restricted Tendering.
- 2.3. Bidders are invited to submit a prequalification tender for the supply of goods, works, and services in the categories listed herein.
- 2.4. The Pre-Qualification Tender document and the Tenderer's response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 2.5. The Society does not bind itself to assign supply of goods, works, and services but shall endeavor to ensure tenders for specific goods, works and services will be treated equitably.
- 2.6. Tenderers will meet all costs associated with the preparation and submission of their applications.
- 2.7. Bidders who misrepresent facts in order to influence the pre-qualification process to the detriment of the Society shall automatically be disqualified and barred from engaging in any business with the Society.
- 2.8. Society will have the right to examine financial records relating to the performance of such services to determine capability;



- 2.9. The Society will have the right to inspect the business premises of the tenderer at any time convenient to both parties and when necessary.
- 2.10. The Society will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has no legal capacity to enter into a contract for the procurement;
- 2.11. The Society will declare a Tender ineligible for prequalification if at any time it determines that the tenderer is insolvent, in receivership, bankrupt, or in the process of being wound up and is not the subject of legal proceedings related to the foregoing;
- 2.12. The Society will declare a Tender ineligible for pre-qualification if at any time it determines that the tenderer has committed an offense relating to procurement, has breached a contract for procurement before by other statutory body, has in procurement proceedings given false information about its actions, and has been blacklisted before by another public entity.
- 2.13. Tenderers shall furnish information as described in the pre-qualification tender document.
- 2.14. A prospective tenderer making inquiries of the tender document may notify the Society by email indicated in the Invitation to Tender. The Society will respond in writing to any request for clarification of the tender document that it receives not later than five (5) days prior to the deadline for the submission of the tenders prescribed by the Society.
- 2.15. Interested candidates should have undertaken a similar assignment of supply of Goods and Services under the categories being applied, for organizations of similar size and complexity (**preference group is exempted from this requirement**)



2.16. The submission date and address

Dates: October 2nd 2025

Time: 11.00AM

Address:

The Secretary/CEO
Law Society of Kenya
Lavington, Opp. Valley Arcade, Gitanga Road
P. O. Box 72219-00200
NAIROBI

Email Address:

procurement@lsk.or.ke ;

To be dropped in the tender box at the Secretariat reception area

3. Amendment of the Tender Document

3.1. At any time prior to the deadline for submission of the tenders, the Society for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tendering documents by issuing amendments.

3.2. All prospective tenderers that have received the tendering documents will be notified of the amendment in writing and it will be binding on them. It is therefore important that tenderers give the correct details when collecting the tender document.

3.3. In order to allow prospective tenderers reasonable time to take any amendments into account in the preparation of their tenders, the Society may at its sole discretion extend the deadline for the submission of tenders based on the nature of the amendments.



4. Language of Tender



The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Society shall be written in the English language.

5. Documents Comprising the Tender

This document includes questionnaire forms and documents required from the prospective bidders. In order to be considered for pre-qualification prospective bidders must submit all the information herein requested.

6. Submission of Application

6.1. The Pre-qualification document shall be prepared in indelible ink and it shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer. Any such corrections must be initialed by the person(s) who signs the pre-qualification document.

6.2. The Pre-qualification document should be prepared and submitted as specified in the Invitation for Pre-qualification of Suppliers on or before 11:00AM **2nd October 2025**

6.3. Any tender received after the deadline in clause 6.2 above shall be rejected as a late tender and shall not be considered.

7. Tender Evaluation

7.1. The Society will examine the tenders to determine completeness, general orderliness, and sufficiency in responsiveness.

7.2. Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel, and financial position as demonstrated by their responses.

7.3. The Society reserves the right to accept or reject any or all tenders without any explanation to the tenderers.



7.4. Tenderers who qualify according to the selection criteria will be invited to submit their quotations/proposals/RTs for the supply of goods, works or services as and when required.

7.5. Prospective bidders will not be considered qualified unless in the judgment of LSK they possess the capability, experience, qualified personnel available, and suitability of the equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services required.

7.6. There shall be two phases of carrying out the evaluation of pre-qualification applications:

- a. Preliminary Evaluation; and
- b. Technical Evaluation (for Open group).

7.7. Preliminary Evaluation

All the applications shall be sorted out according to the various categories and levels contained in the application for the pre-qualification form.

Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

- 1) Certificate of Incorporation / Registration;(All bidders)
- 2) PIN/VAT Certificate; (All bidders)
- 3) Valid Tax Compliance Certificate; (All bidders)
- 4) Duly completed Confidential Business Questionnaire; (All bidders)
- 5) Audited accounts for the last two years or 6 months Bank Statements;
(Preference group is exempted)
- 6) Partnership deeds (for partners)
- 7) CR 12(for companies)



8) Bank payment slip (All bidders)

7.8. Technical Evaluation (Preference group will be exempted from this)

- a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers
- b) A detailed assessment of each applicant will be made in the course of evaluating the application.
- c) High responsiveness and flexibility
- d) Details of the applicants;
 - Organizational structure,
 - Financial capability,
 - The annual turnover for the last two years,
 - Experience in the relevant field, tenderers shall have at least two-year experience in the supply of goods, services, and allied items in case of

potential suppliers/contractors should show competence, willingness, and capacity to service the contract.

- The tenderer should attach the following from past clients as evidence of having relevant experience in similar works:
 - Letters of reference,
 - Contracts extracts
 - LPOs or LSOs
- Permanent premises, attach evidence e.g lease, title deed
- Trading License (TL)/permit from the County Government
- For professional services; the Service provider/Consultant should attach all relevant registration certificates with relevant bodies e.g for HRM
 - the consultant should have an IHRM certificate, insurance IRA, and CVs of the key personnel for individual or group to execute the contract must be indicated under the tenderer's profile
- Available resources and references will be assessed as per clause 13.2 below

8. Casual applicants shall be considered substantially non-responsive and shall be excluded from those considered for detailed evaluation.



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9. Pre-qualification categories for various Goods and Services

TENDER NO.	TENDER DESCRIPTION
SUPPLY AND DELIVERY OF GOODS	
LSK/PQ01/25-27	Supply & Delivery of General Office Stationery
LSK/PQ02/25-27	Printing, supply, and delivery of Branded Promotional Materials & Advertising materials.
LSK/PQ03/25-27	Supply of general office equipment, Furniture and Fittings i.e. Office executive chairs, cabinets, safes, etc.
LSK/PQ04/25-27	Supply & Delivery of Computer and Laptops, Printers
LSK/PQ05/25-27	Supply of Computer Related Accessories including Toners & Computer Consumables
LSK/PQ06/25-27	Supply and delivery of mineral Drinking Water & Water Dispensers
LSK/PQ07/25-27	Supply and Maintenance of Power Back Up Systems UPS, Inverters and Power Stabilizers



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LSK/PQ08/25-27	Supply and Maintenance of Telephone/Telecommunication Equipment (Routers, PABX, Faxes Etc)
LSK/PQ09/25-27	Supply of motor vehicle tires, tubes, and rims, jacks, batteries Etc
LSK/PQ10/25-27	Provision of Event management services; tents, seats, Interior designs & decorative services, catering services
LSK/PQ11/25-27	Supply, Delivery, Installation, commissioning and Maintenance of CCTV Equipment and Security Related Devices
LSK/PQ12/25-27	Supply of digital media equipment (Cameras and camera accessories, voice recorders, sound system, screens Etc)
LSK/PQ13/25-27	Supply, delivery, Installation & Commissioning of ICT Related Software Solutions and Licenses
LSK/PQ14/25-27	Supply, delivery, Installation & Commissioning of Communication and Editorial Related Software Solutions and Licenses
LSK/PQ15/25-27	Supply, delivery, and Installation of full colored barcodes, Asset tagging and Data capture, reconciliation and reporting system
LSK/PQ16/25-27	Supply, maintenance, and service of firefighting Equipment
LSK/PQ17/25-27	Supply & delivery of staff uniforms & protective gear
LSK/PQ18/25-27	Supply, delivery, and fabrication of containers
PROVISION OF SERVICES	



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LSK/PQ19/25-27	Provision of Design, Publishing, and General Printing Services and promotional materials
LSK/PQ20/25-27	Provision of Photography & Videography Services (Pre & Post Production), Digital Communication, Sound System (PA Etc), and other related services
LSK/PQ21/25-27	Provision of Audio Visual Services
LSK/PQ22/25-27	Provision of Valuation Services (Land, Building Motor Vehicle Etc)
LSK/PQ23/25-27	Provision of Sanitary Services
LSK/PQ24/25-27	Provision of Air Ticketing Services - (IATA/KATA Registered Firms Only)
LSK/PQ25/25-27	Provision of Car Hire Services including Taxis, Buses & Mini-buses
LSK/PQ26/25-27	Provision of Courier and Postage Services
LSK/PQ27/25-27	Provision of Security Guard Services
LSK/PQ28/25-27	Provision of sanitation, Fumigation, and Pest Control Services
LSK/PQ29/25-27	Provision of the rebranding of the LSK signage, fabrication of billboards
LSK/PQ30/25-27	Provision of Garbage Collection Services
LSK/PQ31/25-27	Provision of Internet Connectivity Services
LSK/PQ32/25-27	Provision of Website and Domain Design and Hosting Services
LSK/PQ33/25-27	Provision of General Insurance Services
LSK/PQ34/25-27	Provision of Medical Insurance Services –Staff Medical Cover & Group membership cover
LSK/PQ35/25-27	Provision of Personal Accident Cover Insurance Services



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LSK/PQ36/25-27	Repair & Maintenance of office Equipment & other related equipment
LSK/PQ37/25-27	Provision of preventive maintenance works/small building works including renovations, partitioning, plumbing, electrical and related services
LSK/PQ38/25-27	Provision of professional office cleaning services
LSK/PQ39/25-27	Installation, maintenance, and support of bulk email
LSK/PQ40/25-27	Implementation of a document digitization system- Should have a partnership with Microsoft
LSK/PQ41/25-27	Maintenance and repair of ICT equipment (computers laptops, printers Etc)
LSK/PQ42/25-27	Provision of Brand development consultancy services for non-profit including the development of brand strategy, brand positioning, brand identity design; brand messaging, brand guidelines, and experience
LSK/PQ42/25-27	Provision of transcription services – in Hansard format
LSK/PQ43/25-27	Provision of maintenance services for computers, printers, ups etc
LSK/PQ44/25-27	Provision of Internet Security/Antivirus software
LSK/PQ45/25-27	Provision of Hotel & Catering Services, Conference and Accommodation facilities in Nairobi, Coast, South & North Rift, Western, Nyanza, Central and Eastern Regions
LSK/PQ46/25-27	Development of a Mobile App
PROVISION OF PROFESSIONAL SERVICES	
LSK/PQ47/25-27	Provision of Statutory Audit Services
LSK/PQ48/25-27	Provision of Tax Consultancy Services
LSK/PQ49/25-27	Provision of Human Resource Development Services, Capacity Building, Recruitment, team building and Trainings
LSK/PQ50/25-27	Provision of Occupation Safety & Health Advisory Services (Training, Audits & Assessment)



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LSK/PQ51/25-27	Provision of Management Consultancy and Policy formulation Services
LSK/PQ52/25-27	Provision of Media and Communication Consultancy Service
LSK/PQ53/25-27	Provision of baseline survey-Customer satisfaction
LSK/PQ54/25-27	Provision of baseline survey-Employee satisfaction and work environment surveys
LSK/PQ55/25-27	Provision of a baseline survey for change management



10. Eligibility to bid

This invitation for pre-qualification is open to all eligible Suppliers who possess valid registration documents as prescribed by the Laws of Kenya. The Suppliers are invited to submit their duly filled-in **PRE-QUALIFICATION** documents to The Secretary/Chief Executive Officer for consideration in various listed categories as per the instructions contained in this tender document.

11. Payments

Payments will be done within 30 days after delivery.

12. Pre-Qualification data forms.

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-6, PQ-7 are to be completed by prospective tenderers as a compulsory requirement.

13. Criteria for awarding marks



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13.1. Evaluation Criteria – for preference groups (Youth, Women, and PWD only)

	STATUTORY/MANDATORY REQUIREMENTS	POINTS
1.	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
2.	Certificate of registration of Youth, Women, and PWD owned enterprises issued by the National Treasury (Attach copy)	YES/NO
3.	Valid Tax Compliance Certificate for the group/enterprise (Attach copy)	YES/NO
4.	KRA PIN Certificate(Attach copy)	YES/NO
5.	Valid Business Permit/License (Attach copy) (Attach copy)	YES/NO
6.	Partnership deeds(for partners) (Attach copy where Applicable)	YES/NO
7.	CR 12(for companies) (Attach copy where Applicable)	YES/NO
8.	Bank payment slip	YES/NO

13.2. Technical evaluation criteria

S/No.	Item Description	Form	Awards
1)	Statutory/compulsory requirements	PQ-1	Mandatory
2)	Declaration form	PQ-2	Mandatory
3)	Company Profile <input type="checkbox"/> Provide company profile showing names of		10



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	<p>Directors, management team and general structure of the company.</p> <p><input type="checkbox"/> Certification by regulatory/affiliation bodies (attach copy)</p> <p><input type="checkbox"/> State number of Permanent and Temporary employees</p> <p><input type="checkbox"/> Any quality standards certifications?</p>	PQ-3	5
			5
			5
4)	<p>Capability and experience:</p> <p><input type="checkbox"/> Number of years in the business (maximum score for five years and above);</p> <p><input type="checkbox"/> List (provide evidence) of 3 major current references with their contacts within the last two years. State product/service provided and value of goods/service.</p>	PQ-4	15
			15
5)	<p>Physical Facilities:</p> <p><input type="checkbox"/> Provide evidence of availability of office premise (copy of title</p>	PQ-5	5



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	deed, lease/tenancy agreement or utility bill);		
6)	Financial capacity <input type="checkbox"/> Provide audited accounts for the last 2 years or 6 months' bank statements; <input type="checkbox"/> Demonstrate access to credit facilities and financial ability to execute orders;	PQ-6	10 10
7)	Duly filled confidential Business Questionnaire	PQ-6	15
8)	Litigation History	PQ-7	5
	Total marks		100

The pass mark is 70% and above, this does not apply to the preference group

14. Forms-PQ

14.1. Forms-PQ 1- Statutory requirements

Refer to clause 12.1 above

1.1. Form-PQ 2-Declaration form

I declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaire (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with LSK.

Applicant's Name.....

Represented by.....

Signature.....

Date:.....



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

1.2. Forms-PQ 3-Company profile:

Please attach a copy of the firm's profile clearly detailing the ownership particulars as follows;

- ☐ postal and physical location,
- ☐ contact persons and valid telephone numbers and email addresses.
- ☐ For companies and partnerships, the profile should disclose the names of the directors/shareholders/partners together with percentage shareholding.
- ☐ For professional services, the profile includes the CVs of the key management team to be involved in the assignment and registration to relevant bodies.

1.3. Form-PQ 4- Capability & experience

- ☐ Attach Copies of Reference letters, LPOs, LSOs, or Contracts

NAMES OF THE APPLICANTS MAJOR CLIENTS IN THE LAST TWO YEARS

No.	Client/ Organization (name)	Client contact person, phone number and Email address	Contract reference and brief description:	Date contract awarded	Value of businesses transacted: (Kshs)
1.					



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2.					
3.					
4.					

1.4. Form-PQ 5- Financial information

- a. What was your turnover in the last two years?
2024.....2023.....
- b. Has your organization met all its obligations to pay its creditors and staff during the past years? YES.....NO.....
If No, please give details.....
- c. Have you had any contracts terminated for poor performance in the last three years or any contracts where damages have been claimed by the contracting authority? YES.....NO.....
- d. What are the name(s) and branches of your bankers (who could provide a reference)? Provide banking information
Bank:.....
Branch:.....



contacts.....

Attach copies of the Audited Financial Statements for the last two financial years.

1.5. Form-PQ 6-Confidential business questionnaire

You are requested to give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies to your type of business.

You are advised that it is a serious offense to give false information in this Form

Part 1 – General:

- a) Business Name
- b) Location of Business Premises
- c) Plot No. Street/Road
- d) Postal Address Tel/No.
- e) Nature of Business
- f) Current Trade Licence No. Expiry Date.....
- g) The maximum value of a business that you handle at any one time. Ksh.
- h) Name of your bankers
- i) Branch

Part 2(a) – Sole Proprietor:

- a) Your name in full Age
- b) Nationality Country of Origin
- c) Citizenship details

Part 2(b) – Partnership:

	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3.				
4.				



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Part 2(c) - Registered Company

Private or Public

State the nominal and issued capital of the company:

Nominal Ksh.

Issued Ksh.....

Give details of all directors as follows

c	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3.				
4.				

Date Signature & Stamp of Tenderer

If Kenyan Citizen indicate under Citizenship Details whether by Birth,
Naturalization or Registration.



1.6. Form-PQ6-Litigation history

1. Name of the Tenderer.....

Prospective Tenderers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

	Year	Awardfor against	or	Name of client cause litigation and matter dispute	of	Disputed amount (current value, Ksh. equivalent
1.						
2.						
3.						
4.						
5.						

2. TENDER SUBMISSION FORM

Name:	
Position (Job Title):	
Date:	
Telephone number:	
Email:	
Signature:	
Stamp/Seal	



3. Registration details

Tender number:

Tender description.....

Name of the Firm

Postal Address

Physical Address

Telephone Contact.

Contact Person.

4. BANK DETAILS

Law Society of Kenya

Standard Chartered Bank Kenya Ltd

Harambee Avenue

Account No. 0102095866701