**Annex A – Legal Consultant - Prequalification application form**

1. **Applicants Profile**

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| --- | --- |
| Applicants business/Individual Name |  |
| Postal address |  |
| Business Office Location |  |
| Telephone Contact |  |
| Email Address |  |
| Website link |  |

1. **Applicants Business Details**

|  |  |
| --- | --- |
| Nature of Business registration | *(Indicate if sole proprietor, Limited company, individual, partners etc.)* |
| List of Directors/Partners |  |
| Date of registration |  |
| List of Licenses obtained |  |
| Tax registration Number |  |

1. **Applicants Technical Understanding**

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| --- |
| Applicants understanding of the specific policy and legislative affairs at national and county government levels within the Cooperatives Sector in Kenya and Cooperative Business Enterprises ( Provide a summarized brief of these Gaps) |
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1. **Team Composition and Qualifications**

The applicant should include the names and anticipated positions of the individuals proposed to provide the legal services.

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| --- | --- | --- | --- |
| Name of Resource Person | Academic Qualification | Relevant Experience | Specific responsibilities. |
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NB: For each resource person listed above submit as an attachment, a complete and current resume for each proposed professional employee (not exceeding 3 pages each). The resumes should clearly describe the individuals’ education, experience, contacts, and professional credentials and be duly signed by the respective person.

1. **Organizational/Individual Specialized Competence.**

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| *Applicants to indicate specialized competence the organization/individual possesses with regard to legal work targeting businesses or cooperatives in Kenya(the response should touch on competences on adult training/facilitation, drafting of policy, bills and legislations, advocacy on policy and legal issues etc..)* |
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1. **Applicants Past Experience/Performance**

Applicant to list three service recipients directly supported in the last 5 years on related works to the SOW. In the following format.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Client** | **Clients contacts (email and phone number)** | **Brief description of the training conducted** | **Period conducted** | **Name of Clients contact person** |
|  |  |  |  |  |
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1. **Applicants past experience working with the county governments**

Applicants to list any working experience with the county government in the last 5 years (this response is limited to works done with the counties that are listed on the Statement of Work-part 3 of the RFA document)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of County** | **Clients contacts (email and phone number)** | **Brief description of the assignment delivered** | **Period conducted** |
|  |  |  |  |
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1. **Fees Structure**

Indicate the fees structure for the services applied.

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| --- | --- | --- | --- |
|  | **Legal Service Category** | **Daily rate per resource person(KES) (8 Hour Day)** | **Explanatory notes (Cost Justification)** |
| 1. | Drafting and/or adaptation of county cooperative policy, bill, regulations and rules. |  |  |
| 2. | Facilitation and/or representation in program forums on policy, legislations and regulations matters |  |  |

*\*Fees amounts should not include transport and accommodation costs as this will be case specific and will be agreed upon at the point of engagement. The fees should be specific and not a range. Bidders are encouraged to provide their best rate.*

1. **Proposed Value Addition**

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| *Applicants to indicate proposed value addition if prequalified as a legal consultant* |
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1. **Mandatory Attachments**

The following documents must be attached to the prequalification application.

1. Certificate of registration/incorporation for firms.
2. Copies of identity documents for individual applicants
3. Copies of CVs for the technical staff duly signed.
4. A copy of tax certificate
5. A copy of current practicing certificate

Signed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_