



Mavoko Water & Sewerage Company
P.O.Box 582 - 00204
Athi River

Tel: 045-6622768/9, 0719 148 866
Fax: 045-6622771
Wireless: 0202-106291
Email: info@mav-water.org
www.mavokowater.org

MAVWASCO/Tender/2015/02

11th May 2015

M/s

P. O. Box

Telephone:

Dear Sir/Madam

RE: MAV/Tender/2015/02 – LEGAL SERVICES

Enclosed please details for services for which you have been invited to tender.

Kindly fill in the details below:

Full Names of the Company:

Address: Tel:

Fax: Email:

Physical Location of the company:

Branches (if any):

VAT Registration No.

Pin No.:(*Attach a copy*).....

Signature Date

Rubber Stamp:

Each completed tender must be returned in sealed envelope clearly marked Tender Number and with no indication of identity of Tenderer and addressed to the undersigned i.e.:

**The Managing Director
Mavoko Water and Sewerage Company Limited
P. O. Box 582-00204
ATHI RIVER**

So as to reach him not later than **2nd June, 2015 at 12noon**

Tenders will be **opened on the same day Tuesday, 2nd June, 2015 at 12.30 pm** at the company's board room and tenderers or their representatives who wish to witness the opening are welcome.

Yours faithfully,

MANAGING DIRECTOR



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MAV/Tender/2015/02–Legal Services

1. NAME AND ADDRESS OF FIRM

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

TELEPHONE NO.:

2. PHYSICAL LOCATION OF THE FIRM AND BRANCHES

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

3. REGISTRATION NUMBER OF FIRM (*please attach copy of cert*)

.....

4. PIN NUMBER OF FIRM (*attach copy*)

.....

4. NAMES OF MAIN/KEY STAFF AND PROFESSIONAL QUALIFICATIONS

<u>NAME</u>	<u>QUALIFICATIONS</u>	<u>NATIONALITY</u>
.....
.....
.....
.....

5. EXPERIENCE

.....
.....



6. **CURRENT CLIENTS** *(please attach letters of reference from clients)*

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

7. **TENDERERS SHOULD DEMONSTRATE CAPABILITY TO OFFER COMPANY SECRETARY SERVICES**

8. **ATTACH CERTIFICATE OF REGISTRATION AS A CERTIFIED PUBLIC SECRETARY OF KENYA (CPS(K)) AND MEMBERSHIP WITH INSTITUTE OF CERTIFIED PUBLIC SECRETARIES OF KENYA (ICPSK) AND ANY OTHER PROFESSIONAL CERTIFICATION TO SUPPORT YOUR TENDER**

9. **TENDERERS MUST DECLARE COMMITMENT TO ADHERE TO THE ADVOCATES RENUMERATION ORDER IN WRITING AND ATTACHED TO THIS DOCUMENT**

10. **SIGNATURE OF TENDERER**

NAME.....TITLE.....

SIGNATURE DATE:

OFFICIAL STAMP



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TENDER DOCUMENT FOR LEGAL SERVICES 2015

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 applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

<p>Part 1 General</p> <p>Business Name.....</p> <p>Location of Business Premises</p> <p>Plot No,..... Street/Road.....</p> <p>Postal address Tel No. Fax Email</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</p> <p>Branch</p>
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<p style="text-align: center;">Part 2 (a) – Sole Proprietor</p> <p>Your name in full..... Age.....</p> <p>Nationality..... Country of Origin.....</p> <p>Citizenship details</p>
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<p style="text-align: center;">Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <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.																	

<p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares
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4. Current liabilities				
5. Profits before taxes				
6. Profits after taxes				

CONFIDENTIAL