



CHRISTIAN HEALTH ASSOCIATION OF KENYA

Prequalification for Provision of Legal Services

Deadline	Friday 15th May 2026, 5.00 pm
Opening date	Monday 18th May 2026
Reference Number	PR No. CHAK/LS/01/2026

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Musa Gitau Road, Off Waiyaki Way, Nairobi

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1. Introduction

CHAK is a leading national Faith Based Organization (FBO) of Protestant churches' health facilities and programs from all over Kenya. Established in 1946, CHAK has the goal of promoting access to quality health care. The organization's structure includes member health facilities and member programs, governance organs which include a regional structure, and the Secretariat based in Nairobi.

Christian Health Association of Kenya (CHAK) invites applications from eligible, qualified and licensed law firms/advocates for prequalification as legal service providers for a period of two (2) years.

2. Objective

The purpose of this prequalification exercise is to identify and prequalify competent and reputable law firms to form a framework of service providers for the provision of legal services to CHAK on an as-needed basis, in compliance with applicable laws and organizational policies.

3. Scope of Services

The scope of services shall include, but not be limited to:

1. Provision of legal advisory services on corporate, commercial, and governance matters.
2. Representation in civil litigation, land matters, and alternative dispute resolution (including arbitration and mediation).
3. Drafting, reviewing, and vetting of contracts, agreements, and other legal instruments.
4. Representation before courts, tribunals, and regulatory bodies.
5. Provision of legal opinions and compliance reviews in line with applicable laws and regulations.
6. Advisory and representation in employment and labor law matters.

4. Requirements

Applicants must provide copies of the following in their applications.

1. Duly completed Business Questionnaire (attached as Appendix I).
2. Certificate of Incorporation/Registration.
3. Valid Tax Compliance Certificate (TCC).
4. Current Practicing Certificates for the firm's advocates, issued by the Law Society of Kenya (LSK)
5. Firm profile, including areas of specialization and details of key personnel.
6. Evidence of relevant experience, including a list of key assignments handled in the past five (5) years.
7. Certificate of Good Standing for the firm's advocates from the Law Society of Kenya (LSK).
8. At least three (3) reference letters or contacts from clients (NGOs, Corporates) for similar assignments
9. Minimum of ten (10) years' relevant practice experience for the firm.
10. Evidence of a physical office address (e.g., lease agreement).
11. Audited financial statements for the last two (2) years.
12. Bank reference letter from a reputable financial institution.
13. Proof of valid Professional Indemnity Insurance cover.
14. Curriculum Vitae (CVs) of the firm's partners and key legal personnel, highlighting relevant qualifications and experience.

5. Evaluation Criteria

Applications will be evaluated in accordance with the following criteria:

EVALUATION CRITERIA		
A	Pre-qualification Mandatory requirements	Max Score
1	Duly filled Confidential Business Questionnaire	Pass/Fail
2	Certificate of Incorporation/Business Registration	Pass/Fail
3	Current Tax Compliance Certificates	Pass/Fail
4	Current Trade License / Business Permit	Pass/Fail
5	Current Practicing Certificates for advocates (LSK)	Pass/Fail
6	Certificate(s) of Good Standing from LSK	Pass/Fail
7	Proof of valid Professional Indemnity Insurance cover	Pass/Fail
8	Evidence of physical office address	Pass/Fail
B	Technical Evaluation	Max Score
	Experience and Capability	
	Years Of Practice	10
	Less than 5 years- 2 marks	
	5–9 years – 5 marks	
	10 years and above – 10 marks	
	Relevant Experience	
1	Relevant legal experience (corporate, litigation, labor law, etc.)	10
2	Experience with NGOs/donor-funded or similar institutions	10
	Past Performance	
1	Quality and relevance of client references	20
	Capacity and Personnel	
1	Firm profile and areas of specialization	20
2	Qualifications and experience of partners and key advocates (CVs)	15
	Financial Capacity	
1	Audited financial statements (last 2 years)	10
2	Bank reference letter	5
	TOTAL	100

Only applicants who meet all mandatory requirements and attain a minimum score of 70% in the technical evaluation, demonstrating adequate capacity and relevant experience, will be prequalified.

6. Conflict of Interest

Applicants must declare any actual or potential conflicts of interest and outline how such conflicts will be managed should they arise.

7. Confidentiality

All information provided in the application will be treated as confidential and will only be used for the purpose of evaluating your application. By submitting an application, you acknowledge and agree to this confidentiality provision.

8. Terms and Conditions

- Applications shall remain valid for a period of ninety (90) calendar days from the closing date for submission. In exceptional circumstances, CHAK may request applicants to extend the validity period. Any such request and response shall be made in writing.
- Interested applicants requiring clarification may submit their queries in writing via email to procurement@chak.or.ke on or before Thursday 14th May at 3.00 pm. CHAK will respond to all clarification requests received within the stipulated timeline.
- All applications and supporting documentation shall be submitted in English.
- Completed applications shall be submitted in hard copy and deposited in the CHAK Tender Box located at CHAK Secretariat offices, Musa Gitau Road, off Waiyaki Way, Nairobi.
- All communication regarding this prequalification shall be directed ONLY to the email address provided above.
- Applications submitted through any other means other than physical delivery to the Tender Box shall not be accepted.

9. Prequalification Outcome

Successful applicants will be included in CHAK's list of prequalified legal service providers for a period of two (2) years. Prequalification does not constitute a guarantee of award of contract. Services will be procured on an as-needed basis in accordance with CHAK procurement procedures.

10. Submission Instructions

Interested applicants are invited to submit their detailed applications clearly marked:

Prequalification of Legal Services: PR No. CHAK/LS/01/2026
in **sealed envelopes** addressed to:

The General Secretary
Christian Health Association of Kenya (CHAK)
P.O. Box 30690 – 00100 GPO
Nairobi, Kenya

Tel: (020) 4441920 / 0733 334419

Please note that any applications received after the submission deadline shall not be accepted.

The deadline for submission is **Friday, 15th May 2026** at **5:00 p.m.** after which opening will be on **Monday 18th May 2026**. CHAK reserves the right to accept or reject any application and is not bound to provide reasons for its decision.

II. Appendix I: Business Questionnaire

SUPPLIER PREQUALIFICATION QUESTIONNAIRE

The questionnaire is to be completed by the respective supplier who wish to be prequalified for the specified tender category.

I. Corporate Information

S/NO	DETAILS	RESPONSE
I.1	Name of organization (As registered)	
I.2	Legal status of your organization (Tick as applicable)	Sole trader
		Partnership
		Private limited Company
		Public Limited company
		Consortium of companies
		Others (Please specify)
I.3	Company registration no:	
I.3.1	Date of registration	
	Type of business	Manufacturer <input type="checkbox"/> Reseller <input type="checkbox"/> Agent <input type="checkbox"/> Authorized tributer <input type="checkbox"/> Other (Please specify) <input type="checkbox"/>
I.4	Full Physical address of principal place of business (Clearly indicate the current location)	
I.5	Full postal address of the principal place of Business	
I.6	Registered address if different from the above	
I.7	Postal Code	
I.8	Telephone number	
I.10	E-mail address	
I.11	Website	
I.12	Company Tax PIN	
I.13	VAT Registration number	

1.14	Names of the shareholders, Directors, and Partners	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
1.15	Associated company (if any)	
1.16	Provide the name of company's certified Auditors	
1.17	Contact people within the organization to whom tender, or procurement enquiries should be made. (Please note this is the contact person to appear in our final vendor database if you are successful. The email address provided herein will be used when sending requests for quotations and LPOs if successful.	Name: Title: Tel: Email:
1.18	Bank Details	Bank Code: Bank Name: Branch Code: Branch Name: Account Name: Account Number: Swift Code:

2. Financial Information

NO	PARTICULARS	
2.1	What was your turnover in the last two years?	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> - ----- Kshs) for the year end /...../..... </div> <div style="width: 45%;"> - ----- Kshs) for the year ended /...../..... </div> </div>

2.2	Has your organization met all its obligations to pay its creditors and staff during the past year? If no, please give reasons _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.3	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? If yes, give details _____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.4	What is the name and branch of your bankers (who could provide a reference)?	Name	
		Branch	
		Telephone number	
		Postal Address	
		Contact person name	
		E-mail	

3. Personnel

NO	PARTICULARS
3.1	How many staff does your organization have? (Attach CVs of at least 5 key staff) Indicate the number under each category. i) Technical (Permanent, Temporary) ii) Semi-skilled (Permanent, Temporary) iii) Other

4. Company Experience

Please provide in the table below details of at least five (5) projects you have undertaken over the last three (3) years, relevant to the goods/services you propose to supply. (Please attach at least 5 LPOs/contracts and also at least 5 reference letters)

No	Customer Organization (name)	Customer phone number	Goods/services supplied	Date of contract	Value of business transactions (Ksh)
I					

2					
3					
4					
5					

5. Management Policies

a) Customer Service

Does the firm have a documented policy on customer service? If yes, please attach copy.

Yes No

b) Code of conduct/Ethics

Does your company have a documented code of Conduct?

Yes No

If yes, please attach a copy.

c) Does your company subscribe to a professional body with a code of conduct/ethics? If yes, please attach a copy.

Yes No

6. Certifications, Accreditations and Approvals

a) List any relevant certifications and accreditations by principals or accreditation bodies and attach copies of such certification. Such certification may be for your company or for your individual staff as relevant to the work they do and the key skills for the service or goods you propose to supply.

- i) _____
- ii) _____
- iii) _____
- iv) _____

b) List any agencies and partnerships that you have that are relevant to the categories of goods and/or services you are interested in supplying.

- i) _____
- ii) _____
- iii) _____
- iv) _____

7. Business Probity & Litigation Management

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section will result in your exclusion as a potential CHAK supplier.

NO	PARTICULARS	RESPONSE
7.1	Please state if any Director shareholder / partner of the Organization is currently employed or has been employed in the past three years by CHAK	
7.2	Please state if any Director shareholder / partner of the Organization has a close relative who is employed by CHAK. For purpose of pre-qualification process close relative refers to parents, siblings, spouse or children	
7.3	Has any partner, Director, shareholder or employee whom you would propose to use to deliver this service been convicted of an offence concerning his or her professional conduct?	
7.4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law or the laws of the country in which it is established?	
7.5	Provide any litigation or arbitration history resulting from any contractual obligation. If none, state so.	

8. Insurance

Please provide details of your current business insurance cover		Value (Kshs)
1		
2		
3		
4		

9. Mandatory Requirements for Pre-Qualification

You shall be required to attach the following documents as a mandatory requirement.

1. Certificate of Incorporation/ Registration
2. Valid Business permit
3. PIN Certificate
4. Certificate and licensing from relevant authorities where applicable
5. VAT Registration Certificate
6. Valid Tax Compliance certificate
7. List of Directors, telephone, and their postal address (Attach CR12)
8. Certified last 6months bank statement of account (sole traders/ partnership) and a letter of reference from bankers regarding the suppliers credit position/Audited bank accounts for the last 2years (Ltd company).
9. CVs of Senior or Technical Staff of the Company

10. Supporting documents and LPOs of contracts awarded and completed in the last two years (attach 5copies)
11. Kenya Bureau of Standards certification where applicable
12. Statement to indicate willingness to provide goods and services on credit facilities.

10. Declaration

The information provided in the application is accurate to the best of my knowledge. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with CHAK.

Authorized Signature: _____

Name: _____

Designation: _____

Telephone: _____

Date: _____

Official Stamp:

Quality Health Care for all to the Glory of God