

Cell: 0722-645941

Email: [info@limurucountryclub.co.ke](mailto:info@limurucountryclub.co.ke)

website: [www.limurucountryclub.co.ke](http://www.limurucountryclub.co.ke)



**Limuru Country Club**

P.O. Box 10 - 00217

Limuru, Kenya

28<sup>th</sup> August 2019

**REQUEST FOR PROPOSAL**  
**PROVISION OF AUDIT SERVICES**

Limuru Country Club is a premier private members club located in Limuru Kiambu county. It caters for a whole range of family activities including golf, squash, bowling, swimming, cricket and tennis.

The Club invites eligible and qualified firms for Expression of Interest for Provision of external Audit services. Interested and eligible firms should submit their bid indicating their qualifications, capacity and experience in audit of a private members club set up.

**The Request for proposal should be addressed to**

**The General Manager**  
**Limuru Country Club**  
**P.O. Box 10 – 00217**  
**Limuru**

And should be deposited at the Club Offices at Limuru / Kabuku Road so as to reach the above address not later than 11<sup>th</sup> September 2019.

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**Limuru Country Club**

P.O. Box 10 - 00217

Limuru, Kenya

24<sup>th</sup> August 2019

## **REQUEST FOR PROPOSAL**

### **1, PROVISION FOR LEGAL & COMPANY SECRETARY SERVICES**

Limuru Country Club is a premier private members club located in Limuru Kiambu county. It caters for a whole range of family activities including golf, squash, bowling, swimming, cricket and tennis.

The Club invites eligible and qualified firms for Expression of Interest for Provision of Legal & Company secretary services. Interested and eligible firms should submit their bid indicating their qualifications, capacity and experience in Legal and company secretarial services for a private members club set up.

Interested firms should contact the below address to request for the scope of work

**The Request for proposal should be addressed to**

**The General Manager  
Limuru Country Club  
P.O. Box 10 – 00217  
Limuru**

**Email : [info@limurucountryclub.co.ke](mailto:info@limurucountryclub.co.ke)**

And should be deposited at the Club Offices at Limuru / Kabuku Road so as to reach the above address not later than 11<sup>th</sup> September 2019.

## **PROPOSED SCOPE OF WORK - LEGAL AND COMPANY SECRETARIAL SERVICES**

The Firm shall be required to provide both legal and company secretarial services as indicated below.

### **1. Legal Services**

The Firm shall provide legal advice related to the following matters:

- 1.1 Contractual agreements and general business matters through email correspondence and/or telephone calls;
- 1.2 Human resource and labour law related matters;
- 1.3 Vendor and supplier related matters;
- 1.4 Prepare and present legal briefs and legal opinions;
- 1.5 Reference to the firm as lawyers of the Club

### **2. Company Secretarial Services**

The Firm shall provide the following services:

- 2.1 Keeping and maintaining statutory books pursuant to the provisions of The Companies Act 2015;
- 2.2 Issuing notices convening meetings of the shareholders of the Club and its Board of Directors (the "Board");
- 2.3 Attending meetings of the shareholders of the Club and the Board, rendering all necessary secretarial services thereat and ensuring compliance of the proceedings at such meetings with all applicable rules and regulations specified in The Companies Act and the Club's constitutional documents;
- 2.4 Preparing resolutions of the shareholders of the Club and the Board, as the need arises;
- 2.5 Updating the Club's requisite filings at the Registrar of Companies as and when due;
- 2.6 Keeping custody of the Club's Seal and affixing same to relevant documents as requested by the Club; and
- 2.7 Ensuring the Club's compliance with Corporate Governance best practices.

Terms of Service: Contract term of One (1) year renewable based on performance.

### **3. Qualifications**

The Firm should:

- 3.1 Be adequately competent, possess substantial relevant experience and can promptly offer the services
- 3.2 At all times during the period of the engagement, conduct themselves in a manner suited to the best interests of the Club
- 3.3 Demonstrate the capability of conducting presentations and provide periodic reports and review of legal matters within the timelines provided.

### **4. Documents to be submitted**

4.1 The Firm shall be required to submit copies of the following documents:

- 4.1.1 Registration certificate
- 4.1.2 PIN
- 4.1.3 Current Tax Clearance Certificate
- 4.1.4 A copy of the VAT Certificate or exemption certificate
- 4.1.5 Current Advocates' practising certificates for all Advocates
- 4.1.6 Current practising certificate for the Company Secretary
- 4.1.7 Professional Indemnity Cover showing its value
- 4.1.8 Evidence of physical address and premises

4.2 Names and Curriculum Vitae of key individuals in the Firm

4.3 Details of 4 major clients and contact persons, addresses and telephone numbers and attach recommendation letters.

4.4 Estimate of professional fees which includes the annual retainer fees for both legal and company secretarial services