



WANA-ANGA SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED

Dagoretti Corner, Ngong Road, P.O. Box 34680 -00100 GPO NAIROBI
Telephone: 020-3571108, E-mail: info@wana-anga.co.ke, Website: www.wana-anga.co.ke.



WANA/LEGAL/1/2024

11/11/2024

PRE-QUALIFICATION FOR PROVISION OF LEGAL SERVICES FOR THE YEAR 2024/2025.

As a financial institution specializing in the provision of loans and the management of various collateral-related matters, it is essential to ensure that our legal processes are handled with the utmost professionalism and adherence to the law. To achieve this, we are seeking to prequalify reputable law firms and individual legal practitioners who have the requisite expertise and experience in financial and banking law. This pre-qualification process is intended to establish a pool of qualified legal service providers who will be called upon to offer legal advice, representation, and other related services as needed.

Scope of Services

The legal services sought through this prequalification process will encompass a wide range of areas, including but not limited to:

1. Loan Documentation and Contracts:

- Drafting, reviewing, and advising on loan agreements, security documents, and other related contracts.
- Ensuring that all loan documentation complies with relevant laws and regulations.

2. Collateral Management:

- Advising on the legal aspects of collateralization, including the creation, perfection, and enforcement of security interests.
- Handling legal proceedings related to the recovery of collateral in the event of default.

3. Debt Recovery and Enforcement:

- Representing the institution in debt recovery processes, including negotiations, litigation, and enforcement of judgments.
- Advising on the best legal strategies for recovering outstanding debts.

4. Regulatory Compliance:

- Ensuring that all financial products and services offered by the institution comply with relevant banking and financial regulations.
- Advising on changes in legislation that may affect the institution's operations.

5. Dispute Resolution:

- Representing the institution in dispute resolution processes, including mediation, arbitration, and litigation.



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Advising on the most effective and efficient methods for resolving disputes.

6. Legal Advisory Services:

- Providing ongoing legal advice on various matters related to the institution's operations, including corporate governance, employment law, and regulatory compliance.
- Advising on the legal implications of new products, services, and business strategies.

Prequalification Criteria

Interested legal service providers will be evaluated based on the following criteria:

1. Experience and Expertise:

- Demonstrated experience in banking and financial law, particularly in matters related to loans, collateral, and debt recovery;
- Proven track record of successfully handling legal matters for financial institutions.

2. Professional Qualifications:

- All legal practitioners must be duly licensed and in good standing with the relevant regulatory authorities.
- Firms should have a team of qualified and experienced lawyers with specialization in relevant areas of law.

3. Capacity and Resources:

- Adequate resources and capacity to handle multiple assignments simultaneously.
- Availability of support staff and modern legal research tools.

4. Reputation and References:

- Positive references from previous clients, particularly financial institutions.
- No history of professional misconduct or legal disputes.

5. Fee Structure:

- Competitive and transparent fee structure.
- Flexibility to work on a retainer basis or per assignment, depending on the institution's needs.



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Submission Requirements

Interested law firms and legal practitioners are required to submit the following documents for consideration:

- 1) A cover letter expressing interest in prequalification.
- 2) A detailed company profile or curriculum vitae (for individual practitioners), including relevant experience and qualifications.
- 3) Copies of professional licenses and certifications.
- 4) References from previous at least 3 clients, preferably financial institutions.
- 5) A proposed fee structure for the various services.

The quotation should be addressed to;

**THE CHIEF EXECUTIVE OFFICER,
WANA-ANGA SACCO LTD,
P. O. BOX 34680-00100,
NAIROBI.
SUBJECT; 2024/2025 LEGAL SERVICES**

To reach Wana-Anga offices situated in Kenya Meteorological Department Headquarters, Dagoretti corner, Ngong road, **on or before 25th November, 2024** by latest **4.00 PM**.

Soft copies can be sent through the following emails: info@wana-anga.co.ke or wanaanga@yahoo.com . Details on the scope of this bid can be accessed from the SACCO web site: www.wana-anga.co.ke