



*Publishing and Printing for YOU*

## **KENYA LITERATURE BUREAU**

### **REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FINANCIAL YEAR 2024 -2026**

**CLOSING DATE: 17/05/2024**

**TIME: 11:00 AM**

## Table of Contents

Table of Contents.....	2
SECTION I - INVITATION FOR PREQUALIFICATION (IFP).....	3
SECTION II - INSTRUCTIONS TO CANDIDATES.....	8
SECTION III - LETTER OF APPLICATION.....	15
SECTION IV - STANDARD FORMS .....	19
APPLICATION FORM 1 .....	20
APPLICATION FORM 2 .....	22
APPLICATION FORM 3 .....	23
APPLICATION FORM 4 .....	24
APPLICATION FORM 5 .....	25
APPLICATION FORM 6 .....	26
APPLICATION FORM 7 .....	27
APPLICATION FORM 8 .....	28

## SECTION I - INVITATION FOR PREQUALIFICATION (IFP)

Date: 7<sup>th</sup> May 2024

### 1.0 Section A: Invitation for Registration/Prequalification of Suppliers

1.1 Kenya Literature Bureau is in the process of registering/prequalifying suppliers for supply of various goods, works and services for the financial years 2024-2026.

1.2 Prequalification categories are as follows:-

<b>REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES/WORKS, OPEN TO ALL ELIGIBLE FIRMS</b>				
<b>CATEGORY NUMBER</b>		<b>DESCRIPTION</b>	<b>SPECIALIZED REQUIREMENT</b>	<b>ELIGIBILITY</b>
1	KLB/RS/01/24-26	Provision of Fabrication, Rerubbing of rollers and Reconditioning of Printing Press Machine parts		OPEN
2	KLB/RS/02/24-26	Supply of Air conditioners and related accessories	License from relevant issuing authority	OPEN
3	KLB/RS/03/24-26	Supply, Repair and Maintenance of CCTV Equipment and Electric Fence System	PSRA License Repair on need basis and quarterly maintenance	OPEN
4	KLB/RS/04/24-26	Supply, Repair and Maintenance of Fire Alarms/ Fire Fighting Equipment	Dosh Registration/License National Fire Protection Association (NFPA) certificate Repair on need basis and quarterly maintenance	OPEN
5	KLB/RS/05/24-26	Provision and Maintenance of Structured Cabling, Network Infrastructure, Computer Networks and Wireless LAN	ICTA CERTIFICATE Repair/ installation on need basis and quarterly maintenance	OPEN
6	KLB/RS/06/24-26	Provision of Wide Area Networks & Internet and Internet Related Services	ICTA CERTIFICATE	OPEN
7	KLB/RS/07/24-26	Supply of Office Equipment (Computers, Computer Accessories, Photocopiers, Heavy Duty Printers, Shredders and Related ICT Equipment)		OPEN
8	KLB/RS/08/24-26	Provision of Small Works (Artisan) Services		OPEN
9	KLB/RS/09/24-26	Provision of Legal Services	LSK Registration/ valid license	OPEN

10	KLB/RS/10/24-26	Provision of Auctioneering Services	ALB valid License	OPEN
11	KLB/RS/11/24-26	Provision of Repair and Maintenance of Printing Press Machines and Related Equipment Services	Repair on need basis and quarterly maintenance	OPEN
12	KLB/RS/12/24-26	Supply, Repairs and Maintenance of iMac Computers, iMac Accessories, iPads, Adobe Cloud and Related Software	Supply/ Repair on need basis and quarterly maintenance	OPEN
13	KLB/RS/13/24-26	Supply of Office Furniture & Fittings		OPEN
14	KLB/RS/14/24-26	Provision of Consultancy Services (Management Consultancy, Human Resources Consultancy, Customer Satisfaction Surveys, Legal Audit, Brand Audit and Procurement Training, Strategic Plan Consultancy among others)	License/Certificate from Regulating Body	OPEN
15	KLB/RS/15/24-26	Provision of Support and Maintenance of Sage ACCPAC ERP System and Development of Application Softwares	Letter of Partnership from Vendor	OPEN
16	KLB/RS/16/24-26	Supply, Repair and Maintenance of General Electrical items	Repair on need basis and quarterly maintenance	OPEN
17	KLB/RS/17/24-26	Provision of Borehole and Water Pump Repair and Maintenance Services	Repair on need basis and quarterly maintenance	OPEN
18	KLB/RS/18/24-26	Provision of Courier Services	CAK License	OPEN
19	KLB/RS/19/24-26	Provision of Tax Health Audit and Advisory Services		OPEN
20	KLB/RS/20/24-26	Provision of High- Volume Printing		OPEN
21	KLB/RS/21/24-26	Provision of Low - Volume Printing		OPEN
22	KLB/RS/22/24-26	Provision of Security Printing Services	Security Printing Certification from relevant body	OPEN
23	KLB/RS/23/24-26	Provision of Digital Printing Services		OPEN
24	KLB/RS/24/24-26	Provision of Editorial, Translation, Interpreting and Proof-Reading Services		OPEN
25	KLB/RS/25/24-26	Provision of Creative Concepts and Agency Services		OPEN

26	KLB/RS/26/24-26	Provision of Air Travel and Ticketing Services	IATA/KATA Certification	YOUTH, WOMEN, PLWD
27	KLB/RS/27/24-26	Provision of Event Management Services		YOUTH, WOMEN, PLWD
28	KLB/RS/28/24-26	Supply, Repair and Maintenance of Telephones, PABX and other related Equipment	Repair on need basis and quarterly maintenance	YOUTH, WOMEN, PLWD
29	KLB/RS/29/24-26	Design, Printing and Supply of Brand Collateral, Branded Corporate Items, Staff Uniforms, PPEs, Footware among other promotional materials.		YOUTH, WOMEN, PLWD
30	KLB/RS/30/24-26	Repair and Maintenance of Desktop Computers, Laptops, Server, Printers, Photocopiers and Related Computer Equipment	Repair on need basis and quarterly maintenance	OPEN
31	KLB/RS/31/24-26	Provision of Plumbing and Sewerage Services		OPEN
32	KLB/RS/32/24-26	Supply of LPG Cooking Gas and Repair and Maintenance of the Jikos	EPRA License	OPEN
33	KLB/RS/33/24-26	Provision, Repair and Maintenance of Warehouse Hand Trolleys	Repair on need basis and quarterly maintenance	OPEN
34	KLB/RS/34/24-26	Provision of Office Refurbishment and Furnishing Services (Curtains, Carpets, Vertical Blinds, Sheers and Window Films)		YOUTH, WOMEN, PLWD
35	KLB/RS/35/24-26	Provision of Braille Services		OPEN
36	KLB/RS/36/24-26	Provision of Sanitary, Fumigation and Pest Control Services	NEMA License	OPEN
37	KLB/RS/37/24-26	Supply and Delivery of 18.9 Litres of Bottled Drinking Water	KEBS Certification	OPEN

- 1.3 Registration/prequalification documents may be obtained **FREE OF CHARGE** from the official KLB Website ([www.klb.co.ke](http://www.klb.co.ke)) OR [www.tenders.go.ke](http://www.tenders.go.ke)
- 1.4 Enquiries can be made via email address: [supplies@klb.co.ke](mailto:supplies@klb.co.ke)
- 1.5 Candidates are advised to regularly visit the KLB website to obtain any additional information/addendum on the tender.
- 1.6 All submissions in one original plus [ *ONE copy*], properly filled in, and enclosed in plain envelopes must be delivered to the address below and addressed as follows:

**TENDER NO. KLB/RS/--/2024-26/REGISTRATION OF SUPPLIERS FOR FINANCIAL  
YEARS 2024-2026**

**“DO NOT OPEN BEFORE 1100 HOURS ON FRIDAY 17<sup>TH</sup> MAY 2024”**

**THE MANAGING DIRECTOR  
KENYA LITERATURE BUREAU  
KLB HEADQUARTERS GROUND FLOOR  
KLB ROAD OFF POPO ROAD SOUTH C  
NAIROBI**

**Phone: 0711 318 188**

**E-mail: [supplies@klb.co.ke](mailto:supplies@klb.co.ke)**

Completed tenders shall be placed in Tender Box located at the **GROUND FLOOR, KLB HEADQUARTERS, SOUTH C NAIROBI BEFORE 1100HOURS FRIDAY 17<sup>TH</sup> MAY 2024.**

Bulky tenders shall be submitted at the office of **Assistant Supply Chain Manager located on the 1st floor at the Kenya Literature Bureau Headquarters, South C, Nairobi.**

- 1.7 Tenders will be opened promptly after **1100 HOURS FRIDAY 17<sup>TH</sup> MAY 2024** in the presence of Tenderers’ representatives who choose to attend the opening at the **Production Meeting Room, KLB Headquarters, Nairobi.**
- 1.8 Late or incomplete Tenders shall not be accepted.
- 1.9 Canvassing or lobbying shall lead to automatic disqualification

**MANAGING DIRECTOR**

## **INTRODUCTION**

1. Kenya Literature Bureau will register and prequalify eligible candidates for supply of goods and services from among those who will have submitted documents in accordance with requirements to undertake assignments as described herein.
2. Candidates are invited to submit registration documents for supply of the goods and services. The registration documents will be the basis for registration and eventual invitation to bid for supply of the goods and services.
3. Candidates must familiarize themselves with the requirements of the registration/registration documents including all attachments.
4. Kenya Literature Bureau will not be responsible for any costs or expenses incurred by candidates in connection with preparation or delivery of prequalification documents including costs associated with preparation of the documents and attachments.
5. Public Procurement and Asset Disposal Act, 2015 requires candidates to observe the highest standards of ethics during the prequalification process. Pursuant to this provision, relevant words are defined as follows:
  - i. 'Corrupt practice' means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer in the prequalification process.
  - ii. 'Fraudulent practice' means a misrepresentation of facts in order to influence the registration process to the detriment of the public procurement entity.
6. Kenya Literature Bureau will reject an application if it determines that a candidate has engaged in corrupt or fraudulent activities in the prequalification/registration process.
7. Kenya Literature Bureau will declare a candidate ineligible for registration/registration if, at any time, it determines that the candidate has engaged in corrupt or fraudulent practices in competing for or in executing a similar contract.
8. Kenya Literature Bureau will have the right to inspect the business premises of the candidate as part of the evaluation.
9. Candidates shall furnish information as described in the registration document.
10. This is a registration and prequalification of suppliers and not a tender for supply of goods and services.
11. Only successful candidates will be notified in writing.

## SECTION II - INSTRUCTIONS TO CANDIDATES

### 2.1 Scope of Tender

- 2.1.1 The Kenya Literature Bureau hereinafter referred to as the procuring entity intends to pre-qualify Suppliers for the supply of goods and services in the provided categories. It is expected that registration applications will be submitted to be received by the procuring entity not later than **1100 HOURS ON FRIDAY 17<sup>TH</sup> MAY 2024**.
- 2.1.2 Prequalification is open to eligible firms as indicated in this Instructions to Candidates.
- 2.1.3 The Bureau conducts procurement online with opportunities being posted on the portal.
- 2.1.4 Pre-qualified Suppliers will be invited online through the portal to tender and requested for quotations as and when need arises for the period indicated in the Invitation for Registration (IFP).
- 2.1.5 Upon expiry of this period, registration exercise will be done afresh.

### 2.2 Submission of Applications

- 2.2.1 Completed Applications must be received by the Bureau at the address below not later than **1100 HOURS ON FRIDAY 17<sup>TH</sup> MAY 2024** in plain sealed envelopes marked as follows:-

**TENDER NO. KLB/RS/--/2024-2026**

**REGISTRATION/PREQUALIFICATION OF SUPPLIERS FOR FINANCIAL YEARS**

**2024-2026**

**“DO NOT OPEN BEFORE 1100HOURS ON FRIDAY 17<sup>TH</sup> MAY 2024**

ADDRESSED: -

**THE MANAGING DIRECTOR  
KENYA LITERATURE BUREAU  
KLB HEADQUARTERS GROUND FLOOR  
KLB ROAD OFF POPO ROAD SOUTH C  
NAIROBI**

**Phone: +0711 318 188**

**E-mail: [supplies@klb.co.ke](mailto:supplies@klb.co.ke)**

- 2.2.2 Completed tenders shall be placed in Tender Box located at the **KLB HEADQUARTERS GROUND FLOOR KLB ROAD OFF POPO ROAD SOUTH C**  
**BEFORE 1100 HOURS FRIDAY 17<sup>TH</sup> MAY 2024.**

- 2.2.3 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.2.5 It is a serious offence to provide false information and the procuring entity reserves the right to carry out site visits to verify the information submitted by applicants.

## 2.3 Eligible Candidates

2.3.1 This invitation for registration is open to all candidates who are eligible as defined in the Public Procurement and Asset Disposal Act, 2015 and Public Procurement and Asset Disposal Regulations, 2020.

## 2.4 Qualification Criteria

2.4.1 Registration will be based on meeting all the following **MANDATORY** requirements to pass in the criteria set as shown below:-

NO.	ITEM UNDER CONSIDERATION	REMARKS
1.	Company profile (Max. Five Pages)	All Applicants
2.	Copy of Certificate of Incorporation/Registration	All Applicants
3.	CR12 Letter from Registrar of Companies or equivalent to show names of Directors of the tendering company (in case of a company), ID Copy (for Sole Proprietor and Business Name) and Names of Partners (for Partnerships) – as applicable	All Applicants
4.	Copy of Valid Tax Compliance Certificate/Exemption Certificate (will be confirmed online with KRA TCC Checker)	All Applicants
5.	Copies of National IDs/Passports for all directors, partners and sole proprietor	All Applicants
6.	Duly filled, signed and stamped Confidential Business Questionnaire.	All Applicants
7.	Duly filled, signed and stamped Declaration Form	All Applicants
8.	Duly filled, signed and stamped Anti-Corruption Declaration Commitment/Pledge	All Applicants
9.	Provide a registered Domain or updated active email address in the Confidential Business Questionnaire	All Applicants
10.	Evidence of ownership, lease or hire for transportation equipment/Provide a License from Communication Authority of Kenya (CAK)	Category 18
11.	Proof of previous supply of similar items. (bidders to attach catalogues, LPOs or contracts)	Category 13
12.	Provide past litigation and arbitration incidences encountered, if any	All Applicants
13.	Valid AGPO Certificate issued by the National /County Treasury or National Council for Persons with Disabilities	Category 26,27,28,29,30 & 34
14.	Copy of Identification Card issued by National Council for Persons with Disabilities (Where applicable)	Category 26,27,28,29,30 & 34
15.	Undertaking that Supplier will supply genuine supplies ( <b>Provide duly signed and stamped commitment letter</b> )	Category 1, 2, 3, 4, 5, 6, 11 & 12.

16.	Must submit two properly bound and serialized (with page numbers) tender documents clearly marked (Original and copy)	All applicants
17.	Must submit evidence of IATA and KATA Registration	Category 26
18.	Experience in similar work- Attach contracts /LPOs/LSOs from at-least one major client	All applicants except Category 26,27,28,29,30 & 34
19.	Accreditation by ICTA	Category 5 & 6
20.	Provide a Reference Letter from the bank regarding Company Credit position	All Applicants
21.	Provide Private Security Regulatory Authority (PSRA) License	Category 3
22.	Provide Directorate of Occupational Safety and Health (DOSHS)/National Fire Protection Association (NFPA) License	Category 4
23.	Provide Law Society of Kenya (LSK) Registration/License	Category 9
24.	Provide Auctioneers Licensing Board (ALB) License	Category 10
25.	Provide Relevant License/Certificate from Regulating Body	Category 14
26.	Provide Letter of Partnership from Vendor	Category 15
27.	Provide a License from Energy and Petroleum Regulatory Authority (EPRA)	Category 32
28.	Provide a License from National Environmental Management Authority (NEMA)	Category 36

#### TECHNICAL REQUIREMENTS FOR KLB/RS/20/24-26 (High Volume Printers)

#	Description	Requirement	Actual parameters	Compliance Responsive/Not Responsive
1.	<b>Capacity</b> - Printing capacity is the ultimate throughput of a printing firm defined by the number of presses installed and operational or running at full capacity to meet sustained printing demand for bulk and/or low volume orders.	Prepress – CTF, CTP, Imagesetters	CTF, CTP, Imagesetters latest technology machines	
		Printing – several printing machines including but not limited to Offset Machines	2 Web offset Presses with folder of 16/32 page sections 2 Sheetfed presses of either 4/6/8 colour 1 UV varnish machine with high capacity of 5,000 covers per hour	

#	Description	Requirement	Actual parameters	Compliance Responsive/Not Responsive
		Binding – folding, gathering, sewing, binding and trimming machines	2 folding Machines (16/32) pages per section 1 gathering Machine with a high capacity of 6,000 copies per hour 3 thread sewing Machines with a capacity of 4,000 – 8,000 signatures per hour 2 Binding Machines with a capacity of 4,000 – 6,000 copies per hour 2 Trimming Machines with a capacity of 4,000 – 6,000 copies per hour  Note: Production capacity of 60,000 books per day	
2.	<b>Storage</b> – Book Storage capacity identified by space available for storage of completed books/products/materials	Storage capacity	Service provider to provide storage capacity – large volume capacity should be between 500,000 to 1,000,000 books	
3.	<b>Quality</b> – Is defined as a true reproduction of the original. How well the print product meets clients’ needs or product requirements/specifications.	Quality Assurance Quality Control Packaging Criteria	To provide quality assurance checklists To provide quality control checklists To provide packaging criteria	
4.	<b>Delivery Timeline</b> – Defined as daily or monthly production throughput	Daily production capacity Monthly delivery capacity	Service provider to provide with evidence of daily capacity deliveries. Capacity of 30,000 – 60,000 books per day	
5.	<b>Materials Storage</b> – Stocking of paper and other print consumables	Paper and other consumables	Service provider to indicate Tonnes of paper stored in reels and reams, Number of Packets of plates, Inks and other print consumables	
6.	<b>Security Printing</b> – This refers to security access to premises, clients work including file, softcopies, books, plates and other high-level security print jobs.	Safeguarding of KLB content and security printing of High-Level security print jobs	Service provider to provide security measures put in place to safeguard softcopies, films & plates. Limited access to Pre-press equipment including computers for plate output is crucial. Provider to indicate how plates are stored and/or destroyed after use	
7	<b>Company Profile</b>		Provide the Organogram of the company	
8	<b>Financial Position</b>		Provide certified audited accounts for the last two years	

#	Description	Requirement	Actual parameters	Compliance Responsive/Not Responsive
			2021-2022 and 2022-2023	
9	<b>Experience</b>		Provide at least 3 copies of LPOs of high-volume printing and stamped Delivery notes from your past clients	
10	<b>Reference Letters</b>		Provide at least 3 Corporate client reference letters	
11	<b>Brochures</b>		Provide Brochures of mentioned Equipment	

**TECHNICAL REQUIREMENTS FOR KLB/RS/21/24-26 (Low Volume Printers)**

#	Description	Requirement	Actual parameters	Compliance Responsive/Not Responsive
1.	<b>Capacity</b> - Printing capacity is the ultimate throughput of a printing firm defined by the number of presses installed and operational or running at full capacity to meet sustained printing demand for bulk and/or low volume orders.	Prepress – CTF, CTP, Imagesetters	CTF, CTP, Imagesetters latest technology machines	
		Printing – several printing machines	1 Web Offset Mc with 16 pg sections 2 Sheetfed presses with 2/4 colour 1 UV varnish machine with capacity of 1,500 – 3,000 copies	
		Binding – folding, gathering, sewing, binding and trimming machines	1 folding Machines with 16/32pg section 1 gathering Machine with minimum of 6 clamps 1 thread sewing Machine, 1,500-3,000 signatures per hour 1 Binding Machine with capacity of 1,500-3,000 books per hour 1 Trimming Machine with capacity of 1,500-3,000 books per hour  Production capacity of 5,000-30,000 books per day	
2.	<b>Storage</b> – Book Storage capacity identified by space available for storage of completed books/products/materials	Storage capacity	Service provider to provide storage capacity – Low volume capacity should be between 5,000 to 20,000 books	

#	Description	Requirement	Actual parameters	Compliance Responsive/Not Responsive
3.	<b>Quality</b> – Is defined as a true reproduction of the original. How well the print product meets clients’ needs or product requirements/specifications.	Quality Assurance Quality Control Packaging Criteria	To provide quality assurance checklists To provide quality control checklists To provide packaging criteria	
4.	<b>Delivery Timeline</b> – Defined as daily or monthly production throughput	Daily production capacity Monthly delivery capacity	Service provider to provide with evidence of daily capacity deliveries	
5.	<b>Materials Storage</b> – Stocking of paper and other print consumables	Paper and other consumables	Service provider to indicate Tonnes of paper stored in reels and reams, Number of Packets of plates, Inks and other print consumables	
6.	<b>Security Printing</b> – This refers to security access to premises, clients work including file, softcopies, books, plates and other high-level security print jobs.	Safeguarding of KLB content and security printing of High-Level security print jobs	Service provider to provide security measures put in place to safeguard softcopies, films & plates. Limited access to Pre-press equipment including computers for plate output is crucial. Provider to indicate how plates are stored and/or destroyed after use	
7	<b>Company Profile</b>		Provide the Organogram of the company	
8	<b>Financial Position</b>		Provide certified audited accounts for the last two years 2021-2022 and 2022-2023	
9	<b>Experience</b>		Provide at least 3 copies of LPOs of Low-volume printing and stamped Delivery notes from your past clients	
10	<b>Reference Letters</b>		Provide at least 3 Corporate client reference letters	
11	<b>Brochures</b>		Provide Brochures of mentioned Equipment	

**Firms must meet all the above requirements to be considered for Prequalification/Registration**

**NB: KLB WILL UNDERTAKE DUE DILLIGENCE FOR THE FIRMS WHO MEET THE MANDATORY AND TECHNICAL REQUIREMENTS. BIDDERS SHOULD NOT FALSIFY DOCUMENTS**

2.4.2 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. **A consistent history of awards against the applicant may result in failure of the application.**

2.4.3 Applicants must provide details of Facilities, Business Premises and Workshops where required

2.4.4 Any other information that would support your application for registration

## **2.5 Public Sector Companies**

2.5.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.6 Conflict of Interest**

2.6.1 The applicant shall not be associated, nor have been associated in the past, with the employees, management and directors of Kenya Literature Bureau.

## **2.7 Updating Registration Information**

2.7.1 Pre-qualified candidates shall be required to update the financial information used for registration at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

## **2.8 Categories for Prequalification**

2.8.1 Applicants are required to submit a form for Category Application in the format contained herein alongside their Letters of Application clearly indicating the category that they are applying for. **Applicants are advised to apply for only those categories they conduct their business.**

## **2.9 Format and Signing of Applications**

2.9.1 The Applicant shall prepare two copies of the application, clearly marking each "ORIGINAL" and "COPY," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.9.2 The original and all copies of the Application shall be typed or written in indelible ink and shall be signed by the Applicant or a person or persons duly authorized to bind the Applicant to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Application.

2.9.3 All pages of the Application, except for un-amended printed literature, shall be numbered and initialed by the person or persons signing the Letter of Application.

2.9.4 The Application shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the Applicant, in which case such corrections shall be initialed by the person or persons signing the Application.

2.9.5 Applicants are required to submit only one bid submission and clearly indicate the categories applied for against the form for category application.

## **SECTION III - LETTER OF APPLICATION**

### **Notes on letter of application**

1. The letter of application will be prepared by the applicant and will follow the form presented herein.
2. The letter of application will be prepared on the letterhead of the applicant and will include full postal address, telephone numbers, fax number and domain email address.
3. The letter of application will be signed by duly authorized representatives of the applicant.
4. Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.
5. The letter of application shall be submitted with a duly filled Form for Category Application in the format contained herein.

**SECTION III -LETTER OF APPLICATION (MANDATORY)**

**Date** .....

**To** .....

.....  
*(name and address of the procuring entity)*

**Ladies and/or Gentlemen**

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (*name of firm*) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for Category (number\_\_\_\_ and name\_\_\_\_\_)
  
2. Attached to this letter are copies of original documents defining:
  - (a) The Applicant’s legal status
  - (b) The principal place of business and
  - (c) The place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually owned firms*).
  
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves; to verify statements and information provided in this application such as, the resources, experience, and competence of the Applicant.
  
4. Your Agency and its authorized representatives may contact the following persons for further information.

<b>General and managerial inquiries</b>	
Contact person(s)	Telephone Number Email Address

5. This application is made with the full understanding that:
  - (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.

- (b) Your Agency reserves the right to:
- amend the scope and value of any contract bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
  - reject or accept any application, cancel the prequalification process, and reject all applications
- (c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.
6. The undersigned declare that the statement made, and the information provided in the duly completed application are complete, true, and correct in every detail.

<b>SIGNED:</b>	
<b>NAME:</b>	
<b>FOR AND ON BEHALF OF (NAME OF APPLICANT)</b>	

**FORM FOR CATEGORY APPLICATION (MANDATORY)**

**(To be filled and submitted with the letter of application) –Categories where firms qualify**

<b>No.</b>	<b>REGISTRATION CATEGORY</b>	
	<b>Category Ref. No.</b>	<b>Description of Category</b>
1.		
2.		

## SECTION IV - STANDARD FORMS

### Notes on completion of Standard Forms

Application Form 1 - **Confidential Business Questionnaire**

This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format.

Application Form 2 - **Personnel Capabilities**

This form is to be completed by all applicants. It shall include specific positions essential to the category for registration applied for. The applicants shall provide the names of at least two candidates qualified to meet the specified requirements stated for each position. This should be accompanied **CVs** detailing relevant experience.

Application Form 3 - **Equipment Capability** (*Where Applicable*)

This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.

Application Form 4 - **Financial Capability including Bank Details and reference**

Application Form 5 - **Litigation History**

This form is to be completed by all applicants. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last three years or currently under execution.

Application Form 6 - **Facilities, Business Premises and Workshops (where applicable)**

This form is to be completed by all applicants. It should provide information on the nature of facilities, business premises and workshops (as appropriate). Applicants should attach evidence of whether the facilities are owned, leased or rented. Information provided should contain full physical address and contact details.

**APPLICATION FORM 1**  
**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

<p><i>Part 1 – General:</i></p> <p>Business Name .....</p> <p>Location of business premises. ....</p> <p>Plot No..... Street/Road .....</p> <p>Postal Address ..... Tel No. ....</p> <p>E-<span style="margin-left: 200px;">Mail</span><span style="float: right;">Address</span> (<b>domain</b>).....</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> <p>A/c No.....</p>																							
<b>Part 2 (a) – Sole Proprietor</b>																							
<p>Your name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <p>Citizenship details .....</p>																							
<b>Part 2 (b) Partnership</b>																							
<p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>				Name	Nationality	Citizenship Details	Shares	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
Name	Nationality	Citizenship Details	Shares																				
.....	.....	.....	.....																				
.....	.....	.....	.....																				
.....	.....	.....	.....																				
.....	.....	.....	.....																				
<b>Part 2 (c) – Registered Company</b>																							
<p>Private<span style="margin-left: 200px;">or</span><span style="float: right;">Public</span> .....</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 style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 25%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>				Name	Nationality	Citizenship Details	Shares	1.....	.....	.....	.....												
Name	Nationality	Citizenship Details	Shares																				
1.....	.....	.....	.....																				

2. ....
3. ....
4. ....
5. ....
.....
Date .....
Signature of Candidate .....

\*If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

**APPLICATION FORM 2**  
**PERSONNEL CAPABILITIES (MANDATORY)**

Name of Applicant	
1.	Title of position Name of prime candidate Name of alternate candidate
2.	Title of position Name of prime candidate Name of alternate candidate
3.	Title of position Name of prime candidate Name of alternate candidate
4.	Title of position Name of prime candidate Name of alternate candidate

**APPLICATION FORM 3**  
**EQUIPMENT CAPABILITIES (WHERE APPLICABLE)**

<b>Name of Applicant</b>		
<b>Item of Equipment</b>		
Equipment information	1. Name of manufacturer  3. Capacity	2. Model and power rating  4. Year of manufacturer
Current status	5. Current location  6. Details of current commitments  .....	
Source	7. Indicate source of the equipment  * Owned * Rented * Leased * Specially manufactured	

Omit the following information for equipment owned by the Applicant

Owner	8. Name  <hr/> 9. Address of owner  .....  <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Telephone</td> <td style="width: 50%; border: none;">Contact name and title</td> </tr> </table> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Fax</td> <td style="width: 50%; border: none;">Email</td> </tr> </table>	Telephone	Contact name and title	Fax	Email
Telephone	Contact name and title				
Fax	Email				
Agreements	Details or rental/lease/manufacture agreements specific to the project  .....  <hr/>				

**APPLICATION FORM 4**  
**BANK DETAILS (MANDATORY)**

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

SWIFT Code \_\_\_\_\_

Bank \_\_\_\_\_

Branch \_\_\_\_\_

Address of banker \_\_\_\_\_

Telephone \_\_\_\_\_

Contact name and title \_\_\_\_\_

**APPLICATION FORM 5**

**LITIGATION HISTORY (MANDATORY)**

Applicants should provide information of any history of litigation or arbitration resulting from contracts executed in the last three years or currently under execution (Instructions to Applicants, para. 4.8)

<b>Name of Applicant</b>			
<b>Year</b>	<b>Award FOR or AGAINST Applicant</b>	<b>Name of client, cause of litigation, and matter in dispute</b>	<b>Disputed amount (current value KShs.)</b>

**APPLICATION FORM 6**

**FACILITIES, BUSINESS PREMISES AND WORKSHOPS -Where applicable**

<b>Name of Applicant</b>	
Information on Business Premises including Workshops (Provide as may be applicable)	

**APPLICATION FORM 7**

**DECLARATION FORM (MANDATORY)**

We hereby confirm that the above information is correct and true to the best of our knowledge.

We further declare that should we be Pre-qualified as a Supplier and later the above information turns out to be untrue, we shall indemnify Kenya Literature Bureau the full cost of the Contract, the advertisement charges of this tender plus all other damages that may accrue due to our false declaration.

Name and Address of Company:

M/s.....

P. O Box.....

Town.....

Telephone No.....

Fax No.....

**Domain E-Mail Address .....**

Signature.....

Name in full.....

Position.....

Official Rubber Stamp.....

Date.....

**APPLICATION FORM 8**

**ANTI-CORRUPTION DECLARATION COMMITMENT/PLEDGE (MANDATORY)**

*(Sections 62, 65 & 66 of the PPAD Act, 2015)*

I/We/Messrs.....

of Street, Building, P O Box.....

.....

Contact/Phone/E mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We .....

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender name.....

Tender No .....

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name and Title of Signatory.....