



Publishing and Printing for YOU

KENYA LITERATURE BUREAU

**EXPRESSION OF INTEREST FOR PROVISION OF
INDIVIDUAL CONSULTANCY FOR
ILLUSTRATOR, PROOFREADING, PUBLICATION
LAYOUT DESIGNERS AND TRANSLATOR
SERVICES**

EOI REFERENCE NO. KLB/EOI/01/2025-2026

CLOSING DATE: 4TH JULY 2025 AT 11:00 A.M

TENDER NOTICE FOR EXPRESSION OF INTEREST

The Kenya Literature Bureau intends to register interested and eligible service providers for provision of the below services through the expression of interest.

No.	EOI Reference No.	EOI Description /Name
1.	KLB/EOI/01/2025-2026	Expression of Interest for Provision of Individual Consultancy for Illustrator, Proof Reading, Publication Layout Designers and Translator Services

Interested service providers may download the expression of interest document containing the terms of reference from the Bureau's website; www.klb.co.ke or from the Public Procurement Information portal, www.tenders.go.ke free of charge. Consultants who download the document must arrange to register with the Bureau their contact details at supplies@klb.co.ke for the purposes of receiving any further tender clarifications and/ or addendum if need be.

Completed Expression of Interest document enclosed in plain sealed envelope, marked with the EOI number and name be deposited in the tender box at the Ground Floor, Kenya Literature Bureau Headquarters South C, Nairobi or be addressed to:

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

So as to be received on or before **Friday, 4th July 2025** at **11.00am** Kenyan time.

The Expression of Interest will be opened immediately thereafter in the presence of service providers or their representatives who choose to attend at KLB HEADQUARTERS South C, 2nd Floor.

TERMS OF REFERENCE

EXPRESSION OF INTEREST FOR PROVISION OF INDIVIDUAL CONSULTANCY FOR ILLUSTRATOR, PROOF READING, PUBLICATION LAYOUT DESIGNERS AND TRANSLATOR SERVICES

INTRODUCTION

The Publishing Department is responsible for developing high-quality literary materials for public consumption.

Purpose: To engage individual consultants for the efficient and timely development of publications catering to both internal and external clientele.

1. OBJECTIVE

The objective of this Expression of Interest (**EOI**) is for the Bureau to receive information from experienced Service providers that demonstrate capability and experience to provide high quality services. To ensure the timely completion and quality assurance of Kenya Literature Bureau (KLB) publication products.

Proposed Evaluation Criteria (For Individual Consultant Illustrators, Graphic/Layout Designers, Proofreaders, and Translators)

2. BIDDING TIMELINE

This Expression of interest will result in short listing of interested service providers who will be invited to submit financial bids. Eligibility to participate in the bid process will be determined on the basis of submission of the minimum required documents stated in this Expression of Interest.

After the deadline for submission of responses, Evaluation process will be conducted to determine responsive bids as per the evaluation criteria provided in the Expression of Interest document. The bidders who participate will be notified of the outcome of the evaluation.

3. EVALUATION CRITERIA

The Expression on Interest received will be evaluated in accordance with the criteria set in the provided Table as follows: -

A: Mandatory Requirements for Evaluation for all Categories

No.	Criteria	Responsive	Non-Responsive
1.	Valid Tax Compliance Certificate from Kenya Revenue Authority		
2.	Duly filled, signed and stamped Self- Declaration letter that the firm has not been debarred from participating in Public Procurement and Asset Disposal Act,2015- SD 1		
3.	Duly filled, signed and stamped Self- Declaration that the firm/tenderer will not engage in any corrupt or fraudulent practice- SD 2		

4.	Profile indicating the contact details including physical address, telephone number, email and contact person on behalf of the bidder		
5.	Duly filled, signed and stamped Declaration and commitment to the code of ethics		
6.	Provide brief description of either Illustrator, Design layout, proof reading, or Translator services offered and the standard prices/rates		
7.	Provide One copy of tender document properly bound and sequentially serialized/paginated in the form of i.e. 1, 2, 3, 4... on each page including all the attachments		

B. Mandatory Requirements for Evaluation per Category(A-D)

Service providers to specify the categories in which they are expressing their interest in; from the categories indicated(A-D) below

A. EVALUATION CRITERIA FOR ILLUSTRATORS

No.	Requirement	Criteria	Responsive	Non-responsive
1.	Years of Service	-Minimum required experience (1+ years in professional illustration). -Proven track record of completed projects in various industries. -Specialization in specific illustration styles or mediums.		
2.	Portfolio & Demonstrated Talent	-Quality, originality, and diversity of artistic work. -Proficiency in composition, color theory, and visual storytelling. -Ability to adapt styles based on project requirements. -Recognition through awards (if any), exhibitions (if any), or featured work in publications.		
3.	Academic Qualifications	-Relevant degrees, diploma or certifications in fine arts, design, or illustration. -Additional training, workshops, or professional development in art techniques. -Understanding of artistic software,		

		digital tools, and industry best practices		
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B. EVALUATION CRITERIA FOR PROOFREADERS

No.	Requirement	Criteria	Responsive	Non-responsive
1.	Years of Service	-Minimum required experience (3+ years in proofreading). -Proven track record of working with various content types (academic, business, creative, etc.). -Familiarity with different style guides (APA, MLA, Chicago, etc.).		
2.	Portfolio & Demonstrated Expertise	-Accuracy in grammar, punctuation, and language consistency. -Ability to enhance clarity and readability while maintaining original intent. -Experience handling complex texts and technical language. -Positive feedback from past clients or employers.		
3.	Academic Qualifications	-Relevant degree, diploma or certifications in language studies, editing, or publishing and editorial. -Additional training in proofreading techniques or editorial standards. -Understanding of linguistic nuances and industry-specific terminology		

C. EVALUATION CRITERIA FOR PUBLICATION LAYOUT DESIGNERS

No.	Requirement	Criteria	Responsive	Non-responsive
1.	Years of Service	-Minimum required experience (3+ years in layout design). -Proven track record of working with various publications (books, magazines, reports, etc.). -Experience in print and digital formats, ensuring cross-platform compatibility		

2.	Portfolio & Demonstrated Expertise	<ul style="list-style-type: none"> -Strong sense of visual hierarchy, typography, and composition. -Ability to create aesthetically appealing and reader-friendly layouts. -Proficiency in industry-standard software (Adobe InDesign, Illustrator, etc.) -Recognition through awards, client feedback, or featured publications 		
3.	Academic Qualifications	<ul style="list-style-type: none"> -Relevant degree, diploma or certifications in graphic design, publishing and editorial, or visual communication. -Additional training or workshops in layout techniques and industry trends. -Understanding of printing processes, color management, and file preparation 		

D. EVALUATION CRITERIA FOR TRANSLATORS

No.	Requirement	Criteria	Responsive	Non-responsive
1.	Years of Service	<ul style="list-style-type: none"> -Minimum required experience (3+ years in professional translation). -Proven track record of translating diverse content types (technical, legal, literary, business, etc.). -Experience working with clients across different industries. 		
2.	Portfolio & Demonstrated Expertise	<ul style="list-style-type: none"> -Accuracy in language conversion while preserving meaning and cultural nuances. -Proficiency in multiple languages, including grammar, idioms, and stylistic consistency. -Ability to maintain tone, context, and readability in translated materials. -Positive feedback from clients or employers regarding translation quality 		

3.	Academic Qualifications	-Relevant degree, diploma or certifications in translation, linguistics, or related fields. -Specialized training in industry-specific translation (Education, medical, legal, technical, etc.). -Familiarity with CAT (Computer-Assisted Translation) tools and industry software		
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Note:

- Service providers must meet all the mandatory requirements to proceed for Registration in the above categories.
- **Service providers to specify the categories in which they are expressing their interest in; from above categories A-D.**

SUPPLIER REGISTRATION FORM- CONFIDENTIAL BUSINESS QUESTIONNAIRE

a) Instructions to Tenderer

Tenderer is instructed to complete the particulars required in this Form, one form for each entity if Tender is a JV. Tenderer is further reminded that it is an offence to give false information on this Form.

A. Tenderer’s details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	

B. General and Specific Details

b) Sole Proprietor to provide the following details.

Name in full _____

Age _____ Nationality _____

Country of Origin _____ Citizenship _____

c) Partnership to provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

(d) Registered Company to provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii) Give details of Directors as follows.

No.	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

(e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

(i) Are there any person/persons in (Name of Procuring Entity) who has an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

No.	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

(ii) Conflict of interest disclosure

No	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that put it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a service provider/consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		

6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly		

No	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

(f) Certification

On behalf of the Tenderer, I certify that the information given above is

correct. Full Name _____

Title or Designation _____

(Signature) _____ (Date) _____

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I of Post Office
Box.....being a resident of
..... in the Republic of..... do
hereby make a statement as follows:-

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of(insert name of the Company) who is a Bidder in respect of **Tender No.....** for.....(insert tender title/description) for.....(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....

(Title)

.....

(Date)

.....

(Signature)

Bidder Official Stamp.....

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, of P.O. Box.....being a resident of..... in the Republic ofdo hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... (insert name of the Company) who is a Bidder in respect of **Tender No.** for..... (Insert tender title/description) for..... (insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
... (Date)

Bidder's Official Stamp.....



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DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I.....(Person on behalf of **(Name of the Business/Company/ Firm)**).....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of

Authorized.....

..... signatory.....

Sign.....

Position.....

Office

address.....

..... Telephone.....

Email.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign.....

Date.....