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KENYA LITERATURE BUREAU

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FINANCIAL YEAR 2025 -26

CLOSING DATE: 4/07/2025

TIME: 11:00 AM

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SECTION I - INVITATION FOR PREQUALIFICATION (IFP)

Date: 24th June 2025

1.0 Section A: Invitation for Registration/Prequalification of Suppliers

1.1 Kenya Literature Bureau is in the process of continuously registering/prequalifying suppliers for supply of various goods, works and services for the financial years 2025-26.

1.2 Prequalification/Registration categories are as follows: -

REGISTRATION OF SUPPLIERS AND EXPRESSION OF INTEREST FOR SUPPLY OF GOODS AND PROVISION OF SERVICES/WORKS, OPEN TO ALL ELIGIBLE FIRMS				
CATEGORY NUMBER		DESCRIPTION	SPECIALIZED REQUIREMENT	ELIGIBILITY
1	KLB/RS/01/25-26	Provision of Fabrication, rubbering of rollers and Reconditioning of Printing Press Machine parts	NONE	Open
2	KLB/RS/02/25-26	Supply, Repair and Maintenance of Security Radio Alarm System	PSRA License	Open
3	KLB/RS/03/25-26	Supply, Repair and Maintenance of CCTV Equipment and Electric Fence System	PSRA License	Open
4	KLB/RS/04/25-26	Supply, Repair and Maintenance of Fire Alarms/ Fire Fighting Equipment	Dosh Registration/License National Fire Protection Association (NFPA) certificate	Open
5	KLB/RS/05/25-26	Provision and Maintenance of Structured Cabling, Network Infrastructure, Computer Networks and Wireless LAN	ICTA CERTIFICATE	Open
6	KLB/RS/06/25-26	Provision of Wide Area Networks & Internet and Internet Related Services	ICTA CERTIFICATE	Open
7	KLB/RS/07/25-26	Supply of Office Equipment (Computers, Computer Accessories, Photocopiers, Heavy Duty Printers, Shredders and Related ICT Equipment)	NONE	Open
8	KLB/RS/08/25-26	Provision of Small Works (Artisan) Services	NCA Registration	Open
9	KLB/RS/09/25-26	Provision of Legal Services	LSK Registration	Open
10	KLB/RS/10/25-26	Provision of Auctioneering Services	Auctioneers licensing Board	Open
11	KLB/RS/11/25-26	Provision of Repair and Maintenance of Printing Press Machines and Related Equipment Services	NONE	Open

12	KLB/RS/12/25-26	Supply, Repairs and Maintenance of iMac Computers, iMac Accessories, iPads, Adobe Cloud and Related Software	NONE	Open
13	KLB/RS/13/25-26	Supply of Office Furniture & Fittings	NONE	Open
14	KLB/RS/14/25-26	Provision of Consultancy Services (Management Consultancy, Human Resources Consultancy, Customer Satisfaction Surveys, Legal Audit, Brand Audit and Procurement Training, Strategic Plan Consultancy among others) Specify area of interest	License/Certificate from Regulating Body	Open
15	KLB/RS/15/25-26	Provision of Support and Maintenance of Sage ACCPAC ERP System and Development of Application Softwares	Letter of Partnership from Vendor	Open
16	KLB/RS/16/25-26	Supply, Repair and Maintenance of General Electrical items	NCA Registered Firms	Open
17	KLB/RS/17/25-26	Provision of Borehole and Water Pump Repair and Maintenance Services	NONE	Open
18	KLB/RS/18/25-26	Provision of Tax Health Audit and Advisory Services	NONE	Open
19	KLB/RS/19/25-26	Provision of Creative Concepts and Agency Services (NIBF)	NONE	Open
20	KLB/RS/20/25-26	Provision of Event Management Services	AGPO Certificate	Reserved-Special Groups Youth, Women, PLWD
21	KLB/RS/21/25-26	Supply, Repair and Maintenance of Telephones, PABX and other related Equipment	AGPO Certificate	Reserved-Special Groups Youth, Women, PLWD
22	KLB/RS/22/25-26	Design, Printing and Supply of Brand Collateral, Branded Corporate Items, Staff Uniforms, PPEs, Footwear among other promotional materials.	AGPO Certificate	Reserved-Special Groups Youth, Women, PLWD
23	KLB/RS/23/25-26	Repair and Maintenance of Desktop Computers, Laptops, Server and Related Computer Equipment	AGPO Certificate	Reserved-Special Groups Youth, Women, PLWD
24	KLB/RS/24/25-26	Provision of Plumbing and Sewerage Services	NONE	Open
25	KLB/RS/25/25-26	Supply of LPG Cooking Gas	EPRA License AGPO Certificate	Reserved-Special Groups Youth, Women,

				PLWD
26	KLB/RS/26/25-26	Provision, Repair and Maintenance of Warehouse Hand Trolleys	NONE	Open
27	KLB/RS/27/25-26	Provision of Office Refurbishment and Furnishing Services (Curtains, Carpets, office chairs, Vertical Blinds, Sheers and Window Films)	AGPO Certificate	Reserved-Special Groups Youth, Women, PLWD
28	KLB/RS/28/25-26	Provision of Book Braille Services	NONE	Open
29	KLB/RS/29/25-26	Provision of Fumigation and Pest Control Services	Relevant regulatory license	Reserved-Special Groups Youth, Women, PLWD
30	KLB/RS/30/25-26	Provision of Debt Collection Services	NONE	Open
31	KLB/RS/31/25-26	Supply of Car Batteries and Tyres	NONE	Open
32	KLB/RS/32/25-26	Provision of Development, installation and training for the manufacturing and estimation application software	NONE	Open
33	KLB/RS/33/25-26	Provision of Repair and Maintenance services of the Cooking Burners/Jikos	NONE	Open
34	KLB/RS/34/25-26	Provision of Supply, Installation and maintenance of Lift Services	NONE	Open
35	KLB/RS/35/25-26	Provision of Staffing Agency services	NONE	Open
36	KLB/RS/36/25-26	Hire of Conference Facilities, catering and accommodation services in Mombasa, Nakuru, Naivasha, Kisumu, Eldoret, Kisii, Kericho and Nairobi (Indicative of Region)	NONE	Open
37	KLB/RS/37/25-26	Provision of Valuation Services	Valuers Registration Board	Open
38	KLB/RS/38/25-26	Provision of Estate Agency Services	Estate Agency Registration Board	Open
39	KLB/EOI/01/25-26	Expression of Interest for Provision of Individual Consultancy for Illustrator, Proofreader, Publication layout Designers and Translator Services	NONE	Open

1.3 Registration/prequalification documents may be obtained **FREE OF CHARGE** from the official KLB Website (www.klb.co.ke) OR www.tenders.go.ke

1.4 Enquiries can be made via email address: 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, properly filled in, and enclosed in plain envelopes must be delivered to the address below and addressed as follows:

**REGISTRATION NO. KLB/RS/--/25-26 REGISTRATION OF SUPPLIERS FOR FINANCIAL
YEAR 2025-26**

“DO NOT OPEN BEFORE 1100 HOURS ON FRIDAY 4TH JULY 2025”

**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

Completed documents shall be placed in Tender Box located at the **GROUND FLOOR, KLB HEADQUARTERS, SOUTH C NAIROBI BEFORE 11:00 HOURS FRIDAY 4TH JULY 2025.**

Bulky documents 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 4TH JULY 2025** in the presence of Tenderers’ representatives who choose to attend the opening at the **Production Meeting Room, KLB Headquarters, Nairobi.**
- 1.8 KLB allows for Continuous Registration of suppliers on a biannual basis, the registration list will be updated every six months.
- 1.9 Canvassing or lobbying shall lead to automatic disqualification
- 1.10 **ALL SUPPLIERS OF GOODS, WORKS AND SERVICES NEED TO REGISTER IN THE ELECTRONIC GOVERNMENT PROCUREMENT SYSTEM BEFORE 1ST JULY 2025. FOR ANY CLARIFICATIONS, CONTACT THE NATIONAL TREASURY on support@egpkenya.go.ke.**

MANAGING DIRECTOR

INTRODUCTION

1. Kenya Literature Bureau will register and prequalify eligible candidates for supply of goods, works 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, work 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. All successful and unsuccessful 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 4TH JULY 2025.**
- 2.1.2 Prequalification is open to eligible firms as indicated in this Instructions to Candidates.
- 2.1.3 The Bureau conducts procurement 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 (IFR).
- 2.1.5 This is a biannual call for registration. 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 4TH JULY 2025** in plain sealed envelopes marked as follows:-

TENDER NO. KLB/RS/--/2025-2026

**REGISTRATION/PREQUALIFICATION OF SUPPLIERS FOR FINANCIAL YEAR
2025-2026**

“DO NOT OPEN BEFORE 1100 HOURS ON FRIDAY 4TH JULY 2025

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

- 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 4TH JULY 2025.**

- 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 (Rev 2022) 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	All Applicants
2.	Provide ONE (1) bid document per category well labeled indicating the individual reference number for the same	All Applicants
3.	Copy of Certificate of Incorporation/Registration	All Applicants
4.	Copy of CR 12 for Limited Companies or CR13 for partners issued within the last 12 months and copies of National IDs for all the Directors / Partners, for Sole Business attach registration certificate and copy of Identity card	All Applicants
5.	Copy of Valid Tax Compliance Certificate/Exemption Certificate (will be confirmed online with KRA TCC Checker)	All Applicants
6.	Valid certificate for Access to Government Procurement Opportunities issued by National Treasury-AGPO	AGPO-special groups only)
7.	Duly filled, signed and stamped Confidential Business Questionnaire.	All Applicants
8.	Duly filled, signed and stamped Declaration Form	All Applicants
9.	Duly filled, signed and stamped Anti-Corruption Declaration Commitment/ Pledge	All Applicants
10.	Provide a registered email address in the Confidential Business Questionnaire	All Applicants
11.		
12.	Proof of previous supply of similar items. All furniture should be locally manufactured. (bidders to attach catalogues, LPOs or contracts)	Category 13
13.	Provide past litigation and arbitration incidences encountered, if any	All Applicants
14.	Valid AGPO Certificate issued by the National /County Treasury or National Council for Persons with Disabilities	Reserved Special Groups
15.	Copy of Identification Card issued by National Council for Persons with Disabilities (Where applicable)	PWD Category Only

16.	Undertaking that Supplier will supply genuine supplies (Provide dully signed commitment letter)	Category 1, 2, 3, 4, 5, 6, 7,11,12&21
17.	Must submit ONE for each category properly bound and serialized (with page numbers) document	All applicants
18.	Provide a Reference Letter from the bank regarding Company Credit position	All Applicants
19.	Provide Private Security Regulatory Authority (PSRA) License	Category 2 & 3
20.	Provide Directorate of Occupational Safety and Health (DOSH)/National Fire Protection Association (NFPA) License	Category 4
21.	Provide Law Society of Kenya (LSK) Registration/License	Category 9
22.	Provide Auctioneers Licensing Board (ALB) License	Category 10
23.	Provide Relevant License/Certificate from Regulating Body	Category 14
24.	Provide Letter of Partnership from Vendor	Category 15
25.	Provide a License from Energy and Petroleum Regulatory Authority (EPRA)	Category 25
26.	Provide a License from Relevant regulatory body (e.g. PCPB,NEMA)	Category 29

NB: All bidders shall provide one (1) document per category.

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

NB: KLB MAY UNDERTAKE DUE DILLIGENCE, FIRMS 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 where they conduct their business.**

2.9 **Format and Signing of Applications**

2.9.1 The Applicant shall prepare one copy of the application.

2.9.2 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 per category 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.

General and managerial inquiries	
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.

SIGNED:	
NAME:	
FOR AND ON BEHALF OF (NAME OF APPLICANT)	

FORM FOR CATEGORY APPLICATION (MANDATORY)

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

No.	REGISTRATION CATEGORY	
	Category Ref. No.	Description of Category
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

<i>Part 1 – General:</i>			
Business Name			
Location of business premises.			
Plot No.....		Street/Road	
Postal Address		Tel No.	
E- (domain).....	Mail	Address	
Nature of Business ,.....			
Registration Certificate No.			
Maximum value of business which you can handle at any one time – Kshs.....			
Name of your bankers			
Branch			
A/c No.....			
Part 2 (a) – Sole Proprietor			
Your name in full		Age	
Nationality		Country of origin	
Citizenship details			
Part 2 (b) Partnership			
Given details of partners as follows:			
Name	Nationality	Citizenship Details	Shares
.....			
.....			
.....			
.....			
Part 2 (c) – Registered Company			
Private	or		Public
.....			
State the nominal and issued capital of company-			
Nominal Kshs.			
Issued Kshs.			
Given details of all directors as follows			
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)

Name of Applicant		
Item of Equipment		
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				

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)

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

APPLICATION FORM 6

FACILITIES, BUSINESS PREMISES AND WORKSHOPS -Where applicable

Name of Applicant	
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.....