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**KENYA LITERATURE BUREAU**

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2021 -2024.**

**TENDERER NAME:** .....

**CATEGORY NUMBER:** .....

**ITEM DESCRIPTION (NAME):** .....

**CLOSING DATE: 18/05/2021**

**TIME: 10:00 HRS EAST AFRICA TIME**

## 1.0 Supplier Registration Notice

The Kenya Literature Bureau would like to invite interested and competent suppliers who wish to be registered in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act 2015 for supply and delivery of goods, works and services to the organization as listed in the below categories for a three-year period 2021-2024.

**(Existing Suppliers/ Service Providers who wish to be retained Must resubmit up to date required documents for registration).**

<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>
1	KLB/RS/1/21-24 Provision of Fabrication and Reconditioning of Printing Press Machine parts	
2	KLB/RS/2/21-24 Supply, Repair and Maintenance of Air conditioners and related accessories	
3	KLB/RS/3/21-24 Supply, Repair and Maintenance of CCTV Equipment and Electric Fence System	CAK license
4	KLB/RS/4/21-24 Supply, Repair and Maintenance of Fire Alarms/ Fire Fighting Equipment	City Fire License
5	KLB/RS/5/21-24 Provision of Structured Cabling, Network Infrastructure, Computer Networks and Wireless LAN	
6	KLB/RS/6/21-24 Provision of Wide Area Networks & Internet and internet related services	
7	KLB/RS/7/21-24 Supply of Office Equipment (Computers, Computer Accessories, Photocopiers, Heavy Duty Printers, Shredders, Software, and related ICT Equipment)	
8	KLB/RS/8/21-24 Provision of Clearing and Forwarding Services	
9	KLB/RS/9/21-24 Provision of Legal Services	
10	KLB/RS/10/21-24 Provision of Auctioneering Services	
11	KLB/RS/11/21-24 Provision of Repair and Maintenance of Printing Press Machines and related equipment Services	
12	KLB/RS/12/21-24 Supply, Repair and Maintenance of Apple Macintosh Equipment	

13	KLB/RS/13/21-24	Supply of Office Furniture & Fittings	
14	KLB/RS/14/21-24	Provision of Consultancy Services (Management Consultancy, Human Resources Consultancy, Customer Satisfaction Surveys, Legal Audit, Brand Audit and Training among others)	IHRM/Relevant membership Specify speciality
15	KLB/RS/15/21-24	Provision of Support and Maintenance of Sage ACCPAC ERP System	Authorized firms
16	KLB/RS/16/21-24	Supply of Electrical items	
17	KLB/RS/17/21-24	Provision of Borehole Maintenance Services	
18	KLB/RS/18/21-24	Provision of Courier Services	
19	KLB/RS/19/21-24	Supply, Implementation, Support and Maintenance of Human Resource Management Information System	Authorized firms
20	KLB/RS/20/21-24	Supply and Delivery of bottled Mineral Water	
21	KLB/RS/21/21-24	Supply, Installation and Maintenance of an Access Control and Attendance System	CAK license
22	KLB/RS/22/21-24	Provision of Tax Health Audit and Advisory Services	
<b>REGISTRATION OF SUPPLIERS, RESERVED FOR YOUTH, WOMEN AND PERSONS WITH DISABILITIES</b>			
<b>CATEGORY NUMBER</b>		<b>DESCRIPTION</b>	<b>Specialized Requirement</b>
23	KLB/RS/23/21-24	Repair and Maintenance of Desktop Computers, Laptops, Server, and related Electronic Equipment	AGPO
24	KLB/RS/24/21-24	Provision of Event Management Services	AGPO
25	KLB/RS/25/21-24	Design, Printing and Supply of Brand Collateral, Branded Corporate Items, Staff Uniforms among other Promotional Materials	AGPO
26	KLB/RS/26/21-24	Supply, Repair and Maintenance of Telephones, PABX and other related Equipment	AGPO

## **REGISTRATION INSTRUCTIONS**

### **1.1 Introduction**

The Kenya Literature Bureau would like to invite interested and competent suppliers who wish to be registered through the set criteria as provided by the Bureau to perform the contract of supply and delivery of goods, works and services to the organization.

### **1.2 Objective**

The main objective of this exercise is to identify competent providers to supply and deliver goods, works and/or services under relevant tenders/quotations to the Bureau **as and when** required during the period **1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2024**.

### **1.3 Registration Document**

The price to be charged for the document shall be **Kshs. 1,000/= for hard copies. No charges applicable if downloaded from the [www.klb.co.ke](http://www.klb.co.ke) or [www.tenders.go.ke](http://www.tenders.go.ke) .**

### **1.4 Information**

In order to be considered for registration prospective supplier must submit all the information herein requested.

### **1.7 Distribution of registration Documents**

The completed registration document, data and other requested information shall be clearly marked with the relevant tender no: so as to reach:

**The Managing Director  
Kenya Literature Bureau,  
P.O. BOX 30022 - 00100  
NAIROBI**

**Or be deposited in the Tender Box at the main Reception  
Not later than 10.00 a.m. (Local time) on 18<sup>th</sup> May 2021.**

### **1.8 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the Managing Director whose address is given above or to [supplies@klb.co.ke](mailto:supplies@klb.co.ke).

### **1.9 Additional Information**

The Bureau reserves the right to request submission of additional information from prospective bidders.

### **1.10 Invitation to Tenders/Quotations**

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the Bureau meeting the set criteria on a pass/ fail basis.

## EVALAUTION CRITERIA

### A: MANDATORY REQUIREMENTS

**Special group Firms MUST meet all requirements and Non- Compliance will lead to disqualification.**

No	Requirement	Responsive or Not Responsive
MR 1	Must submit a copy of Certificate of Registration/ Incorporation	
MR 2	Must submit a copy of a valid Tax Compliance Certificate	
MR 3	Must provide a copy of a valid AGPO certificate – Firms under AGPO category	
MR 4	Submit one Tender document, well paged, securely bound and clearly marked	
MR 5	Submit copy of identity card of company director or CR12 for limited companies	
MR 6	Duly filled, stamped and signed confidential business questionnaire must provide clear contact details including email address	
MR 7	Reference letters at least two from past clients (copies of LPOs, Contracts or letters	
MR 8	Declaration Form Duly filled, signed and stamped in format provided	
MR 9	Qualifications and experience of Key personnel	
MR 10	Reference letter from bank on suppliers credit position. Must be on banks letterhead	
MR 11	Duly filled, signed and stamped sworn statement form	
	<b>At this stage the tenderers submission will either be responsive in all mandatory (MR) requirements above or non- responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.</b>	

### Other Categories (Open Category Mandatory Requirements)

No	Requirement	Responsive or Not Responsive
MR 1	Must submit a copy of Certificate of Registration/ Incorporation	
MR 2	Must submit a copy of a valid Tax Compliance Certificate	
MR 3	Must provide Audited accounts for the last two years 2018 and 2019	
MR 4	Submit one Tender document, well paged, securely bound and clearly marked	
MR 5	Submit copy of identity card of company director or CR12 for limited companies from Registrar of Companies issued within last 12 months from Tender opening date	
MR 6	Duly filled, stamped and signed confidential business questionnaire must provide clear contact details including email address	
MR 7	Reference letters; at least two from past clients (copies of LPOs, Contracts or letters	
MR 8	Declaration Form Duly filled, signed and stamped in format provided	
MR 9	Attach Qualifications and experience of Key personnel	
MR 10	Reference letter from bank. Must be on banks letterhead	
MR 11	All relevant valid licences for specialized areas Must be attached i.e. LSK for Legal, IHRM and all other related	
MR 12	Duly filled, signed and stamped sworn statement form	
MR 13	Firms past experience in the relevant category/field, At least three years	
	<b>At this stage the tenderers submission will either be responsive in all mandatory (MR) requirements above or non- responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.</b>	

### SPECIFIC REQUIREMENTS

The tenderers submitting registration documents for the categories below must in addition to the mandatory requirements submit the additional information/documents specified in the last column of the table below:

No	Description	Mandatory requirement
1	Provision of Legal Services	-Certified copies of current practicing certificates of all advocates in the law firm Letters of recommendation from at least three corporate clients on the clients letterhead

		-Evidence of law firms professional indemnity cover of not less than 5 million
2	Provision of Consultancy Services	-Must indicate specialized area of consultancy e.g Brand Audit, customer satisfaction, legal audit etc Submit relevant professional membership/certificate
3	Provision of Repair and Maintenance of Printing Press Machines and Related Equipment	-Submit similar Corporate client references showing experience. -Submit qualifications and relevant training certificates of service engineers.
4	Provision of Tax Health Audit and Advisory Services	-Submit evidence of registration as a firm or individual at the ICPAK or ACCA, attach valid annual practicing license. Key Personnel must show experience in tax consultancy services -Submit three client references whom similar service has been undertaken
5	Provision of ICT related Services	-Submit copies of current practicing certificates from ICTA and any other relevant certification (where applicable)

**1.0 SWORN STATEMENT**

Having studied the registration information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the registration evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal)



**2.0: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

*Part 1 – General:*  
 Business Name .....  
 Location of business premises. ....  
 Plot No..... Street/Road .....  
 Postal Address ..... Tel No. .... Fax ..... E mail .....  
 Nature of Business .....  
 Registration Certificate No. ....  
 Maximum value of business which you can handle at any one time – KShs. ....  
 Name of your bankers ..... Branch .....

<b>Part 2 (a) – Sole Proprietor</b>			
Your name in full .....		Age .....	
Nationality .....		Country of origin .....	
• Citizenship details .....			
<b>Part 2 (b) Partnership</b>			
Given details of partners as follows:			
Name	Nationality	Citizenship Details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....
<b>Part 2 (c) – Registered Company</b>			
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. ....	.....	.....	
Date .....		Signature of Candidate .....	

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

**3.0: ANTI-CORRUPTION DECLARATION FORM**

We ..... declare and guarantee that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an independent or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply-

- a) The person shall be disqualified from entering into contract for the procurement; or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of KLB
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy that KLB may have.

Name: .....Signature: ..... Date: .....

Business Stamp

**ANTI- FRAUDULENT PRACTICE DECLARATION**

We ..... declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.

Name: .....Signature: ..... Date: .....

Business Stamp

**NON-DEBARMENT DECLARATION**

We ..... declares and guarantees that Director or any person who has controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name: .....Signature: ..... Date: .....

Business Stamp