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KENYA LITERATURE BUREAU

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND
SERVICES FINANCIAL YEAR 2026 -2028**

**(EACH CATEGORY SHOULD HAVE A SEPARATE BID
DOCUMENT)**

CLOSING DATE: 08/05/2026

TIME: 11:00 AM

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SECTION I - INVITATION FOR PREQUALIFICATION (IFP)

Date: 28th April 2026

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 2026-2028.

1.2 Prequalification categories are as follows:-

REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES/WORKS, OPEN TO ALL ELIGIBLE FIRMS				
CATEGORY NUMBER		DESCRIPTION	SPECIALIZED REQUIREMENT	ELIGIBILITY
1	KLB/RS/01/26-28	Provision of Fabrication, Re-rubbering of rollers and Reconditioning of Printing Press Machine parts		OPEN
	KLB/RS/02/26-28	Supply, Repair and Maintenance of Security Radio Alarm System		OPEN
	KLB/RS/03/2026-2028	Provision of Courier Services	CAK License	
4	KLB/RS/04/2026-2028	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/05/2026-2028	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/06/2026-2028	Provision of Wide Area Networks & Internet and Internet Related Services	ICTA CERTIFICATE	OPEN
7	KLB/RS/07/2026-2028	Supply of Office Equipment (Computers, Computer Accessories, Photocopiers, Heavy Duty Printers, Shredders and Related ICT Equipment)		OPEN
8	KLB/RS/08/2026-2028	Provision of Small Works (Artisan) Services		OPEN

REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES/WORKS, OPEN TO ALL ELIGIBLE FIRMS

CATEGORY NUMBER		DESCRIPTION	SPECIALIZED REQUIREMENT	ELIGIBILITY
9	KLB/RS/09/2026-2028	Provision of Auctioneering Services	ALB valid License	OPEN
10	KLB/RS/10/2026-2028	Provision of Repair and Maintenance of Printing Press Machines and Related Equipment Services	Repair on need basis and quarterly maintenance	OPEN
11	KLB/RS/11/2026-2028	Supply, Repairs and Maintenance of iMac Computers, iMac Accessories, iPads, Adobe Cloud and Related Software	Supply/ Repair on need basis and quarterly maintenance	OPEN
12	KLB/RS/12/2026-2028	Supply of Office Furniture & Fittings		OPEN
13	KLB/RS/13/2026-2028	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
14	KLB/RS/14/2026-2028	Provision of Support and Maintenance of Sage ACCPAC ERP System and Development of Application Softwares	Letter of Partnership from Vendor	OPEN
15	KLB/RS/15/2026-2028	Supply, Repair and Maintenance of General Electrical items	Repair on need basis and quarterly maintenance	AGPO
16	KLB/RS/16/2026-2028	Provision of Borehole and Water Pump Repair and Maintenance Services	Repair on need basis and quarterly maintenance	OPEN
17	KLB/RS/17/2026-2028	Provision of Motor Vehicle Repair and Maintenance Services		OPEN
18	KLB/RS/18/2026-2028	Provision of Creative Concepts and Agency Services		OPEN
19	KLB/RS/19/2026-2028	Provision of Event Management Services		OPEN
20	KLB/RS/20/2026-2028	Supply, Repair and Maintenance of Telephones, PABX and other related Equipment	Repair on need basis and quarterly maintenance	OPEN
21	KLB/RS/21/2026-2028	Provision of Design, Printing and Supply of Brand Collateral, Branded Corporate Items, Staff Uniforms, PPEs, Footware		AGPO

REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES/WORKS, OPEN TO ALL ELIGIBLE FIRMS

CATEGORY NUMBER	DESCRIPTION	SPECIALIZED REQUIREMENT	ELIGIBILITY
	among other promotional materials.		
22	KLB/RS/22/2026-2028 Repair and Maintenance of Desktop Computers, Laptops, Server, Printers, Photocopiers and Related Computer Equipment	Repair on need basis and quarterly maintenance	OPEN
23	KLB/RS/23/2026-2028 Provision of Plumbing and Sewerage Services		OPEN
24	KLB/RS/24/2026-2028 Supply of LPG Cooking Gas and Repair and Maintenance of the Jikos	EPRA License	OPEN
25	KLB/RS/25/2026-2028 Provision, Repair and Maintenance of Warehouse Hand Trolleys	Repair on need basis and quarterly maintenance	OPEN
26	KLB/RS/26/2026-2028 Provision of Office Refurbishment and Furnishing Services (Curtains, Carpets, Vertical Blinds, Sheers and Window Films)		OPEN
27	KLB/RS/27/2026-2028 Provision of Braille Services		OPEN
28	KLB/RS/28/2026-2028 Provision of Sanitary, Fumigation and Pest Control Services	PCPB License	OPEN
29	KLB/RS/29/2026-2028 Provision of Debt Collection Services		OPEN
30	KLB/RS/30/2026-2028 Supply of Car Tyres and Batteries		OPEN
31	KLB/RS/31/2026-2028 Provision of Development, Installation & Training for The Manufacturing and Estimation Application Software		OPEN
32	KLB/RS/32/2026-2028 Provision of Repair and Maintenance Services of Cooking Burners/Jikos	Repair on need basis and quarterly maintenance	OPEN
33	KLB/RS/33/2026-2028 Provision of Supply, Installation and Maintenance of Lift Services		OPEN
34	KLB/RS/34/2026-2028 Provision of Staffing Agency Services		OPEN
35	KLB/RS/35/2026-2028 Provision of Conference Facilities in Mombasa, Nakuru, Naivasha, Kisumu, Eldoret, Kisii, Kericho & Nairobi		OPEN
36	KLB/RS/36/2026-2028 Provision of Valuation Services		OPEN

REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES/WORKS, OPEN TO ALL ELIGIBLE FIRMS

CATEGORY NUMBER		DESCRIPTION	SPECIALIZED REQUIREMENT	ELIGIBILITY
37	KLB/RS/37/2026-2028	Provision of Estate Agency Services		OPEN
38	KLB/RS/38/2026-2028	Provision of High- Volume Printing		OPEN
39	KLB/RS/39/2026-2028	Provision of Low - Volume Printing		OPEN
40	KLB/RS/40/2026-2028	Provision of Digital Printing Services		OPEN
41	KLB/RS/41/2026-2028	Provision of Security Printing Services		OPEN
42	KLB/RS/42/2026-2028	Provision of Tax Health Audit and Advisory Services		OPEN
43	KLB/RS/43/2026-2028	Provision of Market Research Services		OPEN
44	KLB/RS/44/2026-2028	Provision of Legal Services	LSK Registration/ valid license	OPEN
45	KLB/RS/45/2026-2028	Provision of Generator Repair and Maintenance Services	Repair on need basis and quarterly maintenance	OPEN
46	KLB/RS/46/2026-2028	Provision of Air Conditioner Repair and Maintenance Services		OPEN
47	KLB/RS/47/2026-2028	Provision of Air Travel and Ticketing Services	IATA/KATA Certification	AGPO
48	KLB/RS/48/2026-2028	Provision of Taxi and Car Hire Services		OPEN
49	KLB/RS/49/2026-2028	Leasing of Office Equipment		OPEN
50	KLB/RS/50/2026-2028	Provision of Electric Fence Repair and Maintenance Services	Repair on need basis and quarterly maintenance	OPEN
51	KLB/RS/51/2026-2028	Supply, Repair & Maintenance of CCTV Repair on need basis and quarterly maintenance Equipment	Repair on need basis and quarterly maintenance	OPEN
52	KLB/RS/52/2026-2028	Provision of Staff Medical Cover	IRA License	OPEN
53	KLB/RS/53/2026-2028	Provision of General Insurance Cover	IRA License	OPEN
54	KLB/RS/54/2026-2028	Provision of Garbage Collection Service	NEMA License	OPEN

REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES/WORKS, OPEN TO ALL ELIGIBLE FIRMS			
CATEGORY NUMBER	DESCRIPTION	SPECIALIZED REQUIREMENT	ELIGIBILITY
55	KLB/RS/55/2026-2028	Provision of Housekeeping and Cleaning Services	OPEN
56	KLB/RS/56/2026-2028	Purchase of Wastepaper	NEMA License OPEN
57	KLB/RS/57/2026-2028	Supply of Office Stationery and Computer Consumables	OPEN
58	KLB/RS/58/2026-2028	Provision of Security and Guard Services	PSRA License OPEN
59	KLB/RS/59/2026-2028	Provision Of Mineral 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) 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 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/--/2026-28/REGISTRATION OF SUPPLIERS FOR FINANCIAL YEARS 2026-2028 (EACH CATEGORY SHOULD HAVE A SEPARATE BID DOCUMENT)

“DO NOT OPEN BEFORE 1100 HOURS ON FRIDAY 8TH MAY 2026”

**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 tenders shall be placed in Tender Box located at the **GROUND FLOOR, KLB HEADQUARTERS, SOUTH C NAIROBI BEFORE 1100HOURS FRIDAY 5TH MAY 2026.**

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 8TH MAY 2026** in the presence of Tenderers’ representatives who choose to attend the opening at the **Marketing Room 2nd floor, 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 8TH MAY 2026**.
- 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 8TH MAY 2026** in plain sealed envelopes marked as follows:-

TENDER NO. KLB/RS/--/2026-2028

REGISTRATION/PREQUALIFICATION OF SUPPLIERS FOR FINANCIAL YEARS

2026-2028

“DO NOT OPEN BEFORE 1100HOURS ON FRIDAY 8TH MAY 2026

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

- Completed tenders shall be placed in Tender Box located at the **KLB HEADQUARTERS GROUND FLOOR KLB ROAD OFF POPO ROAD SOUTH C**
- 2.2.2 **BEFORE 1100 HOURS FRIDAY 8TH MAY 2026.**
- 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 (issued in last 6 months from the date of tender opening) 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 3
11.	Proof of previous supply of similar items. (bidders to attach catalogues, LPOs or contracts)	Category 12
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	All AGPO Category
14.	Copy of Identification Card issued by National Council for Persons with Disabilities (Where applicable)	All AGPO Category (Where applicable)
15.	Undertaking that Supplier will supply genuine supplies (Provide duly signed and stamped commitment letter)	Category 1, 2, 4, 5, 6, 7,12 & 30.

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 47
18.	Experience in similar work- Attach contracts /LPOs/LSOs from at-least one major client	All applicants
19.	Accreditation by ICTA	Category 5 & 6
20.	Provide a Reference Letter from the bank regarding Company Credit position (issued in the last 3 months from the date of tender opening)	All Applicants
21.	Provide Private Security Regulatory Authority (PSRA) License	Category 58
22.	Provide Directorate of Occupational Safety and Health (DOSH)/National Fire Protection Association (NFPA) License	Category 4
23.	Provide Law Society of Kenya (LSK) Registration/License	Category 44
24.	Provide Auctioneers Licensing Board (ALB) License	Category 9
25.	Provide Relevant License/Certificate from Regulating Body	Category 13
26.	Provide Letter of Partnership from Vendor	Category 14
27.	Provide a License from Energy and Petroleum Regulatory Authority (EPRA)	Category 24
28.	Provide a License from National Environmental Management Authority (NEMA)	Category 54
29.	Provide Egg registration number	All applicants

TECHNICAL REQUIREMENTS FOR KLB/RS/38/26-28 (High Volume Printers)

#	Description	Requirement	Actual parameters	Compliance Responsive/Not Responsive
1.	Capacity - 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	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	

#	Description	Requirement	Actual parameters	Compliance Responsive/Not Responsive
	for bulk and/or low volume orders.		1 UV varnish machine with high capacity of 5,000 covers per hour	
		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.	Storage – 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.	Quality – 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.	Delivery Timeline – 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.	Materials Storage – 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.	Security Printing – 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	

#	Description	Requirement	Actual parameters	Compliance Responsive/Not Responsive
7	Company Profile		Provide the Organogram of the company	
8	Financial Position		Provide certified audited accounts for the last two years 2023-2024 and 2024-2025	
9	Experience		Provide at least 3 copies of LPOs of high-volume printing and stamped Delivery notes from your past clients	
10	Reference Letters		Provide at least 3 Corporate client reference letters	
11	Brochures		Provide Brochures of mentioned Equipment	

TECHNICAL REQUIREMENTS FOR KLB/RS/39/26-28 (Low Volume Printers)

#	Description	Requirement	Actual parameters	Compliance Responsive/Not Responsive
1.	Capacity - 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.	Storage – 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.	Quality – 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.	Delivery Timeline – Defined as daily or monthly production throughput	Daily production capacity Monthly delivery capacity	Service provider to provide with evidence of daily capacity deliveries	
5.	Materials Storage – 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.	Security Printing – 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	Company Profile		Provide the Organogram of the company	
8	Financial Position		Provide certified audited accounts for the last two years 2023-2024 and 2024-2025	
9	Experience		Provide at least 3 copies of LPOs of Low-volume printing and stamped Delivery notes from your past clients	
10	Reference Letters		Provide at least 3 Corporate client reference letters	
11	Brochures		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.

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 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.....