KENYA LITERATURE BUREAU

PRE-QUALIFICATION/ REGISTRATION OF SUPPLIERS FOR HIGH VOLUME BOOK PRINTING SERVICES FINANCIAL YEAR 2020 -2023

PREQUALIFICATION NO: KLB/PQ/01/20-23

CLOSING DATE: 5/06/2020
TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pre-qualifications Instruction</td>
<td>3</td>
</tr>
<tr>
<td>2. Brief Contract Regulations</td>
<td>4</td>
</tr>
<tr>
<td>3. Pre-qualification Data Instructions</td>
<td>4</td>
</tr>
<tr>
<td>4. Form PQ-1-Confidential Questionnaires</td>
<td>8</td>
</tr>
<tr>
<td>Form PQ-2-Sworn Statement</td>
<td>10</td>
</tr>
<tr>
<td>Form PQ-3-Anti Corruption Declaration Form</td>
<td>11</td>
</tr>
</tbody>
</table>
PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction
The Kenya Literature Bureau would like to invite interested and competent High Volume Book Printing Firms who wish to be pre-qualified through the set criteria as provided by the Bureau to perform the contract of Book Printing services to the organization.

1.2 Pre-Qualification Objective
The main objective of this exercise is to identify competent High-Volume Book Printing Firms to provide the Service to the Bureau as and when required during the period ending 30th June 2023.

1.3 Invitation of Pre-qualification
Firms registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to the MANAGING DIRECTOR, KENYA LITERATURE BUREAU on or before 5th June 2020 at 10.00am so that they may be pre-qualified for submission of tenders/Quotations. The Bureau requires prospective suppliers to supply mandatory information for pre-qualification.

1.4 Experience
Prospective suppliers and contractors must have carried out successfully supply and delivery of similar items/services to other institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document
The price to be charged for the Prequalification document shall be Kshs. 1,000/= for hard copies payable to the Account No.0124-131-8387 at KCB Moi Avenue or through MPESA PAYBILL No. 980400(Account number is the name of the firm bidding). The document may also be viewed and downloaded from the Kenya Literature Bureau website (www.klb.co.ke). Bidders who download the document will not be required to pay any fee, however they will be required to send their particulars to supplies@klb.co.ke.

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 Information
In order to be considered for pre-qualification prospective suppliers must submit all the information herein requested.

1.7 Distribution of Pre-qualification Documents
The completed pre-qualification 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 5th June 2020.
1.8 Questions Arising from Documents

Questions that may arise from the Pre-qualifications documents should be directed to the Managing Director whose address is given above.

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 to be responsive.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.4 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the Bureau’s Accounting Officer or Tender Committee.

2.5 Payments

All local purchase shall be on credit of a minimum of sixty (60) days or as it may be stipulated in the contract Agreement.

PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data Forms

The attached questionnaire forms PQ-1, PQ-2, are to be completed by prospective suppliers/contractors who wish to be Pre-qualified for submission of tenders/quotations.

3.1.1 The Pre-qualification application forms, which are not filled out completely and submitted in the prescribed manner, may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.
3.2 QUALIFICATION

3.21 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Bureau in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Tender as described by the Bureau.

3.22 Prospective bidders will not be considered qualified unless in the Judgment of the Bureau they posses capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods, works and services.

3.3 Essential Criteria for Pre-qualification

3.3.1. Experience: Prospective bidder shall have experience in the relevant area.

3.3.2 Personnel

Pertinent information and the CVs of the key personnel to execute the contract. (where applicable)

3.3.3 Financial Condition

The supplier’s financial condition will be determined by the latest financial statements submitted with the pre-qualification documents as well as Letters of reference from their bankers regarding supplier’s credit position. Potential suppliers/contractors will be pre-qualified on the satisfactorily information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress.

3.3.5 Past Performance

Past performance in servicing the Bureau's orders will be given due consideration in pre-qualifying bidders. Letters of reference from past customers should be included in where applicable.

3.4 STATEMENT

Application must include a sworn statement Form PQ-2 by the tenderer ensuring the accuracy of the information given.

3.5 WITHDRAWAL OF PREQUALIFICATION
Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Bureau could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Bureau reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 OUTLINED SUPPLY AND DELIVERY PROCEDURES

The Pre-qualified applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract.

3.7 Pre-qualification Criteria

The following requirements must be met by the tenderer not withstanding other requirements in the tender documents:-

EVALUATION CRITERIA

A: MANDATORY REQUIREMENTS (MR)

<table>
<thead>
<tr>
<th>No</th>
<th>Requirement</th>
<th>Responsive or Not Responsive</th>
</tr>
</thead>
<tbody>
<tr>
<td>MR 1</td>
<td>Must submit a copy of Certificate of Registration/ Incorporation</td>
<td></td>
</tr>
<tr>
<td>MR 2</td>
<td>Must submit a copy of a valid Tax Compliance Certificate</td>
<td></td>
</tr>
<tr>
<td>MR 3</td>
<td>Must submit a duly filled up Confidential Business Questionnaire in format provided PQ 1</td>
<td></td>
</tr>
<tr>
<td>MR 4</td>
<td>Must submit two properly bound and serialized (with page numbers) tender documents clearly marked (Original and copy)</td>
<td></td>
</tr>
<tr>
<td>MR 5</td>
<td>Must submit a copy of CR 12 Certificate from Registrar of companies</td>
<td></td>
</tr>
<tr>
<td>MR 6</td>
<td>Must submit a duly signed and stamped Sworn Statement in format provided PQ 2</td>
<td></td>
</tr>
<tr>
<td>MR 7</td>
<td>Dully filled, signed and stamped Anti-Corruption Declaration Commitment form, PQ3</td>
<td></td>
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</tbody>
</table>

**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.**
# TECHNICAL REQUIREMENTS

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Requirement</th>
<th>Actual parameters</th>
<th>Compliance Responsive/Not Responsive</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Capacity</strong> - 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.</td>
<td>Prepress – CTF, CTP, Imagesetters</td>
<td>CTF, CTP, Imagesetters latest technology machines</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Printing – several printing machines</td>
<td>2 Web offset Presses, 2 Sheetfed presses 1 UV varnish machine</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Binding – folding, gathering, sewing, binding and trimming machines</td>
<td>2 folding Machines 1 gathering Machine 3 thread sewing Machines 2 Binding Machines 2 Trimming Machines</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Storage</strong> – Book Storage capacity identified by space available for storage of completed books/products/materials</td>
<td>Storage capacity</td>
<td>Service provider to provide storage capacity – large volume capacity should be between 500,000 to 1,000,000 books</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Quality</strong> – Is defined as a true reproduction of the original. How well the print product meets clients’ needs or product requirements/specifications.</td>
<td>Quality Assurance</td>
<td>To provide quality assurance checklists</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quality Control</td>
<td>To provide quality control checklists</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Packaging Criteria</td>
<td>To provide packaging criteria</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td><strong>Delivery Timeline</strong> – Defined as daily or monthly production throughput</td>
<td>Daily production capacity</td>
<td>Service provider to provide with evidence of daily capacity deliveries. Minimum daily deliveries of 60,000 books and a monthly delivery of 1,000,000 books.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly delivery capacity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td><strong>Materials Storage</strong> – Stocking of paper and other print consumables</td>
<td>Paper and other consumables</td>
<td>Service provider to indicate Tonnes of paper stored in reels and reams, Number of Packets of plates, Inks and other print consumables</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td><strong>Security Printing</strong> – This refers to security access to premises, clients work including file, softcopies, books, plates and other high-level security print jobs.</td>
<td>Safeguarding of KLB content and security printing of High-Level security print jobs</td>
<td>Service provider to provide security measures put in place to safeguard softcopies, films &amp; 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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Company Profile</td>
<td>Provide the Organogram of the company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------</td>
<td>----------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Financial Position</td>
<td>Provide certified audited accounts for the last two years 2017-2018 and 2016-2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Credit Position</td>
<td>Provide a Reference Letter from the bank regarding Company Credit position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Experience</td>
<td>Provide at least 3 copies of LPOs of high-volume printing and stamped Delivery notes from your past clients</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Reference Letters</td>
<td>Provide at least 3 Corporate client reference letters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Brochures</td>
<td>Provide Brochures of mentioned Equipment</td>
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</tbody>
</table>

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

NB: KLB WILL UNDERTAKE DUE DILLIGENCE FOR THE FIRMS WHO MEET THE MANDATORY AND TECHNICAL REQUIREMENTS
## FORM PQ-1 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 applied to your type of business

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

### Part 1 – General:

<table>
<thead>
<tr>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name</td>
</tr>
<tr>
<td>Location of business premises</td>
</tr>
<tr>
<td>Plot No. Street/Road</td>
</tr>
<tr>
<td>Postal Address, Tel No., Fax, E mail</td>
</tr>
<tr>
<td>Nature of Business</td>
</tr>
<tr>
<td>Registration Certificate No.</td>
</tr>
<tr>
<td>Maximum value of business which you can handle at any one time – KShs.</td>
</tr>
<tr>
<td>Name of your bankers, Branch</td>
</tr>
</tbody>
</table>

### Part 2 (a) – Sole Proprietor

- Your name in full
- Age
- Nationality
- Country of origin
- Citizenship details

### Part 2 (b) Partnership

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part 2 (c) – Registered Company

- Private or Public
- State the nominal and issued capital of company
  - Nominal KShs.
  - Issued KShs.

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship Details</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### Date

If a Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.
PQ 2. SWORN STATEMENT

Having studied the pre-qualification 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 pre-qualification evaluation.

Date…………………………………………………………………………………………………………………………………………………

Applicant’s Name……………………………………………………………………………………………………………………………

Represented by……………………………………………………………………………………………………………………………

Signature……………………………………………………………………………………………………………………………………

(Full name and designation of the person signing and stamp or seal)
PQ 3. 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