



*KENYA LAW REFORM COMMISSION*  
*P.O. BOX 34999 – 00100*  
*NAIROBI*  
*TEL. (020) 2241201*

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS,  
WORKS AND SERVICES  
FINANCIAL YEAR 2019 – 2021**

**NAME OF THE FIRM** .....

**CATEGORY NO.**.....

**ITEM  
DESCRIPTION** .....

**TARGET GROUP** .....

**IF AGPO registered firm, please specify the category:- YOUTH** \_\_\_\_\_

**WOMEN**\_\_\_\_\_

**PWD** \_\_\_\_\_

**CLOSING DATE: MONDAY, 20<sup>TH</sup> MAY 2019 AT 11.00 A.M.**

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# **PRE-QUALIFICATION FORM FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE 2019-2021 FINANCIAL YEAR ENDING 30TH JUNE 2021**

## **SECTION A: INSTRUCTIONS FOR PRE-QUALIFICATION**

### **1.3 Introduction**

The **Kenya Law Reform Commission (the Commission)** is established by the Kenya Law Reform Commission Act, No. 19 of 2013 (the Act). The Commission has a statutory and ongoing role of reviewing all the law of Kenya to ensure that it is modernized, relevant and harmonized with the Constitution of Kenya.

The Commission invites eligible candidates to prequalify as suppliers of goods, services and works for the period ending 30<sup>th</sup> June 2021.

#### **Vision**

“A vibrant agency for responsive law reform”

#### **Mission**

“To facilitate law reform conducive to social, economic and political development”

The Commission intends to prequalify suppliers and contractors for the supply of goods, works and services for the financial year 2019 -2021. Suppliers registered with registrar of companies under the Law of Kenya in respective merchandise or services are invited to submit pre-qualification documents to the Secretary/ CEO, Kenya Law Reform Commission so that they may be shortlisted. Please read through the document carefully and provide the requested information together with all supporting documents.

**1.2** Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the Commission. Suppliers who are not prequalified or fail to meet the prequalifying criteria will not be allowed to participate in the Tenders/RFQs/RFPs

**1.3** The application should be in a sealed envelope to maintain confidentiality and addressed to:

**The Secretary / CEO,  
Kenya Law Reform Commission,  
P.O.BOX 34999 – 00100,  
NAIROBI.**

The envelope should be marked with the “**Prequalification Number applied for and the category description**” upon submission, and must be dropped in the Tender box **on or before 20<sup>th</sup> May, 2019 at 11.00 a.m.**

**1.4 Experience**

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

**1.5 Prequalification Documents**

The document includes questionnaires for s and instructions for prospective suppliers. In order to be considered for pre-qualification, prospective supplier must provide requested proof and all other information requested.

**1.6** Enquiries that may arise from the pre-qualification document should be channeled to the procurement office KLRC, through the above address.

**1.7** Pre-qualification documents may be downloaded from KLRC Website [www.klrc.go.ke](http://www.klrc.go.ke) or from [www.tenders.go.ke](http://www.tenders.go.ke)

Or obtained from the Procurement Office during normal working hours upon payment of non-refundable fee of Ksh.1,000 per set of document payable to the cashier in cash or banker’s cheque) Complete documents in a plain, sealed envelope marked pre-qualification of suppliers indicating the category of items should be addressed to:

**THE SECRETARY/ CEO,  
KENYA LAW REFORM COMMISSION  
P.O.BOX 34999 – 00100  
NAIROBI**

And be deposited in the **TENDER BOX** at the **RE-INSURANCE PLAZA 3<sup>RD</sup> FLOOR BOARD ROOM** on or before **20<sup>th</sup> May, 2019 at 11.00 a.m.** The documents will be opened on the same time in the **KLRC BOARD ROOM** and bidders or their representatives are welcome to witness the opening.

**Late bids shall not be accepted.**



**KENYA LAW REFORM COMMISSION  
REINSURANCE PLAZA, 3<sup>RD</sup> FLOOR  
P.O. BOX 34999-00100  
NAIROBI**

**E-Mail: [procurement@klrc.go.ke](mailto:procurement@klrc.go.ke)**

**SECTION B**

**PRE-QUALIFICATION OF SUPPLIERS/ SERVICE PROVIDERS  
TENDER NO. KLRC/03-23/2019-20**

<b>N O .</b>	<b>CATEGORY NO.</b>	<b>ITEM SERVICE DISCRIPTION Pre-qualification for:-</b>	
<b>1.</b>	KLRC/01/2019-20	Provision of Repair of Motor Vehicles	General
<b>2.</b>	KLRC/02/2019-20	Provision of Repair and Servicing of Computers, Laptops, Printers & Other Equipments	General
<b>3.</b>	KLRC/03/2019-20	Provision of Printing Services and Promotional Items	Women, Youth & persons with Disability
<b>4.</b>	KLRC/04/2019-20	Provision of Travel Agency Services & Issuing of Air Tickets	General
<b>5.</b>	KLRC/05/2019-20	Provision of Computer Accessories	General
<b>6.</b>	KLRC/06/2019-20	Provision of Supply of Newspapers and Magazines	Women, youth & Persons with Disability
<b>7.</b>	KLRC/07/2019-20	Provision of Ground Transport	General
<b>8.</b>	KLRC/08/2019-20	Provision of Fumigation Services	General
<b>9.</b>	KLRC/09/2019-20	Provision of Television and Radio Services	General
<b>10.</b>	KLRC/10/2019-20	Provision of Uniform	General
<b>11.</b>	KLRC/11/2019-20	Provision of Flowers and Indoor Maintenance	Women, Youth & Persons with Disability
<b>12.</b>	KLRC/12/2019-20	Provision of Stationery	Women, Youth & Persons with Disability
<b>13.</b>	KLRC/13/2019-20	Provision of Professional Cleaning Services	General

14.	KLRC/14/2019-20	Provision of Toners & Cartridges	General
15.	KLRC/15/2019-20	Provision of Tires/Tubes	General
16.	KLRC/16/2019-20	Provision of Electrical fittings & Repairs	General
17.	KLRC/17/2019-20	Provision of Supply of Drinking Water	Women, Youth & Persons with Disability
18.	KLRC/18/2019-20	Provision of repair & Maintenance of Office Furniture's	General
19.	KLRC/19/2019-20	Provision of Internet Services	General
20.	KLRC/20/2019-20	Provision of Courier Services	General
21.	KLRC/21/2019-20	Provision of Supply of Airtime (Scratch/Calling Cards)	Women, Youth & Persons with Disability
22.	KLRC/22/2019-20	Provision of Supply of Computer Software, Appliances, and antivirus	General

Interested bidders for Prequalification may obtain a set of documents free Kenya Law Reform Commission website [www.klrc.go.ke](http://www.klrc.go.ke) or from the Procurement Office, **3<sup>TH</sup> FLOOR, and ROOM 314** upon payments to the COMMISSION'S Cash office a **non-refundable fee** of 1,000 Kenya Shillings. Both the Procurement and cash offices are situated on the **3rd floor, RE-INSURANCE PLAZA**

Submission should be serialized i.e with page numbers and must contain copies of mandatory statutory documents among others requirements

Prequalification documents in duplicate (Original & Copy) in plain sealed envelope, clearly marked "**CATEGORY NO.**----- **FOR** -----" should be deposited in the TENDER BOX, situated at the ENTRANCE of KENYA LAW REFORM COMMISSION, 3rd floor, RE-INSURANCE PLAZA, or if mailed, addressed to:-

**KENYA LAW REFORM COMMISSION  
REINSURANCE PLAZA, 3<sup>RD</sup> FLOOR  
P.O. BOX 34999-00100  
NAIROBI  
E-Mail: [procurement@klrc.go.ke](mailto:procurement@klrc.go.ke)**

(So as to reach KLRC not later than 11.00am on 20<sup>th</sup> May, 2019)

The Document will be opened immediately thereafter in the Main Conference room, 3rd **Floor, RE-INSURANCE PLAZA** .All the bidders or their representatives are invited to attend.

***ALL with registered Businesses are encouraged to Participate.***

Prequalification received after the stated time or date will be returned to the bidders unopened.

*Firms that are in the current list of suppliers and those that have submitted their company profiles/letters of introduction MUST apply afresh in order to determine their eligibility*

**HEAD: SUPPLY CHAIN MANAGEMENT**

**FOR: COMMISSION SECRETARY**

## SECTION C: PREQUALIFICATION CRITERIA

	<b>Required information</b>	<b>Allocated scores</b>
1	Registration documentation <ul style="list-style-type: none"> <li>• Certificate of incorporation/Registration certificate</li> <li>• PIN Certificate</li> </ul>	5 5
2	Valid Tax Compliance Certificate	20
3	Financial capacity <ul style="list-style-type: none"> <li>• Audited reports for the last 3 years (General)</li> <li>• Mode of payment &amp; willingness to give credit</li> </ul>	5 5
4	Past experience & performance <ul style="list-style-type: none"> <li>• No. of years in business (General)</li> <li>• Five referees (mostly clients) attach proof (General)</li> </ul>	5 5
5	Confidential business questionnaire <ul style="list-style-type: none"> <li>• Dully filled</li> <li>• Fixed premises with telephone facilities (will be inspected/verified by a team from KLRC officers)</li> </ul>	10 5
6	Litigation History (General)	5
7	Other certificates e.g. KEBS, registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent) (General)	5
8	Manpower and expertise (General)	10
9	Past performance (for KLRC Past/Current suppliers)	10
10	Declaration and Company stamp	5
	<b>TOTAL</b>	<b>100</b>

NB: Youths, Women and Persons with disability shall be exempt from most of the above evaluation criteria upon submission of requisite valid certificate from National Treasury.



**SECTION D: APPLICATION FORM**

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (**Firm Name**).....hereby apply for registration as a supplier for .....

(Category No.).....

Postal Address.....  
.....

Telephone Number (Fixed Line).....Mobile.....

Email Address.....Fax.....

Town..... Street.....

Building.....Floor.....Room/Office.....

Other branches/Locations.....  
.....  
.....

Full name of authorized signatory.....

Designation.....

Official Rubber Stamp and Signature.....

## SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I 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 I – General:*

Business Name .....

Location of business premises .....

Plot No. ....Street/Road .....

Postal Address .....Tel. No. ....

Nature of Business.....

Current Trade Licence No. ....Expiry Date .....

Maximum value of business that you can handle at any one time: K£ .....

Name of your bankers ..... Branch .....

Are you an agent of the Kenya National trading Corporation? YES/NO .....

### *Part 2 (a) – Sole Proprietor:*

Your name in full ..... Age .....

Nationality ..... Country of origin .....

Citizenship details .....

### *Part 2 (b)- Partnership:*

Give details of partners as follows:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.....			
2.....			

*Part 2 (c) – Registered Company*

Private or Public .....

State the nominal and issued capital of the company –

Nominal K£ .....

Issued K£ .....

Give details of all directors as follows:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
-------------	--------------------	----------------------------	---------------

1.....			
--------	--	--	--

2.....			
--------	--	--	--

Date ..... Signature of Tenderer .....

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

YOU ARE ADVISED THAT IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

**PART 1: GENERAL INFORMATION**

<b>Business Name</b>	
Physical Location of Business Premises (Note that a visit to your office may be made to confirm information provided as part of the Evaluation)	Town..... Street..... Building..... Floor.....
Business operations	Year established ..... Duration of business operations.....
Principal Contact Person	Name.....

	Position.....
Postal Address	P.O. Box.....Code.....
Nature of Business	
Maximum value of business which you can handle at any one time	Ksh.....
Name of your bankers	Branch.....

**PART 2 (A) – SOLE PROPRIETOR**

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

**PART 2(B) – PARTNERSHIP**

Give details of partners as follows:

No	Name	Nationality	Citizenship details	Share
1				
2				
3				
4				
5				

**PART 2(C) – REGISTERED COMPANY**

Private or Public	.....			
State the nominal and issued capital of the company	Nominal Kshs.....			
	Issued.....			
Give details of all directors	<b>Name</b>	<b>Nationality</b>	<b>Citizenship details</b>	<b>Share</b>
	.....	.....	.....	.....
	.....	.....	.....	.....
	.....	.....	.....	.....
	.....	.....	.....	.....

Date.....Signature of tenderer.....

If Kenyan, indicate “citizenship details”, whether by Birth, Naturalization or Registration.

*(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)*

**SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS**

- 1. Certificate of Registration/ Incorporation.....(Attach copy)
- 2. Valid Trade License.....(Attach copy)
- 3. State VAT Registration No.....(Attach copy)
- 4. PIN NO. ....(Attach copy)
- 5. Attach proof of being up to date in VAT and Income Tax Returns.....(Attach copy Of current Tax Compliance Certificate)

1. State if the company is a subject of bankruptcy proceeding, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law

.....  
.....  
.....

2. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent),

Wholesaler, Retailer etc.....

.....  
.....

3. State any technological innovations or specific attributes which distinguishes you from your competitors.....

4. Tax Compliance Certificate (Attach copy)

5. Other important certificates e.g. KEBS, registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent.) Please attach proof

**SECTION G: FINANCIAL POSITION & TERMS OF TRADE  
PART I**

**AUDITED REPORTS**

- Attach copies of audited reports for the last 3 years.

**PART II**

**TERMS OF TRADE PAYMENTS**

KLRC would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made.

Confirm acceptance of this: **Acceptable/Not Acceptable**

**SECTION H: LITIGATION/ARBITRATION INCIDENTS**

Litigation and Arbitration incidences

1. Enumerate any past litigation and arbitration incidences encountered by the firm.
2. State if the company is/ was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

**SECTION I: CLIENTS DETAILS**

Give details of at least 5 Reputable Organizations where you are supplying the category of goods/service applied for. (Attach Proof)

1. Organization Name.....  
Address.....  
Tel No. ....  
Contact Person.....  
Position in the organization.....  
E-mail Address.....  
Signature of contact  
person.....Date.....

Company Stamp

- 2. Organization Name.....
- Address.....
- Tel No. ....
- Contact Person.....
- Position in the organization.....
- E-mail Address.....
- Signature of contact  
person.....Date.....

Company Stamp

- 3. Organization Name.....
- Address.....
- Tel No. ....
- Contact Person.....
- Position in the organization.....
- E-mail Address.....
- Signature of contact  
person.....Date.....

Company Stamp

- 4. Organization Name.....
- Address.....



Tel No. ....

Contact Person.....

Position in the organization.....

E-mail Address.....

Signature of contact person.....Date.....

Company Stamp

5. Organization Name.....

Address.....

Tel No.....

Contact Person.....

Position in the organization.....

E-mail Address.....

Signature of contact person.....Date.....

Company Stamp

### SECTION J: MANPOWER AND EXPERTISE OF STAFF

Qualifications and experience of at least five key personnel proposed for administration and execution of the Contract. Attach Curriculum Vitae (CV's). The CVs should be duly signed by the proposed personnel.

Position	Name	Qualifications	Experience in proposed position


**SECTION K: PAST PERFORMANCE**

Have you previously been supplying goods/services to Kenya Law Reform Commission?

If yes, give details

.....

.....

Indicate three of the latest orders with KLRC

.....

.....

.....

Do you have any pending orders with KLRC? If so give details

.....

.....

.....

Have you ever failed to honor KLRC LPO? If so give details

.....

**SECTION L: DECLARATION**

I/ We have completed these forms accurately at the time application and it is agreed that all responses can be sustained if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped .....

Name.....

Position in the Company.....

Date.....