



KENYA LITERATURE BUREAU

PUBLISHERS AND PRINTERS

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TENDER NOTICE

Kenya Literature Bureau invites bidders who are technically and financially capable to supply the following under mentioned items: -

CATEGORY A: TENDERS OPEN TO ALL ELIGIBLE FIRMS

No	TENDER NUMBER	DESCRIPTION OF GOODS, WORKS & SERVICES	CLOSING DATE
1	KLB/T/01/19-20	Supply of Paper and Board	20 th May 2019
2	KLB/T/02/19-20	Supply of Plates and Related Items	20 th May 2019
3	KLB/T/03/19-20	Supply of Cartons	20 th May 2019
4	KLB/T/04/19-20	Supply of Book Binding Glue	20 th May 2019
5	KLB/T/05/19-20	Supply of Printing Inks	20 th May 2019
6	KLB/T/06/19-20	Supply of Printing Consumables	20 th May 2019
7	KLB/T/07/19-20	Provision of General Insurance Services	20 th May 2019
8	KLB/T/08/19-21	Provision of Staff Medical Cover	20 th May 2019

CATEGORY B: TENDERS, RESERVED FOR YOUTH, WOMEN, AND PERSONS WITH DISABILITIES

10	KLB/T/09/19-20	Collection of Garbage	20 th May 2019
11	KLB/T/10/19-20	Supply of Office Stationery and Computer Consumables	20 th May 2019
12	KLB/T/11/19-20	Purchase of Waste Paper	20 th May 2019
13	KLB/T/12/19-20	Supply of Cleaning Materials	20 th May 2019

CATEGORY C: PRE-QUALIFICATION OF SUPPLIERS, OPEN TO ALL ELIGIBLE FIRMS

15	KLB/PQ/1/19-21	Provision of Fabrication and reconditioning of machine parts	13 th May 2019
16	KLB/PQ/2/19-21	Repair and maintenance of air conditioners and supply of associated spare parts	13 th May 2019
17	KLB/PQ/3/19-21	Supply & Maintenance CCTV and Access Control Equipment	13 th May 2019
18	KLB/PQ/4/19-21	Repair and Maintenance of Fire Fighting equipment	13 th May 2019
19	KLB/PQ/5/19-21	Provision of Network Infrastructure Services, Data communication services, Computer Networks & Structured cabling, Wireless LAN, WAN Services	13 th May 2019
20	KLB/PQ/6/19-21	Provision of WAN, Internet Network, Web, Mobile & Desktop Application, Web Design, Hosting and Development Services	13 th May 2019
21	KLB/PQ/7/19-21	Supply of Office Equipment (photocopiers, Computers, heavy duty printers & Shredders)	13 th May 2019
22	KLB/PQ/8/19-21	Provision of ISO 27001 certification related consultancy services	13 th May 2019
23	KLB/PQ/9/19-21	Provision of Creative Services for Book Design, Layout, & Proof Reading	13 th May 2019
24	KLB/PQ/10/19-21	Provision of Public Relations & Media Management Services	13 th May 2019
25	KLB/PQ/11/19-21	Provision of Asset Valuation Services	13 th May 2019
26	KLB/PQ/12/19-21	Provision of High Volume Book Distribution Services	13 th May 2019
27	KLB/PQ/13/19-21	Provision of Low Volume Book Distribution Services	13 th May 2019
28	KLB/PQ/14/19-21	Clearing and Forwarding Services	13 th May 2019
29	KLB/PQ/15/19-21	Legal Services	13 th May 2019
30	KLB/PQ/16/19-21	High Volume Printing Services	13 th May 2019
31	KLB/PQ/17/19-21	Low Volume Printing Services	13 th May 2019
32	KLB/PQ/18/19-21	Digital Printing Services	13 th May 2019
33	KLB/PQ/19/19-21	Service, repair, and maintenance of Press Machines and related equipment	13 th May 2019
34	KLB/PQ/20/19-21	Supply & Maintenance of IP Telephone Systems	13 th May 2019
35	KLB/PQ/21/19-21	Supply & Maintenance of Apple Macintosh Equipment	13 th May 2019
36	KLB/PQ/22/19-21	Maintenance and repair of motor vehicles	13 th May 2019
37	KLB/PQ/23/19-21	Supply of Office Furniture & Fittings	13 th May 2019
38	KLB/PQ/24/19-21	Management Consultancy & Training	13 th May 2019
39	KLB/PQ/25/19-21	Building Contractors for minor works	13 th May 2019
40	KLB/PQ/26/19-21	Contractors for Minor Plumbing Works	13 th May 2019
41	KLB/PQ/27/19-21	Supply of Electrical Items	13 th May 2019
42	KLB/PQ/28/19-21	Provision of Above-the-line Communications	13 th May 2019
43	KLB/PQ/29/19-21	Provision of Below-the-line Communications	13 th May 2019
44	KLB/PQ/30/19-21	Provision of Bulk Courier Services	13 th May 2019

CATEGORY D: PRE-QUALIFICATION OF SUPPLIERS, RESERVED FOR YOUTH, WOMEN AND PERSONS WITH DISABILITIES

45	KLB/PQ/31/19-21	Repair, Maintenance and Servicing of Telephone, PABX, Networking, and other related equipment	13 th May 2019
46	KLB/PQ/32/19-21	Repair and maintenance of desktop computers, imac, laptops, server and electronic equipment	13 th May 2019
47	KLB/PQ/33/19-21	Provision of Events Management	13 th May 2019
48	KLB/PQ/34/19-21	Supply of Staff Uniforms, Branding, Corporate, and other promotional materials	13 th May 2019
49	KLB/PQ/35/19-21	Illustration, Editing, and Typesetting Services	13 th May 2019
50	KLB/PQ/36/19-21	Provision of Cleaning Services	13 th May 2019
51	KLB/PQ/37/19-21	Debt Collection Services	13 th May 2019
52	KLB/PQ/38/19-21	Supply & Maintenance of Sage ACCPAC ERP System Modules	13 th May 2019

Interested eligible candidates may download the tender documents free of charge from the Bureau's website www.klb.co.ke or from the Public Procurement Information Portal www.tenders.go.ke. Bidders who download the tender documents must arrange to register with KLB their contact details at supplies@klb.co.ke for the purposes of receiving any tender clarifications or addendum.

A hard copy of the tender document may be collected from the procurement office during normal working hours upon payment of a non-refundable fee of Kshs 1,000. Bidders are required to provide a Tender Security equivalent to 2%, where applicable, of the total bid in the form and amount specified in the Tender Documents. Completed Tender/Pre-qualification documents in plain sealed envelopes clearly marked with the relevant tender number, and description should be addressed to:

THE MANAGING DIRECTOR,
KENYA LITERATURE BUREAU
P. O. BOX 30022 - 00100, NAIROBI.

And be deposited in Tender Box located at the Main Reception so as to be received **on or before the dates shown above at 10:00am**. Opening of submissions will be conducted thereafter in the Training Room and bidders or their representatives are free to attend.

Prices quoted shall be in Kenya Shillings **inclusive** of taxes and applicable duties, transport and other incidental expenses and **MUST** remain valid for **90 days** from the date of opening.

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